

**MERCEDES CITY COMMISSION
SPECIAL MEETING
MAY 27, 2025 – 6:30 PM
MERCEDES CITY HALL – COMMISSION CHAMBERS
400 S. OHIO AVE., MERCEDES, TX 78570**

“At any time during the course of this meeting, the City Commission may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the City Commission under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at any time during the course of this meeting, the City Commission may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code.”

- 1. Call Meeting to Order**
- 2. Establish Quorum**
- 3. Invocation by Commissioner Martinez**
- 4. Pledge of Allegiance by Commissioner Garcia**
- 5. Open Forum**
- 6. Presentation**
 - a. Presentation and discussion of proposed development by Santa Cruz properties (TIRZ)
 - b. Presentation of proposed Disc Golf Course at Mercedes Dome.
 - c. Presentation by RGV Coalition of Drainage Advocates
- 7. Consent Agenda**
 - a. Approval of Minutes for Meeting(s) held May 6, 2025 & May 8, 2025
 - b. Approval of Second and Final Reading of Ordinance 2025-10 to Abandoned Drainage Easement at Mercedes Light Industrial Park Subdivision
 - c. Approval of Second and Final Reading of Ordinance 2025-11 amending the Conditional Use Permit Ordinance
 - d. Approval of Second and Final Reading of Ordinance 2025-12 amending the R-MH Zoning Ordinance
 - e. Approval of Non-Departmental Budget Amendment
- 8. Management Items:** Present, discuss, consider and possibly take action regarding:
 - a. Adoption of Mercedes Police Department Policy 3.03 - Hiring Procedures
 - b. Adoption of Mercedes Police Department Policy 3.21 - Personnel Files
 - c. Adoption of Mercedes Police Department Policy 6.20 - Missing Person
 - d. Adoption of Mercedes Police Department Policy 10.47 - Misconduct Allegations
 - e. Adoption of Mercedes Police Department Policy 19.01 - Use of Force
 - f. Approval to accept the Voluntary Annexation Petition filed for Arturo Palacios Medina
 - g. Approval of Request by Mercedes Baskets Full Inc. for FY 2024-25

9. Ordinances/Resolutions

- a. Approval of First Reading of Ordinance 2025-14 amending the Construction, Placement and Excavation in Right-of-Way
- b. Approval of Resolution 2025-14 regarding Civil Rights for the 2018 South Texas Floods CDBG-DR

10. Bids/Contracts

- a. Approval of Interlocal Cooperation Agreement for MVCPA Task Force

11. Monthly Departmental Reports

- a. Library, Planning, Rec Center, I.T., City Sec/HR, Parks, Finance, PW, PD

12. Executive Session: Chapter 551, Texas Government Code, Section 551.071 (Consultation with Attorney), Section 551.072 (Deliberation regarding Real Property), Section 551.074 (Personnel Matters) and Section 551.087 (Economic Development)

- a. Discussion with City Manager regarding personnel matters - Section 551.074
- b. Consultation with Attorney regarding update on litigation - Section 551.071
- c. Consultation with Attorney regarding Project Updates - Section 551.087

13. Open Session

- a. Possible Action pertaining to executive session item A
- b. Possible Action pertaining to executive session item B
- c. Possible Action pertaining to executive session item C

14. Adjournment

Notice is hereby given that the City Commissioners of the City of Mercedes, Texas will meet in a Special Meeting on Tuesday, May 27, 2025 at 6:30 PM. Said meeting will be conducted in the Commission Chambers of the City Hall located at 400 S. Ohio, Mercedes, Texas for the purpose of considering and taking formal action regarding the items listed above. This notice is given in accordance with Vernon's Texas Codes Annotated, Texas Government Code, Section 551.001 et. Seq.

WITNESS MY HAND AND SEAL OF THE CITY THIS 23RD DAY OF MAY, 2025.

ATTEST:



Joselynn Castillo, City Secretary

Time of Posting: 4:45 P.M.

ACCESSIBILITY STATEMENT

The City of Mercedes recognizes its obligations under the Americans with Disabilities Act of 1990 to provide equal access to individuals with disabilities. Please contact the City Manager's Office at (956) 565-3114 at least 48 hours in advance of the meeting with requests for reasonable accommodations, including requests for a sign language interpreter.



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mercedes

It Starts Here!

PARKS DEPARTMENT





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How To Play: Disc Golf





city of
mercedes

It Starts Here!

- Mercedes first 18 Hole Disc Golf Course (@ Mercedes Dome)
- Built for all skill levels Adults/Kids (Beginner Friendly)
- Par-54 All Par-3's
- Centralized location in the Rio Grande Valley
- Tournament Host City
- Sponsorship Possibilities
- New Rec Programming
- U Disc App (Over 1 million users)
- PDGA over 100,000 active members



More accessible and affordable than traditional golf



Mercedes Sports
Complex and Walking...

Mercedes



Mercedes Sports
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city of mercedes

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PARKS DEPARTMENT

Questions & Answers



**MERCEDES CITY COMMISSION
REGULAR MEETING
MAY 6, 2025 – 6:30 PM
MERCEDES CITY HALL – COMMISSION CHAMBERS
400 S. OHIO AVE., MERCEDES, TX 78570**

MEMBERS PRESENT: Mayor Oscar Montoya
Commissioner Joe Martinez
Commissioner Jacob Howell
Commissioner Armando Garcia
Mayor Pro-Tem Ruben Saldana

MEMBERS ABSENT:

STAFF PRESENT: Alberto Perez, City Manager
Joselynn Castillo, City Secretary
Martie Garcia Vela, City Attorney
Patricio Rene Avila, Assistant City Manager
Meredith Hernandez, Interim Finance Director
Francisco Sanchez, Police Chief
Michael Rocha, I.T Director
Tom Villagomez, Public Works Director
Marisol Vidales, Library Director
Richard Morin, Recreation Director
Kristine Longoria, Human Resources
Denisse Hernandez, Interim Planning Director

OTHERS PRESENT: Juan Vasquez, Ruth Valdez, Eduardo Castellanos, Nellie Zamora, Jeniffer Diaz, Triana Guel

1. Call Meeting to Order

Mayor Montoya welcomed everyone and called the meeting to order at 6:30 p.m.

2. Establish Quorum

All members of the Commission were present, which constitutes a full quorum.

3. Invocation by Mayor Montoya

4. Pledge of Allegiance by Mayor Pro-Tem Saldana

5. Open Forum

Mr. Alberto Cano addressed the Commission regarding the recent rain event. He expressed that the water receded much more quickly compared to previous years and commended the efforts of the Police Department and City Commission for working together effectively during the event. No action was taken, as the item was presented for public comment only.

6. Presentation

a. Financial Audit 2023-2024

Mr. Adrian Webb informed the commission about the audit for the fiscal year ending September 30, 2024. Mr. Webb stated their report concluded with an unmodified opinion with four findings. The findings included control over reporting of Financial Information, Improving Internal Controls over Financial Reporting, Capital Assets, and Expenditures over appropriations. He presented the financial highlights, which included the City's net position increased by \$2,705,869. The revenues for the City's business-type charges for services increased to \$7,194,478 from \$6,714,279 and expenses increased from \$6,487,686 to \$6,512,456. The general fund ended the year with a fund balance of \$12,000,175.00, a \$2,075,836.00, an increase from the prior year's balance of \$9,924,339.00. Revenues were \$2,223,513 more than the final budget, and expenditures were \$472,417 more than the final budget. This resulted in a total positive budget to an actual variance of \$1,751,096.00, not including other financing sources.

It was recommended to hire a company to review the city finance books quarterly. The City has also provided their corrective action plan to correct the material weaknesses. No further discussion.

7. Consent Agenda

a. Approval of Minutes for Meeting(s) held April 15, 2025

b. Approval of Second and Final Reading of Ordinance 2025-08 to rezone Hacienda Olivia Ph 4

c. Approval of Second and Final Reading of Ordinance 2025-09 to rezone Lot 15 Woodlawn Acres Subdivision

Commissioner Martinez made motion to approve items a,b, & c and discuss item d separately. Mayor Pro-Tem Saldana second motion. Upon a called vote, the motion passed unanimously.

d. Approval of surplus items for disposition to be placed at auction

At a question, Mr. Villagomez stated the compressor has been replaced with a new one and although both pictures of the compressor are included only the old one is being auctioned. Commissioner Martinez motioned to approve. Mayor Pro-Tem Saldana seconded the motion. Upon a called vote, the motion passed unanimously.

8. Management Items: Present, discuss, consider and possibly take action regarding:

a. Approval of appointment(s) to the Planning & Zoning Commission

Commissioner Martinez motioned to approve the reappointment of Mr. Leonard Garcia and Mr. Jonathan Munoz for a one-year term. Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously.

b. Final Plat Approval for Camino de Verdad Ph 2

Commissioner Martinez motioned to approve the final plat for Camino de Verdad Phase 2. Commissioner Garcia seconded the motion.

Interim Planning Director Ms. Hernandez presented the item, mentioning that the

development covers approximately 22.76 acres and includes 76 four-complex lots. Commissioner Martinez raised a question regarding the roadway, which lies partially within both the City of Weslaco and the City of Mercedes. City Manager Alberto responded that discussions had taken place approximately a month and a half ago regarding the possibility of coordinating with Weslaco to connect the roadway or work collaboratively on the matter. Upon a called vote, the motion passed unanimously.

9. Ordinances/Resolutions

- a. Approval of First Reading of Ordinance 2025-10 to Abandoned Drainage Easement at Mercedes Light Industrial Park Subdivision

Commissioner Howell motioned to approve and forego the reading of Ordinance 2025-10. Commissioner Martinez seconded the motion. Upon a called vote, the motion passed unanimously. City Manager Alberto stated that the project is ready to begin. Mayor Montoya clarified that the ordinance pertains to an abandoned drainage easement.

- b. Approval of First Reading of Ordinance 2025-11 amending the Conditional Use Permit Ordinance

Mayor Pro-Tem Saldana motioned to approve and forego the reading of Ordinance 2025-11. Commissioner Martinez seconded the motion. Upon a called vote, the motion passed unanimously. The proposed amendment addresses Conditional Use Permits (CUPs). Mayor Pro-Tem Saldana inquired about the inclusion of convents, expressing the need to incorporate them into the CUP ordinance to better regulate similar uses—such as churches—under city discretion.

- c. Approval of First Reading of Ordinance 2025-12 amending the R-MH Zoning Ordinance

Commissioner Martinez motioned to approve and forego the reading of Ordinance 2025-12. Mayor Pro-Tem Saldana seconded the motion. Upon a called vote, the motion passed unanimously. During the discussion, Mayor Pro-Tem Saldana asked Interim Planning Director Ms. Hernandez if this ordinance was the same one originally signed by former City Manager Hinojosa years ago, and requested clarification on what had changed in the updated version. Denisse responded that the ordinance was rewritten to be more readable and that changes were made specifically to the business license procedures and associated pricing.

- d. Approval of Resolution No. 2025-13 suspending the date and rate increase by Texas Gas Service

Commissioner Martinez motioned to approve resolution 2025-13. Mayor Pro-Tem Saldana seconded. Upon a called vote, the motion passed unanimously.

10. Bids/Contracts

- a. Approval to renew the Interlocal Agreement between the City of Mercedes and the County of Hidalgo regarding On-Site Sewage Facility (OSSF)

Commissioner Martinez motioned to approve the Interlocal Agreement between the City of Mercedes and the County of Hidalgo regarding the OSSF. Mayor Pro-Tem Saldana seconded. Upon a called vote, the motion passed unanimously.

11. Monthly Departmental Reports

a. Planning Monthly Report

Interim Planning Director Denisse Hernandez presented the monthly report, noting that 10 new permits were issued for developments including Valley Ranch, Camino Real, and Stable Estates. She also mentioned a new subdivision coming soon on approximately 40 acres. Discussion followed regarding ongoing developments and property sales in the local market.

b. Library Monthly Report

Library Director Ms. Vidales presented the Library's monthly report, announcing that they received grants for projects including a display of photos and history in collaboration with Jacinto College Treviño. She highlighted the success of the March Sky Fest event, which attracted over 600 attendees throughout the day and was combined with an Easter celebration. Marisol also mentioned the writing challenge, which received over 40 entries, and upcoming plans for a creative writing workshop in July that will offer scholarships to children throughout the year. Mayor Pro-Tem Saldana noted that several projects were signed in March. Marisol confirmed that all projects were fully funded and, if approved, will continue until August. Mayor Oscar Montoya inquired about the usage of library machines. Marisol reported that there is ample room, the machines are efficient, and the library receives good attendance in the afternoons after school hours.

c. Finance Monthly Report

Meredith Hernandez presented the Finance Department's monthly report. She reported that sales tax revenue was slightly under 3% compared to the previous year but expressed optimism that sales would pick up during the summer months, especially at the outlet mall. Meredith also noted that expenditures are being limited to emergency needs only at this time.

d. Rec Center Monthly Report

Commissioner Martinez inquired about the status of the outdoor lights, emphasizing that many children use the facilities and suggested potentially involving the Foster Grandparents Program, which includes adults aged 55 and older, to help with arts and crafts, special activities, and kitchen programs for kids. Commissioner Martinez also suggested reaching out to local schools to connect with soon-to-retire staff members who might be interested in joining the program. Recreation Director Mr. Morin responded that the lights are currently on every day but acknowledged there are timing issues that need to be addressed. He also noted that the Pony League has been receiving many calls regarding the facilities.

e. City Secretary/HR Monthly Report

City Secretary Ms. Castillo and Human Resources Ms. Longoria presented the City Secretary and Human Resources monthly report. They provided updates on current hiring needs, noting that the city is actively hiring for the Police Department, Public Works, and Parks Works. She also informed the commission about the number of vacancies in each department. Commissioner Martinez asked about the hiring process. Ms. Longoria explained that Police and Fire positions are advertised year-round, including postings on

Indeed. The respective department heads review applications and conduct interviews to ensure candidates meet all certification requirements. Once a candidate is vetted, HR also participates in the interview process, and the final hiring approval is made by the City Manager. Commissioner Martinez emphasized the importance of department heads feeling comfortable with their hires, as those employees become their direct responsibility. Mayor Pro-Tem Saldana inquired about the availability of remote access to vital statistics, specifically for requesting birth and death certificates. Ms. Castillo responded that remote access is not currently available in the City of Mercedes, largely because most individuals request or require the long-form versions, which must be issued in person by the City in which they are born.

f. Fire Department Monthly Report

Fire Chief Javier Campos presented the Fire Department's monthly report. He announced that the department is expecting delivery of a new brush truck within the next two weeks. Current average response times were reported as 8 minutes for Fire Department calls and 3 minutes for EMS. Chief Campos noted the upcoming hurricane season and gave an update on flood-related damage. The city has submitted documentation totaling approximately \$1.5 million in damages. Rio Delta prepared a full damage assessment, which took four weeks to compile. All individual assistance documentation has been submitted, and public assistance is still under review. The Fire Department has continued to drive through the city to monitor flood-prone areas and evaluate potential improvements. He also noted that the media continues to post public information on how to seek damage assistance. The “5 Paws” animal program is still in progress. Mayor Montoya emphasized the importance of obtaining GIS data for drainage, water, and sewer systems, including details such as pipe sizes and flow capacity. The mayor also stated that a finance department staff representative needs to be available throughout any future storm events for coordination and support.

g. IT Monthly Report

IT Director Mr. Rocha reported that the department's major current project is the redevelopment of the city website. The new platform will include subscription options for alerts on city events and water service interruptions. He also noted progress in converting numerous documents—primarily PDFs—into accessible formats online. The digital application process has been performing well. An online feedback tool has been launched for residents to suggest improvements, though no feedback has been submitted thus far. Mayor Montoya praised the improved professionalism in the IT Department, stating that the public is finally receiving the services they’ve long requested. Mayor Pro-Tem Saldana requested that future reports include metrics on how many users are navigating the city’s website.

Additional Department Updates (Called by Mayor Montoya)

Public Works Department

Public Works Director Mr. Villagomez reported ongoing maintenance efforts, including purchasing new hoses and completing work on 11th Street by the end of the week. In

response to Mayor Montoya's question about alleyway repairs, Tomas stated that while work had been paused, it would resume soon. Work is also being conducted on Orange Street and pothole patching across the city. The Mayor complimented the improvement in street patching and encouraged the continued effort. Mayor Pro-Tem Saldana raised a concern about drainage on Mile 1 ½ East. Tomas responded that District 1 had done limited cleaning, but complete access requires fence removal—raising legal questions about jurisdiction. He also noted that over 42 tires had been collected from that ditch. Tomas announced the upcoming City-Wide Cleanup this weekend, noting most of the dumped tires were "market tires." Commissioner Martinez suggested improving lighting and installing cameras in commonly targeted dump areas. Mayor Montoya agreed and stated the city needs a formal protocol for tire shops and should cite businesses that do not cooperate with proper disposal.

Police Department

Police Chief Sanchez gave an update, noting the department has received grants used to support community events, such as a recent fishing tournament, which also encouraged safe driving practices. Commissioner Martinez proposed conducting community surveys to understand public perception and build trust. Chief Sanchez agreed, emphasizing that the department's goal is to build closer relationships with residents, so community members feel comfortable reporting issues and concerns directly to the Police Department.

- 12. Executive Session: Chapter 551, Texas Government Code, Section 551.071 (Consultation with Attorney), Section 551.072 (Deliberation regarding Real Property), Section 551.074 (Personnel Matters) and Section 551.087 (Economic Development)**
Commissioner/Mayor Pro-Tem Martinez motioned to go into executive session.
Commissioner/Mayor Pro-Tem Garcia seconded. Upon a called vote, the motion passed unanimously. The meeting went into executive session at 8:13 p.m.

- a. Discussion with City Manager regarding personnel matters - Section 551.074
- b. Consultation with Attorney regarding update on litigation - Section 551.071
- c. Consultation with Attorney regarding Project Updates - Section 551.087

13. Open Session

Mayor Montoya called the meeting back to order at 9:00 p.m.

- a. Possible Action pertaining to executive session item A
No action
- b. Possible Action pertaining to executive session item B
No action
- c. Possible Action pertaining to executive session item C
No action

14. Adjournment

Commissioner Martinez motioned to adjourn. Commissioner Garcia seconded. Upon a

called vote, the motion passed unanimously. The meeting adjourned at 9:01 p.m.

[MIN_SIGNATURES]

**MERCEDES CITY COMMISSION
REGULAR MEETING
MAY 8, 2025 – 5:00 PM
MERCEDES CITY HALL – COMMISSION CHAMBERS
400 S. OHIO AVE., MERCEDES, TX 78570**

MEMBERS PRESENT: Mayor Oscar Montoya
Commissioner Jacob Howell
Commissioner Armando Garcia
Mayor Pro-Tem Ruben Saldana

MEMBERS ABSENT: Commissioner Joe Martinez

STAFF PRESENT: Alberto Perez, City Manager
Joselynn Castillo, City Secretary
Martie Garcia Vela, City Attorney (Virtual)
Meredith Hernandez, Interim Finance Director
Francisco Sanchez, Police Chief
Juan Vasquez, I.T Specialist
Tom Villagomez, Public Works Director
Marisol Vidales, Library Director

OTHERS PRESENT:

1. Call Meeting to Order

Mayor Montoya welcomed everyone and called the meeting to order at 5:15 p.m.

2. Establish Quorum

Three members of the Commission were present, which constitutes a quorum.
Commissioner Martinez was absent. Commissioner Howell arrived after the pledge of allegiance.

3. Invocation by Mayor Pro-Tem Saldana

4. Pledge of Allegiance Commissioner Garcia

5. Open Forum

There were no residents signed up for open forum.

6. Presentations

- a. Administer Oath of Office to Newly Elected Commissioner Place 4 and Place 2
County Commissioner David Fuentes administered the Oath of Office to Commissioner Ruben J. Saldana and Commissioner Armando Garcia. Mayor Montoya congratulated the newly elected Commissioners. Mayor Pro-Tem Saldana and Commissioner Garcia thanked Commissioner Fuentes, family and friends for their support.

7. Adjournment

Commissioner Howell motioned to adjourn. Commissioner Garcia seconded. Upon a called

vote, the motion passed unanimously. The meeting adjourned at 5:36 P.M.

[MIN_SIGNATURES]

ORDINANCE NO.: 2025-10

AN ORDINANCE PROVIDING FOR A DESCRIPTION OF AN EASEMENT LOCATED IN THE MERCEDES LIGHT INDUSTRIAL PARK SUBDIVISION, PHASE ONE; PROVIDING FOR THE FINDING THAT NO PUBLIC NEED EXIST FOR SAID EASEMENT OR UTILITY CONNECTIONS ASSOCIATED WITH SAID EASEMENTS; PROVIDING FOR THE ABANDONMENT SAID DRAINAGE EASEMENT; PROVIDING FOR THE MAYOR OR MAYOR PRO-TEM TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EVIDENCE SUCH ABANDONMENT; PROVIDING FOR A SAVING AND REPEAL CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MERCEDES, COUNTY OF HIDALGO, STATE OF TEXAS, THAT:

- SECTION I.** That the existing thirty-foot (30') easement for drainage located between Lot 1, 2, 3, and 4, and ten-foot (10') easement for drainage located between Lot 2, together with all utility connections associated with said easements Mercedes Light Industrial Park Subdivision Phase 1;
- SECTION II.** That said easement was originally established for drainage service to said lots which will now not be needed and that there is no public need for said easement;
- SECTION III.** That said easement is hereby vacated and abandoned by the City of Mercedes;
- SECTION IV.** That Mayor or Mayor Pro-Tem are hereby authorized to execute any and all documents necessary to be recorded to evidence such abandonment;
- SECTION V.** That all other ordinances, or parts of ordinances in conflict herewith, are hereby repealed. That if any portion, section, subsection, phrase, sentence or clause of this ordinance shall for any reason be held invalid, such invalidity shall not affect the application of other persons or sets of circumstances, and, to this end, all provisions of this ordinance are declared to be severable.
- SECTION VI.** That with Ordinance will become effective in accordance with the laws of the State of Texas and the City Charter of the city of Mercedes, Texas.

**READ, DISCUSSED, AND APPROVED ON THIS THE 6TH DAY OF MAY,
IN THE YEAR OF OUR LORD, 2025.**

1st Reading: MAY 6, 2025

2nd Reading: MAY 20, 2025

CITY OF MERCEDES:

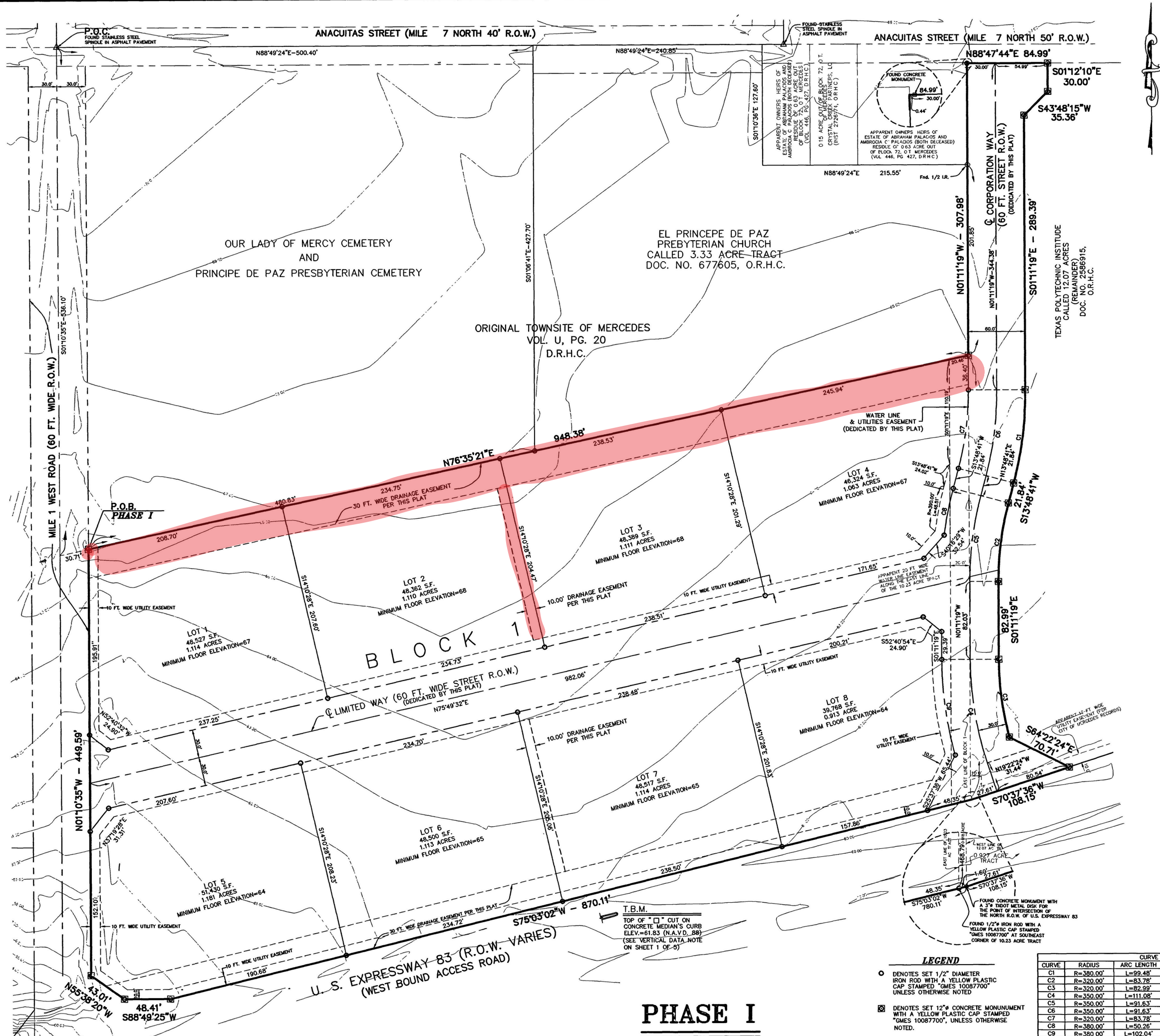
Oscar D. Montoya, Mayor

ATTEST:

Joselynn Castillo
City Secretary

APPROVED AS TO FORM:

Martie Garcia Vela
City Attorney



1 inch = 50 ft.

PHASE I - METES AND BOUNDS DESCRIPTION

Being 11,152 acre (485,764 S.F.) tract of land located in Blocks 67, 71, 72, 75 and 76 of the Original Townsite of Mercedes, recorded in Volume "U", Page 20, of the Deed Records of Hidalgo County (D.R.H.C.), Texas; some being situated in Lot 1, Mercedes Memorial Subdivision, as recorded in Volume 23, Page 176-A of the Map Records of Hidalgo County (M.R.H.C.), Texas; said 11,152 acre tract being out of that certain called 10.23 acre tract conveyed to the Development Corporation of Mercedes, Inc., a Texas Corporation, as recorded in Document No. 2709224, of the Official Records of Hidalgo County (O.R.H.C.), Texas, also being out of that certain 12.07 acre tract conveyed to Texas Polytechnic Institute, as described in Document No. 2586915 (O.R.H.C.), Texas; said 11,106 acre tract being more particularly described as follows:

COMMENCING at a stainless steel spindle found in asphalt pavement in the centerline intersection of Mile 1 West Road (60.0' r.o.w. width), and Mile 7 North (Anacuitas Street 40.0' r.o.w. width); **THENCE**, South 01°10'35" East along the centerline of said Mile 1 West Road, a distance of 536.10 feet to a point for the northwesterly corner of said 10.23 acre tract; **THENCE**, North 76°35'21" East, along the common line of said 10.23 acre tract and Our Lady of Mercy Cemetery tract (no instrument of record found), a distance of 30.71 feet to a 1/2" iron rod in concrete monument with a yellow plastic cap stamped "GMS 10087700" found, for the **POINT OF BEGINNING** and the northwesterly corner of the herein described tract;

THENCE, North 76°35'21" East, continuing along the common line of said 10.23 acre tract and Our Lady of Mercy Cemetery tract, at a distance of 480.83 feet pass a 1/2" iron rod with a yellow plastic cap stamped "GMS 10087700" found at the common corner of that certain called 3.33 acre tract, as recorded in Document No. 677605 (O.R.H.C.), Texas and said Our Lady of Mercy Cemetery tract, and continuing for a total distance of 948.38 feet to a 12" diameter concrete monument with a yellow plastic cap stamped "GMS 10087700" found at the common corner of said 10.23 acre tract and said 3.33 acre tract, some being in the west line of said 12.07 acre tract, for an interior corner of the herein described tract;

THENCE, North 11°01'19" West, along the common line of said 3.33 acre tract, said 12.07 acre tract and along the westerly right of way line of a proposed street (60.0' right of way), at a distance of 201.85 feet to a 1/2" iron rod found pass the common corner of said 3.33 acre tract and that certain called 0.63 acre tract conveyed to Abraham Palacios, as recorded in Volume 446, Page 724 (O.R.H.C.), Texas, continuing for a total distance of 307.98 feet in the existing south right of way line of Anacuitas Street (50.0' right of way), for the most northerly northwest corner of the herein described tract;

THENCE, North 88°47'44" East, along the existing south right of way line of said Anacuitas Street, a distance of 84.99 feet to a 12" diameter concrete monument with a yellow plastic cap stamped "GMS 10087700" found, for the most northerly northeast corner of the herein described tract;

THENCE, South 01°12'10" East, leaving the existing south right of way line of said Anacuitas Street, along the easterly right of way line of a proposed street (60.0' right of way) and severing said 12.07 acre tract, a distance of 30.00 feet to a 12" diameter concrete monument with a yellow plastic cap stamped "GMS 10087700" found, for an angle corner of the herein described tract;

THENCE, South 43°48'15" West, along the easterly right of way line of a Future Street (60.0' right of way) and severing said 12.07 acre tract, a distance of 35.36 feet to a 12" diameter concrete monument with a yellow plastic cap stamped "GMS 10087700" found, for an interior corner of the herein described tract;

THENCE, South 01°11'19" East, continue along the proposed easterly right of way line of Future Street and severing said 10.23 acre tract, a distance of 289.39 feet to a 12" diameter concrete monument with a yellow plastic cap stamped "GMS 10087700" found at the point of curvature of a curve to the right with a radius of 380.00 feet, for an angle corner of the herein described tract;

THENCE, Southerly, along the proposed westerly right of way line of Future Street and severing said 12.07 acre tract, along said curve to the right, with an arc length of 99.48 feet; delta: 15°00'00"; chord: South 06°18'41" West, a distance of 99.20 feet to a 12" diameter concrete monument with a yellow plastic cap stamped "GMS 10087700" found, to the point of tangency of said curve, for an angle corner of the herein described tract;

THENCE, South 13°48'41" West, along the proposed westerly right of way line of Future Street and continue severing said 12.07 acre tract, a distance of 21.84 feet to a 12" diameter concrete monument with a yellow plastic cap stamped "GMS 10087700" found at the point of curvature of a curve to the left with a radius of 320.00 feet, for an angle corner of the herein described tract;

THENCE, Southerly, along the proposed westerly right of way line of Future Street and continue severing said 12.07 acre tract, along said curve to the left, with an arc length of 83.78 feet; delta: 15°00'00"; chord: South 06°18'41" West, a distance of 83.54 feet to a 12" diameter concrete monument with a yellow plastic cap stamped "GMS 10087700" found, for an angle corner of the herein described tract;

THENCE, South 01°11'19" East, continue along the proposed easterly right of way line of Future Street and severing said 12.07 acre tract, a distance of 82.99 feet to a 12" diameter concrete monument with a yellow plastic cap stamped "GMS 10087700" found at the point of curvature of a curve to the left with a radius of 320.00 feet, for an angle corner of the herein described tract;

THENCE, Southerly, along the proposed westerly right of way line of Future Street and continue severing said 12.07 acre tract, along said curve to the left, with an arc length of 82.99 feet; delta: 15°00'00"; chord: South 06°37'08" West, a distance of 82.76 feet to a 12" diameter concrete monument with a yellow plastic cap stamped "GMS 10087700" found, for an angle corner of the herein described tract;

THENCE, South 64°22'24" East, continue along the proposed easterly right of way line of Future Street and severing said 12.07 acre tract, a distance of 70.71 feet to a 12" diameter concrete monument with a yellow plastic cap stamped "GMS 10087700" found in the existing northerly right of way line of U.S. Expressway 83 (r.o.w. width varies);

THENCE, South 70°37'36" West, continue along existing northerly right of way line of U.S. Expressway 83, a distance of 108.15 feet to a 3" diam. TxDOT aluminum disk, for an angle corner of the herein described tract;

THENCE, South 75°03'02" West, continue along the existing northerly right of way line of said U.S. Expressway 83, at a distance of 1.60 feet pass a 1/2" diameter iron rod with a yellow plastic cap stamped "GMS 10087700" found at common corner of said 10.23 acre tract and said 12.07 acre tract, continue for a total distance of 870.11 feet to a 12" diameter concrete monument with a yellow plastic cap stamped "GMS 10087700" found, for an angle corner of the herein described tract;

THENCE, South 88°49'25" West, continue along the existing northerly right of way line of said U.S. Expressway 83, a distance of 48.41 feet to a 12" diameter concrete monument with a yellow plastic cap stamped "GMS 10087700" found, for an angle corner of the herein described tract;

THENCE, North 55°38'20" West, continue along the existing northerly right of way line of said U.S. Expressway 83, a distance of 43.01 feet to a 12" diameter concrete monument with a yellow plastic cap stamped "GMS 10087700" found in the existing east right of way line of said Mile 1 West Road, for most westerly southwest corner of the herein described tract;

THENCE, North 01°10'35" West, along the existing easterly right of way line of said Mile 1 West Road, a distance of 449.59 feet the **POINT OF BEGINNING**, containing an area of 11,152 acres of land, (485,764 sq. ft.), more or less.

FINAL PLAT

"MERCEDES LIGHT INDUSTRIAL PARK SUBDIVISION, PHASE ONE"

PREPARED FOR:

THE DEVELOPMENT CORPORATION OF MERCEDES, INC.

AND

THE CITY OF MERCEDES, TEXAS

(FEBRUARY OF 2018)

GM GUZMAN & MUÑOZ
ENGINEERING AND SURVEYING, INC.
MERCEDES

2020 E. Expressway 83
Mercedes, Texas 78570

Phone: (956) 565-4637
Fax: (956) 565-4636

TEXAS REGISTERED ENGINEERING FIRM F-8017
TBPLS FIRM REGISTRATION NO. 10087700

LEGEND

○ DENOTES SET 1/2" DIAMETER IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "GMS 10087700" UNLESS OTHERWISE NOTED

⊠ DENOTES SET 12" CONCRETE MONUMENT WITH A YELLOW PLASTIC CAP STAMPED "GMS 10087700", UNLESS OTHERWISE NOTED.

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	DELTA	CHORD
C1	R=380.00'	L=99.48'	15°00'00"	S06°18'41"W, 99.20'
C2	R=320.00'	L=83.78'	15°00'00"	S06°18'41"W, 83.54'
C3	R=320.00'	L=82.99'	14°51'35"	S08°37'06"E, 82.76'
C4	R=350.00'	L=111.08'	18°11'05"	S10°16'51"E, 110.82'
C5	R=350.00'	L=91.63'	15°00'00"	S06°18'41"W, 91.37'
C6	R=350.00'	L=91.63'	15°00'00"	S06°18'41"W, 91.37'
C7	R=320.00'	L=83.78'	15°00'00"	S06°18'41"W, 83.54'
C8	R=380.00'	L=102.04'	7°34'43"	S10°01'20"W, 50.23'
C9	R=380.00'	L=102.04'	15°23'07"	S08°52'52"E, 101.73'

GM&M EXPRESSLY RESERVES ITS COMMON LAW COPYRIGHT AND OTHER PROPERTY RIGHTS IN THIS DOCUMENT. THIS DOCUMENT SHALL NOT BE REPRODUCED, COPIED, CHANGED OR DISCLOSED IN ANY FORM OR MANNER WHATSOEVER WITHOUT FIRST OBTAINING THE EXPRESSED WRITTEN CONSENT OF GM&M.



AGENDA ITEM NO. 7.C.

Consent Agenda

DATE: May 27, 2025
FROM:
ITEM: Discussion and possible action to Approval of Second and Final Reading of Ordinance 2025-11 amending the Conditional Use Permit Ordinance

BACKGROUND INFORMATION:

BOARD REVIEW/CITIZEN FEEDBACK:

ALTERNATIVES/OPTIONS:

FISCAL IMPACT: (Total Costs)

LEGAL REVIEW:

ATTACHMENTS:

1. CONDITIONAL USE ORDINANCE
2. CURRENT ORDINANCE

STAFF RECOMMENDATION:

ORDINANCE NO.: 2025-11

AN ORDINANCE AMENDING ORDINANCE #82-36 AS ADOPTED NOVEMBER 16, 1982, BY THE CITY COMMISSION OF THE CITY OF MERCEDES, TEXAS, ESTABLISHING A MORE DETAILED FRAMEWORK FOR CONDITIONAL USE PERMITS; PROVIDING SPECIFIC REQUIREMENTS FOR THE VARIOUS TYPES OF CONDITIONAL USE PERMITS RECEIVED BY THE CITY; AND SETTING FORTH ADDITIONAL CRITERIA TO BE MET FOR APPROVAL

WHEREAS, THIS ORDINANCE IS ADOPTED UNDER THE AUTHORITY OF THE CONSTITUTION AND THE LAWS OF THE STATES OF TEXAS AND IS HEREBY INCREMENTED AS PART OF THE CODE OF ORDINANCE OF THE CITY OF MERCEDES, TEXAS.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MERCEDES, COUNTY OF HIDALGO, STATE OF TEXAS, THAT:

SECTION I. DEFINITIONS

- a. Conditional Use Permit: Permit needed by a property owner in a residential district to allow the existence of a “home occupation use,” “convent” or “monastery” in the residence.
- b. Home Occupations: A “home occupation” is a commercial use customarily carried on in the home by members of the occupant family without structural alterations in the principal building or any of its rooms, without the installations of machinery or additional equipment other than that customary to normal household operations, without the employment of additional persons, with a non-illuminated sign that is no larger than 18 inches by 24 inches to advertise the occupation, and which does not cause the generation of other than normal noise, and pedestrian and vehicular traffic.
- c. Convent: a community of six or less women who live a life devoted largely to religious worship.
- d. Monastery: a community of men of six or less, especially monks, living together and observing religious vows.

SECTION II. APPROVAL, PROCEDURE, RESPONSIBILITY, AND APPEALS.

The City’s Planning Director shall have the responsibility for processing all conditional use permits required and presenting them to the Planning and Zoning Commission for processing as described below. The following procedures shall be complied with prior to the approval or denial of any Conditional Use Permit.

- a. Notice to all owners of real property within two hundred (200) feet of the property for which application has been made shall be [given], but in no case shall this notification occur less than ten (10) working days prior to consideration at a meeting of the Planning and Zoning Commission to consider such application.

- b. Application concerning Conditional Use Permits shall be automatically referred to the Planning and Zoning Commission for a public hearing. The Planning Director shall investigate, notify the adjacent property owners, and provide necessary professional advice. The Planning and Zoning Commission may deny an application for a Conditional Use Permit after a public hearing if the proposed use fails to meet one of the criteria set forth in Requirements for Approval.
- c. Any person or persons, jointly or severally, aggrieved by any decision of the Planning and Zoning Commission, may present to the City Commission a petition, duly verified, setting forth that such decision is unjust, in whole or in part, specifying the grounds of injustice. Such petition shall be presented to the City Commission within ten (10) days after the final decision of the Planning and Zoning Commission, and not thereafter, for notification and calling of a public hearing to hear and act on the appeal.

SECTION III. APPLICATION, FILING PROCEDURES, AND FEES.

The property owner or certified agent shall make application on a form prescribed by the City and submit a Site Plan, if required. Obtaining a Conditional Use Permit does not exempt the applicant from complying with requirements of the Building Code or other ordinances. The initial fee for the Conditional Use Permit shall be \$200 and shall be renewable thereafter at the rate of \$25 per year. Payment of such fees shall not be refundable in whole or in part.

SECTION IV. REQUIREMENTS FOR APPROVAL.

- a. The Planning and Zoning Commission may allow a conditional use if it finds that:
 - 1. The proposed use meets all the basic requirements of this and other relevant ordinances.
 - 2. It fits the purpose of the zoning district and aligns with the city's comprehensive plan.
 - 3. It will not harm the health, safety, or well-being of the neighborhood or damage nearby property
- b. Site Plans Required.
 - 1. The purpose of the site plan is to ensure compliance with the zoning ordinance and to promote the orderly, cohesive development of the city. It aims to protect the public welfare and to prevent the deterioration or devaluation of land caused by construction, additions, or alterations that are not properly planned.
 - 2. The applicant must submit three copies of the site plan to the Director of Planning. One copy will be retained in the department's records, while the other two will be used for case investigation and review by the Planning Commission, if a hearing is necessary.
 - 3. The site plan must include scaled drawings that clearly show, as applicable:
 - a. The location of all structures on the subject and adjacent properties
 - b. Existing and proposed landscaping and/or fencing in yards and setback areas
 - c. Design of ingress and egress points
 - d. Off-street parking and loading areas
 - e. Height of all structures

- f. Proposed land uses
 - g. Location, type, height, and lighting of all signs
- c. A conditional use permit is valid for up to one (1) year unless a longer period is approved by the City Commission. If a different expiration date is approved, it must be stated in the permit. Permit holders seeking renewal must apply to the Director of Planning (or their designee) at least 30 days before the permit expires. If the site is in compliance and no formal complaints have been filed, staff may renew the permit—for all uses except those involving on-site alcohol sales—for the same duration as originally approved by the Planning and Zoning Commission. If there is evidence or complaints of noncompliance, the renewal must go through the full process and public notification required for a new permit and be reviewed by the Planning and Zoning Commission.

SECTION V. DEVELOPMENT, REVOCATION AND/OR AUTOMATIC CANCELLATION OF PERMIT.

- a. The Building Official is responsible for enforcing the ordinance and permit by:
 - 1. Conducting inspections to ensure compliance and taking corrective action if needed.
 - 2. Investigating all complaints of noncompliance and maintaining records of actions taken. These records must be available during permit renewal.
- b. If a violation is found:
 - 1. The permit holder will receive written notice outlining the violation, required corrective actions, and a compliance deadline of 10 to 30 days.
 - 2. If the issue is not resolved within the given timeframe, the Planning and Zoning Commission will be notified.
- c. The Planning and Zoning Commission may revoke the permit after a hearing if violations are confirmed. Continued operation without a valid permit is a zoning violation and subject to penalties.
- d. A permit is automatically canceled if it is not used within six months of approval, or a building permit (if required) is not obtained within that time.
- e. The permit is automatically canceled if the property is sold or ownership is transferred.

SECTION VI. REQUIREMENTS OF CONDITIONAL USE

- a. Home occupations:
 - 1. The area used in conducting the home occupation will be clearly secondary to the residential use.
 - 2. A nonilluminated sign not more than 18 inches by 24 inches identifying the name of the owner and his title or occupation may be permitted when attached flush to the main building.
 - 3. There shall be no exterior display or alterations indicating that the building is being used for any purpose other than that of a dwelling.
 - 4. There shall be no more than one additional unrelated employee other than immediate members of the family residing on the premises.

5. There shall be no outside storage of materials or products.
 6. The permitted use shall not create frequent or heavy traffic, greater than ten percent of the average load per hour, per street.
 7. No additions to the residence or accessory buildings specifically to accommodate the business.
 8. The business must take place in the primary residential structure on the property rather than in a detached garage or separate accessory building.
 9. The activity must take place at the location for which the permit was issued.
 10. The business shall obtain a Sales Tax Permit from the Texas Comptroller of Public Accounts for all retail sales as well as taxable services.
- b. Bars, cocktail lounges, taverns, cantinas, saloons, dancehalls, event centers, discotheques, discos or nightclubs:
1. The property line of the lot of any of the abovementioned businesses must be at least 400 feet from the nearest residence or residentially zoned property, church, school, or publicly owned property, and must be designed to prevent disruptions of the character of adjacent residential areas, and must not be heard from the residential area after 10:00 p.m.
 2. The abovementioned businesses must be as close as possible to a major arterial, and shall not allow the traffic generated by such businesses onto residential streets, or allow such traffic to exit into and disrupt residential areas.
 3. The abovementioned businesses must provide parking in accordance with the city off-street parking ordinance as a minimum, and make provisions to prevent use of adjacent streets for parking, especially those in adjacent residential areas, by providing additional onsite parking.
 4. The abovementioned businesses must do everything possible to prevent the unauthorized parking by the patrons of such businesses on adjacent business or residential properties including, when necessary, the installation of fences and hedges, and the reorientation of entrances.
 5. The abovementioned businesses should do everything possible and be designed to discourage criminal activities and vandalism, both on the site and on adjacent properties. Included would be provision of sufficient lighting and perimeter fencing, elimination of dark areas, and the orientation of the building such that it provides maximum visibility of as much as possible of the site from a public street.
 6. The abovementioned businesses must make provisions to keep litter to a minimum, and to keep it from blowing onto adjacent streets and properties.
 7. The abovementioned businesses shall restrict the number of persons within the building to those allowed by the planning and zoning commission at the time of permit issuance, after having taken into account the recommendations of the fire marshal, building official and director of planning. This number cannot exceed the number provided for in existing city ordinances.
- c. Guesthouses:
1. Only one allowed per lot;
 2. Must meet setback requirements;
 3. Must be on same utilities as primary residence on lot;

4. Lot must be a minimum of 8,000 square feet;
 5. There can be no separate driveway or garage for the guesthouse;
 6. It must not be rented out; and
 7. If money is ever paid for rent or share of utilities, etc., permit will be revoked.
- d. Parking facilities:
1. Sides adjacent to residentially zoned property are screened by a six-foot opaque fence; and
 2. The paved area is landscaped in compliance with the off-street parking and loading ordinance and landscape ordinance.
- e. Produce stands:
1. Must take place in an agricultural, commercial or industrial zoning district;
 2. Must take place on a vacant tract of land no smaller than one-half acre with no less than 75 feet of frontage on a public street;
 3. Produce may be sold out of one pickup truck or car; and no trucks with a bed longer than 12 feet, trailers, or structures of any kind are permitted;
 4. No more than one pickup truck or car may be permitted on a tract at one time;
 5. The produce sold must be raised by the vendor;
 6. The site must be vacated completely every night;
 7. The operation cannot be located on the same site longer than four months out of a year;
 8. Proof of ownership of the property or written authorization from the owner must be presented;
 9. A new permit must be obtained if the location changes;
 10. The pickup truck or car must be parked on private property, not on public right-of-way;
 11. The pickup truck or car must be at least 50 feet from the intersection of street right-of-way lines;
 12. Ingress and egress of traffic to a produce stand must not unreasonably interfere with flow of traffic on the adjacent streets; and
 13. Must be approved by the city health department.
- f. Day care facilities:
1. Must meet requirements of department of human resources;
 2. Must have fenced-in area for outside play of children;
 3. Must have paved area adjacent to street for pickup and delivery of children off of street;
 4. Area used for day care facilities should be clearly secondary to residential use of structure;
 5. Person who applies for permit must reside at location for which permit is applied;
 6. There shall be no more than two day care facilities within 600 feet of each other as measured over the shortest distance of street right-of-way between the facilities;
 7. No more than one day care facility shall be permitted on a dead-end street or cul-de-sac. That day care facility shall care for no more children than are permitted in a registered family home by the state department of human resources;

8. No day care facilities shall be permitted on a half-street or on a street which has a half-street as a means of access;
 9. Day care facilities which care for more than 12 children shall not be permitted in a residential zoning district;
 10. No signs are permitted. A one-square-foot nameplate bearing the person's name and occupation may be displayed if attached flat against the wall of the residence;
 11. No more than one additional employee that does not reside on the premises is permitted; and
 12. If the person operating the day care facility is not the owner of the property, then the application must be signed by the owner or a letter of authorization from the owner must be submitted.
- g. Portable and/or temporary food concession stands:
1. Cannot be located in residentially zoned area;
 2. Stand must be inspected by building inspection department and meet applicable building codes;
 3. Must have paved off-street parking available over and above what is required for the business to which it is adjacent;
 4. If it is a portable building or trailer it must be anchored to the ground properly;
 5. Must meet setback requirements of the zoning district in which it is located; and
 6. Water and sewage disposal facilities must be available and may be required.
- h. Existing railroads and private utilities, including a telephone service: May continue to be operated and maintained in residential and commercial districts but no new railroad or utility structure other than usual poles, wires and underground utilities shall be established in such a district without a special use permit. A masonry wall shall be required as a buffer if the structure is located within the front or side yard, or adjacent to a residential use or zone.
- i. Church:
1. A detailed site plan must be submitted showing building locations, parking areas, landscaping, signage, lighting, and access points.
 2. The site plan must demonstrate compliance with all applicable zoning, building, and safety codes.
 3. Off-street parking must be provided in accordance with local zoning requirements, based on seating capacity.
 4. Traffic flow must not disrupt surrounding residential streets. A traffic impact analysis may be required for large congregations or events.
 5. Designated drop-off and pick-up zones must be clearly marked to ensure safe and efficient circulation.
 6. Outdoor amplification of sound is not permitted without a special event permit.
 7. Activities such as concerts, festivals, or large gatherings must not exceed local noise ordinance limits and may require additional review.
 8. Landscaping must be installed and maintained to buffer the property from adjacent residential uses.

9. Fencing or vegetative screening may be required to minimize visual and noise impact.
10. One on-site sign is permitted, subject to size, lighting, and placement restrictions as outlined in the city's sign ordinance.
11. All structures must be used primarily for religious worship, education, and related church functions. Any auxiliary uses (e.g., daycares, food pantries, schools) must be identified in the application and may require additional permits or approvals.
12. The church must demonstrate that its presence will not negatively affect the health, safety, or welfare of the surrounding neighborhood.
13. Complaints from neighboring properties may be grounds for review or revocation of the permit.

No form of pollution shall emanate beyond the immediate property line of the permitted use.

The planning and zoning commission may impose additional reasonable restrictions or conditions to carry out the spirit and intent of this section and to mitigate adverse effects of the proposed use. These requirements may include, but are not limited to, increased open space, loading and parking requirements, suitable landscaping, and additional improvements such as curbing and sidewalks.

2. SEVERABILITY PROVISION

By the adoption of this ordinance, should there be any word, sentence, phrase, and/or expression that may be deemed by a court of competent jurisdiction to be invalid, or legally deleted from the content of this ordinance, it is declared that the remaining portion or portions of this ordinance shall remain fully enabled, active and in full force.

3. CUMULATIVE PROVISION

Should there be any existing ordinance, regulation, policy, and/or guideline that may be in conflict with the established regulations of this zoning ordinance, whether in whole or in part, the terms of this ordinance shall be controlling and override any such existing conflict.

4. PUBLICATION DATE

Once adopted, the City secretary shall as soon as practicable, forward the caption of this coning ordinance to be published in a newspaper of local circulation.

**READ, DISCUSSED, AND APPROVED ON THIS THE 6th DAY OF MAY,
IN THE YEAR OF OUR LORD, 2025.**

1st Reading: MAY 6, 2025

2nd Reading: MAY 20, 2025

CITY OF MERCEDES:

Oscar D. Montoya, Mayor

ATTEST:

APPROVED AS TO FORM:

Joselynn Castillo
City Secretary

Martie Garcia Vela
City Attorney

ARTICLE 28 CONDITIONAL USE PERMIT

§ 1. Definitions.

- A. Conditional Use Permit: Permit needed by a property owner in a residential district to allow the existence of a “home occupation use,” “convent” or “monastery” in the residence.
- B. Home Occupations: A “home occupation” is a commercial use customarily carried on in the home by members of the occupant family without structural alterations in the principal building or any of its rooms, without the installations of machinery or additional equipment other than that customary to normal household operations, without the employment of additional persons, with a non-illuminated sign that is no larger than 18 inches by 24 inches to advertise the occupation, and which does not cause the generation of other than normal noise, and pedestrian and vehicular traffic.
- C. Convent: a community of six or less women who live a life devoted largely to religious worship.
- D. Monastery: a community of men of six or less, especially monks, living together and observing religious vows.

(Ordinance 82-36, sec. 2, adopted 11/16/82; Ordinance 2010-13 adopted 8/3/10)

§ 2. Approval, procedure, responsibility, and appeals.

The City’s Planning Director shall have the responsibility for processing all conditional use permits required and presenting them to the Planning and Zoning Commission for processing as described below. The following procedures shall be complied with prior to the approval or denial of any Conditional Use Permit.

- A. Notice to all owners of real property within two hundred (200) feet of the property for which application has been made shall be [given], but in no case shall this notification occur less than ten (10) working days prior to consideration at a meeting of the Planning and Zoning Commission to consider such application.
- B. Application concerning Conditional Use Permits shall be automatically referred to the Planning and Zoning Commission for a public hearing. The Planning Director shall investigate, notify the adjacent property owners, and provide necessary professional advice. The Planning and Zoning Commission may deny an application for a Conditional Use Permit after a public hearing if the proposed use fails to meet one of the criteria set forth in Requirements for Approval.
- C. Any person or persons, jointly or severally, aggrieved by any decision of the Planning and Zoning Commission, may present to the City Commission a petition, duly verified, setting forth that such decision is unjust, in whole or in part, specifying the grounds of injustice. Such petition shall be presented to the City Commission within ten (10) days after the final decision of the Planning and Zoning Commission, and not thereafter, for notification and calling of a public hearing to hear and act on the appeal.

(Ordinance 82-36, sec. 2, adopted 11/16/82)

§ 3. Application, filing procedures, and fees.

The property owner or certified agent shall make application on a form prescribed by the City and submit a Site Plan, if required. Obtaining a Conditional Use Permit does not exempt the applicant from complying with requirements of the Building Code or other ordinances. The initial fee for the Conditional Use Permit shall be \$50 and shall be renewable thereafter at the rate of \$10 per year. Payment of such fees shall not be refundable in whole or in part.

(Ordinance 82-36, sec. 2, adopted 11/16/82)

§ 4. Requirements for approval.

A. The Planning and Zoning Commission may permit a conditional use subject to appropriate conditions and safeguards when the Commission finds:

1. That the proposed use meets all the minimum standards established in this Ordinance and other applicable ordinances.
2. That the proposed use will not be detrimental to the health, welfare, and safety of the surrounding neighborhood or its occupants, nor be substantially or permanently injurious to neighboring property.

(Ordinance 82-36, sec. 2, adopted 11/16/82)

§ 5. Development, relocation, and/or automatic cancellation of permit.

A. The Building Inspector shall ensure compliance with this Ordinance and the permit. He shall:

1. Make inspections to determine compliance with the provisions of this Ordinance and the permit, and initiate appropriate action if necessary.
2. Investigate thoroughly any complaints of noncompliance concerning a permitted special use, and keep a record of all complaints, indicating any action taken. These records shall be made available at the time of renewal of the permit.

B. Upon determination of noncompliance with the provisions of the Conditional Use Permit, the Building Inspector shall take action as follows:

1. Give written notice to the permit holder of the nature of the violation, the necessary action to remedy the violation, and the time period, not less than ten (10) days nor more than thirty (30) days after the date of notification, within which to comply.
2. Notify the Planning and Zoning Commission of the noncompliance if the violations have not been corrected within the prescribed time period.

C. The Planning and Zoning Commission, after due hearing, may revoke any Conditional Use Permit that has been reported in violation by the Building Inspector. Continued use without a permit will be a violation of the Zoning Ordinance and subject to the same penalties provided therein.

D. If the Conditional Use Permit has not been used within six (6) months after the date granted, the permit is automatically cancelled.

E. Appeal of a decision of the Planning and Zoning Commission shall be in accordance with Section 2 (C.) of this ordinance.

(Ordinance 82-36, sec. 2, adopted 11/16/82)

§ 6. Period of conditional use and renewal.

A Conditional Use Permit shall have a time limit of not more than one (1) year unless otherwise approved by the City Commission. If the Conditional Use Permit does have a time limitation attached, the expiration date shall be set forth. Any permittee wishing a renewal of such permit for successive time periods shall make application for renewal, not less than twenty (20) days before permit expiration.

(Ordinance 82-36, sec. 2, adopted 11/16/82)

§ 7. Conditions of conditional use.

A. Must meet applicable conditions, including but not limited to:

1. The area used in conducting the home occupation will be clearly secondary to the residential use.
2. A non-illuminated sign that is no larger than 18 inches by 24 inches identifying the name of the owner and his title or occupation may be permitted when attached to the main building.
3. There shall be no exterior display or alterations indicating that the building is being used for any purpose other than that of a dwelling.
4. There shall be no more than one (1) unrelated employee other than immediate members of the family residing on the premises.
5. There shall be no outside storage of materials or products.
6. The permitted use shall not create frequent or heavy traffic, not greater than ten percent (10%) of the average load per hour, per street.
7. The business must take place in the primary residential structure on the property rather than in a detached garage or separate accessory building.
8. The activity must take place at the location for which the permit was issued.
9. The conditional use permit shall be non-transferable.

(Ordinance 82-36, sec. 2, adopted 11/16/82)

DATE: May 27, 2025
FROM:
ITEM: Discussion and possible action to Approval of Second and Final Reading of Ordinance 2025-12 amending the R-MH Zoning Ordinance

BACKGROUND INFORMATION:

BOARD REVIEW/CITIZEN FEEDBACK:

ALTERNATIVES/OPTIONS:

FISCAL IMPACT: (Total Costs)

LEGAL REVIEW:

ATTACHMENTS:

1. Manufacture Homes
2. CURRENT R-MH ORDINANCE

STAFF RECOMMENDATION:

ORDINANCE NO. 2025-12

AN ORDINANCE AMENDING ORDINANCE NO. 82-6, ADOPTED ON MARCH 18, 1986, BY THE CITY COMMISSION OF THE CITY OF MERCEDES, TEXAS, RELATING TO THE REGULATION OF MANUFACTURED HOME AND RECREATIONAL VEHICLE PARKS AND MANUFACTURED HOME SUBDIVISIONS; PROVIDING UPDATED DEFINITIONS; REQUIRING LICENSING AND ESTABLISHING ASSOCIATED FEES; ESTABLISHING PHYSICAL AND LOCATION REQUIREMENTS; SETTING FORTH RULES AND REGULATIONS FOR THE OPERATION OF SUCH PARKS; ESTABLISHING REQUIREMENTS FOR WATER, SEWER, AND ELECTRICAL INFRASTRUCTURE; PROVIDING FOR PENALTIES; CONTAINING A SAVINGS CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, THIS ORDINANCE IS ADOPTED UNDER THE AUTHORITY OF THE CONSTITUTION AND THE LAWS OF THE STATES OF TEXAS AND IS HEREBY INCREMENTED AS PART OF THE CODE OF ORDINANCE OF THE CITY OF MERCEDES, TEXAS.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MERCEDES, COUNTY OF HIDALGO, STATE OF TEXAS, THAT:

SECTION I. DEFINITIONS

Section 1.01 – “Park” means Manufactured Homes and/or Recreational Vehicle (RV) park.

Section 1.02 – “Person” means any natural individual, firm, trust, partnership, association or corporation.

Section 1.03 – “Manufactured Home or Recreational Vehicle” means any vehicle or similar portable structure having no foundation other than wheels, jacks, blocks, or skirtings, and so designed or constructed as to permit occupancy for dwelling or sleeping purposes.

Section 1.04 – “Independent Manufactured Home or Recreational Vehicle” means a manufactured home or Recreational Vehicle which has a flush toilet and a bather or shower.

Section 1.05 – “Dependent Manufactured Home or Recreational Vehicle” means a manufactured home or recreational vehicle which does not have a flush toilet and a bather or shower.

Section 1.06 – “Manufactured Home and/or Recreational Vehicle Park” means any plot of ground upon which one or more homes or recreational vehicles, occupied for dwelling or sleeping purposes, are located, regardless of whether or not a charge is made for such accommodations.

Section 1.07 – “Manufactured Home and/or Recreational Vehicle Lot” means a plot of ground within a manufactured home and/or recreational vehicle park designed for the accommodations of one manufactured home or recreational vehicle.

Section 1.08 – “Manufactured Home or Recreational Vehicle Subdivision” means a subdivision designed and intended for residential use, where residence is permitted in manufactured homes or recreational vehicles, each manufactured home being located on a separate lot. Such subdivision

could retain a central management and could be operated as a condominium, retaining ownership of streets and common open spaces.

Section 1.09 – “Manufactured Home” means a permanent residence that is built in a factory and then installed on a lot.

Section 1.10 – “Recreational Vehicles (RV)” means a vehicle or trailer that’s designed for temporary living while camping, traveling, or for seasonal use. RV’s can have their own motor power or be towed or mounted on another vehicle. They are not intended for permanent or residential living.

SECTION II. LICENSES

Section 2.01 License Required

It shall be unlawful for any person to maintain or operate, within the limits of the City of Mercedes, any manufactured home and/or recreational vehicle park unless such person shall first obtain a license therefor.

Section 2.02 License Fees

The annual license fee for each manufactured home and/or recreational vehicle park shall be \$250.00 per year or fraction thereof. Such license cannot be transferred. Any new owner of the park or subdivision must apply for their own license and the annual license fee shall apply.

Section 2.03 Application for License

Applications for a manufactured home and/or recreational vehicle park license shall be filed with the City Commission and upon approval by the City Commission, the Planning Department shall issue the license. Applications shall be in writing, signed by the applicant, and shall contain the following:

- a. The name and address of the applicant.
- b. The location and legal description of the manufactured home and/or recreational vehicle park.
- c. A complete plan of the park showing compliance with Section 3.01 of this ordinance.
- d. Plans and specifications of all buildings and other improvements constructed, or to be constructed with the manufactured home and/or recreational vehicle park.
- e. Such further information may be requested by the City Commission to enable it to determine if the manufactured home and/or recreational vehicle park will comply with the legal requirements.

The application and all accompanying plans and specifications shall be filed in duplicate and electronic format. The Planning Director, City Health Officer, and City Planning and Zoning Commission shall investigate the applicant, and inspect the proposed plans and specifications. Each of them shall then make a report to the City Commission concerning such applicants and include therein their recommendations relative to the issuance of license. If the manufactured home and/or recreational vehicle park will be in compliance with all provisions of this ordinance and all other applicable ordinances or statutes, the City Commission may approve the application, and, in the case of proposed parks, make such approval contingent upon the completion of the park according

to the plans and specifications submitted with the application. The City Secretary, at the direction of the City Commission, shall inform the Planning department to issue the license.

The building official, the city health director, the fire chief, the police chief and the tax assessor-collector shall have the power, after notification within 48 hours to the park owner or manager, to enter during regular business hours upon any private or public property for the purpose of inspecting and investigating conditions relating to the enforcement of this chapter. The building official, the city health director, the fire chief, the police chief and the tax assessor-collector are hereby authorized and directed to make such inspections as are necessary to determine compliance with this chapter.

Section 2.04 Manufactured Home and/or Recreational Vehicle Outside Licensed Parks

It shall be unlawful for any person to locate or maintain any such manufactured home and/or recreational vehicle in any place in the City of Mercedes other than a duly licensed and lawful manufactured home and/or recreational vehicle park or manufactured home subdivision, except those manufactured homes and/or recreational vehicles already located prior to enactment of this ordinance.

Section 2.05 Revocation of License

The City Commission may revoke any license issued under this ordinance in case any of the provisions hereof are violated. However, before said license may be revoked, the City Commission must give ten (10) day notice to the holder of said license and hold a hearing thereon. After said license has been revoked, the license may be re-issued if the reasons for said revocation have been duly corrected.

Section 2.06 Transfer and Duration

Upon application for a transfer of the license, the new owner is required to fill out an application as a new applicant. The annual fee will apply. Such license may be granted at any time during the year and shall expire at the end of the fiscal year of the City of Mercedes, unless previously revoked or terminated. Applications turned in mid-year should be pro-rated.

Section 2.07 Posting of License

The license certificate shall be conspicuously posted in the office of or on the premises of the manufactured home and/or recreational vehicle park office at all times.

SECTION III. PHYSICAL REQUIREMENTS OF MANUFACTURED HOME AND/OR RECREATIONAL VEHICLE PARKS

Section 3.01 Manufactured Home and/or Recreational Vehicle Park Plan

The manufactured home and/or recreational vehicle park shall conform to the following requirements:

- a. The park shall be located on a well-drained site, properly graded to insure rapid drainage and freedom from stagnant pools of water.
- b. One Manufactured home or vehicle per lot, whether residential or recreational; or one site-built, single-family home per lot, provided that single-family, site-built homes are

permitted under any applicable deed restrictions that are in full force and effect at the time of adoption of this amendatory ordinance. Site-built, single-family homes shall meet all restrictions of the (R-1) single-family residential district.

- c. Area Requirements:
 - a. Total Area: Minimum of 4 acres, including half the width of bordering streets.
 - b. Manufactured Home/Trailer Park Lot Size: Minimum of 6,000 square feet per lot.
 - c. Dwelling Units: Only one single-family dwelling unit permitted per lot.
 - d. Lot Dimensions:
 - i. Minimum Width (on a public street): 60 feet
 - ii. Minimum Length: 100 feet
 - e. Setbacks:
 - i. Front: Minimum 10 feet
 - ii. Rear: Minimum 10 feet
 - iii. Side:
 - 1. Internal lots: Minimum 5 feet
 - 2. External lots (abutting a street): Minimum 10 feet
 - f. Separation Between Structures (on same lot/parcel): Minimum 10 feet
 - g. Parking Setback: Minimum 18 feet from the public right-of-way to any required parking area (open, covered, or enclosed), unless otherwise specified by the Planning and Zoning Commission.
 - h. Structure Height: Maximum 25 feet
 - i. Parking: Minimum of 2 paved off-street parking spaces per lot
- d. All Manufactured home and/or Recreational Vehicle lots shall abut upon a driveway of not less than thirty (30) feet in width which shall have unobstructed access to public street, alley or highway. All driveways shall be hard surfaced, well-marked in the daytime, and lighted at night. The minimum quality of such driveway surfacing shall be a two-course hot top surface.
- e. Walkways not less than four (4) feet wide shall be provided from the Manufactured home and/or Recreational Vehicle lots to the service buildings. The walkway shall be hard surfaced, as that term is defined in the preceding paragraph, well-marked in the daytime and lighted at night. Walkways, when clearly designated, may be contiguous with access drives.
- f. Additional requirements may be imposed following the Fire Department's review of the proposed project.

Section 3.02 Location

- a. Manufactured home parks, recreational vehicle parks and/or manufactured home subdivisions shall not be located in districts “R-1”, “R -2”, or “B1”.
- b. Manufactured home parks, Recreational Vehicle parks and/or Manufactured home subdivisions must comply with the current zoning requirements and regulations.

Section 3.03 Manufactured Home Subdivision

The minimum lot area in a Manufactured home subdivision shall be 6,000 square feet. All corners of each Manufactured home lot in a subdivision shall be visibly marked by a permanent marker. Side yard variance shall be five (5) feet all sides.

Section 3.04 Access and Exit

- a. Access to the manufactured home or trailer park shall be from an arterial highway or secondary thoroughfare. The number and location of access drives shall be controlled for traffic safety and protection of surrounding properties, and no Manufactured home or trailer space shall be designated for direct access to a street outside the boundaries of the Manufactured home or trailer park, and the interior access drives shall be at least twenty-five (25) feet in width. In a Manufactured home subdivision, the street shall meet all City requirements as to width, curbs, and gutters as set forth in the Platting Ordinance.
- b. The Manufactured home park shall be surrounded by a landscaped strip of open space ten (10) feet wide along the street frontage with an arterial highway and ten (10) feet wide along all other lot lines or street frontage.
- c. Off-street parking spaces in Manufactured homes or trailer parks shall be paved in concrete or two course asphalt and shall be provided in the ration of two (2) spaces per trailer in locations convenient to individual trailers or groups of trailers. In manufactured home subdivisions there shall be at least two (2) parking spaces per lot.
- d. Proper provision shall be made for public water supply, sanitary sewers, fire protection, refuse collection, laundry, toilet and bathing facilities; and all such provisions shall be in full compliance with the Department of Public Works and the City-County Health Department.
- e. A manufactured home park may be converted to a manufactured home subdivision provided it is re-platted and that all conditions pertaining to manufactured home subdivisions are met.
- f. Single-Family detached dwellings shall not be permitted on lots within a manufactured home subdivision.
- g. Outside lighting shall be erected in such a manner that it not be detrimental to or project onto adjacent properties.
- h. Internet connectivity shall be provided to all residents in the manufactured home park, Recreational Vehicle park and/or manufactured home subdivision.
- i. Outdoor advertising shall be restricted by the zoning district in which the park or subdivision is situated.
- j. The provisions of this section shall not apply to manufactured home or trailer parks in existence and operation in compliance with existing ordinances and laws at the time of the passage of this amendment; they shall be treated as nonconforming uses insofar as the requirements of this section are concerned.
- k. All new owners of new or already established manufactured home park, Recreational Vehicle park, and/or manufactured home subdivision must comply with the current zoning regulations and requirements.

Section 3.06 Maintenance

Every person owning or operating a manufactured home and/or Recreational Vehicle park shall maintain such park, and any facilities, fixtures, and permanent equipment in connection therewith, in a clean and sanitary condition and shall maintain said equipment in a state of good repair. Any repairs to the manufactured home and/or Recreational Vehicle must meet wind requirements and original manufacturers standards set by the US Department of Housing and Urban Development (HUD).

