

**NOTICE OF REGULAR MEETING
MISSION CITY COUNCIL
SEPTEMBER 28, 2020 5:30 P.M.
MISSION CITY HALL**

PRESENT:

Dr. Armando O'caña, Mayor
Jessica Ortega-Ochoa, Councilwoman
Ruben D. Plata, Councilman
Norie Gonzalez Garza, Mayor Pro Tem
Alberto Vela, Councilman
Gus Martinez, City Attorney
Randy Perez, City Manager
Anna Carrillo, City Secretary

ALSO PRESENT:

David Santoy
Ned Sheats

ABSENT:

STAFF PRESENT:

Aida Lerma, Deputy City Manager
David Flores, Deputy City Manager
Angie Vela, Finance Director
Michael Elizalde, Grants Administrator
Susie De Luna, Planning Director
Alex Hernandez, Subdivision Coord.
Noemi Munguia, HR Director
Robert Hinojosa, Risk Management
Eduardo Belmarez, Purchasing Director
Roland Rodriguez, I. T. Director
Roxanne Casarez, Public Information Director
Charlie Longoria, Media Relations
Juan Pablo Terrazas, City Engineer
Roberto Salinas, Public Works Director
Jesse Lerma, Civil Service Director
Gilbert Sanchez, Fire Chief
Frank Cavazos, Deputy Fire Chief
James Cardoza, Emergency Mngmnt. Coord.
Roberto Dominguez, Chief of Police
Joanne Longoria, CDBG Director
Daniel Silva, CEO, Mission EDC
Rick Venecia, Interim Boys & Girls Club Director
Brad Bentsen, Parks & Recreation Director
Mayra Rocha, Library Director
Cynthia Lopez, Museum Director
JC Avila, Fleet Maintenance Director
Noel Barrera, Health Dept. Director
Adela Ortega, Food Pantry Manager
Joel Chapa, Police Officer

1. Call to order

With a quorum being present, Mayor Dr. Armando O'caña called the meeting to order at 5:30 p.m.

2. Invocation and Pledge Allegiance

City Manager Randy Perez led the Invocation and Pledge of Allegiance.

3. 2020 Census Announcement

Joanne Longoria stated that there were 2 days left to respond to the census!

4. Report from the Greater Mission Chamber of Commerce

Brenda Enriquez, President of the Greater Mission Chamber of Commerce reported on several events that the Chamber was currently participating in.

5. Update on Our Mission Forward CARES Grant funding

Daniel Silva, MEDC CEO reported that a total of 850 applications had been received. Currently applicants were going by the CEED Building to sign the necessary paperwork and total of 237 had been processed and submitted to finance department. Total amount disbursed to date was \$857,000. Currently 67 applications were pending information.

6. Update on Mission Recovers CARES Grant Funding

Aida Lerma, Deputy City Manager reported a total of \$612,500 had been distributed for the Continue to Employ Grant, a total of \$101,500 had been distributed for the Commercial Utility Account.

7. Update on “We’re Setting the Table” Business Recovery Program

Deputy City Manager Lerma reported that a total of \$83,625 had been distributed for the We’re Setting the Table, a total of 797,725 had been distributed to the business community.

8. Departmental Reports

Mayor Pro Tem Norie Gonzalez Garza moved to approve the departmental reports as presented. Motion was seconded by Councilwoman Jessica Ochoa and approved unanimously 4-0.

9. Citizens Participation

Mr. James Carpenter requested for the city council to approve an ordinance to make Mission a safe haven for the unborn stating that Abortion would be illegal. Katherine Pitcher, legal counsel gave a brief explanation on the ordinance and asked for consideration regarding approval of the Ordinance.

At 5:55 p.m., Councilman Ruben Plata joined the meeting.

1.0 Public Hearing

1.1 Planning & Zoning Recommendations

- A. **Conditional Use Permit Renewal: Keep a Portable Building for Educational Purposes, 511 W. 11th Street, Lots 1 & 2, Block 178, Mission Original Townsite, R-1, Agueda P. Aguiñaga Adoption of Ordinance # 4949 approving 1.1A**

On September 9, 2020 the Planning and Zoning Commission held a Public Hearing to consider this Conditional Use Permit Renewal request. The subject site was located 200’ west of Kika De La Garza Loop along the south side of W. 11th Street. There was no public opposition during the P&Z Meeting. The Board unanimously recommended approval.

Staff Recommendation: Approval subject to: 1) 1year re-evaluation in order to assess business; and 2) Comply with all Building, Fire Codes, Signs, and landscaping codes.

City Manager recommended approval.

Mayor O'caña asked if there were any comments for or against the request.

There were no comments.

Councilwoman Ochoa moved to approve CUP and to adopt Ordinance # 4949 to keep a Portable Building for Educational Purposes, 511 W. 11th Street, Lots 1 & 2, Block 178, Mission Original Townsite, R-1. Motion was seconded by Councilman Alberto Vela and approved unanimously 5-0.