Section 3.07 Additional Construction

It shall be unlawful for any person operating a Manufactured home and/or Recreational Vehicle park shall maintain or occupying a Manufactured home or Recreational Vehicle to construct or permit to be constructed in such park, or in connection with such Manufactured home or Recreational Vehicle any addition structure, building or shelter in connection with or attached to a Manufactured home or Recreational Vehicle, except, however, awnings of canvas or metal, suitably constructed, may be attached to said Manufactured homes or Recreational Vehicles, as well as portable, prefabricated, temporary room, for the express purpose of increasing Manufactured home or Recreational Vehicle living area, commonly called “Cabana”, which meet the following requirements:

- a. Of metal only, fire resistive, double wall, mechanical joint panels (no welded joints between panels permitted);
- b. Strength of material and structure to meet minimum standards of the City Building Code;
- c. Capable of being dismantled when moved;
- d. Such rooms shall be completely dismantled and removed from the site at the time the Manufactured home or Recreational Vehicle to which it is accessory is moved;
- e. Finish and appearance to be as near the same as possible to the Manufactured home or Recreational Vehicle to which it is accessory;
- f. The length must not exceed the length of the Manufactured home or Recreational Vehicle to which it is accessory; and
- g. Only one such room per Manufactured home or Recreational Vehicle shall be permitted.
- h. Owner must erect a structure of fencing around the perimeter of the Manufactured home, Recreational Vehicle or Manufactured subdivision park. The fence should be maintained in great condition.

Section 3.08 Office Building

Each Manufactured home and/or Recreational Vehicle park shall be provided with a building to be known as the office in which shall keep copies of all records pertaining to the management and supervision of the park, as well as all rules and regulations of the park, and such records, rules and regulations to be available for inspection by law enforcement officers, public health officials, and other officials whose duties necessitate acquisition of the information contained therein. The office must be a separate building and separate lot and must be a permanent structure, independent from the living quarters.

SECTION IV. OPERATING OF MANUFACTURED HOME AND/OR RECREATIONAL VEHICLE PARKS

Section 4.01 Rules and Regulations for Park

It shall be the duty of the owner, his agent, representative or manager to prescribe rules and regulations for the management of the park; to make adequate provisions for the enforcement of such rules; and to subscribe to any and all subsequent rules and regulations which may be adopted for the management of such park. Copies of all such rules and regulations shall be furnished to the City Commission. In addition, thereto, it shall be the duty of the owner, his agent, representative or manager to comply strictly with the following:

- a. Provide for regular inspection of the water and sanitary conveniences.

- b. Provide for the collection and removal of garbage and other waste material.
- c. Prohibit the placing or storage of unsightly material or vehicles of any kind.

SECTION V. FACILITIES AND SERVICES

Section 5.01 Water Supply and Sanitary Sewer

All Manufactured homes to be properly connected to an approved water, sewer, electrical and internet system. Each Manufactured home lot must have their own water meter.

Section 5.02 Fuel-Manufactured Home and Trailer Park

Bottled gas for cooking purposes shall not be used at individual Manufactured home or Recreational Vehicle lots unless the containers are properly connected by copper or other suitable metallic tubing. Bottled gas cylinders shall be securely fastened in place. No cylinder containing bottled gas shall be located in a Manufactured home or Recreational Vehicle or within five (5) feet of a door thereof. State and local regulations applicable to the handling of bottled gas and fuel oil must be followed.

Bottled gas cannot be used in a Manufactured home subdivision. Bottles to be removed from trailer if natural gas is available.

SECTION VI. PENALTY PROVISIONS

Section 6.01 Penalty

Any person, firm, or corporation violating this ordinance or any portion thereof shall upon conviction be guilty of a misdemeanor and shall be fined not less than \$250.00 nor more than \$500.00 and each day that such violation continues shall be considered a separate offense and punishable accordingly.

2. SEVERABILITY PROVISION

By the adoption of this ordinance, should there be any word, sentence, phrase, and/or expression that may be deemed by a court of competent jurisdiction to be invalid, or legally deleted from the content of this ordinance, it is declared that the remaining portion or portions of this ordinance shall remain fully enabled, active and in full force.

3. CUMULATIVE PROVISION

Should there be any existing ordinance, regulation, policy, and/or guideline that may be in conflict with the established regulations of this zoning ordinance, whether in whole or in part, the terms of this ordinance shall be controlling and override any such existing conflict.

4. PUBLICATION DATE

Once adopted, the City secretary shall as soon as practicable, forward the caption of this ordinance to be published in a newspaper of local circulation.

**READ, DISCUSSED, AND APPROVED ON THIS THE 6th DAY OF MAY,
IN THE YEAR OF OUR LORD, 2025.**

1st Reading: MAY 6, 2025

2nd Reading: MAY 20, 2025

CITY OF MERCEDES:

Oscar D. Montoya, Mayor

ATTEST:

Joselynn Castillo
City Secretary

APPROVED AS TO FORM:

Martie Garcia Vela
City Attorney

MOBILE HOME LICENSE
Regulation
102-100
09/07

ORDINANCE

AN ORDINANCE REGULATING MOBILE HOME AND TRAVEL TRAILER PARKS; OR MOBILE HOME SUBDIVISION; CONTAINING CERTAIN DEFINITIONS; REQUIRING A LICENSE AND ESTABLISHING CERTAIN LICENSE FEES; ESTABLISHING CERTAIN PHYSICAL REQUIREMENTS FOR SAID PARKS; REGULATING THE LOCATION OF SAID PARKS; ESTABLISHING CERTAIN RULES AND REGULATIONS FOR THE OPERATION OF SAID PARKS; ESTABLISHING CERTAIN REQUIREMENTS FOR WATER, SEWER, AND ELECTRICAL FACILITIES; CONTAINING A PENALTY; CONTAINING A SAVINGS CLAUSE; ESTABLISHING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY OF MERCEDES, TEXAS

ARTICLE I

DEFINITIONS

Section 1.01. Park.

"Park" means mobile home and/or travel trailer park.

Section 1.02. Person.

"Person" means any natural individual, firm, trust, partnership, association or corporation.

Section 1.03. Mobile Home or Travel Trailer.

"Mobile Home or Travel Trailer" means any vehicle or similar portable structure having no foundation other than wheels, jacks, blocks or skirting, and so designed or constructed as to permit occupancy for dwelling or sleeping purposes.

Section 1.04. Independent Mobile Home or Travel Trailer.

"Independent mobile home or travel trailer" means a mobile home or travel trailer which has a flush toilet and a bath or shower.

Section 1.05. Dependent Mobile Home or Travel Trailer.

"Dependent mobile home or travel trailer" means a mobile home or travel trailer which does not have a flush toilet and a bath or shower.

Section 1.06. Mobile Home and/or Travel Trailer Park.

"Mobile home and/or travel trailer park" means any plot of ground upon which one or more mobile homes or travel trailers, occupied for dwelling or sleeping purposes, are located, regardless of whether or not a charge is made for such accommodations.

Section 1.07. Mobile Home and/or Travel Trailer Lot.

"Mobile home and/or Travel Trailer lot" means a plot of ground within a mobile home and/or travel trailer park designed for the accommodations of one mobile home or travel trailer.

Section 1.08. Mobile Home or Trailer Subdivision.

"Mobile home or trailer subdivision" means a subdivision designed and intended for residential use, where residence is permitted in mobile homes or trailer houses, each mobile home being located on a separate lot. Such subdivision could retain a central management and could be operated as a condominium, retaining ownership of streets and common open spaces.

ARTICLE 2

LICENSES

Section 2.01. License Required.

It shall be unlawful for any person to maintain or operate, within the limits of the City of Mercedes, any mobile home and/or travel trailer park unless such person shall first obtain a license therefor.

Section 2.02. License Fees.

The annual license fee for each mobile home and/or travel trailer park shall be \$25.00 per year or fraction thereof. The fee for the transfer for such license, as provided for in this ordinance, shall be \$5.00.

Section 2.03. Application for License.

Applications for a mobile home and/or travel trailer park license shall be filed with the City Commission and upon approval by the City Commission, the City Clerk shall issue the license. Applications shall be in writing, signed by the applicant, and shall contain

the following:

- a. The name and address of the applicant.
- b. The location and legal description of the mobile home and/or travel trailer park.
- c. A complete plan of the park showing compliance with Section 3.01 of this ordinance.
- d. Plans and specifications of all buildings and other improvements constructed, or to be constructed with the mobile home and/or travel trailer park.
- e. Such further information as may be requested by the City Commission to enable it to determine if the mobile home and/or travel trailer park will comply with the legal requirements.

The application and all accompanying plans and specifications shall be filed in triplicate. The City Manager, City Health Officer, and City Planning and Zoning Commission shall investigate the applicant, and inspect the proposed plans and specifications. Each of them shall then make a report to the City Commission concerning such applicant and include therein their recommendations relative to the issuance of license. If the mobile home and/or travel trailer park will be in compliance with all provisions of this ordinance and all other applicable ordinances or statutes, the City Commission may approve the application, and, in the case of proposed parks, make such approval contingent upon the completion of the park according to the plans and specifications submitted with the application. The City Clerk, at the direction of the City Commission, shall issue the license

Section 2.04. Mobile Home and/or Travel Trailers Outside Licensed Parks.

It shall be unlawful for any person to locate or maintain any such mobile home or travel trailer in any place in the City of Mercedes other than a duly licensed and lawful mobile home and/or travel trailer park or mobile home subdivision, except those mobile home and/or trailer already located prior to enactment of this ordinance.

Section 2.05. Revocation of License.

The City Commission may revoke any license issued under this ordinance in case any of the provisions hereof are violated. However, before said license may be revoked, the City Commission must give ten (10) days notice to the holder of said license and hold a hearing thereon. After said license has been revoked, the license may be re-issued if the reasons for said revocation have been duly corrected.

Section 2.06. Transfer and Duration.

Upon application for a transfer of the license, the City Commission may issue a transfer upon payment of transfer fee. Such original license and transfer thereof, may be granted at any time during the year and shall expire at the end of the fiscal year of the City of Mercedes, unless previously revoked or terminated.

Section 2.07. Posting of License.

The license certificate shall be conspicuously posted in the office of or on the premises of the mobile home and/or travel trailer park at all times.

ARTICLE 3

PHYSICAL REQUIREMENTS OF MOBILE HOME AND/OR TRAVEL TRAILER PARKS

Section 3.01. Mobile Home and/or Travel Trailer Park Plan

The mobile home and/or travel trailer park shall conform to the following requirements:

- a. The park shall be located on a well drained site, properly graded to insure rapid drainage and freedom from stagnant pools of water.
- b. The minimum width and/or depth of the mobile home park or subdivision shall be three hundred (300) feet; and the minimum total area shall be four (4) acres, including one-half (1/2) the width of bordering streets.
- c. There shall be no minimum lot area for a mobile home or trailer site in a mobile home or trailer park, except that mobile homes or travel trailers shall be so harbored on each space that there shall be at least a twenty (20) foot unobstructed clearance between mobile homes or travel trailers, provided, however, that with respect to mobile homes or travel trailers

parked end-to-end, the end-to-end clearance may be more than twenty (20) feet, but shall not be less than twelve (12) feet. No part of a mobile or travel trailer shall be located closer than twelve (12) feet to any building with in the park or closer than ten (10) feet to any property line, nor closer than five (5) feet to an access drive.

d. All mobile home and/or travel trailer lots shall abut upon a driveway of not less than Thirty (30) feet in width which shall have unobstructed access to public street, alley or highway. All driveways shall be hard surfaced, well marked in the daytime, and lighted at night. The minimum quality of such driveway surfacing shall be a two-course hot top surface.

e. Walkways not less than two (2) feet wide shall be provide from the mobile home and/or travel trailer lots to the service buildings. The walkway shall be hard surfaced, as that term is defined in the preceding paragraph, well marked in the daytime and lighted at night. Walkways, when clearly designated, may be contiguous with access drives.

Section 3.02. Location.

a. Mobile home parks, travel trailer parks and/or mobile home subdivisions shall not be located in districts RA-1, RA-2 or B1.

b. Mobile home and/or trailer parks may be located only in conformity with the comprehensive zoning ordinance of the City, and in addition to the requirements contained therein, each boundary of the park must be at least one hundred (100) feet from any permanent residential building located outside the park unless a majority of the property owners according to area within said one hundred (100) feet, consent in writing to the establishment of the park, provide, however, that the provisions of this section shall not apply to mobile home and/or travel trailer parks already in existence and operation at the time of the passage of this ordinance, and such existing and operating parks shall be treated as a non-conforming use insofar as the requirements of this section are concerned.

Section 3.03. Mobile Home Subdivision.

The minimum lot area in a mobile home subdivision shall be 3,800 square feet 40x 95. All corners of each mobile home lot in a subdivision shall be visibly marked by a permanent marker. Side yard variancy shall comply with the provisions of Zoning Ordinance No. 295 for use district RB2.

Section 3.04 Access and Exit.

A. Access to the mobile home or trailer park shall be from an arterial highway or secondary thoroughfare. The number and location of access drives shall be controlled for traffic safety and protection of surrounding properties, and no mobile home or trailer space shall be designated for direct access to a street outside the boundaries of the mobile home or trailer park, and the interior access drives shall be at least twenty-five feet in width. In a mobile home subdivision the streets shall meet all City requirements as to with, curbs, and gutters as set forth in the Platting Ordinance.

B. The mobile home park shall be surrounded by a landscaped strip of open space ten (10) feet wide along the street frontage with an arterial highway and ten (10) feet wide along all other lot lines or street frontage.

C. Off-street parking spaces in mobile homes or trailer parks shall be paved in concrete or two course asphalt and shall be provided in the ration of one (1) space per trailer in locations convenient to individual trailers or groups of trailers. In mobile home subdivisions there shall be at least one (1) parking space per lot.

D. Proper provision shall be made for public water supply, sanitary sewers, fire protection, refuse collection, laundry, toilet and bathing facilities; and all such provisions shall be in full compliance with the Department of Public Works and the City-County Health Department.

E. A mobile home park may be converted to a mobile home subdivision provided it is replatted and that all conditons pertaining to mobile home subdivisions are met.

F. Single-family detached dwellings shall be permitted on lots within a mobile home subdivision provided the lot size is a minimum of 5,000 square feet.

- G. Outside lighting shall be erected in such a manner that it not be detrimental to or project onto adjacent properties.
- H. Outdoor advertising shall be restricted by the zoning district in which the park or subdivision is situated.
- I. The provisions of this section shall not apply to mobile home or trailer parks in existence and operation in compliance with existing ordinances and laws at the time of the passage of this amendment; they shall be treated as nonconforming uses insofar as the requirements of this section are concerned.

Section 3.06. Maintenance.

Every person owning or operating a mobile home and/or travel trailer park shall maintain such park, and any facilities, fixtures, and permanent equipment in connection therewith, in a clean and sanitary condition and shall maintain said equipment in a state of good repair.

Section 3.07. Additional Construction.

It shall be unlawful for any person operating a mobile home and/or travel trailer park or occupying a mobile home or travel trailer to construct or permit to be constructed in such park, or in connection with such mobile home or travel trailer any addition structure, building or shelter in connection with or attached to a mobile home or travel trailer, except, however, awnings of canvas or metal, suitably constructed, may be attached to said mobile homes or travel trailers, as well as portable, prefabricated, temporary room, for the express purpose of increasing mobile home or travel trailer living area, commonly called "cabana", which meet the following requirements:

- a. Of metal only, fire resistive, double wall, mechanical joint panels (no welded joints between panels permitted);
- b. Strength of materials and structure to meet minimum standards of the City Building Code;
- c. Capable of being dismantled when moved;
- d. Such rooms shall be completely dismantled and removed from the site at the time the mobile home or travel trailer to which it is accessory is moved;
- e. Finish and appearance to be as near the same as possible to the mobile home or travel trailer to which it is accessory;
- f. The length must not exceed the length of the mobile home or travel trailer to which it is accessory; and
- g. Only one such room per mobile home or travel trailer shall be permitted.

Section 3.08. Office Building.

Each mobile home and/or travel trailer park shall be provided with a building to be known as the office in which shall be kept copies of all records pertaining to the management and supervision of the park, as well as all rules and regulations of the park, and such records, rules and regulations to be available for inspection by law enforcement officers, public health officials, and other officials whose duties necessitate acquisition of the information contained therein.

ARTICLE 4

OPERATING OF MOBILE HOME AND/OR TRAVEL TRAILER PARKS

Section 4.01. Rules and Regulation for Park

It shall be the duty of the owner, his agent, representative or manager to prescribe rules and regulations for the management of the park; to make adequate provisions for the enforcement of such rules; and to subscribe to any and all subsequent rules and regulations which may be adopted for the management of such park. Copies of all such rules and regulations shall be furnished to the City Commission. In addition thereto, it shall be the duty of the owner, his agent, representative or manager to comply strictly with the following:

- a. Provide for regular inspection of the water and sanitary conveniences.
- b. Provide for the collection and removal of garbage and other waste material.
- c. Prohibit the placing or storage of unsightly material or vehicles of any kind.

ARTICLE 5

FACILITIES AND SERVICES

Section 5.01. Water Supply and Sanitary Sewer.

All mobile homes to be properly connected to an approved water, sewer, and electrical systems.

Section 5.02. Fuel-Mobile Home and Trailer Park.

Bottled gas for cooking purposes shall not be used at individual mobile home or travel trailer lots unless the containers are properly connected by copper or other suitable metallic tubing. Bottled gas cylinders shall be securely fastened in place. No cylinder containing bottled gas shall be located in a mobile home or travel trailer or within five feet of a door thereof. State and local regulations applicable to the handling of bottled gas and fuel oil must be followed.

Bottled gas cannot be used in a mobile home subdivision. Bottles to be removed from trailer if natural gas is available.

ARTICLE 6

PENALTY PROVISION

Section 6.01. Penalty.

Any person, firm, or corporation violating this ordinance or any portion thereof shall upon conviction be guilty of a misdemeanor and shall be fined not less than \$10.00 nor more than \$200.00 and each day that such violation continues shall be considered a separate offense and punishable accordingly.

ARTICLE 7

SEVERABILITY

Section 7.01. Severability.

If any section or part of any section or paragraph of this ordinance is declared invalid or unconstitutional for any reason, it shall not be held to invalidate or impair the validity, force or effect of any other section or section or part of a section or paragraph of this Ordinance.

ARTICLE 8

REPEALING CLAUSE

Section 8.01. Repealing Clause.

All ordinances or parts of ordinances in conflict with this ordinance are hereby expressly repealed.

ARTICLE 9

ESTABLISHING AN EFFECTIVE DATE

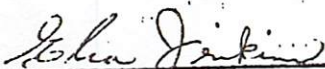
Section 9.01. Effective Date.

This Ordinance shall be effective after its passage and publication according to law.

PASSED AND APPROVED at a regular meeting of the City Commission of the City of Mercedes at which meeting a quorum was present, on the 12th DAY OF June 1972.


Liborio Hinojosa, Mayor

ATTEST:


City Secretary, Elia Jenkins



CITY OF MERCEDES
BUDGET AMENDMENT



FUND: 01

BUDGET AMENDMENT# _____

DEPARTMENT: _____

DATE POSTED: _____

Fund	G/L ACCT#	DESCRIPTION	Approved Budget	(Decrease)	Add	Amended Budget
01	520-1010	Full-Time Employees	335,797.00	(16,555.00)		319,242.00
01	520-1015	Car Allowance	3,180.00	(1,855.00)		1,325.00
01	520-1100	Pension Contribution	57,507.00	(5,900.00)		51,607.00
01	520-2044	Material Testing	30,000.00	(20,500.00)		9,500.00
01	520-2139	Professional Services	40,623.00	(27,700.00)		12,923.00
01	520-2155	Uniforms	8,600.00	(2,600.00)		6,000.00
01	540-5067	Outlet Mall			75,110.00	75,110.00
						-
						-
						-

Justification/Explanation for change:

Dept Head Requesting change

Finance Dept

Approved: _____
City Manager

Mayor



CITY OF MERCED
BUDGET AMENDMENT



FUND: 01

BUDGET AMENDMENT# _____

DEPARTMENT: _____

DATE POSTED: _____

Fund	G/L ACCT#	DESCRIPTION	Approved Budget	(Decrease)	Add	Amended Budget
01	522-1010	Full-Time Employees	1,963,742.00	(15,121.00)		1,948,621.00
01	522-1011	Regular-Livestock Event	-		3,236.00	3,236.00
01	522-1013	Regular-MISD RO	-		11,885.00	11,885.00
01	522-1080	Overtime	170,000.00	(42,368.00)		127,632.00
01	522-1081	Overtime-Livestock Event			1,179.00	1,179.00
01	522-1083	Overtime-MISD RO			24,955.00	24,955.00
01	522-1085	Overtime-National Night Out			3,561.00	3,561.00
01	522-1089	Overtime-DEA Task Force			10,013.00	10,013.00
01	522-1092	Overtime-S. TX. Inter			2,660.00	2,660.00
						-

Justification/Explanation for change:

Dept Head Requesting change

Finance Dept

Approved: _____
City Manager

Mayor



CITY OF MERCED
BUDGET AMENDMENT



FUND: 01

BUDGET AMENDMENT# _____

DEPARTMENT: _____

DATE POSTED: _____

Fund	G/L ACCT#	DESCRIPTION	Approved Budget	(Decrease)	Add	Amended Budget
01	524-1010	Full-time Employees	1,153,656.00	(44,877.00)		1,108,779.00
01	524-1100	Pension Contribution	213,166.00	(15,646.00)		197,520.00
01	524-2019	Firemen's Volunteers	10,000.00	(4,800.00)		5,200.00
01	524-2150	Travel & Training	10,000.00	(2,350.00)		7,650.00
01	524-2525	Furniture & Fixtures	3,000.00	(640.00)		2,360.00
01	524-3016	Evidence	1,000.00	(640.00)		360.00
01	54-3030	Janitorial	1,000.00	(640.00)		360.00
01	524-3045	Minor Tools	3,800.00	(1,500.00)		2,300.00
01	540-5067	Outlet Mall			71,093.00	71,093.00
						-

Justification/Explanation for change:

Dept Head Requesting change

Finance Dept

Approved: _____
City Manager

Mayor



CITY OF MERCEDES
BUDGET AMENDMENT



FUND: 01

BUDGET AMENDMENT# _____

DEPARTMENT: _____

DATE POSTED: _____

Fund	G/L ACCT#	DESCRIPTION	Approved Budget	(Decrease)	Add	Amended Budget
01	540-2056	Contributions-Christmas	5,000.00		648.00	5,648.00
01	540-2059	Contributions-Christmas Float	3,000.00		3,886.00	6,886.00
01	540-2065	Contributions to Others	10,000.00		8,750.00	18,750.00
01	540-2067	Contributions-LRGVDC	30,000.00		3,000.00	33,000.00
01	540-2090	Hidalgo CO Appraisal District	67,000.00		5,310.00	72,310.00
01	540-2149	Taxes on gifted property			9,212.00	9,212.00
01	540-2070	Election Costs	35,000.00	(30,806.00)		4,194.00
						-
						-
						-

Justification/Explanation for change:

Dept Head Requesting change

Finance Dept

Approved: _____
City Manager

Mayor



CITY OF MERCEDES
BUDGET AMENDMENT



FUND: 01

BUDGET AMENDMENT# _____

DEPARTMENT: _____

DATE POSTED: _____

Fund	G/L ACCT#	DESCRIPTION	Approved Budget	(Decrease)	Add	Amended Budget
01	522-2040	Crimestoppers	2,100.00	(1,400.00)		700.00
01	522-2044	Contractual Services	67,375.00	(27,300.00)		40,075.00
01	522-2150	Travel & Training	40,000.00	(4,000.00)		36,000.00
01	522-2155	Uniforms	36,000.00	(13,000.00)		23,000.00
01	522-2130	Memberships & Subscriptions	10,000.00	(6,600.00)		3,400.00
01	522-2525	Furniture & Fixtures	9,000.00	(3,000.00)		6,000.00
01	522-2055	Other Police Equipment	16,000.00	(2,300.00)		13,700.00
01	522-1010	Full-Time Employees	1,963,742.00	(30,000.00)		1,933,742.00
01	522-1100	Pension Contribution	361,456.00	(28,000.00)		333,456.00
01	540-5067	Outlet Mall Payable	500,000.00		115,600.00	615,600.00

Justification/Explanation for change:

Dept Head Requesting change

Finance Dept

Approved: _____
City Manager

Mayor

DATE: May 27, 2025
FROM: Orlando Diaz, Lieutenant
ITEM: **Discussion and possible action to Adoption of Mercedes Police Department Policy 3.03 - Hiring Procedures**

BACKGROUND INFORMATION: In accordance with the Texas Occupations Code and recent TCOLE policy updates, all Texas law enforcement agencies are required to adopt and implement hiring policies that align with the State of Texas Model Policy by June 1, 2025. The proposed Policy 3.03 – Hiring Procedures outlines comprehensive and standardized steps for selecting and appointing qualified candidates for peace officer and telecommunicator positions. This policy ensures consistency, transparency, and compliance in the hiring process. It includes detailed procedures for background investigations, reference checks, medical and psychological evaluations, fingerprint checks, and TCOLE-required forms and documentation. The policy also incorporates legal requirements from Texas Occupations Code §§ 1701.251, 1701.451, 1701.4535, and related statutes, and outlines the department's responsibility to conduct thorough vetting of all candidates prior to employment.

BOARD REVIEW/CITIZEN FEEDBACK:

ALTERNATIVES/OPTIONS:

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue):	Account Number(s):
\$	

LEGAL REVIEW:

ATTACHMENTS:

1. Adoption of Mercedes Police Department Policy 3.03 - Hiring Procedures

STAFF RECOMMENDATION: Staff recommends the City Commission approve and adopt Mercedes Police Department Policy 3.03 – Hiring Procedures in order to meet TCOLE requirements and ensure compliance with current legal and professional hiring standards.

DATE: May 20, 2025**FROM:** Chief Francisco J. Sanchez, Mercedes Police Department**ITEM:** Adoption of Mercedes Police Department Policy 3.03 – Hiring Procedures

BACKGROUND INFORMATION: In accordance with the Texas Occupations Code and recent TCOLE policy updates, all Texas law enforcement agencies are required to adopt and implement hiring policies that align with the State of Texas Model Policy by June 1, 2025. The proposed **Policy 3.03 – Hiring Procedures** outlines comprehensive and standardized steps for selecting and appointing qualified candidates for peace officer and telecommunicator positions.

This policy ensures consistency, transparency, and compliance in the hiring process. It includes detailed procedures for background investigations, reference checks, medical and psychological evaluations, fingerprint checks, and TCOLE-required forms and documentation. The policy also incorporates legal requirements from Texas Occupations Code §§ 1701.251, 1701.451, 1701.4535, and related statutes, and outlines the department's responsibility to conduct thorough vetting of all candidates prior to employment.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES/OPTIONS: N/A

FISCAL IMPACT:

Proposed Expenditure/(Revenue):

N/A

Account Number(s):

Finance Review by:

LEGAL REVIEW:

ATTACHMENTS:

1. *Memo*
2. *Policy 3.03 – Hiring Procedures*
3. *Policy Acknowledgement Form*

DRAFT MOTION: Staff recommends the City Commission approve and adopt Mercedes Police Department Policy 3.03 – *Hiring Procedures* in order to meet TCOLE requirements and ensure compliance with current legal and professional hiring standards.

Fwd: Model Policy Reminder

1 message

Joe C. Macias <jmacias@cityofmercedes.com>

Mon, May 5, 2025 at 10:48 AM

To: Orlando Diaz <odiaz@cityofmercedes.com>, Francisco J Sanchez <fjsanchez@cityofmercedes.com>, Jesus Rodriguez <jrodriguez@cityofmercedes.com>

fyi

***Lt. Jose C. Macias*****Uniform Services****Mercedes Police Department****316 S. Ohio St., Mercedes, TX 78570****Office No. (956) 565-3102 Ext. 143****Mobile No. (956) 374-9564****Fax No. (956) 565-2583**

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----- Forwarded message -----

From: Texas Commission on Law Enforcement <TXCOLE@public.govdelivery.com>**Date:** Fri, May 2, 2025 at 2:45 PM**Subject:** Model Policy Reminder**To:** <jmacias@cityofmercedes.com>



Model Policies, MIRs and Personnel File Reminders

Model Policies

Adopted Model Policies

These are the most current versions of the model policies that have been finally adopted by the Commission. All law enforcement agencies shall adopt these model policies, or substantively similar policies, no later than the agency adoption date below and submit the adopted policies to the Texas Commission on Law Enforcement.

Model Policies	Get File	Texas Register Issue	Agency Adoption Date
Medical and Psychological Examination of a Licensee	PDF	May 24, 2024	September 1, 2024
Hiring Procedures	PDF	May 24, 2024	June 1, 2025
Misconduct Allegations	PDF	May 24, 2024	June 1, 2025
Personnel Files	PDF	May 24, 2024	June 1, 2025
Adopted Model Policies Preamble	PDF	May 24, 2024	N/A

- More information about guidance for implementing model policies can be found here: <https://www.tcole.texas.gov/model->

Model Policies are Due

As a reminder, by June 1, 2025, all law enforcement agencies in Texas are required to adopt and submit to TCOLE the [Model Policies on Hiring Procedures, Misconduct Allegations, and Personnel Files](#), or policies that are substantively similar.

Your agency's policies should be submitted to your region's Field Service Agent. FSA contact information is on the [TCOLE website](#).

Misconduct Investigation Reports

On June 1, 2025, TCOLE will begin accepting emailed summary reports of misconduct allegations on the Misconduct Investigation Report (MIR) form, which will be available on the [Forms and Applications page](#) of TCOLE's website. See the Misconduct Investigation Report (MIR) [FAQs](#). In November 2025, TCOLE anticipates having a web-based MIR form that will be completed and submitted through TCLEDDS.

Personnel Files

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A license holder's personnel file contains any letter, memorandum, or document relating to:

- Commendations, congratulations, and honors
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- Periodic evaluations by a supervisor

For more information on personnel files, see Texas Occupations Code 1701.4535. TCOLE will provide future updates on the development of the confidential database and instructions for the submission of personnel files including the date that each agency must start submitting personnel files. Your agency will not be required to go back and submit files for those licensees who separated between June 1, 2025, and that date.

All other files related to a licensee, including department files under Local

Government Code 143.089(g) or similar law, will still need to be shared with a prospective hiring agency who provides a release of information form from the licensee. This sharing will be completed using the TCOLE SecureShare system or may be done in person if both agencies agree.

Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your [Subscriber Preferences Page](#). You will need to use your email address to log in. If you have questions or problems with the subscription service, please visit subscriberhelp.govdelivery.com.

This service is provided to you at no charge by [Texas Commission on Law Enforcement](#).

This email was sent to jmacias@cityofmercedes.com using govDelivery Communications Cloud on behalf of: Texas Commission on Law Enforcement · 6330 East Highway 290, STE 200 · Austin, Texas 78723





MERCEDES POLICE DEPARTMENT

316 S Ohio Ave.
Mercedes, Texas 78570
(956) 565-3102 Fax (956) 565-2583

Francisco J. Sanchez
Chief of Police

MEMO

TO: Mercedes City Commissioners
FROM: Francisco J. Sanchez, Chief of Police, Mercedes Police Department
DATE: May 20, 2025
SUBJECT: Adoption of New Policy: Hiring Procedures within the Mercedes Police Department

I am writing to propose the formal adoption of a new policy titled **“Hiring Procedures: Background Investigation, Evaluation, and Appointment Process”** for the Mercedes Police Department. This policy designed to enhance the quality, consistency, and compliance of our hiring practices for peace officers and telecommunicators.

1. Purpose and Importance

The primary objective of this policy is to provide structured guidance and enforce rigorous standards in the hiring process to ensure that only qualified and thoroughly vetted individuals are employed. Key goals include:

- **Ensuring Public Safety and Department Integrity:** Thorough applicant screening prevents the hiring of individuals with disqualifying criminal or professional histories.
- **Standardizing Hiring Practices:** All applicants will be subject to a uniform process, minimizing subjectivity and oversight.
- **Compliance with State Regulations:** Aligns with best practices and mandates outlined by the Texas Occupations Code and the Texas Commission on Law Enforcement (TCOLE).

2. Legal Reference – Texas Occupations Code & TCOLE Requirements

This policy incorporates and complies with state-mandated procedures under:

- Texas Occupations Code § 1701.451, § 1701.251(a), and § 1701.4535
- TCOLE rules and forms including L-1, L-2, L-3, and L1-T
- National Decertification Index (NDI) Review through IADLEST

The policy ensures adherence to regulatory standards involving background checks, medical and psychological screening, fingerprint verification, and firearms qualification.

MERCEDES POLICE DEPARTMENT

316 S Ohio Ave.
Mercedes, Texas 78570
(956) 565-3102 Fax (956) 565-2583

3. Policy Overview

This policy outlines a detailed and structured process including:

- **Personal History Statement (PHS):** All applicants must submit a completed PHS with written consent for background checks.
 - **Comprehensive Background Investigation:** Includes criminal history, driving records, prior law enforcement service, employment history, financial responsibility, and reference checks.
 - **Medical and Drug Screening:** Mandatory exams conducted by licensed professionals with results documented on official TCOLE forms.
 - **Psychological Examination:** Conducted by licensed mental health professionals using multiple assessment tools and interviews.
 - **Fingerprint and Criminal History Check:** Local, state, and federal records are reviewed.
 - **Firearms Qualification:** Required for all Texas Peace Officers before employment.
 - **TCOLE Appointment and Documentation:** Completion and retention of required forms (L-1, L1-T, L-2, L-3) prior to employment.
 - **Provisional Hiring Option:** Allows a 90-day period for cases involving applicants under an open misconduct investigation from a previous agency.
-

4. Benefits to the Department and Community

Implementing this policy offers the following benefits:

- **Higher Recruitment Standards:** Ensures that all hires meet stringent ethical, legal, and professional criteria.
 - **Legal and Regulatory Compliance:** Avoids administrative errors and protects the department from liability.
 - **Improved Public Confidence:** Reinforces our commitment to integrity, transparency, and high-quality service.
 - **Personnel File Integrity:** Ensures all hiring documentation and findings are properly retained and accessible.
-

5. Integration into the Department Policy Manual

This policy will be incorporated into the department's existing policy manual under the following designation:

SECTION III: PERSONNEL ADMINISTRATION

- **Sec. 3.03: Hiring Procedures: Background Investigation, Evaluation, and Appointment Process**

This inclusion ensures clarity, consistency, and accessibility for hiring supervisors and administrative personnel.

MERCEDES POLICE DEPARTMENT

316 S Ohio Ave.
Mercedes, Texas 78570
(956) 565-3102 Fax (956) 565-2583

Conclusion:

The proposed Hiring Procedures Policy is a critical measure to support the department's goal of maintaining a competent, trustworthy, and professional workforce. It reflects a commitment to responsible hiring practices and legal compliance. I respectfully request approval from the commissioners for its adoption and integration into our policy manual.

Please contact me with any questions or to discuss further details.



Francisco J. Sanchez
Chief of Police

	MERCEDES POLICE DEPARTMENT	
	Policy 3.03 HIRING PROCEDURES	
	Effective Date:	Replaces:
	Approved: _____ Chief of Police	
	Reference: State of Texas Model Policy	

I. PURPOSE

To establish guidelines for hiring and background investigations for applicants for peace officer, telecommunicator,

II. PROCEDURES

1. PERSONAL HISTORY STATEMENT AND WRITTEN CONSENT

1.1 Applicants for employment must submit a completed Personal History Statement (PHS). This agency shall obtain written consent from each applicant before reviewing information required in the background investigation.

2. BACKGROUND INVESTIGATION RECORDS

2.1 Before being hired, this agency shall conduct a thorough background investigation on each applicant which includes, at a minimum, the information referenced in this policy.

2.2 Personnel files, as described by Texas Occupations Code § 1701.4535, and other employee records from each previous law enforcement agency employer, including the employment application submitted to the previous employer.

2.3 Employment termination reports and misconduct investigation reports maintained by TCOLE.

2.4 Service records maintained by TCOLE.

2.5 Proof that the person meets the minimum qualifications for enrollment in a training program under Texas Occupations Code § 1701.251(a).

2.6 A military veteran's United States Department of Defense Form DD-214 or other military discharge record.

- 2.7 Criminal history record information.
- 2.8 Information on pending warrants as available through the Texas Crime Information Center and National Crime Information Center.
- 2.9 Evidence of financial responsibility as required by Texas Transportation Code § 601.051.
- 2.10 A driving record from the Department of Public Safety.
- 2.11 Proof of United States citizenship or, if the person is an honorably discharged veteran of the armed forces of the United States with at least two years of service before discharge, proof of legal permanent residence and proof that the person has applied for United States citizenship.
- 2.12 Information on the person's background from at least three personal references and at least two professional references.
- 2.13 Information on the person's law enforcement background as available through the National Decertification Index (NDI) maintained by the International Association of Directors of Law Enforcement Standards and Training (IADLEST); and obtaining and reviewing records with entry agencies if a matching record exists.
- 2.14 If applicable, a file or record obtained by the commission under Texas Occupations Code § 1701.3035.

3. BACKGROUND INVESTIGATION

- 3.1 Files and records must be reviewed electronically (such as through the secure electronic file sharing system provided by TCOLE, which is strongly encouraged due to confidentiality purposes) or in person (if the previous law enforcement agency agrees). File review may not be done by phone.
- 3.2 The investigator will provide the other agency with a copy of the applicant's signed Release of Information before obtaining and reviewing all files and records.
- 3.3 Agencies in other states and federal agencies do not normally have access to the TCOLE file sharing system. If files from those agencies cannot be reviewed in person, other reasonable efforts should be made to review the files electronically. If the files cannot be reviewed, the investigator should document the reason why and the efforts that were made in the background investigation report.
- 3.4 If a Release of Information was provided and an agency does not respond to a file sharing request for records within ten business days and the investigator has made direct contact with the person from whom they are requesting files (such as phone or email), the investigator should contact their TCOLE Field Service Agent for assistance.

3.5 An investigator must contact each agency to determine if records still exist regardless of records retention schedules. Some agencies retain records long past those schedules and all available records must be reviewed.

3.6 If an agency no longer has records, most will upload a form letter to the file sharing system documenting the lack of records and the reason why. That letter should be added to the background investigation report.

3.7 If a previous agency no longer exists or is currently unmanned, the investigator should confirm and document the same in the background investigation report. The investigator should contact the governing body over a former or unstaffed agency to determine what records remain and how they can be accessed.

3.8 The background investigator shall document all findings pertinent to the background investigation in a background investigation report. A copy of the background investigation report shall be maintained in the employee's personnel file.

4. TCOLE FORMS

4.1 L-1: TCOLE Appointment Application form.

4.2 L-2: TCOLE Licensee Medical Condition Declaration form.

4.3 L-3: TCOLE Licensee Psychological and Emotional Health Declaration form.

4.4 L1-T: TCOLE Telecommunicator Appointment form.

4.5 During the appointment of any licensee, this agency will complete the appropriate background and appointment forms required by TCOLE. Such forms will document that all background investigation steps required by Texas Occupations Code § 1701.451 were completed prior to appointment and how those steps were completed. The information certified on the forms shall be consistent with the process required in Section 3 of this policy.

5. MEDICAL EXAMINATION AND DRUG SCREENING

5.1 Before being hired, each applicant must undergo a drug screening by a physician licensed by the Texas Medical Board designated by this agency.

5.2 Applicants for peace officer or county jailer must also undergo a medical examination by a physician licensed by the Texas Medical Board designated by this agency. The physician must be familiar with the duties appropriate to the type of appointment to be made.

5.3 If the applicant successfully passes the medical examination and drug screening, the provider administering the exam shall sign the L-2. The L-2 shall be included in the employee's personnel file.

5.4 If the applicant fails the medical examination or drug screening, this agency will report the failure to TCOLE on a form prescribed by TCOLE.

6. PSYCHOLOGICAL EXAMINATION

6.1 Before being hired, each applicant must undergo a psychological examination conducted by a psychologist licensed by the Texas Board of Examiners of Psychologists or a psychiatrist licensed by the Texas Medical Board and certified by the American Board of Psychiatry and Neurology, as designated by this agency.

6.2 The psychologist or psychiatrist must be familiar with the job duties of the position the applicant applied for.

6.3 The psychologist or psychiatrist must be given a copy of the applicant's PHS and background investigation report to review before the examination.

6.4 The psychological examination must be conducted according to professional standards and include: use of at least two instruments, one measuring personality traits, and one measuring psychopathology; and conducting an interview after the two instruments above are scored and a review of the PHS and background investigation report.

6.5 If the applicant successfully passes the psychological examination, the psychologist or psychiatrist shall sign the L-3. The L-3 shall be included in the employee's personnel file.

6.6 If the applicant fails the psychological examination, this agency will report the failure to TCOLE on a form prescribed by TCOLE.

7. FINGERPRINT CHECK RETURN

7.1 Before being appointed, each applicant must successfully complete a fingerprint search of local, state, and United States records and fingerprint files to disclose any criminal record. A copy of the fingerprint check return shall be maintained in the personnel file.

8. FIREARMS QUALIFICATION

8.1 If the applicant is a current Texas Peace Officer, the applicant must submit an official record of annual firearms qualification within the past 12 months or complete a firearms qualification prior to employment.

9. APPOINTMENT OF LICENSEE

9.1 Upon hiring, a complete and accurate L-1 or L1-T will be submitted to TCOLE.

9.2 A copy of the L-1 or L1-T will be notarized and maintained in the employee's personnel file.

10. PROVISIONAL HIRING PERIOD

10.1 Applicants hired while the subject of a misconduct investigation with a previous employing agency may initially be hired on a provisional basis of 90 days.

10.2 During that provisional period, this agency will obtain and review the completed misconduct investigation report from the previous employing agency or TCOLE and may choose to terminate the provisional employment based on those findings.

10.3 This provisional period is unrelated to any other probationary hiring periods used by this agency.



MERCEDES POLICE DEPARTMENT

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Mercedes, Texas 78570
(956) 565-3102 Fax (956) 565-2583

Francisco J. Sanchez
Chief of Police

POLICY ACKNOWLEDGEMENT FORM

I, _____, hereby acknowledge that I have received and reviewed the newly issued policy pertaining to **Section 3.03 Hiring Procedures**, which has been incorporated into the Mercedes Public Safety Department Police Rules and Regulations Policy Manual

By signing this document, I affirm that I have read and fully understand the contents, requirements, and procedures outlined in the aforementioned policy. I further acknowledge and agree that it is my responsibility to comply with all provisions therein and that failure to do so may result in disciplinary action, up to and including termination of employment, in accordance with departmental policy and applicable law.

This acknowledgment shall be retained in my official personnel file as confirmation of my receipt and understanding of the policy.

Officer Name: _____

Badge Number: _____

Employee Number: _____

Signature: _____

Date: _____

DATE: May 27, 2025
FROM: Orlando Diaz, Lieutenant
ITEM: **Discussion and possible action to Adoption of Mercedes Police Department Policy 3.21 - Personnel Files**

BACKGROUND INFORMATION: In accordance with the Texas Occupations Code and TCOLE's rule updates, all law enforcement agencies in Texas are required to adopt and submit policies that are either identical or substantively similar to the TCOLE Model Policies by June 1, 2025. Among these is the Personnel Files Policy, which establishes procedures for the maintenance, content, access, and release of personnel files for license holders employed by the agency.

Policy 3.21 outlines the types of documents that must be included in a license holder's personnel file, such as commendations, disciplinary actions, and performance evaluations, in compliance with Texas Occupations Code § 1701.451. It also addresses department file contents, notifications for negative entries, license holder rights, and procedures for responding to requests from TCOLE or hiring agencies. This policy ensures that the department is compliant with state law, maintains transparency, and upholds proper documentation practices.

BOARD REVIEW/CITIZEN FEEDBACK:

ALTERNATIVES/OPTIONS:

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue):

Account Number(s):

\$

LEGAL REVIEW:

ATTACHMENTS:

1. Adoption of Mercedes Police Department Policy 3.21 - Personnel Files

STAFF RECOMMENDATION: Staff recommends the City Commission approve and adopt Mercedes Police Department Policy 3.21 – Personnel Files to comply with state requirements and ensure the department's personnel documentation aligns with best practices and legal standards.

DATE: May 20, 2025**FROM:** Chief Francisco J. Sanchez, Mercedes Police Department**ITEM:** Adoption of Mercedes Police Department Policy 3.21 – Personnel Files

BACKGROUND INFORMATION: In accordance with the Texas Occupations Code and TCOLE’s rule updates, all law enforcement agencies in Texas are required to adopt and submit policies that are either identical or substantively similar to the TCOLE Model Policies by June 1, 2025. Among these is the **Personnel Files Policy**, which establishes procedures for the maintenance, content, access, and release of personnel files for license holders employed by the agency.

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BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES/OPTIONS: N/A

FISCAL IMPACT:

Proposed Expenditure/(Revenue):

N/A

Account Number(s):

Finance Review by:

LEGAL REVIEW:

ATTACHMENTS:

1. *Memo*
2. *Policy 3.21 – Personnel Files*
3. *Policy Acknowledgement Form*

DRAFT MOTION: Staff recommends the City Commission approve and adopt Mercedes Police Department Policy 3.21 – *Personnel Files* to comply with state requirements and ensure the department’s personnel documentation aligns with best practices and legal standards.

Fwd: Model Policy Reminder

1 message

Joe C. Macias <jmacias@cityofmercedes.com>

Mon, May 5, 2025 at 10:48 AM

To: Orlando Diaz <odiaz@cityofmercedes.com>, Francisco J Sanchez <fjsanchez@cityofmercedes.com>, Jesus Rodriguez <jrodriguez@cityofmercedes.com>

fyi



Lt. Jose C. Macias

Uniform Services

Mercedes Police Department

316 S. Ohio St., Mercedes, TX 78570

Office No. **(956) 565-3102 Ext. 143**

Mobile No. **(956) 374-9564**

Fax No. **(956) 565-2583**

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----- Forwarded message -----

From: **Texas Commission on Law Enforcement** <TXCOLE@public.govdelivery.com>

Date: Fri, May 2, 2025 at 2:45 PM

Subject: Model Policy Reminder

To: <jmacias@cityofmercedes.com>



Model Policies, MIRs and Personnel File Reminders

Model Policies

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For more information on personnel files, see Texas Occupations Code 1701.4535. TCOLE will provide future updates on the development of the confidential database and instructions for the submission of personnel files including the date that each agency must start submitting personnel files. Your agency will not be required to go back and submit files for those licensees who separated between June 1, 2025, and that date.

All other files related to a licensee, including department files under Local

Government Code 143.089(g) or similar law, will still need to be shared with a prospective hiring agency who provides a release of information form from the licensee. This sharing will be completed using the TCOLE SecureShare system or may be done in person if both agencies agree.

Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your [Subscriber Preferences Page](#). You will need to use your email address to log in. If you have questions or problems with the subscription service, please visit subscriberhelp.govdelivery.com.

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This email was sent to jmacias@cityofmercedes.com using govDelivery Communications Cloud on behalf of: Texas Commission on Law Enforcement · 6330 East Highway 290, STE 200 · Austin, Texas 78723





MERCEDES POLICE DEPARTMENT

316 S Ohio Ave.
Mercedes, Texas 78570
(956) 565-3102 Fax (956) 565-2583

Francisco J. Sanchez
Chief of Police

MEMO

TO: Mercedes City Commissioners
FROM: Francisco J. Sanchez, Chief of Police, Mercedes Police Department
DATE: May 20, 2025
SUBJECT: Adoption of New Policy: Addressing Personnel Files within the Mercedes Police Department

I am writing to propose the formal adoption of a new policy titled **"Personnel Files Management"** for the Mercedes Police Department. This policy is necessary to ensure compliance with recent legislative updates from the Texas Commission on Law Enforcement (TCOLE) and to reinforce the department's commitment to transparent and legally sound personnel documentation practices.

1. Purpose and Importance

This policy establishes clear procedures for compiling, maintaining, and granting access to personnel and department files for all license holders employed by the department. Key objectives include:

- **Compliance with State Law:** Align with Texas Occupations Code § 1701.451 and related statutes that require law enforcement agencies to maintain accurate and accessible personnel files.
- **Transparency and Accountability:** Ensure that documentation regarding commendations, disciplinary actions, and evaluations are properly handled and accessible when required.
- **Employee Rights and Due Process:** Provide safeguards that protect the rights of officers in relation to negative entries or file access, including opportunities to respond to disciplinary documentation.

2. Legal Reference – Texas Occupations Code §§ 1701.451–1701.4535

These sections of state law define the requirements for maintaining, updating, and disclosing peace officer personnel records, including:

- **Personnel File Contents:** Commendations, disciplinary actions resulting in formal consequences, and evaluations.
- **Notification Requirements:** Agencies must notify officers of negative documentation within 30 days and allow a written response.

MERCEDES POLICE DEPARTMENT

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- **File Access:** Officers must be granted access to their files upon request; external requests for file content require the officer's written consent or must be compelled by law.
 - **Reporting to TCOLE:** Agencies are required to submit personnel files within 30 days of a license holder's separation or upon request for investigation purposes.
-

3. Policy Overview

Policy 3.21 outlines a comprehensive and compliant framework for personnel file management, including:

- **Definition of Personnel and Department Files:** Clarifies what constitutes each file type and what documentation belongs in each.
 - **Documentation Standards:** Provides guidance on timely inclusion of records and processes for notification and response.
 - **Confidentiality and Release Procedures:** Ensures that file content is only shared when legally appropriate or authorized by the license holder.
 - **Retention and Transfer Requirements:** Establishes timelines and responsibilities for providing files to TCOLE or other agencies as mandated.
-

4. Benefits to the Department and Community

The implementation of this policy offers several strategic advantages:

- **Promotes Administrative Efficiency:** Standardizes procedures for maintaining personnel documentation across the agency.
 - **Supports Legal and Regulatory Compliance:** Reduces risk of violations related to improper personnel file management.
 - **Protects Officer Rights:** Guarantees fair notification, access, and opportunity for rebuttal.
 - **Enhances Department Integrity:** Reinforces accountability and confidence in the agency's recordkeeping systems.
-

5. Integration into the Department Policy Manual

To ensure seamless integration, this policy will be added under:

SECTION III: PERSONNEL ADMINISTRATION

- **Sec. 3.21: Personnel Files**

This placement ensures accessibility for supervisors, command staff, and employees, and aligns with the broader policy framework governing records, discipline, and accountability.

MERCEDES POLICE DEPARTMENT

316 S Ohio Ave.
Mercedes, Texas 78570
(956) 565-3102 Fax (956) 565-2583

Conclusion

The adoption of **Policy 3.21 – Personnel Files** is an important step in modernizing our department's documentation practices while meeting current state requirements. It upholds the department's values of professionalism, fairness, and transparency.

I respectfully request the City Commission's approval of this policy. Please contact me directly with any questions or requests for additional information.

X



Francisco J. Sanchez
Chief of Police

	MERCEDES POLICE DEPARTMENT	
	Policy 3.21 PERSONNEL FILES	
	Effective Date:	Replaces:
	Approved: _____ Chief of Police	
	Reference: State of Texas Model Policy	

I. POLICY

The department will strive to meet Texas Occupations Code 1701.451 personnel files.

II. PURPOSE

To provide guidelines for the compilation and retention of “personnel files” as defined by this policy.

III. DEFINITIONS

1. Personnel File: (1) Any letter, memorandum, or document relating to a commendation, congratulation, or honor bestowed on the license holder by a member of the public or by this agency for an action, duty, or activity that relates to the license holder’s official duties; (2) Any misconduct (as defined by section 3, Misconduct Allegations policy) by the license holder if the letter, memorandum, or document is from the employing agency and resulted in disciplinary action; and (3) The periodic evaluation of the license holder by a supervisor. For reference, see Texas Local Government Code § 143.089(a); Texas Occupations Code § 1701.4535(a)(1).
2. Department File: Any information not included in the definition of Personnel File, section 1., and referenced in sections 1-2. For reference, see Texas Local Government Code § 143.089(g); Texas Occupations Code §§ 1701.4522 and .4535(c).

IV. PROCEDURES

PERSONNEL FILE CONTENTS

1. This agency shall maintain a personnel file on each license holder employed by the agency.
2. If a negative letter, memorandum, document, or other notation of negative impact is included in a license holder’s personnel file:
 - a) The agency head or the head’s designee shall, not later than the 30th day after the date of the inclusion, notify the affected license holder by certified mail, or by departmental or personal email, or in person;

b) Notice is considered to be received electronically by the license holder, provided it is sent to the department or personal email address listed in the license holder's personnel file and the license holder confirms receipt;

c) If confirmation of receipt is not provided by the license holder within seven calendar days of being sent electronically, the agency head or the head's designee must send the notification by certified mail; and

d) The license holder may, on or before the 30th day after the date of receipt of the notification, file a written response to the negative letter, memorandum, document, or other notation.

3. A license holder is entitled, on request, to a copy of any letter, memorandum, or document placed in the license holder's personnel file. This agency may charge the license holder a reasonable fee not to exceed the actual cost of any copies.
4. This agency may not release any information contained in a license holder's personnel file to any other agency or person requesting information relating to the license holder without the license holder's written permission, unless the release is required by law. The agency shall refer the person or agency requesting the information to the agency head or the head's designee.
5. As provided by Texas Occupations Code § 1701.451, a law enforcement agency hiring a license holder is entitled to view the contents of the license holder's personnel file.
6. This agency shall provide a license holder's personnel file to TCOLE not later than the 30th day after the date the license holder separates from the agency or on request by TCOLE as part of an ongoing investigation relating to the license holder.

DEPARTMENT FILE CONTENTS

1. Any letter, memorandum, or document relating to alleged misconduct by the license holder may not be placed in the license holder's personnel file if the agency determines that there is insufficient evidence to sustain the charge of misconduct.
2. Law enforcement agencies shall also maintain a file on a license holder employed by the agency for the agency's use including all information not referenced in section 1., Definitions and References of this policy. This file should be marked "Designated as Confidential for Statewide Employment Database under Texas Occupations Code § 1701.168."
3. This agency may not release any information referenced in sections 1 and 2 to any other agency or person requesting information relating to the license holder without the license holder's written permission, unless the release is required by Texas Occupations Code § 1701.451. The agency shall refer the person or agency requesting the information to the agency head or the head's designee.
4. As provided by Texas Occupations Code § 1701.451, a law enforcement agency hiring a license holder is entitled to view the contents of the license holder's department file.



MERCEDES POLICE DEPARTMENT

316 S Ohio Ave.
Mercedes, Texas 78570
(956) 565-3102 Fax (956) 565-2583

Francisco J. Sanchez
Chief of Police

POLICY ACKNOWLEDGEMENT FORM

I, _____, hereby acknowledge that I have received and reviewed the newly issued policy pertaining to **Section 3.21 Personnel Files**, which has been incorporated into the Mercedes Public Safety Department Police Rules and Regulations Policy Manual

By signing this document, I affirm that I have read and fully understand the contents, requirements, and procedures outlined in the aforementioned policy. I further acknowledge and agree that it is my responsibility to comply with all provisions therein and that failure to do so may result in disciplinary action, up to and including termination of employment, in accordance with departmental policy and applicable law.

This acknowledgment shall be retained in my official personnel file as confirmation of my receipt and understanding of the policy.

Officer Name: _____

Badge Number: _____

Employee Number: _____

Signature: _____

Date: _____

DATE: May 27, 2025
FROM: Orlando Diaz, Lieutenant
ITEM: **Discussion and possible action to Adoption of Mercedes Police Department Policy 6.20 - Missing Person**

BACKGROUND INFORMATION: In accordance with the Texas Code of Criminal Procedure, Chapter 63, and the State of Texas Model Policy for Missing Persons, the Mercedes Police Department has developed Policy 6.20 – Missing Person. This policy establishes a standardized, department-wide procedure for the prompt and thorough investigation of missing person cases, with special emphasis on missing children and individuals considered “at risk” due to age, mental condition, or suspicious circumstances.

The policy outlines clear definitions, reporting protocols, search procedures, supervisor responsibilities, and requirements for NCIC and Texas DPS Clearinghouse entries. It ensures the department complies with state law, enhances public safety, and promotes rapid response and coordination during missing person investigations.

BOARD REVIEW/CITIZEN FEEDBACK:

ALTERNATIVES/OPTIONS:

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue):	Account Number(s):
\$	

Finance Review by: (Has finance reviewed it to make sure we have the funds Yes/No/Not Applicable)

LEGAL REVIEW:

ATTACHMENTS:

1. Adoption of Mercedes Police Department Policy 6.20 - Missing Person

STAFF RECOMMENDATION: Staff recommends the City Commission approve and adopt Mercedes Police Department Policy 6.20 – Missing Person to ensure compliance with state mandates and support the department’s efforts to protect vulnerable populations through timely and effective response to missing person reports.

DATE: May 20, 2025**FROM:** Chief Francisco J. Sanchez, Mercedes Police Department**ITEM:** Adoption of Mercedes Police Department Policy 6.20 – Missing Person

BACKGROUND INFORMATION: In accordance with the Texas Code of Criminal Procedure, Chapter 63, and the State of Texas Model Policy for Missing Persons, the Mercedes Police Department has developed Policy 6.20 – Missing Person. This policy establishes a standardized, department-wide procedure for the prompt and thorough investigation of missing person cases, with special emphasis on missing children and individuals considered “at risk” due to age, mental condition, or suspicious circumstances.

The policy outlines clear definitions, reporting protocols, search procedures, supervisor responsibilities, and requirements for NCIC and Texas DPS Clearinghouse entries. It ensures the department complies with state law, enhances public safety, and promotes rapid response and coordination during missing person investigations.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES/OPTIONS: N/A

FISCAL IMPACT:

Proposed Expenditure/(Revenue):

N/A

Account Number(s):

Finance Review by:

LEGAL REVIEW:

ATTACHMENTS:

1. *Memo*
2. *Policy 6.20 – Missing Person*
3. *Policy Acknowledgement Form*

DRAFT MOTION: Staff recommends the City Commission approve and adopt Mercedes Police Department Policy 6.20 – Missing Person to ensure compliance with state mandates and support the department’s efforts to protect vulnerable populations through timely and effective response to missing person reports.

	MERCEDES POLICE DEPARTMENT	
	Policy 6.20 MISSING PERSON	
	Effective Date:	Replaces:
	Approved: _____ Chief of Police	
	Reference: State of Texas Model Policy	

I. POLICY

It is the policy of this department to thoroughly investigate all reports of missing persons. In addition, this agency considers a missing child and an adult that is mentally impaired, to be considered "at risk" until significant information to the contrary is confirmed

PROCEDURE:

1. Definitions

- a. "Missing Person" means a person 18 years old or older whose disappearance is possibly not voluntary.
- b. "Missing Child" means a person under the age of 18 years of age and whose whereabouts are unknown to the child's legal custodian, the circumstances of whose absence indicate that:
 - (a) The child did not voluntarily leave the care and control of the custodian, and the taking of the child was not authorized by law; or
 - (b) The child voluntarily left the care and control of his legal custodian without the custodian's consent and without intent to return; or
 - (c) The child was taken or retained in violation of the terms of a court order for possession of or access to the child.
- c. "Missing child" or "missing person" also includes a person of any age who is missing and:
 - (a) Is under proven physical or mental disability or is senile, and because of one or more of these conditions is subject to immediate danger or is a danger to others;
 - (b) Is in the company of another person or is in a situation the circumstances of which indicate that the missing child's or missing person's safety is in doubt; or
 - (c) Is un-emancipated as defined by Texas law.
- d. "Unusual Circumstances" refers:
 - (a) To a missing child

- (1) Who is thirteen years of age or younger, or
 - (2) Out of the zone of safety for his/her age and developmental stage, or
 - (3) Mentally diminished, or
 - (4) Drug dependent, include both prescription and illicit substances, or
 - (5) A potential victim of foul play or sexual exploitation, or
 - (6) In a life-threatening situation, or
 - (7) Absent from home for more than twenty-four hours before being reported to the police as missing, or
 - (8) Believed to be with adults who could endanger his/her welfare, or
 - (9) Is absent under circumstances inconsistent with established patterns of behavior.
 - (10) Whose disappearance involves circumstances that would cause a reasonable person to conclude that the child should be considered at risk.
- (b) To an adult that is missing and:
- (1) Is senile or suffers from severe memory loss,
 - (2) Requires life sustaining medication,
 - (3) Missing due to suspected foul play.
- e. “Legal custodian of a child” means a parent of a child if no managing conservator or guardian of the person of the child has been appointed, the managing conservator of a child or a guardian of a child in a managing conservator or guardian has been appointed for the child, a possessory conservator of a child if the child is absent from the possessory conservator of the child at a time when the possessory conservator is entitled to possession of the child and the child is not believed to be with the managing conservator, or any other person who has assumed temporary care and control of a child if at the time of disappearance the child was not living with his parent, guardian, managing conservator, or possessory conservator.
- f. “Clearinghouse” means the missing children and missing person’s information clearinghouse, established within the Texas Department of Public Safety (CCP Art. 63.002). The function of the clearinghouse is to be a central repository of information on missing children and missing persons, provide a statewide toll-free telephone number for the reporting or receiving information on missing children/missing persons, and to communicate with the national crime information center (NCIC) for the exchange of information. The clearinghouse is

responsible for printing and the distribution of posters, flyers, and other forms of information containing descriptions of missing children. The clearinghouse is also responsible for providing information to the Texas Education Agency, about missing children who may be located in the school systems.

2. Operational

- a. Upon receipt of a missing person/child, an officer will be sent to the reporting person's location for initiation of an investigation and report. The call should be classified and dispatched as an immediate response. The call taker should make an initial assessment as to "unusual circumstances". If "unusual circumstances" are found, the on-duty patrol supervisor shall be notified immediately. Further action by Communications personnel can include, but is not limited to, making appropriate radio alerts, local agency notifications, and local record checks.
- b. The initial responding officer will obtain as much basic information for immediate broadcast in an effort to assist in locating the missing child/person. Such information should include, but is not limited to:
 - (1) Identifiers – name, date of birth, race/sex, clothing description, last known location and time, location of destination and time, etc.
 - (2) Circumstances – the responding officer should make an on-scene assessment to the presence of "unusual circumstances" and if present, immediately notify the patrol supervisor. Other efforts should include, but are not limited to:
 - (a) Respond promptly to the scene of the report,
 - (b) Interview parent(s) or person who is making the initial report,
 - (c) Obtain a description of the missing child/person,
 - (d) Verify that the child is in fact missing,
 - (e) Confirm the child's custody status,
 - (f) Identify the circumstances of the disappearance,
 - (g) Determine when, where, and by whom the child/person was last seen,
 - (h) Interview the individual(s) who last had contact with the child/person,
 - (i) Identify the child's zone of safety for his or her age and developmental stage,
 - (j) Make an initial determination of the type of incident,
 - (k) Obtain a description of the suspected abductor(s) and other pertinent information,

- (l) Determine the correct NCIC Missing Person File category and ensure that a notification is promptly transmitted,
 - (m) Provide detailed descriptive information to the Communications Division for entry and broadcast updates,
 - (n) Identify and interview everyone at the scene,
 - (o) Conduct cursory search of the child's room for clues to possible location (computers, notes, etc.),
 - (p) Secure and safeguard the area as a potential crime scene,
 - (q) Prepare necessary reports and complete appropriate forms.
- c. Documentation – begin completion of the NCIC missing person information packet. Provide the reporting person the “dental record release form” and the “medical record release form,” provided the person reporting person is the parent, spouse of the parent, adult child who is reasonably available, or legal guardian. Provide Communications with as much basic information (name, d.o.b., race/sex, physical characteristics, date/time last seen, clothing description) so that the person is entered into the clearinghouse database as quickly as possible. Additional information may be entered as it becomes available. The officer must inform the reporting person that the missing child/person information will be entered into the clearinghouse database.
- d. When notified of a “missing child” under “unusual circumstances”, the patrol supervisor will immediately respond and obtain full information from the responding officer. Upon review of this information, the patrol supervisor will then be responsible for coordination of the initial investigation. The duties can include, but are not limited to:
 - (1) Notification of CID and Operations Lieutenant and confer on implementing of emergency alert protocol;
 - (2) Determine if additional personnel and other resources are needed;
 - (3) Establish a command post;
 - (4) Organize and coordinate search efforts;
 - (5) Ensure that all required notifications have been made;
 - (6) Notify/brief investigative supervisors/personnel as to known details and agency personnel activity.
- e. In the event of a “missing child” or “missing person” under “unusual circumstances”, the on-call detective and CID Lieutenant/supervisor will be notified to respond. The investigator assigned to the case will then be responsible for conducting follow-up investigation. This could include:

- (1) Obtain a briefing from agency personnel at the scene,
 - (2) Verify the accuracy of all descriptive information,
 - (3) Evaluate the need for additional resources and specialized services,
 - (4) Interview persons at the scene,
 - (5) Conduct a neighborhood investigation,
 - (6) Obtain a brief history of recent family dynamics,
 - (7) Explore the basis for conflicting information,
 - (8) Update descriptive information,
 - (9) Along with CID supervisor/Lieutenant, conduct investigation utilizing the “NCMEC Missing and Abducted Children; A Law Enforcement Guide to Case Investigation and Program Management” and the “FBI Child Abduction Response Plan”.
- f. In the absence of “unusual circumstances”, all reports of “missing children” and “missing persons” will be forwarded to the Criminal Investigations Division through normal channels for assignment and further investigation.
- a. **3. Closure When the missing person/child is recovered, it is imperative that the incident be reviewed to determine if the matter is criminal. Regardless, upon this department locating the missing person/child, the Communications Division must be informed to “clear” the person’s name from the clearinghouse data files. If another agency locates the person, that agency is responsible for placing a “locate” on the clearinghouse file and notifying the MPD of the person’s recovery. Both the entry and removal documentation shall be attached to the original case file in all instances.**
- b. When a missing person/child is located, it shall be the CID investigator’s responsibility to immediately notify the original reporting person of the recovery, and circumstances surrounding the absence.



MERCEDES POLICE DEPARTMENT

316 S Ohio Ave.
Mercedes, Texas 78570
(956) 565-3102 Fax (956) 565-2583

Francisco J. Sanchez
Chief of Police

MEMO

TO: Mercedes City Commissioners
FROM: Francisco J. Sanchez, Chief of Police, Mercedes Police Department
DATE: May 20, 2025
SUBJECT: Adoption of New Policy: Addressing Missing Persons within the Mercedes Police Department

I am writing to propose the formal adoption of a new policy titled "Missing Persons" for the Mercedes Police Department. This policy is necessary to ensure compliance with state requirements, including recommendations from the Texas Commission on Law Enforcement (TCOLE) and Department of Public Safety (DPS), and to reinforce the department's commitment to protecting vulnerable individuals and conducting timely, effective investigations.

1. Purpose and Importance

This policy establishes clear protocols for responding to and investigating reports of missing persons, particularly those considered at high risk, including children, elderly individuals, and persons with cognitive impairments. Key objectives include:

- **Timely and Effective Response:** Eliminate any mandatory waiting period and ensure swift initiation of investigations.
- **Risk-Based Prioritization:** Provide guidance for prioritizing cases involving endangered or at-risk individuals.
- **Standardized Procedures:** Improve consistency in case handling, documentation, and interagency coordination.

2. Legal Reference – Texas Code of Criminal Procedure Art. 63.001 et seq.

These statutes outline agency duties when handling missing persons reports and require compliance with state and federal systems. Key mandates include:

- **Immediate Entry into TCIC/NCIC:** Agencies must enter qualifying missing person reports into statewide and national databases without delay.
- **Use of Alert Systems:** Activation of AMBER, Silver, or Endangered Missing Persons Alerts where applicable.

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- **Ongoing Investigative Responsibility:** Agencies must maintain efforts to locate the individual until resolved.
 - **Parental/Guardian Notification:** When involving juveniles, timely and documented notifications are required.
-

3. Policy Overview

Policy 6.20 outlines a comprehensive and compliant approach to missing person investigations, including:

- **Initial Response Guidelines:** Specifies procedures for verifying the report, conducting initial interviews, and preserving evidence.
 - **Classification and Documentation:** Establishes categories (juvenile, voluntary, involuntary, endangered) and reporting requirements.
 - **Alert Activation Protocols:** Provides conditions and steps for launching applicable public alerts.
 - **Interagency and Resource Coordination:** Encourages collaboration with state agencies, nonprofits, and media as needed.
 - **Case Closure and Follow-Up:** Ensures cases are closed properly and families are notified with sensitivity.
-

4. Benefits to the Department and Community

Adopting this policy will improve public safety and reinforce community trust through:

- **Enhanced Public Protection:** Especially for vulnerable individuals.
 - **Legal Compliance:** Meets state and federal obligations.
 - **Operational Clarity:** Provides officers with step-by-step guidance.
 - **Transparency and Accountability:** Demonstrates due diligence and professionalism in handling sensitive cases.
-

5. Integration into the Department Policy Manual

To ensure alignment with current procedures, this policy will be added under:

SECTION VI: INVESTIGATIONS

- **Sec. 6.20: Missing Persons**
This classification makes the policy accessible for patrol officers, investigators, and supervisors handling related calls.
-

MERCEDES POLICE DEPARTMENT

316 S Ohio Ave.
Mercedes, Texas 78570
(956) 565-3102 Fax (956) 565-2583

Conclusion

The adoption of Policy 6.20 – *Missing Persons* is a critical step in strengthening the department's investigative framework and ensuring prompt, lawful, and compassionate handling of missing person reports.

I respectfully request the City Commission's approval of this policy. Please contact me directly with any questions or requests for additional information.

X

Francisco J. Sanchez
Chief of Police



MERCEDES POLICE DEPARTMENT

316 S Ohio Ave.
Mercedes, Texas 78570
(956) 565-3102 Fax (956) 565-2583

Francisco J. Sanchez
Chief of Police

POLICY ACKNOWLEDGEMENT FORM

I, _____, hereby acknowledge that I have received and reviewed the newly issued policy pertaining to **Section 6.20 Missing Person**, which has been incorporated into the Mercedes Public Safety Department Police Rules and Regulations Policy Manual

By signing this document, I affirm that I have read and fully understand the contents, requirements, and procedures outlined in the aforementioned policy. I further acknowledge and agree that it is my responsibility to comply with all provisions therein and that failure to do so may result in disciplinary action, up to and including termination of employment, in accordance with departmental policy and applicable law.

This acknowledgment shall be retained in my official personnel file as confirmation of my receipt and understanding of the policy.

Officer Name: _____

Badge Number: _____

Employee Number: _____

Signature: _____

Date: _____

DATE: May 27, 2025
FROM: Orlando Diaz, Lieutenant
ITEM: **Discussion and possible action to Adoption of Mercedes Police Department Policy 10.47 - Misconduct Allegations**

BACKGROUND INFORMATION: In accordance with the Texas Occupations Code and TCOLE's rule updates, all law enforcement agencies in Texas are required to adopt and submit policies that are either identical or substantively similar to the TCOLE Model Policies by June 1, 2025. Among these is the Misconduct Allegations Policy, which establishes clear procedures for investigating allegations of misconduct involving license holders employed by the agency.

This policy outlines the department's responsibility to conduct timely, impartial, and complete investigations into serious misconduct, including excessive force, untruthfulness, discrimination, and violations of law. It also includes procedures for submitting summary reports to TCOLE, even if the license

BOARD REVIEW/CITIZEN FEEDBACK:

ALTERNATIVES/OPTIONS:

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue): **Account Number(s):**
\$

LEGAL REVIEW: (Has the City Attorney reviewed it, if necessary Yes/No/ Not Applicable)

ATTACHMENTS:

1. Adoption of Mercedes Police Department Policy 10.47 - Misconduct Allegations

STAFF RECOMMENDATION: Staff recommends the City Commission approve and adopt Mercedes Police Department Policy 10.47 – Misconduct Allegations to meet state requirements and support the department's professional standards.

DATE: May 20, 2025**FROM:** Chief Francisco J. Sanchez, Mercedes Police Department**ITEM:** Adoption of Mercedes Police Department Policy 10.47 – Misconduct Allegations

BACKGROUND INFORMATION: In accordance with the Texas Occupations Code and TCOLE’s rule updates, all law enforcement agencies in Texas are required to adopt and submit policies that are either identical or substantively similar to the TCOLE Model Policies by **June 1, 2025**. Among these is the *Misconduct Allegations Policy*, which establishes clear procedures for investigating allegations of misconduct involving license holders employed by the agency.

This policy outlines the department’s responsibility to conduct timely, impartial, and complete investigations into serious misconduct, including excessive force, untruthfulness, discrimination, and violations of law. It also includes procedures for submitting summary reports to TCOLE, even if the license holder has separated from the agency.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES/OPTIONS: N/A

FISCAL IMPACT:

Proposed Expenditure/(Revenue):

N/A

Account Number(s):

Finance Review by:

LEGAL REVIEW:

ATTACHMENTS:

1. Memo
2. Policy 10.47 – *Misconduct Allegations*
3. Policy Acknowledgement Form

DRAFT MOTION: Staff recommends the City Commission approve and adopt Mercedes Police Department Policy 10.47 – *Misconduct Allegations* to meet state requirements and support the department’s professional standards.

Fwd: Model Policy Reminder

1 message

Joe C. Macias <jmacias@cityofmercedes.com>

Mon, May 5, 2025 at 10:48 AM

To: Orlando Diaz <odiaz@cityofmercedes.com>, Francisco J Sanchez <fjsanchez@cityofmercedes.com>, Jesus Rodriguez <jrodriguez@cityofmercedes.com>

fyi



Lt. Jose C. Macias

Uniform Services

Mercedes Police Department

316 S. Ohio St., Mercedes, TX 78570

Office No. **(956) 565-3102 Ext. 143**

Mobile No. **(956) 374-9564**

Fax No. **(956) 565-2583**

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----- Forwarded message -----

From: **Texas Commission on Law Enforcement** <TXCOLE@public.govdelivery.com>

Date: Fri, May 2, 2025 at 2:45 PM

Subject: Model Policy Reminder

To: <jmacias@cityofmercedes.com>



Model Policies, MIRs and Personnel File Reminders

Model Policies

Adopted Model Policies

These are the most current versions of the model policies that have been finally adopted by the Commission. All law enforcement agencies shall adopt these model policies, or substantively similar policies, no later than the agency adoption date below and submit the adopted policies to the Texas Commission on Law Enforcement.

Model Policies	Get File	Texas Register Issue	Agency Adoption Date
Medical and Psychological Examination of a Licensee	PDF	May 24, 2024	September 1, 2024
Hiring Procedures	PDF	May 24, 2024	June 1, 2025
Misconduct Allegations	PDF	May 24, 2024	June 1, 2025
Personnel Files	PDF	May 24, 2024	June 1, 2025
Adopted Model Policies Preamble	PDF	May 24, 2024	N/A

- More information about guidance for implementing model policies can be found here: <https://www.tcole.texas.gov/model->

Model Policies are Due

As a reminder, by June 1, 2025, all law enforcement agencies in Texas are required to adopt and submit to TCOLE the [Model Policies on Hiring Procedures, Misconduct Allegations, and Personnel Files](#), or policies that are substantively similar.

Your agency's policies should be submitted to your region's Field Service Agent. FSA contact information is on the [TCOLE website](#).

Misconduct Investigation Reports

On June 1, 2025, TCOLE will begin accepting emailed summary reports of misconduct allegations on the Misconduct Investigation Report (MIR) form, which will be available on the [Forms and Applications page](#) of TCOLE's website. See the Misconduct Investigation Report (MIR) [FAQs](#). In November 2025, TCOLE anticipates having a web-based MIR form that will be completed and submitted through TCLEDDS.

Personnel Files

In February 2026, TCOLE will have a confidential database in place and can begin accepting the personnel files of newly separated licensees. TCOLE cannot accept personnel files until that time, and files will continue to be shared with requesting agencies through the TCOLE SecureShare system. We recommend that you use the intervening time to ensure that your agency's personnel files are digitized and categorized according to your agency's adopted model policy and Texas Occupations Code 1701.4535.

A license holder's personnel file contains any letter, memorandum, or document relating to:

- Commendations, congratulations, and honors
- Misconduct that resulted in disciplinary action
- Periodic evaluations by a supervisor

For more information on personnel files, see Texas Occupations Code 1701.4535. TCOLE will provide future updates on the development of the confidential database and instructions for the submission of personnel files including the date that each agency must start submitting personnel files. Your agency will not be required to go back and submit files for those licensees who separated between June 1, 2025, and that date.

All other files related to a licensee, including department files under Local

Government Code 143.089(g) or similar law, will still need to be shared with a prospective hiring agency who provides a release of information form from the licensee. This sharing will be completed using the TCOLE SecureShare system or may be done in person if both agencies agree.

Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your [Subscriber Preferences Page](#). You will need to use your email address to log in. If you have questions or problems with the subscription service, please visit subscriberhelp.govdelivery.com.

This service is provided to you at no charge by [Texas Commission on Law Enforcement](#).

This email was sent to jmacias@cityofmercedes.com using govDelivery Communications Cloud on behalf of: Texas Commission on Law Enforcement · 6330 East Highway 290, STE 200 · Austin, Texas 78723





MERCEDES POLICE DEPARTMENT

316 S Ohio Ave.
Mercedes, Texas 78570
(956) 565-3102 Fax (956) 565-2583

Francisco J. Sanchez
Chief of Police

MEMO

TO: Mercedes City Commissioners
FROM: Francisco J. Sanchez, Chief of Police, Mercedes Police Department
DATE: May 20, 2025
SUBJECT: Adoption of New Policy: Addressing Misconduct within the Mercedes Police Department

I am writing to propose the formal adoption of a new policy titled “**Misconduct Policy: Reporting, Investigation, and Disciplinary Procedures**” for the Mercedes Police Department. This policy is essential to maintaining accountability, transparency, and professionalism within our agency.

1. Purpose and Importance

The primary objective of this policy is to clearly define standards of conduct, outline procedures for reporting and investigating allegations of misconduct, and implement consistent disciplinary measures when violations occur. Key goals include:

- **Upholding Integrity:** Ensure that all personnel operate within the bounds of professional and ethical standards at all times.
- **Accountability and Transparency:** Establish a fair and thorough process for investigating complaints and enforcing discipline when necessary.
- **Compliance with State Law and Best Practices:** Align with the Texas Administrative Code, specifically 37 Tex. Admin. Code § 217.11, which mandates agency responsibility in reporting certain types of misconduct to the Texas Commission on Law Enforcement (TCOLE).

2. Legal Reference – 37 Tex. Admin. Code § 217.17

This section of the Texas Administrative Code outlines the duties of law enforcement agencies in cases involving serious misconduct. It mandates that departments:

- **Report Designated Offenses:** Submit reports to TCOLE in cases involving dishonesty, insubordination, excessive use of force, criminal conduct, or other egregious violations.
- **Maintain Proper Documentation:** Ensure all disciplinary actions are appropriately documented and retained.

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- **Support Due Process:** Protect the rights of officers while ensuring misconduct is addressed consistently and lawfully.
-

3. Policy Overview

The new Misconduct Policy establishes a clear and consistent framework that includes:

- **Defined Categories of Misconduct:** Differentiating between minor infractions and major policy violations.
 - **Member Responsibilities:** Outlining expected behaviors and emphasizing duty to report violations.
 - **Supervisor Responsibilities:** Ensuring that supervisors are trained to identify, document, and escalate issues appropriately.
 - **Complaint Intake Procedures:** Standardizing how complaints are received, logged, and assessed.
 - **Internal Investigations:** Providing structured processes for administrative inquiries, interviews, and evidence review.
 - **Disciplinary Actions:** Defining a range of corrective actions, from counseling and retraining to suspension or termination, based on the severity of the violation.
 - **Appeals and Grievance Process:** Ensuring fairness through a clearly defined method for officers to appeal disciplinary decisions.
-

4. Benefits to the Department and Community

Implementing this policy provides numerous advantages:

- **Reinforces Public Trust:** Demonstrates our commitment to accountability, transparency, and ethical conduct.
 - **Protects the Department:** Reduces liability and reputational risks through consistent and lawful handling of misconduct.
 - **Supports Officer Development:** Encourages a culture of learning and correction rather than punishment alone.
 - **Ensures Legal Compliance:** Meets regulatory obligations required by state oversight agencies.
-

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(956) 565-3102 Fax (956) 565-2583

5. Integration into the Department Policy Manual

To ensure accessibility and alignment with existing operational standards, the policy will be integrated into our current manual under a new section:

SECTION X: INTERNAL PROCEDURES

- **Sec. 10.47: Misconduct Policy: Reporting, Investigation, and Disciplinary Procedures**

This placement ensures the policy is readily accessible for both command staff and line officers and supports uniform application across the department.

Conclusion:

The adoption of the Misconduct Policy represents a proactive and essential step toward strengthening professionalism, accountability, and public confidence in the Mercedes Police Department. It aligns with both legal requirements and the department's mission to uphold the highest standards of law enforcement service. I respectfully request the commissioners' approval of this policy.

Please contact me if you have any questions or would like further clarification.

X

Francisco J. Sanchez
Chief of Police

	MERCEDES POLICE DEPARTMENT	
	Policy 10.47 MISCONDUCT ALLEGATIONS	
	Effective Date:	Replaces:
	Approved: _____ Chief of Police	
	Reference: State of Texas Model Policy	

I. POLICY

The department's image and reputation depend on the personal integrity and discipline of all department employees. The department must competently and impartially investigate all allegations of misconduct by employees and complaints bearing on the department's response to community needs.

II. PURPOSE

To establish guidelines for investigating allegations of misconduct.

III. DEFINITIONS

1. **License Holder:** A Texas County Jailer, Peace Officer, or Telecommunicator.
2. **Allegation of Misconduct:** Violations of federal or state laws or local ordinances and alleged conduct including: use of excessive force, untruthfulness, unlawful search, unlawful arrest, civil rights violations, racially motivated police actions, discrimination, sexual harassment, or any conduct that seriously degrades the integrity or good order of the organization.
For purposes of this policy, allegations of untruthfulness shall include false, untrue, or misleading statements, either by overt means or by omission. Misconduct does not include minor rule violations of a less serious nature.
3. **Misconduct:** Violations of federal or state laws or local ordinances and alleged conduct including: use of excessive force, untruthfulness, unlawful search, unlawful arrest, civil rights violations, racially motivated police actions, discrimination, sexual harassment, or any conduct that seriously degrades the integrity or good order of the organization. For purposes of this policy, allegations of untruthfulness shall include false, untrue, or misleading statements, either by overt means or by omission. Misconduct does not include minor rule violations of a less serious nature.
5. **Summary Report:** A report providing a description of each allegation of misconduct, the investigative findings of each allegation, including whether sustained or not sustained, and the final disposition of each allegation.
6. **TCOLE:** Texas Commission on Law Enforcement

IV. PROCEDURES

1. This agency shall investigate allegations of misconduct that may result in suspension, demotion, or termination at the time the agency becomes aware of the alleged misconduct.
2. Initiate an appropriate administrative or criminal investigation into alleged misconduct of a license holder employed by this agency at the time the agency becomes aware of the alleged misconduct.
3. Complete the investigation within 180 days, absent other applicable laws, provisions of collective bargaining, meet and confer, other agreements, or policies.
4. Report to TCOLE an investigation into alleged criminal misconduct for which criminal charges are filed against the license holder within 30 days after the investigation is completed.
5. Complete an administrative investigation of alleged misconduct. On a template provided by TCOLE, prepare and submit to TCOLE a summary report of the investigation in a timely manner, but not later than the 30th day after the date of the license holder's separation from the agency, if applicable.
6. Include documentation of the completed investigation in the license holder's personnel file maintained by the agency as described by Texas Occupations Code § 1701.4535, or § 1701.4522, as applicable.
7. Notify TCOLE if the matter is under appeal. The agency shall notify TCOLE of the disposition of an appeal within 30 days of receipt of the decision.
8. If a license holder separates from this agency during the pendency of an investigation of misconduct, the agency shall complete the investigation, and submit a summary report to TCOLE regardless of the findings.



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(956) 565-3102 Fax (956) 565-2583

Francisco J. Sanchez
Chief of Police

POLICY ACKNOWLEDGEMENT FORM

I, _____, hereby acknowledge that I have received and reviewed the newly issued policy pertaining to **Section 10.47 Misconduct Allegations**, which has been incorporated into the Mercedes Public Safety Department Police Rules and Regulations Policy Manual

By signing this document, I affirm that I have read and fully understand the contents, requirements, and procedures outlined in the aforementioned policy. I further acknowledge and agree that it is my responsibility to comply with all provisions therein and that failure to do so may result in disciplinary action, up to and including termination of employment, in accordance with departmental policy and applicable law.

This acknowledgment shall be retained in my official personnel file as confirmation of my receipt and understanding of the policy.

Officer Name: _____

Badge Number: _____

Employee Number: _____

Signature: _____

Date: _____

DATE: May 27, 2025
FROM:
ITEM: Discussion and possible action to Adoption of Mercedes Police Department Policy 19.01 - Use of Force

BACKGROUND INFORMATION: (provide a summary of your agenda item)

BOARD REVIEW/CITIZEN FEEDBACK: (Let us know if this was approved or denied by a board)

ALTERNATIVES/OPTIONS: (If your recommendation isn't approved, do you have another option that can be approved)

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue):

Account Number(s):

\$

Finance Review by: (Has finance reviewed it to make sure we have the funds Yes/No/Not Applicable)

LEGAL REVIEW: (Has the City Attorney reviewed it, if necessary Yes/No/ Not Applicable)

ATTACHMENTS:

1. Adoption of Mercedes Police Department Policy 19.01 - Use of Force

STAFF RECOMMENDATION: : (Do you have a recommendation to approve or deny? If so, does it have to be read a certain way) (For example, the amount of a contract needs to be read so you would put, approval of agreement between the City of Mercedes and X Company in the amount of \$X for X services.)

DATE: May 20, 2025**FROM:** Chief Francisco J. Sanchez, Mercedes Police Department**ITEM:** Adoption of Mercedes Police Department Policy 19.01 – Use of Force

BACKGROUND INFORMATION: In accordance with updated best practices, legal precedents (e.g., *Graham v. Connor* and *Tennessee v. Garner*), and guidance from the Texas Commission on Law Enforcement (TCOLE), the Mercedes Police Department has revised its Use of Force Policy. This comprehensive update ensures that officers are provided clear guidance on lawful and appropriate use of force, including de-escalation tactics, use of less-lethal tools, and medical responsibilities following force incidents. The new policy reflects the department's ongoing commitment to the sanctity of human life and mandates that officers use only objectively reasonable force to accomplish lawful objectives. It introduces detailed definitions, clarifies the use of various force options, emphasizes de-escalation, and outlines specific procedures for reporting, investigation, and supervisory review of force incidents.

Significant revisions also include enhanced restrictions on chokeholds, warning shots, shooting at moving vehicles, and clearer direction regarding duty to intervene, report, and render aid. Annual analysis of force incidents will now be conducted to identify trends, improve training, and reduce liability.

BOARD REVIEW/CITIZEN FEEDBACK: N/A**ALTERNATIVES/OPTIONS:** N/A**FISCAL IMPACT:****Proposed Expenditure/(Revenue):**

N/A

Account Number(s):**Finance Review by:****LEGAL REVIEW:****ATTACHMENTS:**

1. *Memo*
2. *Updated Policy 19.01 – Use of Force*
3. *Use of Force Form*
4. *Policy Acknowledgement Form*

DRAFT MOTION: Staff recommends the City Commission approve and adopt the revised Mercedes Police Department **Section 19.01 - Use of Force** to ensure alignment with state and federal legal standards, promote officer accountability, and protect the rights and safety of the public and law enforcement personnel.



MERCEDES POLICE DEPARTMENT

316 S Ohio Ave.
Mercedes, Texas 78570
(956) 565-3102 Fax (956) 565-2583

Francisco J. Sanchez
Chief of Police

MEMO

TO: Mercedes City Commissioners
FROM: Francisco J. Sanchez, Chief of Police, Mercedes Police Department
DATE: May 20, 2025
SUBJECT: Adoption of New Policy: Addressing Use of Force within the Mercedes Police Department

I am writing to propose the formal adoption of the newly revised policy titled "**Section 19.01 Use of Force.**" This updated policy is essential to reinforcing our agency's commitment to safeguarding human life, ensuring accountability, and aligning department practices with current legal standards and law enforcement best practices.

1. Purpose and Importance

The primary objective of this policy is to provide officers with clear and consistent guidelines regarding the appropriate, lawful, and ethical application of force. The policy emphasizes the importance of de-escalation, proportionality, and the duty to intervene or report when improper force is used. Key goals include:

- **Preserving Human Life:** Reinforce the department's core value of valuing and protecting life in every interaction.
- **Clarity in Response:** Establish detailed definitions and expectations for the use of lethal and less-lethal force, de-escalation, and subject resistance.
- **Operational Integrity:** Provide officers with a reliable framework for decision-making under rapidly evolving and potentially dangerous circumstances.

2. Legal Reference – Federal and State Standards

This policy has been developed in accordance with established case law and state regulations, including:

- **Graham v. Connor, 490 U.S. 386 (1989):** Establishes the "objectively reasonable" standard for use of force based on the totality of circumstances.
- **Tennessee v. Garner, 471 U.S. 1 (1985):** Limits the use of deadly force against fleeing subjects.
- **Texas Occupations Code and TCOLE Guidance:** Ensures required reporting, training, and response protocols are followed.

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3. Policy Overview

The updated Use of Force Policy includes the following key elements:

- **De-escalation Emphasis:** Officers must use communication, presence, and other techniques to reduce the need for force when possible.
 - **Clearly Defined Force Options:** Includes soft and hard empty-hand control, less-lethal tools (e.g., CEWs, batons, chemical agents), and strict criteria for use of deadly force.
 - **Prohibited Actions:** Clarifies restrictions on chokeholds, warning shots, and shooting at or from moving vehicles unless deadly force is justified.
 - **Medical Aid and Reporting Requirements:** Mandates prompt care for injured individuals and detailed reporting of all qualifying use-of-force incidents.
 - **Duty to Intervene and Report:** Requires all officers—and even non-sworn personnel—to intervene and report excessive or unauthorized force.
 - **Annual Analysis:** Establishes a department-wide review of force incidents to identify trends and improve training and policy.
-

4. Benefits to the Department and Community

Adopting this policy provides important benefits for both the agency and the public:

- **Promotes Transparency and Trust:** Shows our community that the department holds itself to high standards in the application of force.
 - **Enhances Officer Preparedness:** Strengthens decision-making and judgment in high-risk encounters.
 - **Reduces Risk:** Minimizes legal liability and ensures compliance with state and federal mandates.
 - **Encourages Accountability:** Establishes a culture of peer responsibility through clear intervention and reporting duties.
-

5. Integration into the Department Policy Manual

To ensure accessibility and operational consistency, the updated policy will replace the previous version under:
SECTION XIX: USE OF FORCE

- **Sec. 19.01 – 19.06: Use of Force Policy and Procedures**

This ensures that all personnel are operating under a uniform and modern policy framework.

MERCEDES POLICE DEPARTMENT

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Conclusion

The adoption of the revised Use of Force Policy is a critical measure to enhance officer and public safety, reinforce professionalism, and ensure our practices reflect the legal and ethical standards expected of modern law enforcement agencies. I respectfully request the City Commission's approval of this policy.

Please contact me if you have any questions or require additional information.

X



Francisco J. Sanchez
Chief of Police

	MERCEDES POLICE DEPARTMENT	
	Policy: Use of Force	
	Effective Date:	Replaces: SECTION XIX: USE OF FORCE Sec. 19.01: Policy Sec. 19.02: Purpose Sec. 19.03: Definitions Sec. 19.04: Training Sec. 19.05: Continuum of Force Sec. 19.06: Policy
	Approved: _____ Chief of Police	

I. PURPOSE

The purpose of this policy is to provide guidance to Mercedes Police Department officers regarding the use of lethal and less lethal force. The Mercedes Police Department recognizes and respects the sanctity of life. Accordingly, it shall be the policy of this Agency to value and preserve human life. These fundamental values shall be reflected in all instruction and training.

II. POLICY

Mercedes officers will only use reasonable force to accomplish lawful objectives and apply de-escalation techniques when possible to effectively bring an incident under control while protecting the lives of the officer and others. A use of force must be objectively reasonable. The officer must use only that force which a reasonably prudent officer would use under the same or similar circumstances. The unnecessary use of force is prohibited.

The determination to use force is the product of a critical decision-making process and "requires careful attention to the facts and circumstances of each particular case, including the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of the officer or others, and whether he is actively resisting arrest or attempting to evade arrest by flight."

In addition, "the 'reasonableness' of a particular use of force must be judged from the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight... the question is whether the officer's actions are 'objectively reasonable' in light of the facts and circumstance confronting them." (Graham v. Connor, 490 U.S. 386 (1989))

This policy is to be reviewed annually and any questions or concerns should be addressed to an immediate supervisor for clarification. The definitions of conditional terms that follow below shall be included and reviewed during departmental in-service training.

III. DEFINITIONS

Force-The extent of physical effort required by police to compel compliance by an unwilling subject.

Lethal Force/Deadly Force- Force that is intended or known by the actor to cause, or in the manner of its use or intended use is capable of causing death or serious bodily injury.

Imminent or Immediate Threat--Danger from an individual whose apparent intent is to inflict serious bodily injury or death and the individual has the ability and opportunity to realize this intention.

Less Lethal Force -Any use of force other than what is considered deadly force that involves physical effort to control, restrain, or overcome the resistance of another.

Objectively Reasonable - The determination that the necessity for using force and the level of force used is based upon the officer's evaluation of the situation in light of the totality of the circumstances known to the officer at the time the force is used and upon what a reasonably prudent officer would use under the same or similar situations.

Reasonable Belief- A belief based on facts, circumstances, and information trustworthy enough to make a person of ordinary intelligence and caution believe something is the case, commonly used when deciding to arrest someone or conduct a search and seizure without a warrant.

Serious Physical/Bodily Injury - Injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

De-escalation- Acting or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the use of force or with a reduction in the force necessary. De-escalation may include the use of such techniques as officer presence, advisements, warnings, verbal persuasion, tactical repositioning, and negotiation. A key element of appropriate and successful de-escalation is effective communication.

Response to Resistance - The application by an officer of de-escalation techniques and/or use of a force options in response to the level of resistance from an individual.

Exigent Circumstances - Those circumstances that would cause a reasonable person to believe that a particular action is necessary to prevent physical harm to an individual, the destruction of relevant evidence, the escape of a suspect, or some other consequence improperly frustrating legitimate law enforcement efforts.

Excessive force - Application of force by an officer that is unlawful, not required, no longer required, prohibited by policy, or knowingly exceeds a degree of force that reasonably appeared necessary based on a specific situation, i.e., the level of force exceeds what is necessary to control a subject.

Vascular Neck Restraint -A technique used to incapacitate individuals by restricting the flow of blood to their brain.

Choke Hold A physical maneuver or technique used to restrict an individual's ability to breath for the purposes of gaining control by incapacitation.

Warning Shot - Discharge of a firearm for the purpose of compelling compliance from an individual, but not intending to cause physical injury.

IV. USE OF FORCE OPTIONS OR FORCE MODELS

Force options or models presented through this policy provide guidance regarding alternatives that an officer may exercise in response to a subject's resistance. Officers are expected to respond to the subject's resistance with de-escalation techniques and/or an appropriate level of force. These expectations rest on the premise that as officers react, they should escalate and/or de-escalate their level of force in response to the subject's actions/resistance. The force models provide a variety of available options to officers allowing them to choose a level of force that is based on legal principles while allowing the ability to adjust the level of force as the subject's behavior changes. Officers are expected to employ only a degree of force that is objectively reasonable to gain control of an incident and compliance of subjects.

DE-ESCALATION TECHNIQUES INCLUDE:

- A. Officer Presence -the identification of a police officer's authority, by the uniformed presence of the officer, the display of the officer's badge of authority or the officer's verbally identifying himself/herself as a police officer.
 - I. The mere presence of a uniformed law enforcement officer in combination with a marked police unit works to deter crime or diffuse a situation.
 - 2. Officers' attitudes are to be professional, non-provocative, and presented/displayed/communicated through the use of body language, speech and gestures.
- B. Verbal Communication/Direction - Commands of direction or arrest.
 - I. Officers shall issue calm, clear and nonthreatening commands, such as "Let me see your identification and registration."
 - 2. Officers may increase their volume and shorten commands in an attempt to gain compliance. Short commands may include "Stop," or "Don't move."
 - 3. The appropriate combination of commands with officer presence can de-escalate a tense or volatile situation and potentially prevent the employment of further forceoptions.

FORCE OPTIONS OR MODELS INCLUDE:

- C. Empty-Hand Control - Officers use physical strength or bodily force to gain control of a situation.
 - 1. Soft Empty Hand Control - designed to control passive or defensive resistance. Used when presence, verbal direction/commands are not effective and there is noncompliance with lawful orders. Officers use strength, escorts, grabs, holds, pressure point compliance techniques, handcuffing or joint locks to control, guide or restrain an individual. Soft Empty Hand Control techniques have little or no potential for injury to the subject.
 - 2. Hard Empty Hand Control - designed to control active aggression but can be used to control defensive resistance when lower forms of control have failed or when the officer believes lower forms of control will fail and/or are not applicable. Officers use distraction techniques through kicks, punches or other striking techniques to distract and/or restrain an individual. Hard Empty Hand Control techniques have a moderate potential for injury to the suspect and may include strikes to target areas of the brachial plexus nerve (network of nerves between the neck and shoulder extending to the arm, forearm, hand) or the common peroneal nerve (in lower leg).
- D. Handcuffs and Restraints - Handcuffing and/or restraining a subject is a use of force option subject to the objectively reasonable standard. The use of handcuffs as a form of restraint is often necessary to secure a subject arrested or the subject of an investigatory stop, for the protection of the officer or others, particularly when the individual has resisted the arrest or investigation or is otherwise actively non-compliant. The utilization of handcuffs serves only as a temporary method for restraint. Proper application of handcuffs can cause the subject discomfort or pain but the potential for injury is low.
- E. Less Lethal Force Use of Less Lethal Force includes any use of force, other than what is considered deadly force, that has a desired outcome of controlling a resisting, combative, or assaultive subject. The use of Less-Lethal Force for control is justified when lower forms of empty hand control have failed or when the officer believes that an empty hand control will be insufficient, and the use of deadly force is not justified. Less-Lethal force is used only with the intent to gain compliance of a person and never with the intent to cause permanent injury.

These options include any of the many approved forms of chemical spray, an authorized expandable baton, Specialty Impact Munitions, or electronic control devices (ECD) conductive energy weapons (CEW) commonly referred to as Taser. Less Lethal Control techniques have a low to moderate potential for injury to the suspect.

- 1. Blunt Impact. Officers may use an authorized baton or projectile to immobilize a combative person. When using an impact weapon to control resistance the officer should attempt to target motor points first, joints and skeletal areas second, and avoid striking the head, neck, throat or clavicle unless the officer is justified in using deadly force.

2. Chemical. Officers may use authorized chemical sprays or projectiles embedded with chemicals to restrain an individual (pepper spray, capsicum spray, other similar lachrymator agent or other capsicum derivative).
 3. Conducted Energy Weapon (CEW). Officers may use authorized CEWs to immobilize an individual. CEWs discharge a high-voltage, low- amperage jolt of electricity at a distance and are not considered an alternative to deadly force; this category of weapon is also referred as electronic control device or Taser.
- F. Lethal Force - Lethal/Deadly Force means force that is intended or known by the officer to cause, or in the manner of its use or intended use is capable of causing, death or serious bodily injury.
1. Officers use lethal weapons in defense of life and to prevent serious bodily injury and use deadly weapons, such as firearms, to stop the imminent threat shown/demonstrated through the actions of the suspect.
 2. Chokeholds, vascular neck restraints, or similar techniques are prohibited.

V. PROCEDURES

A. GENERAL PROVISIONS

1. Use of physical force should be discontinued when resistance ceases or when the incident is under control.
2. Physical force shall not be used against persons in restraints, except as objectively reasonable to prevent their escape or prevent imminent bodily injury to the individual, the officer, or another person. In these situations, the use of force should follow the policy standards for that which is objectively reasonable.
3. Once the scene is secure and safe, and as soon as practical, an officer shall provide appropriate medical care consistent with their training to any individual who has visible injuries, complains of being injured, or requests medical attention. This may include providing first aid, requesting emergency medical services, and/or arranging for transportation to an emergency medical facility.
4. Medical Aid Following the Use of Force-To ensure appropriate medical aid is rendered as quickly as reasonably possible following any law enforcement action in which injuries have been sustained; and activating the emergency medical system when obvious severe injuries have occurred, medical distress is apparent, or the individual is unconscious, the officer will do the following (also see Paragraph VII, Duty to Intervene, Duty to Report, Duty to Render First Aid):
 - a) Request Emergency Medical Service at the scene if injuries are serious enough to warrant immediate attention (e.g., severe bleeding, unconsciousness, or other severe trauma), and immediately render the appropriate first aid; or

- b) Transport the subject expeditiously to the nearest medical facility if the subject appears to be in acute distress. Officers should be aware that injuries may not be readily apparent and that inquiry into the person's physical status and observation is advisable.
 - c) After application of a CEW, the subject shall be treated and evaluated by appropriate medical personnel.
 - d) After application of a CEW, probes should be removed only by medical personnel as necessary. The policy of the local receiving detention facility regarding prisoners who have experienced a CEW should also be considered. The subject needs to be observed for at least two hours beginning at the time of the CEW application. Once the subject is cleared by medical personnel, the officer should coordinate with department personnel, including jail staff, to ensure monitoring during this time period.
- 5. An officer has a responsibility to intervene to prevent or stop the use of excessive - force by another officer when it is safe and reasonable to do so (also see Paragraph VII., Duty to Intervene, Duty to Report, Duty to Render First Aid).
 - 6. All uses of force shall be reported, documented and reviewed pursuant to Mercedes policies.
 - 7. Handling/Display of Weapons - Except for maintenance or during training, officers shall not draw or exhibit their firearm unless circumstances create reasonable cause to believe that it may be necessary to use the weapon in conformance with this policy.
- An officer shall not use or handle firearms in a careless or imprudent manner. Officers shall handle firearms in accordance with state law and established Mercedes Police Department policy/procedures.

B. DE-ESCALATION

- 1. In an effort to reduce the need for force, an officer should use de-escalation techniques and other alternatives to higher levels of force consistent with his/her training when possible and appropriate, before resolving to force.
- 2. Factors to Consider in Employing Force
 - a) Subject Factors
 - (1) Seriousness of the offense committed by the subject
 - (2) Size, age and weight of the subject
 - (3) Apparent physical ability of the subject
 - (4) Subject's medical conditions, mental state and influence of alcohol or drugs
 - (5) Number of subjects present who are involved, or who may become involved
 - (6) Weapons possessed by or available to the subject
 - (7) Known history of violence by the subject; demonstration/display of violence by the subject
 - (8) Presence of innocent or potential victims in the area
 - (9) Whether the subject can be recaptured at a later time
 - (10) Whether evidence is likely to be destroyed

b) **Officer Factors**

- (1) Size, physical ability and defensive tactics expertise of the officer
- (2) Number of officers present or available
- (3) The necessity for immediate action in the case of sudden attack
- (4) Weapons or restraint devices available to the officer
- (5) Legal requirements
- (6) Agency policy

3. Whenever possible and when such delay will not compromise the safety of the officer or another and will not result in the destruction of evidence, escape of a suspect, or commission of a crime, an officer should allow an individual time and opportunity to submit to verbal commands before force is employed.

C. USE OF LESS LETHAL FORCE

When de-escalation techniques or empty hand control techniques are not effective or appropriate, officers may consider the use of less-lethal force to control a non-compliant or actively resistant individual. An officer is authorized to use department-approved, less lethal force techniques and issued equipment with which the officer has been trained. Those circumstances may include, but not be limited to:

1. to protect the officer or others from physical harm; or
2. to restrain or subdue an individual who is actively resisting or evading arrest, or
3. to bring an unlawful situation safely and effectively under control.

D. USE OF LETHAL FORCE

1. Police officers are authorized to use lethal force only when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person in imminent danger of serious bodily injury or death. An officer is authorized to use deadly force when it is objectively reasonable under the totality of the circumstances. Use of deadly force is justified when one or both of the following apply:
 - a) to protect the officer or others from what is reasonably believed to be an immediate threat of serious bodily injury or death.
 - b) to prevent the escape of a fleeing subject when the officer has probable cause to believe that the person has committed or intends to commit a felony involving serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to the officer or another if the subject is not immediately apprehended. (Tennessee vs Garner 471 U.S. 1 (1985))
2. Whenever feasible an officer shall identify themselves as a law enforcement officer, warn the subject of their intent to use deadly force, and demand the subject stop. If issuing a verbal warning presents a heightened risk to the safety of the officer or another person, the officer may employ deadly force without delay.

3. Officers may use deadly force to end the life of an animal that represents a threat to public safety or as a humanitarian measure where the animal is seriously injured, when the officer reasonably believes that deadly force can be used without harm to the officer or others.

E. DEADLY FORCE RESTRICTIONS

1. Warning shots pose a danger to officers and citizens alike and are prohibited.
2. Deadly force should not be used against persons whose actions are a threat only to themselves or property.
3. Firearms shall not be discharged at a moving vehicle unless:
 - a) a person in the vehicle is immediately threatening the officer or another person with deadly force by means other than the vehicle; or
 - b) when the vehicle is intentionally being used as a deadly weapon and all other reasonable means have been exhausted or are not present or practical, which includes moving out of the path of the vehicle.
4. Firearms shall not be discharged from a moving vehicle except when deadly force is authorized, and all other reasonable means have been exhausted or are not present or practical.

VI. REPORTING AND INVESTIGATION OF USE OF FORCE

A. REPORTING OF USE OF FORCE

1. When Written Report Required: The Use of Force form will be submitted whenever an officer:
 - a) Takes an action that results in, or is alleged to have resulted in, injury or death of another person.
 - b) Discharges a firearm for other than training, recreation purposes or in an authorized instance to end the life of an animal.
 - c) Exhibits a firearm as a show of force.
 - d) Applies physical force such as the following:
 - (1) Force greater than a standard handcuffing procedure during a lawful arrest involving a compliant subject. Force higher than the standard handcuffing procedure would include Soft empty hand techniques and Hard empty hands techniques as described earlier in this policy.
 - (2) The subject is hit or struck in any manner by the officer.
 - (3) The subject has visible injury from the use of force by an officer.
 - (4) The subject complains of an injury; and/or
 - (5) An officer applies force through use of lethal or less lethal weapons.

2. A Use of Force Report is not required:
 - a) For standard handcuffing techniques in situations where an officer uses only strength to restrain the individual's arms and does not use Hard Empty Hand Control, Joint Locks, and Pressure Points, Knee Strike/Distracted Techniques or takedowns.
 - b) When discharging a firearm during training or for recreational purposes.
 - c) When a de-escalation technique such as officer presence or verbal command/ directive are only used.
3. Calls Involving More than One Officer: an officer who uses force is responsible for completing the offense/incident report. Additionally, other involved officers will complete their own narrative supplement to any arrest or offense/ incident report to describe their actions.
4. Routing and Review: The Use of Force Report and any related reports will be submitted for administrative review and routed through the Chain of Command. The review will include an evaluation to determine whether the actions taken by the officer were within Mercedes policy. If it is determined during the chain of command review that improper procedure or error occurred, appropriate action will be initiated, to include an Internal Affairs review. After that review, it will be forwarded to the Chief of Police.
5. Analysis and Review: Annually, the Office of the Chief of Police will conduct an analysis of the use of force activities, policies and practices within the department to identify trends, improve training and officer safety, provide timely information for our service communities and ensure lawful and appropriate conduct. The analysis shall identify:
 - a) Date and time of incident.
 - b) Types of encounters resulting in use of force.
 - c) Trends and patterns related to race, age, and gender of subjects involved.
 - d) Trends or patterns resulting in injury to any person including officers and impact of findings on policies, practices, equipment, and training.
6. As part of the annual Mercedes Police Department Use of Force review, the Office of the Chief of Police shall conduct a review of all assaults on Mercedes officers to determine trends or patterns, with recommendations to enhance officer safety, revise policy and address training issues.

B. INVESTIGATING USE OF FORCE

No Firearms and No Serious Bodily Injury: if firearms were not involved and injuries sustained were not serious bodily injuries, the use of force will be reported and reviewed through the chain of command.

1. Involved Officer Immediate Activities:
 - a) Whenever any force option (requiring a written report) is used on a subject the officer will notify his/her supervisor immediately.

- b) A supervisor will respond to the scene. The supervisor will conduct a preliminary investigation and ensure medical treatment is provided, if necessary.
 - c) Officers involved in the use of less lethal force will submit a Use of Force report detailing their actions before their end of tour unless an injury and/or mental health status of the officer and the overall circumstances of the incident dictate otherwise. The report should contain all available information to include, but not be limited to the following:
 - (1) Complete identification of the person(s) against whom force was used.
 - (2) Type of force and the justification for the use of force; complete description of the type of force, including the number of strikes, etc., and description of the method/ weapon used.
 - (3) Detailed listing of the injuries to the person, if applicable, including exact locations of the injuries on the person's body.
 - (4) Photographs of all visible injuries.
 - (5) Information on medical treatment, if applicable, which will include the date, time, location of medical treatment, the attending medical personnel, and whether treatment or hospitalization was required.
 - (6) Existing injuries not caused by the use of force will be described, documented and explained as being present prior to the incident.
 - (7) A listing of criminal charges against the person; and
 - (8) A summary of the circumstances surrounding the use of force by the officer. This summary will identify all officers involved and witnesses to the incident.
2. The following procedures will be followed after every incident of firearms discharge (other than for training or recreation) by an officer and after every use of force that results or is likely to result in serious physical injury or death.
- a) Involved Officer - the involved officer will:
 - (1) Determine the physical condition of any injured person and render first aid where appropriate.
 - (2) Notify telecommunications giving the location of the incident and requesting medical aid, if necessary.
 - (3) The involved officer will remain at the scene (unless injured) until the arrival of a supervisor and/or investigator. If circumstances are such to cause a hazardous situation, the officer has the discretion to move to another, more appropriate location.

- (4) The officer will protect the weapon used or alleged to have been used to cause the serious injury or death; and submit said weapon to the appropriate supervisor or investigator for examination.
- (5) Involved officers will provide a brief public safety statement of the incident to the patrol supervisor on the scene or to the investigators who respond so that the involved investigators have sufficient basic information to begin an assessment of what has occurred and ensure there is no ongoing threat.

This includes the type of force used by the officer, threat presented by other involved parties, the direction of shots fired by involved parties, the location of any unsecured weapons, the location of injured persons, a description of at-large suspects and their mode and direction of travel, time elapsed since they fled, and weapons that were available to them, a description and location of known victims or witnesses. Involved officers will submit their Use of Force Report to the investigators upon completion of the administrative interview process.

- b) Supervisor - the notified supervisor shall accomplish the following:
 - (1) Proceed to the scene and conduct a preliminary field investigation to include photographs.
 - (2) Assist the involved officer(s).
 - (3) Render command assistance to the assigned investigator(s).
 - (4) Immediately arrange for a replacement weapon and holster, if necessary to accommodate the replacement weapon, in the event the officer's weapon is seized due to the investigation into the incident; whenever possible, the replacement weapon should be provided to the officer prior to the seizing of the officer's original weapon.
 - (5) Submit a detailed written report of the results of his preliminary investigation along with the Officer's Use of Force report form to the patrol supervisor.
 - (6) The initial supervisor's written report and Officer's Use of Force form submitted to the patrol supervisor should summarize the preliminary investigation only. The sections in the form for chain of command comments and action recommendations should not be completed until the complete administrative investigation has been finalized.
- c) Office of the Chief of Police - The Office shall conduct an administrative review of every incident of firearms discharge for law enforcement purposes. If so warranted by the Chief of Police shall have an administrative investigation of a referred incident involving an officer's use of force. Any investigation will be parallel to and independent of a concurrent criminal investigation. The investigation will determine the following:

- (1) Whether the incident/shooting was
 - (a) Within policy limits
 - (b) Outside policy limits
 - (c) Accidental or negligent
- (2) Training considerations
- (3) Implications for supervision
- (4) Review the circumstances for any equipment failure
- (5) Be responsible for all reporting requirements regarding an officer's use of force to the State Attorney General; and
- (6) Recommendations on corrective or related actions.

**C. REMOVAL FROM OPERATIONAL ASSIGNMENT
PENDING ADMINISTRATIVE REVIEW**

- 1. In the event that an officer becomes involved in an incident which results in the death or serious physical injury of another person, the officer will be reassigned from operational assignments pending a documented administrative review of the incident. The Chief of Police shall place the officer on temporary administrative duty or grant an administrative leave of absence.
- 2. Affected Officer's Responsibilities: officers removed from operational assignment shall not communicate with other persons about the incident, with the exception that the involved officer(s) will cooperate with the supervisor and investigator as directed, and may discuss the incident with the following:
 - a. District Attorney / Office of General Counsel
 - b. Psychologist
 - c. Employee's chosen clergy
 - d. Employee's privately retained attorney
 - e. Employee's immediate family
 - f. Other persons approved by the Director of Police

The involved officer(s) shall make themselves available to members of Mercedes authorized to investigate the incident. Officer(s) shall cooperate with all personnel assigned to investigate the incident.

D. POST CRITICAL INCIDENT TRAUMA

Any officer who is involved in a shooting incident or other traumatic situation may, as a normal response to that incident, suffer some effects of what has been classified as post critical incident trauma or post trauma stress disorder (PTSD). Such trauma can be a normal human response and should be recognized as such by all persons.

There are individuals who suffer no such trauma and this, too, can be a normal reaction. The guidance that follows is to establish the process by which the department will assist officers and their families who may be affected by post critical incident trauma or PTSD. This assistance is provided under the Employee Assistance Program (EAP) and is given to aid and support the officer and his/her family so the individual will remain a healthy and productive member of the department and the community.

1. The officer involved in an incident associated with the serious injury or death of another, in the line of duty, shall when possible, give an account of the incident to the supervisor so that appropriate notifications are made. The involved officer shall not be permitted to be interviewed by the media.
2. The officer involved in a serious injury or death of another person should, when practical and in the company of another officer, be moved away from the scene to await the arrival of investigators. The role of the companion officer is to provide support for the officer involved. If more than one officer is involved, they should be separated, and each shall have the company of a fellow officer.
3. As soon as practical after the critical incident, the involved officer may communicate with family.
4. If the affected officer requires immediate professional counseling assistance following the critical incident, the supervisor will ensure that those contracted to provide professional services for members of the department are notified and made available.
5. Following any critical incident, there may be other employees adversely affected (e.g., telecommunicators), who although not directly involved, may be emotionally impacted by the incident. All department supervisors must be aware of this phenomenon and monitor their employees' emotional condition and provide whatever support and counseling is necessary.
6. No later than 72 hours after a critical incident has occurred, the officers involved shall be required to meet with a psychologist or other mental health professional.
7. After administrative review and with advice of the consulted mental health professional (where applicable), the Chief of Police may return the officer to full duty.
8. A critical incident de-briefing shall be conducted as soon as practical by the Chief of Police or his/her designee.

E. TRAINING

- I. It is imperative that a police officer act within the boundaries of the law, professional ethics, good judgment, and accepted practices. An officer must be prepared through training, leadership, and direction to act wisely when using a firearm in the course of his/her official duty. For these reasons, each commissioned officer shall be provided a copy of this directive and trained in Mercedes policy on the use of force before being authorized to carry a firearm.

2. Mercedes will provide annual in-service training to all officers authorized to carry weapons on the agency use of force policy.
3. Training shall be provided on a regular and periodic basis and designed to:
 - a. provide techniques, tactics and protocols for the use of and reinforce the compliance of de-escalation.
 - b. simulate through training technology actual field situations encountered by officers and which require judgment decisions on escalation, de-escalation, use of force and use of force options.
 - c. enhance officer decision making and judgment in using less-lethal and deadly force in accordance with this policy.

VII. DUTY TO INTERVENE/DUTY TO REPORT/DUTY TO RENDER FIRST AID

- A. It shall be the duty of every sworn officer, regardless of tenure or rank, who is present during the use of force by another sworn officer, to intervene and stop or attempt to stop that use of force when it is unlawful, not required, no longer required, unauthorized, prohibited or a violation of this policy.
- B. Non-sworn members of the department do not have the same training or experience as sworn officers in the area of Use of Force. However, they do share a similar duty to value and preserve human life. As such, every non-sworn employee of the department, regardless of job title, who witnesses the use of force by an officer, will intervene and attempt to stop that use of force when it appears unlawful, not required, no longer required, unauthorized, prohibited. Such intervention will include verbally communicating concerns to the officer in a safe manner and calling a supervisor to the scene. A non-sworn employee is not required nor encouraged to physically intervene in these situations.
- C. All such circumstances as described above shall be reported immediately to their supervisor by the officer(s) who witnessed the use/application of force and attempted intervention at the time.
- D. Any time the use of force by a sworn officer results in the need for medical treatment for a person injured or wounded by that use of force, first aid shall be rendered by the officer's present and emergency medical services summoned as required.



Mercedes Police Department

USE OF FORCE REPORT

DATE	TIME	LOCATION	Case #				
SUBJECT'S NAME		DATE OF BIRTH	HEIGHT	WEIGHT	RACE BLACK	ETH HISP	SEX M
SUBJECT'S ADDRESS (NUMBER, CITY, STATE, ZIP)			PHONE NUMBER	PRIOR ARRESTS			
REASON THE USE OF FORCE WAS NECESSARY: ☐ TO EFFECT AN ARREST ☐ TO DEFEND SELF ☐ TO RESTRAIN FOR SUBJECT'S SAFETY ☐ TO DEFEND ANOTHER OFFICER ☐ TO PREVENT A VIOLENT FELONY ☐ OTHER ☐ TO DEFEND ANOTHER PERSON ☐ TO PREVENT A VIOLENT MISDEMEANOR DESCRIBE:							
WAS SUBJECT INJURED? ☐ YES REFUSED ☐ NO TREATMENT		TRANSPORTED BY AMBULANCE ☐ YES ☐ NO	DESTINATION	ATTENDING PHYSICIAN PARAMEDICS ☐ ADMITTED ☐ TREATED AND RELEASED		PHOTOS BY	
DESCRIBE SUBJECT'S INJURIES (ALL THAT APPLY): ☐ BRUISING ☐ UNCONSCIOUSNESS ☐ OTHER MINOR ☐ OTHER MAJOR ☐ DEATH DESCRIBE:							
# SUBJECTS THAT RESISTED:		# OFFICERS PRESENT:	NAME OF SUPERVISOR NOTIFIED/TIME OF DAY:				
AT THE TIME OF ARREST, THE SUBJECT WAS: ☐ SUSPECTED TO BE MENTALLY IMPAIRED ☐ SUSPECTED UNDER THE INFLUENCE OF ALCOHOL OR DRUGS ☐ OTHER							
LEVELS OF RESISTANCE: ☐ Level I PSYCHOLOGICAL INTIMIDATION (EXPLAIN): _____ (non-verbal cues indicating the subject's attitude or physical readiness) ☐ Level II VERBAL NON-COMPLIANCE (EXPLAIN): _____ (verbal responses or threats of non-compliance to officer's directions) ☐ Level III PASSIVE RESISTANCE (EXPLAIN): _____ (dead weight or clinging to objects in an attempt to prevent the officer from gaining control) ☐ Level IV ESCAPE RESISTANCE (EXPLAIN): _____ (pushing, pulling, or running away from the officer to avoid control; never attempting to harm the officer) ☐ Level V ACTIVE AGGRESSION (EXPLAIN): _____ (physical actions of assault such as grabbed, pushed, kicked, struck) ☐ Level VI AGGRAVATED ACTIVE AGGRESSION (EXPLAIN): _____ (assaults with the intent and apparent ability to cause death or great bodily harm)							

LEVELS OF CONTROL (OFFICER PRESENCE IS ASSUMED): ☐ VERBAL DIRECTION (EXPLAIN): (commands of directions or of arrest) ☐ LESS-THAN-LETHAL FORCE (EXPLAIN): (check all appropriate) ☐ OC Spray ☐ Baton ☐ Taser ☐ Bean Bag ☐ Other ☐ WEAPONLESS CONTROL: SOFT ☐ Muscling ☐ Joint Locks ☐ Pressures Points Location: HARD ☐ Hand Strikes Location: ☐ Leg Strikes Location: ☐ Shoulder Pin ☐ LETHAL FORCE (EXPLAIN): (firearms or other lethal force applied)													
RESTRAINT METHOD USED: ☐ HANDCUFFS ☐ LEG RESTRAINTS ☐ OTHER ☐ NONE													
Reporting Officer printed name _____		Badge # _____ Supervisor _____ Badge # _____											
CONTROL POINT TARGET AREAS		CHEMICAL SPRAY TARGET AREA											
Mandibular Angle (P.P.) Infra-Orbital Nerve (P.P.) Jugular Notch (P.P.) Brachial Plexus (Origin) (H.E.H.) Brachial Plexus (Cervical Notch) (P.P.) Brachial Plexus Tie-In (H.E.H.) Median Nerve (H.E.H., I.W.) Radial Nerve (I.W., H.E.H.) Femoral Nerve (I.W.) Common Peroneal (I.W.) Tibial Nerve (Rear) (I.W.) P.P. - Pressure Point H.E.H. - Hard Empty Hand I.W. - Impact Weapon VARIABLES AFFECTING LEVELS OF CONTROL 1. Officer/Subject Size and Gender 2. Environmental Conditions 3. Reaction Time		Primary Target Area Application Area Decontaminated: ☐ Yes ☐ No <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">EFFECTS OF CHEMICAL SPRAY</th> </tr> <tr> <td> Was Spray Effective? ☐ Yes ☐ No </td> <td> Were Further Control Methods Needed? ☐ Yes ☐ No </td> </tr> <tr> <td> Number of Times Sprayed: </td> <td> Approximate Distance from Subject: </td> </tr> <tr> <td> Eyes: ☐ Closure ☐ Tears ☐ No Effect </td> <td> Skin: ☐ Redness ☐ Burning ☐ No Effect </td> </tr> <tr> <td> Nose: ☐ Discharge ☐ Irritation ☐ No Effect </td> <td> Chest: ☐ Coughing ☐ Labored Breathing ☐ No Effect </td> </tr> </table>		EFFECTS OF CHEMICAL SPRAY		Was Spray Effective? ☐ Yes ☐ No	Were Further Control Methods Needed? ☐ Yes ☐ No	Number of Times Sprayed:	Approximate Distance from Subject:	Eyes: ☐ Closure ☐ Tears ☐ No Effect	Skin: ☐ Redness ☐ Burning ☐ No Effect	Nose: ☐ Discharge ☐ Irritation ☐ No Effect	Chest: ☐ Coughing ☐ Labored Breathing ☐ No Effect
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Nose: ☐ Discharge ☐ Irritation ☐ No Effect	Chest: ☐ Coughing ☐ Labored Breathing ☐ No Effect												
POST INCIDENT OBSERVATION OF PHYSICAL AND MENTAL CONDITION OF SUBJECT		IMPACT AREAS											
A. Immediately following final control technique:		INDICATE IMPACT AREAS ON DIAGRAM 											
B. 15 minutes following final control technique:													
C. 30 minutes following final control technique:													
D. Primary Officer involved in the use of force:													
E. Secondary Officer involved in the use of force type:													
F. Other Officer involved in the use of force type:													
G. Other Officer involved in the use of force type:													
Officer Injured? ☐ Yes ☐ No		EFFECT OF LESS LETHAL DEPLOYMENT											



MERCEDES POLICE DEPARTMENT

316 S Ohio Ave.
Mercedes, Texas 78570
(956) 565-3102 Fax (956) 565-2583

Francisco J. Sanchez
Chief of Police

POLICY ACKNOWLEDGEMENT FORM

I, _____, hereby acknowledge that I have received and reviewed the newly issued policy pertaining to **Section 19.01 Use of Force**, which has been incorporated into the Mercedes Public Safety Department Police Rules and Regulations Policy Manual

By signing this document, I affirm that I have read and fully understand the contents, requirements, and procedures outlined in the aforementioned policy. I further acknowledge and agree that it is my responsibility to comply with all provisions therein and that failure to do so may result in disciplinary action, up to and including termination of employment, in accordance with departmental policy and applicable law.

This acknowledgment shall be retained in my official personnel file as confirmation of my receipt and understanding of the policy.

Officer Name: _____

Badge Number: _____

Employee Number: _____

Signature: _____

Date: _____

DATE: May 27, 2025
FROM: Denisse Hernandez, Planning Admin
ITEM: **Discussion and possible action to Approval to accept the Voluntary Annexation Petition filed for Arturo Palacios Medina**

BACKGROUND INFORMATION:

Arturo Palacios Medina is the property owner of the parcel located at 2311 E. Business 83. He has constructed the shell of a pallet warehouse on the property and has installed both a septic system and a private water system. At this time, Mr. Palacios Medina intends to use the facility solely as an office until municipal water services are extended to his property.

He understands that full utility service may not be immediately available but is willing to wait until the City extends its water infrastructure to the area. In the interim, Mr. Palacios Medina is requesting annexation into the City for the purpose of operating the warehouse as an administrative office only.

BOARD REVIEW/CITIZEN FEEDBACK:**ALTERNATIVES/OPTIONS:****FISCAL IMPACT:** (Total Costs)

Finance Review by: Not Applicable

LEGAL REVIEW: Not Applicable

ATTACHMENTS:

1. ANNEXATION PETITION
2. SITE-MAP
3. PALLET WAREHOUSE

STAFF RECOMMENDATION: Staff recommends approval of the annexation request. Annexation at this time will support future integration of the property into City systems and ensure regulatory oversight during further development.



city of
mercedes
It Starts Here!

Planning Department
400 S Ohio Ave
Mercedes, TX 78570
(956) 565-3114

Voluntary Annexation Petition

CASE #

To the Mayor and City Commission:

Arturo Palacios Medina is the sole owner of the tract of land, which is more particularly described by metes and bounds in Exhibit A to this petition, hereby petitions the City Commission of the City of Mercedes to annex the following area(s):

2311 E Business 83 mercedes TX 78570
T&R USA Construction LLC.

Arturo Palacios Medina
Owner's Name (Print)

[Signature]
Owner (Signature)

3/11/25
Date

STATE OF TEXAS
COUNTY OF HIDALGO

Before me, the undersigned authority, a Notary Public in and for Hidalgo County, Texas, on this day personally appeared Arturo Palacios Medina, whom stated upon his oath the following;

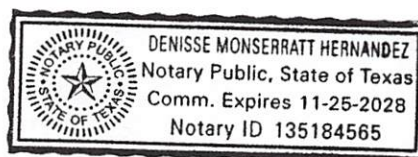
My name is Arturo Palacios Medina and I am the owner of the land or representative of the majority of the landowners. There are no residents nor are there any qualified voters in the area to be annexed.

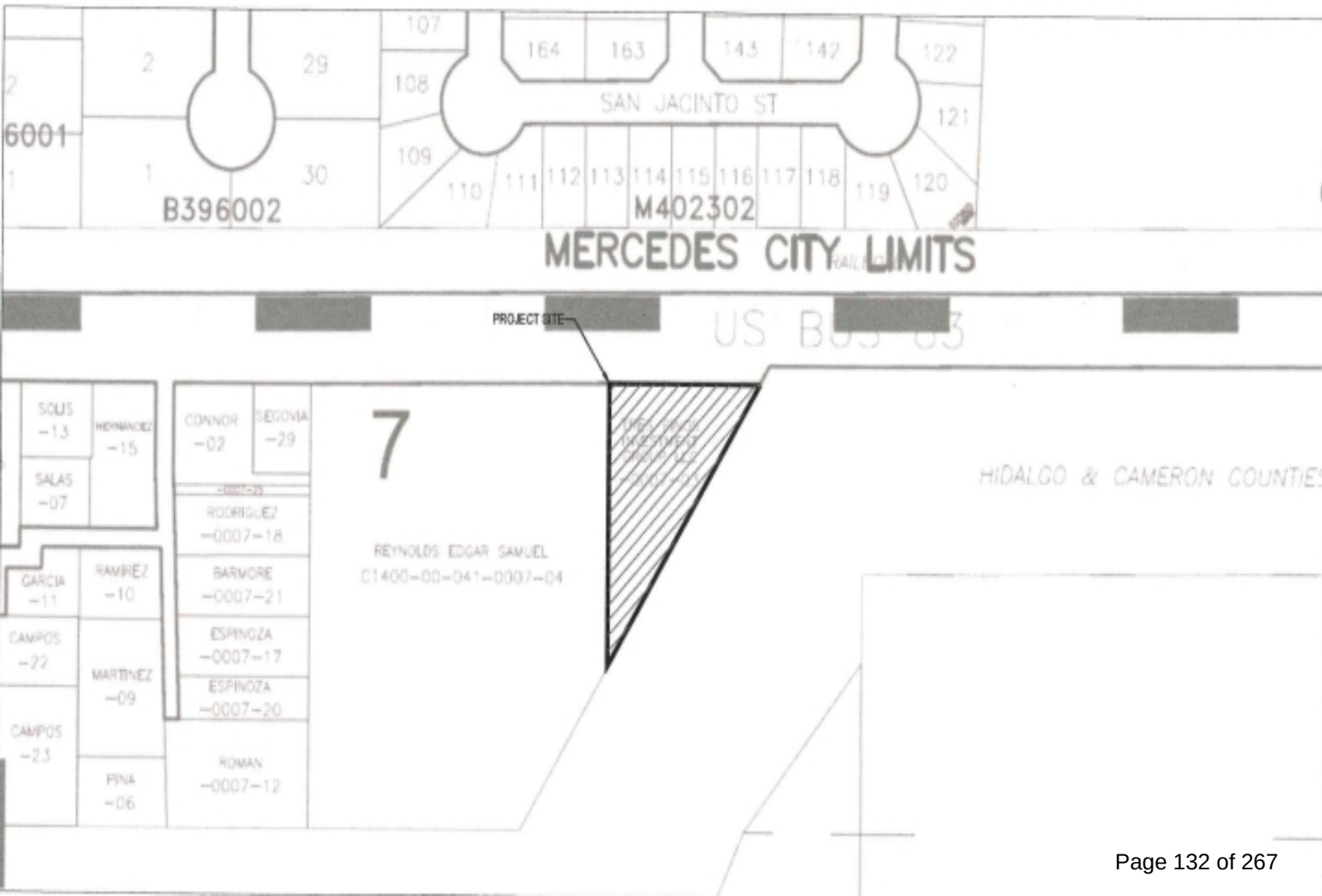
I, Arturo Palacios Medina hereby certify under penalty of perjury that to the best of my knowledge and belief, the property mentioned above currently does not owe any property taxes to the relevant tax authority.

Further affiant sayeth not.

SWORN TO and subscribed before me on this the 11 day of March, 2025.