ORDINANCE NO. 4949

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT RENEWAL TO KEEP A PORTABLE BUILDING FOR EDUCATIONAL PURPOSES, 511 W. 11TH STREET, LOTS 1 & 2, BLOCK 178, MISSION ORIGINAL TOWNSITE

- B. Conditional Use Permit Renewal: Two Drive-Thru Service Windows - Tropical Breeze, 1610 W. Griffin Parkway, Lot 19, Block 1, Oakwood Estates Subdivision, C-3, Margie J. Briseño
Adoption of Ordinance # 4950 approving 1.1B**

On September 9, 2020 the Planning and Zoning Commission held a Public Hearing to consider this Conditional Use Permit Renewal request. The subject site was located at the NW corner of W. Griffin Parkway and River Oak Avenue along the north side of Griffin Parkway. There was no public opposition during the P&Z Meeting. The Board unanimously recommended approval.

Staff Recommendation: Approval for 2 years to assess the operation.

City Manager recommended approval.

Mayor O'caña asked if there were any comments for or against the request.

There were no comments.

Mayor Pro Tem Garza moved to approve CUP and to adopt Ordinance # 4950 two Drive-Thru Service Windows - Tropical Breeze, 1610 W. Griffin Parkway, Lot 19, Block 1, Oakwood Estates Subdivision, C-3, for 2 years as per staff's recommendation. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 4950

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT RENEWAL FOR TWO DRIVE-THRU SERVICE WINDOWS – TROPICAL BREEZE, 1610 W. GRIFFIN PARKWAY, LOT 19, BLOCK 1, OAKWOOD ESTATES SUBDIVISION

- C. Conditional Use Permit Renewal: Home Occupation Licensed Home Day Care on Property Zoned AO-I (Agricultural Open Interim), 905 W. 20th Street, A 0.50 acre tract of land out of the E. 10 acres of the N. 15 acres out of Lot 23-4, West Addition to Sharyland Subdivision, AO-I, Diana C. Guerrero
Adoption of Ordinance # 4951 approving 1.1C**

On September 9, 2020 the Planning and Zoning Commission held a Public Hearing to consider this Conditional Use Permit Renewal request. The subject site was located on the south side of West 20th Street

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200' east of Holland Avenue. There was no public opposition during the P&Z Meeting. The Board unanimously recommended approval.

Staff Recommendation: Approval for 2 years.

City Manager recommended approval.

Mayor O'caña asked if there were any comments for or against the request.

There were no comments.

Councilwoman Ochoa moved to approve CUP and to adopt Ordinance # 4951 Home Occupation Licensed Home Day Care on Property Zoned AO-I (Agricultural Open Interim), 905 W. 20th Street, A 0.50 acre tract of land out of the E. 10 acres of the N. 15 acres out of Lot 23-4, West Addition to Sharyland Subdivision, AO-I, for 2 years as per staff's recommendation. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 4951

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT RENEWAL FOR HOME OCCUPATION – LICENSED HOME DAY CARE ON PROPERTY ZONED AO-I (AGRICULTURAL OPEN INTERIM), 905 W. 20TH STREET, A 0.50 ACRE TRACT OF LAND OUT OF THE E. 10 ACRES OF THE N. 15 ACRES OUT OF LOT 23-4, WEST ADDITION TO SHARYLAND SUBDIVISION

2.0 Consent Agenda

(All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately. The City Council May Take Various Actions; Including But Not Limited To Rescheduling An Item In Its Entirety For A Future Date Or Time. The City Council May Elect To Go Into Executive Session On Any Item Whether Or Not Such Item Is Posted As An Executive Session Item At Any Time During The Meeting When Authorized By The Provisions Of The Open Meetings Act)

2.1 Approval of Minutes

City Council Meeting – September 14, 2020 and

Special City Council Meeting – September 21, 2020

2.2 Acknowledge Receipt of Minutes

Mission Boys & Girls Club – August 11, 2020

Planning & Zoning Commission – June 24, 2020 and July 22, 2020

Mission Economic Development Corporation – August 18, 2020

Zoning Board of Adjustments – February 19, 2020, March 18, 2020

May 20, 2020, June 17, 2020 and July 15, 2020

2.3 Authorization to accept the U.S. Fish and Wildlife Service, South Texas Refuge Complex donation

The Mission Fire Department was presented with a donation from U.S. Fish and Wildlife Service, South Texas Refuge Complex of a 75" Samsung flat screen TV, and Maytag Washer & Dryer Combo. The donated items would be utilized at Mission Fire Station #5 located at 4500 S. Glasscock Rd., Suite "B".

2.4 Authorization to accept the 2021 Texas Reads Grant from the Texas State Library and Archives Commission

Staff was seeking approval to accept competitive grant in the amount of \$4,425. Items purchased with grant funds would consist of books that would be disbursed for free to participants who register for the Morton's Book Club.