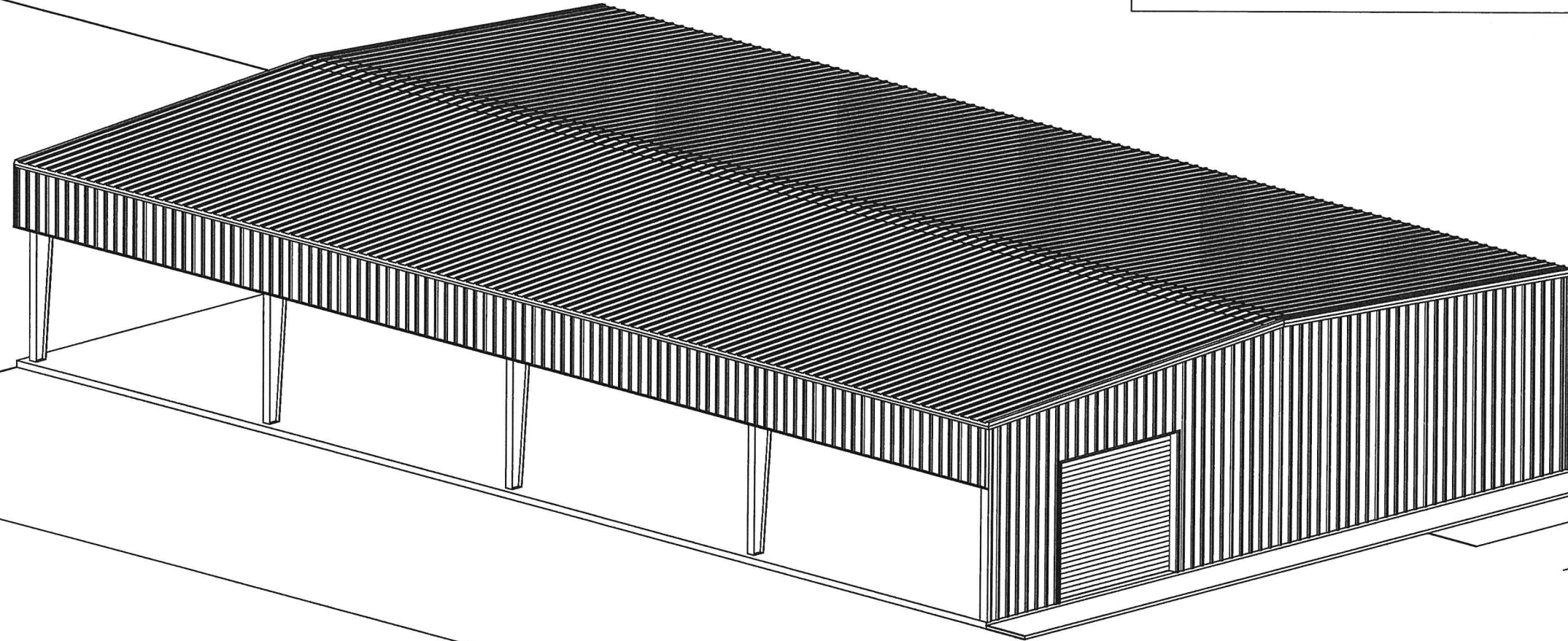
[Signature]
Notary Public in and for the State of Texas





DRAWING INDEX

8. **ENDWALL FRAMING**
9. **SEAWALL FRAMING**
10. **TYP. FRAMING DETAILS**
11. **FOUNDATION PLAN**
12. **FOUNDATION DETAILS**
13. **ANCHOR BOLT PLAN**
14. **ANCHOR BOLT DETAILS**
15. **SEPTIC SYSTEM PLAN**

[illegible]

**LONGORIA & SON'S
WELDING, INC.**
Steel Erection and Fabrication
8055 Mile 3 East

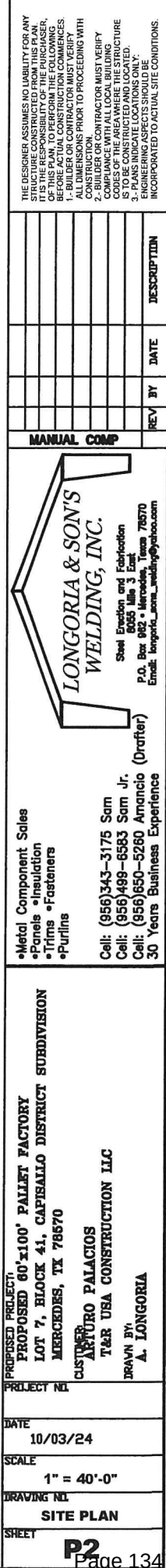
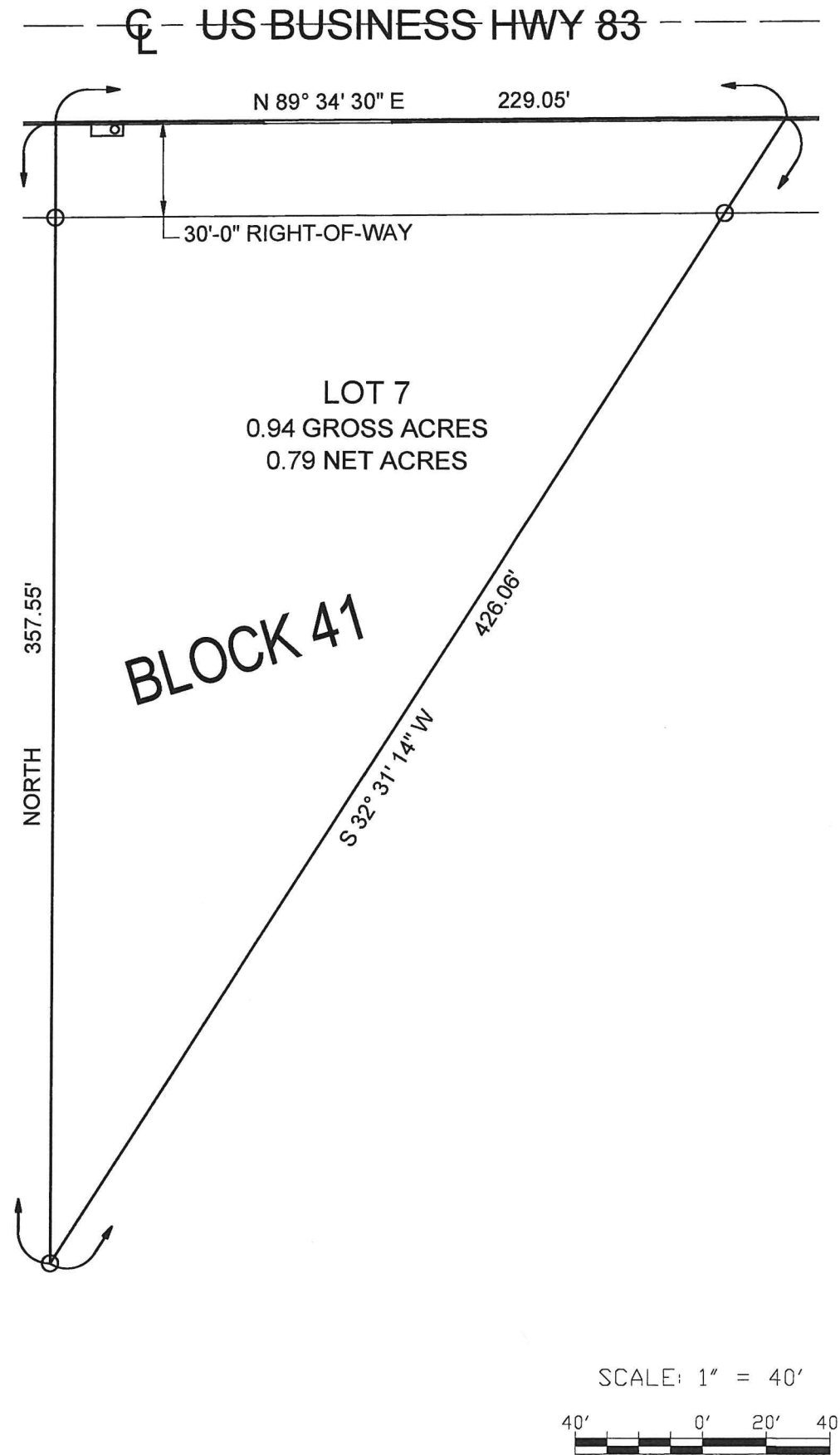
- Metal Component Sales
- Panels •Insulation
- Trims •Fasteners
- Purlins

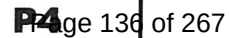
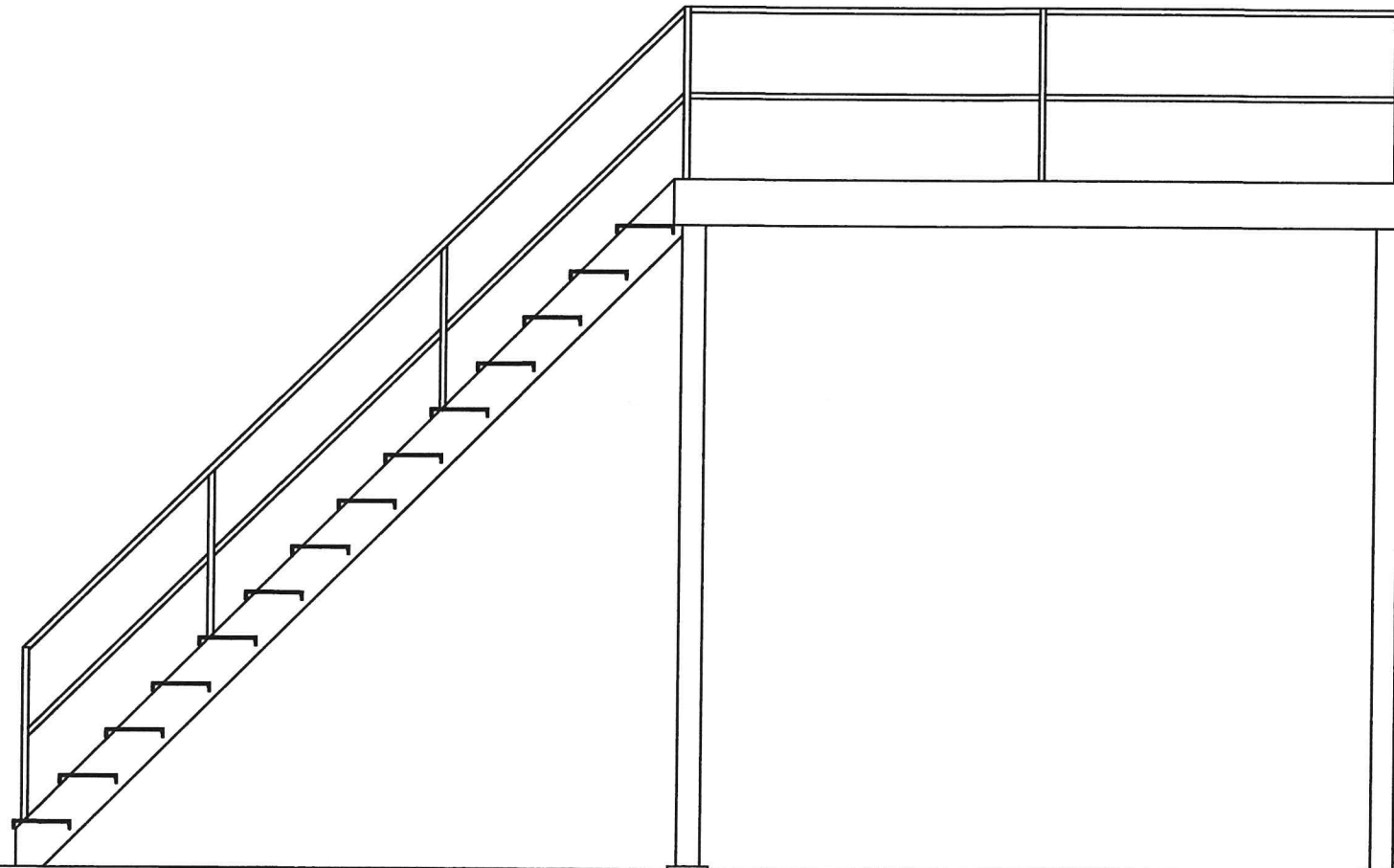
Cell: (956)343-3175 Sam
Cell: (956)498-6583 Sam Jr.
Cell: (956)650-5260 Amancio
30 Years Business Experience

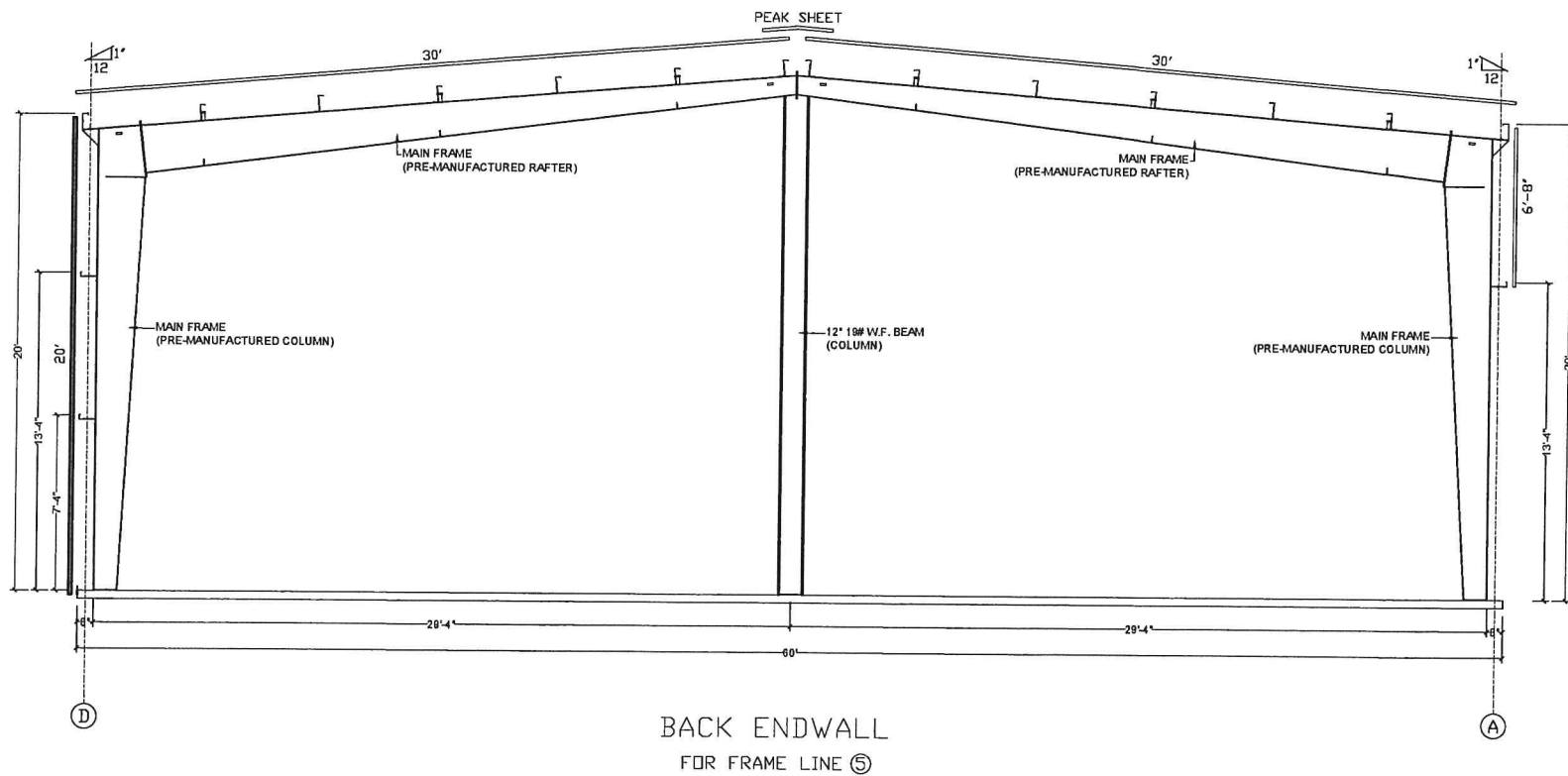
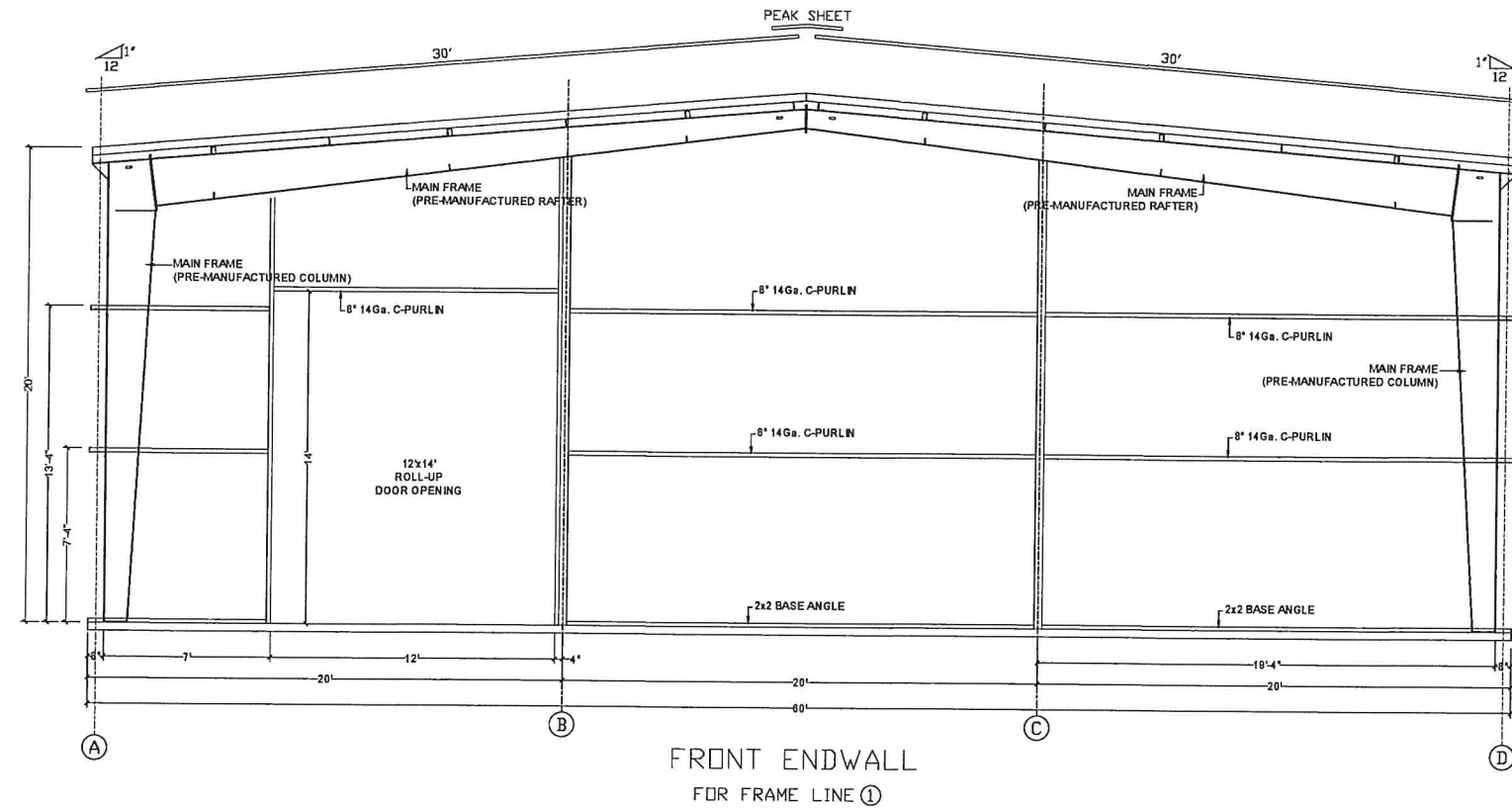
**PROPOSED 60'x100' PALLET FACTORY
LOT 7, BLOCK 41, CAPISALLO DISTRICT SUBDIVISION
MERCEDDES, TX 78570**

ARTURO PALACIOS
T&E USA CONSTRUCTION LLC
BY
A. LONGORIA

DATE 10/03/24
SCALE N.T.S.
DRAWING NO. COVER
SHEET 1







THE DESIGNER ASSUMES NO LIABILITY FOR ANY STRUCTURE CONSTRUCTED FROM THIS PLAN. IT IS THE RESPONSIBILITY OF THE PURCHASER, CONTRACTOR, OR BUILDER TO VERIFY THE ACCURACY OF THE INFORMATION PROVIDED HEREIN BEFORE ACTUAL CONSTRUCTION COMMENCES. 1. BUILDER OR CONTRACTOR MUST VERIFY CONSTRUCTION PRIOR TO PROCEEDING WITH 2. BUILDER OR CONTRACTOR MUST VERIFY COMPLIANCE WITH ALL LOCAL BUILDING DEPARTMENT REQUIREMENTS PRIOR TO CONSTRUCTION. 3. PLANS INDICATE LOCATIONS ONLY. INCORPORATED TO ACTUAL SITE CONDITIONS.

REV	BY	DATE	DESCRIPTION

MANUAL COMP

LONGORIA & SON'S WELDING, INC.

Steel Erection and Fabrication
8055 Main St. East
P.O. Box 982 • Mercedes, Texas 78570
Email: longoria_sons_welding@yahoo.com

•Metal Component Sales
•Panels •Insulation
•Trims •Fasteners
•Purlins

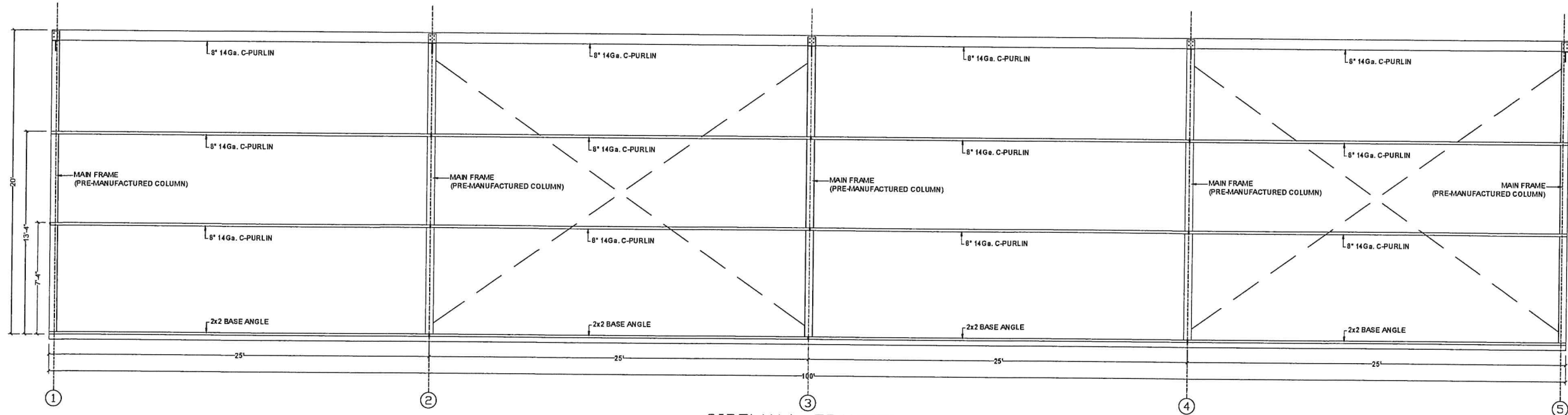
Cell: (956)343-3175 Sam Jr.
Cell: (956)498-6583 Sam Jr.
Cell: (956)550-5260 Arancio (Drafter)
30 Years Business Experience

PROPOSED PROJECT:
PROPOSED 60'x100' PALLET FACTORY
LOT 7, BLOCK 41, CAPELLO DISTRICT SUBDIVISION
MERCEDES, TX 78570

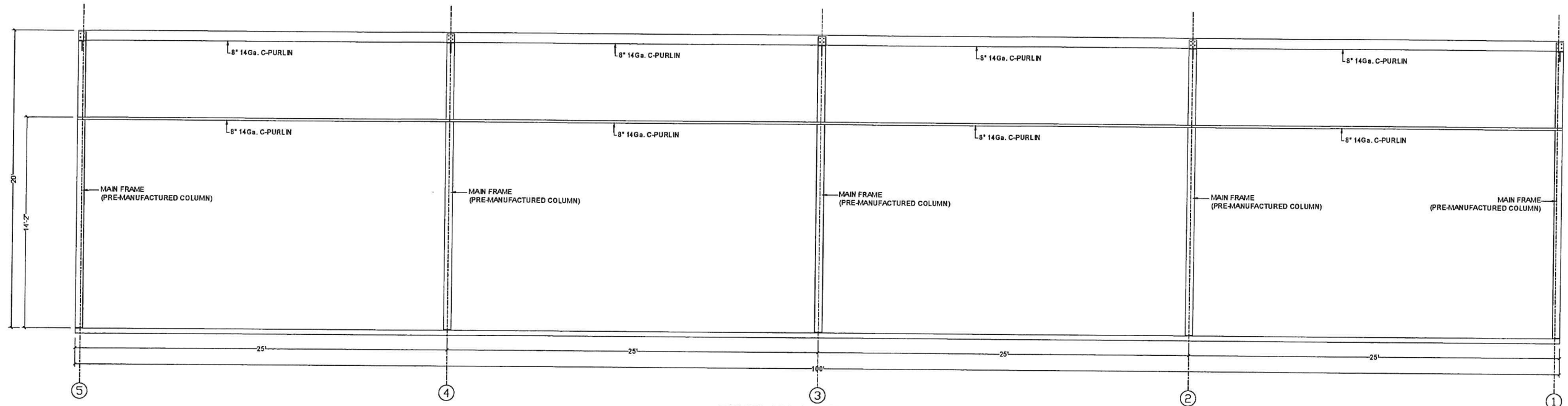
CUSTOMER:
ARTURO PALACIOS
T&R USA CONSTRUCTION LLC

DRAWN BY:
A. LONGORIA

PROJECT NO.
DATE
10/03/24
SCALE
1/16" = 1'-0"
DRAWING NO.
ENDWALL
FRAMING PLAN
SHEET



SIDEWALL FRAMING
FOR FRAME LINE D



SIDEWALL FRAMING
FOR FRAME LINE A

THE DESIGNER ASSUMES NO LIABILITY FOR ANY STRUCTURE CONSTRUCTED FROM THIS PLAN. IT IS THE RESPONSIBILITY OF THE PURCHASER, CONTRACTOR, OR USER TO VERIFY THE ACCURACY OF THE INFORMATION PROVIDED HEREIN. BEFORE ACTUAL CONSTRUCTION COMMENCES, THE USER MUST VERIFY THE INFORMATION WITH THE FOLLOWING: 1- BUILDER OR CONTRACTOR MUST VERIFY CONSTRUCTION PRIOR TO PROCEEDING WITH CONSTRUCTION. 2- BUILDER OR CONTRACTOR MUST VERIFY COMPLIANCE WITH ALL LOCAL BUILDING CODES AND REGULATIONS. 3- PLANS INDICATE LOCATIONS ONLY. LOCATIONS SHOULD BE VERIFIED AND INCORPORATED TO ACTUAL SITE CONDITIONS.

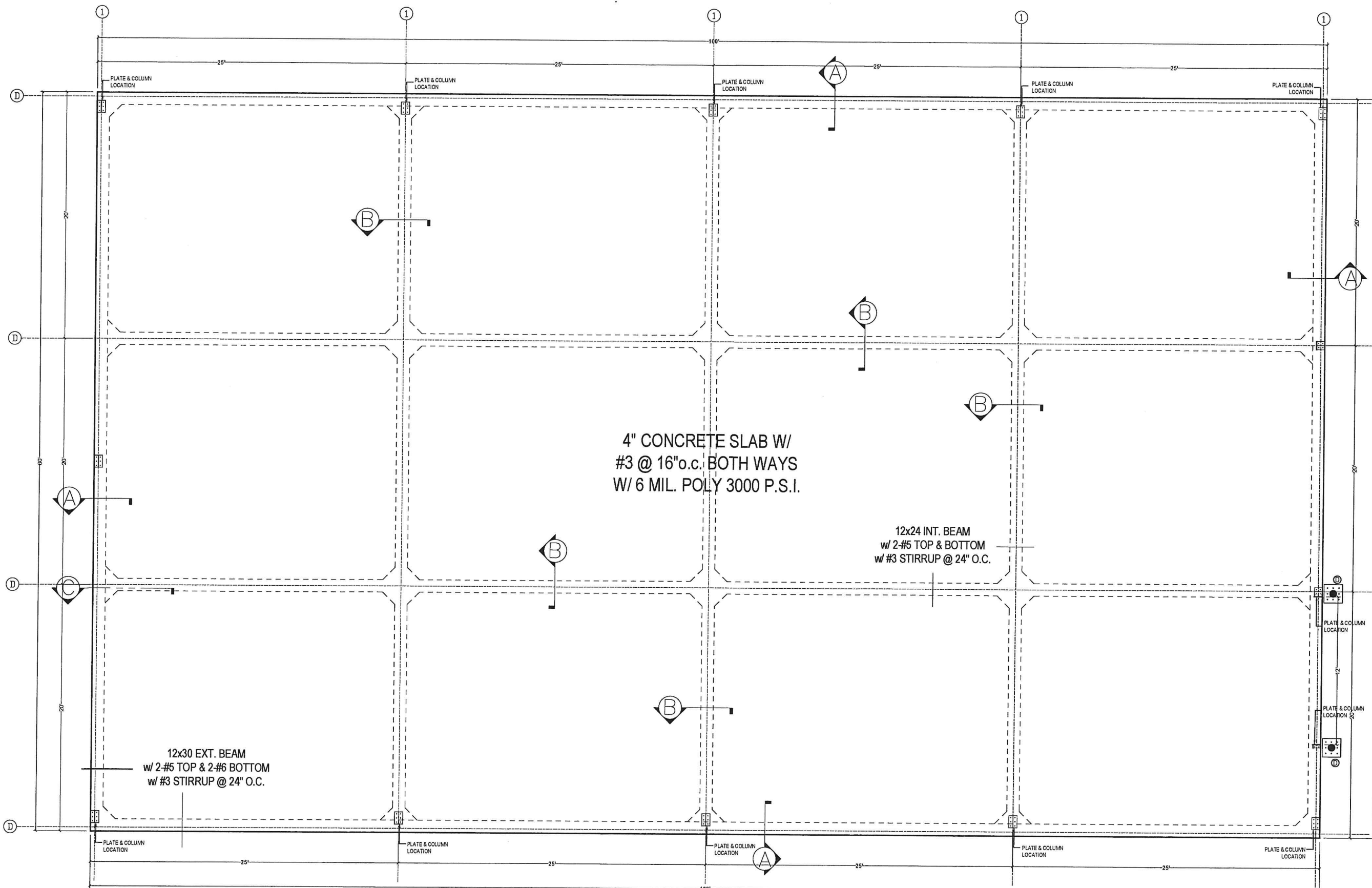
REV	BY	DATE	DESCRIPTION

LONGORIA & SON'S WELDING, INC.
Steel Erection and Fabrication
8055 Loop 3 East
P.O. Box 982 • Mercedes, Texas 78570
Email: longoria_sons_welding@yahoo.com

Cell: (956)343-3175 Sam
Cell: (956)498-6583 Sam Jr.
Cell: (956)550-5260 Amancio (Drafter)
30 Years Business Experience

PROPOSED PROJECT:
PROPOSED 80'x100' PALLET FACTORY
LOT 7, BLOCK 41, CAPITAL DISTRICT SUBDIVISION
MERCEDES, TX 78570
CUSTOMER:
ARTURO PALACIOS
T&R USA CONSTRUCTION LLC
DRAWN BY:
A. LONGORIA

PROJECT NO.
DATE
10/03/24
SCALE
1/16" = 1'-0"
DRAWING NO.
SIDEWALL
FRAMING PLAN
SHEET



FOUNDATION PLAN

THE DESIGNER ASSUMES NO LIABILITY FOR ANY STRUCTURE CONSTRUCTED FROM THIS PLAN. IT IS THE RESPONSIBILITY OF THE PURCHASER, CONTRACTOR, OR OTHER PARTY TO VERIFY THE ACCURACY OF THE INFORMATION PROVIDED HEREIN. BEFORE ACTUAL CONSTRUCTION COMMENCES, THE FOLLOWING CONDITIONS MUST BE VERIFIED:
1. - BUILDER OR CONTRACTOR MUST VERIFY THE EXISTING CONDITIONS PRIOR TO PROCEEDING WITH CONSTRUCTION.
2. - BUILDER OR CONTRACTOR MUST VERIFY THE EXISTING CONDITIONS PRIOR TO PROCEEDING WITH CONSTRUCTION.
3. - PLANS INDICATE LOCATIONS ONLY. LOCATIONS SHOULD BE VERIFIED PRIOR TO CONSTRUCTION.
INCORPORATED TO ACTUAL SITE CONDITIONS.

REV	BY	DATE	DESCRIPTION

MANUAL COMP

LONGORIA & SON'S WELDING, INC.
Steel Erection and Fabrication
8055 Main Street
P.O. Box 982 • Mercedes, Texas 78570
Email: longoria_sons_welding@yahoo.com

Metal Component Sales
• Panels • Insulation
• Trims • Fasteners
• Purlins

Cell: (956) 343-3175 Sam
Cell: (956) 499-6583 Sam Jr.
Cell: (956) 650-5260 Amancio (Drafter)
30 Years Business Experience

PROPOSED PROJECT:
PROPOSED 60'x100' PALLET FACTORY
LOT 7, BLOCK 41, CAPITALEO DISTRICT SUBDIVISION
MERCEDES, TX 78570

CUSTOMER:
ARTURO PALACIOS
T&R USA CONSTRUCTION LLC
IRAVN 274
A. LONGORIA

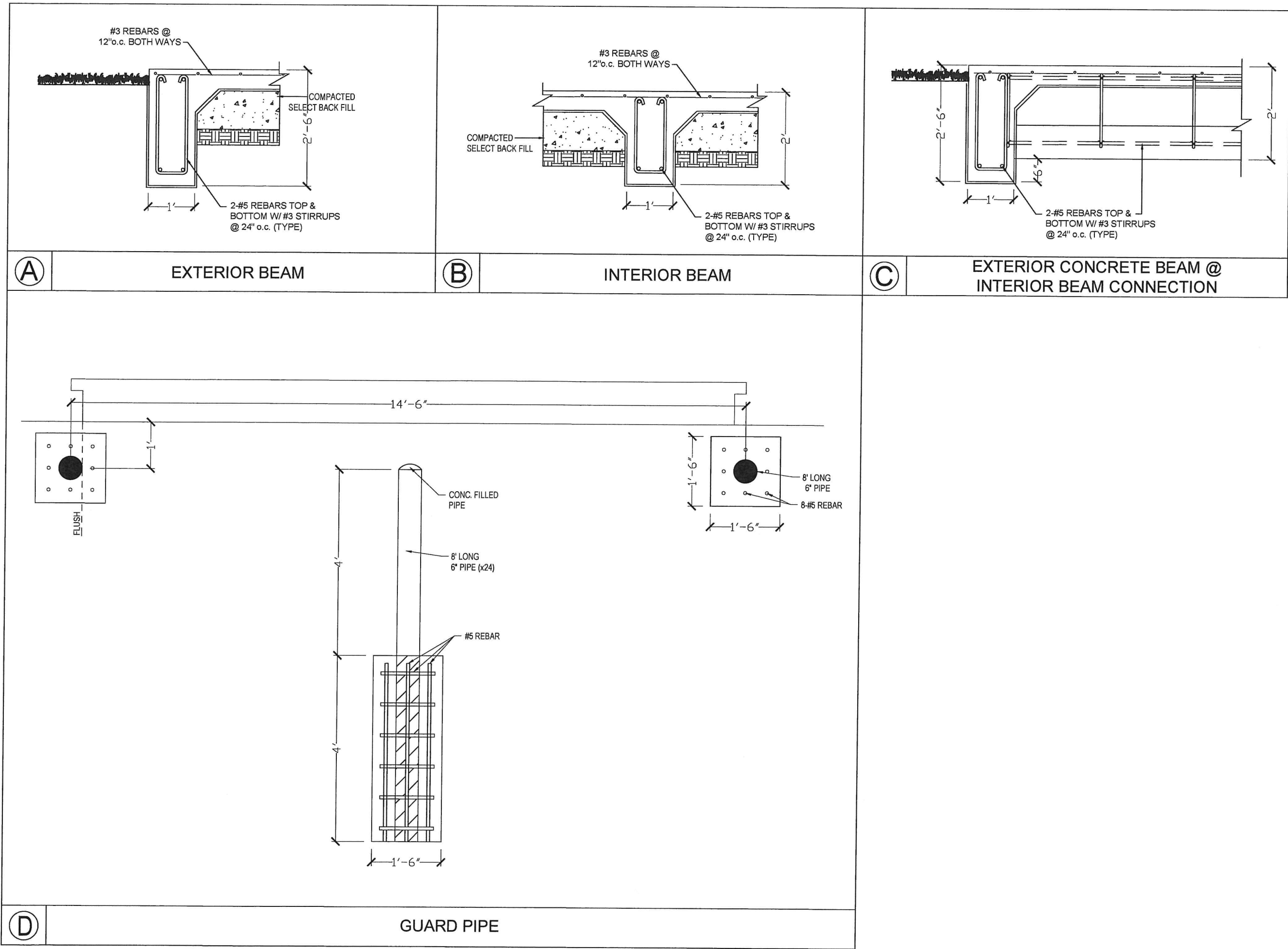
PROJECT NO.

DATE
10/03/24

SCALE
1/8" = 1'-0"

DRAWING NO.
FOUNDATION PLAN

SHEET



THE DESIGNER ASSUMES NO LIABILITY FOR ANY STRUCTURE CONSTRUCTED FROM THIS PLAN. IT IS THE RESPONSIBILITY OF THE PURCHASER, CONTRACTOR, OR OTHER PARTY TO VERIFY THE ACCURACY OF THE INFORMATION AND TO OBTAIN ALL NECESSARY PERMITS AND APPROVALS BEFORE ACTUAL CONSTRUCTION COMMENCES.

1- BUILDER OR CONTRACTOR MUST VERIFY CONSTRUCTION PRIOR TO PROCEEDING WITH COMPLIANCE WITH ALL LOCAL BUILDING DEPARTMENT REQUIREMENTS AND STRUCTURE IS TO BE CONSTRUCTED AND LOCATED.

2- BUILDER OR CONTRACTOR MUST VERIFY COMPLIANCE WITH ALL LOCAL BUILDING DEPARTMENT REQUIREMENTS AND STRUCTURE IS TO BE CONSTRUCTED AND LOCATED.

3- PLANS INDICATE LOCATIONS ONLY. INCORPORATED TO ACTUAL SITE CONDITIONS.

REV	BY	DATE	DESCRIPTION

MANUAL COMP

LONGORIA & SON'S WELDING, INC.

Steel Erection and Fabrication
 5055 Main St. E.
 P.O. Box 982 • Mercedes, Texas 78570
 Email: longoria_sons_welding@yahoo.com

•Metal Component Sales
 •Panels •Insulation
 •Trims •Fasteners
 •Purlins

Cell: (956)343-3175 Sam
 Cell: (956)498-8583 Sam Jr.
 Cell: (956)850-5260 Amancio (Drafter)
 30 Years Business Experience

PROPOSED PROJECT:
 PROPOSED 80'x100' PALLET FACTORY
 LOT 7, BLOCK 41, CAPITALLO DISTRICT SUBDIVISION
 MERCEDES, TX 78570

CUSTOMER:
 ARTURO PALACIOS
 TIER USA CONSTRUCTION LLC

DRAWN BY:
 A. LONGORIA

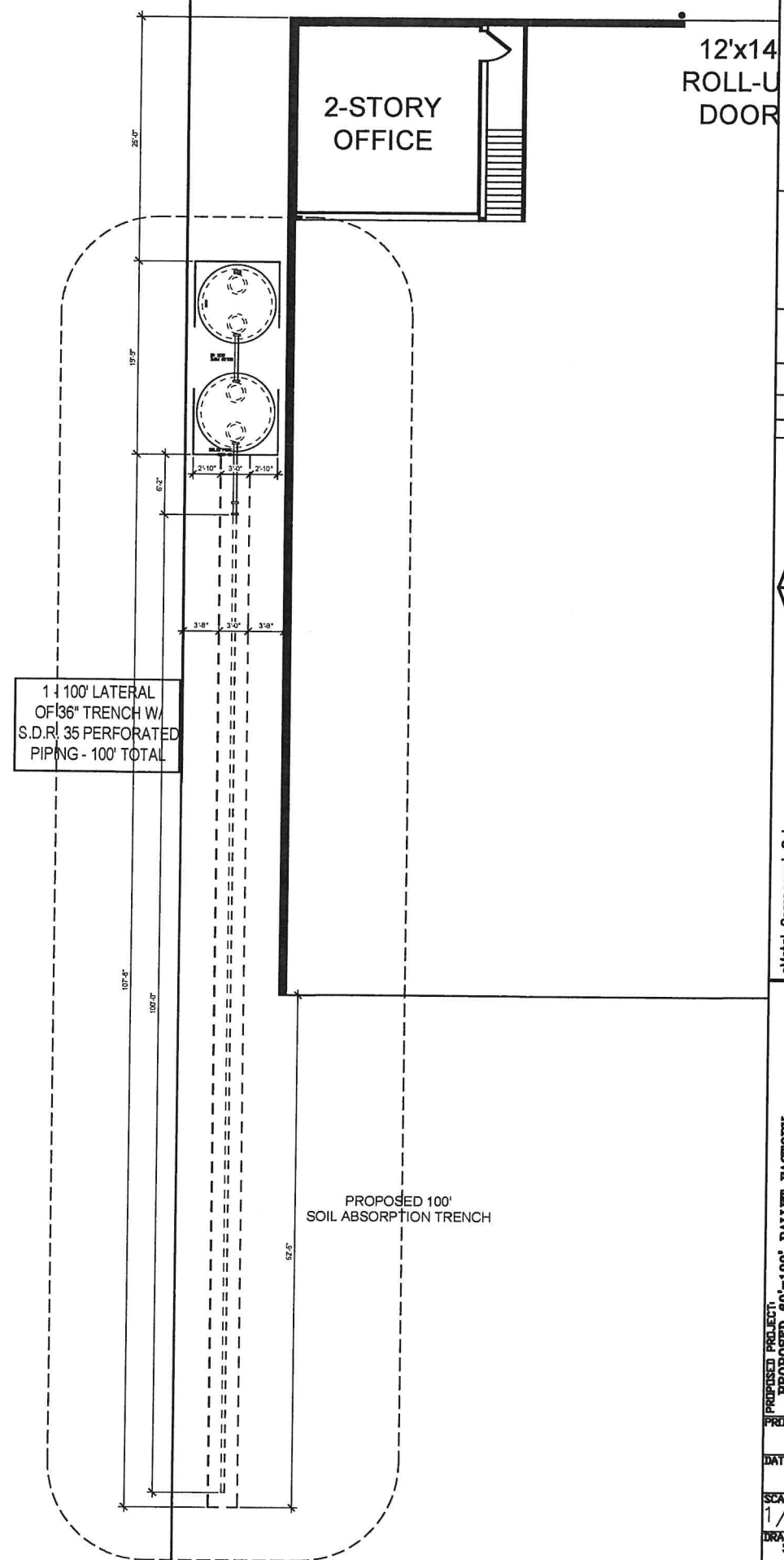
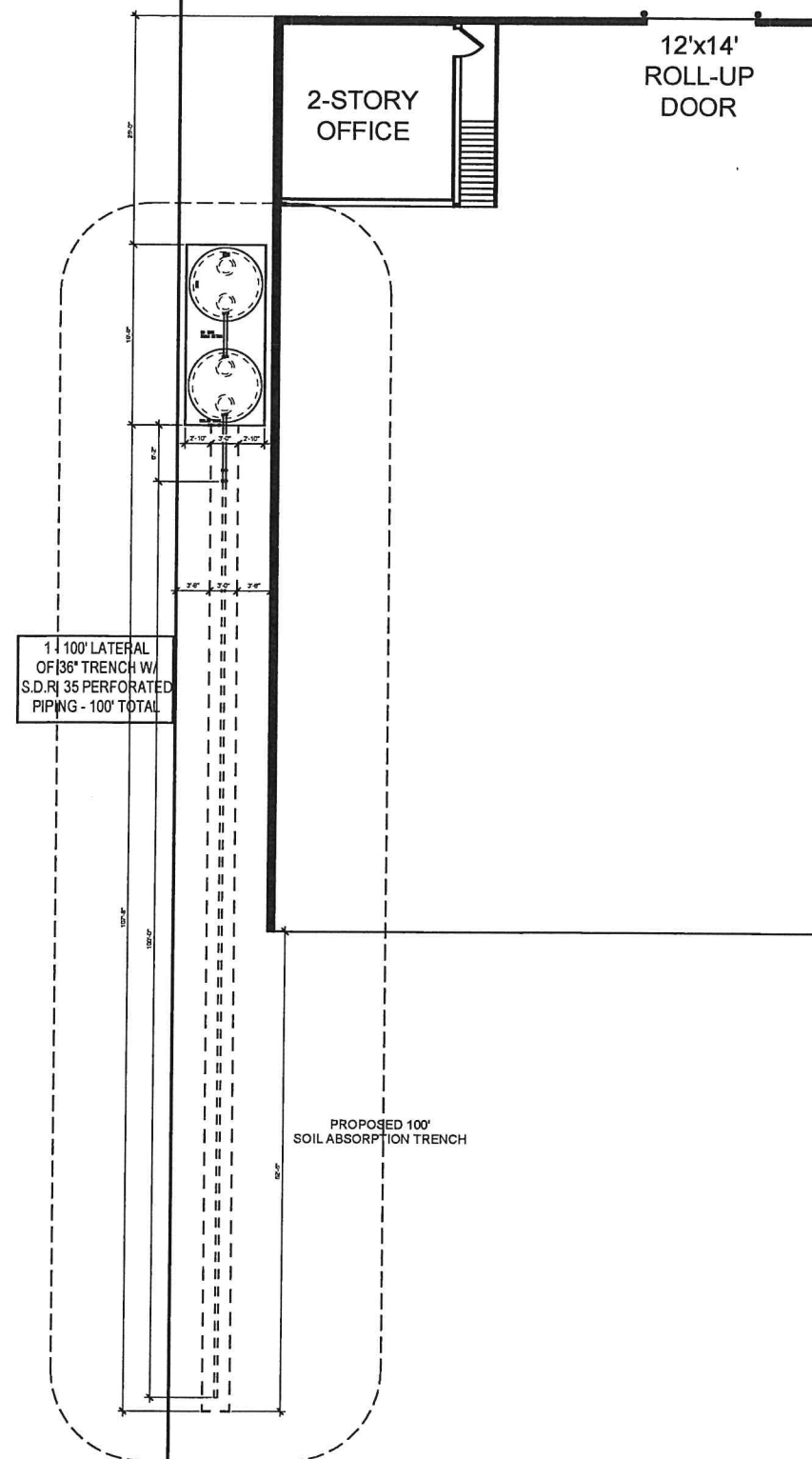
PROJECT NO.

DATE
 10/03/24

SCALE
 1/2" = 1'-0"

DRAWING NO.
 FOUNDATION
 DETAILS

SHEET



THE DESIGNER ASSUMES NO LIABILITY FOR ANY STRUCTURE CONSTRUCTED FROM THIS PLAN. IT IS THE RESPONSIBILITY OF THE PURCHASER, OF THIS PLAN, TO PERFORM THE FOLLOWING BEFORE ACTUAL CONSTRUCTION COMMENCES:

- 1- VERIFY ALL DIMENSIONS PRIOR TO PROCEEDING WITH CONSTRUCTION.
- 2- BUILDER OR CONTRACTOR MUST VERIFY COMPLIANCE WITH ALL LOCAL BUILDING CODES OF THE AREA WHERE THE STRUCTURE IS TO BE CONSTRUCTED AND LOCATED.
- 3- PLANS INDICATE LOCATIONS ONLY. ENGINEERING ASPECTS SHOULD BE INCORPORATED TO ACTUAL SITE CONDITIONS.

[illegible]

MANUAL COMP

**LONGORIA & SON'S
WELDING, INC.**

Steel Erection and Fabrication
5005 Mills 3 East
P.O. Box 982 • Mercedes, Texas 78570
Email: longoria_son_welding@yahoo.com

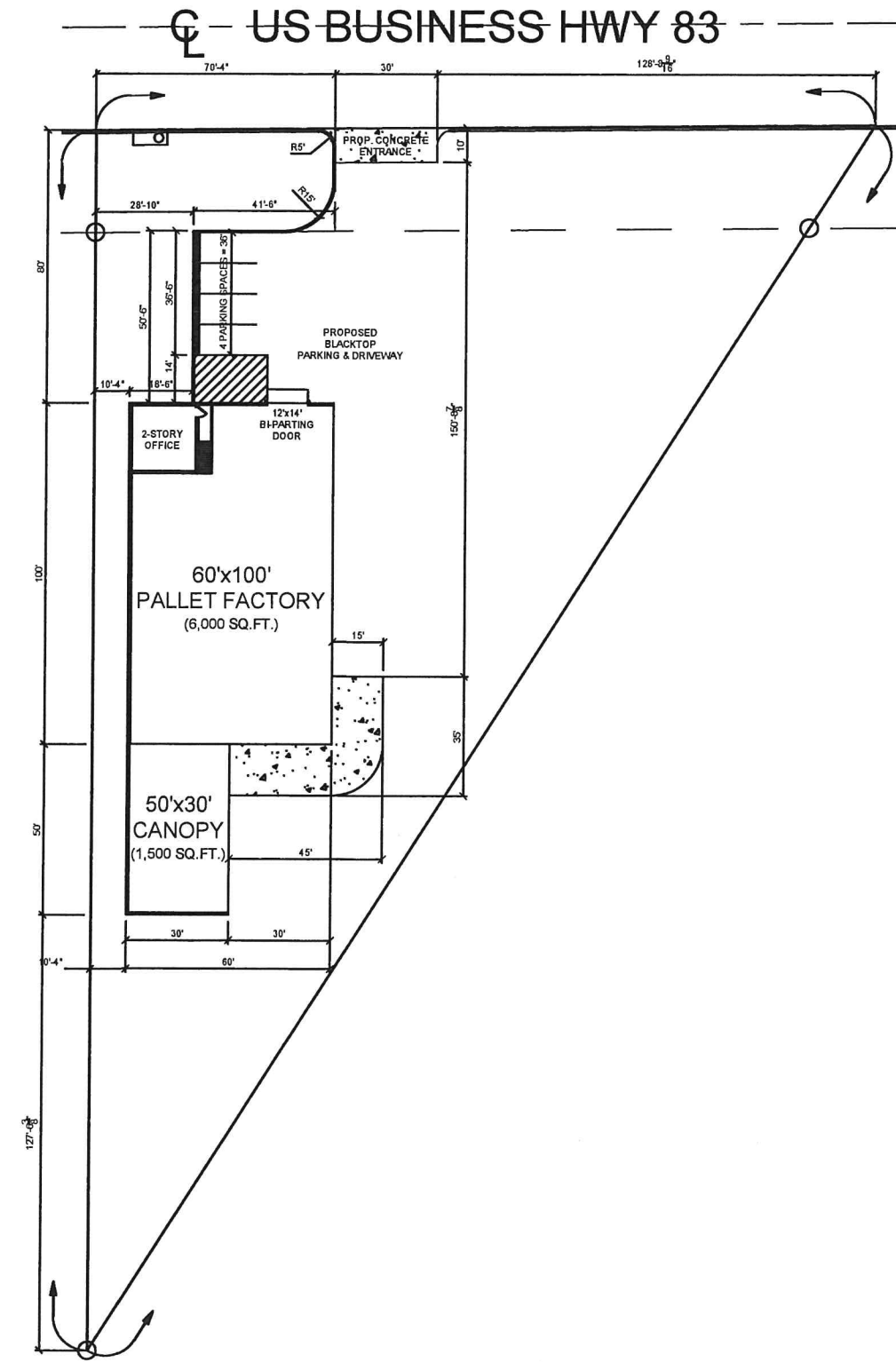
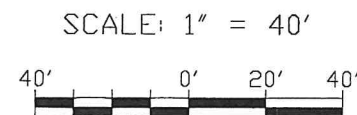
- Metal Component Sales
- Panels • Insulation
- Trims • Fasteners
- Purlins

Cell: (956) 343-3175 Sam
 Cell: (956) 489-8583 Sam Jr.
 Cell: (956) 650-5260 Amancio
 30 Years Business Experience

PROPOSED PROJECT:
PROPOSED 60"x100" PALLET FACTORY
LOT 7, BLOCK 41, CAPITALLO DISTRICT SUBDIVISION
MERCEDOS, TX 76670

CUSTOMER:
ARTURO PALACIOS
T&R USA CONSTRUCTION LLC
DEAN BY:
A. LONGORIA

PROJECT NO.	
DATE	10/03/24
SCALE	1/16" = 1'-0"
DRAWING NO.	
SEPTIC SYSTEM PLAN	
SHEET	DATE 11/14/24



THE DESIGNER ASSUMES NO LIABILITY FOR ANY STRUCTURE CONSTRUCTED FROM THIS PLAN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING, BEFORE ACTUAL CONSTRUCTION COMMENCES:

1. - BUILDER OR CONTRACTOR MUST VERIFY ALL DIMENSIONS PRIOR TO PROCEEDING WITH CONSTRUCTION.
2. - BUILDER OR CONTRACTOR MUST VERIFY COMPLIANCE WITH ALL LOCAL BUILDING CODES OF THE AREA WHERE THE STRUCTURE IS TO BE CONSTRUCTED AND LOCATED.

PLANS INDICATE LOCATIONS ONLY. ENGINEER'S SPECIFICATIONS SHOULD BE INCORPORATED TO ACTUAL SITE CONDITIONS.

[illegible]

MANUAL COMP



P.O. Box 962 • Mercedes, Texas 78570
Email: longoria_sona_welding@yahoo.com

- Metal Component Sales
- Panels •Insulation
- Trims •Fasteners
- Purlins

Cell: (956)343-3175 Sam
Cell: (956)499-6583 Sam Jr.
Cell: (956)650-5260 Amancio
30 Years Business Experience

**PROPOSED 60'x100' PALLET FACTORY
LOT 7, BLOCK 41, CAPISALLO DISTRICT SUBDIVISION
MERCEDES, TX 78570**

ARTURO PALACIOS
T&R USA CONSTRUCTION LLC
DRAWN BY:

A. LONGORIA

DATE 10/03/24

1" = 40'-0"

DRAWING NO.
SITE PLAN

33

Mercedes Baskets Full Inc.
400 W. 6th St.
Po Box 24
Mercedes, TX 78570

05/02/2024

INVOICE

City of Mercedes contribution to Mercedes Baskets Full Inc. food pantry for food distribution to the needy for Mercedes Baskets Full Inc. fiscal year October 2023 through September 2024.

Non departmental budget summary, fiscal year 2022 – 2023, Item Number 01-540-2061.

City of Mercedes contribution: \$20,000.00 (Twenty thousand dollars)

Respectfully submitted,

Ramiro Alvarado,
Mercedes Baskets Full Inc.
(956) 332-6115
ramalva4@aol.com

DATE: May 27, 2025
FROM:
ITEM: **Discussion and possible action to Approval of First Reading of Ordinance 2025-14 amending the Construction, Placement and Excavation in Right-of-Way**

BACKGROUND INFORMATION:

The proposed amendment introduces a maximum civil penalty of up to \$25,000 for any person or entity that violates the ordinance, including performing work in the ROW without an approved permit. Additionally, a daily penalty of \$1,500 will be imposed for each day unauthorized work continues after a violation notice has been issued. The amendment also includes revisions to clarify the duties of the permit holder, including the requirement to notify the Planning Department before work begins, comply with approved plans and schedules, implement proper traffic control measures, and restore the ROW to city standards upon completion of the work. These changes are intended to improve compliance, protect public infrastructure, and ensure accountability for all parties conducting work in the ROW.

BOARD REVIEW/CITIZEN FEEDBACK:**ALTERNATIVES/OPTIONS:****FISCAL IMPACT: (Total Costs)**

Proposed Expenditure/(Revenue): **Account Number(s):**
\$

Finance Review by: Not Applicable

LEGAL REVIEW: Not Applicable

ATTACHMENTS:

1. CONSTRUCTION, PLACEMENT AND EXCAVATION IN RIGHTS-OF-WAY
2. CHANGES-CONSTRUCTION, PLACEMENT AND EXCAVATION IN RIGHTS-OF-WAY

STAFF RECOMMENDATION: City staff recommend amending the existing Right-of-Way (ROW) ordinance to strengthen enforcement provisions and improve regulatory clarity.

ORDINANCE NO. 2025-12

AN ORDINANCE AMENDING ORDINANCE NO. 2020-04, ADOPTED ON APRIL 7, 2020, BY THE CITY COMMISSION OF THE CITY OF MERCEDES, TEXAS, ESTABLISHING REGULATIONS FOR CONSTRUCTIONS, PLACEMENT, AND EXCAVATION IN RIGHT-OF-WAY AND PUBLIC EASEMENTS; ADOPTING A FEE SCHEDULE FOR THE DAMAGE OF RIGHT-OF-WAY; PROVIDING PENALTIES FOR FAILURE TO COMPLY; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF.

WHEREAS, THIS ORDINANCE IS ADOPTED UNDER THE AUTHORITY OF THE CONSTITUTION AND THE LAWS OF THE STATES OF TEXAS AND IS HEREBY INCREMENTED AS PART OF THE CODE OF ORDINANCE OF THE CITY OF MERCEDES, TEXAS.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MERCEDES, COUNTY OF HIDALGO, STATE OF TEXAS, THAT: CONSTRUCTION, PLACEMENT AND EXCAVATION IN RIGHTS-OF-WAY

SECTION I. Definitions.

Alley means a minor traveled way which are used primarily for vehicular service access to the back or the side of properties otherwise abutting on a street.

Applicant means any person who seeks a permit for an excavation.

Backfill means excavation fill material meeting city-specified quality requirements or the placement thereof.

City means the City of Mercedes.

Construction standards means the City of Mercedes Standard Manual as they may be amended from time to time as approved by the city.

Contractor means any public or private person or organization, other than the city.

Emergency operations are defined as those operations and repairs necessary to prevent damage or injury to the health or safety of the public or any person and the work necessary to address a service interruption and requires written notice to the city when the contractual repair value exceeds fifty thousand dollars (\$50,000.00) or otherwise written notice to the public works department within twenty-four (24) hours to ensure compliance with this article of the code. Upgrading of facilities, new service installation and neighborhood improvement projects are not emergency operations.

Excavation means an activity that cuts, penetrates, or bores under any portion of the public way that has been improved with a paved surface for street, sidewalk, surface drainage, or related public transportation infrastructure purposes. The term includes but is not limited to, cutting, tunneling, jacking and boring, backfilling, restoring, repairing, and installing and maintaining a temporary surface in, the public way. The term does not include a transportation improvement; however, it does include excavations that are undertaken for the improvement or maintenance of publicly owned utility systems, such as water and wastewater lines and facilities. The term also does not include utility maintenance or other activities that are performed within already existing structures,

vaults, conduits, or cable ways that are located underneath street improvements, provided that any access required for the work is obtained through manholes, or other previously constructed entrances that may be utilized without cutting or penetrating any pavement or other street improvement.

Facility means any structure, device, or other thing whatsoever that may be installed or maintained in, on, within, under, over, or above a public way by an excavation.

Inspection means the inspection of an excavation by any person approved by the planning or public works director to determine compliance with this article.

New street means the paved portion of the right-of-way that has been constructed, reconstructed, or resurfaced with an asphalt overlay, hot in place recycling, full-depth reclamation, reconstruction or other structural street maintenance treatment. "New street" includes all concrete paved streets, streets constructed or structurally resurfaced during the preceding five (5) years.

Owner means a person, including the city, who is the owner or will, following the completion of the installation, become the owner of any facility that is installed or is proposed to be installed or maintained in the public way.

Permit means a permit issued under this article authorizing excavation in the right-of-way.

Permittee means any person or right-of-way user to whom a permit is issued to excavate a right-of-way.

Repair means the temporary or permanent construction work necessary to make the right-of-way useable.

Repair area means that area around an excavation where the pavement and sub-grade is impacted by an excavation.

Restoration means the process by which an excavated right-of-way and surrounding area, including pavement and foundation, is returned to the same condition, or better, than existed before the commencement of the work.

Resurfacing means any repaving, overlay, seal or reconstruction which creates a new pavement surface over the entire width of the street, excluding crack seals and localized base and pavement repairs.

Right-of-way or public right-of-way means the surface of, and the space above and below, any street, road, highway, freeway, lane, path, drainage way, channel, fee interest, public way or place, sidewalk, alley, boulevard, parkway, drive, or other easement now or hereafter held by the city or over which the city exercises any rights of management or control and shall include but not be limited to all easements now held, or hereafter held, by the city but shall specifically exclude private property.

Right-of-way (ROW) user means a person, its successors and assigns, that uses the right-of-way for purposes of work, excavation, provision of services, or to install, construct, maintain, repair facilities thereon, including, but not limited to, landowners and service providers.

Service means a commodity provided to a person by means of a delivery system that is comprised of facilities located or to be located in the right-of-way, including, but not limited to, gas, telephone, cable television, internet services, open video systems, alarm systems, steam, electric, water, telegraph, data transmission, petroleum pipelines, or sanitary sewage.

Street and sidewalk damage fee means the fee established by this article in addition to any other fee required by this code, and is in addition to a special backfill, compaction and pavement

replacement or other requirement imposed by this code or by the public works department as a condition of a permit.

Traffic-control device means a traffic sign, signal, cones, drums or barricades or markings that is placed and maintained in accordance with state law and this code.

Utility shall mean any privately or publicly owned entity which uses public rights-of-way to furnish to the public any general public service, including, without limitation, wastewater, gas, electricity, water, telephone, petroleum products, telegraph, heat, steam or chilled water, together with the equipment, structures, and appurtenances belonging to such entity and located within and near the right-of-way or easement.

(Ordinance 2020-04, sec. I, adopted 4/7/20)

SECTION II. RESPONSIBILITIES.

- (a) No person or entity shall commence any excavation, construction, or related work within the public right-of-way without first obtaining a permit from the Planning Department; failure to secure such permit prior to beginning work shall subject the responsible party to penalties as prescribed by this ordinance.
- (b) Any owner operating or hereafter installing and operating any utility within the right-of-way of any street or easement in the city, or any owner or contractor doing any repair in any street right-of-way shall do it in accordance with the terms and conditions of this article.
- (c) In the event of the abandonment, widening, repair, installation, construction, or reconstruction by or for the city, the county and/or the state department of transportation of any road, bridge, culvert, traffic signal, street light, water distribution system, sewage collection system, storm drain system, or any other city facility within a street right-of-way, the owner of any utility shall move, relocate, or renew such facility, upon request of the city, when necessary for public safety and welfare and when a suitable site is available, all at the cost and expense of the owner of such utility. The city will give as much advance notice to the affected utilities as possible to facilitate their planning.
- (d) Permit holder shall be responsible for maintaining the excavation site in a reasonably clean and litter-free condition. Any debris found at the excavation site, regardless of the source, must be removed immediately at no cost to the city. Gutters shall not be obstructed and storm drain inlets must be protected.
- (e) Permit holder or ROW user shall be responsible for any damage caused to the pavement by the operation of any equipment and shall repair such damages.
- (f) The permit holder or ROW user shall be fully responsible for safeguarding persons and property from damage or injury
- (g) A permit holder or ROW user is responsible for maintenance of all excavated areas. A permit holder or ROW user guarantees its work and shall maintain it for the remaining life of the street as defined in this article.
- (h) The permit holder, utility, or ROW user shall make the work site accessible to the city, and others as authorized by law, for inspection at all reasonable times during performance of the work.

(Ordinance 2020-04, sec. II, adopted 4/7/20)

SECTION III. APPLICATION.

(a) Prohibited activities.

- (1) It shall be unlawful for any person to excavate or cause an excavation within the city-owned right-of-way or easement unless the person is a permittee to whom a permit has been issued for the excavations pursuant to this article.
- (2) It shall be unlawful for a permittee to excavate or cause an excavation within the city-owned right-of-way or easement in violation of any term of a permit issued pursuant to this article.
- (3) It shall be unlawful for any permittee to fail to exhibit a permit upon request by a city employee, or designee.
- (4) It shall be unlawful for any permittee to fail to restore the public right-of-way or easement following excavation as required by this article.

(b) A permit for any excavation shall be obtained by the owner of the facility. If the owner of a facility will not be making the excavation with its own personnel, then the contractor retained to perform the work shall join with the owner as an applicant in obtaining the permit. Where two (2) or more related excavations are being performed as part of the same project, the application and permit may cover the related work, consistent with the regulations issued under this article.

(c) Applications for permits shall be in the form prescribed by the planning or public works director. Each application shall be submitted to the planning department, shall be signed by each applicant and shall include the following:

- (1) The name, assumed name, or business name, business type (corporation, partnership, individual/sole proprietor or other) of each applicant;
- (2) Each applicant's mailing address (and street address if different), telephone number, facsimile number, and e-mail address;
- (3) The location (including key map number), depth, length, and width of each excavation to be made in each block and/or intersection, which may alternatively be set forth on the provided drawings and specifications;
- (4) The purpose of the excavation, including a description of the facilities to be installed, maintained, and/or repaired;
- (5) The method of excavation;
- (6) The proposed excavation start date and duration;
- (7) A statement that each person executing the application is fully authorized to act on behalf of and bind his principal in executing and filing the application;
- (8) A statement that each applicant accepts and obligates itself to the following release and indemnification provisions:

RELEASE

PERMITTEE AGREES TO AND SHALL RELEASE THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE "CITY") FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCES UNDER THE PERMIT, EVEN IF THE INJURY, DEATH, DAMAGE, OR LOSS IS CAUSED BY THE CITY'S ACTUAL OR ALLEGED JOINT OR CONCURRENT NEGLIGENCE AND/OR THE CITY'S STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY.

INDEMNIFICATION

PERMITTEE AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE "CITY") HARMLESS FOR ALL CLAIMS, CAUSES OF ACTION, LIABILITIES, FINES, AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEYS' FEES, COURT COSTS, AND ALL OTHER DEFENSE COSTS AND INTEREST) FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS PERMIT, INCLUDING, WITHOUT LIMITATION, THOSE CAUSED BY:

- i. PERMITTEE'S AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', DIRECTORS', PRINCIPALS', OR SUBCONTRACTORS OF PERMITTEES' ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS;
- ii. THE CITY'S AND PERMITTEE'S ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER PERMITTEE IS IMMUNE FROM LIABILITY OR NOT; AND
- iii. THE CITY'S AND PERMITTEE'S ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER PERMITTEE IS IMMUNE FROM LIABILITY OR NOT. PERMITTEE SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY HARMLESS DURING THE TERM OF THE PERMIT AND FOR FOUR YEARS AFTER THE PERMIT TERMINATES. WHERE APPLICABLE, THE PROVISIONS OF SECTION 283.057 OF THE TEXAS LOCAL GOVERNMENT CODE SHALL CONTROL IN LIEU OF THE FOREGOING; ADDITIONALLY, TO THE EXTENT THAT THE FROM THE CITY, THE RELEASE AND INDEMNIFICATION PROVISIONS OF THE FRANCHISE SHALL CONTROL IN LIEU OF THE FOREGOING;

- (9) The name of the owner of the facility.
- (10) The twenty-four-hour telephone number at which each applicant's representative who will respond to emergencies may be contacted;
- (11) The name, mailing address, telephone number, facsimile number, and e-mail address of a person who is authorized to receive all notices authorized to be given by the city under this article to each applicant;

- (12) Confirmation that all materials necessary for construction will be on hand and ready for use so as not to delay the excavation;
 - (13) A transmittal number issued by the Texas One-Call Notification Center (811) evidencing that the applicant has complied with the Texas Underground Facility Damage Prevention and Safety Act, or an assurance that the transmittal number will be provided to the director before the excavation commences;
 - (14) Evidence of insurance;
 - (15) Drawings and specifications;
 - (16) The work warranty as required by this article;
 - (17) The nonrefundable application fee established pursuant to this article;
 - (18) The nonrefundable street damage fee established pursuant to this article if applicable.
- (d) An application for a permit for an excavation performed due to an emergency shall, in addition to the items required above, also include a written statement:
- (1) Explaining the basis for the emergency actions;
 - (2) Describing the excavation being performed;
 - (3) Describing any work remaining to be performed in the public right-of-way; and
 - (4) Stating the time and date when the emergency occurred.
- (e) Permits will be issued or denied within ten (10) days of application. Unless granted for a longer period, an excavation permit shall be valid for thirty (30) days and for the dates specified in the permit. The applicant may request the permit be valid for such longer period as may be necessary in the circumstances, in advance, as part of the application. The city may approve or deny the application for such extended permit period. No permittee may commence work before the permit start date or, except as provided herein, may continue working after the end date. If a permittee does not complete the work by the permit end date, the permittee must apply for and may receive a new right-of-way permit or a permit extension for additional time. This supplementary application must be submitted to the city prior to the permit end date.
- (f) An expedited permit may be requested and shall be issued within two (2) days of application upon a showing of good cause.
- (g) At the time the permit is issued, the applicant shall pay the nonrefundable fees required, pursuant to this article.
- (h) A permit issued under this article is personal to the permittee and may not be transferred to another person or used by any other person to perform the excavation authorized in the permit.
- (i) If a person performing construction fails to perform said construction in accordance with the conditions of the permit or the requirements of this article or existing ordinances of the city, the permit may be suspended and work stopped until such time as the person performing the work gives assurance to the city of his ability and intention to complete the work in accordance with the conditions of the permit and this article and the other ordinances of the city. Any stop work notice shall be delivered in writing to the representative of the person,

firm, or corporation performing the work and shall state the reasons for such notice.

- (j) For good cause not relating to any fault of the permittee in diligently prosecuting the excavation, the director may extend the number of days allowed in the permit for completion of the excavation. To obtain an extension, the permittee shall submit an application consequently, including the nonrefundable application fee established pursuant to this article and indicating the number of additional days needed for final completion. Extensions of time granted under this subsection shall be noted on the records regarding the permit.
 - (k) Newly constructed or reconstructed streets.
 - (1) Except as provided in subsection (2) below, no permit shall be issued for an excavation in any public street that has been constructed, reconstructed, repaved, or resurfaced in the preceding period of 5 years, as measured from the date of acceptance by the city. Owners shall determine alternative methods of making necessary repairs and facility installations to avoid excavations that are subject to this section.
 - (2) The public works director or designee, for good cause, shall grant a variance to an applicant for repair of existing utilities, to respond to emergencies, or to afford an owner the means to provide service to buildings that the owner has no other reasonable means of serving in the determination of the director. Variances shall be granted subject to special conditions that the director or designee determines to be appropriate to the requirements, additional soil compaction test reports, or any other requirements needed to restore the integrity of the public way to “as new” condition. In addition to the information provided on the application, applicant shall provide the following with respect to that part of the public way subject to this provision:
 - (A) Reason why the excavation was not performed before or when public way was paved;
 - (B) Reason why the excavation cannot be delayed until after the five-year period expires; and
 - (C) Reason why the excavation cannot be performed at another location or the owner’s need cannot be accomplished by a method that does not require excavation.
 - (3) Bona fide emergency utility repairs may be made as required.
 - (l) No permit shall be issued to any person who is in default or breach of any obligation to the city under this article on a prior permit or on a warranty obligation.
 - (m) Each violation of this article shall be punishable by a fine in accordance with the general penalty provided in section 1.01.009 of this code. Each day during which a violation continues shall be deemed a separate violation of this article.
- (Ordinance 2020-04, sec. III, adopted 4/7/20; Ordinance adopting 2022 Code)

SECTION IV. FEES.

- (a) Fee schedules. Fees shall be in the amount provided in the fee schedule in appendix A of this code.
- (b) The city may waive the permit fee for all work performed by a governmental agency, whether this work is performed by the employees of the governmental agency or by a private firm or

corporation under contract with the governmental agency. However, such governmental agency or private firm or corporation under contract therewith shall not be relieved of the responsibility for obtaining a permit for work covered in this article.
(Ordinance 2020-04, sec. IV, adopted 4/7/20; Ordinance adopting 2022 Code)

SECTION V. SITE REQUIREMENTS PRE-CONSTRUCTION.

- (a) As per state law, the permittee is required to contact 811 two business days (excluding weekends and holidays) before digging.
- (b) The width of a trench cut shall be kept to the minimum width necessary to install and properly tamp around the pipe or any new installation. If rock or adverse soil conditions are encountered and shoring is required, then the trench cut shall be of sufficient additional width to provide for the protection of the workers and proper installation of the pipe or other structure.
- (c) All drain, water, sewer, or gas pipes shall be installed in any street, sidewalk, or easements of the city and/or TxDOT so that the pipe will be buried for a depth compliant with TxDOT and city standards. Exceptions may be made where required by unusual conditions on a case-by-case basis by a city designee.
- (d) Each excavation shall be performed so it does not obstruct emergency access to any fire hydrant or public water supply valve.

(Ordinance 2020-04, sec. V, adopted 4/7/20)

SECTION VI. SITE REQUIREMENTS DURING CONSTRUCTION AND PRIOR TO FULL RESTORATION.

- (a) The right-of-way user shall be responsible for stormwater management, erosion control and excavation safety measures that comply with city, state and federal guidelines. Requirements shall include, but not be limited to, construction fencing around any excavation that will be left overnight, silt fencing in erosion areas until reasonable vegetation is established, barricade fencing around open holes, and high erosion areas will require wire-backed silt fencing. Upon request of the department of public works, the user might be required to furnish documentation submitted or received from state or federal agencies.
- (b) The right-of-way user shall ensure that the work is conducted and site maintained to minimize blowing dust. At any time dust leaves the jobsite so that it is a nuisance, the work will stop until measures can be taken to eliminate the dust.
- (c) In the event of noncompliance with the state department of transportation, the right-of-way user shall be notified of the violation. In the event of continued noncompliance, the city may revoke the permit. The contractor will be responsible for the safe movement of traffic, both pedestrian and vehicular, through the construction area.
- (d) The permittee shall make the work site accessible to the city, and others authorized by city staff, for inspection at all reasonable times during performance of the work.
- (e) Open trenches may be temporarily backfilled for the convenience of the permittee or the public safety. Traffic-bearing plates can be used temporarily in conformance with city requirements. At least one hour prior to beginning permanent backfill operations, the

permittee shall notify the city of the time the backfill will begin.

- (f) A permittee who, in connection with an excavation, damages another owner's facility shall immediately notify the director and, to the extent that the owner's identity is reasonably determinable, the owner of the damaged facility.

(Ordinance 2020-04, sec. VI, adopted 4/7/20)

SECTION VII. RESTORATION REQUIREMENTS.

- (a) The work to be done pursuant to the permit and any repair and/or subsequent restoration of the right-of-way must be completed within the dates specified in the permit.
- (b) All earth, materials, sidewalk, pavement, utilities, conduits, crossing, irrigation, landscaping, monuments, manhole covers, valve covers, meter box lids or improvements of any kind, which are owned or possessed by the city, and damaged, disturbed, or removed by a permittee shall be fully repaired promptly by the permittee, at its sole expense, to the reasonable satisfaction of the public works director or designee.
- (c) Before back-filling of any cuts in streets or street rights-of-way, the utility contractor shall request an inspection by the city.
- (d) All back-fill material will be free from cinders, ashes, refuse, vegetable or organic matter, boulders, rocks or stones, wet material, or other materials which renders same unsuitable to obtain a firm and compact cover for the installed pipe.
- (e) Prior to completing the back-filling operation in all streets in the city, pavement shall be cut twelve (12) inches on each side of the trench and a depth of twelve (12) inches. If the cut is to be repaired by the city, then a temporary patch of either six inches of compacted crusher run stone or a combination of three inches of crusher run stone and three inches of compacted cold mix may be used. Back-fill shall be brought up flush with the sub-base of the street or sidewalk.
- (f) The city may require testing of materials used in construction in or near the right-of-way to determine conformance to required specifications, including, but not limited to, compaction tests on backfill materials, sub-grade, aggregate base course, Portland concrete (rigid pavement), asphaltic concrete (flexible pavement) and other construction materials as deemed necessary by the public works department.
- (g) In the event the permittee fails to restore the right-of-way in the manner and to the condition required herein, or also fails to satisfactorily and/or timely complete all restoration, the city may, at its option, serve written notice upon the permittee that, unless within five (5) days after serving of that notice a satisfactory arrangement can be made for the proper restoration of the right-of-way, the city might take over the work and prosecute same to completion, by contract or otherwise, at the sole expense of the permittee, and [the permittee and] its surety shall be liable to the city for any and all cost incurred by the city by reason of such prosecution and completion. Nothing contained herein shall limit any other remedies available to the city.

(Ordinance 2020-04, sec. VII, adopted 4/7/20)

SECTION VIII. WARRANTY.

All work completed by the permittee shall be guaranteed and warranted for a term of no less than

twenty-four (24) months from the date the work was completed. This does not prohibit the city from pursuing repairs after this date if it believes there were latent defects in the work completed under this permit. Whenever within the two-year period any portion of the pavement or surface of any public way excavated under such a warranty is, in the determination of the public works director or designee, in need of repairs, by reason of any defect in workmanship or materials, the director shall serve upon the permittee a written notice stating the repairs necessary and requiring the repairs to be made within five (5) days after service of the notice. If the repairs are not timely made, the director shall at once make or cause for the repairs to be made at the expense of the permittee. The expenses, including any related administrative expenses, shall be charged to the permittee, and the permittee is hereby required to pay the cost within thirty (30) days following receipt of notification. Disputes over costs assessed shall be subject to a hearing process. (Ordinance 2020-04, sec. VIII, adopted 4/7/20)

SECTION IX. RESTORATION BY THE CITY.

For those contractors and utilities that do not perform their own pavement cut restorations, the city will offer completion of the restoration and measurement of the dimensions of the cut by the public works department. The cost shall be invoiced by the city to the person performing the cut accordingly. The maximum area of sidewalk or pavement to be restored by city maintenance crews is seventy-five (75) square feet. Restoration exceeding this limit will be the permittee's responsibility in accordance with the requirements established in this article. (Ordinance 2020-04, sec. IX, adopted 4/7/20)

SECTION X. PENALTIES.

Any person or entity found to have violated this ordinance by commencing work within the public right-of-way without first obtaining the required permit shall be subject to a civil penalty of up to \$25,000. Each day that work continues without a permit shall constitute a separate violation of \$1,500 per day. In addition to monetary penalties, the City may issue a stop work order, require restoration of the affected area, and suspend or revoke the violator's eligibility for future permits.

2. SEVERABILITY PROVISION

By the adoption of this ordinance, should there be any word, sentence, phrase, and/or expression that may be deemed by a court of competent jurisdiction to be invalid, or legally deleted from the content of his ordinance, it is declared that the remaining portion or portions of this ordinance shall remain fully enabled, active and in full force.

3. CUMULATIVE PROVISION

Should there be any existing ordinance, regulation, policy, and/or guideline that may be in conflict with the established regulations of this zoning ordinance, whether in whole or in part, the terms of this ordinance shall be controlling and override any such existing conflict.

4. PUBLICATION DATE

Once adopted, the City secretary shall as soon as practicable, forward the caption of this coning ordinance to be published in a newspaper of local circulation.

**READ, DISCUSSED, AND APPROVED ON THIS THE 27th DAY OF MAY,
IN THE YEAR OF OUR LORD, 2025.**

1st Reading: MAY 27, 2025

2nd Reading: JUNE 03, 2025

CITY OF MERCEDES:

Oscar D. Montoya, Mayor

ATTEST:

Joselynn Castillo
City Secretary

APPROVED AS TO FORM:

Martie Garcia Vela
City Attorney

ORDINANCE NO. 2025-12

AN ORDINANCE AMENDING ORDINANCE NO. 2020-04, ADOPTED ON APRIL 7, 2020, BY THE CITY COMMISSION OF THE CITY OF MERCEDES, TEXAS, ESTABLISHING REGULATIONS FOR CONSTRUCTIONS, PLACEMENT, AND EXCAVATION IN RIGHT-OF-WAY AND PUBLIC EASEMENTS; ADOPTING A FEE SCHEDULE FOR THE DAMAGE OF RIGHT-OF-WAY; PROVIDING PENALTIES FOR FAILURE TO COMPLY; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF.

WHEREAS, THIS ORDINANCE IS ADOPTED UNDER THE AUTHORITY OF THE CONSTITUTION AND THE LAWS OF THE STATES OF TEXAS AND IS HEREBY INCREMENTED AS PART OF THE CODE OF ORDINANCE OF THE CITY OF MERCEDES, TEXAS.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MERCEDES, COUNTY OF HIDALGO, STATE OF TEXAS, THAT: CONSTRUCTION, PLACEMENT AND EXCAVATION IN RIGHTS-OF-WAY

SECTION I. Definitions.

Alley means a minor traveled way which are used primarily for vehicular service access to the back or the side of properties otherwise abutting on a street.

Applicant means any person who seeks a permit for an excavation.

Backfill means excavation fill material meeting city-specified quality requirements or the placement thereof.

City means the City of Mercedes.

Construction standards means the City of Mercedes Standard Manual as they may be amended from time to time as approved by the city.

Contractor means any public or private person or organization, other than the city.

Emergency operations are defined as those operations and repairs necessary to prevent damage or injury to the health or safety of the public or any person and the work necessary to address a service interruption and requires written notice to the city when the contractual repair value exceeds fifty thousand dollars (\$50,000.00) or otherwise written notice to the public works department within twenty-four (24) hours to ensure compliance with this article of the code. Upgrading of facilities, new service installation and neighborhood improvement projects are not emergency operations.

Excavation means an activity that cuts, penetrates, or bores under any portion of the public way that has been improved with a paved surface for street, sidewalk, surface drainage, or related public transportation infrastructure purposes. The term includes but is not limited to, cutting, tunneling, jacking and boring, backfilling, restoring, repairing, and installing and maintaining a temporary surface in, the public way. The term does not include a transportation improvement; however, it does include excavations that are undertaken for the improvement or maintenance of publicly owned utility systems, such as water and wastewater lines and facilities. The term also does not include utility maintenance or other activities that are performed within already existing structures,

vaults, conduits, or cable ways that are located underneath street improvements, provided that any access required for the work is obtained through manholes, or other previously constructed entrances that may be utilized without cutting or penetrating any pavement or other street improvement.

Facility means any structure, device, or other thing whatsoever that may be installed or maintained in, on, within, under, over, or above a public way by an excavation.

Inspection means the inspection of an excavation by any person approved by the planning or public works director to determine compliance with this article.

New street means the paved portion of the right-of-way that has been constructed, reconstructed, or resurfaced with an asphalt overlay, hot in place recycling, full-depth reclamation, reconstruction or other structural street maintenance treatment. "New street" includes all concrete paved streets, streets constructed or structurally resurfaced during the preceding five (5) years.

Owner means a person, including the city, who is the owner or will, following the completion of the installation, become the owner of any facility that is installed or is proposed to be installed or maintained in the public way.

Permit means a permit issued under this article authorizing excavation in the right-of-way.

Permittee means any person or right-of-way user to whom a permit is issued to excavate a right-of-way.

Repair means the temporary or permanent construction work necessary to make the right-of-way useable.

Repair area means that area around an excavation where the pavement and sub-grade is impacted by an excavation.

Restoration means the process by which an excavated right-of-way and surrounding area, including pavement and foundation, is returned to the same condition, or better, than existed before the commencement of the work.

Resurfacing means any repaving, overlay, seal or reconstruction which creates a new pavement surface over the entire width of the street, excluding crack seals and localized base and pavement repairs.

Right-of-way or public right-of-way means the surface of, and the space above and below, any street, road, highway, freeway, lane, path, drainage way, channel, fee interest, public way or place, sidewalk, alley, boulevard, parkway, drive, or other easement now or hereafter held by the city or over which the city exercises any rights of management or control and shall include but not be limited to all easements now held, or hereafter held, by the city but shall specifically exclude private property.

Right-of-way (ROW) user means a person, its successors and assigns, that uses the right-of-way for purposes of work, excavation, provision of services, or to install, construct, maintain, repair facilities thereon, including, but not limited to, landowners and service providers.

Service means a commodity provided to a person by means of a delivery system that is comprised of facilities located or to be located in the right-of-way, including, but not limited to, gas, telephone, cable television, internet services, open video systems, alarm systems, steam, electric, water, telegraph, data transmission, petroleum pipelines, or sanitary sewage.

Street and sidewalk damage fee means the fee established by this article in addition to any other fee required by this code, and is in addition to a special backfill, compaction and pavement

replacement or other requirement imposed by this code or by the public works department as a condition of a permit.

Traffic-control device means a traffic sign, signal, cones, drums or barricades or markings that is placed and maintained in accordance with state law and this code.

Utility shall mean any privately or publicly owned entity which uses public rights-of-way to furnish to the public any general public service, including, without limitation, wastewater, gas, electricity, water, telephone, petroleum products, telegraph, heat, steam or chilled water, together with the equipment, structures, and appurtenances belonging to such entity and located within and near the right-of-way or easement.

(Ordinance 2020-04, sec. I, adopted 4/7/20)

SECTION II. RESPONSIBILITIES.

- (a) No person or entity shall commence any excavation, construction, or related work within the public right-of-way without first obtaining a permit from the Planning Department; failure to secure such permit prior to beginning work shall subject the responsible party to penalties as prescribed by this ordinance.
- (b) Any owner operating or hereafter installing and operating any utility within the right-of-way of any street or easement in the city, or any owner or contractor doing any repair in any street right-of-way shall do it in accordance with the terms and conditions of this article.
- (c) In the event of the abandonment, widening, repair, installation, construction, or reconstruction by or for the city, the county and/or the state department of transportation of any road, bridge, culvert, traffic signal, street light, water distribution system, sewage collection system, storm drain system, or any other city facility within a street right-of-way, the owner of any utility shall move, relocate, or renew such facility, upon request of the city, when necessary for public safety and welfare and when a suitable site is available, all at the cost and expense of the owner of such utility. The city will give as much advance notice to the affected utilities as possible to facilitate their planning.
- (d) Permit holder shall be responsible for maintaining the excavation site in a reasonably clean and litter-free condition. Any debris found at the excavation site, regardless of the source, must be removed immediately at no cost to the city. Gutters shall not be obstructed and storm drain inlets must be protected.
- (e) Permit holder or ROW user shall be responsible for any damage caused to the pavement by the operation of any equipment and shall repair such damages.
- (f) The permit holder or ROW user shall be fully responsible for safeguarding persons and property from damage or injury
- (g) A permit holder or ROW user is responsible for maintenance of all excavated areas. A permit holder or ROW user guarantees its work and shall maintain it for the remaining life of the street as defined in this article.
- (h) The permit holder, utility, or ROW user shall make the work site accessible to the city, and others as authorized by law, for inspection at all reasonable times during performance of the work.

(Ordinance 2020-04, sec. II, adopted 4/7/20)

SECTION III. APPLICATION.

(a) Prohibited activities.

- (1) It shall be unlawful for any person to excavate or cause an excavation within the city-owned right-of-way or easement unless the person is a permittee to whom a permit has been issued for the excavations pursuant to this article.
- (2) It shall be unlawful for a permittee to excavate or cause an excavation within the city-owned right-of-way or easement in violation of any term of a permit issued pursuant to this article.
- (3) It shall be unlawful for any permittee to fail to exhibit a permit upon request by a city employee, or designee.
- (4) It shall be unlawful for any permittee to fail to restore the public right-of-way or easement following excavation as required by this article.

(b) A permit for any excavation shall be obtained by the owner of the facility. If the owner of a facility will not be making the excavation with its own personnel, then the contractor retained to perform the work shall join with the owner as an applicant in obtaining the permit. Where two (2) or more related excavations are being performed as part of the same project, the application and permit may cover the related work, consistent with the regulations issued under this article.

(c) Applications for permits shall be in the form prescribed by the planning or public works director. Each application shall be submitted to the planning department, shall be signed by each applicant and shall include the following:

- (1) The name, assumed name, or business name, business type (corporation, partnership, individual/sole proprietor or other) of each applicant;
- (2) Each applicant's mailing address (and street address if different), telephone number, facsimile number, and e-mail address;
- (3) The location (including key map number), depth, length, and width of each excavation to be made in each block and/or intersection, which may alternatively be set forth on the provided drawings and specifications;
- (4) The purpose of the excavation, including a description of the facilities to be installed, maintained, and/or repaired;
- (5) The method of excavation;
- (6) The proposed excavation start date and duration;
- (7) A statement that each person executing the application is fully authorized to act on behalf of and bind his principal in executing and filing the application;
- (8) A statement that each applicant accepts and obligates itself to the following release and indemnification provisions:

RELEASE

PERMITTEE AGREES TO AND SHALL RELEASE THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE "CITY") FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCES UNDER THE PERMIT, EVEN IF THE INJURY, DEATH, DAMAGE, OR LOSS IS CAUSED BY THE CITY'S ACTUAL OR ALLEGED JOINT OR CONCURRENT NEGLIGENCE AND/OR THE CITY'S STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY.

INDEMNIFICATION

PERMITTEE AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE "CITY") HARMLESS FOR ALL CLAIMS, CAUSES OF ACTION, LIABILITIES, FINES, AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEYS' FEES, COURT COSTS, AND ALL OTHER DEFENSE COSTS AND INTEREST) FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS PERMIT, INCLUDING, WITHOUT LIMITATION, THOSE CAUSED BY:

- i. PERMITTEE'S AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', DIRECTORS', PRINCIPALS', OR SUBCONTRACTORS OF PERMITTEES' ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS;
- ii. THE CITY'S AND PERMITTEE'S ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER PERMITTEE IS IMMUNE FROM LIABILITY OR NOT; AND
- iii. THE CITY'S AND PERMITTEE'S ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER PERMITTEE IS IMMUNE FROM LIABILITY OR NOT. PERMITTEE SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY HARMLESS DURING THE TERM OF THE PERMIT AND FOR FOUR YEARS AFTER THE PERMIT TERMINATES. WHERE APPLICABLE, THE PROVISIONS OF SECTION 283.057 OF THE TEXAS LOCAL GOVERNMENT CODE SHALL CONTROL IN LIEU OF THE FOREGOING; ADDITIONALLY, TO THE EXTENT THAT THE FROM THE CITY, THE RELEASE AND INDEMNIFICATION PROVISIONS OF THE FRANCHISE SHALL CONTROL IN LIEU OF THE FOREGOING;

- (9) The name of the owner of the facility.
- (10) The twenty-four-hour telephone number at which each applicant's representative who will respond to emergencies may be contacted;
- (11) The name, mailing address, telephone number, facsimile number, and e-mail address of a person who is authorized to receive all notices authorized to be given by the city under this article to each applicant;

- (12) Confirmation that all materials necessary for construction will be on hand and ready for use so as not to delay the excavation;
 - (13) A transmittal number issued by the Texas One-Call Notification Center (811) evidencing that the applicant has complied with the Texas Underground Facility Damage Prevention and Safety Act, or an assurance that the transmittal number will be provided to the director before the excavation commences;
 - (14) Evidence of insurance;
 - (15) Drawings and specifications;
 - (16) The work warranty as required by this article;
 - (17) The nonrefundable application fee established pursuant to this article;
 - (18) The nonrefundable street damage fee established pursuant to this article if applicable.
- (d) An application for a permit for an excavation performed due to an emergency shall, in addition to the items required above, also include a written statement:
- (1) Explaining the basis for the emergency actions;
 - (2) Describing the excavation being performed;
 - (3) Describing any work remaining to be performed in the public right-of-way; and
 - (4) Stating the time and date when the emergency occurred.
- (e) Permits will be issued or denied within ten (10) days of application. Unless granted for a longer period, an excavation permit shall be valid for thirty (30) days and for the dates specified in the permit. The applicant may request the permit be valid for such longer period as may be necessary in the circumstances, in advance, as part of the application. The city may approve or deny the application for such extended permit period. No permittee may commence work before the permit start date or, except as provided herein, may continue working after the end date. If a permittee does not complete the work by the permit end date, the permittee must apply for and may receive a new right-of-way permit or a permit extension for additional time. This supplementary application must be submitted to the city prior to the permit end date.
- (f) An expedited permit may be requested and shall be issued within two (2) days of application upon a showing of good cause.
- (g) At the time the permit is issued, the applicant shall pay the nonrefundable fees required, pursuant to this article.
- (h) A permit issued under this article is personal to the permittee and may not be transferred to another person or used by any other person to perform the excavation authorized in the permit.
- (i) If a person performing construction fails to perform said construction in accordance with the conditions of the permit or the requirements of this article or existing ordinances of the city, the permit may be suspended and work stopped until such time as the person performing the work gives assurance to the city of his ability and intention to complete the work in accordance with the conditions of the permit and this article and the other ordinances of the city. Any stop work notice shall be delivered in writing to the representative of the person,

firm, or corporation performing the work and shall state the reasons for such notice.

- (j) For good cause not relating to any fault of the permittee in diligently prosecuting the excavation, the director may extend the number of days allowed in the permit for completion of the excavation. To obtain an extension, the permittee shall submit an application consequently, including the nonrefundable application fee established pursuant to this article and indicating the number of additional days needed for final completion. Extensions of time granted under this subsection shall be noted on the records regarding the permit.
 - (k) Newly constructed or reconstructed streets.
 - (1) Except as provided in subsection (2) below, no permit shall be issued for an excavation in any public street that has been constructed, reconstructed, repaved, or resurfaced in the preceding period of 5 years, as measured from the date of acceptance by the city. Owners shall determine alternative methods of making necessary repairs and facility installations to avoid excavations that are subject to this section.
 - (2) The public works director or designee, for good cause, shall grant a variance to an applicant for repair of existing utilities, to respond to emergencies, or to afford an owner the means to provide service to buildings that the owner has no other reasonable means of serving in the determination of the director. Variances shall be granted subject to special conditions that the director or designee determines to be appropriate to the requirements, additional soil compaction test reports, or any other requirements needed to restore the integrity of the public way to “as new” condition. In addition to the information provided on the application, applicant shall provide the following with respect to that part of the public way subject to this provision:
 - (A) Reason why the excavation was not performed before or when public way was paved;
 - (B) Reason why the excavation cannot be delayed until after the five-year period expires; and
 - (C) Reason why the excavation cannot be performed at another location or the owner’s need cannot be accomplished by a method that does not require excavation.
 - (3) Bona fide emergency utility repairs may be made as required.
 - (l) No permit shall be issued to any person who is in default or breach of any obligation to the city under this article on a prior permit or on a warranty obligation.
 - (m) Each violation of this article shall be punishable by a fine in accordance with the general penalty provided in section 1.01.009 of this code. Each day during which a violation continues shall be deemed a separate violation of this article.
- (Ordinance 2020-04, sec. III, adopted 4/7/20; Ordinance adopting 2022 Code)

SECTION IV. FEES.

- (a) Fee schedules. Fees shall be in the amount provided in the fee schedule in appendix A of this code.
- (b) The city may waive the permit fee for all work performed by a governmental agency, whether this work is performed by the employees of the governmental agency or by a private firm or

corporation under contract with the governmental agency. However, such governmental agency or private firm or corporation under contract therewith shall not be relieved of the responsibility for obtaining a permit for work covered in this article.
(Ordinance 2020-04, sec. IV, adopted 4/7/20; Ordinance adopting 2022 Code)

SECTION V. SITE REQUIREMENTS PRE-CONSTRUCTION.

- (a) As per state law, the permittee is required to contact 811 two business days (excluding weekends and holidays) before digging.
- (b) The width of a trench cut shall be kept to the minimum width necessary to install and properly tamp around the pipe or any new installation. If rock or adverse soil conditions are encountered and shoring is required, then the trench cut shall be of sufficient additional width to provide for the protection of the workers and proper installation of the pipe or other structure.
- (c) All drain, water, sewer, or gas pipes shall be installed in any street, sidewalk, or easements of the city and/or TxDoT so that the pipe will be buried for a depth compliant with TxDoT and city standards. Exceptions may be made where required by unusual conditions on a case-by-case basis by a city designee.
- (d) Each excavation shall be performed so it does not obstruct emergency access to any fire hydrant or public water supply valve.

(Ordinance 2020-04, sec. V, adopted 4/7/20)

SECTION VI. SITE REQUIREMENTS DURING CONSTRUCTION AND PRIOR TO FULL RESTORATION.

- (a) The right-of-way user shall be responsible for stormwater management, erosion control and excavation safety measures that comply with city, state and federal guidelines. Requirements shall include, but not be limited to, construction fencing around any excavation that will be left overnight, silt fencing in erosion areas until reasonable vegetation is established, barricade fencing around open holes, and high erosion areas will require wire-backed silt fencing. Upon request of the department of public works, the user might be required to furnish documentation submitted or received from state or federal agencies.
- (b) The right-of-way user shall ensure that the work is conducted and site maintained to minimize blowing dust. At any time dust leaves the jobsite so that it is a nuisance, the work will stop until measures can be taken to eliminate the dust.
- (c) In the event of noncompliance with the state department of transportation, the right-of-way user shall be notified of the violation. In the event of continued noncompliance, the city may revoke the permit. The contractor will be responsible for the safe movement of traffic, both pedestrian and vehicular, through the construction area.
- (d) The permittee shall make the work site accessible to the city, and others authorized by city staff, for inspection at all reasonable times during performance of the work.
- (e) Open trenches may be temporarily backfilled for the convenience of the permittee or the public safety. Traffic-bearing plates can be used temporarily in conformance with city requirements. At least one hour prior to beginning permanent backfill operations, the

permittee shall notify the city of the time the backfill will begin.

- (f) A permittee who, in connection with an excavation, damages another owner's facility shall immediately notify the director and, to the extent that the owner's identity is reasonably determinable, the owner of the damaged facility.

(Ordinance 2020-04, sec. VI, adopted 4/7/20)

SECTION VII. RESTORATION REQUIREMENTS.

- (a) The work to be done pursuant to the permit and any repair and/or subsequent restoration of the right-of-way must be completed within the dates specified in the permit.
- (b) All earth, materials, sidewalk, pavement, utilities, conduits, crossing, irrigation, landscaping, monuments, manhole covers, valve covers, meter box lids or improvements of any kind, which are owned or possessed by the city, and damaged, disturbed, or removed by a permittee shall be fully repaired promptly by the permittee, at its sole expense, to the reasonable satisfaction of the public works director or designee.
- (c) Before back-filling of any cuts in streets or street rights-of-way, the utility contractor shall request an inspection by the city.
- (d) All back-fill material will be free from cinders, ashes, refuse, vegetable or organic matter, boulders, rocks or stones, wet material, or other materials which renders same unsuitable to obtain a firm and compact cover for the installed pipe.
- (e) Prior to completing the back-filling operation in all streets in the city, pavement shall be cut twelve (12) inches on each side of the trench and a depth of twelve (12) inches. If the cut is to be repaired by the city, then a temporary patch of either six inches of compacted crusher run stone or a combination of three inches of crusher run stone and three inches of compacted cold mix may be used. Back-fill shall be brought up flush with the sub-base of the street or sidewalk.
- (f) The city may require testing of materials used in construction in or near the right-of-way to determine conformance to required specifications, including, but not limited to, compaction tests on backfill materials, sub-grade, aggregate base course, Portland concrete (rigid pavement), asphaltic concrete (flexible pavement) and other construction materials as deemed necessary by the public works department.
- (g) In the event the permittee fails to restore the right-of-way in the manner and to the condition required herein, or also fails to satisfactorily and/or timely complete all restoration, the city may, at its option, serve written notice upon the permittee that, unless within five (5) days after serving of that notice a satisfactory arrangement can be made for the proper restoration of the right-of-way, the city might take over the work and prosecute same to completion, by contract or otherwise, at the sole expense of the permittee, and [the permittee and] its surety shall be liable to the city for any and all cost incurred by the city by reason of such prosecution and completion. Nothing contained herein shall limit any other remedies available to the city.

(Ordinance 2020-04, sec. VII, adopted 4/7/20)

SECTION VIII. WARRANTY.

All work completed by the permittee shall be guaranteed and warranted for a term of no less than

twenty-four (24) months from the date the work was completed. This does not prohibit the city from pursuing repairs after this date if it believes there were latent defects in the work completed under this permit. Whenever within the two-year period any portion of the pavement or surface of any public way excavated under such a warranty is, in the determination of the public works director or designee, in need of repairs, by reason of any defect in workmanship or materials, the director shall serve upon the permittee a written notice stating the repairs necessary and requiring the repairs to be made within five (5) days after service of the notice. If the repairs are not timely made, the director shall at once make or cause for the repairs to be made at the expense of the permittee. The expenses, including any related administrative expenses, shall be charged to the permittee, and the permittee is hereby required to pay the cost within thirty (30) days following receipt of notification. Disputes over costs assessed shall be subject to a hearing process. (Ordinance 2020-04, sec. VIII, adopted 4/7/20)

SECTION IX. RESTORATION BY THE CITY.

For those contractors and utilities that do not perform their own pavement cut restorations, the city will offer completion of the restoration and measurement of the dimensions of the cut by the public works department. The cost shall be invoiced by the city to the person performing the cut accordingly. The maximum area of sidewalk or pavement to be restored by city maintenance crews is seventy-five (75) square feet. Restoration exceeding this limit will be the permittee's responsibility in accordance with the requirements established in this article. (Ordinance 2020-04, sec. IX, adopted 4/7/20)

SECTION X. PENALTIES.

Any person or entity found to have violated this ordinance by commencing work within the public right-of-way without first obtaining the required permit shall be subject to a civil penalty of up to \$25,000. Each day that work continues without a permit shall constitute a separate violation of \$1,500 per day. In addition to monetary penalties, the City may issue a stop work order, require restoration of the affected area, and suspend or revoke the violator's eligibility for future permits.

2. SEVERABILITY PROVISION

By the adoption of this ordinance, should there be any word, sentence, phrase, and/or expression that may be deemed by a court of competent jurisdiction to be invalid, or legally deleted from the content of his ordinance, it is declared that the remaining portion or portions of this ordinance shall remain fully enabled, active and in full force.

3. CUMULATIVE PROVISION

Should there be any existing ordinance, regulation, policy, and/or guideline that may be in conflict with the established regulations of this zoning ordinance, whether in whole or in part, the terms of this ordinance shall be controlling and override any such existing conflict.

4. PUBLICATION DATE

Once adopted, the City secretary shall as soon as practicable, forward the caption of this coning ordinance to be published in a newspaper of local circulation.

**READ, DISCUSSED, AND APPROVED ON THIS THE 27th DAY OF MAY,
IN THE YEAR OF OUR LORD, 2025.**

1st Reading: MAY 27, 2025

2nd Reading: JUNE 03, 2025

CITY OF MERCEDES:

Oscar D. Montoya, Mayor

ATTEST:

Joselynn Castillo
City Secretary

APPROVED AS TO FORM:

Martie Garcia Vela
City Attorney

RESOLUTION NO. 2025-14

Regarding Civil Rights

City of Mercedes, Texas

Whereas, the City of Mercedes has been the Texas General Land Office (GLO) Community Development Block Grant Disaster Recovery (CDBG-DR) as **Contract Number 23-152-010-E182** (a.k.a **2018 South Texas Floods Community Development Block Grant Disaster Recovery (CDBG-DR)**) from the Texas General Land Office (hereinafter referred to as “GLO”);

Whereas, the **City of Mercedes**, in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG activity, on the basis of race, color, religion, sex, national origin, age, or disability;

Whereas, the **City of Mercedes**, in consideration for the receipt and acceptance of federal funding, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections (as outlined in Hidalgo County Urban County Program’s Citizen Participation Plan dated February 2, 2021);

Whereas, the **City of Mercedes**, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 75, is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the Section 3 Service Area (as further detailed in Hidalgo County Urban County Program’s Section 3 Policy dated October 1, 2021);

Whereas, the **City of Mercedes**, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State’s certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations;

Whereas, the **City of Mercedes**, in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with limited English proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each TxCDBG and GLO-CDBG-DR projects as outlined in City’s Limited English Proficiency Plan located within the Title VI/Nondiscrimination Plan.

Whereas, the **City of Mercedes**, in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds; and

Whereas, the **City of Mercedes**, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period of the TxCDBG contract, to affirmatively further fair housing;

Whereas, the **City of Mercedes**, agrees to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONER'S COURT OF THE CITY OF MERCEDES OF HIDALGO, TEXAS, that:

The **CITY OF MERCEDES** ADOPTS/REAFFIRMS the following policies:

1. Citizen Participation Plan and Grievance Procedures
2. Excessive Force Policy
3. Fair Housing Policy
4. Section 504 Policy and Grievance Procedures
5. Code of Conduct Policy

The **City of Mercedes** affirms its commitment to conduct a project-specific analysis and take all appropriate action necessary to comply with program requirements for the following:

6. Section 3 economic opportunity
7. Limited English Proficiency
8. Activity to Affirmatively Further Fair Housing choices

PASSED AND APPROVED BY THE COMMISSIONER'S COURT OF THE CITY OF MERCEDES, TEXAS HIDALGO COUNTY ON 27th day of May, 2025.

**OSCAR D. MONTOYA, CITY MAYOR
MERCEDES, TEXAS**

**ALBERTO PEREZ, CITY MANAGER
MERCEDES, TEXAS**

DATE: May 27, 2025
FROM: Orlando Diaz, Lieutenant
ITEM: **Discussion and possible action to Approval of Interlocal Cooperation Agreement for MVCPA Task Force**

BACKGROUND INFORMATION: The Mercedes Police Department respectfully seeks approval of the Interlocal Cooperation Agreement between the City of Mercedes and Hidalgo County for participation in the Motor Vehicle Crime Prevention Authority (MVCPA) Task Force. This agreement formalizes a collaborative effort to combat motor vehicle crime, enhance public safety, and secure grant funding of \$49,515, supplemented by a \$14,758 matching contribution shared between the City and County.

The task force will provide a framework for multi-agency cooperation, utilizing state resources to address regional auto theft and related criminal activities effectively.

your agenda item)

BOARD REVIEW/CITIZEN FEEDBACK:

ALTERNATIVES/OPTIONS:

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue):
\$ 147580

Account Number(s):
01-522-1023
01-522-1101

LEGAL REVIEW:

ATTACHMENTS:

1. Approval of Interlocal Cooperation Agreement for MVCPA Task Force

STAFF RECOMMENDATION: Approve the Interlocal Cooperation Agreement for the MVCPA Task Force between the City of Mercedes and Hidalgo County and authorize the Mayor to execute the agreement on behalf of the City.

DATE: May 20, 2025**FROM:** Chief Francisco J. Sanchez, Mercedes Police Department**ITEM:** Approval of Interlocal Cooperation Agreement for MVCPA Task Force

BACKGROUND INFORMATION: The Mercedes Police Department respectfully seeks approval of the Interlocal Cooperation Agreement between the City of Mercedes and Hidalgo County for participation in the Motor Vehicle Crime Prevention Authority (MVCPA) Task Force. This agreement formalizes a collaborative effort to combat motor vehicle crime, enhance public safety, and secure grant funding of \$49,515, supplemented by a \$14,758 matching contribution shared between the City and County.

The task force will provide a framework for multi-agency cooperation, utilizing state resources to address regional auto theft and related criminal activities effectively.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES/OPTIONS: N/A

FISCAL IMPACT:

Proposed Expenditure/(Revenue):

\$ 14,758.00

Account Number(s):

01-522-1023 / 01-522-1101

Finance Review by:

LEGAL REVIEW:

ATTACHMENTS:

1. Memo
2. Interlocal Cooperation Agreement Between The County of Hidalgo, Texas, And The City Of Mercedes, Texas Regarding MVCPA Task Force

DRAFT MOTION: Approve the Interlocal Cooperation Agreement for the MVCPA Task Force between the City of Mercedes and Hidalgo County and authorize the Mayor to execute the agreement on behalf of the City.



MERCEDES POLICE DEPARTMENT

316 S. Ohio Ave.
Mercedes, Texas 78570
(956) 565-3102 Fax (956) 565-2583

Francisco J. Sanchez
Chief of Police

MEMO

To: Mayor, Commissioners, City Manager, Legal
From: Chief Francisco J. Sanchez
Date: May 20, 2025
Ref: Approval of Interlocal Cooperation Agreement for MVCPA Task Force

This memo seeks approval of the **Interlocal Cooperation Agreement** between the **City of Mercedes** and **Hidalgo County**, entered under the authority of the **Texas Interlocal Cooperation Act (Texas Government Code Chapter 791)**. This agreement formally establishes the City's participation in the **Motor Vehicle Crime Prevention Authority (MVCPA) Task Force**, a multi-agency initiative aimed at combating motor vehicle crimes in Hidalgo County.

Purpose of the Agreement

The agreement allows both the City and County to cooperatively operate a multi-jurisdictional task force focused on reducing motor vehicle theft and related criminal activity. Through this partnership, the City of Mercedes will contribute resources and personnel, enabling greater regional coordination and enforcement effectiveness.

Key Components of the Agreement

1. Term and Duration

- The agreement is effective May 20, 2025, and will remain in force through **October 16, 2026**, unless terminated earlier by either party in writing.

2. Scope of Cooperation

- The City and County agree to collaborate operationally and financially to support the MVCPA Task Force.
- Each party accepts responsibility for its respective commitments and compliance with all applicable laws, regulations, and grant conditions.

MERCEDES POLICE DEPARTMENT

316 S. Ohio Ave.
Mercedes, Texas 78570
(956) 565-3102 Fax (956) 565-2583

3. Funding and Contributions

- The MVCPA grant supports task force operations in the total amount of **\$49,515.00**.
- The **City of Mercedes will contribute \$14,758.00 in matching funds**, to be paid in cash from the general fund, as detailed in the agreement.

4. Equipment and Reversion

- Equipment purchased under this agreement (vehicles, hardware, etc.) will revert back to the applicant (the County) upon termination. MVCPA will be notified, and inventories will be updated accordingly.

5. Termination and Amendments

- The agreement may be terminated by either party with **30 days' written notice**, or immediately by mutual written consent.
- Amendments require mutual written agreement by both parties.

Legal and Administrative Provisions

- **Indemnification:** The City agrees to indemnify the County to the extent authorized by law for liabilities arising from City actions under this agreement.
- **Insurance:** Each party will maintain liability insurance in accordance with the **Texas Tort Claims Act**.
- **Severability & Conflict Resolution:** Any conflict between agreement terms and current law will result in modification of the conflicting provisions only to the extent required for legal compliance.
- **Compliance with Appendix II to 2 CFR 200:** Federal contract provisions are incorporated by reference, if applicable.

Benefits to the City and Community

- **Enhanced Law Enforcement Coordination:** By joining the MVCPA Task Force, the City benefits from shared intelligence, joint operations, and expanded enforcement capabilities.
 - **Increased Resource Efficiency:** Leveraging grant funds and local contributions enables better use of public safety resources without fully burdening city finances.
 - **Public Safety Impact:** A direct investment in combatting vehicle theft and related crimes, contributing to safer neighborhoods and commercial areas.
-

MERCEDES POLICE DEPARTMENT

316 S. Ohio Ave.
Mercedes, Texas 78570
(956) 565-3102 Fax (956) 565-2583

Commitments by Each Party

City of Mercedes:

- Assign qualified personnel to serve in the MVCPA Task Force.
- Fulfill the agreed-upon financial contribution and comply with operational terms.

Hidalgo County:

- Serve as the fiscal and administrative lead for the MVCPA grant.
- Oversee operational execution through the Hidalgo County Sheriff's Office.

Conclusion

The Interlocal Cooperation Agreement supports a joint initiative that addresses a key area of public concern—motor vehicle crime. It reflects the City of Mercedes' continued commitment to regional collaboration, enhanced enforcement, and community safety.

I respectfully request the City Commission's approval of this agreement to ensure the City's formal participation in the MVCPA-funded task force and enable access to grant-supported resources.

Please contact me should you need further details or clarification.

X

Francisco J. Sanchez
Chief of Police

STATE OF TEXAS

§

COUNTY OF HIDALGO

§

§

INTERLOCAL COOPERATION AGREEMENT BETWEEN
THE COUNTY OF HIDALGO, TEXAS, AND THE
CITY OF MERCEDES, TEXAS REGARDING MVCPA TASK FORCE

THIS Agreement is made on and entered into, effective as of the **20TH** day of **MAY, 2025**, by and between **HIDALGO COUNTY, TEXAS**, by and through the Hidalgo County Sheriff's Office (the "County"), and **CITY OF HIDALGO** (the "City"), collectively referred to as the "Parties", pursuant to the provisions of the Texas Interlocal Cooperation Act ("Act"), Chapter 791, et seq., Texas Government Code. This Agreement shall be fully executed and enforceable on the date it is signed by both of the Parties.

WITNESSETH:

WHEREAS, the City is a municipality defined as a "Political Subdivision" under the Interlocal Cooperation Act, a political subdivision organized under the laws of the State of Texas;

WHEREAS, the County is defined as a "Local Government" under the Act, and a county in the State of Texas;

WHEREAS, County and City are authorized to enter into this Agreement pursuant to the Interlocal Cooperation Act, Chapter 791 Texas Government Code, which authorizes local governments to contract with each other to perform governmental functions and services under the terms of the Act;

WHEREAS, this agreement is intended to further the purpose of the Interlocal Cooperation Act, which is to increase the efficiency and effectiveness of local government;

WHEREAS, County and City have the objective to operate a multi-agency taskforce funded in part by the Motor Vehicle Crime Prevention Authority of the State of Texas (MVCPA) grant, for funding in the amount of **\$49,515.00** for the items described below;

WHEREAS, County and City have agreed to contribute an amount of matching funds if said application is approved, wherein City's contribution amount is indicated below;

WHEREAS, the source of funds would not normally be used for this purpose;

WHEREAS, the County and City have the authority and it is in their best interest to join in the application to develop a multijurisdictional MVCPA Task Force;

WHEREAS, the County and City agree to each accept the responsibility for their respective commitments and to adhere to all applicable federal, state and local laws or regulations, as well as all grant rules and conditions.

WHEREAS, County and City have determined that it is in the best interest and benefit of the citizens of City and County to cooperate in this agreement and that it serves a public purpose;

NOW THEREFORE, County and City in consideration of the mutual covenants expressed hereinafter, agree as follows:

1. All of the above statements are incorporated herein and fully restated.
2. **Purpose.** The purpose of this Agreement is to allow County and City to operate a multi-agency taskforce with the Motor Vehicle Crime Prevention Authority of the State of Texas, which application is attached hereto as **Exhibit "A"** and made a part hereof for all purposes.
3. **Term.** The term of this Interlocal agreement commences on the effective date indicated above and ends on October 16th, 2026, or unless otherwise terminated as provided herein.
4. **Termination.** This Agreement may be terminated for convenience by either party upon thirty (30) days written notice to the other party. This Agreement may also be terminated immediately by mutual written agreement of the parties. The parties intend this provision to be a continuing right to terminate this Agreement.
5. **Consideration.** As consideration for this Agreement, City agrees to contribute a total of \$14,758.00 in matching funds for the enhancement of the funded grant program in the amounts and methods as follows:

Item Description	Amount	Method (Cash Paid/In Lieu of/In Kind)
<u>Mercedes PD TFO</u>	<u>\$14,758.00</u>	<u>General Funds / Cash</u>

6. **Allocation of Funds.** The specific allocation of City funds is set out in the attachment(s) to this Agreement, marked as Exhibit(s) "[redacted]" inclusive, and made part hereof for all purposes.

7. **Equipment.** Upon termination of this Agreement, equipment including vehicles, hardware, and other non-expendable items will revert back to the applicant. The Motor Vehicle Crime Prevention Authority of the State of Texas will be notified and inventory records will be updated.

8. **Amendments.** This Agreement may be amended by the mutual agreement of the parties hereto in writing to be attached to and incorporated into this agreement.

9. **Indemnity.** TO THE EXTENT AUTHORIZED BY LAW AND WITHOUT WAIVING ANY GOVERNMENTAL OR OFFICIAL IMMUNITIES OR DEFENSES, CITY AGREES TO AND SHALL INDEMNIFY, SAVE AND HOLD HARMLESS, AND DEFEND COUNTY, ITS OFFICIALS, OFFICERS, AGENTS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS AND LIABILITY OF EVERY KIND, INCLUDING BUT NOT LIMITED TO ATTORNEY'S FEES AND RELATED COSTS, FOR PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE, DESTRUCTION, OR LOSS ARISING OUT OF OR CONNECTED IN ANY WAY WITH THE PERFORMANCE BY CITY OFFICIALS, AGENTS, AND EMPLOYEES OF CITY'S RESPONSIBILITIES UNDER THIS AGREEMENT, WHERE SUCH PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE, DESTRUCTION, OR LOSS IS CAUSED BY THE JOINT NEGLIGENCE OF CITY AND ANY OTHER PERSON OR ENTITY OR THE JOINT INTENTIONAL ACT OR OMISSION OF CITY AND ANY OTHER PERSON OR ENTITY. SUCH INDEMNITY SHALL APPLY WHERE THE CLAIMS, LOSSES, DAMAGES, CAUSES OF SUCH ACTION, SUITS OR LIABILITY ARISE IN WHOLE OR IN PART FROM THE NEGLIGENCE OR INTENTIONAL ACT OR OMISSION OF CITY.

10. This Agreement is not intended to extend the liability of the Parties beyond that provided by law. Neither County nor City waive, nor shall be deemed to have hereby waived, any immunity or defense that would otherwise be available to it against claims arising from third parties.

11. **Entire Agreement.** This Agreement contains the entire contract between the parties hereto and each party acknowledges that neither has made (either directly or through any agreement or representative) and representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by City and County, and not otherwise.

12. **Texas Law to Apply.** The validity of this Agreement and of any of its terms or provisions, as well as the rights and duties of the Parties, shall be governed by the laws of the State of Texas. This agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligation of the parties created hereunder are performable in Hidalgo County, Texas. The City hereby consent to personal jurisdiction in Hidalgo County, Texas.

13. **Conflict of Applicable Law/Severability.** Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and whenever there is a conflict between and provisions of their Agreement and any present or future law, ordinance or

administrative, executive or judicial regulation, order or decree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the affected provisions or provision of the Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during times such conflict exists. In case any one or more of the provisions contained in this Agreement will for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability will not affect any other provision thereof, and this Agreement will be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

14. Authority to Execute. The execution and performance of this Agreement by each Party to this Agreement has been duly authorized by all necessary laws, resolutions or corporate action, and this Agreement constitutes the valid and enforceable obligations of the Parties to this Agreement in accordance with its terms.

15. Notice. Except as may be otherwise specifically provided in this Agreement, all notices, demands, requests or communication required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to County:	County of Hidalgo Attention: County Judge 100 E. Cano, 2 nd Floor Edinburg, TX 78539
w/ copy to:	Hidalgo County Sheriff's Office Attn: Hidalgo County Sheriff 711 El Cibolo Rd. Edinburg, TX 78541
If to City:	City of <u>Mercedes</u> Attn: <u>Chief of Police</u> Address: <u>316 S. Ohio Ave.</u> <u>Mercedes, TX 78570</u>

Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the United States mail.

16. Governmental Purpose. Each party hereto is entering into this Agreement for the purpose of providing for governmental services or functions and will pay for such services out of current revenues available for the paying party, as herein provided.

17. Commitment or Current Revenues Only: In the event that during any term hereof; the governing body of any party does not appropriate sufficient funds to meet the obligations of such party under this Agreement, then any party may terminate this Agreement upon ninety (90) days written notice to the other party. Each of the parties hereto agrees, however, to use its best efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of each party hereto pursuant to the provisions of Tex. Loc. Govt. Code Ann. §271.903.

18. Liability Insurance. Each entity will carry sufficient liability insurance at the statutorily required limits, pursuant to the Texas Tort Claims Act.

19. No Waiver of Immunities/Defenses: Nothing in this Agreement is intended to and the Parties to this Agreement do not hereby waive, release or relinquish any right to assert any of the defenses the Parties to this Agreement may enjoy by virtue of the state or federal constitution, laws, rules or regulations, and any sovereign, official or qualified immunity available to the Parties to this Agreement as to any claim or action of any person, entity, or individual against the Parties to this Agreement.

20. Non-Discrimination. The Agreement and all related activities shall be conducted in a manner that does not discriminate against any person on a basis prohibited by applicable law or by each Party's respective policy, including without limitation race, color, national origin, religion, sex, age, veteran status, disability or any other protected category.

21. Additional Documents. The parties hereto covenant and agree that they will execute such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of this Agreement.

22. Successors. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

23. Assignments. This Agreement shall not be assignable.

24. Gender and Number. All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine or neuter gender, and singular shall include the plural whenever and so often as may be appropriate.

22. Authority to Execute: The execution and performance of this Agreement by each Party to this Agreement has been duly authorized by all necessary laws, resolutions or corporate action, and this Agreement constitutes the valid and enforceable obligations of the Parties to this Agreement in accordance with its terms.

23. Governing Provisions. Parties shall comply with all applicable laws and regulations.

24. Headings. The headings and captions contained in this Agreement are solely for convenience reference and shall not be deemed to affect the meaning or interpretation of any provision of any paragraph hereof.

25. Prior Agreements. This Agreement supersedes and terminates all previous Interlocal Agreement(s) between the parties hereto concerning the subject matter hereof, except for any Interlocal Agreement dated prior to this Agreement to the extent work is being performed under said Agreement at the time of executing this Agreement. Once ongoing work under any such previous Interlocal Agreement(s) is completed and payment is remitted such previous Interlocal Agreement shall terminate at such time.

26. Appendix II to CFR 200-Contract Provisions. Pursuant to 2 CFR 200.327, a non-Federal entity's contracts must contain the applicable provisions described in Appendix II to 2 CFR 200-Contract Provisions for non-Federal Entity Contracts under Federal Awards. Therefore, if applicable, the provisions of Appendix II to 2 CFR 200 are incorporated by reference into this County contract should it be subject to Federal award.

[SIGNATURE PAGE TO FOLLOW]

WITNESS THE HANDS OF THE PARTIES effective as of the day and year first written above.

THE CITY OF _____,
TEXAS

Printed Name: _____
Mayor

ATTEST

Printed Name: _____
City Secretary

THE COUNTY OF HIDALGO

Richard F. Cortez, County Judge

ATTEST

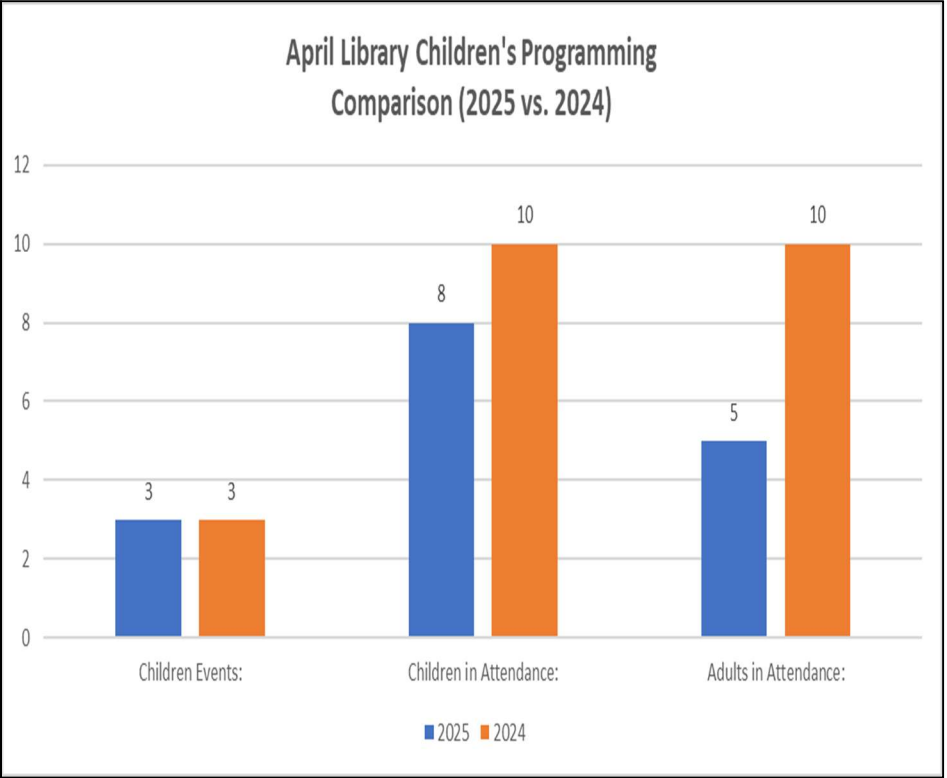
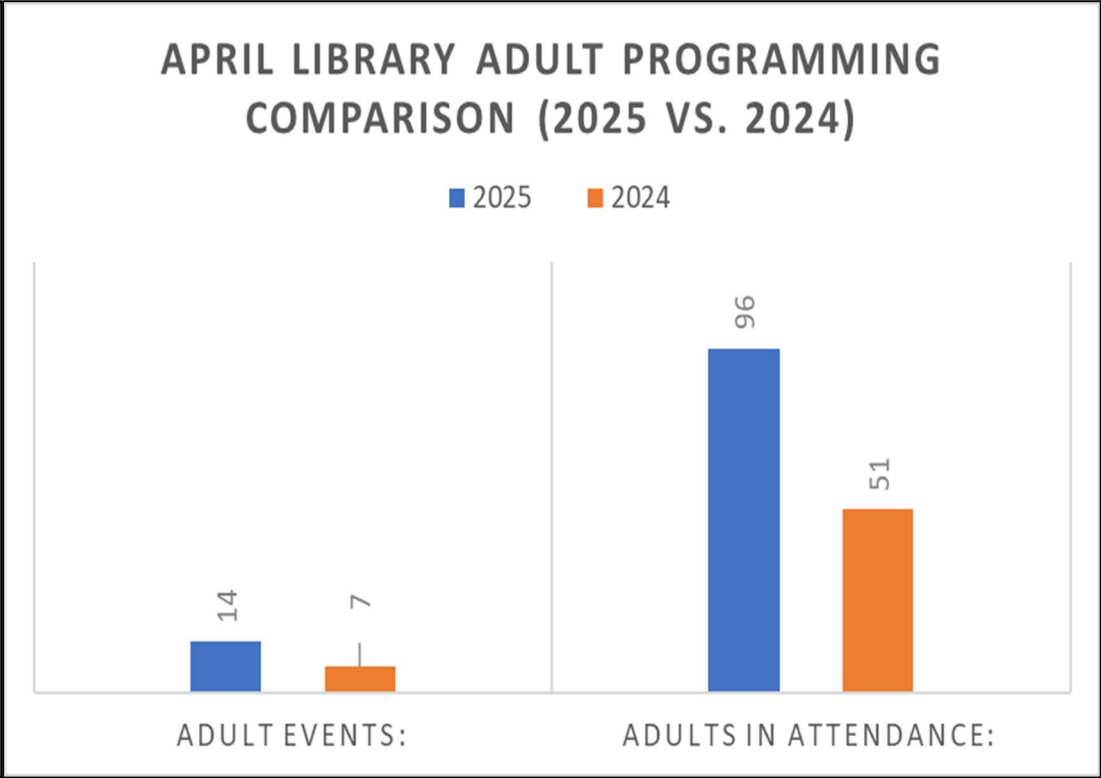
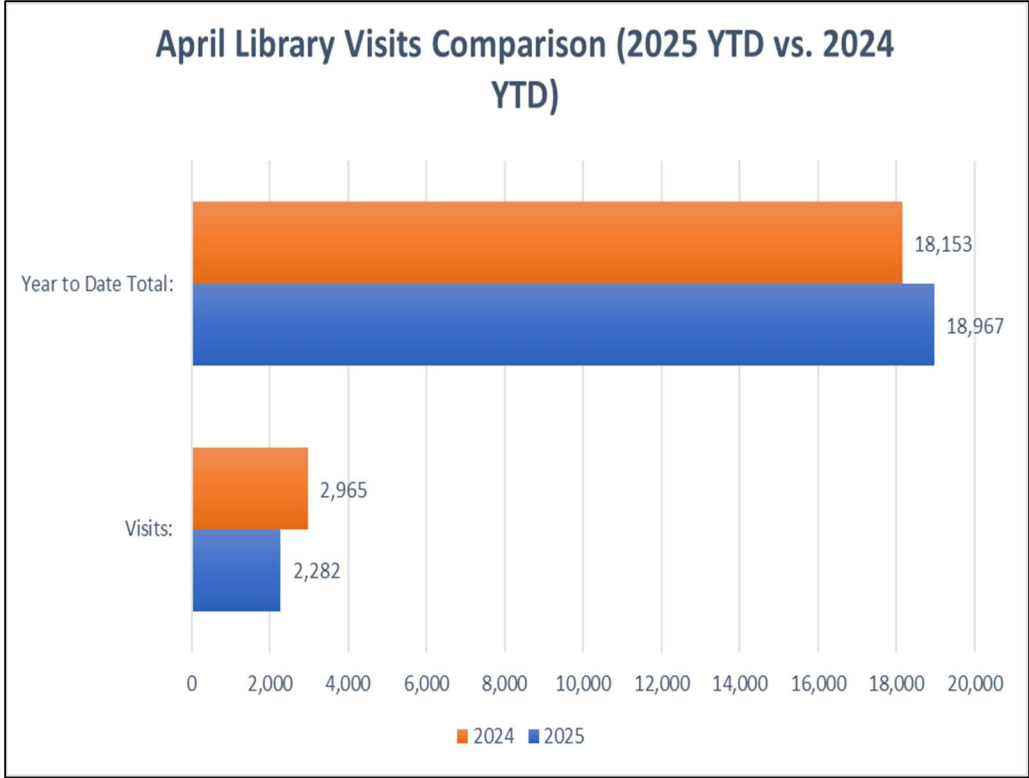
Arturo Guajardo, Jr., County Clerk

Approved by Hidalgo County Commissioners Court on: _____
Agenda Item No. _____

APPROVED AS TO FORM:

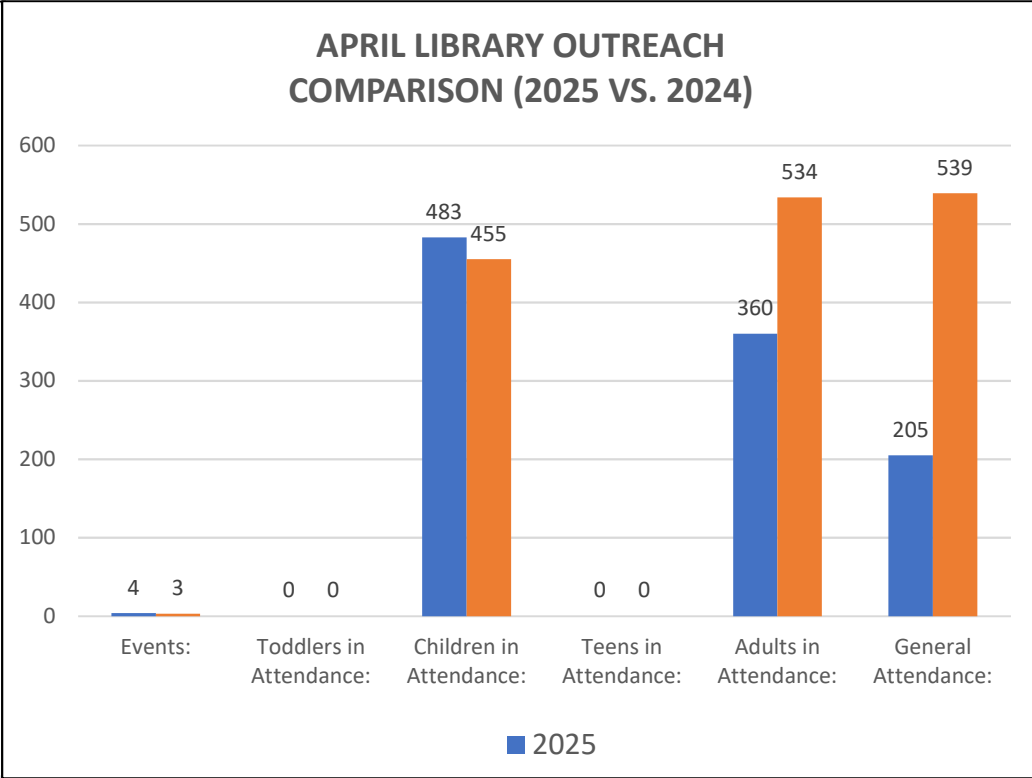
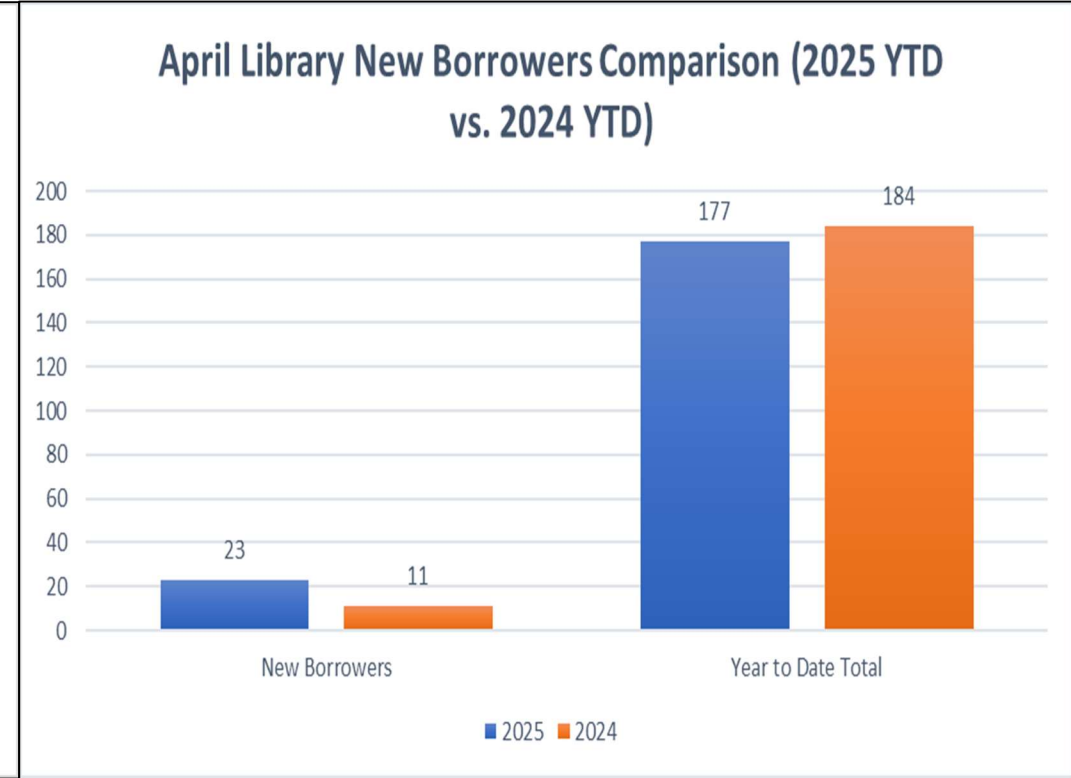
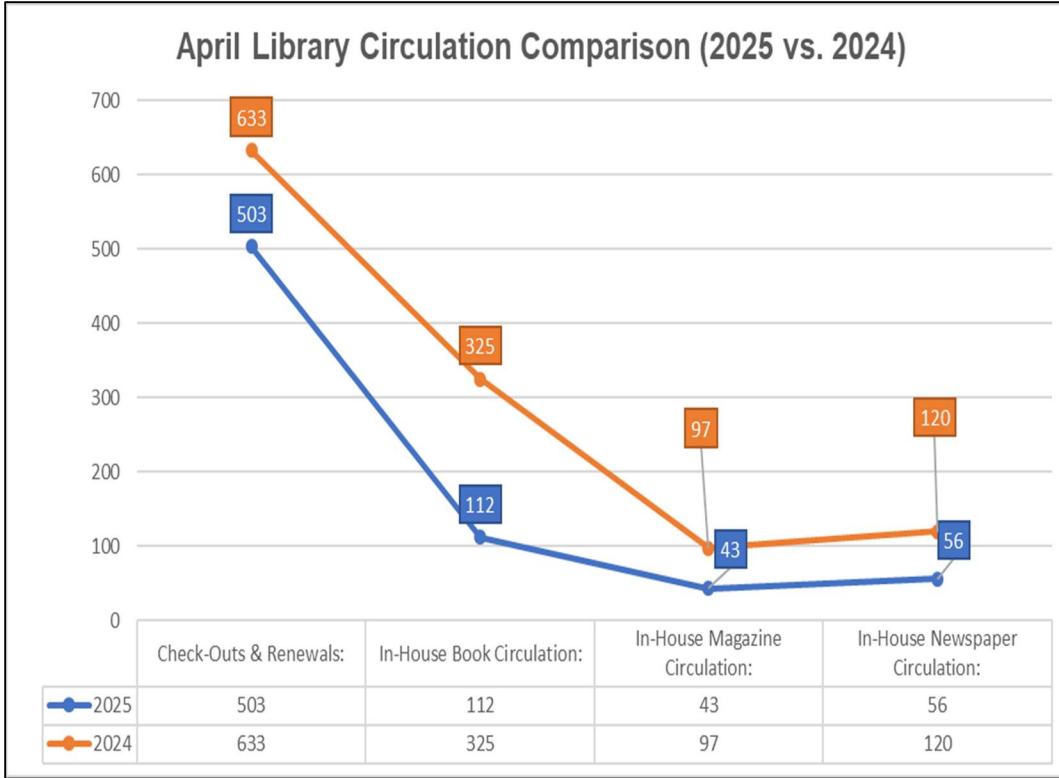
Hidalgo County Criminal District Attorney's Office
Toribio "Terry" Palacios

_____, Assistant District Attorney



April Library Comparison

2025 vs. 2024



Dr. Hector P. Garcia Memorial Library Statistical Report

Apr-25

Circulation	2025	2024
Check-Outs & Renewals:	503	633
Year to Date Total:	2,773	4,676
In-House Book Circulation:	112	325
Year to Date Total:	656	1,419
In-House Magazine Circulation:	43	97
Year to Date Total:	153	336
In-House Newspaper Circulation:	56	120
Year to Date Total:	176	276
New Borrowers:	23	11
Year to Date Total:	177	184

Digital Resources	2025	2024
cloudLibrary Checkouts:	215	243
Year to Date Total:	1,218	1,590
NewsStand Checkouts:	317	324
Year to Date Total:	2,247	2,955
Biblio+ Views:	93	194
Year to Date Total:	731	599

Interlibrary Loans (ILL's)	2025	2024
Items Requested:	17	81
Year to Date Total:	181	645
Items Sent:	11	57
Year to Date Total:	117	350

Book & Media Donations	2025	2024
Donations Received:	34	55
Year to Date Total:	101	277
Donations Selected:	11	25
Year to Date Total:	38	51

Assistance	2025	2024
Reference By Phone:	101	168
Year to Date Total:	708	1,648
Reference In-Person:	110	196
Year to Date Total:	795	937
Directional By Phone:	139	0
Year to Date Total:	903	0
Directional In-Person:	145	0
Year to Date Total:	953	0

Library Service	2025	2024
Digital Assistance:	117	149
Year to Date Total:	930	866
Fax Assistance:	56	67
Year to Date Total:	382	376
Copy Assistance:	139	128
Year to Date Total:	761	1,062
Scan Assistance:	8	12
Year to Date Total:	57	116
Print Outs:	1,302	0
Year to Date Total:	9,904	12,932

Computer Sessions	2025	2024
Adult Lab Sessions:	515	424
Year to Date Total:	5,148	2,763
Juvenile Lab Sessions:	482	33
Year to Date Total:	994	248
WiFi:	2,100	1,398
Year to Date Total:	13,112	12,491

Meeting Room Sessions	2025	2024
Sessions:	70	44
Year to Date Total:	401	423

Technical Services	2025	2024
New Items Added:	480	97
Year to Date Total:	1,412	629
Items Processed:	75	69
Year to Date Total:	558	458
Items Withdrawn:	61	140
Year to Date Total:	292	517
Items Recataloged:	79	55
Year to Date Total:	250	168
Items Repaired:	2	7
Year to Date Total:	18	96

Dr. Hector P. Garcia Memorial Library Statistical Report

Apr-25

Adult Programming	2025	2024
Adult Events:	14	7
Year to Date Total:	77	51
Adults in Attendance:	96	106
Year to Date Total:	611	490

Teen Programming	2025	2024
Teen Events:	0	0
Year to Date Total:	2	0
Teens in Attendance:	0	0
Year to Date Total:	10	0

Children's Programming	2025	2024
Children Events:	3	3
Year to Date Total:	31	29
Children in Attendance:	8	10
Year to Date Total:	238	205
Adults in Attendance:	5	10
Year to Date Total:	99	86

Family Place	2025	2024
Early Learning Space Total:	136	0
Year to Date Total:	482	0
Workshop Children in Attendance:	0	0
Year to Date Total:	13	0
Workshop Adults in Attendance:	0	0
Year to Date Total:	14	0

Toddler Programming	2025	2024
Children Events:	0	0
Year to Date Total:	0	0
Children in Attendance:	0	0
Year to Date Total:	0	0
Adults in Attendance:	0	0
Year to Date Total:	0	0

General Programming	2025	2024
Events:	4	3
Year to Date Total:	15	12
Toddlers in Attendance:	0	0
Year to Date Total:	0	0
Children in Attendance:	0	0
Year to Date Total:	228	0
Teens in Attendance:	0	0
Year to Date Total:	0	0
Adults in Attendance:	0	0
Year to Date Total:	415	19
Total General Programing:	397	278
Year to Date Total:	2,350	1,682

Outreach Programming	2025	2024
Events:	4	3
Year to Date Total:	15	13
Toddlers in Attendance:	0	0
Year to Date Total:	0	0
Children in Attendance:	483	455
Year to Date Total:	670	752
Teens in Attendance:	0	0
Year to Date Total:	0	0
Adults in Attendance:	360	534
Year to Date Total:	431	574
General Attendance:	205	539
Year to Date Total:	558	1,170

Reading Programs	2025	2024
Toddler Reading Logs:	0	0
Children Reading Logs:	0	0
Teen Reading Logs:	0	0
Adult Reading Logs:	0	0
Total:	0	0

Volunteer Hours	2025	2024
Total:	255.50	372.50
Year to Date Total:	1,559.00	1,125.50

Dr. Hector P. Garcia Memorial Library Statistical Report

Apr-25

Curbside Services	2025	2024
Curbside Café:	2	2
Year to Date Total:	3	32
Curbside Circulation:	0	0
Year to Date Total:	1	6
Curbside Crafts:	0	0
Year to Date Total:	0	0
Curbside Other Services:	6	1
Year to Date Total:	10	12

Library Visits	2025	2024
Visits:	2,282	2,965
Year to Date Total:	18,967	18,153

Café Visits	2025	2024
Visits:	385	625
Year to Date Total:	2,877	3,220

Café Sales	2025	2024
Net Sales:	\$ 1,764.62	\$ 1,774.40
Year to Date Total:	\$ 10,923.33	\$ 11,354.99
Sales Tax:	\$ 143.18	\$ 144.43
Year to Date Total:	\$ 898.46	\$ 932.06

Social Media	2025	2024
Library Posts:	77	117
Year to Date Total:	728	754
Library DMs:	1	1
Year to Date Total:	33	44
Cafe Posts:	22	16
Year to Date Total:	169	132
Café DMs:	0	0
Year to Date Total:	0	1
City Posts:	28	28
Year to Date Total:	401	338
City DMs:	1	0
Year to Date Total:	92	72
Videos Created:	0	1
Year to Date Total:	6	54
Website Updates:	6	20
Year to Date Total:	51	146
HCLS Posts:	0	0
Year to Date:	23	6
Stories:	4	0
Year to Date Total:	31	0
Flyers:	32	0
Year to Date Total:	223	0



Memo

To: Alberto Perez, City Manager

From: Marisol Vidales, Library Director & Historic Preservation Officer

CC: Patricio Avila, Assistant City Manager

Date: May 9, 2025

Re: Library Department Monthly Report

Attached you will find the Library Department's monthly statistical report, please let me know if you have any questions regarding the information. Also, Library Staff participated in the following meetings, training, and events during the month of March 2025.