2.5 Authorization to accept the Stanley Black and Decker donation

The Mission Fire Prevention Bureau was presented with a donation from Staley Black and Decker of two (2) light towers one (1) air compressor and two (2) batteries and charges. The equipment provided would be used during fire investigations to provide light and tools to dis-assemble materials when needed.

2.6 Approval for Public Hearing concerning submission of the 2015 CDBG-MIT Grant Application

The City of Mission was seeking approval for public hearing concerning submission of the 2015 Community Development Block Grant- Mitigation Grant (CDBG-MIT) application as required by Texas General Land Office (GLO). The city would conduct a public hearing concerning the City of Mission's application to the GLO for the CDBG-MIT grant program. The purpose of this hearing was to allow citizens an opportunity to discuss the following: citizen participation plan; development of local housing and community development or long-term recovery needs; amount of CDBG-MIT funding available; explanation of eligible CDBG-MIT activities; the use of past disaster recovery funds; amount of funds available to benefit low-to-moderate income persons; discussion of application process; and citizens views, proposals, questions and comments.

The city encouraged citizens to participate in the development of this CDBG-MIT application and to make their views known at this public hearing.

2.7 Approval for Public Hearing concerning submission of the 2016 CDBG-MIT Grant Application

The City of Mission was seeking approval for public hearing concerning submission of the 2016 Community Development Block Grant- Mitigation Grant (CDBG-MIT) application as required by Texas General Land Office (GLO). The city would conduct a public hearing concerning the City of Mission's application to the GLO for the CDBG-MIT grant program. The purpose of this hearing was to allow citizens an opportunity to discuss the following: citizen participation plan; development of local housing and community development or long-term recovery needs; amount of CDBG-MIT funding available; explanation of eligible CDBG-MIT activities; the use of past disaster recovery funds; amount of funds available to benefit low-to-moderate income persons; discussion of application process; and citizens views, proposals, questions and comments.

The city encouraged citizens to participate in the development of this CDBG-MIT application and to make their views known at this public hearing.

2.8 Authorize Staff to solicit for Proposals for 1GB Internet Bandwidth at City Hall

Staff was seeking authorization to solicit for Proposals for 1GB Internet Bandwidth to City Hall. This Internet Bandwidth solicitation was an upgrade recommended by Insight who provided the IT Assessment. This provided internet service to several Departments that were connected to the City Hall network.

2.9 Authorization to Solicit Bids for air condition filter monthly services for City Facilities

Staff was seeking authorization to Solicit Bids for the monthly service of air condition filters for all city buildings. City Staff was requesting industrial/commercial grade filters MERV-10 Nonwoven Polyester air condition filters.

Councilwoman Ochoa requested more information from staff in reference to items 2.6 and 2.7.

Councilwoman Ochoa moved to approve the consent agenda items 2.1 thru 2.5 and 2.8 to 2.9. Motion was seconded by Councilman Vela and approved unanimously 5-0.

Councilwoman Ochoa moved to approve the consent agenda item 2.6. Motion was seconded by Councilman Vela and approved unanimously 5-0.

Mayor Pro Tem Garza moved to approve consent agenda item 2.7. Motion was seconded by Councilwoman Ochoa and approved unanimously 5-0.

3.0 Approvals and Authorizations

3.1 Authorization to Execute Second and Final One Year Renewal Option for Interpreting Services with Gloria Flores Interpreting Services

The contract terms were for one year with two one-year renewal options, based on 0% Increase in Price. Staff was seeking authorization to extend contract for the second and final one year renewal option with Gloria Flores Interpreting Services at a 0% increase in price. Cost would remain at \$50.00 per hour per interpreter.

Staff and City Manager recommended approval.

Councilman Vela moved to authorize to execute second and final One Year Renewal Option for Interpreting Services with Gloria Flores Interpreting Services. Motion was seconded by Councilwoman Ochoa and approved unanimously 5-0.

3.2 Approval of Budget Amendments: General, Drainage, Utility, Designated Purpose, Boys & Girls Club, 2018 CO, Solid Waste and Capital Asset Replacement Funds

Finance Director Angie Vela presented the Budget Amendments BA-20-31 thru BA-20-39 to the City Council for approval.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to approve the Budget Amendments BA-20-31 thru BA-20-39 Motion was seconded by Councilman Vela and approved unanimously 5-0.

3.3 July 2020 Financial Statements

Finance Director Vela presented the July 2020 Financial Statements to the City Council for approval.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to approve the July 2020 Financial Statements. Motion was seconded Mayor Pro Tem Garza and approved unanimously 5-0.

3.4 Approval of Resolution # 1688 authorizing borrowing on a line of credit

Authorization was requested to apply for a Line of Credit in the amount of \$5,000,000 to cover expenditures associated with the CARES Act funding which would be reimbursed by Hidalgo County. The city would be closing out the current line of credit on 09/30/2020. This line of credit would be for 10/01/2020 and paid on or before December 31, 2020. Staff was seeking authorization to submit application to Texas National Bank for FY 2020-2021.