Meetings

- Attended City Commission meeting. (4/15) – Michelle Muniz
- Attended department head meeting. (4/17) – Marisol Vidales
- HCLS & Insignia meeting to discuss global changes to subject headings, patron types, global patron types, fines on patron accounts, and material type and audiences. (4/17) – Marisol Vidales, Mary Jane Hernandez, & Michelle Muniz
- Programming meeting for Earth Day, Dia Del Nino, Creative Bits, and Summer Reading Program to discuss food, layout, flyers, donations, party, etc. (4/17) – Marisol Vidales, Frank Rivas, Michelle Muniz, Mary Jane Hernandez, & Briana Carrillo
- Held a marketing meeting to discuss the upcoming Earth Day event flyer and how to market it during the outreach event this week. (4/17) – Marisol Vidales, Michelle Muniz, Daniela Alejo, & Anna Agueros
- Met with Eddie Castellanos, PIO, to discuss a voter registration training in May for Library staff and community agencies. (4/22) – Marisol Vidales & Michelle Muniz
- Met with Eddie Castellanos to discuss Hurricane Workshop and the Job Fair and scheduling a meeting with the two school districts to participate. (4/23) – Marisol Vidales
- Budget meeting to review our pending purchase for the fiscal year. (4/23) – Marisol Vidales

- Insignia meeting to discuss printing issues such as number of guest accounts, fines to guest's accounts, running out of time for user, and other issues. (4/23) – Michelle Muniz, Anthony Cardenas, & Juan Vasquez (City IT)
- Attended and assisted in running HCLS meeting in which decisions regarding the Amigos courier service, global circulation, notifications, staff credentials, and patron circ types were all discussed and voted on. (4/24) – Marisol Vidales
- Met with City Manager to review the contract for Brand Geniuz and their service. (4/24) – Marisol Vidales
- Met with Parks Director to inform him of the requirement for the plumbing and electrical work to come from Building Maintenance and the possibility of doing a budget amendment toward the end of the fiscal year. (4/24) – Marisol Vidales
- Met with A1 Solutions and Parks Director to walk the facility and discuss various issues at the library. This included the Texas Room roof leaking, the water pooling and seeping into the building, installing LVT flooring in the children's department, fixing the lighting and installing new lighting in the library, and the washer/dryer tower in the mechanical room. (4/25) – Marisol Vidales & Michelle Muniz
- Met with City Manager to discuss library updates such as quotes and evaluations, also went over the importance of having Beanstack and was able to get the agreement for the 3 years signed. (4/25) – Marisol Vidales
- Met to discuss Canva Enterprise budget, the status of the approval of the carrel disposition from Urban County, the proofs for our marketing items, the Library Board members and attendance, and our window clings. (4/28) – Marisol Vidales & Michelle Muniz
- Met with Library Board member and RCARA, Inc founder to discuss an art exhibition opening and the gallery preparation. (4/28) – Marisol Vidales & Michelle Muniz
- Met with City Manager to discuss surplus of 11 computers, street crossings, the week in review program for PIO, and illegal dumping cameras. (4/28) – Marisol Vidales
- Met with Veronica Still, Financial Advisor, who wants to host financial classes at the library for free. Will schedule a meeting to go over her program and select dates. (4/28) – Marisol Vidales & Michelle Muniz
- Met with Maureen Arndt to go over the components of the Needs Assessment study in order to create a proposal for us. (4/28) – Marisol Vidales & Michelle Muniz
- Held a meeting to go over the events for the 2025-2026 fiscal year with all Department Heads. Winter Wonderland will be held at the Dome in conjunction with the Christmas Parade and Sky Fest and the Easter Egg Hunt will be combined and held at the Dome as well. It was proposed to move the State of the City to May. (4/29) – Marisol Vidales & Michelle Muniz
- Met with Library Interiors representative to request quotations for flooring in the children's department, makerspace furniture, and new computer and circulation desk. (4/29) – Marisol Vidales
- Had a virtual meeting with Michael Joseph Dileo to discuss the LEAP program and our experience with them. (4/29) – Marisol Vidales & Michelle Muniz
- Met with Bethany Moore from Playaway Products and discussed our future goals of adding Launchpads for Seniors and Teens to our collection. Submitted the new vendors forms to finance to get them in the system. Will be receiving a free launchpad for adults. (4/29) – Michelle Muniz & Anthony Cardenas

- Met with Parks & Building Director to discuss the removal and relocation of the carrels and staff desk in the computer area. (4/29) – Marisol Vidales
- Held the Mercedes Historic Preservation Commission meeting. (4/29) – Marisol Vidales & Michelle Muniz
- Had a virtual meeting with new grant coordinator, Amparo Diaz. (4/30) – Michelle Muniz & Anthony Cardenas
- Had a Summer marketing meeting with Anna and assigned her summer reading brochure and the creative writing workshop with a deadline of this Friday. (4/30) – Marisol Vidales, Michelle Muniz, and Anna Agueros
- Held a cataloging committee meeting to go over the items to present to the HCLS catalogers at the training on Friday. (4/30) – Marisol Vidales & Michelle Muniz
- Attended Knapp Community Care Foundation Funding Forum 2026 to learn about the grant options, funding requirements, and limits. (4/30) – Marisol Vidales & Michelle Muniz

Trainings

- Attended Texas Library Association (TLA) Annual Conference in Dallas (Marisol Vidales, Michelle Muniz, Frank Rivas, & Anthony Cardenas). Staff attended the following sessions:
 - Small Library, Big Impact (offered through the Tocker Foundation) – (4/01) Marisol Vidales, Michelle Muniz, Anthony Cardenas, & Frank Rivas
 - General Session I presented by Mackin & Author Taylor Jenkins Reid - (4/02) Marisol Vidales & Michelle Muniz
 - From Siloed to Stellar: Developing a Unified Customer Service Approach – (4/02) Marisol Vidales
 - In the Weeds: Large Weeding Projects and Professional Skills Cultivation – (4/02) Michelle Muniz
 - Welcome Neurodivergent Users with Adapted Programming and Outreach – (4/02) Michelle Muniz
 - J. Erik Jonsson Central Library tour – (4/02) Marisol Vidales, Michelle Muniz, Frank Rivas, & Anthony Cardenas
 - Swoons & Screams Author Panel – (4/02) Marisol Vidales & Michelle Muniz
 - Using AI to Interpret Your Data – (4/02) Anthony Cardenas
 - Kami Garcia Interview Stage – (4/02) Anthony Cardenas
 - Generative AI and Library Support in Higher Education – (4/02) – Anthony Cardenas
 - Kami Garcia Author Event – (4/02) Anthony Cardenas
 - Build a Video Powerhouse for Effective Library Marketing – (4/03) Anthony Cardenas & Frank Rivas
 - Aprendizaje para todos: Creating Welcoming Programs for Hispanic Families – (4/03) Marisol Vidales
 - Leadership Challenges Unpacked: What Keeps You Up at Night? – (4/03) Marisol Vidales & Michelle Muniz
 - Teaching K-12 Information Literacy in the AI Age – (4/03) Anthony Cardenas

- Librarians as Entrepreneurial Consultants: Tapping into the Gig Economy – (4/03) Anthony Cardenas
- Leadership Perspectives: Insights from the Director's Chair – (4/03) Marisol Vidales & Michelle Muniz
- Reading the Rainbow Author panel – (4/03) Michelle Muniz
- From Stacks to Stethoscopes: Pathways to Medical Librarianship – (4/03) Michelle Muniz
- De-escalation Skills Workshop presented by Texas State Library & Archives Commission (4/25) – Anna Agueros

Events/Programming

Adult Programming

- Crochet Club by Frank Rivas (4/01 – 4 attendees; 4/15 – 5 attendees)
- Spanish Class by Kathy Suarez (4/02 – 2 attendees; 4/09 - 2 attendees; 4/16 – 2 attendees; 4/23 – 3 students; 4/30 - ... students)
- Delta Independent Living by Frank Rivas (4/08 – 18 adults)
- Besos y Caricias Adult Day Care by Frank Rivas (4/16 – 9 adults)
- Smartphone Classes taught by Digital Navigators, Anthony Cardenas & Tristan Garza (4/22 - 7 attendees; 4/24 – 6 attendees; 3/18 – 8 attendees)
- Adult Craft Day activity (handmade earrings) by Frank Rivas (4/24 – 2 adults)

Teen Programming

- Creative Bits Poetry Event (4/28 – 3 Teens & 2 adults)

Children's Programming

- Painting Class for children ages 6-9 is taught by Diane Goldsberry. (4/07 – 4 children)
- Thinking Money for Kids Program by Briana Casares (4/01 - 2 children & 2 adults; 4/08 - 2 children & 3 adults)
- RedRover Readers RGV (4/16 - 2 children)

General Programming

- Earth Day (4/22 – 55 attendees)
- Dia del Nino Dia del Libro (4/30 – 87 attendees)

Event

- Easter Egg Hunt (4/12 – 250 general attendance)

Outreach

- Field Trip: Immanuel Lutheran Kids “Scavenger Hunt: Rainforest Theme” (4/11 – 8 children & 3 adults)
- Parent & Family Engagement 2025 Egg-Stravaganza MISD (4/17 – 72 children & 133 Teens/Adults)
- Ruben Hinojosa Elementary Career Day (4/25 – 212 children)
- Leadership Mercedes: MHPC Presentation (4/25 – 14 adults)
- Easterseals RGV Roll & Read (4/26 – 263 children & 357 adults)
- Taylor Elementary 4th Annual National Reading Month (3/25 – 31 children & 3 adults)

Café

- 74 visits, 100 items sold, \$429.78 in sales (4/01 – 4/04)
- 89 visits, 105 items sold, \$412.31 in sales (4/07 – 4/11)
- 103 visits, 108 items sold, \$402.84 in sales (4/14 – 4/18)
- 107 visits, 87 items sold, \$360.28 in sales (4/21 – 4/25)
- 89 visits, 114 items sold, \$433.09 in sales (4/28 – 5/02)
 - Total sales \$ 2,038.3 and 514 items sold

Marketing

- Created 77 social media posts for the library, 28 for the city, & 22 for the café.
- Posted 4 stories for the library
- Answered 1 library DM and 1 city DM
- Designed 32 original flyers and 1 newsletter

Administration

- TLA – During the TLA annual conference, staff networked with other librarians and spoke to a variety of informational vendors about their services and collection availability. Spoke to Mission Public Library about the option of moving ILS vendors from Insignia to Follete, Khoa, or Aspen Discovery. This is a pending discussion as we continue to work with Insignia to finesse our records and settings. Reached out 720 Design about a needs assessment for our library and created an appointment for later in the month. Also contacted Today’s Business Solutions to talk about our current ePRINTit software, the representative said he would be giving us a free upgrade as a new version was just released. Staff also made connections with nonprofit organizations to incorporate more ADA features & services in our library.
- 720 Design – Took pictures of the interior of the library and gathered pictures of the exterior of the building to send to 720 Design in order for them to get a better understanding of our needs. During the meeting, we discussed what our facility is lacking in terms of keeping up with our community’s needs, issues with the building’s infrastructure, and the timeline going forward.
- Insignia – Continuously worked with Mission, Weslaco, & Edinburg to solve issues within the Insignia platform.

- State of the City – Worked on state of the city capturing drone footage, photos, and video for the videos edited by Brand Geniuz. Uploaded all the photos, labeled them, and continued to message Brand Geniuz with the corrections down to second. Was also present for the run throughs for Presentation of Colors and IT. As well as assisted in the set up for the day of the event.
- Easter Egg Hunt – Purchased all items needed to make the Easter baskets and made sure to separate all eggs by age groups so that it would be easier to hide on the day of event. With assistance from MISD JROTC, First United Methodist Church, City IT, Building Maintenance, Fire, Police, and 2 additional library volunteers we were able to hold the Easter Egg Hunt. We had two inflatable bounce houses for both toddlers and children, a trackless train, food, drinks, cookies, games, craft activities, and music on top of the egg hunt for all the families present.
- Completed the annual report accreditation application for the Texas State Library and obtained all necessary signatures to submit.
- Completed and submitted the final report with the Texas Commission on the Arts (TCA) on their online grant portal. TCA supplied a matching grant for the Sky Fest event for the South Austin Moonlighters, a touring artist on their roster.
- Creative Bits – Prepared for and held a poetry reading night in the Texas Room. We had refreshments for the attendees and managed to get 3 teens to read their poetry for the crowd.
- Dia de los Ninos / Dia de los Libros – Prepared the program room for the Magicians, organized the book giveaway table, and prepared items needed for the tostadas (heated up the beans, chopped up the lettuce & tomato, etc.). With assistance from the Fire Department we were able to hang up the string for the pinata for the kids.
- Earth Day – Prepared tables for the informational exhibitors (UTRGV, RCARA, Estero Llano Grande State Park, Native Plant Society of South Texas) and made sure refreshments were set up for attendees as they walked in. We also had our Author/Illustrator set up in the program room for his Drawing 101 session.
- HCLS – Communicated with HCLS President for the agenda for the upcoming monthly meeting. It needed to cover Insignia, county report, policies, Trans-Amigos Express courier company, and local author Rosa Esthela Mora.
- Wrote and provided a letter of confirmation to Insignia to attempt to incorporate OrangeBoy Inc's services. This has been pending since October 2024.
- Collection Development – Reviewed holds, suggestions, and curated lists in order to see which titles to add to our cloudLibrary collection.

Historic Preservation Officer

- Provided Commission Member Gabriel Ozuna with the two necessary documents to submit the final application for the Recorded Texas Historic Landmark application for 301 W. 2nd Street and followed up with Finance on the check for the application. The application was submitted but the check payment is pending.
- Prepared the agenda item, minutes, and supporting documents for the next meeting that was held at Chambers. Prepared the packet for MHPC Vice Chair for the meeting.
- Received additional photographs that were needed for the grant reimbursement request as well as the cost of the work. However, upon review an invoice is still required so an email was sent

to Ruben Sosa requesting that final item. Mrs. Sandra Martinez called to inquire about the item and she was also told that the invoice was missing. Will send that update via email to the commission once it's submitted.

- Mailed out completed application to American Rio Grande Land Building Texas Historic Maker.
- Revised the presentation for Leadership Mercedes to include new information on the grants, CLG, properties, and goals. Presented to the Leadership Mercedes class along with members of the MHPC.
- Prepared the reimbursement packet for the façade grant of 320 S Missouri and submitted it to Finance.
- Worked with Finance to prepare a new invoice for 320 S Missouri for the violations committed involving the columns and the roof. The roof violation was waived due to compliance and the column violation was lowered. Finance required the agenda and minutes prior to providing the revised invoice. A new letter was created and mailed out to the property owner.

Highlight of the Month

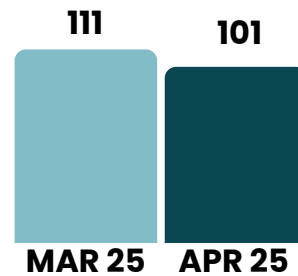
- The Library was invited by NBC to go on live to talk about Dia De Nino Dia De Libro. We had our new City PIO go on with the Magician that would be performing at our event. We had a great turnout with 87 attendees who got to eat tostadas prepared by staff, do a Dia craft, see a magic show, get a free book, and finally, hit a pinata filled with candy.

DEVELOPMENT ACTIVITY (APRIL 2025)

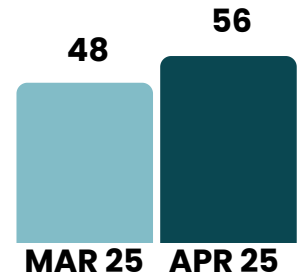
PERMITS ISSUED

	MAR 25	APR 25
Residential	142	174
Multi-Family	0	0
Commercial	8	8

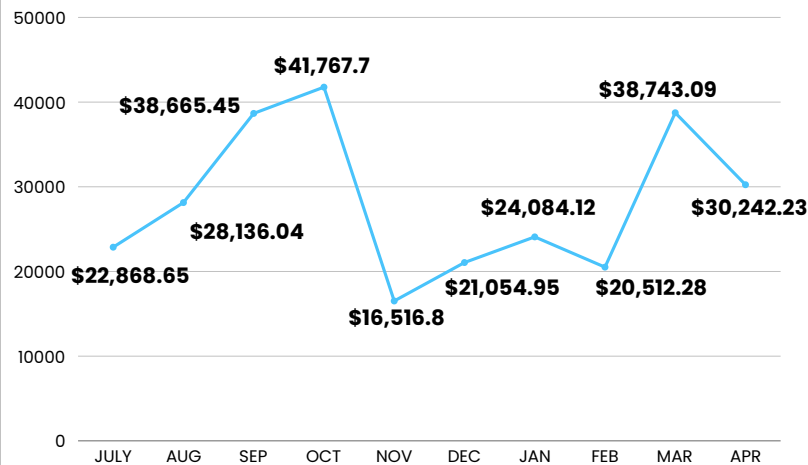
Building Inspections



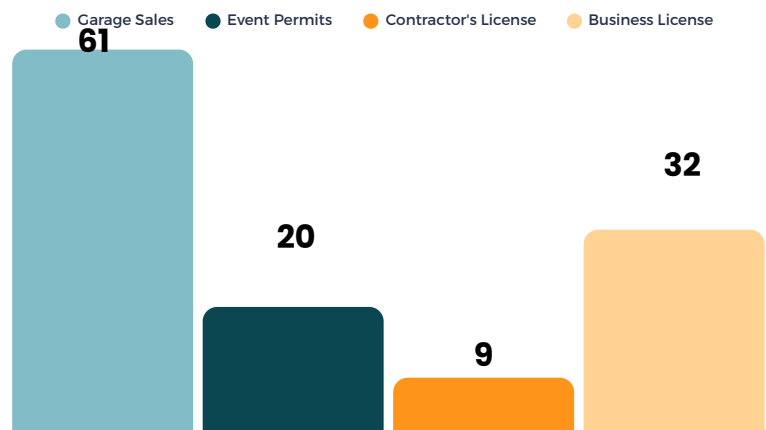
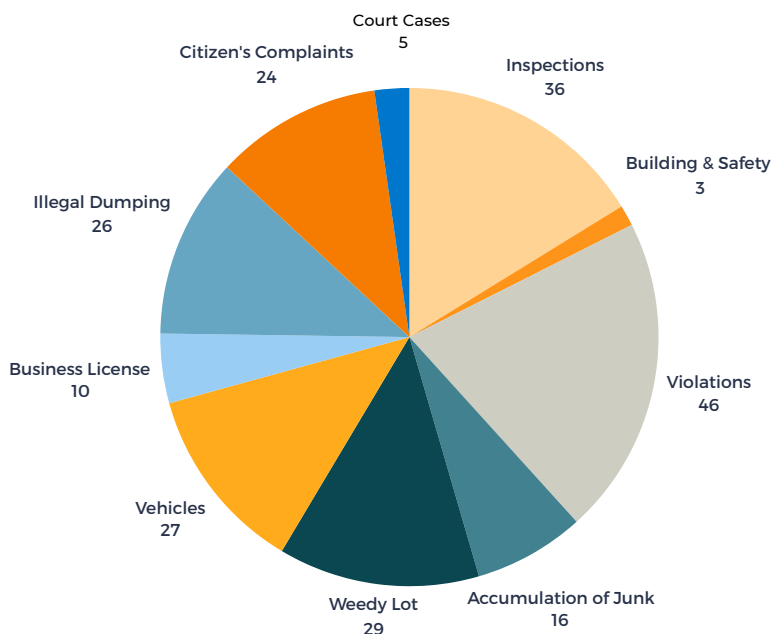
Plan Reviews



DEPARTMENT REVENUE



CODE COMPLIANCE ACTIVITY (APRIL 2025)



*includes both new and renewal licenses

ACTIVITY (FY 23-24 VS YTD)

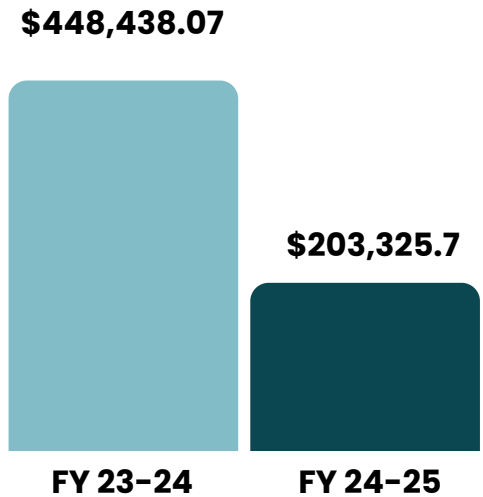
PERMITS ISSUED

	FY 23-24	YTD
New Residential Construction	141	59
Commercial Construction	8	14
Other Permits	1,447	756

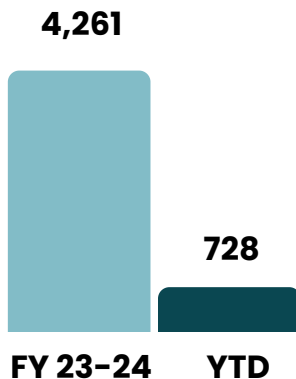
Residential & Commercial include: Building, Mechanical, Electrical, and Plumbing

Other Permits: Repairs, Remodel, Re-roof, Driveway, Carport, Fences, ROW, Irrigation, Mechanical, Electrical, Plumbing, Meter reset, Moving a Building, Solar Panel, Storage Shed

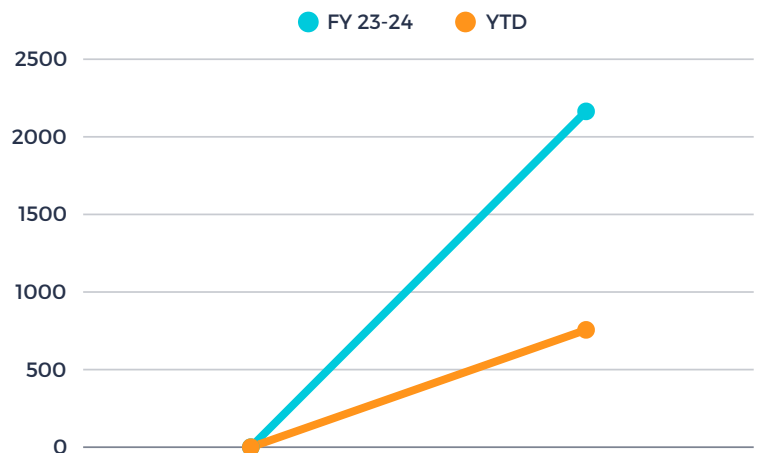
REVENUE



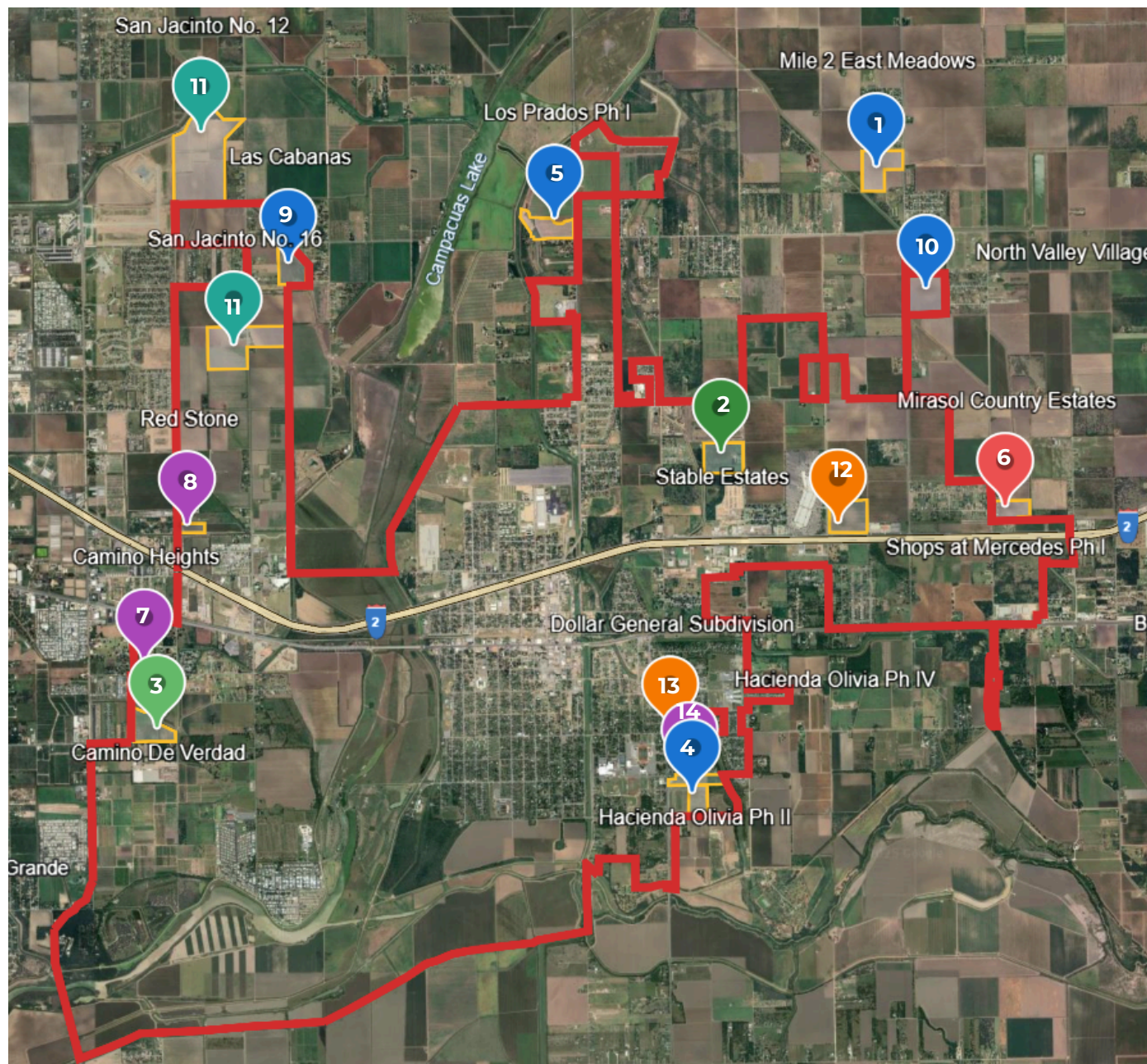
Building Inspections



Total of Permits Issued



SUBDIVISIONS UNDER CONSTRUCTION

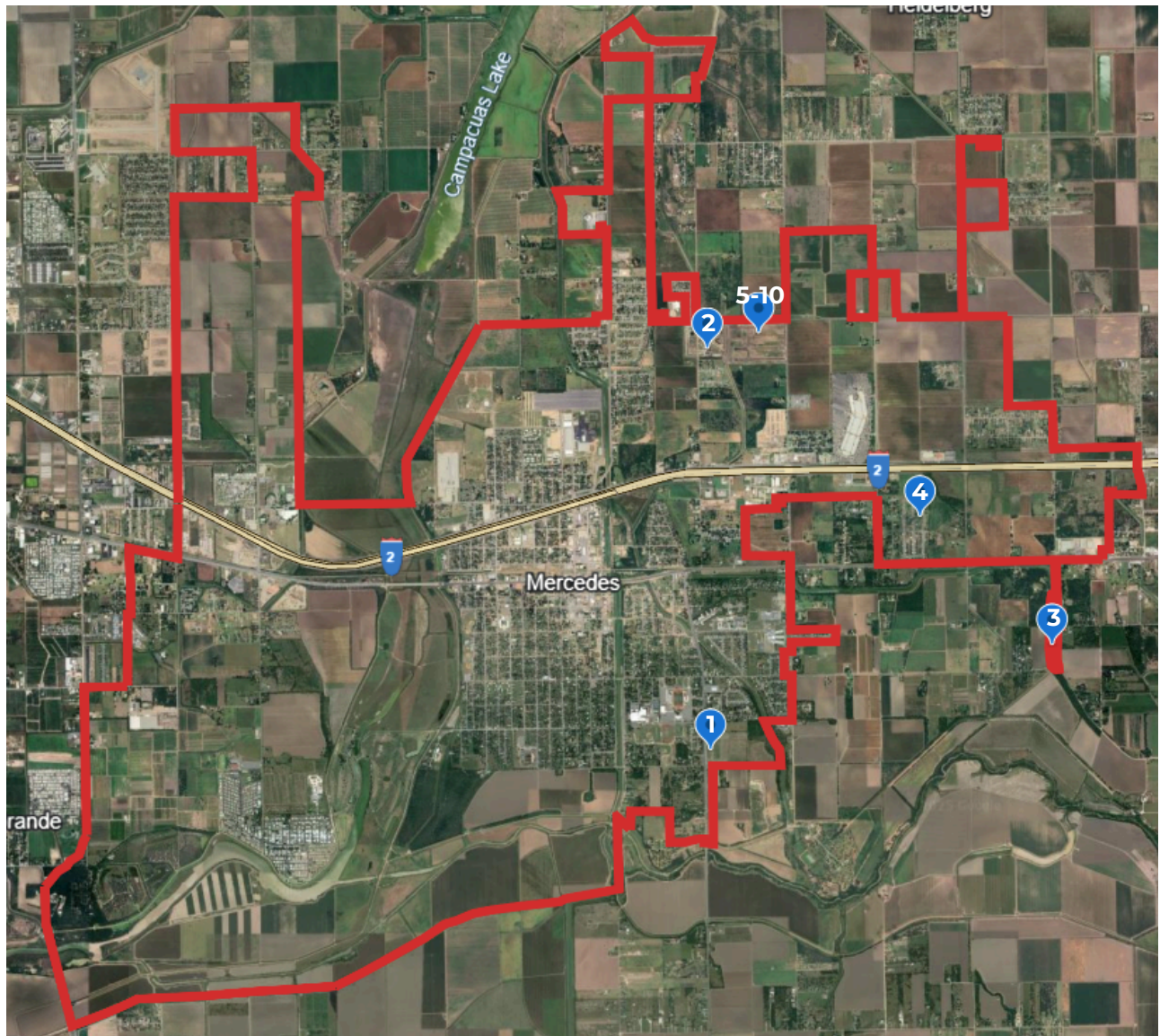


	Subdivision	Location	Acres	Number of lots	Status	Type
1	Mile 2 East Meadows	Mile 2 East Road and Mile 9 North	30	122	Completed Construction	Single Family
2	Stable Estates	1 Mile N of Express way 83 on Mile 1 E. West of Mile 1 E/South of Mile 8	30	96	Completed Construction	Multi-Family & Single Family
3	Camino de Verdad Ph 2	FM 1015 & Camino de Verdad	22.76	63	Completed Construction	Single Family

SUBDIVISIONS UNDER CONSTRUCTION

	Subdivision	Location	Acres	Number of lots	Status	Type
4	Hacienda Olivia Ph 2	South of Bus 83 on Rio Rico Rd. And east of FM 491/Rio Rico	13.80	60	Completed Construction	Single Family
5	Los Prados Ph 1	2 Mile N of Exp 83 on FM 49. NW corner of Fm 491/Mile 9 North	9.09	48	Pre-Construction	Single Family
6	Mirasol Country Estates	East Side if Mile 2 1/2 East and North if Expwy	59	19	Under Construction	Single Family
7	Camino Heights	S Mile 2 1/2 W and Camino Real Viejo	2.93	22	Rezone, Undergoing a Interlocal Agreement	Single Family
8	Red Stone	Mile 2 1/2 and north of Expressway 83	6.0	20	Waiting for Subdivision Plat, Undergoing Buyout with North Alamo Water Supply	Single Family
9	Las Cabanas	Mile 9 North and between Mile 2 W & Mile 1 1/2 W	24.90	73	Pre-Construction	Single Family
10	North Valley Village	East side of Mile 2 East and south of Mile 8 North Rd	40	193	Pending Sewer Extension, On Hold	Single Family
11	San Jacinto Estates No. 12 & No. 16	Mile 2 W and North of Mile 9 N	127.4	332	Obtain Preliminary Approval	SingleFamily & Multi Family
12	Shops at Mercedes Ph I	Hwy 83 Frontage next to the Outlets	30	7	Under Construction	Commercial
13	Dollar General	Rio Rico and 10th St (1000 Rio Rico Rd)	1.74	1	Under Construction	Commercial
14	Hacienda Olivia Ph 4	E Rio Rico Rd and N of Hacienda Olivia Ph 1	13.80	117	Rezone, Waiting for Subdivision Plat	Single Family/Town House

NEW RESIDENTIAL CONSTRUCTION

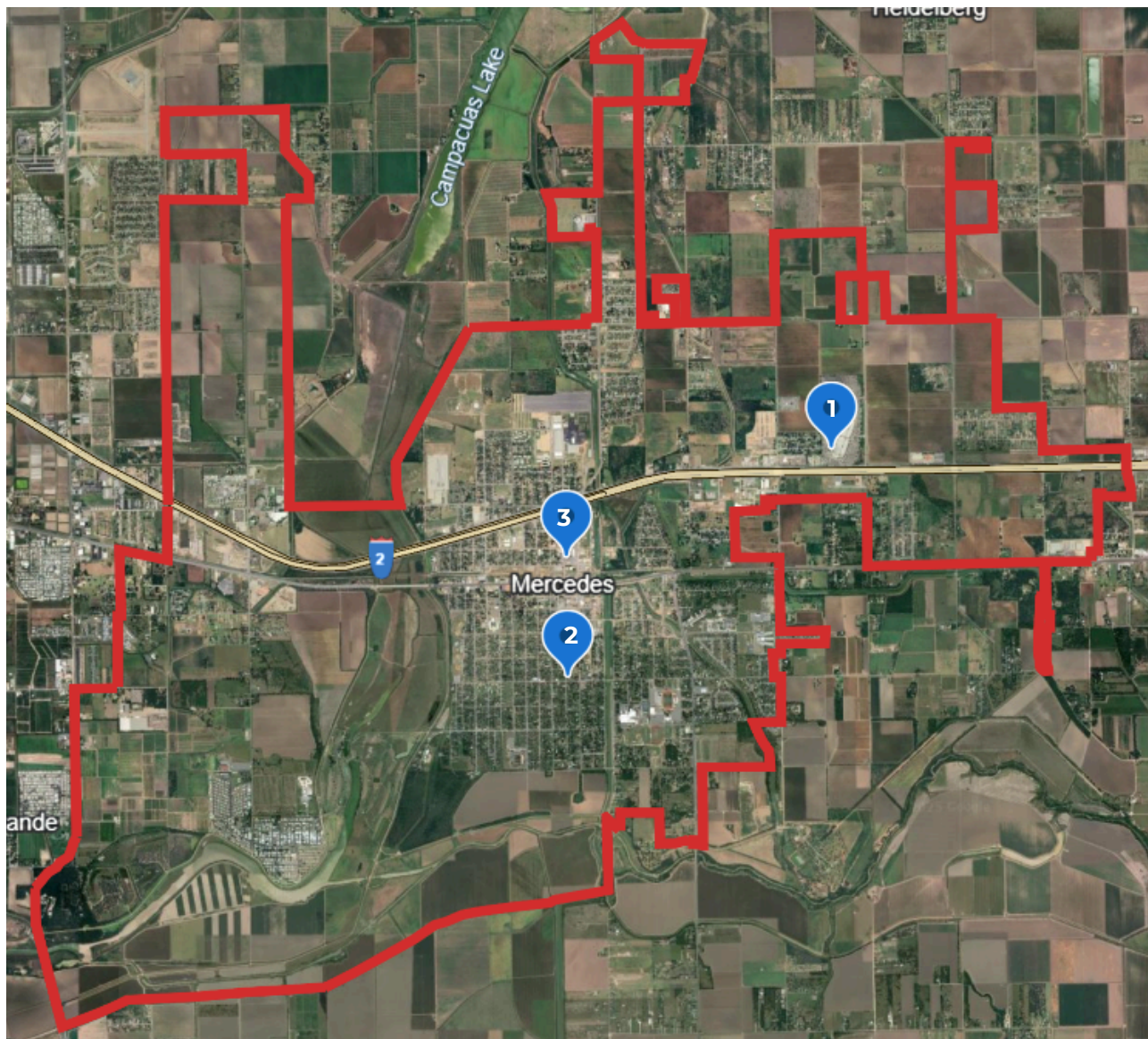


	Project Address	Type	Sq Ft	Subdivision
1	1613 Jay St	Single Family	2,171	Hacienda Olivia Ph 1
2	809 Diego Dr	Single Family	2,234	Ryan Estates
3	645 S Mile 2 ½ E	Single Family	2,139	La Jaras
4	417 Dyanez St	Single Family	2,298	Mid Valley Meadows Ph 1
5	1803 Karianna Dr	Single Family	1,600	Valley Ranch Ph 2
6	1706 Karianna Dr	Single Family	1,685	Valley Ranch Ph 2
7	1504 Karianna Dr	Single Family	1,792	Valley Ranch Ph 2

NEW RESIDENTIAL CONSTRUCTION

	Project Address	Type	Sq Ft	Subdivision
8	1506 Karianna Dr	Single Family	1,701	Valley Ranch Ph 2
9	1508 Karianna Dr	Single Family	1,649	Valley Ranch Ph 2
10	1510 Karianna Dr	Single Family	1,786	Valley Ranch Ph 2

NEW COMMERCIAL CONSTRUCTION/BUSINESSES



	Business	Project Address	Type of Business	Status
1	Chick-fil-a	5001 E Exp 83	Restaurant	Business License Issued
2	Tacos El Sapo	340 W 10th St	Restaurant	Business License Issued
3	Amour Nails and Beauty Salon	107 N Texas Ave Ste D	Beauty Salon	Business License Issued

Health & Code Compliance

Health & Code Compliance Inspections, April

	April 2025
Code Compliance Inspections	192
Citations Issued	0
Health Inspections	30

Health Inspections Results, April 2025

Business Name	Business Type	Address	Pass/Fail
Tiger Drive Thru	Convenience Store	700 N Baseline	Pass
Farm House Event Center	Event Center	300 N Illinois Ave	Pass
Creative Kids Daycare	Daycare	1200 Rio Rico Rd	Pass
Las Tres Marias Restaurant	Restaurant	2020 W Exp 83	Pass
Subway	Restaurant	369 N Texas Ave	Pass
Sgt. William George Harrell MS	School	2825 N FM491	Pass
XOOM	Convenience Store	300 E Epx 83	Pass
Mercedes Travel Plaza dba Go Loco	Convenience Store	8001 E Exp 83	Pass
W.B. Travis Elementary	School	1551 S Georgia Ave	Pass
Mercedes High School	School	1200 S Florida Ave	Pass
Juanitos Restaurant	Restaurant	331 N Texas Ave	Pass
Salinas Meat Market	Store	1002 W 1st St	Pass
Taylor Elementary	School	900 N Missouri Ave	Pass

Health & Code Compliance

Business Name	Business Type	Address	Pass/Fail
Chacon Middle School	School	801 S Mile 1 E	Pass
John F Kennedy Elementary	School	801 Hidalgo St	Pass
Mercedes Academic Academy	School	720 S Mile 1 E	Pass
Ruben Hinojosa Elementary	School	500 S Rio Rico Rd	Pass
Chick-fil-a	Restaurant	5001 E Exp 83	Pass
Los Comales Restaurant	Restaurant	151 N Texas Ave	Pass
Alicia's Restaurant	Restaurant	1402 W 2nd St	Pass
TNT Drive thru	Convenience Store	720 Anacuitas	Pass

DEPARTMENT: Mercedes Recreation Center

MONTHLY REPORT: April 2025

Report Summary:

This report tracks membership, programs and project activities for the Recreation Center for the month.

Registration for membership conducted year-round:

Fall Program: Registrations start date Aug. 1, 2024

Fall Program: Aug. 2024 - May 2025

Summer Program: June & July 2025 - Registration start date May 1, 2025

- **Mercedes Recreation Center Program Registration Numbers: April**
March Registration Open 3/1 - Weekly Program Mon. - Fri. 3:30pm - 6:00pm

- | | |
|---|--------------------|
| • Membership Registration | 50 |
| • Membership Daily Attendance | 35 - 40 |
| • Adult Basketball League Registration | 100 |
| • CO-ED Volleyball Leagues Registration | 80 |
| • Total Registration | 230 members |

Rec Staff Training & Meetings:

- **Meeting w/ Recreational Leaders**
 - Work Schedule for Week: 4/1 - 4/4
 - Staff Work Schedules Rec Cleaning Detail
 - Rec After-school Programs suspended

Projects/Maintenance Work Orders & Special Task:

- **Meeting w/ Parks Director - Armando Villela**
 - Dome AC AAON' Units - Vendor L&S Air 4/1
 - Dome AC PM Program Meeting w/ Mr. Perez 4/15
- **Public Works - Work Order submitted:**
 - Dome Facility**
 - Dome Parking Lot Photocells Pending Lift
 - Fire Alarm & Fire Extinguisher Inspection 4/14
 - Rec Facility**
 - Water Fountains Pending Purchase Order
 - Pool Facility**
 - Picnic Table Repairs 4/3
 - Re-paint Picnic Tables 4/9
- **Rec & Dome Center - AC Units:**
 - Rec A/C Leak Fern's AC Service 4/14
 - Dome AC Drip-pan Fern's AC Service 4/14
 - Dome A/C Filters 4/17
 - Rec AC Filter 4/24

Swimming Pool Projects/Maintenance:

- **RGV Aquatics / Mercedes Public Pool / Lifeguard Certification**
- **Swimming Pool Maintenance - Daily/Monthly Equipment Inspections**
 - Facility maintenance - pool vacuuming, netting & clean skimmers - **Daily**
 - Motor & filter pumps inspection - **Daily**
 - Test pool water levels - **Daily** / Leslie's Pool water testing - **Weekly**
 - Inspection - pumps, check valves, chlorinators, gauges & filters - **Daily**
 - Backwash filters - **Monthly**
 - Facility landscaping / grass cutting / chemical room inventory - **Monthly**
 - Pool filters - disassembled & cleaned – **Quarterly**

Community:

- **RGV FOOD BANK**
 - April Food-drive Dome Site - 4/25
- **Dome Shelter**
 - Facility Activated 3/27
 - 150 Individuals Serviced
 - Shelter Active Thurs. 3/27 - Mon.3/31
- **Hidalgo County**
 - Dome Facility
 - Meeting & Walk-through 4/1
 - Fire / Police / I.T. / Rec Departments
 - Rec After-school Program Suspended (Flood Assistance Program)
- **City of Merced**
 - City Commission Meeting - Tues. 4/1 & 4/15
 - Department Head Meeting - Wed. 4/2 & 4/16
 - Department Budget Meeting 4/15
 - State of the City 4/11
- **Dome Center**
 - Hidalgo County: Monica Hinojosa
 - Gym set-up Program Assistance 4/1
 - Flood Assistance Program for County 4/2 - 4/4
 - American Red Cross Program
- **Rec Center Storm Damages**
 - City Assessment:
 - Office/Front Desk/Game-room/Kitchen/Restroom/Equipment/Gym
 - Pictures Facility Damage
 - City Staff walk-through
 - Rec Staff
 - Cleaning Detail Wed. 4/2 - Fri. 4/4

Adult Leagues:

- **CO-ED Volleyball**

- Team Registration Extended 4/11
- TASO Officials Contract Services Agreement 4/29

- **Men's Basketball**

- Team Registration Extended - 4/11
- Kamikaze Team Captain Meeting 4/8
- TASO Officials Contract Services Agreement 4/22

- **RGV Pumas Female Football League**

- Dome Fields - Saturday Games April 5th & 19th
- Mark Specs Football Field 4/4 & 4/17
- Game Schedule 4:00pm - 8:30pm

Out-Reach Programs:

- **MYB On the Run Food/Meals Program**

- After-school Meals for members
- Weekly Calendar / Monday thru Friday 4:00pm - 4:30pm Daily Meals
- Number of Meals Served - 540

- **Foster Grandparent Senior Corps Program**

- Assist with Supervision/Mentor & Tutoring
- 3 Volunteer Foster Grandparents
- Monday - Thursday 1:30pm - 5:30pm

- **Angels of Love Program**

- Veronica Perez - Director
- Summer Program Sessions Meeting 4/8

- **AgriLife Texas A&M Extension**

- Diana Quintanilla Extension Agent / Noe Aguilar Nutrition Education
- Summer Program Sessions Meeting 4/23

Recreation Center Programs:

- **Programs Attendance: April**

<u>Program/Activites Desciption</u>	<u>Week 1</u>	<u>Week 2</u>	<u>Week 3</u>	<u>Week 4</u>	<u>Total</u>
Membership Daily Attendance	134	109	128	169	540
Food Program Meals	134	109	128	169	540
Game-room	12	16	18	27	73
Computers	17	10	15	25	67
PS4 Room	15	15	20	23	73
Arts & Crafts	25	20	20	20	85
Sports & Fitness / Out-door Activities	65	48	55	74	242
Homework Hour / Tutoring 3:30pm - 4:30pm	29	22	25	33	109
Adult League - Basketball Games	N/A	N/A	100	200	300
Adult League - COED Volleyball Games	N/A	N/A	40	40	80

Mission Statement

Mercedes Recreation Center, in conjunction with the City of Mercedes, is responsible for the development and implementation of youth programs for youth that reside in the City of Mercedes. The Recreation Center is a Non-Profit Organization for Youth age 6 to 18, which are targeted for programs that will increase pro-social behavior. These programs include recreation activities, community service events/projects, youth leadership programs and cultural events.

Mercedes Recreation Center

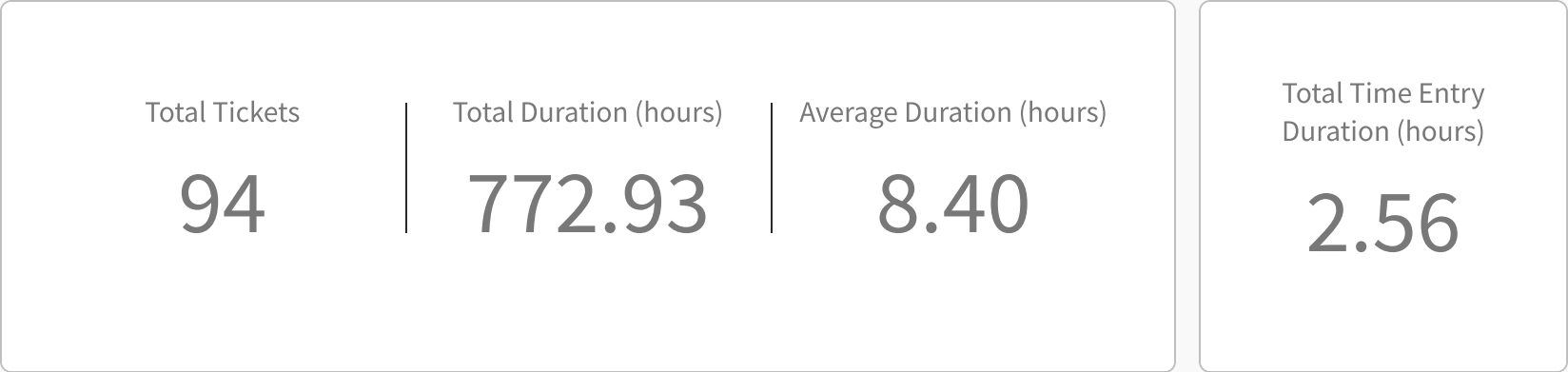
“Impacting the youth in our community”



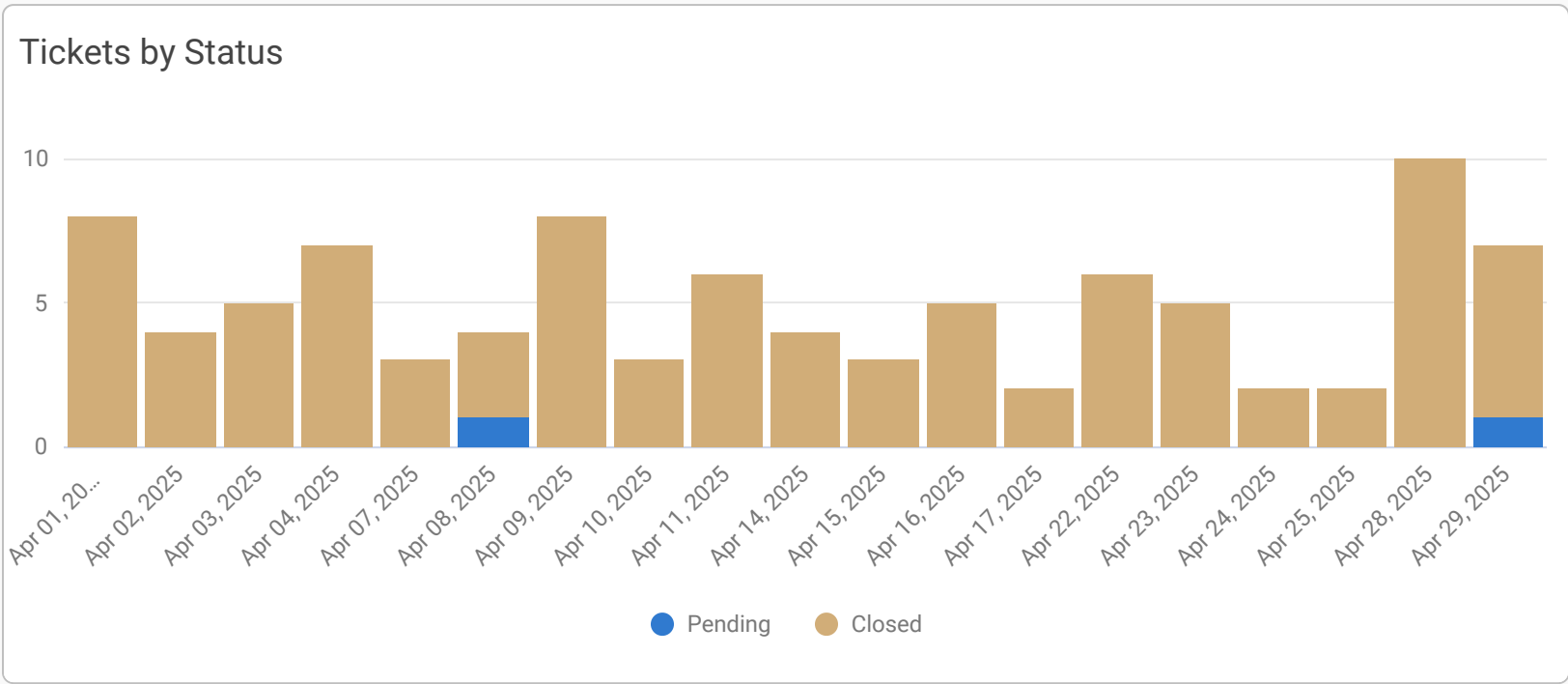
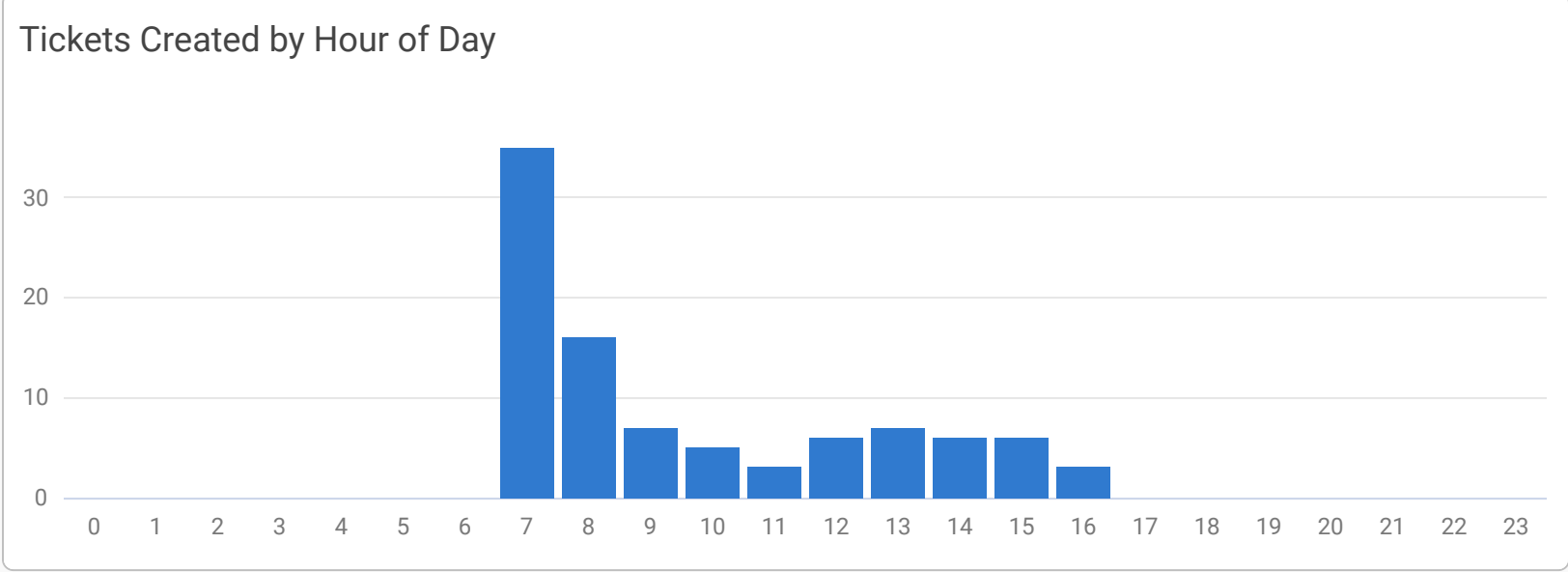
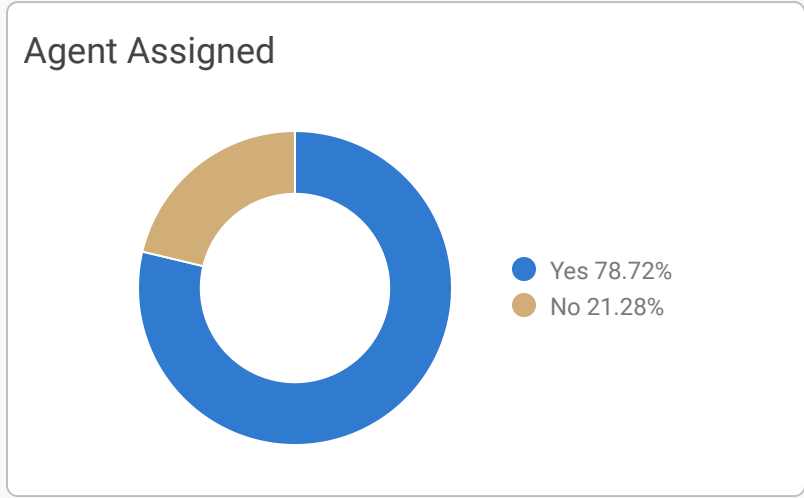
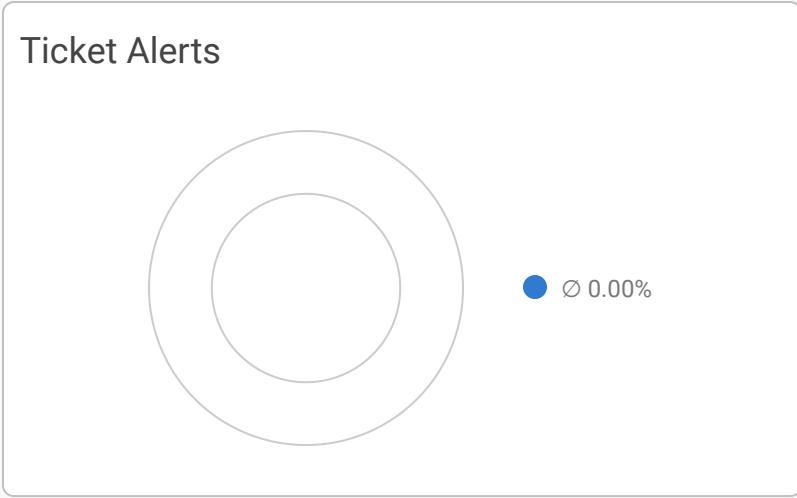
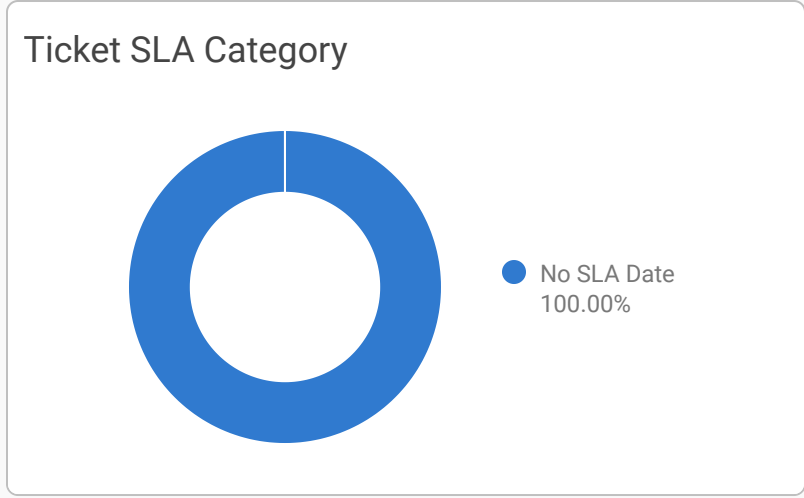
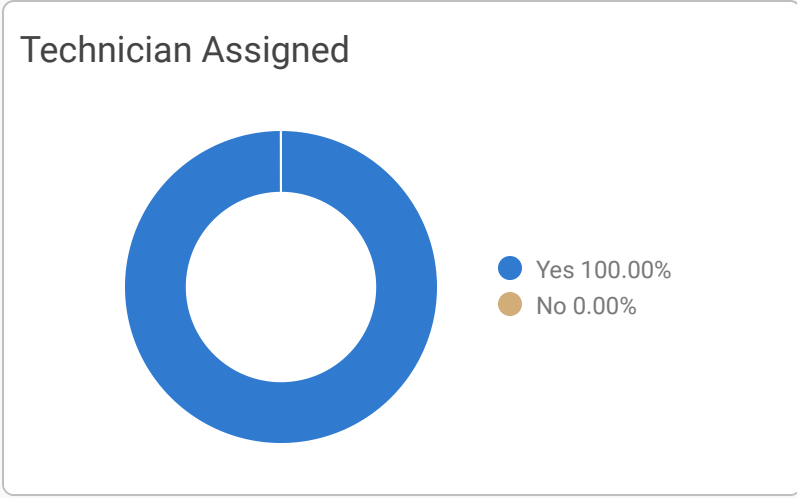
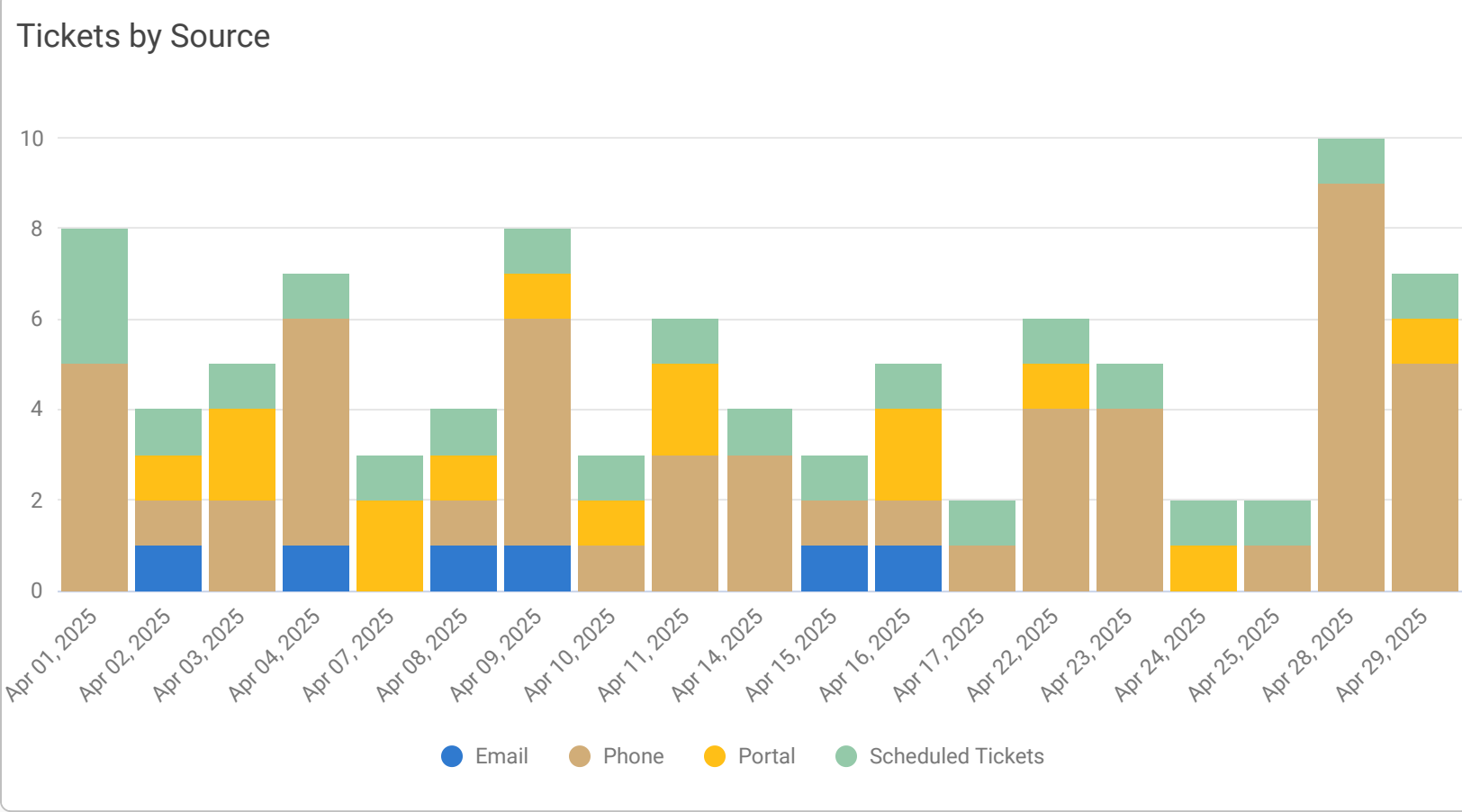
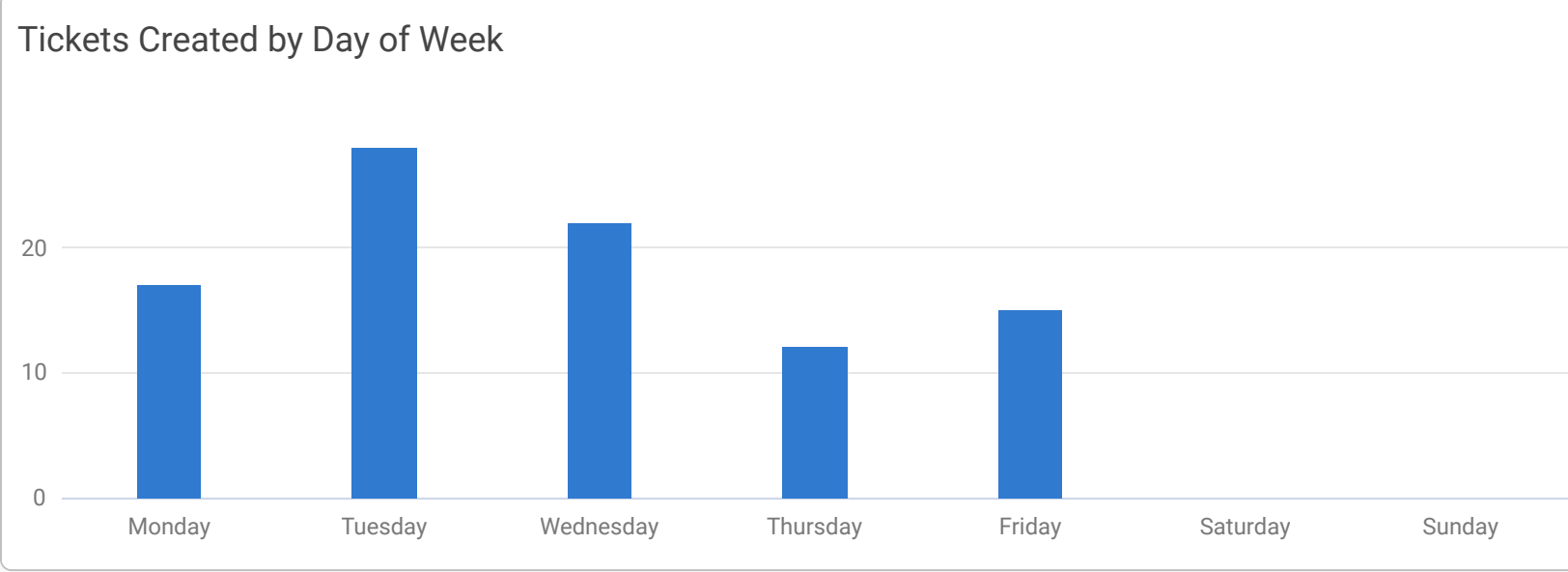
United Way of South Texas
Serving Hidalgo & Starr Counties

Ticketing summary

Date Filter is from 2025/04/01 until 2025/04/30 Ticket Status is not Merged



	Tag Name	Number of Tags ▼
1	Security / Security Alerts and Threats	19
2	Network / Onboarding - Offboarding User	7
3	Application / Application usability & setup	5
4	Application / Install - Uninstall - Update	5
5	Application / Application usability \u0026 setup	4
6	Application / Access & Permissions	4
7	Network / Internet and Phone Connectivity Issues	4
8	Printer / Printing Usage & Setup	4
9	System / Windows / Login - Password Reset	3
10	Application / Email Management, Delivery and Settings	3
11	Hardware / Printing Device	3
12	License / License and Subscription Management	2
13	Hardware / Damaged - Faulty	2
14	Hardware / Equipment orders and installations	2
15	Application / Application usability & setup	2
16	Application / Application usability & setup	2
17	Printer / Printing Usage & Setup	2
18	Printer / Printing Usage \u0026 Setup	2
19	Scanner / Scanning Usage & Setup	1
20	Scanner / Scanning Usage \u0026 Setup	1
21	Storage / OneDrive and Cloud Storage	1
22	Application / Access \u0026 Permissions	1
23	Network / Accessibility	1
24	Network / Configuration Change	1
25	Network / Remote Access & Permissions	1
26	Network / Remote Access & Permissions	1
27	Network / Remote Access \u0026 Permissions	1
28	Network / Remote Access \u0026 Permissions	1



Customer tickets overview

Date Filter is from 2025/04/01 until 2025/04/30 Ticket Status is not Merged

Total Tickets

94

Total Ticket Duration (hours)

772.93

Average Ticket Duration (hours)

8.40

6

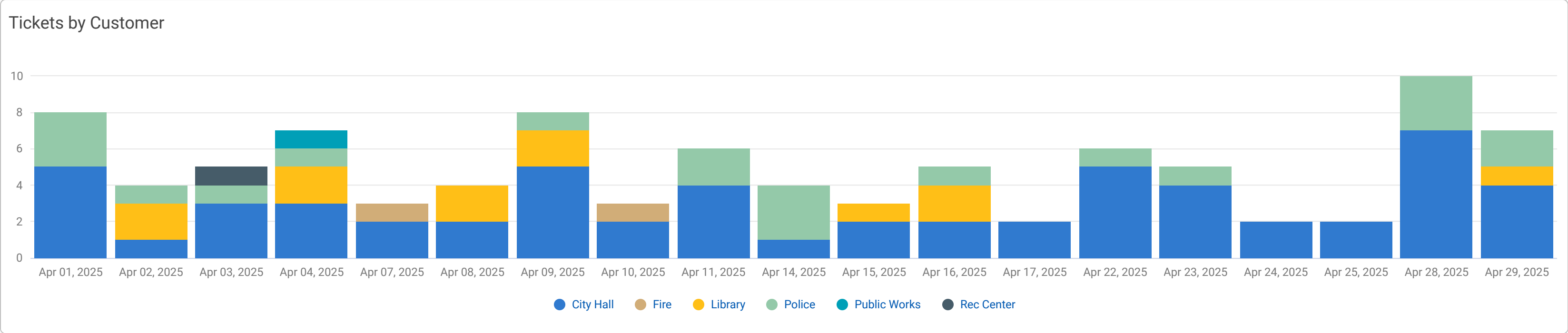
Number of Customers

94

Ticket Volume Per Customer

Ticket SLA Category

No SLA Date
100.00%



Customer Overview						
Site name	Number of tickets ▾	Total Ticket Duration (hours)	Average Ticket Duration (hours)	Average First Response Time (hours)	Number of alerts	Exceeded SLA
City Hall	58	432.57	7.46	5.09	0	0
Police	20	183.64	9.18	5.90	0	0
Library	12	123.88	12.39	10.23	0	0
Fire	2	24.51	12.26	12.26	0	0
Rec Center	1	0.87	0.87	0.87	0	0
Public Works	1	7.45	7.45	7.45	0	0

Technician overview

Date Filter is from 2025/04/01 until 2025/04/30 Ticket Status is not Merged

Number of tickets

94

Total Ticket Duration (hours)

772.93

Average Ticket Duration (hours)

8.40

6.05

Average First Response Time (h...