City Manager recommended approval.

Councilman Vela moved to approve Resolution No. 1688 authorizing borrowing on a line of credit. Motion was seconded by Councilman Plata and approved unanimously 5-0.

RESOLUTION NO. 1688

**A RESOLUTION OF THE MISSION CITY COUNCIL AUTHORIZING BORROWING
ON A LINE OF CREDIT**

3.5 Tax Collection Report – August, 2020

Finance Director Vela presented the Tax Collections Report – August, 2020 for approval.

Staff and City Manager recommended approval.

Councilman Plata moved to approve the Tax Collections Report – August, 2020 as presented. Motion was seconded by Councilwoman Ochoa and approved unanimously 5-0.

3.6 Authorization to purchase 32 Panasonic Toughbook Laptops from the City's CARES ACT Budget

Staff was seeking authorization to purchase commodities and components via Exemption due to Emergency Declaration in the amount of \$105,812.48. The 32 Panasonic Toughbooks would be purchased from CDW-G who provided the best price and availability. Toughbooks would be used by city employees who needed access to email and access to create documents in a mobile environment. Toughbooks would have 2019 Microsoft Office and were equipped be setup with cellular service as needed. Due to COVID-19 and the social distancing requirements many of our employees would have the opportunity to take this Toughbook laptops to work from their city vehicle as they go mobile. A VPN would be setup so they could have remote access to files in the server as they work remotely. Verification of federal non-debarment had been done via System for Award Management (SAM). Exemption from competitive bidding requirements, pursuant to Texas LGC 262.024 (a) (1): an item that must be purchased in case of a public calamity if necessary to make the purchase promptly to relieve the necessity of the citizens; (2): an item necessary to preserve and protect the public health and safety of the citizens.

Staff and City Manager recommend approval.

Councilman Plata moved to authorize the purchase of 32 Panasonic Toughbook Laptops from the City's CARES ACT Budget. Motion was seconded by Councilman Vela and approved unanimously 5-0.

3.7 Authorization to purchase Automotive Parts, Fluids, Maintenance equipment and supplies from LMG Sales Inc. Buy Board Contract 551-17, O'Reillys Auto Parts Buy Board Contract 551-17 and AutoZone National IPA R170201 for Fleet Department Preventative Maintenance

Authorization to purchase Automotive Parts, Fluids, Maintenance equipment and supplies from LMG Sales Buy Board Contract 551-17, O'Reillys Auto Parts Buy Contract 551-17 and AutoZone National IPA R170201 for Fleet Department for fiscal year 2020-2021 for preventative maintenance on all city vehicles and special equipment.

Staff and City Manager recommend approval.

Councilman Vela moved to authorize the purchase Automotive Parts, Fluids, Maintenance equipment and supplies from LMG Sales Inc. Buy Board Contract 551-17, O'Reillys Auto Parts Buy Board Contract 551-17 and AutoZone National IPA R170201 for Fleet Department Preventative Maintenance. Motion was seconded by Councilwoman Ochoa and approved unanimously 5-0.

3.8 Authorization to purchase tires from Hesselbein Tire South west Smart Buy Contract 553-18 via Tire Centers for City Fleet and Sanitation Department for fiscal year 2020-2021

Authorization to purchase tires from Hesselbein Tire Southwest Smart Buy Contract 553-18 via Tire Centers for Fleet and Sanitation Department for all vehicles and special equipment for fiscal year 2020-2021.

Staff and City Manager recommend approval.

Councilwoman Ochoa moved to authorize the purchase tires from Hesselbein Tire South west Smart Buy Contract 553-18 via Tire Centers for City Fleet and Sanitation Department for fiscal year 2020-2021. Motion was seconded by Councilman Vela and approved unanimously 5-0.

3.9 Authorization to purchase Samsung Galaxy Tab S6 and a 12 month Unlimited Data Plan from T-Mobile from the City's CARES ACT Budget due to COVID-19

Staff was seeking authorization to purchase 13 Samsung Galaxy Tab S6 from T-Mobile along with a 12 month unlimited Data Plan. Galaxy Tablets would be utilized by the Utility department's meter readers to facilitate Utility department service orders via an electronic work order system in an effort to comply with social distancing due to COVID-19. Our cashiers and /or backroom operations team would have the capability to send service orders directly to assigned meter reader avoiding the calls, printing and direct contact with meter reader staff. Purchase cost in the amount of \$12,468.56. T-Mobile was our current provider for City mobile phones. Verification of federal non-debarment had been done via System for Award Management (SAM). Exemption from competitive bidding requirements, pursuant to Texas LGC 262.024 (a) (1): an item that must be purchased in case of a public calamity if necessary to make the purchase promptly to relieve the necessity of the citizens; (2): an item necessary to preserve and protect the public health and safety of the citizens.

Staff and City Manager recommend approval.

Councilwoman Ochoa moved to authorize the purchase of Samsung Galaxy Tab S6 and a 12 month Unlimited Data Plan from T-Mobile from the City's CARES ACT Budget due to COVID-19. Motion was seconded by Councilman Vela and approved unanimously 5-0.

3.10 Authorization for provision of Right of Way (ROW) Easement to AEP Texas, Inc. for permanent electrical services at Bannworth Park

Staff was seeking authorization to provide Right of Way (ROW) easement required by AEP Texas for permanent electrical services at Bannworth Park, 1822 North Shary Road.

Staff and City Manager recommend approval.

Councilwoman Ochoa moved to authorize the provision of Right of Way (ROW) Easement to AEP Texas, Inc. for permanent electrical services at Bannworth Park. Motion was seconded by Councilman Plata and approved unanimously 5-0.

3.11 Authorization to Execute First and Final One Year Renewal Option for Exclusive Designs

The contract terms were for one year with one one-year renewal option, based on 0% increase in Price. Staff was seeking authorization to extend contract for the first and final one year renewal option with Exclusive Designs at a 0% increase in price.

Staff and City Manager recommended approval.

Councilman Vela moved to authorize to Execute First and Final One Year Renewal Option for Exclusive Designs. Motion was seconded by Councilwoman Ochoa and approved unanimously 5-0.

3.12 Approval of Resolution # 1689, A Resolution of City Council of Mission Approving the Resolution of Mission Economic Development Corporation Authorizing the Issuance of Bonds on Behalf of Panda High Plains Hemp Gin, LLC; and Matters Related Thereto.

Lee McCormick, President of Community Development Associates, had facilitated the issuance of Revenue Bonds by the Mission Economic Development Corporation for the purpose of financing and refinancing projects for Panda High Plains Hemp Gin, LLC, under the assistance of MEDC's Private Activity Bond program. MEDC final resolution authorizing the issuance up to \$80,000,000 of tax exempt bonds to finance or refinance facility projects for Panda High Plains Hemp Gin, LLC, as a plan of finance. Panda High Plains Hemp Gin, LLC was a first mover in the emerging U.S. hemp fiber industry for high-end apparel for numerous industrial applications. The company was currently developing large-scale, industrial Hemp Gin™ facilities. A public hearing for this project has already taken place.

MEDC Board Approved the resolution on Sept. 15, 2020.

Staff and City Manager recommended approval

Councilwoman Ochoa moved to approve Resolution No. 1689, A Resolution of City Council of Mission Approving the Resolution of Mission Economic Development Corporation Authorizing the Issuance of Bonds on Behalf of Panda High Plains Hemp Gin, LLC; and Matters Related Thereto. Motion was seconded by Councilman Vela and approved unanimously 5-0.

RESOLUTION NO. 1689

A RESOLUTION OF CITY COUNCIL OF MISSION APPROVING THE RESOLUTION OF MISSION ECONOMIC DEVELOPMENT CORPORATION AUTHORIZING THE ISSUANCE OF BONDS ON BEHALF OF PANDA HIGH PLAINS HEMP GIN, LLC; AND MATTERS RELATED THERETO

3.13 Discussion and possible action on modifying COVID-19 of City of Mission guidelines

City Manager, Randy Perez was recommending to return the hours of the landfill back to normal hours which were all day on Wednesday's and half a day on Saturday's. The City would begin charging for citizens to utilize the landfill. Currently the landfill was open Monday-Friday.

Councilwoman Ochoa moved to open the landfill all day on Wednesday's and half days on Saturday's and begin charging the normal fee to utilize the landfill. Motion was seconded by Councilman Vela and approved 4-1, with Mayor Pro Tem Garza voting against.

3.14 Approval of Publicity and Tourism Agreement with the Greater Mission Chamber of Commerce, Inc.

Approval of Publicity and Tourism Agreement with the Greater Mission Chamber of Commerce, Inc. for Fiscal Year 2020-21. These were funds that were received from the Hotel Motel Occupancy Tax under VATS Tax Code, Section 351.101 to use hotel occupancy tax funds for attracting and promoting tourism and the convention and hotel industry.

The agreement would be effective October 1, 2020 through September 30, 2021 in the amount of \$310,000.00.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to approve Publicity and Tourism Agreement with the Greater Mission Chamber of Commerce, Inc. Motion was seconded by Councilman Vela and approved unanimously 5-0.

3.15 Authorization to Award Contract for Agent of Record Services

On June 8, 2020, City Council authorized staff to solicit for bids for Agent of Record Services. The City of Mission had accepted and opened six (6) bid responses for this solicitation. Staff recommended awarding contract for Agent of Record Services for Third Party Administrator to Pete Jaramillo Insurance as they were the lowest bidder meeting all specifications.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to Award Contract for Agent of Record Services. Motion was seconded by Councilman Vela and approved unanimously 4-0, with Mayor O'caña abstaining from voting since Mr. Pete Jaramillo was his personal financial advisor.