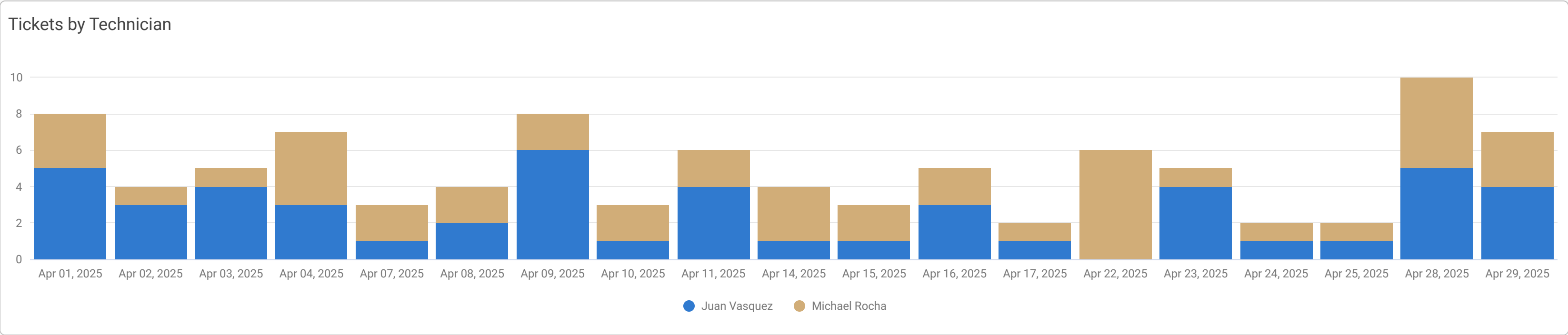
8.40

Average Resolution Time (hours)

Ticket SLA Category

No SLA Date

100.00%



Technician Overview									
	Technician name	Number of tickets ▾	Total Ticket Duration (hours)	Average Ticket Duration (hours)	Average First Response Time (hours)	Number of Tickets Exceeded SLA	Number of tickets closed within SLA	Number of tickets closed outside SLA	Number of open tickets within SLA
1	Juan Vasquez	50	305.71	6.37	4.26	0	0	0	2
2	Michael Rocha	44	467.21	10.62	8.08	0	0	0	0

Traffic

In ⓘ

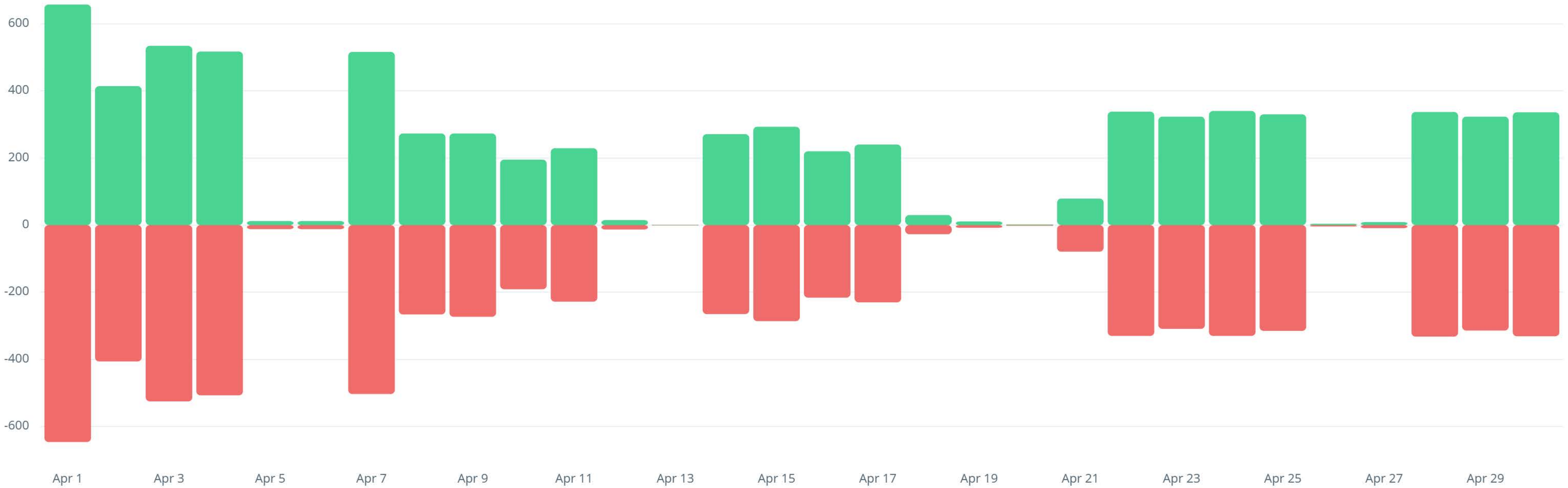
7,134

↑ 0% from previous
30 days

Out ⓘ

6,970

↑ 0% from previous
30 days

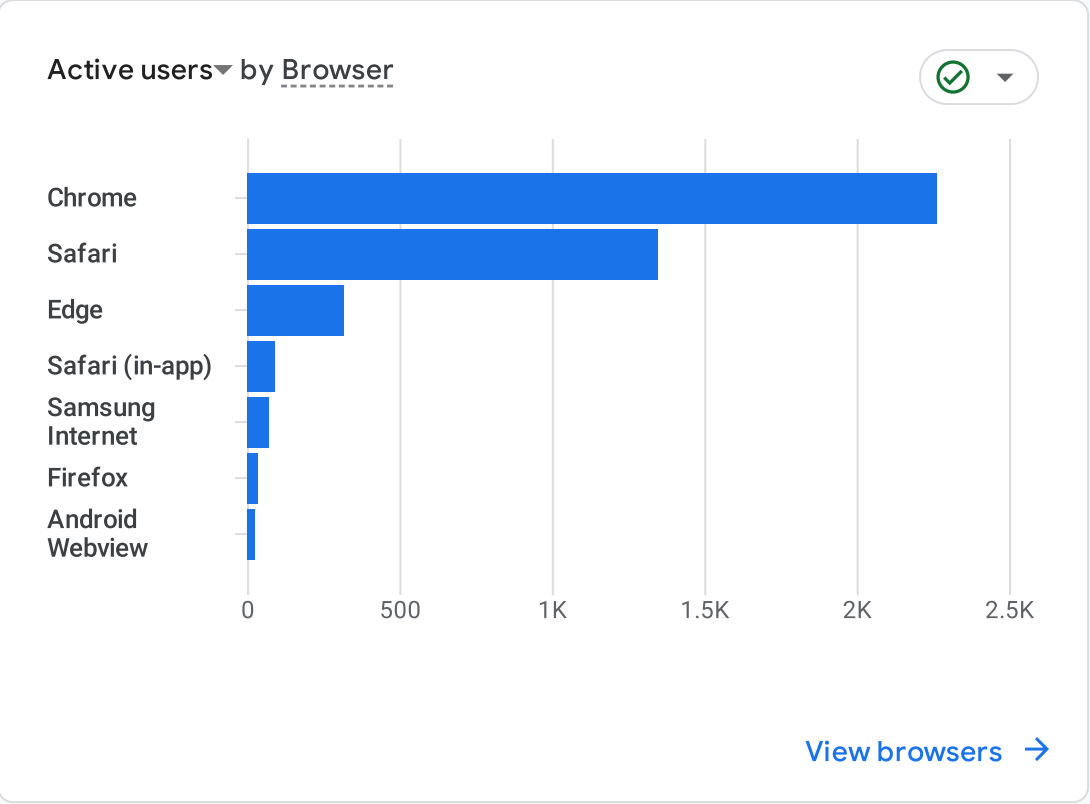
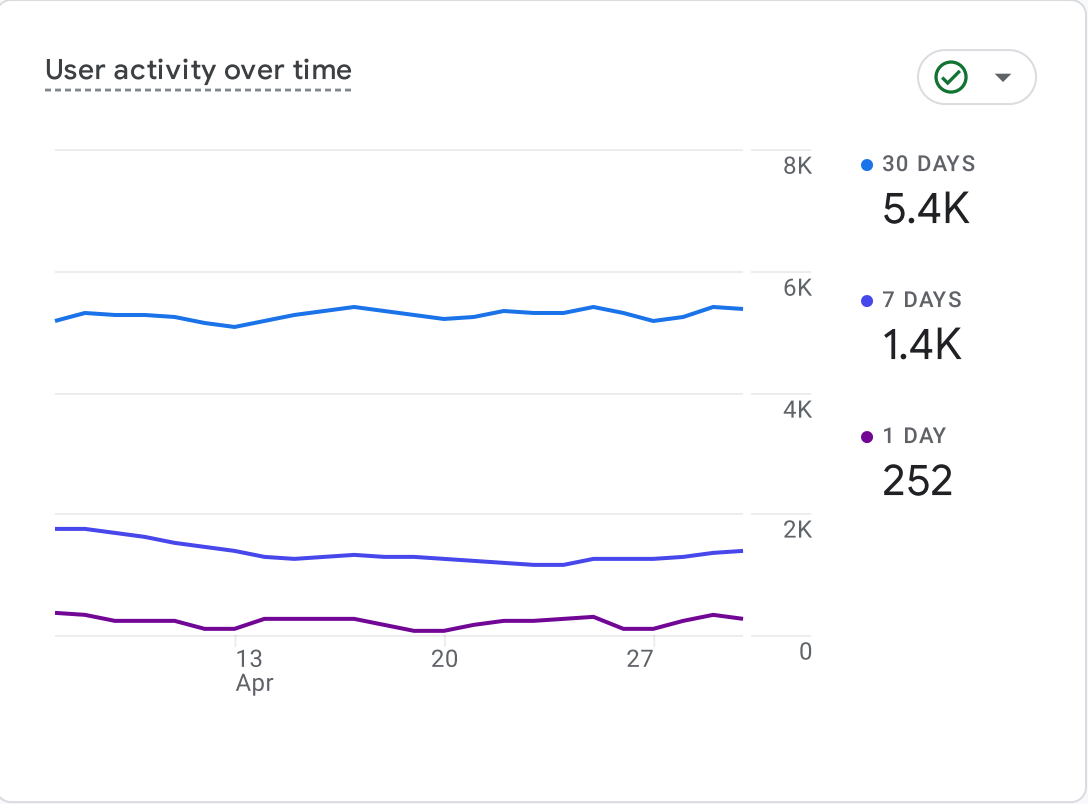
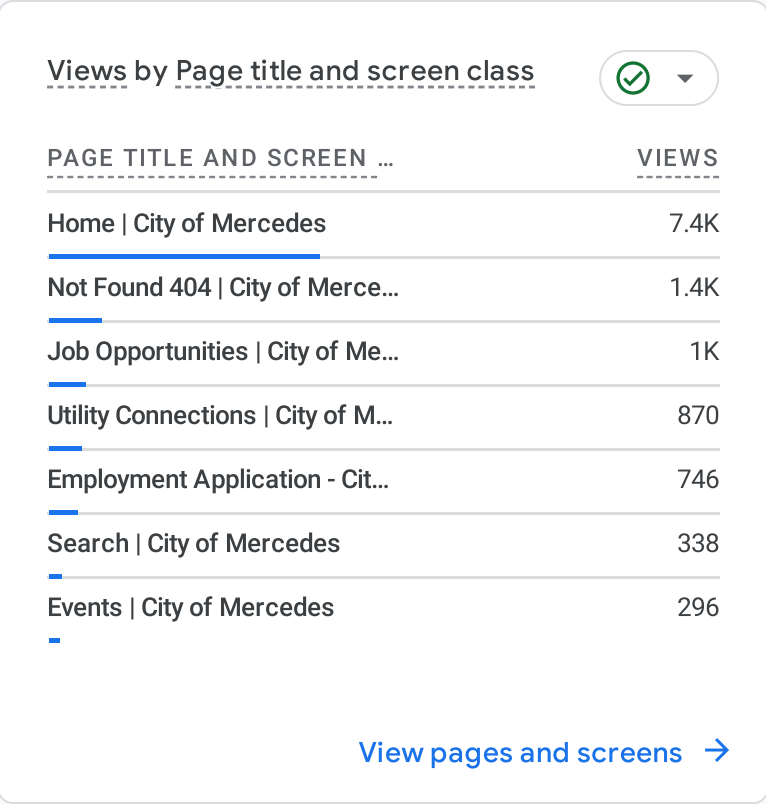
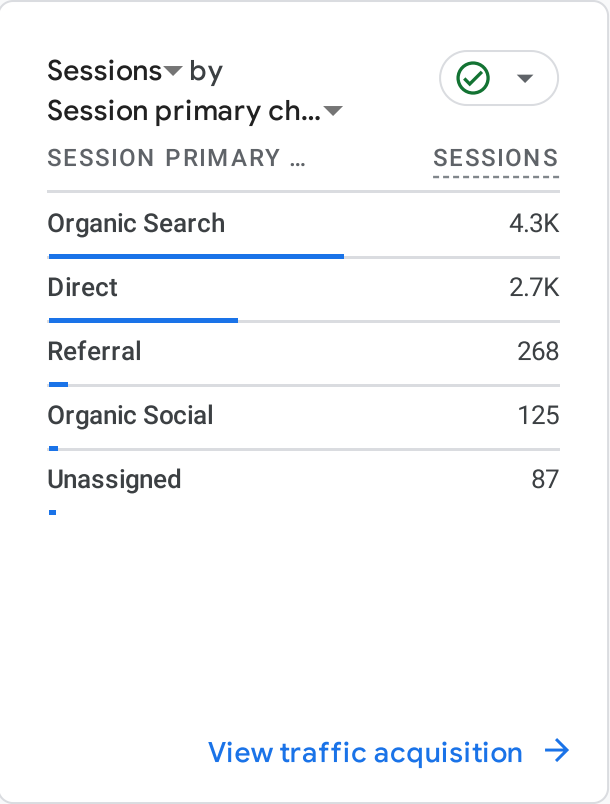
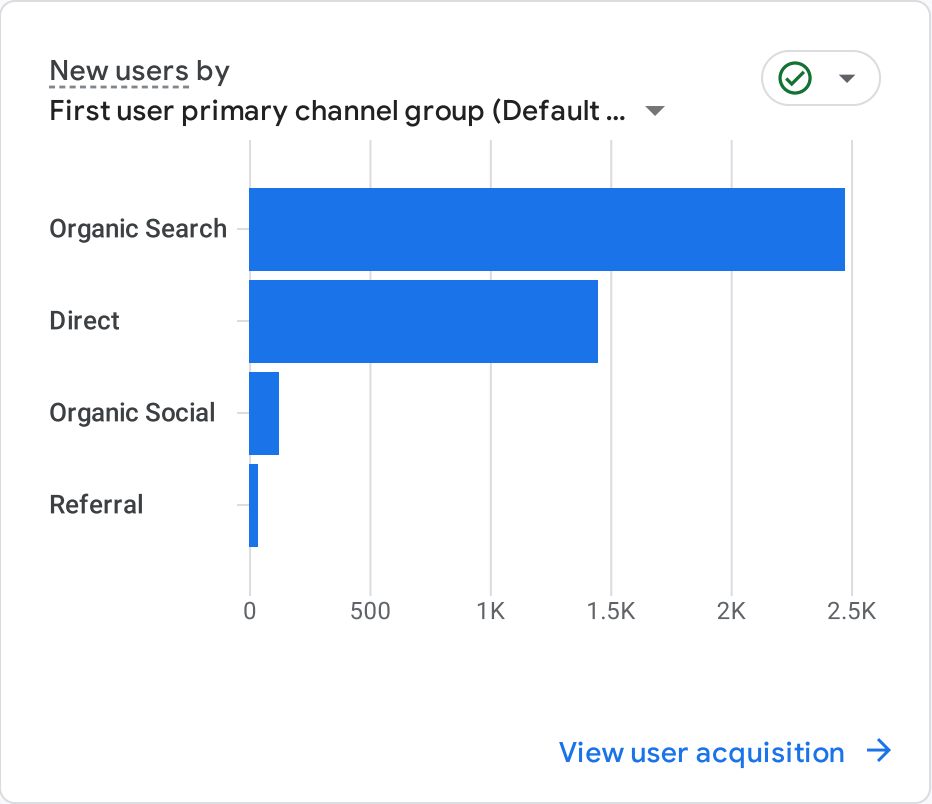
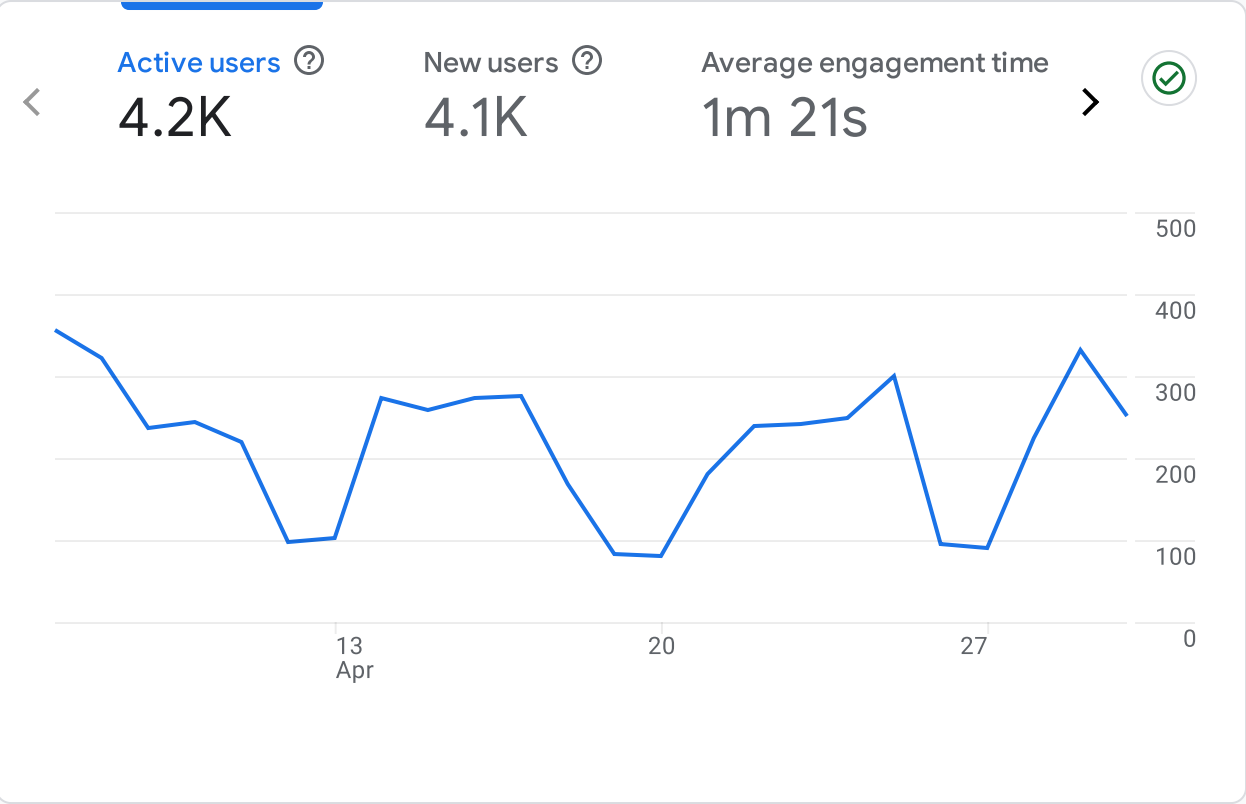


A All Users

Add comparison +

Custom Apr 7 - Apr 30, 2025

Reports snapshot



**CITY SECRETARY'S OFFICE
2025 ANNUAL REPORT**

TYPE	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	OCT.	NOV.	DEC.	YTD Total
CITY SECRETARY													
Agenda Reg./Special/Wkshp	2	2	2	2									8
Minutes Reg./Special	1	2	2	2									7
Ordinances	2	2	2	2									8
Resolutions	4	2	6	0									12
Contracts	3	0	0	1									4
Bids	0	0	1	0									1
PERMITS													
Sound/Dance	4	3	1	3									11
TABC	0	0	0	2									2
VITAL STATISTICS													
Filling w. State	6	8	9										23
Issuing Birth	27	40	30	35									132
Issuing Death	4	4	3	1									12
RISK MANAGEMENT													
Vehicle Claims	2	2	4	3									11
Liability Claims	1	2	1	0									4
OPEN RECORDS													
Received	35	32	26	29									122
Responded	31	30	22	26									109
HUMAN RESOURCES													
New Hires	5	2	1	6									14
Resignations	5	1	1	0									7
Retirements	6	2	1	2									11
Workers Comp	0	1	2	2									5

Significant Comments:



To: Alberto Perez, City Manager

CC: Mayor / City Commission

From: Armando Villela, Parks Director

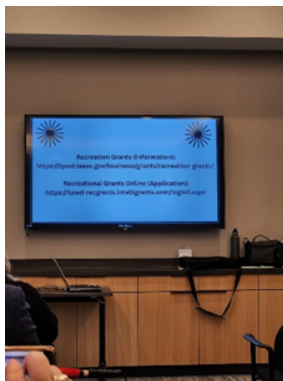
Date: 5/14/2025

Subject: Monthly Report Parks

This month our Parks Crew continues to make strides to improving the overall productivity and efficiency of our efforts. We currently have (3) vacancies in the department but continue to strive to complete the general maintenance of our various facilities and areas of responsibilities, while addressing other needs within our Parks. Some of the goals accomplished this month are as follows but not limited to:

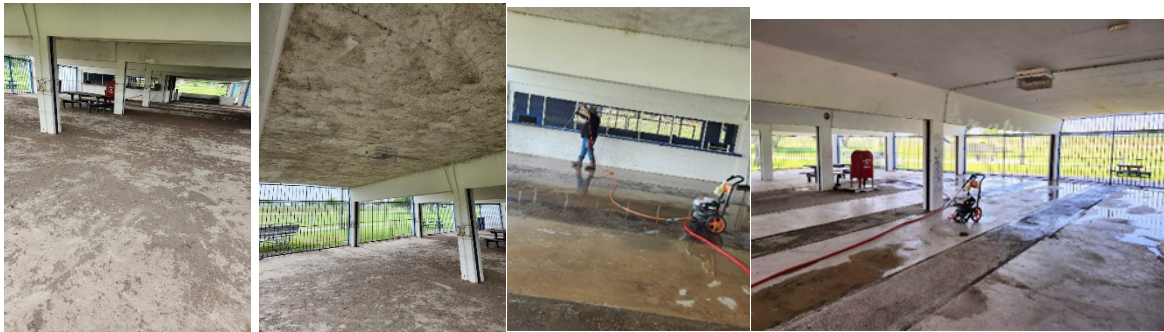
Keep Texas Beautiful Conference

- The Parks Director along with members of KMB, traveled to Austin for the Keep Texas Beautiful Conference. Mercedes was at risk of losing its good standing due to the previous yearly report not being submitted. We were able to complete and submit this year's report prior to the deadline, getting Keep Mercedes Beautiful back in a "Good Standing" with Keep Texas Beautiful. This allows us to continue to pursue grant funding for the City of Mercedes through Keep Mercedes Beautiful. This year we have already obtained roughly 27,000 in grant funding. I also Attended a training by Texas Parks and Wildlife on pursuing grant funding through Keep Mercedes Beautiful.



Mercedes Civic Center

- We recently cleaned up the BBQ area at the Civic Center at HEB Park. With the recent heavy rainfall, we had debris and dirt wash down and cover the concrete BBQ area. Parks staff removed the dirt, removed all debris, pressure washed and cleaned the walls, floors, ceilings and countertops.



Las Flores Del Valle, Saladino, Hinojosa Park

- We have since completed the work on the playground areas at these neighborhood park playgrounds. The majority of the engineered wood fiber had almost fully dissipated. We backfilled the areas with roughly 5-6" of select fill dirt and leveled. We purchased and received the engineered wood fiber for these playgrounds and have completed the replenishment. This puts us back in compliance with the National Recreation and Parks Association regulations of compliance. This also creates a safe play surface for the children of Mercedes. Attached are before and after pictures. We will continue with our other playgrounds throughout the City.



Pressure Washing

- Parks staff pressure washed and sanitized the Playgrounds at our neighborhood Parks, Dome and Heb Park. We also pressure washed the restrooms at the Dome, picnic areas, benches, and exercise equipment areas. This is maintenance that had not been done routinely but ensures clean and sanitary areas for our users. We will continue to clean and sanitize on a routine basis.



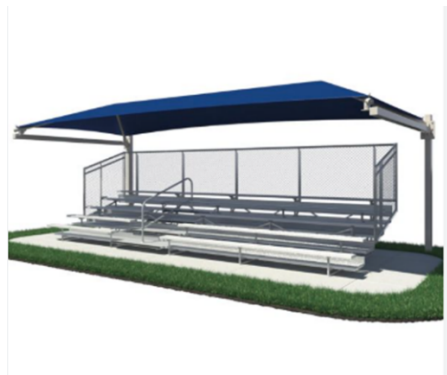
Rain Events

- These past months we've had significant rain events. With forecasted showers, Parks staff assisted Public Works in clearing inlets and mowing their overgrown areas to help with possible flooding due to forecasted thunderstorms. We also cleared along frontage and curb scraped as needed. This helps the water flow and drain as needed, and helps in reducing possible flooding.



Collier Park Shade Structures

- We recently received the (4) shade structures to be installed over the bleachers at Collier Park. These were purchased through Urban County Funds allocated a few years back, that we were at risk of losing. The funds were allocated for specific purchases and the shade structures met the criteria. The total cost of the structures was roughly \$48,000.00. We have since reached an agreement with the vendor to begin the installation in the coming weeks. We have funds allocated and are currently pending the PO to be issued to begin with the installation. We will coordinate to have them installed at a time that does not interfere with the current league season. These will be a great addition to our facility and the youth leagues that operate at Collier Park. Providing shade to our bleachers allows spectators to observe the games out of the sun.



Collier Park Curb Scraping and Painting

- Parks staff began the curb scraping and painting along Garza Ave at Collier Park. After the recent flooding we had dirt and debris built up on the curb causing water to pond and creating an eyesore to our facility. We have since started curb scraping and re painting the curb. We currently have completed roughly 800 linear ft. Beginning from the corner of Tenth St and Garza, heading North to the Rec enter. We plan to complete this facility and continue at our other facilities.



Other Projects being worked on

- ***Keep Mercedes Beautiful:*** As part of the 22,000\$ grant obtained through Texas Tree Foundation, KMB continues to plant trees at our Park Facilities, and is currently working on pollinator gardens at all community parks throughout the City of Mercedes. The purpose of the pollinator garden is to support and increase populations of pollinators like bees, butterflies, moths, and hummingbirds. They can improve air quality, reduce the heat island effect, and provide habitat for other wildlife. We will report pictures upon completion.
- ***Dome Disc Golf Course:*** The design for the Disc Golf Course at the Mercedes Dome has been completed. We are awaiting a PO for the purchase of the 18 Baskets. We are currently working on the signage design and layout, and the possibility of pursuing sponsorships to offset costs. We plan to begin installation by the end of June/early July.
- ***Texas Parks and Wildlife:*** TPWL has recently opened their application period which closes on Aug 1st. I have a scheduled one on one consultation with TPWL on 5/29/25 to receive counseling and direction on current available Grants and funding opportunities for future projects in the City of Mercedes Parks Dept. They will assist in identifying grant opportunities we may qualify for, and help with the grant writing and management. We can also pursue TPW grants through KMB for outdoor learning areas, inclusive play and nature conservation that would provide amenities in our Parks facilities for users of all ages and abilities.
- ***Basketball Court Mercedes Dome:*** We have agreed to the cost of the repairs and resurfacing to the Mercedes Dome outdoor basketball court. This will include repairs to cracks and existing ponding areas, and a high-quality play surface with striping and two-tone color tone. We will also be installing lights in the covered area for play in the evenings. This project is expected to begin June 2nd 2025. We will document the progress and take before and after pictures for future reports.

CITY OF MERCEDES
SALES TAX COMPARATIVE ANALYSIS
BY MONTH RECEIVED

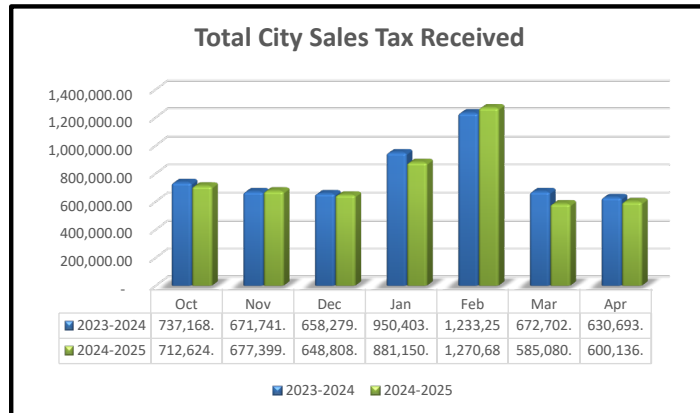
FY 2023-2024

Recvd	Period	State Comptroller	EDC (25%)	Outlet Mall	Mth % Inc/Dec	City (75%)	Outlet Mall	Mth % Inc/Dec
Oct	Aug	737,168.13	140,625.26	43,666.77	-1.65%	511,209.43	41,666.67	-4.98%
Nov	Sept	671,741.73	132,450.69	35,484.74	-5.81%	462,139.63	41,666.67	-9.60%
Dec	Oct	658,279.45	130,991.12	33,578.74	-1.10%	452,042.93	41,666.66	-2.18%
Jan	Nov	950,403.38	174,621.61	62,979.24	33.31%	671,135.87	41,666.67	48.47%
Feb	Dec	1,233,256.76	215,140.69	93,173.50	23.20%	883,275.90	41,666.67	31.61%
Mar	Jan	672,702.52	133,524.29	34,651.34	-37.94%	462,860.23	41,666.66	-47.60%
Apr	Feb	630,693.66	124,376.41	33,297.01	-6.85%	431,353.58	41,666.67	-6.81%
		4,250,849.45	793,829.37	268,882.99	-48.31%	2,979,803.76	208,333.34	-47.50%

Yearly Total Sales Tax Comparison

	2023-2024	2024-2025	Yr % Inc/Dec
Oct	737,168.13	712,624.17	-3.33%
Nov	671,741.73	677,399.29	0.84%
Dec	658,279.45	648,808.72	-1.44%
Jan	950,403.38	881,150.97	-7.29%
Feb	1,233,256.76	1,270,680.85	3.03%
Mar	672,702.52	585,080.93	-13.03%
Apr	630,693.66	600,136.64	-4.84%
	4,923,551.97	4,775,744.93	-3.00%

FY 24-25
Gain/(Loss) (147,807)



FY 2024-2025

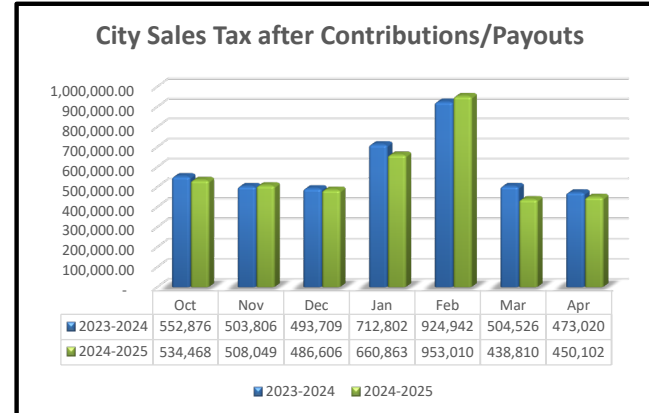
State Comptroller	EDC (25%)	Outlet Mall	Mth % Inc/Dec	City (75%)	Outlet Mall	Mth % Inc/Dec
712,624.17	138,975.89	39,180.15	-16.70%	492,801.46	41,666.67	-19.94%
677,399.29	134,275.74	35,074.08	-3.38%	466,382.80	41,666.67	-5.36%
648,808.72	125,166.17	37,036.01	-6.78%	444,939.88	41,666.66	-4.60%
881,150.97	152,496.95	67,790.79	21.84%	619,196.56	41,666.67	39.16%
1,270,680.85	218,162.22	99,507.99	43.06%	911,343.97	41,666.67	47.18%
585,080.93	112,394.80	33,875.43	-48.48%	397,144.04	41,666.66	-56.42%
600,136.64	118,736.79	31,297.37	5.64%	333,435.81	116,666.67	-16.04%
5,375,881.57	769,076.97	343,761.82	-56.90%	3,665,244.52	366,666.67	-43.83%

Yearly City Sales Tax Comparison

	2023-2024	2024-2025	Yr % Inc/Dec
Oct	552,876.10	534,468.13	-3.33%
Nov	503,806.30	508,049.47	0.84%
Dec	493,709.59	486,606.54	-1.44%
Jan	712,802.54	660,863.23	-7.29%
Feb	924,942.57	953,010.64	3.03%
Mar	504,526.89	438,810.70	-13.03%
Apr	473,020.25	450,102.48	-4.84%
	3,692,663.99	3,581,808.71	-3.00%

BUDGET 3,794,120
% OF BUDGET 23.16%
TO EDC 1,724,600
Total Projection **5,518,720**

FY 24-25
Gain/(Loss) (110,855)



Note: Mth % Inc /Dec compared to prior month.

Note: Yr % Inc /Dec compared to prior year.

Note: Revenue generated 2 months prior receipt. Ex: Generated in Oct will be received Dec

Received	Generated	Received	Generated
October	August	April	February
November	September	May	March
December	October	June	April
January	November	July	May
February	December	August	June
March	January	September	July

Monthly Statistics Report

FY 2024-2025

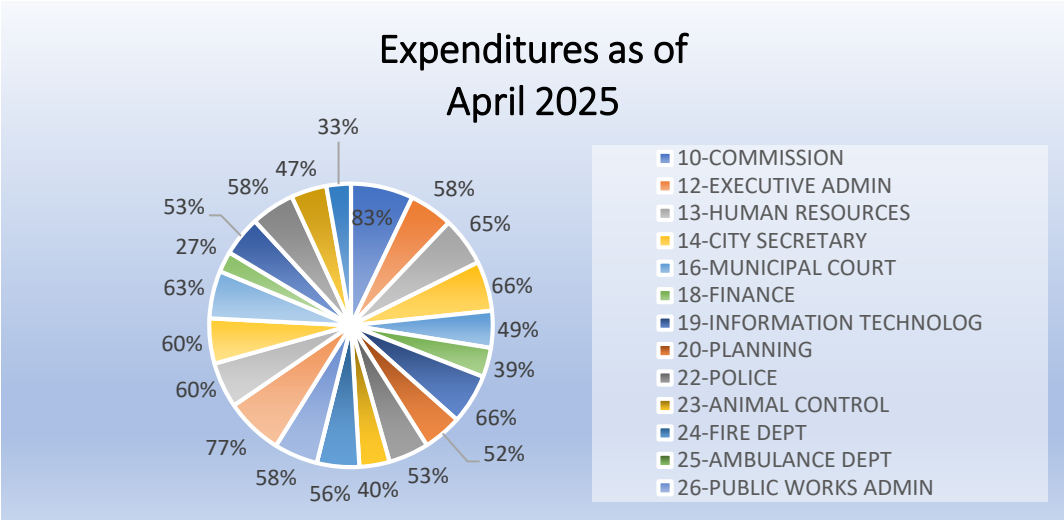
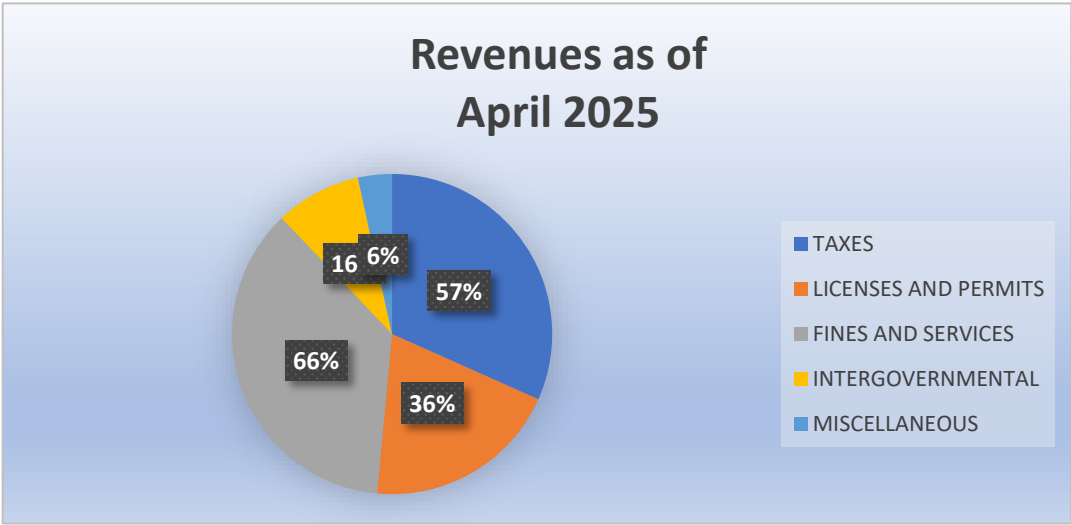
Invoices	FY 2022-2023 Totals	FY 2023-2024 Totals	FY 2024-2025 1st Qtr	FY 2024-2025 2nd Qtr	82	May	June	FY 2023-2024 3rd Qtr	FY 2024-2025 Totals
Invoices Received	2,481	2,157	163	113	66			66	342
Payment Requests Received	2,419	2,479	365	351	145			145	861
Emergency Payment Requests	25	3	0	0	0			0	0
Total	4,925	4,639	528	464	211	0	0	211	1,203

Payments Processed	FY 2022-2023 Totals	FY 2023-2024 Totals	FY 2024-2025 1st Qtr	FY 2024-2025 2nd Qtr	April	May	June	FY 2023-2024 3rd Qtr	FY 2024-2025 Totals
(01) General Fund	\$ 11,604,361.90	\$ 13,176,016.80	\$ 3,919,740.74	\$ 2,662,581.12	\$ 1,173,134.95			\$ 1,173,134.95	\$ 7,755,456.81
(02) Utility Fund	\$ 4,925,956.14	\$ 7,094,620.35	\$ 1,346,682.81	\$ 2,359,010.59	\$ 453,358.76			\$ 453,358.76	\$ 4,159,052.16
(03) Municipal Court	\$ 2,753.76	\$ 29,357.75	\$ 2,164.80	\$ 26,655.00				\$ -	\$ 28,819.80
(05) Library Fund	\$ 5,509.02	\$ 1,920.00	\$ -	\$ 3,615.32				\$ -	\$ 3,615.32
(07) Special Rev/Grants	\$ 206,122.68	\$ 141,527.54	\$ 172,929.21	\$ 97,233.80	\$ 47,725.46			\$ 47,725.46	\$ 317,888.47
(10) Local Forfeiture	\$ 13,246.27	\$ 21,995.74	\$ 5,259.43	\$ -				\$ -	\$ 5,259.43
(12) KMB	\$ 5,354.65	\$ 3,783.81	\$ 1,759.10	\$ 596.36	\$ 218.69			\$ 218.69	\$ 2,574.15
(15) I & S	\$ 2,281,284.81	\$ 2,277,015.57	\$ -	\$ 2,459,481.15	\$ 825.00			\$ 825.00	\$ 2,460,306.15
(16) Hotel Motel	\$ 130,569.00	\$ 133,560.00	\$ 29,090.72	\$ 82,666.69	\$ 1,083.33			\$ 1,083.33	\$ 112,840.74
(30) TIRZ	\$ 700,000.00	\$ 58,866.70	\$ -	\$ 72,790.62				\$ -	\$ 72,790.62
(43) Series 2018	\$ -	\$ 49,472.50	\$ -	\$ -				\$ -	\$ -
(46) EMS	\$ 419,731.42	\$ 369,046.30	\$ 79,237.70	\$ 66,597.97	\$ 38,782.28			\$ 38,782.28	\$ 184,617.95
(49) Emergency Manage.	\$ -	\$ -	\$ -	\$ -	\$ 4,461.85			\$ 4,461.85	\$ 4,461.85
(51) ARPA	\$ 1,135,464.99	\$ 1,049,109.08	\$ -	\$ -				\$ -	\$ -
(52) Series 2021	\$ 2,352,678.57	\$ 3,634,729.52	\$ -	\$ -				\$ -	\$ -
(54) Parks Fund	\$ 2,056.96	\$ 7,874.69	\$ -	\$ 8,116.17				\$ -	\$ 8,116.17
(55) Series 2024	\$ -	\$ -	\$ 823,575.51	\$ 114,218.80	\$ 552,129.34				
Total Payments	2,638	2,689	785	613	215			215	1,613
Total Paid	\$ 23,785,090.17	\$ 28,048,896.35	\$ 5,556,864.51	\$ 7,839,344.79	\$ 1,719,590.32	\$ -	\$ -	\$ 1,719,590.32	\$ 15,115,799.62

Purchase Orders	FY 2022-2023 Totals	FY 2023-2024 Totals	FY 2024-2025 1st Qtr	FY 2024-2025 2nd Qtr	April	May	June	FY 2023-2024 3rd Qtr	FY 2024-2025 Totals
PO Requisitions (Regular)	1,275	1,060	424	353	47			47	824
Emergency PO Requisitions	284	295	18	57	51			51	126
Total	1,559	1,355	442	410				98	950
Purchase Orders Issued	\$ 2,736,129.00	\$ 3,791,715.94	\$ 1,587,872.92	\$ 686,472.27	\$ 168,300.93			\$ 168,300.93	\$ 2,442,646.12
Purchase Orders Received	\$ 1,952,309.76	\$ 1,781,601.83	\$ 1,088,346.80	\$ 276,127.48	\$ -			\$ -	\$ 1,364,474.28
Purchase Orders Voided	\$ 783,819.24	\$ 368,809.46	\$ 143,269.72	\$ 5,495.49	\$ -			\$ -	\$ 148,765.21
Purchase Orders Outstanding	\$ -	\$ 1,641,304.65	\$ 323,754.00	\$ 404,849.30	\$ 82,621.42			\$ 168,300.93	\$ 929,406.63
Total	1,492	1,323	495	450	131	149	153	433	1,519

Budget Amedments	FY 2022-2023 Totals	FY 2023-2024 Totals	FY 2024-2025 1st Qtr	FY 2024-2025 2nd Qtr	April	May	June	FY 2023-2024 3rd Qtr	FY 2024-2025 Totals
Budget Amendments Received	77	36	1	5	2			2	8
Approved				4					
General Fund	69	32	0	4	2			2	6
Utility Fund	7	1	0	0				0	0
EMS Fund	1	1	0	0				0	0
KMB		2	0	0				0	0
Total	77	36	0	4	2	0	0	2	6

REVENUE & EXPENSE REPORT						
AS OF APRIL 30,2025						
R E V E N U E S		CURRENT BUDGET	CURRENT PERIOD	YEAR-TO-DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
V	TAXES	11,641,529.00	557,750.92	6,638,307.33	5,003,221.67	57%
E	LICENSES AND PERMITS	589,500.00	30,082.23	210,190.67	379,309.33	36%
N	FINES AND SERVICES	2,477,950.00	224,673.21	1,623,890.88	854,059.12	66%
U	INTERGOVERNMENTAL	17,500.00	2,731.49	2,731.49	14,768.51	16%
E	MISCELLANEOUS	1,657,805.00	47,075.62	102,412.95	1,555,392.05	6%
S	TOTAL REVENUES	16,384,284.00	862,313.47	8,577,533.32	7,806,750.68	52.35
	10-COMMISSION	34,700.00	5,918.60	22,353.24	6,003.23	83%
	12-EXECUTIVE ADMIN	290,827.00	26,538.85	168,388.13	121,781.59	58%
	13-HUMAN RESOURCES	73,657.00	6,822.02	47,587.10	25,909.90	65%
	14-CITY SECRETARY	86,753.00	6,231.68	56,801.62	29,363.74	66%
	16-MUNICIPAL COURT	144,028.00	6,507.26	69,427.33	73,599.74	49%
	18-FINANCE	257,188.00	15,167.01	100,554.27	156,530.74	39%
E	19-INFORMATION TECHNOLOG	558,423.00	32,525.32	352,497.49	189,692.26	66%
X	20-PLANNING	663,868.00	47,841.62	339,860.64	321,096.93	52%
P	22-POLICE	3,444,521.00	253,760.46	1,821,563.09	1,602,567.72	53%
E	23-ANIMAL CONTROL	98,831.00	5,929.06	39,560.29	59,210.71	40%
N	24-FIRE DEPT	1,937,283.00	148,062.80	1,083,258.27	847,667.05	56%
D	25-AMBULANCE DEPT	0	0	0	0	0%
I	26-PUBLIC WORKS ADMIN	146,990.00	11,398.98	85,395.64	61,594.36	58%
T	28-STREETS	713,506.00	48,119.55	539,169.48	166,799.73	77%
U	30-BUILDING MAINTENANCE	283,183.00	25,127.91	142,495.39	111,961.30	60%
R	32-VEHICLE MAINTENANCE	431,526.00	15,616.68	249,529.47	172,888.51	60%
E	34-PARKS & RECREATION	478,209.00	43,613.82	301,585.11	175,358.22	63%
S	35-RECREATION CENTER	77,478.00	2,826.56	20,767.64	56,196.38	27%
	36-LIBRARY	559,254.00	50,814.03	285,782.24	262,689.06	53%
	37-PROJECTS	0	0	0	0	0%
	38-SANITATION	1,609,723.00	155,826.11	935,714.15	674,008.85	58%
	39-DOME SHELTER	324,136.00	18,003.32	152,648.82	170,903.62	47%
	40-NON-DEPARTMENTAL	4,170,200.00	259,120.78	1,353,523.53	2,814,085.30	33%
	TOTAL EXPENDITURES	16,384,284.00	1,185,772.42	8,168,462.94	8,099,908.94	50.56
REVENUE OVER/UNDER EXPENDITURES		-	(323,458.95)	409,070.38	(293,158.26)	





APRIL 2025 PUBLIC WORKS

THOMAS VILLAGOMEZ III
PUBLIC WORKS DIRECTOR

WORK ORDER PROGRESS

577 TOTAL WORK ORDER CREATED IN APRIL

540 WORK ORDERS WERE COMPLETED AND CLOSED

48 WORK ORDERS WERE STILL PENDING

COMPLETION RATE OF 93.6%

AFTER THE STORM.....

- A LOT OF THE MONTH OF APRIL WAS FOCUSING ON GETTING THE CITY CLEANED UP AND BACK TO A SAFE SPACE.
- SINKHOLES, POTHOLES, MANHOLE MAINTENANCE, DRAINAGE AND INLET CLEANING WERE SOME OF THE FIRST WORK ORDERS TO BE COMPLETED.
- THE WATER LINES AND SEWER LINES NEEDED FLUSHING AND MAKING SURE ANY STORM WATER WASN'T LEFT IN THE MIX.
- A PROUD NEW ADDITION TO PUBLIC WORKS IS THE STRIKE TEAM. WHICH WAS WORKING FOR WEEKS AT CLEANING UP THE TRASH AND DEBRIS FROM THE NEIGHBORHOODS THAT WERE HIT THE HARDEST.

JUST A FEW THINGS TO MENTION

- PUBLIC WORKS CREWS WORKED NON STOP AT DIFFERENT LOCATIONS AND WITH DIFFERENT ENTITIES THROUGHOUT THE MONTH.
- UTILITIES CREW AND USW TEAMED UP TO MAKE SURE THE CITY HAS CLEAN WATER AND THAT THE PUMPS WERE PROPERLY WORKING.
- STREETS TEAM TACKLED DIFFERENT STREETS AND ALLEYS, AS TXDOT CAME INTO MAKE SURE THE FRONTAGE AND FARM TO MARKET ROADS WERE SAFE TO DRIVE ON.



MILE 2 ½ SINK HOLE AND STREET DAMAGE

EXAMPLE OF MANHOLE DAMAGE CAUSED BY THE STORM:

6TH AND MISTLETOE

**Sewer lid came off and asphalt
around the manhole was damaged as
well.**

**Crews had to lock in the lid and then
go back and remove the asphalt and
cement the area around the manhole
to secure it.**





In efforts to pump out the rain water, pumps were brought in with the help of TXDOT. This helped the process to move along more efficiently and allow the residents to return to their homes and start the cleanup process.

Work Order Notes:

We came checking all the sewer main lines, manhole by manhole till we got to Ohio and 6th street where the clog was.

Unit 3124

3130 vactor

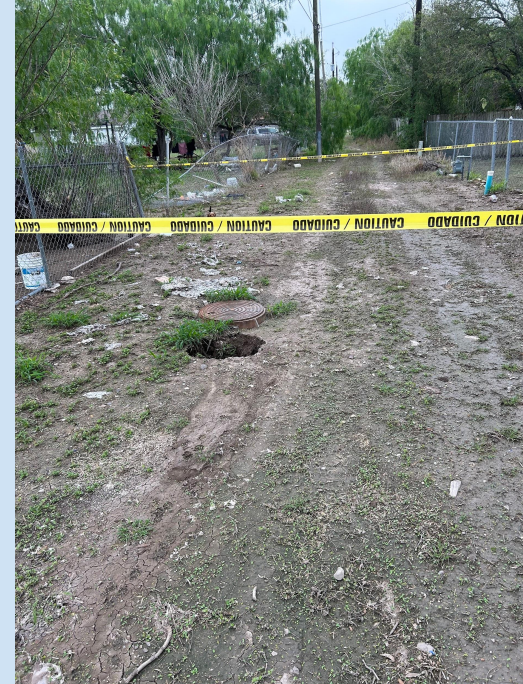
Fernando Edgar Fermin



The alleys were also impacted by safety issues.

A sinkhole was found in the ground next to a sewer manhole.

The heavy water pressure created a hole and broke the cement to the manhole



STRIKE TEAM

ABRAHAM, ENRIQUE AND REY ALL STEPPED UP AS THE STORM ROLLED IN.

STAYED THROUGH THE NIGHT AND WORKED DAILY TO GET THE TRASH AND DEBRIS PICKED UP

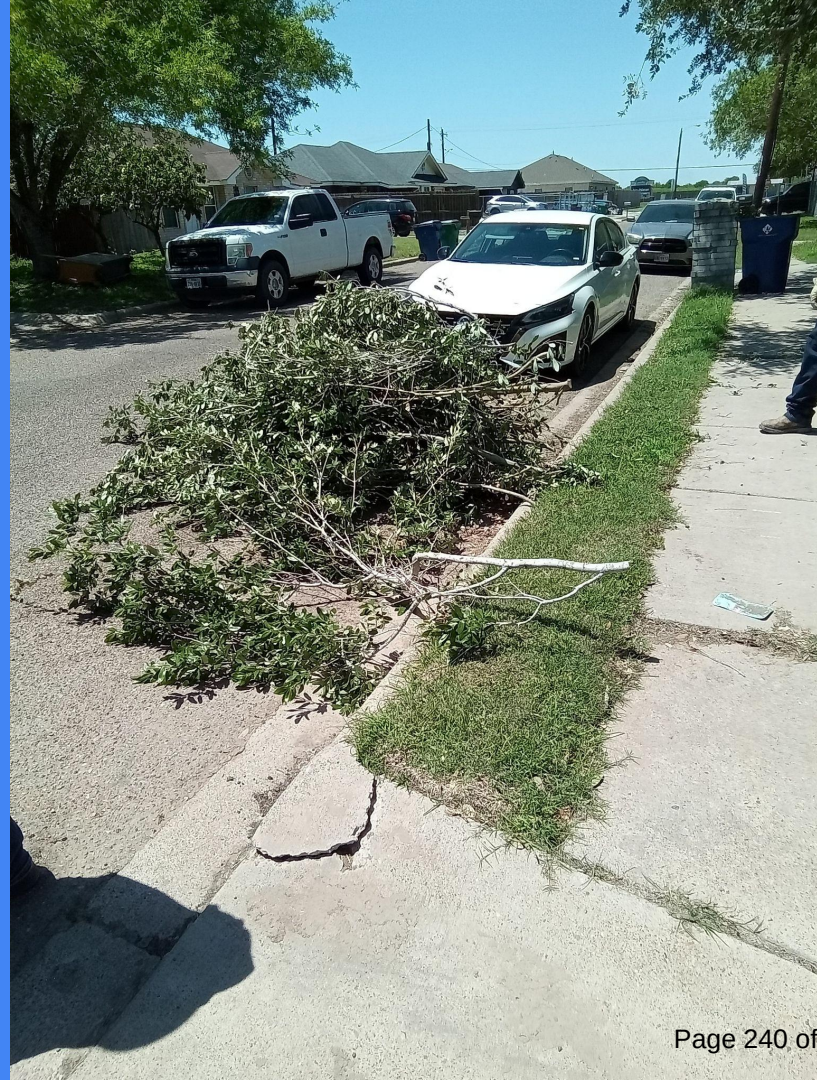
THEY HAVE MADE A HUGE IMPACT ON THE RECOVERY AND CLEANUP PROCESS FOR MAIN AREAS THAT
HAD THE MOST FLOODING AND DAMAGE.

A FEW PICTURES TO HIGHLIGHT SOME OF THE DEBRIS THAT THEY HAULED AWAY AFTER THE STORM
WATER WENT AWAY.

WE HAVE HAPPY TO HAVE THEM BE APART OF OUR PUBLIC WORKS TEAM AND LOOK FORWARD TO MANY
OTHER UPCOMING PROJECTS.









UTILITIES & STREETS CREW

THE CITY WORK DOES NOT SLOW DOWN. WE CONTINUED THROUGH THE MONTH OF APRIL WITH OTHER WORK ORDERS AND REQUEST.

FILLING IN THE ALLEYS WITH CALICHE, LEVELING AREAS TO HAVE CLEAR ACCESS TO OUR RESIDENTS NEEDS, FLUSHING HYDRANTS THROUGH OUT THE CITY AND TRIMMING THE OVERHANGING TREE BRANCHES.

STILL MORE TO COME

W/O# 181514

HEAVY TRASH TRUCKS CAUSED THE ALLEY TO BE UNEVEN.
FILLED IN WITH CALICHE AND LEVELED OUT THE AREA.





FLUSHING
THE FIRE
HYDRANTS
ALONG
PEDRO
MARTINEZ st.



W.O.#181585

CUTTING THE OVERHANGING BRANCHES AND TREES TO ALLOW OUR CITY VEHICLES ACCESS TO EMERGENCY SITUATIONS



**TO BE
CONTINUED.....**

WORK HARD, STAY FOCUSED AND MAKE IT HAPPEN

MAY 2025 - LOADING.....

PUBLIC WORKS		
WORK ORDER LOG		
Apr-25		
	OPEN	CLOSED
		4
		4
	1	
	2	7
	1	4
	1	3
	4	7
		1
		5
		2
		32
		11
		24
		3
		7
	1	
	8	210
	1	1
		1
		8
		4
		4
		29
	7	3
		2
	2	1
		8
	6	
		7
	3	6
		78
	2	11
	8	21
		16
		13
	1	3
	48	540

PUBLIC WORKS							
WORK ORDER REPORT							
Apr-25							
ID	Category	Assignee	Address	Request	Created	Closed	Details
ALLEY							
175651	Alley	Crew 2	900 Hidalgo St,		2025-04-02	2025-04-02	Done: 4/1/2025
178275	Alley	Crew 3	827 W 10th St,		2025-04-22	2025-04-30	A TREE HAS FALLEN IN THE ALLEY BEHIND THIS
178328	Alley	Crew 1	Elsy's Jewelry, 134 N		2025-04-22	2025-04-30	EMMA ADAME
181514	Alley	Crew 1	170 N Texas Ave,		2025-04-30	2025-04-30	DIRECTOR REQUEST THAT THE ALLEY BEHIND
BRUSH PICKUP							
175507	BRUSH PICKUP	Juan Vega Jr.	S Mile 2 1/2 W & E		2025-04-02	2025-04-02	STANDBY CREW: FERNANDO
176244	BRUSH PICKUP	Crew 3	Mile 1 1/2 E,		2025-04-07	2025-04-07	BRUSH PICK UP
176250	BRUSH PICKUP	Crew 3	413 Oak Tree Dr,		2025-04-07	2025-04-07	BRUSH PICK UP
182215	BRUSH PICKUP	Crew 3	454-522 W 8th St,		2025-04-30	2025-04-30	
CURB SCRAPING							
175483	Curb Scraping	Juan Vega Jr.	339 E Liberty St	18486689	2025-04-02		CURB SCRAPING ALONG LIBERTY IS REQUESTED
CUT GRASS							
176876	Cut Grass	Crew 3	I-2 W, Mercedes, TX,		2025-04-10	2025-04-10	
176877	Cut Grass	Crew 3	7013-7013 E		2025-04-10	2025-04-10	
178505	Cut Grass	Crew 3	W Expressway 83,		2025-04-23	2025-04-23	
178518	Cut Grass	Juan Vega Jr.	202-452 Dawson Rd,		2025-04-23		RESIDENT IS WANTING THE CITY TO CUT THE
179588	Cut Grass	Crew 3	701 Mathis St,		2025-04-28	2025-04-28	CUT GRASS AND CLEAN AROUND THE LIFT STATION
179667	Cut Grass	Crew 3	738-898 S Mile 2 W,		2025-04-28	2025-04-28	
180320	Cut Grass	Crew 3	S Mile 1 E & Mile 6 N,		2025-04-29	2025-04-29	PLEASE CUT GRASS AT ALL 4 CORNERS AND STOP
180321	Cut Grass	Crew 3	Mile 6 N & Santos		2025-04-29	2025-05-05	NEED TO CUT GRASS ALONG THE SIDEWALK.
180496	Cut Grass	TOMAS	854 Orange St,		2025-04-29		EMILY PAULES
CUT TREES ON ROW							
176445	Cut Trees on	Crew 1	136 N Texas Ave,		2025-04-08	2025-04-30	LOW HANGING BRANCH IN THE ALLEY BEHIND THE
177522	Cut Trees on	Crew 1	Elsy's Jewelry, 134 N		2025-04-15	2025-04-30	ELENA RODRIGUEZ
178337	Cut Trees on	Juan Vega Jr.	S Missouri Ave & W		2025-04-22		RESIDENT REPORTED AT THE CITY HALL THAT THE
178623	Cut Trees on	Crew 1	906 Garza St,		2025-04-23	2025-04-23	TRIMMING TREES SO THAT THE VACTOR TRUCK CAN
181515	Cut Trees on	Crew 1	170 N Texas Ave,		2025-04-30	2025-04-30	CUT TREES ALONG THE ALLEY WAY SO THAT THE
DRAINAGE WORK							
175324	Drainage work	Juan Vega Jr.	1124 S Missouri Ave,		2025-04-01	2025-04-01	RICARDO WENT TO CLEAN OUT THE DRAINS AND
175903	Drainage work	Juan Vega Jr.	405 Mile 1 1/2 E,		2025-04-04		RESIDENT WANTS SOMEONE TO GO AND UNCLOGG
177181	Drainage work	Crew 2	W 14th St & Turkey		2025-04-14	2025-04-14	MERCEDES POST OFFICE
179593	Drainage work	Crew 3	Garza St & W 10th		2025-04-28	2025-04-29	REMOVE THE DEBRIS FROM THE STORM DRAIN LIFT.
EQUIPMENT MAINTENANCE							
176322	EQUIPMENT	Mechanic Shop	2314 N Baseline Rd,		2025-04-08	2025-04-10	Parks zero turn P001 needs blades switched out.
176907	EQUIPMENT	Mechanic Shop	2314 N Baseline Rd,		2025-04-10	2025-04-10	UTILITIES UNIT#323 2016 JOHNDEERE BACKHOE
176977	EQUIPMENT	Mechanic Shop	2314 N Baseline Rd,		2025-04-11		UNIT#323 JOHN DEERE BACKHOE.
177661	EQUIPMENT	Mechanic Shop	2314 N Baseline Rd,		2025-04-16		BACKHOE UNIT#334?
177662	EQUIPMENT	Mechanic Shop	2314 N Baseline Rd,		2025-04-16		BACKHOE
178549	EQUIPMENT	Mechanic Shop	2314 N Baseline Rd,		2025-04-23	2025-04-23	STREETS UNIT#S33 2012 BOOM LIFT
181509	EQUIPMENT	Mechanic Shop	2314 N Baseline Rd,		2025-04-30	2025-05-02	UTILITIES UNIT#WP29
181510	EQUIPMENT	Mechanic Shop	2314 N Baseline Rd,		2025-04-30		UTILITIES UNIT#WP28
181511	EQUIPMENT	Mechanic Shop	2314 N Baseline Rd,		2025-04-30	2025-05-02	UTILITIES UNIT#WP27
181512	EQUIPMENT	Mechanic Shop	2314 N Baseline Rd,		2025-04-30	2025-05-02	UTILITIES UNIT#WP24
181513	EQUIPMENT	Mechanic Shop	2314 N Baseline Rd,		2025-04-30	2025-05-02	UTILITIES UNIT#WP25
FIRE HYDRANT REPAIR							
180256	Fire Hydrant	Crew 1	798 E 17th St,		2025-04-29	2025-04-29	CHECK ON LEAKING HYDRANT. REPORTED BY
FLUSH FIRE HYDRANT							
175529	Flush Fire	Juan Vega Jr.	Pedro Martinez,		2025-04-02	2025-04-07	STANDBY CREW: FERNANDO, DEION AND EDGAR
175694	Flush Fire	Crew 1	764-1238 Mile 1 E,		2025-04-03	2025-04-04	1509 UNITY DRIVE
177504	Flush Fire	Crew 2	1041 W 6th St,		2025-04-15	2025-04-15	MONIQUE ELEAZAR
177510	Flush Fire	Crew 1	1455 Turkey Trot,		2025-04-15	2025-04-15	WATER SMELL, PLEASE FLUSH HYDRANT
177918	Flush Fire	Crew 1	218 N Virginia Ave,		2025-04-17	2025-04-17	JAIME TORRES
ILLEGAL DUMPING							
177170	Illegal Dumping	Crew 3	Capisallo St,		2025-04-14	2025-04-14	
180856	Illegal Dumping	TOMAS	432 S Indiana Ave,		2025-04-29	2025-04-29	DEION AND ZEKE
INLET MAINTENANCE							
175801	Inlet Maintenance	TOMAS	7007 E Expressway		2025-04-03	2025-04-03	DANIEL AND JOSE WITH ANIMAL CONTROL
175802	Inlet Maintenance	TOMAS	7001 E Expressway		2025-04-03	2025-04-03	DANIEL AND JOSE WITH ANIMAL CONTROL
175804	Inlet Maintenance	TOMAS	7001 E Expressway		2025-04-03	2025-04-03	150 YARDS FROM 7001 E EXPRESSWAY 83 INLET
175813	Inlet Maintenance	TOMAS	5001 E Expressway		2025-04-03	2025-04-03	DANIEL AND JOSE WITH ANIMAL CONTROL
175818	Inlet Maintenance	TOMAS	4901 E Expressway		2025-04-03	2025-04-03	DANIEL AND JOSE WITH ANIMAL CONTROL
175820	Inlet Maintenance	TOMAS	4001 E Expressway		2025-04-03	2025-04-03	DANIEL AND JOSE WITH ANIMAL CONTROL
175821	Inlet Maintenance	TOMAS	1649 E Expressway		2025-04-03	2025-04-03	DANIEL AND JOSE WITH ANIMAL CONTROL
175822	Inlet Maintenance	TOMAS	1649 E Expressway		2025-04-03	2025-04-03	50 YARDS AWAY WEST FROM 1649 E. EXPRESSWAY
175823	Inlet Maintenance	TOMAS	N Texas Ave & W		2025-04-03	2025-04-03	DANIEL AND JOSE WITH ANIMAL CONTROL
175825	Inlet Maintenance	TOMAS	N Vermont Ave & E		2025-04-03	2025-04-03	DANIEL AND JOSE WITH ANIMAL CONTROL
175827	Inlet Maintenance	TOMAS	901-949 W		2025-04-03	2025-04-03	DANIEL AND JOSE WITH ANIMAL CONTROL
175828	Inlet Maintenance	TOMAS	W Expressway 83 &		2025-04-03	2025-04-03	DANIEL AND JOSE WITH ANIMAL CONTROL
175829	Inlet Maintenance	TOMAS	300 E Expressway		2025-04-03	2025-04-03	EAST BOUND FRONTAGE IN FRONT OF EXXON
175830	Inlet Maintenance	TOMAS	E Expressway 83,		2025-04-03	2025-04-03	E. BOUND EXPRESSWAY IN FRONT OF THE C.C.S.
175839	Inlet Maintenance	TOMAS	1649 E Expressway		2025-04-03	2025-04-03	DANIEL AND JOSE WITH ANIMAL CONTROL
175841	Inlet Maintenance	TOMAS	E Expressway 83,		2025-04-03	2025-04-03	EAST BOUND FRONTAGE
175845	Inlet Maintenance	TOMAS	E Expressway 83 &		2025-04-03	2025-04-03	EAST BOUND FRONTAGE
175846	Inlet Maintenance	TOMAS	2020 E Expressway		2025-04-03	2025-04-03	DANIEL AND JOSE WITH ANIMAL CONTROL
175847	Inlet Maintenance	TOMAS	301 E Expressway		2025-04-03	2025-04-03	DANIEL AND JOSE WITH ANIMAL CONTROL
175849	Inlet Maintenance	TOMAS	E Expressway 83,		2025-04-03	2025-04-03	EAST BOUND FRONTAGE 100 YARDS AFTER MILE 1

175909	Inlet Maintenance	TOMAS	5008-5008 E		2025-04-04	2025-04-04	DANIEL AND JOSE WITH ANIMAL CONTROL
175912	Inlet Maintenance	TOMAS	E Expressway 83,		2025-04-04	2025-04-04	DANIEL AND JOSE WITH ANIMAL CONTROL
175918	Inlet Maintenance	TOMAS	E Expressway 83,		2025-04-04	2025-04-04	DANIEL AND JOSE WITH ANIMAL CONTROL
175919	Inlet Maintenance	TOMAS	1737-1799 E		2025-04-04	2025-04-04	DANIEL AND JOSE WITH ANIMAL CONTROL
175920	Inlet Maintenance	TOMAS	S Texas Ave & W 2nd		2025-04-04	2025-04-04	DANIEL AND JOSE WITH ANIMAL CONTROL
175921	Inlet Maintenance	TOMAS	200-300 W 2nd St,		2025-04-04	2025-04-04	DANIEL AND JOSE WITH ANIMAL CONTROL
175939	Inlet Maintenance	TOMAS	E Business 83 & Mile		2025-04-04	2025-04-04	DANIEL AND JOSE WITH ANIMAL CONTROL
175940	Inlet Maintenance	TOMAS	302 N Texas Ave,		2025-04-04	2025-04-04	DANIEL AND JOSE WITH ANIMAL CONTROL
175941	Inlet Maintenance	TOMAS	1117 S Texas Ave,		2025-04-04	2025-04-04	DANIEL AND JOSE WITH ANIMAL CONTROL
175942	Inlet Maintenance	TOMAS	1201 S Texas Ave,		2025-04-04	2025-04-04	DANIEL AND JOSE WITH ANIMAL CONTROL
175943	Inlet Maintenance	TOMAS	1150 S Texas Ave,		2025-04-04	2025-04-04	DANIEL AND JOSE WITH ANIMAL CONTROL
175944	Inlet Maintenance	TOMAS	330 W 4th St,		2025-04-04	2025-04-04	DANIEL AND JOSE WITH ANIMAL CONTROL
LIFT STATION MAINTENANCE							
178417	LIFT STATION	Crew 1	Patricia St & W		2025-04-22	2025-04-22	SEWER PLANT REQUESTING OPEN MANHOLES AT
LOCATE WATER & SEWER							
175816	Locate Water &	Crew 1	11843 FM 1425,		2025-04-03	2025-04-04	MAGIC VALLEY IS REQUESTING THAT THE WATER
176261	Locate Water &	Crew 1	1970 W Expressway		2025-04-07	2025-04-17	1950 W. EXPRESSWAY 83
176556	Locate Water &	Crew 1	637 Webb St,		2025-04-09	2025-04-09	PLEASE LOCATE WATER AND SEWER LINES FOR
176818	Locate Water &	Crew 1	W 14th St & W Levy,		2025-04-10	2025-04-15	PLEASE LOCATE WATER AND SEWER LINES
176854	Locate Water &	Crew 1	500 S Illinois St,		2025-04-10	2025-04-23	TEXAS GAS SERVICE
176855	Locate Water &	Crew 1	731 Iowa St,		2025-04-10	2025-04-11	TEXAS GAS SERVICE
176856	Locate Water &	Crew 1	717 Orange St,		2025-04-10	2025-04-11	TEXAS GAS SERVICE
176857	Locate Water &	Crew 1	685 Chapman St,		2025-04-10	2025-04-11	TEXAS GAS SERVICE
176858	Locate Water &	Crew 1	713 Chacoma Pl,		2025-04-10	2025-04-11	TEXAS GAS SERVICE
176861	Locate Water &	Crew 1	735 Orange St,		2025-04-10	2025-04-11	TEXAS GAS SERVICE
176865	Locate Water &	Crew 1	802 Nevada Ave,		2025-04-10	2025-04-11	TEXAS GAS SERVICE
176867	Locate Water &	Crew 1	853 Kansas St,		2025-04-10	2025-04-11	TEXAS GAS SERVICE
176930	Locate Water &	Crew 1	Dawson Rd & E		2025-04-11	2025-04-22	LINETEC
176931	Locate Water &	Crew 1	566-594 Dawson Rd,		2025-04-11	2025-04-23	DAWSON RD & E. STARR RD.
176934	Locate Water &	Crew 1	530-564 Dawson Rd,		2025-04-11	2025-04-22	DAWSON AND E. STARR RD.
176940	Locate Water &	Crew 1	Mile 11 N & FM-491,		2025-04-11	2025-04-23	LINETEC
176954	Locate Water &	Crew 1	Mile 1 E & E		2025-04-11	2025-04-22	LINETEC
176968	Locate Water &	Crew 1	W Liberty St &		2025-04-11	2025-04-23	LINETEC
176969	Locate Water &	Crew 1	W Liberty St &		2025-04-11	2025-04-23	LINETEC
177407	Locate Water &	Crew 1	1706 Mesquite Dr,		2025-04-15	2025-04-23	PLEASE LOCATE WATER AND SEWER LINES FOR
177476	Locate Water &	Crew 1	1704 S Colorado Ave,		2025-04-15	2025-04-23	SHARP CONSTRUCTION
177480	Locate Water &	Crew 2	909 6th St, Mercedes,		2025-04-15	2025-04-22	LOCATE WATER AND SEWER LINES FOR LOT 43 AT
178535	Locate Water &	Crew 1	3320 Mile 9 N,		2025-04-23	2025-04-23	MAGIC VALLEY ELECTRIAL COOP
179551	Locate Water &	Crew 1	Florida St & E 17th		2025-04-28	2025-04-28	STREETS CREW REQUESTED TO FIND THE VALVE
LOW WATER PRESSURE/NO WATER							
175600	LOW WATER	Crew 2	1230 S Virginia Ave,		2025-04-02	2025-04-03	LOW WATER PRESSURE SOMETIMES
175900	LOW WATER	Crew 2	1632 Oakridge,		2025-04-04	2025-04-04	LOW WATER PRESSURE
180255	LOW WATER	Crew 2	1119 S Georgia Ave,		2025-04-29	2025-04-29	DENISE LIRA
MANHOLE MAINTENANCE							
175511	MANHOLE	Juan Vega Jr.	329 S Indiana Ave,		2025-04-02	2025-04-02	STANDBY CREW: FERNANDO, EDGAR AND FERMIN
175521	MANHOLE	Juan Vega Jr.	Camino Real Viejo &		2025-04-02	2025-04-02	MANHOLE LID CAME OUT DUE TO THE
175632	MANHOLE	Crew 1	Beech Ave,		2025-04-02	2025-04-04	CREW#1 SENT BY DIRECTOR TO VACCUM THE
175844	MANHOLE	Juan Vega Jr.	308 S Mile 1 E,		2025-04-03	2025-04-07	AT THE DAWSON CREEK APARTMENTS
176003	MANHOLE	Juan Vega Jr.	627 S Georgia Ave,		2025-04-04	2025-04-04	STANDBY CREW: FERNANDO
176046	MANHOLE	Crew 2	1917 Ash Ave,		2025-04-04	2025-04-04	Done: 4/4/2025
176133	MANHOLE	Crew 1	1234 Anaquitas St,		2025-04-07	2025-04-07	MORIAH JONES
NEW TRAFFIC SIGN							
177665	New Traffic Sign	Juan Vega Jr.	S Washington Ave &		2025-04-16		DALIA VELA
POT HOLE PATCHING							
175352	Pot Hole Patching	Juan Vega Jr.	2403 Liberty St,		2025-04-01		SYLVIA
175383	Pot Hole Patching	Juan Vega Jr.	310 Mesquite Ln,		2025-04-01	2025-04-07	Pablo and Becky
175384	Pot Hole Patching	Juan Vega Jr.	310 Mesquite Ln,		2025-04-01	2025-04-01	Pablo y becky
175390	Pot Hole Patching	Juan Vega Jr.	2430 Camino Real		2025-04-01	2025-04-07	Pablo y becky
175492	Pot Hole Patching	Juan Vega Jr.	2249 Camino De	18638588	2025-04-02	2025-04-25	POT HOLE PATCHING ALONG CAMINO DE VERDAD IS
175495	Pot Hole Patching	Juan Vega Jr.	3939 E Expressway	18643120	2025-04-02		POT HOLE PATCHING NEEDED IN THIS AREA.
175530	Pot Hole Patching	Crew 1	734 W 2nd St,		2025-04-02	2025-05-05	ROBERT ELIZONDO
175559	Pot Hole Patching	Juan Vega Jr.	E Expressway 83 &		2025-04-02		LINDA GARCES
175689	Pot Hole Patching	Juan Vega Jr.	S Mile 2 1/2 W,		2025-04-03	2025-04-29	YOLANDA MALDONADO
175718	Pot Hole Patching	Juan Vega Jr.	Llano Grande Golf		2025-04-03	2025-04-03	RICARDO AND SANTOS
175719	Pot Hole Patching	Juan Vega Jr.	1228-1824 S Mile 2		2025-04-03	2025-04-03	RICARDO AND SANTOS
175725	Pot Hole Patching	Juan Vega Jr.	1649 S Mile 2 W,		2025-04-03	2025-04-03	RICARDO AND SANTOS
175743	Pot Hole Patching	Juan Vega Jr.	1516 S Mile 2 W,		2025-04-03	2025-04-03	RICARDO AND SANTOS
175745	Pot Hole Patching	Juan Vega Jr.	1254 S Mile 2 W,		2025-04-03	2025-04-03	RICARDO AND SANTOS
175746	Pot Hole Patching	Juan Vega Jr.	166 N Vermont Ave,		2025-04-03	2025-04-03	RICARDO AND SANTOS
175748	Pot Hole Patching	Juan Vega Jr.	101 W 2nd St,		2025-04-03	2025-04-03	RICARDO AND SANTOS
175749	Pot Hole Patching	Juan Vega Jr.	950 S Mile 2 W,		2025-04-03	2025-04-03	SANTOS AND RICARDO
175758	Pot Hole Patching	Juan Vega Jr.	779 S Mile 2 W,		2025-04-03	2025-04-03	RICARDO AND SANTOS
175759	Pot Hole Patching	Juan Vega Jr.	757 S Mile 2 W,		2025-04-03	2025-04-03	RICARDO AND SANTOS
175761	Pot Hole Patching	Juan Vega Jr.	114S James Dr,		2025-04-03	2025-04-03	RICARDO AND SANTOS
175762	Pot Hole Patching	Juan Vega Jr.	106 James Dr,		2025-04-03	2025-04-03	RICARDO AND SANTOS
175768	Pot Hole Patching	Juan Vega Jr.	533 S Colorado Ave,		2025-04-03	2025-04-03	RICARDO AND EDGAR
175769	Pot Hole Patching	Juan Vega Jr.	216 Francis Ave,		2025-04-03	2025-04-03	PABLO AND EDGAR
175770	Pot Hole Patching	Juan Vega Jr.	249 S Vermont Ave,		2025-04-03	2025-04-03	RICARDO AND EDGAR
175771	Pot Hole Patching	Juan Vega Jr.	322 S Vermont Ave,		2025-04-03	2025-04-03	RICARDO AND EDGAR
175772	Pot Hole Patching	Juan Vega Jr.	608 S Vermont Ave,		2025-04-03	2025-04-03	RICARDO AND EDGAR
175773	Pot Hole Patching	Juan Vega Jr.	813 E 10th St,		2025-04-03	2025-04-03	RICARDO AND EDGAR