Mayor O'caña filed a conflict disclosure statement.

3.16 Authorization to Award Contract for Stop Loss Insurance

On June 27, 2020, City Council authorized staff to solicit for proposals for Stop Loss Insurance. Re-Insurance was needed for the 2020-2021 fiscal year to cap any excess cost exceeding our specific deductible for medical and prescription costs. After careful evaluation and assessment, staff was recommending awarding contract to Evolution Risk.

Councilwoman Ochoa moved to authorize to award contract for Stop Loss Insurance. Motion was seconded by Councilman Vela and approved unanimously 5-0

3.17 Authorization to allow the purchase of a HP Designjet HD PRO MFP – 44” Multifunction Printer under the CARES ACT Budget

Staff was seeking authorization to purchase a HP Designjet HD PRO MFP – 44” Multifunction Printer via Exemption due to Emergency Declaration from SHI Government Solutions in the amount of \$25,064.01. This printer would be installed in the Planning Department and would be used to scan, print and copy all the subdivision plats and construction blue prints submitted by the Engineers and Contractors to be maintained electronically vs maintain paper files.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to authorize to allow the purchase of a HP Designjet HD PRO MFP – 44” Multifunction Printer under the CARES ACT Budget. Motion was seconded by Councilman Vela and approved unanimously 5-0.

3.18 Authorization to enter into a Regional Equipment Transfer MOU between the City of Mission and the Lower Rio Grande Development Council

The City of Mission Office of Emergency Management was requesting to enter into an MOU between the City of Mission and the Lower Rio Grande Development Council. The purpose of the Memorandum set forth the terms, conditions and understanding between the Lower Rio Grande Development Council and the City of Mission in regards to transferring and receiving equipment purchased with FY 2019 Homeland Security Grant Program (HSGP) through the State Homeland Security Program (SHSP). The equipment had a total value of \$15, 848.90 and would be used for Regional Response within the Mission Fire Department.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to authorize to enter into a Regional Equipment Transfer MOU between the City of Mission and the Lower Rio Grande Development Council. Motion was seconded by Councilman Vela and approved unanimously 5-0.

3.19 Authorization to accept the FY 20/21 Emergency Management Performance Grant (EMPG)

The Office of Emergency Management Division was seeking authorization to accept the Emergency Management Performance Grant (EMPG) for Fiscal Year 2020/21 in the amount of \$33,833.99 the requirement for this Grant was to pay a portion of the salary of the Emergency Management Staff. The City must maintain an Emergency Management Plan; conduct and document Exercise; submit After Action Reports and Improvement Plan; be in compliance with the National Incident Management System; must be 100% in compliance with NIMS cast objectives and metrics; submit Work Plan Tasks and the timely submission of progress and Financial Reports.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to accept the FY20-21 Emergency Management Performance Grant (EMPG). Motion was seconded by Councilman Vela and approved unanimously 5-0.

3.20 Authorization to allow the purchase of a firearm to Honorably Retired Peace Officer David W. Elizondo, a Mission Police Officer in accordance with Texas Government Code, Section 614.051

Retired Officer David W. Elizondo was respectfully requesting the opportunity to keep his department issued service weapon. He had requested to purchase his Glock 17/Generation 4, 9mm handgun serial number BACG-542. In accordance with Government Code, Section 614.051 being that he had retired honorably from our organization; this section of the law allowed him to purchase his service weapon. The total purchase price would be \$409.00 dollars.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to authorize to allow the purchase of a firearm to Honorably Retired Peace Officer David W. Elizondo, a Mission Police Officer in accordance with Texas Government Code, Section 614.051, subject to Mayor, City Manager and Chief of Police coming together to establish a fair market value for the purchase of the weapon. Motion was seconded by Councilman Vela and approved unanimously 5-0.

3.21 Authorization to re-enter into an Interlocal Agreement for the Educational Resource Officer Program between the City of Mission and the Sharyland Independent School District for the 2020-2021 school year

A total of six (6) police officers would be assigned to the Sharyland I.S.D. during the school year. The total amount of the Interlocal agreement was \$281,626.93 for the purpose of continuing the Educational Resource Officer Program at Sharyland Independent School District.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to authorize to re-enter into an Interlocal Agreement for the Educational Resource Officer Program between the City of Mission and the Sharyland Independent School District for the 2020-2021 school year. Motion was seconded by Councilman Vela and approved unanimously 5-0.

3.22 Authorization to enter into a contract with Carlos Ortegon for Municipal Court Prosecution Services for the City of Mission

The City of Mission Police Department was respectfully requesting authorization to enter into a contract with Carlos Ortegon for Municipal Court Prosecution Services for the City of Mission. The contract identified the scope of services and other contractual terms and agreements. The total amount of the contract was \$54,300.00.

Staff and City Manager recommended approval.

Councilman Vela moved to authorize to enter into a contract with Carlos Ortegon for Municipal Court Prosecution Services for the City of Mission. Motion was seconded by Mayor Pro Tem Garza and approved unanimously 5-0.

3.23 Authorization to accept the 2020 Click It or Ticket Grant from the Texas Department of Transportation

The 2020 Click It or Ticket Grant was designed to provide grant funds to increase seat belt enforcement for both adults and young children throughout our community. The grant amount of \$3,000.00 would be utilized for enforcement purposes. There was no cash match required for this particular grant program. Staff was seeking a favorable recommendation.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to authorize to accept the 2020 Click It or Ticket Grant from the Texas Department of Transportation. Motion was seconded by Councilman Vela and approved unanimously 5-0.

3.24 Authorization to purchase HP ProDesk mini desk tops, a Pelco Camera System, and Apple Care with related accessories under the CARES Act budget

The City of Mission Police Department was requesting authorization to purchase HP ProDesk mini desk tops, a Pelco Camera System, Apple Care and related accessories under the CARES Act budget. The aforementioned equipment was to upgrade the current operating systems in our Mobile Command Unit. The HP Pro Desk mini desk tops would be purchased through SHI Government Solutions and the Pelco camera system would be purchased through Surveillance-Video, the lowest responsible bidders. In addition, Apple Care would be purchased through Apple, a sole source vendor. The total for all three individual packages was \$12,584.52.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to authorize to purchase HP ProDesk mini desk tops, a Pelco Camera System, and Apple Care with related accessories under the CARES Act budget. Motion was seconded by Mayor Pro Tem Garza and approved unanimously 5-0.

At 6:53 p.m., Mayor O'caña stepped out of the meeting.

3.25 Authorization to purchase an Avatar Extended Reach Manipulator Arm for our SWAT Team robot through AARDVARK, a sole source vendor (GSA Contract # GS-07F-141DA)

The City of Mission Police Department was requesting authorization to purchase an Avatar Extended Reach Manipulator Arm for our SWAT Team robot through AARDVARK, a sole source vendor. The extended arm would attach to our robot in an effort to carry items and open doors during SWAT operations. The robot arm can also be utilized to deliver notices to COVID-19 patients without having any form of physical contact. The total amount for this project was \$24,040.00.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to authorize to purchase to purchase an Avatar Extended Reach Manipulator Arm for our SWAT Team robot through AARDVARK, a sole source vendor (GSA Contract # GS-07F-141DA). Motion was seconded by Mayor Pro Tem Garza and approved unanimously 4-0.

3.26 Approval to award contract to Izaguirre Engineering Group, LLC for Consultant Services for Sanitary Sewer Certificate of Convenience and Necessity (CCN)

Staff received one (1) proposal for Consultant Services for Sanitary Sewer Certificate of Convenience and Necessity from Izaguirre Engineering Group, LLC. Proposal was referred to an evaluation committee for review and evaluation based on the set criteria in the RFP. Consultant would identify and document all existing CCNs boundaries by the City and identify adjacent CCNs by other Districts and/or Municipalities. Firm would also compile data to develop the total costs associated with each fee area and formulate recommendations for City's goals and Sanitary Sewer CCN expansion and boundaries for infrastructure. Firm submitted a cost proposal of \$38,500 for your consideration.

Staff and City Manager recommended approval.

Councilman Vela moved to approve to award contract to Izaguirre Engineering Group, LLC for Consultant Services for Sanitary Sewer Certificate of Convenience and Necessity (CCN). Motion was seconded by Councilman Plata and approved unanimously 4-0.

3.27 Approval of Ordinance # 4952 Of The City Council of The City Of Mission, Texas Amending Chapter 114, Article IV, Drainage; Division 2, Drainage Improvement Fee; Section 114-171 of the Code of Ordinance Manual extending the period of time in which a Drainage Assessment Fee shall be collected for the City of Mission

The drainage assessment fee was established in 1982 to generate revenues that would be used for drainage improvements. The collection period for this fee needed to be extended so that more improvements could be made to the drainage system. Drainage Assessment Fee would to be extended until September 30, 2022.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to approve Ordinance No. 4952 of The City Council of The City of Mission, Texas Amending Chapter 114, Article IV, Drainage; Division 2, Drainage Improvement Fee; Section 114-171 of the Code of Ordinance Manual extending the period of time in which a Drainage Assessment Fee shall be collected for the City of Mission. Motion was seconded by Councilman Vela and approved unanimously 4-0.

ORDINANCE NO. 4952

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS AMENDING CHAPTER 114, ARTICLE IV, DRAINAGE; DIVISION 2, DRAINAGE IMPROVEMENT FEE; SECTION 114-171 OF THE CODE OF ORDINANCE MANUAL EXTENDING THE PERIOD OF TIME IN WHICH A DRAINAGE ASSESSMENT FEE SHALL BE COLLECTED FOR THE CITY OF MISSION

3.28 Authorization to solicit proposals for Qualifications for Engineering Services and Grant Administration Services (EDA Grant)

Staff was seeking authorization to solicit qualifications for Engineering Services and Grant Administration Services to assist Mission EDC in its project implementation of a grant awarded by the U.S. Department of Commerce, Economic Development Administration (EDA). This solicitation was being requested to engage the most qualified firm to render services at fair and reasonable negotiated costs. The most qualified firm would provide design, inspection, construction management and federal grant compliance.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to authorize to solicit proposals for Qualifications for Engineering Services and Grant Administration Services (EDA Grant). Motion was seconded by Councilman Vela and approved unanimously 4-0.

At 6:59 p.m., Mayor O'caña rejoined the meeting.

3.29 Reimbursement Standard Utility Agreement (SUA) with AEP Transmission for Inspiration Road Project

The SUA was approved on 8/22/16 between the City and AEP, so that reimbursement from the State could occur, if applicable.

An AEP transmission line and structure was adjusted on December 12, 2017 at an actual cost of \$163,226.04 in order to clear the ROW and expand Inspiration road. TxDOT had approved the maximum amount for reimbursement to the City.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to approve reimbursement Standard Utility Agreement (SUA) with AEP Transmission for Inspiration Road Project. Motion was seconded by Councilman Vela and approved unanimously 5-0.

3.30 Approval of Change Order No. 1 for the Speer Memorial Library

Change Order # 1 entailed the following items: remove and replace glass block at 12 windows, remove and replace frames and windows at 6 windows, remove and replace backer rod and sealant at all exterior

expansion joints, patch any crack on stucco around the building, and apply prime and paint as specified. The change order would increase construction cost by \$159,600 increasing original bid amount of \$1,086,000 to \$1,245,600. Change Order was under the 25% limit, at 14.7% from the original contract cost, set by the Texas Governmental Code. Construction contractor was American Contracting.

Staff and City Manager recommended approval.

Mayor Pro Tem Garza moved to approve Change Order No. 1 for the Speer Memorial Library. Motion was seconded by Councilman Vela and approved unanimously 5-0.

3.31 Approval of Interlocal Agreement between City of Mission and Sharyland Independent School District regarding the Natatorium Facility at Bannworth Park

Sharyland ISD and City desire to enter into the Interlocal Agreement for the purpose of use of the Natatorium Facility at Bannworth Park by both Sharyland ISD Jr. High Schools and both High Schools. The agreement was for the 2020-2021 school year at a cost of \$7,150.00.

The agreement was to be presented to SISD School Board.

Staff and City Manager recommended approval.

Mayor Pro Tem Garza moved to approve Interlocal Agreement between City of Mission and Sharyland Independent School District regarding the Natatorium Facility at Bannworth Park. Motion was seconded by Councilman Vela and approved unanimously 5-0.

4.0 Unfinished Business

None

5.0 Routine Matters

5.1 City Manager's Comments

City Manager Perez mentioned the Pinning ceremony for 6 new police officers. A total of 10 would be added. He stressed the importance of participating in the Census. Mr. Perez also introduced Mr. Roel Mendiola, Sanitation Director.

5.2 Mayor's Comments

Mayor O'caña issued an order for the State services to be reviewed and demobilization process to begin.

5.3 City Council Comments

Councilwoman Ochoa urged to continue and reach out to the citizens to fill out the Census.

At 7:08 p.m. Councilman Vela moved to convene into executive session pursuant to V.T.C.A. Gov. Code Sec. 551.001. Motion was seconded by Councilwoman Ochoa and approved unanimously 5-0.

6.0 Executive Session pursuant to V.T.C.A. Gov. Code Sec. 55.001

6.1 Personnel matters Sec. 551.074

A. City Attorney evaluation

6.2 Deliberation regarding real property Sec. 551.072

- A. All of Lot 1, Block 2, Blake Addition 0.20 of an acre, more or less being a portion of the United Irrigation District Canal right of way, lying adjacent to the East line of Lot 1, Block 2, Blake Addition also known as 1524 Francisco Avenue**

6.3 Consultation with Attorney Sec. 551.071

- A. Discussion and possible action regarding CARES Act Funding for local school districts**

6.4 The City Council will reconvene in open session to take any actions necessary

At 7:39 p.m. Councilman Vela moved to reconvene in open session. Motion was seconded by Councilwoman Ochoa and approved unanimously 5-0.

On item 6.1 A- No action, to be scheduled for the 1st meeting in October

On item 6.2 A- Mayor Pro Tem Garza moved to authorize Mayor and City Manager to negotiate counter offer and acquire property as discussed in Executive Session. Motion was seconded by Councilman Vela and approved unanimously 5-0.

On item 6.3 A-No action

7.0 Adjournment

At 7:41 p.m. Councilman Plata moved for adjournment. Motion was seconded by Councilwoman Ochoa and approved unanimously 5-0.

Dr. Armando O'caña, Mayor

ATTEST:

Anna Carrillo, City Secretary