175994	Pot Hole Patching	Juan Vega Jr.	1401-1429 Angus St,		2025-04-04	2025-04-04	Pablo y Ricardo
176014	Pot Hole Patching	Juan Vega Jr.	1405 Angus St,		2025-04-04	2025-04-04	Pablo y Ricardo
176335	Pot Hole Patching	Juan Vega Jr.	837 Alexandria Ave,		2025-04-08	2025-04-29	POT HOLE PATCHING
176343	Pot Hole Patching	Juan Vega Jr.	Dawson Rd,		2025-04-08		POT HOLE PATCHING DAWSON ROAD NORTH OF THE
176469	Pot Hole Patching	Juan Vega Jr.	310 Mockingbird Ln,		2025-04-08	2025-04-08	Pablo y Edgar
176473	Pot Hole Patching	Juan Vega Jr.	721 E 5th St,		2025-04-08	2025-04-08	Pablo y Edgar
176582	Pot Hole Patching	Juan Vega Jr.	819 David Ave,		2025-04-09	2025-04-09	RICARDO AND BECKY
176589	Pot Hole Patching	Juan Vega Jr.	823 Alexandria Ave,		2025-04-09	2025-04-09	RICARDO AND BECKY
176590	Pot Hole Patching	Juan Vega Jr.	Santos Ave & 6th St,		2025-04-09	2025-04-09	POT HOLE PATCHING
176591	Pot Hole Patching	Juan Vega Jr.	819 Santos Ave,		2025-04-09	2025-04-09	POT HOLE PATCHING,
176596	Pot Hole Patching	Juan Vega Jr.	1035-1099 E 10th St,		2025-04-09	2025-04-09	E. 10TH ST.
176598	Pot Hole Patching	Juan Vega Jr.	837 Alexandria Ave,		2025-04-09	2025-04-09	POT HOLE PATCHING
176600	Pot Hole Patching	Juan Vega Jr.	837 Alexandria Ave,		2025-04-09	2025-04-09	POT HOLE PATCHING
176603	Pot Hole Patching	Juan Vega Jr.	Orange St, Mercedes,		2025-04-09	2025-04-09	FILLING POT HOLES ALONG ORANGE ST.
176604	Pot Hole Patching	Juan Vega Jr.	1/2 E,		2025-04-09	2025-04-09	FILLING POT HOLES ALONG MILE 1 1/2E
176605	Pot Hole Patching	Juan Vega Jr.	E 10th St & Capisallo		2025-04-09	2025-04-09	RICARDO AND BECKY - FILLING POT HOLES
176608	Pot Hole Patching	Juan Vega Jr.	Angus St, Mercedes,		2025-04-09	2025-04-09	EDGAR AND BECKY
176610	Pot Hole Patching	Juan Vega Jr.	212 Morland Dr,		2025-04-09	2025-04-09	POT HOLE PATCHING ALONG MORLAND RD.
176696	Pot Hole Patching	Juan Vega Jr.	1240-1498 Mile 1 E,		2025-04-09	2025-04-09	Pablo y robert
176788	Pot Hole Patching	Juan Vega Jr.	600-604 Mile 1 E,		2025-04-10		LINDA GARCES
176847	Pot Hole Patching	Juan Vega Jr.	Mile 1/2 E, Mercedes,		2025-04-10	2025-04-10	Deion y pablo
176853	Pot Hole Patching	Juan Vega Jr.	764-1238 Mile 1 E,		2025-04-10	2025-04-10	Pablo y Deion
176892	Pot Hole Patching	Juan Vega Jr.	764-1238 Mile 1 E,		2025-04-10	2025-04-10	Pablo y Deion
176899	Pot Hole Patching	Juan Vega Jr.	765-1239 Mile 1 E,		2025-04-10	2025-04-10	Pablo y Deion
176942	Pot Hole Patching	Juan Vega Jr.	500-698 Gillman Ave,		2025-04-11	2025-04-11	
176944	Pot Hole Patching	Juan Vega Jr.	646 Gillman Ave,		2025-04-11	2025-04-11	
176945	Pot Hole Patching	Juan Vega Jr.	647 Silver Ave,		2025-04-11	2025-04-11	
176946	Pot Hole Patching	Juan Vega Jr.	501-699 Silver Ave,		2025-04-11	2025-04-11	
176949	Pot Hole Patching	Juan Vega Jr.	658 Anaquitas St,		2025-04-11	2025-04-11	
176952	Pot Hole Patching	Juan Vega Jr.	500-698 Silver Ave,		2025-04-11	2025-04-11	
176953	Pot Hole Patching	Juan Vega Jr.	548-598 Cedar St,		2025-04-11	2025-04-11	
176971	Pot Hole Patching	Juan Vega Jr.	834 N Washington		2025-04-11	2025-04-11	
176981	Pot Hole Patching	Juan Vega Jr.	114-117 North St,		2025-04-11	2025-04-11	
176983	Pot Hole Patching	Juan Vega Jr.	1039 N Indiana Ave,		2025-04-11	2025-04-11	
176985	Pot Hole Patching	Juan Vega Jr.	1035 N Indiana Ave,		2025-04-11	2025-04-11	
176989	Pot Hole Patching	Juan Vega Jr.	800-1098 N Indiana		2025-04-11	2025-04-11	
176991	Pot Hole Patching	Juan Vega Jr.	1002 N Indiana Ave,		2025-04-11	2025-04-11	
176993	Pot Hole Patching	Juan Vega Jr.	800-1098 N Indiana		2025-04-11	2025-04-11	
176995	Pot Hole Patching	Juan Vega Jr.	N Indiana Ave &		2025-04-11	2025-04-11	
177038	Pot Hole Patching	Juan Vega Jr.	830 N Indiana Ave,		2025-04-11	2025-04-11	
177040	Pot Hole Patching	Juan Vega Jr.	800-1098 N Indiana		2025-04-11	2025-04-11	
177041	Pot Hole Patching	Juan Vega Jr.	500-798 N Indiana		2025-04-11	2025-04-11	
177047	Pot Hole Patching	Juan Vega Jr.	910 Heidrick Ave,		2025-04-11	2025-04-11	
177049	Pot Hole Patching	Juan Vega Jr.	1006 Heidrick Ave,		2025-04-11	2025-04-11	
177052	Pot Hole Patching	Juan Vega Jr.	1023 Heidrick Ave,		2025-04-11	2025-04-11	
177054	Pot Hole Patching	Juan Vega Jr.	1041 Heidrick Ave,		2025-04-11	2025-04-11	
177056	Pot Hole Patching	Juan Vega Jr.	1030 Heidrick Ave,		2025-04-11	2025-04-11	
177057	Pot Hole Patching	Juan Vega Jr.	900-1098 Heidrick		2025-04-11	2025-04-11	
177058	Pot Hole Patching	Juan Vega Jr.	1023 Heidrick Ave,		2025-04-11	2025-04-11	
177059	Pot Hole Patching	Juan Vega Jr.	Heidrick Ave & North		2025-04-11	2025-04-11	
177085	Pot Hole Patching	Juan Vega Jr.	1027 Willacy St,		2025-04-11	2025-04-11	
177091	Pot Hole Patching	Juan Vega Jr.	1023-1099 Willacy St,		2025-04-11	2025-04-11	
177100	Pot Hole Patching	Juan Vega Jr.	827 N Vermont Ave,		2025-04-11	2025-04-11	
177184	Pot Hole Patching	Juan Vega Jr.	W 17th St, Mercedes,		2025-04-14	2025-04-14	Ricardo y becky
177192	Pot Hole Patching	Juan Vega Jr.	W 16th St & S Illinois		2025-04-14	2025-04-14	Ricardo n becky
177306	Pot Hole Patching	Juan Vega Jr.	15th St & Ohio Ave,		2025-04-14	2025-04-14	POT HOLE PATCHING DONE BY BECKY AND
177307	Pot Hole Patching	Juan Vega Jr.	300-334 W 4th St,		2025-04-14	2025-04-14	POT HOLE PATCING
177309	Pot Hole Patching	Juan Vega Jr.	W 10th St & Ohio		2025-04-14	2025-04-14	ON TENTH STREET DRIVING EAST BY OHIO STREET.
177315	Pot Hole Patching	Juan Vega Jr.	2-2176 Camino Real		2025-04-14	2025-04-14	Completed by Kristian and Pablo.
177316	Pot Hole Patching	Juan Vega Jr.	Camino de Verdad,		2025-04-14	2025-04-14	Completed by Kristian and Pablo we used coal mix and
177389	Pot Hole Patching	Juan Vega Jr.	15th St, Mercedes,		2025-04-15	2025-04-15	POT PATCHING ALONG 15TH ST.
177402	Pot Hole Patching	Juan Vega Jr.	628-670 Dawson Rd,		2025-04-15	2025-04-15	Charlie becky 364
177406	Pot Hole Patching	Juan Vega Jr.	567-595 Dawson Rd,		2025-04-15	2025-04-15	Charlie becky 364
177408	Pot Hole Patching	Juan Vega Jr.	566-594 Dawson Rd,		2025-04-15	2025-04-15	Charlie becky364
177411	Pot Hole Patching	Juan Vega Jr.	W 10th St & Ohio		2025-04-15	2025-04-15	POT HOLE PATCHING ALONG 10TH ST AROUND THE
177412	Pot Hole Patching	Juan Vega Jr.	W 10th St & Texas		2025-04-15	2025-04-15	POT HOLE PATCHING AT THE 10TH AND TEXAS
177413	Pot Hole Patching	Juan Vega Jr.	530-564 Dawson Rd,		2025-04-15	2025-04-15	Charlie becky 364
177414	Pot Hole Patching	Juan Vega Jr.	495-529 Dawson Rd,		2025-04-15	2025-04-15	Charlie be ky 364
177418	Pot Hole Patching	Juan Vega Jr.	494-528 Dawson Rd,		2025-04-15	2025-04-15	Charlie becky 364
177438	Pot Hole Patching	Juan Vega Jr.	232-286 S Vermont		2025-04-15	2025-04-15	ChRlie be ky364
177441	Pot Hole Patching	Juan Vega Jr.	198 Dawson Rd,		2025-04-15	2025-04-15	Charlie becky 364
177442	Pot Hole Patching	Juan Vega Jr.	200-200 Dawson Rd,		2025-04-15	2025-04-15	Charlie be ky 364
177443	Pot Hole Patching	Juan Vega Jr.	2-100 S Vermont		2025-04-15	2025-04-15	Charlie becky 364
177444	Pot Hole Patching	Juan Vega Jr.	232-286 S Vermont		2025-04-15	2025-04-15	Charlie becky 364
177478	Pot Hole Patching	Juan Vega Jr.	601 S Vermont Ave,		2025-04-15	2025-04-15	Charlie becky 364
177483	Pot Hole Patching	Juan Vega Jr.	727 S Vermont Ave,		2025-04-15	2025-04-15	Charlie becky 364
177484	Pot Hole Patching	Juan Vega Jr.	712 S Indiana Ave,		2025-04-15	2025-04-15	Char,ie becky 364
177487	Pot Hole Patching	Juan Vega Jr.	730 S Vermont Ave,		2025-04-15	2025-04-15	Charlie be ky364
177488	Pot Hole Patching	Juan Vega Jr.	W 8th St & S Vermont		2025-04-15	2025-04-15	Charlie becky 364
177489	Pot Hole Patching	Juan Vega Jr.	819 S Vermont Ave,		2025-04-15	2025-04-15	Charliebecky 364
177497	Pot Hole Patching	Juan Vega Jr.	821 S Vermont Ave,		2025-04-15	2025-04-15	Charlie becky 364

177498	Pot Hole Patching	Juan Vega Jr.	Dawson Rd &		2025-04-15	2025-04-15	Charlie becky 364
177503	Pot Hole Patching	Juan Vega Jr.	308 Dawson Rd,		2025-04-15	2025-04-15	Charlie becky 364
177543	Pot Hole Patching	Juan Vega Jr.	916 S Vermont Ave,		2025-04-15	2025-04-15	Charlie becjr 364
177563	Pot Hole Patching	Juan Vega Jr.	751-1013 S Vermont		2025-04-15	2025-04-15	Charlie becky 364
177564	Pot Hole Patching	Juan Vega Jr.	927 S Vermont Ave,		2025-04-15	2025-04-15	Charlie becky 364
177565	Pot Hole Patching	Juan Vega Jr.	949 S Vermont Ave,		2025-04-15	2025-04-15	Charlie b3fky 364
177567	Pot Hole Patching	Juan Vega Jr.	949 S Vermont Ave,		2025-04-15	2025-04-15	Charlie becky 364
177606	Pot Hole Patching	Juan Vega Jr.	1505 S Vermont Ave,		2025-04-15	2025-04-15	Charlie becky 3y4
177607	Pot Hole Patching	Juan Vega Jr.	1443 S Vermont Ave,		2025-04-15	2025-04-15	Charlie becky 364
177610	Pot Hole Patching	Juan Vega Jr.	1310 S Vermont Ave,		2025-04-15	2025-04-15	Charliebevky364
177611	Pot Hole Patching	Juan Vega Jr.	1425 Turkey Trot,		2025-04-15	2025-04-15	Charlie becky 364
177674	Pot Hole Patching	TOMAS	E 10th St & Rio Rico		2025-04-16	2025-04-16	BECKY AND RICARDO WERE SENT TO THIS
177753	Pot Hole Patching	TOMAS	1 Mile 6 N & Santos		2025-04-16	2025-04-16	POT HOLE PATCHING ALONG 10TH STREET GOING
177763	Pot Hole Patching	TOMAS	N Mile 2 1/2 W,		2025-04-16	2025-04-23	WEST MILE 2 1/2 RIGHT AFTER THE BRIDGE GOING
177767	Pot Hole Patching	TOMAS	Mile 6 N & Valle		2025-04-16	2025-04-16	10TH ST WHICH TURNS INTO MILE 6N.
178512	Pot Hole Patching	Juan Vega Jr.	1601-1699 Florida St,		2025-04-23	2025-04-23	Pablo y Ricardo
178590	Pot Hole Patching	Juan Vega Jr.	277-299 N Texas		2025-04-23	2025-04-23	Pablo y Ricardo
178592	Pot Hole Patching	Juan Vega Jr.	633 12th St,		2025-04-23	2025-04-23	Pablo y Ricardo
178599	Pot Hole Patching	Juan Vega Jr.	601-665 12th St,		2025-04-23	2025-04-23	Pablo y Ricardo
178610	Pot Hole Patching	Juan Vega Jr.	1110 S Virginia Ave,		2025-04-23	2025-04-23	Pablo y Ricardo
178617	Pot Hole Patching	Juan Vega Jr.	1144 S Virginia Ave,		2025-04-23	2025-04-23	Pablo y Ricardo
178627	Pot Hole Patching	Juan Vega Jr.	1107 11th St,		2025-04-23	2025-04-23	Pablo y Ricardo
178633	Pot Hole Patching	Juan Vega Jr.	11th St & Valle Verde		2025-04-23	2025-04-23	Pablo y Ricardo
178637	Pot Hole Patching	Juan Vega Jr.	950 Rio Rico Rd,		2025-04-23	2025-04-23	Pablo y Ricardo
178690	Pot Hole Patching	Juan Vega Jr.	2248 Camino Real		2025-04-24	2025-04-24	Pablo y Juan Vega
178698	Pot Hole Patching	Juan Vega Jr.	2248 Camino Real		2025-04-24	2025-04-24	Pablo y Juan Vega unit#318
178714	Pot Hole Patching	Juan Vega Jr.	2315 Camino Real		2025-04-24	2025-04-24	Pablo y Juan Vega unit# 318
178717	Pot Hole Patching	Juan Vega Jr.	2414 Camino Real		2025-04-24	2025-04-24	Pablo y Juan Vega unit#318
178752	Pot Hole Patching	Juan Vega Jr.	3717 E Mercedes Dr	18837211	2025-04-24		POT HOLE PATCHING NEEDED ON E. MERCEDES
178757	Pot Hole Patching	Juan Vega Jr.	401-403 N Vermont		2025-04-24	2025-04-29	JORGE DELEON
178758	Pot Hole Patching	Juan Vega Jr.	10216 Mercedes Dr	18837248	2025-04-24	2025-04-29	POT HOLES ALONG MERCEDES DRIVE NEED
178759	Pot Hole Patching	Juan Vega Jr.	3913 Mercedes Dr	18837261	2025-04-24	2025-04-29	POT HOLES ALONG MERCEDES DRIVE NEED
178760	Pot Hole Patching	Juan Vega Jr.	3805 Mercedes Dr	18837269	2025-04-24	2025-04-29	POT HOLE IN THE MIDDLE OF THE STREET ALONG
178761	Pot Hole Patching	Juan Vega Jr.	102 Melton Park Dr	18837453	2025-04-24	2025-04-29	POT HOLES IN THE MIDDLE OF THE ROAD ALONG
178762	Pot Hole Patching	Juan Vega Jr.	117 E Melton Park Dr	18837469	2025-04-24	2025-04-29	E. MELTON PARK HAS POT HOLES THAT NEED TO BE
178763	Pot Hole Patching	Juan Vega Jr.	650 Silver Ave	18837523	2025-04-24		STREET HAS BUNCHED UP DUE TO HEAVY TRAFFIC
178765	Pot Hole Patching	Juan Vega Jr.	189 E Liberty St	18842127	2025-04-24	2025-04-28	DEEP DIVETS AND HOLES ON LIBERTY STREET.
178766	Pot Hole Patching	Juan Vega Jr.	782 E 17th St	18842441	2025-04-24	2025-04-28	POT HOLE ON 17TH ST.
178767	Pot Hole Patching	Juan Vega Jr.	1203 E Eighth St	18842488	2025-04-24	2025-04-28	POT HOLES ON 8TH ST.
178790	Pot Hole Patching	Juan Vega Jr.	2409 Camino Real		2025-04-24	2025-04-24	Pablo be c KY
178792	Pot Hole Patching	Juan Vega Jr.	2409 Camino Real		2025-04-24	2025-04-24	Pablo becky 365
178796	Pot Hole Patching	Juan Vega Jr.	2409 Camino Real		2025-04-24	2025-04-24	Pablo becky364
178799	Pot Hole Patching	Juan Vega Jr.	2431 Camino Real		2025-04-24	2025-04-24	Pablo becky 364
178800	Pot Hole Patching	Juan Vega Jr.	2431 Camino Real		2025-04-24	2025-04-24	Pablo becky364
178801	Pot Hole Patching	Juan Vega Jr.	2430 Camino Real		2025-04-24	2025-04-24	Pablo becmy 364
178804	Pot Hole Patching	Juan Vega Jr.	2430 Camino Real		2025-04-24	2025-04-24	Pablo becky 364
178805	Pot Hole Patching	Juan Vega Jr.	2415-2513 Camino		2025-04-24	2025-04-24	Pablo becky 364
178806	Pot Hole Patching	Juan Vega Jr.	2431 Camino Real		2025-04-24	2025-04-24	Pablo becky 364
178808	Pot Hole Patching	Juan Vega Jr.	2415-2513 Camino		2025-04-24	2025-04-24	Pablo becky 364
178809	Pot Hole Patching	Juan Vega Jr.	2516-2584 Camino		2025-04-24	2025-04-24	Pablo becky 364
178811	Pot Hole Patching	Juan Vega Jr.	4053 Camino Real		2025-04-24	2025-04-24	Pablo becky 364
178812	Pot Hole Patching	Juan Vega Jr.	4124-4150 Camino		2025-04-24	2025-04-24	Pablo becky 364
178814	Pot Hole Patching	Juan Vega Jr.	4050 Camino Real		2025-04-24	2025-04-24	Pablo becky 364
178815	Pot Hole Patching	Juan Vega Jr.	4153-4175 Camino		2025-04-24	2025-04-24	Pablo becky 364
178817	Pot Hole Patching	Juan Vega Jr.	4152-4174 Camino		2025-04-24	2025-04-24	Pablo
178982	Pot Hole Patching	Juan Vega Jr.	717 E 5th St,		2025-04-25	2025-04-28	VIRGINIA
179563	Pot Hole Patching	Juan Vega Jr.	950 E 10th St,		2025-04-28	2025-04-28	CLOSE TO TIGERES ADULT DAY CARE THERE ARE
179577	Pot Hole Patching	Juan Vega Jr.	1208 12th St,		2025-04-28	2025-04-28	A.C.M. REQUESTING THAT POT HOLES BE PATCHED
179616	Pot Hole Patching	Juan Vega Jr.	13th St & S Mile 1 E,		2025-04-28	2025-04-28	Ricardo becky364
179622	Pot Hole Patching	Juan Vega Jr.	50-116 E Liberty St,		2025-04-28	2025-04-28	Big pothole on the corner of San Jacinto and E liberty by
179624	Pot Hole Patching	Juan Vega Jr.	1207-1223 Valle		2025-04-28	2025-04-28	Ricardo becky 364
179626	Pot Hole Patching	Juan Vega Jr.	12th St & Valle Verde		2025-04-28	2025-04-28	Ricardo becky 364
179627	Pot Hole Patching	Juan Vega Jr.	1100-1204 Valle		2025-04-28	2025-04-28	Ricardo becky 364
179629	Pot Hole Patching	Juan Vega Jr.	12th St & Valle Verde		2025-04-28	2025-04-28	Ricardo becky 364
179648	Pot Hole Patching	Juan Vega Jr.	W 10th St & S		2025-04-28	2025-04-28	pot holes were filled in by Becky and Ricardo
179651	Pot Hole Patching	Juan Vega Jr.	W 10th St & Garza		2025-04-28	2025-04-28	POT HOLES WERE FILLED IN BY BECKY AND
179661	Pot Hole Patching	Juan Vega Jr.	1207 12th St,		2025-04-28	2025-04-28	Ricardo becky 364
179662	Pot Hole Patching	Juan Vega Jr.	1113 12th St,		2025-04-28	2025-04-28	Ricardo becky 364
179664	Pot Hole Patching	Juan Vega Jr.	12th St & S Mile 1 E,		2025-04-28	2025-04-28	Ricardo becky 364
179670	Pot Hole Patching	Juan Vega Jr.	1407 12th St,		2025-04-28	2025-04-28	Ricardo becky 364
179675	Pot Hole Patching	Juan Vega Jr.	1301 12th St,		2025-04-28	2025-04-28	Ricardo becky 364
179681	Pot Hole Patching	Juan Vega Jr.	1211 12th St,		2025-04-28	2025-04-28	Ricardo becky 364
180421	Pot Hole Patching	Juan Vega Jr.	W Melton Park Dr &		2025-04-29	2025-04-29	Charlie becky 364
180423	Pot Hole Patching	Juan Vega Jr.	129 W Melton Park		2025-04-29	2025-04-29	Charlie becky 364
180513	Pot Hole Patching	Juan Vega Jr.	1152-1398 S Mile 2		2025-04-29	2025-04-29	Charlie be ky 364
180515	Pot Hole Patching	Juan Vega Jr.	1219-1299 S Mile 2		2025-04-29	2025-04-29	Charlie becky 364
180516	Pot Hole Patching	Juan Vega Jr.	1201-1209 S Mile 2		2025-04-29	2025-04-29	Charlie becky 364
180519	Pot Hole Patching	Juan Vega Jr.	1100-1126 S Mile 2		2025-04-29	2025-04-29	Charlie becky 364
180770	Pot Hole Patching	Juan Vega Jr.	S Mercedes Dr & W		2025-04-29	2025-04-29	Pablo becky 364
180771	Pot Hole Patching	Juan Vega Jr.	S Mercedes Dr & W		2025-04-29	2025-04-29	Pablo becky 364
180792	Pot Hole Patching	Juan Vega Jr.	10219 W Mercedes		2025-04-29	2025-04-29	Pablo becky 364

180794	Pot Hole Patching	Juan Vega Jr.	10219 W Mercedes		2025-04-29	2025-04-29	Pablo
180806	Pot Hole Patching	Juan Vega Jr.	142 W 5th St	18851644	2025-04-29	2025-04-30	POT HOLE PATCHING NEEDED ON THE BRIDGE OFF
180819	Pot Hole Patching	Juan Vega Jr.	532 Amigos Ln	18851669	2025-04-29	2025-04-30	LOTS OF POT HOLES AT AMIGO LANE.
180821	Pot Hole Patching	Juan Vega Jr.	401 Avenue C	18851693	2025-04-29	2025-04-30	POT HOLE PATCHING IS NEEDED.
180828	Pot Hole Patching	Juan Vega Jr.	836 Nevada Ave	18851744	2025-04-29	2025-04-30	POT HOLE PATCHING NEEDED
180829	Pot Hole Patching	Juan Vega Jr.	1103 Garza St	18867762	2025-04-29		PLEASE FILL IN POT HOLES AROUND THIS AREA.
180840	Pot Hole Patching	Juan Vega Jr.	400 S Ohio Ave	18867854	2025-04-29	2025-05-05	POT HOLE PATCHING NEEDED ALONG OHIO STREET.
181409	Pot Hole Patching	Juan Vega Jr.	620 S Indiana Ave,		2025-04-30	2025-04-30	Pablo y Ricardo Unit364
181420	Pot Hole Patching	Juan Vega Jr.	11-11 W 6th St,		2025-04-30	2025-04-30	Pablo y Ricardo unit 364 6 pot holes 11-11 W 6th st
181428	Pot Hole Patching	Juan Vega Jr.	301-499 Avenue C,		2025-04-30	2025-04-30	Charlie becky 364
181429	Pot Hole Patching	Juan Vega Jr.	Avenue C & Nevada		2025-04-30	2025-04-30	Charlie becky 364
181430	Pot Hole Patching	Juan Vega Jr.	1020 S Georgia Ave,		2025-04-30	2025-04-30	Pablo y Ricardo unit 364 5 pot holes on 1020 S Georgia
181433	Pot Hole Patching	Juan Vega Jr.	836 Nevada Ave,		2025-04-30	2025-04-30	Charlie becky 110
181434	Pot Hole Patching	Juan Vega Jr.	838 Nevada Ave,		2025-04-30	2025-04-30	Charlie becky 110
181435	Pot Hole Patching	Juan Vega Jr.	836 Nevada Ave,		2025-04-30	2025-04-30	Charlie becky 110
181439	Pot Hole Patching	Juan Vega Jr.	244-274 N Texas		2025-04-30	2025-04-30	Pablo y Ricardo unit 364 6 pot holes on 244-274 N Texas
181576	Pot Hole Patching	Juan Vega Jr.	1200-1382 S Georgia		2025-04-30	2025-04-30	Pablo y Ricardo unit 364 6 pot holes on 1200-1382 S
182036	Pot Hole Patching	Juan Vega Jr.	311 E Liberty St	18869366	2025-04-30		PLEASE FILL IN POT HOLES ALONG LIBERTY
182069	Pot Hole Patching	Juan Vega Jr.	141 Palmetto Ave	18869396	2025-04-30	2025-05-05	POTHOLES NEED TO BE FILLED IN
182071	Pot Hole Patching	Juan Vega Jr.	193 Maerose Ave	18869407	2025-04-30	2025-05-05	POTHOLES ON MAEROSE NEED TO BE FILLED IN
182072	Pot Hole Patching	Juan Vega Jr.	28 Birch St	18869601	2025-04-30	2025-05-05	POT HOLE ALONG THE CURB/SIDE AREA NEEDS TO
182178	Pot Hole Patching	Juan Vega Jr.	2592-2598 Camino		2025-04-30	2025-04-30	,ris becky 364
182183	Pot Hole Patching	Juan Vega Jr.	2592-2598 Camino		2025-04-30	2025-04-30	Kris becky 3y4
182201	Pot Hole Patching	Juan Vega Jr.	2592 Camino Real		2025-04-30	2025-04-30	Kris becky 3y4
182203	Pot Hole Patching	Juan Vega Jr.	2594 Camino Real		2025-04-30	2025-04-30	Kris becky 364
182205	Pot Hole Patching	Juan Vega Jr.	2596 Camino Real		2025-04-30	2025-04-30	Kris becky 364
182208	Pot Hole Patching	Mechanic Shop	2589-2593 Camino		2025-04-30	2025-04-30	Kris becky 364
182209	Pot Hole Patching	Juan Vega Jr.	2583 Camino Real		2025-04-30	2025-04-30	Kris n becky 364
182212	Pot Hole Patching	Juan Vega Jr.	2516-2584 Camino		2025-04-30	2025-04-30	Kris becky 364
RELOCATE WATER METER							
178904	RELOCATE	Crew 2	12877 Apache Dr,		2025-04-25		WATER DEPARTMENT IS REQUESTING THAT THE
REMOVE STANDING WATER							
176586	REMOVE	Crew 1	333 E 5th St,		2025-04-09	2025-04-09	METER IS COMPLETELY FLOODED
REPLACE CUT-OFF							
175757	Replace Cut-Off	Crew 2	1104 S Virginia Ave,		2025-04-03	2025-04-04	NEED TO REPLACE BROKEN CUT-OFF
175854	Replace Cut-Off	Crew 2	1047 S Illinois St,		2025-04-03	2025-04-04	WATER DEPARTMENT REQUESTING.
177575	Replace Cut-Off	Crew 2	837 Alexandria Ave,		2025-04-15	2025-04-16	WATER DEPARTMENT IS REQUESTING THAT THE
178382	Replace Cut-Off	Crew 2	1020 S Virginia Ave,		2025-04-22	2025-04-29	EMERGENCY REPLACE CUTOFF
178387	Replace Cut-Off	Crew 2	454-476 Dawson Rd,		2025-04-22	2025-04-23	806 E. STARR #2
178426	Replace Cut-Off	Crew 2	700 S Colorado Ave,		2025-04-22	2025-04-23	NEED TO REPLACE CUT OFF AND OPEN THE CUT
178782	Replace Cut-Off	Crew 2	535 N Missouri Ave,		2025-04-24	2025-04-29	METER READER REPORTED THAT THE CUTOFF
179391	Replace Cut-Off	Crew 2	1225 S Indiana Ave,		2025-04-28	2025-04-28	WATER DEPARTMENT IS REQUESTING THAT THE
SEWER MAINTENANCE							
175509	SEWER	Juan Vega Jr.	1205 S Georgia Ave,		2025-04-02	2025-04-02	STANDBY CREW: FERNANDO EDGAR AND FERMIN
175510	SEWER	Juan Vega Jr.	1333 Garza St,		2025-04-02	2025-04-02	STANDBY CREW: FERNANDO
175774	SEWER	Crew 1	522 Heidrick Ave,		2025-04-03	2025-04-03	STANDBY CREW: FERNANDO, FERMIN AND EDGAR
176549	SEWER	Crew 1	3535-3563 Mile 8 N,		2025-04-09	2025-04-09	THE DIRECTOR MR. VILLAGOMEZ INSTRUCTED
SEWER SMELL							
175547	SEWER SMELL	Crew 1	775 Ruby Red St,		2025-04-02	2025-04-03	EVELYN VELASQUEZ
176124	SEWER SMELL	Crew 1	434 S Ohio Ave,		2025-04-07	2025-04-07	MARISOL AT THE LIBRARY IS REPORTING A STRONG
177013	SEWER SMELL	Crew 1	816 S Indiana Ave,		2025-04-11	2025-04-11	BLANCA RODRIGUEZ
178771	SEWER SMELL	Crew 1	117 Carlos St,		2025-04-24	2025-04-24	GUADALUPE LIMON
SEWER STOP							
175291	Sewer Stop	Crew 1	532 Heidrick Ave,		2025-04-01	2025-04-03	CARMEL RIVAS
175292	Sewer Stop	Crew 1	1316 Valle Verde Dr,		2025-04-01	2025-04-01	VICTOR GONZALEZ
175293	Sewer Stop	Crew 1	1112 Orange St,		2025-04-01	2025-04-01	DALIA FRANCO
175351	Sewer Stop	Crew 1	12804 Campacuas		2025-04-01	2025-04-04	CHRYSTAL GARCIA
175382	Sewer Stop	Crew 1	1306 Anaquitas St,		2025-04-01	2025-04-02	FED-EX FRIEIGHT.
175520	Sewer Stop	Crew 1	1153 Garza St,		2025-04-02	2025-04-03	CYNTHIA SILVA
175554	Sewer Stop	Crew 1	1153 Orange St,		2025-04-02	2025-04-03	RAUL MATA
175635	Sewer Stop	Crew 1	1324 S Washington		2025-04-02	2025-04-03	ROLANDO
175815	Sewer Stop	Crew 1	727 S Washington		2025-04-03	2025-04-04	WATER COMING OUT WHERE THE CLEAN OUT IS.
175938	Sewer Stop	Crew 1	925 N Indiana Ave,		2025-04-04	2025-04-04	MARC SAUCEDA
175949	Sewer Stop	Crew 1	906 Garza St,		2025-04-04	2025-04-04	RAMON SANCHEZ
176204	Sewer Stop	Crew 1	514 W 6th St,		2025-04-07	2025-04-07	SEBASTIAN
176362	Sewer Stop	Crew 1	8 Mile, Mercedes, TX,		2025-04-08	2025-04-08	SEWER STOP AT THE SEWER PLANT
176607	Sewer Stop	Crew 1	945 Nevada Ave,		2025-04-09	2025-04-09	LINO RAMOS
177007	Sewer Stop	Crew 1	9892 Mile 1/2 E,		2025-04-11	2025-04-11	SOFIA GARCIA
177043	Sewer Stop	Crew 1	254 N Indiana Ave,		2025-04-11	2025-04-14	LEDI VILLANUEVA
177237	Sewer Stop	Crew 1	Elsa, TX, USA		2025-04-14	2025-04-14	SEWER STOP
177422	Sewer Stop	Crew 1	935 S Missouri Ave,		2025-04-15	2025-04-15	LINO RAMOS
177511	Sewer Stop	Crew 1	805 S Virginia Ave,		2025-04-15	2025-04-15	OSCAR GARCIA
177642	Sewer Stop	Crew 1	906 Garza St,		2025-04-16	2025-04-22	RAMON SANCHEZ JR.
178261	Sewer Stop	Crew 1	723 S Indiana Ave,		2025-04-22	2025-04-22	IRANIA CORIA
178309	Sewer Stop	Juan Vega Jr.	906 Garza St,		2025-04-22	2025-04-22	STANDBY CREW: FERNANDO, ARI, RICHARDO
178334	Sewer Stop	Crew 1	637 Mathis St,		2025-04-22	2025-04-29	MAIN LINE NEAR FIELD 3 AT COLLIER PARK IS
178389	Sewer Stop	Crew 1	12919 Wichita Way,		2025-04-22	2025-04-22	EDOLINA MIRELES
178480	Sewer Stop	Crew 2	709 S Washington		2025-04-23	2025-04-23	ARI AND FERNANDO
178681	Sewer Stop	Crew 1	Elsa, TX, USA		2025-04-24	2025-04-24	GILBERT FROM CITY OF ELSA REQUESTED
179330	Sewer Stop	Crew 1	948 S Vermont Ave,		2025-04-28	2025-04-28	ISRAEL GONZALEZ
180774	Sewer Stop	Crew 1	181 Chapman St,		2025-04-29	2025-04-30	DRIVING THROUGH CHAPMAN AND NOTICED

181423	Sewer Stop	Crew 1	427 W 8th St,		2025-04-30	2025-04-30	SEWER IS BACKING UP
SINK HOLE							
175400	SINK HOLE	Juan Vega Jr.	197 N Melton Park		2025-04-01		Large sinkhole needs repair- Mario
175407	SINK HOLE	Juan Vega Jr.	700 Dawson Rd,		2025-04-01		Deep potholes need to be repaired
175419	SINK HOLE	Juan Vega Jr.	309 N Mile 1 1/2 E,		2025-04-01		Large sinkhole due to flooding needs to be repaired to
175425	SINK HOLE	Juan Vega Jr.	314 Mockingbird Ln,		2025-04-01		Large deep sinkholes caused by flooding need to be
175440	SINK HOLE	Juan Vega Jr.	7019 East 1h 2,		2025-04-01		Deep sinkhole by curb and stop sign. Photo and work
175498	SINK HOLE	Juan Vega Jr.	James Dr, Mercedes,		2025-04-02	2025-04-02	STANDBY CREW: FERNANDO
175501	SINK HOLE	Juan Vega Jr.	S Mile 2 1/2 W & E		2025-04-02	2025-04-02	SINK HOLE ON MILE 2 1/2 AND BUSINESS PUT CONES
175968	SINK HOLE	Juan Vega Jr.	3807 N Mercedes Dr,		2025-04-04		STREET SUNK IN FRONT OF DRIVE. RESIDENT
176165	SINK HOLE	Juan Vega Jr.	W Expressway 83,		2025-04-07		PRISCILLA PALOMARES
176943	SINK HOLE	Crew 2	836 La Cir,		2025-04-11	2025-04-11	Done: 4/11/2025
SPECIAL EVENTS							
178333	SPECIAL	Juan Vega Jr.	2314 N Baseline Rd,		2025-04-22	2025-04-22	STANDBY CREW: FERNANDO
178479	SPECIAL	Juan Vega Jr.	209 N Missouri Ave,		2025-04-23	2025-04-23	STANDBY CREW: ZEKE, FERNANDO, CHARLIE
SPEED BUMP REQUEST							
175578	Speed Bump	Juan Vega Jr.	Brahman St & Angus		2025-04-02		SPEED BUMP HAS BECOME LOOSE. RESIDENT IS
175596	Speed Bump	Crew 3	1421 Angus St,		2025-04-02	2025-04-02	SPEED BUMP LOOSE
177029	Speed Bump	Juan Vega Jr.	820 S Vermont Ave,		2025-04-11		MARTHA GONZALEZ
175295	Storm Sewer	Juan Vega Jr.	546 N Missouri Ave,		2025-04-01	2025-04-01	SYLVIA CARDOZA
175512	Storm Sewer	Juan Vega Jr.	Mile 2 E & Ash Ave,		2025-04-02	2025-04-02	STANDBY CREW: FERNANDO AND FERMIN
175524	Storm Sewer	Juan Vega Jr.	520 W Ferguson St,		2025-04-02	2025-04-02	BROUGHT 2 WATER PUMPS FROM TEXDOT IN
175525	Storm Sewer	Crew 1	Mile 2 W, Mercedes,		2025-04-02	2025-04-02	WERE ASSIGNED TO VACUUM UP THE STANDING
176002	Storm Sewer	Juan Vega Jr.	Beech Ave & Mile 2		2025-04-04	2025-04-04	COVER WATER DITCH PIPE. SO THAT THE WATER
176008	Storm Sewer	Juan Vega Jr.	Beech Ave & Mile 2		2025-04-04	2025-04-04	STANDBY CREW: FERNANDO
176022	Storm Sewer	Juan Vega Jr.	Mile 2 E & Beech		2025-04-04	2025-04-04	ZEKE
176039	Storm Sewer	Crew 1	Mile 2 E & Beech		2025-04-04	2025-04-04	AS PER DIRECTOR, PICK UP THE 4" PUMP AND
STREET ISSUES							
175484	STREET ISSUES	Juan Vega Jr.	502-1352 Mile 2 W	18503058	2025-04-02		This road is way overdue for a two lane or turning lane to
176009	STREET ISSUES	Juan Vega Jr.	Camino Real Viejo,		2025-04-04	2025-04-04	FERNANDO AND EDGAR.
176145	STREET ISSUES	Juan Vega Jr.	729 Nevada Ave,		2025-04-07		GEORGE
176879	STREET ISSUES	Juan Vega Jr.	S Mile 2 1/2 W &		2025-04-10		MIKE BARNES
177035	STREET ISSUES	TOMAS	313 N Mile 1 1/2 E,		2025-04-11		FELICIANO CUADRO
181974	STREET ISSUES	Juan Vega Jr.	Starr St, Mercedes,		2025-04-30		REQUEST TO PICK UP BROKEN GLASS ON THE ROAD
STREET SWEEPING							
184611	Street Sweeping	Juan Vega Jr.	189-199 S Texas		2025-05-02	2025-05-02	04/03/2025
184615	Street Sweeping	Juan Vega Jr.	Oak Ridge Dr & Rio		2025-05-02	2025-05-02	04/09/2025
184619	Street Sweeping	Juan Vega Jr.	N Texas Ave & W		2025-05-02	2025-05-02	04/02/2025
184624	Street Sweeping	Juan Vega Jr.	Starr St & N Texas		2025-05-02	2025-05-02	04/17/2025
185476	Street Sweeping	Juan Vega Jr.	Oak Ridge Dr & Rio		2025-05-05	2025-05-05	04/10/2025 HACIENDA OLIVIA START TIME 8:15AM
185501	Street Sweeping	Juan Vega Jr.	Oak Ridge Dr & Rio		2025-05-05	2025-05-05	04/11/2025 HACIENDA OLIVIA START TIME 8:30AM
177019	Street Sweeping	TOMAS	Mercedes, TX, USA		2025-04-11		The developer of Summer Breeze is requesting street
TRAFFIC SIGN REPLACEMENT							
176444	Traffic Sign	Juan Vega Jr.	N Vermont Ave,		2025-04-08		THE STOP SIGN ON VERMONT BEFORE GETTING TO
176597	Traffic Sign	Juan Vega Jr.	E 5th St & Rio Rico		2025-04-09	2025-04-09	SOUTH OF 5TH ST. PASSING THE STORE.
176609	Traffic Sign	Juan Vega Jr.	S Texas St & W 10th		2025-04-09		BERNIE MATA SENT IN THE PICTURE WITH THE STOP
177045	Traffic Sign	Juan Vega Jr.	Dawson Rd & State		2025-04-11	2025-04-11	STOP SIGN AT THE CORNER OF OLD 83 AND
178306	Traffic Sign	Juan Vega Jr.	W 5th St & Capisallo		2025-04-22	2025-04-22	STANDBY CREW: FERNANDO
178307	Traffic Sign	Juan Vega Jr.	1023-1099 Willacy St,		2025-04-22	2025-04-22	STANDBY CREW: FERNANDO
178329	Traffic Sign	Juan Vega Jr.	E 5th St & Florida St,		2025-04-22	2025-04-22	STANDBY CREW: FERNANDO
178330	Traffic Sign	Juan Vega Jr.	E Expressway 83 &		2025-04-22	2025-04-22	STANDBY CREW: FERNANDO AND ARI
180831	Traffic Sign	Juan Vega Jr.	1353 S Colorado Ave	18867800	2025-04-29		STOP SIGN IS SPRAY PAINTED AND NEEDS TO BE
TRASH PICK-UP							
175303	TRASH PICK-UP	Crew 3	1919 Beech Ave,		2025-04-01	2025-04-01	DEBRIS PICK UP
175304	TRASH PICK-UP	Crew 3	1906 Beech Ave,		2025-04-01	2025-04-01	DEBRIS PICK UP
175312	TRASH PICK-UP	Crew 3	1702 Beech Ave,		2025-04-01	2025-04-01	DEBRIS PICK UP
175325	TRASH PICK-UP	Juan Vega Jr.	4421 J a Garcia St,		2025-04-01	2025-04-01	STORM WATER DAMAGE CLEAN UP
175371	TRASH PICK-UP	Crew 3	1811 Ash Ave,		2025-04-01	2025-04-01	DEBRIS PICK UP
175373	TRASH PICK-UP	Crew 3	1807 Ash Ave,		2025-04-01	2025-04-01	DEBRIS PICK UP
175378	TRASH PICK-UP	Crew 3	1603 Beech Ave,		2025-04-01	2025-04-01	DEBRIS PICK UP
175392	TRASH PICK-UP	Crew 3	1728 Ash Ave,		2025-04-01	2025-04-01	TRASH PICK UP
175395	TRASH PICK-UP	Crew 3	1528 Beech Ave,		2025-04-01	2025-04-01	DEBRIS PICK UP
175401	TRASH PICK-UP	Crew 3	1726 Beech Ave,		2025-04-01	2025-04-01	DEBRIS PICK UP
175426	TRASH PICK-UP	Crew 3	1714 Beech Ave,		2025-04-01	2025-04-04	PICK UP DEBRIS NEED BACKHOE HELP WITH FRIDGE
175499	TRASH PICK-UP	Crew 3	1728 Ash Ave,		2025-04-02	2025-04-02	TRASH DEBRIS PICK UP
175500	TRASH PICK-UP	Crew 3	1807 Ash Ave,		2025-04-02	2025-04-02	TRASH DEBRIS PICK UP
175503	TRASH PICK-UP	Crew 3	1728 Ash Ave,		2025-04-02	2025-04-02	MORE TRASH PICK UP
175506	TRASH PICK-UP	Crew 3	1701 Beech Ave,		2025-04-02	2025-04-02	DEBRIS PICK UP MAY NEED BACKHOE HELP WITH
175523	TRASH PICK-UP	Crew 3	4404 J a Garcia St,		2025-04-02	2025-04-02	DEBRIS PICK UP
175527	TRASH PICK-UP	Crew 3	4406 J a Garcia St,		2025-04-02	2025-04-02	DEBRIS PICK UP
175533	TRASH PICK-UP	Crew 3	4410 J a Garcia St,		2025-04-02	2025-04-02	DEBRIS PICK UP
175550	TRASH PICK-UP	Crew 3	4416 J a Garcia St,		2025-04-02	2025-04-02	TRASH DEBRIS PICK UP
175613	TRASH PICK-UP	Crew 3	4417 J a Garcia St,		2025-04-02	2025-04-02	TRASH PICK UP
175614	TRASH PICK-UP	Crew 3	4419 J a Garcia St,		2025-04-02	2025-04-02	DEBRIS AND TRASH PICK UP
175637	TRASH PICK-UP	Crew 3	4421 J a Garcia St,		2025-04-02	2025-04-02	DEBRIS TRASH PICK UP
175639	TRASH PICK-UP	Crew 3	4423 J a Garcia St,		2025-04-02	2025-04-02	DEBRIS PICK UP
175643	TRASH PICK-UP	Crew 3	4454 Pedro Martinez,		2025-04-02	2025-04-02	DEBRIS AND TRASH PICK UP
175682	TRASH PICK-UP	Crew 3	4460 Pedro Martinez,		2025-04-03	2025-04-03	DEBRIS PICK UP
175683	TRASH PICK-UP	Crew 3	4462 Pedro Martinez,		2025-04-03	2025-04-03	DEBRIS PICK UP
175710	TRASH PICK-UP	Crew 3	W Expressway 83,		2025-04-03	2025-04-03	PICKING UP TRASH ON S FRONTAGE
175887	TRASH PICK-UP	Crew 3	1807 Ash Ave,		2025-04-04	2025-04-04	TRASH DEBRIS PICK UP

175892	TRASH PICK-UP	Crew 3	1701 Beech Ave,		2025-04-04	2025-04-04	TRASH DEBRIS PICK UP
175893	TRASH PICK-UP	Crew 3	1726 Beech Ave,		2025-04-04	2025-04-04	TRASH DEBRIS PICK UP
175910	TRASH PICK-UP	Crew 3	1710 Beech Ave,		2025-04-04	2025-04-04	DEBRIS PICK UP
175911	TRASH PICK-UP	Crew 3	1701 Beech Ave,		2025-04-04	2025-04-04	DEBRIS PICK UP
175927	TRASH PICK-UP	Crew 3	4455 Pedro Martinez,		2025-04-04	2025-04-04	DEBRIS PICK UP
175928	TRASH PICK-UP	Crew 3	4460 Pedro Martinez,		2025-04-04	2025-04-04	TRASH DEBRIS PICK UP
175934	TRASH PICK-UP	Crew 3	4464 Pedro Martinez,		2025-04-04	2025-04-07	DEBRIS PICK UP
175935	TRASH PICK-UP	Crew 3	4465 Pedro Martinez,		2025-04-04	2025-04-04	Debris pick UP
175937	TRASH PICK-UP	Crew 3	4468 Pedro Martinez,		2025-04-04	2025-04-04	DEBRIS PICK UP
175969	TRASH PICK-UP	Crew 3	4473 Pedro Martinez,		2025-04-04	2025-04-04	DEBRIS PICK UP
175971	TRASH PICK-UP	Crew 3	4477 Pedro Martinez,		2025-04-04	2025-04-07	TRASH DEBRIS PICK UP
175972	TRASH PICK-UP	Crew 3	4479 Pedro Martinez,		2025-04-04	2025-04-07	TRASH PICK UP
175973	TRASH PICK-UP	Crew 3	4481 Pedro Martinez,		2025-04-04	2025-04-07	DEBRIS PICK UP
175976	TRASH PICK-UP	Crew 3	4480 Pedro Martinez,		2025-04-04	2025-04-07	TRASH DEBRIS PICK UP
175992	TRASH PICK-UP	Crew 3	4478 Pedro Martinez,		2025-04-04	2025-04-04	TRASH DEBRIS PICK UP
176132	TRASH PICK-UP	Crew 3	1807 Ash Ave,		2025-04-07	2025-04-07	PICK UP TRASH AND DEBRIS
176159	TRASH PICK-UP	Crew 3	1820 Beech Ave,		2025-04-07	2025-04-07	TRASH AND DEBRIS PICK UP
176256	TRASH PICK-UP	Crew 3	325 Mockingbird Ln,		2025-04-07	2025-04-07	TRASH DEBRIS PICK UP
176280	TRASH PICK-UP	Crew 3	133 Matamoros Ave,		2025-04-07	2025-04-30	ANA MALAGON
176282	TRASH PICK-UP	Crew 3	1702 Beech Ave,		2025-04-07	2025-04-07	TRASH AND DEBRIS PICK UP
176286	TRASH PICK-UP	Crew 3	1701 Beech Ave,		2025-04-07	2025-04-07	TRASH AND DEBRIS PICK UP
176341	TRASH PICK-UP	Crew 3	1807 Ash Ave,		2025-04-08	2025-04-08	TRASH DEBRIS PICK UP
176346	TRASH PICK-UP	Crew 3	1507 Ash Ave,		2025-04-08	2025-04-08	TRASH DEBRIS PICK UP
176347	TRASH PICK-UP	Crew 3	Ash Ave, Mercedes,		2025-04-08	2025-04-08	TRASH DEBRIS PICK UP
176349	TRASH PICK-UP	Crew 3	1807 Beech Ave,		2025-04-08	2025-04-08	
176363	TRASH PICK-UP	Crew 3	1727 Beech Ave,		2025-04-08	2025-04-08	
176364	TRASH PICK-UP	Crew 3	1723 Beech Ave,		2025-04-08	2025-04-08	
176387	TRASH PICK-UP	Crew 3	1807 Ash Ave,		2025-04-08	2025-04-08	TRASH PICK UP
176412	TRASH PICK-UP	Crew 3	4473 Pedro Martinez,		2025-04-08	2025-04-08	
176413	TRASH PICK-UP	Crew 3	4475 Pedro Martinez,		2025-04-08	2025-04-08	
176416	TRASH PICK-UP	Crew 3	4464 Pedro Martinez,		2025-04-08	2025-04-08	
176417	TRASH PICK-UP	Crew 3	4455 Pedro Martinez,		2025-04-08	2025-04-08	
176421	TRASH PICK-UP	Crew 3	4452 Pedro Martinez,		2025-04-08	2025-04-08	
176426	TRASH PICK-UP	Crew 3	4455 Pedro Martinez,		2025-04-08	2025-04-08	
176435	TRASH PICK-UP	Crew 3	4431 J a Garcia St,		2025-04-08	2025-04-08	
176450	TRASH PICK-UP	Crew 3	1807 Ash Ave,		2025-04-08	2025-04-08	
176552	TRASH PICK-UP	Crew 3	838 Willacy St,		2025-04-09	2025-04-09	
176554	TRASH PICK-UP	Crew 3	826 Heidrick Ave,		2025-04-09	2025-04-10	
176583	TRASH PICK-UP	Crew 3	North St, Mercedes,		2025-04-09	2025-04-09	DEBRIS PICK UP
176633	TRASH PICK-UP	Crew 3	444 Francis Ave,		2025-04-09	2025-04-09	
176634	TRASH PICK-UP	Crew 3	520 Francis Ave,		2025-04-09	2025-04-09	
176635	TRASH PICK-UP	Crew 3	1024 Garza St,		2025-04-09	2025-04-09	
176636	TRASH PICK-UP	Crew 3	1014 Garza St,		2025-04-09	2025-04-09	
176638	TRASH PICK-UP	Crew 3	1314 S Vermont Ave,		2025-04-09	2025-04-09	
176644	TRASH PICK-UP	Crew 3	902 S Indiana Ave,		2025-04-09	2025-04-09	
176661	TRASH PICK-UP	Crew 3	1302 S Texas Ave,		2025-04-09	2025-04-09	
176681	TRASH PICK-UP	Crew 3	1138 S Illinois St,		2025-04-09	2025-04-14	
177186	TRASH PICK-UP	Crew 3	1811-4199 Beech		2025-04-14	2025-04-14	
177238	TRASH PICK-UP	Crew 3	1217 S Illinois St,		2025-04-14	2025-04-14	
177255	TRASH PICK-UP	Crew 3	618 Palm Heights St,		2025-04-14	2025-04-14	
UTILITY PATCH							
175488	Utility Patch	Crew 2	1222 S Colorado Ave	18558346	2025-04-02	2025-04-04	PLEASE CHECK THIS ADDRESS TO SEE IF THE
176558	Utility Patch	Crew 2	3605 Cherokee Dr,		2025-04-09	2025-04-09	FERNANDO AND SANTOS
176909	Utility Patch	Crew 1	1002 W 10th St,		2025-04-10	2025-04-10	CREW#1 J.J., FERMIN, JUAN
176910	Utility Patch	Crew 1	726 W 10th St,		2025-04-10	2025-04-10	CREW#1 J.J., FERMIN, JUAN
176911	Utility Patch	Crew 1	240 Avenue C,		2025-04-10	2025-04-10	CREW#1 J.J., FERMIN, JUAN
176912	Utility Patch	Crew 1	FedEx Freight, 1306		2025-04-10	2025-04-10	CREW#1 J.J., FERMIN, JUAN
177154	Utility Patch	Crew 2	517 Garcia Ave,		2025-04-14	2025-04-29	AMIRTHA TREJO
177465	Utility Patch	Crew 1	S Colorado Ave & W		2025-04-15	2025-04-15	PREVIOUS WATER BREAK AT THIS LOCATION.
178471	Utility Patch	Juan Vega Jr.	E 17th St & Florida		2025-04-23		RESIDENT IS COMPLAINING ABOUT THE PREVIOUS
178624	Utility Patch	Juan Vega Jr.	E 17th St & Florida		2025-04-23		NEED TO FILL A UTILITY PATCH WHERE A WATER
180779	Utility Patch	Crew 2	1429 Angus St,		2025-04-29	2025-04-29	Done4/29/2025
182174	Utility Patch	Crew 1	520 E 2nd St,		2025-04-30	2025-04-30	LEVELING OUT THE DIRT FROM A PREVIOUS WATER
182302	Utility Patch	Crew 2	1424 Mile 8 N,		2025-04-30	2025-04-30	Done;4/30/2025
VEHICLE MAINTENANCE							
175688	Vehicle	Mechanic Shop	2314 N Baseline Rd,		2025-04-03	2025-04-09	UTILITIES UNIT#3125 2014 FORD F-250
176108	Vehicle	Mechanic Shop	2314 N Baseline Rd,		2025-04-07	2025-04-08	Unit:3130
176206	Vehicle	Mechanic Shop	400 S Ohio Ave,		2025-04-07	2025-04-15	Check mosquito spraying machine
176300	Vehicle	Mechanic Shop	316 S Ohio Ave,		2025-04-08		Unit # 512 is going to need brakes.
176475	Vehicle	Mechanic Shop	316 S Ohio Ave,		2025-04-08		Unit 519 needs new brake pads.
176476	Vehicle	Mechanic Shop	316 S Ohio Ave,		2025-04-08	2025-04-29	Unit SG10 needs new brake pads.
176906	Vehicle	Mechanic Shop	2314 N Baseline Rd,		2025-04-10		UTILITIES UNIT#3124 2014 FORD F-250 MILEAGE
176972	Vehicle	Mechanic Shop	2314 N Baseline Rd,		2025-04-11	2025-04-24	UNIT#332 SMALL DUMP TRUCK
176974	Vehicle	Mechanic Shop	2314 N Baseline Rd,		2025-04-11		STREETS UNIT#3121 2014 FORD F-150
176980	Vehicle	Mechanic Shop	2314 N Baseline Rd,		2025-04-11	2025-04-11	P.D. UNIT#504 2020 FORD EXPLORER LICENSE #142-
176987	Vehicle	Mechanic Shop	2314 N Baseline Rd,		2025-04-11	2025-04-14	UNIT#3130 VACTOR TRUCK
176988	Vehicle	Mechanic Shop	2314 N Baseline Rd,		2025-04-11	2025-05-06	UNIT 324 needs an oil change
177143	Vehicle	Mechanic Shop	400 S Ohio Ave,		2025-04-14	2025-04-24	IT Durango does not turn on.
177302	Vehicle	Mechanic Shop	2314 N FM 491,		2025-04-14	2025-04-15	STREETS UNIT#110 FORD F-150 2008
177410	Vehicle	Mechanic Shop	316 S Ohio Ave,		2025-04-15		Unit 519 the wig wags high beams not functioning, and all
177474	Vehicle	Mechanic Shop	316 S Ohio Ave,		2025-04-15	2025-04-16	SG11 Needs an oil change

177757	Vehicle	Mechanic Shop	2314 N Baseline Rd,		2025-04-16	2025-04-16	BUILDING MAINTENANCE
177825	Vehicle	Mechanic Shop	2314 N Baseline Rd,		2025-04-17		STREETS UNIT#364 2009 FORD F-150
177826	Vehicle	Mechanic Shop	2314 N Baseline Rd,		2025-04-17	2025-04-17	STREETS UNIT#HB2 2010 FORD CROWN VICTORIA
178208	Vehicle	Mechanic Shop	316 S Ohio Ave,		2025-04-21	2025-05-02	Officer Juan Medina unit 518 attempted to started the
178453	Vehicle	Mechanic Shop	316 S Ohio Ave,		2025-04-23	2025-05-02	Unit #520 passenger side headlight is out as well as the
178548	Vehicle	Mechanic Shop	2314 N Baseline Rd,		2025-04-23	2025-04-23	MEDIC M-3 2019 FORD F450
178905	Vehicle	Mechanic Shop	2314 N Baseline Rd,		2025-04-25		UTILITIES UNIT#3130 FREIGHTLINE VACTOR TRUCK
178964	Vehicle	Mechanic Shop	2314 N Baseline Rd,		2025-04-25		UTILITIES UNIT#3121 2014 FORD F-150
179618	Vehicle	Mechanic Shop	2314 N Baseline Rd,		2025-04-28	2025-04-28	UNIT#332 2012 FREIGHTLINER LICENSE#138-6518
180490	Vehicle	Mechanic Shop	316 S Ohio Ave,		2025-04-29	2025-04-29	Unit SG9 needed oil change- engine/transmission.
180493	Vehicle	Mechanic Shop	316 S Ohio Ave,		2025-04-29	2025-04-29	Unit 122 struggles to stay on and turn off while driving.
180827	Vehicle	Mechanic Shop	400 S Ohio Ave,		2025-04-29	2025-05-02	Replace radiator for Ismael's truck Unit#359
181575	Vehicle	Mechanic Shop	2314 N Baseline Rd,		2025-04-30	2025-04-30	STREETS UNIT#318 2009 FORD F-150 LICENSE#106-
WATER BREAK REPAIR							
175490	Water Break	Crew 2	1006 S Washington	18558485	2025-04-02	2025-04-09	A REQUEST WAS CREATED FOR THIS ALLEY AREA
175548	Water Break	Crew 2	1114 S Texas Ave,		2025-04-02	2025-04-04	JULIA GARZA
175555	Water Break	Crew 1	102 W 10th St,		2025-04-02	2025-04-04	WATER BREAK REPORTED BY J.J.
176001	Water Break	Juan Vega Jr.	512 Gillman Ave,		2025-04-04	2025-04-04	STANDBY CREW: FERNANDO
176094	Water Break	Crew 1	3655 Campacuas Dr,		2025-04-07	2025-04-07	STANDBY CREW: J.J. AND SANTOS
176427	Water Break	Crew 2	1126 S Virginia Ave,		2025-04-08	2025-04-09	WATER LEAK IN THE ALLEY
176697	Water Break	Crew 1	3723 N Garden St,		2025-04-09	2025-04-10	LUDIVINA ALEGRIA
176964	Water Break	Crew 2	524 Garcia St,		2025-04-11	2025-04-11	CONSTRUCTION COMPANY HIT A WATERLINE.
177061	Water Break	Crew 1	608 Brooks Ave,		2025-04-11	2025-04-16	LEAK IN THE ALLEY BEHIND THIS ADDRESS.
177668	Water Break	Crew 1	1348 S Indiana Ave,		2025-04-16	2025-04-16	SAN JUANITA CONTRERAS
177669	Water Break	Crew 2	434 Patricia St,		2025-04-16	2025-04-17	KMB REPORTING THAT A WATER LINE MIGHT HAVE
178877	Water Break	Crew 2	922 Micaela Dr,		2025-04-25	2025-04-28	WATER LEAK
178909	Water Break	Crew 2	921 Micaela Dr,		2025-04-25	2025-04-28	ELMA CHAPA
178960	Water Break	Crew 1	710 S Virginia Ave,		2025-04-25	2025-04-25	GUADALUPE ARCAUTE
178991	Water Break	Crew 1	133 N Virginia Ave,		2025-04-25	2025-04-29	EDGAR PALOMINO
179645	Water Break	Crew 1	735 W 10th St,		2025-04-28	2025-04-29	VERMONT-WASHINGTON-GEORGIA
WATER LEAK							
175517	WATER LEAK	Crew 1	W 14th St & S		2025-04-02	2025-04-02	ZEKE REPORTING A WATER LEAK AT THE METER
175681	WATER LEAK	Crew 2	521 E Liberty St,		2025-04-03	2025-04-03	ARMANDO GARZA
176118	WATER LEAK	Crew 2	3604 Cherokee Dr,		2025-04-07	2025-04-07	SULEMA ALONZO
176336	WATER LEAK	Crew 2	617 Gillman Ave,		2025-04-08	2025-04-15	WATER LEAK AT THE METER
176430	WATER LEAK	Crew 1	138 Matamoros Ave,		2025-04-08	2025-04-08	WATER LEAK AT THE METER
176731	WATER LEAK	Crew 2	327 S Washington		2025-04-10	2025-04-10	ADAM BULNES
176748	WATER LEAK	Crew 2	12547 Shawnee Ave,		2025-04-10	2025-04-15	VANESSA HERNANDEZ
177034	WATER LEAK	Crew 2	932 Garza St,		2025-04-11	2025-04-14	CHRISTIAN MANDUJAN
177209	WATER LEAK	Crew 1	525 S Colorado Ave,		2025-04-14	2025-04-15	STANDBY CREW: JUAN AND PABLO
177242	WATER LEAK	Crew 2	91 Carlos St,		2025-04-14	2025-04-15	WATER LEAK AT THE METER
177265	WATER LEAK	Crew 2	1429 Angus St,		2025-04-14	2025-04-17	JUDY ORTEGA
179001	WATER LEAK	Crew 1	604 S Virginia Ave,		2025-04-25	2025-04-25	ENRIQUETA ACEVEDOS
179634	WATER LEAK	Crew 2	300 N Illinois St,		2025-04-28	2025-04-29	EVERADO SANCHEZ
WATER TAP OR SEWER TAP SERVICE							
176727	WATER TAP OR	Crew 1	703 Chacoma Pl,		2025-04-10		MR. TREVINO WITH THE APARTMENTS NEEDS THE
176941	WATER TAP OR	Crew 2	546 S Illinois St,		2025-04-11	2025-04-11	Done:4/11/2025
177201	WATER TAP OR	Crew 1	1970 W Expressway		2025-04-14	2025-04-17	WATER LINE EXPOSURE
180859	WATER TAP OR	Crew 1	Oak Ridge Dr & Rio		2025-04-29	2025-04-30	1613 JAY ST.

Monthly Report April 2025 ANIMAL CONTROL	
INTAKE:	
Owner Surrender:	0
Stray: Dogs	56
Public assist: found canine returned to owner.	2
Abandoned:	0
Wildlife: Opossums/skunk	6
Deceased:	16
OUTCOME:	
Transfer to Westlaco:	56
Returned to Owner:	2
Euthanasia:	N/A
Strays	56
ANIMAL PROTECTION:	
DOG BITES:	0
SOCIAL MEDIA:	3
COMMUNITY OUTREACH & ENGAGEMENT:	0
DRIVE THRU RABIES VACCINE CLINIC:	0

MERCEDES MUNICIPAL COURT

CITATION PD4194 DOCKET 177001 DISP PL NAME DD NC GARCIA, ERIC NATHAN

VIOLATION MISDEMEANOR THEFT - PROPERTY

DATE	REC#	REF#	CODE	DESCRIPTION	ADJUST	PAID	TOTAL
04/17/2025	42043	WEBPMT	C000	ARREST FEE	\$ 0.00	\$ 5.00	\$ 5.00
04/17/2025	42043	WEBPMT	LCF4	LOCAL CONSOLIDATED FEE (JURY FUND)	\$ 0.00	\$ 0.10	\$ 0.10
04/17/2025	42043	WEBPMT	LCF1	LOCAL CONSOLIDATED FEE (SECURITY)	\$ 0.00	\$ 4.90	\$ 4.90
04/17/2025	42043	WEBPMT	LCF2	LOCAL CONSOLIDATED FEE (TRUANCY)	\$ 0.00	\$ 5.00	\$ 5.00
04/17/2025	42043	WEBPMT	LCF3	LOCAL CONSOLIDATED FEE (TECHNOLOGY)	\$ 0.00	\$ 4.00	\$ 4.00

CITATION	0 SERVICE CHARGES	0	0
\$ 0.00	\$ 100.00	\$ 100.00	\$ 100.00

TOTAL TRANSACTIONS: 181

GRAND TOTALS: ADJUST PAID TOTAL
\$ 0.00 \$ 27,084.39 \$ 27,084.39

FINE/FEE SUMMARY:

FEE CODE	STATE CODE	ACCOUNT	ADJUST	PAID	TOTAL	FINE CODE	ACCOUNT	ADJUST	PAID	TOTAL
1013	STF		\$0.00	\$2,654.28	\$2,654.28	1519		\$0.00	\$51.46	\$51.46
1015			\$0.00	\$7,172.40	\$7,172.40	1640		\$0.00	\$200.00	\$200.00
1018			\$0.00	\$50.00	\$50.00	3001A		\$0.00	\$276.63	\$276.63
1020			\$0.00	\$14.70	\$14.70	3005		\$0.00	\$200.00	\$200.00
C000			\$0.00	\$600.00	\$600.00	3006		\$0.00	\$170.96	\$170.96
C001			\$0.00	\$165.00	\$165.00	3007		\$0.00	\$200.00	\$200.00
C004			\$0.00	\$3.00	\$3.00	3009		\$0.00	\$344.97	\$344.97
C006			\$0.00	\$300.00	\$300.00	3014		\$0.00	\$366.00	\$366.00
C007			\$0.00	\$28.00	\$28.00	3022		\$0.00	\$115.82	\$115.82
C009			\$0.00	\$825.00	\$825.00	3031		\$0.00	\$100.90	\$100.90
C012			\$0.00	\$0.30	\$0.30	3032		\$0.00	\$11.63	\$11.63
LCF2			\$0.00	\$570.69	\$570.69	3049		\$0.00	\$2,143.29	\$2,143.29
LCF3			\$0.00	\$456.57	\$456.57	3053		\$0.00	\$50.00	\$50.00

Page 258 of 267

05/14/2025 15:54

Page 70 of 71

MERCEDES MUNICIPAL COURT

FEE TOTAL \$0.00 \$15,218.61 \$15,218.61

FINE TOTAL \$0.00 \$11,865.78 \$11,865.78



MERCEDES POLICE DEPARTMENT

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Francisco J. Sanchez
Chief of Police

April 1st – April 30th Report 2024 / 2025

ARREST BY OFFENSE

2024

2025

• ABANDON ENDANGER CHILD/CRIMINAL NEGLIGENCE	1	0
• AGGRAVATED ASSAULT: (FAMILY VIOLENCE) W/ DEADLY WEAPON	1	1
• AGGRAVATED ASSAULT: W/ DEADLY WEAPON	1	1
• AGGRAVATED ROBBERY	0	1
• ASSAULT OF PREGNANT PERSON CAUSING BODILY INJURY	0	1
• ASSAULT: CAUSING BODILY INJURY	0	1
• ASSAULT: CAUSING BODILY INJURY ON PUBLIC SERVANT	0	1
• ASSAULT: (CLASS C) FAMILY VIOLENCE	1	0
• ASSAULT: IMPEDE BREATH/CIRCULATION (FAMILY VIOLENCE)	0	1
• ASSAULT: THREATENS BODILY INJURY (FAMILY VIOLENCE)	1	0
• CRIMINAL MISCHIEF< \$100	0	1
• CRIMINAL MISCHIEF>=\$100<\$750	0	1
• CRIMINAL TRESPASS	0	1
• DISORDERLY CONDUCT: OFFENSIVE GESTURE OR DISPLAY/PUBLIC PLACE	0	1
• DRIVING WHILE INTOXICATED	0	1
• DRIVING WHILE INTOXICATED 3 RD OR MORE	0	1
• EMERGENCY DETENTION OF MENTALLY ILL PERSON	0	1
• ESCAPE: FROM CUSTODY	0	1
• EVADING ARREST DETENTION	1	1
• EVADING ARREST DETENTION W/VEHICLE	0	1
• FAILURE TO IDENTIFY-GIVING FALSE/FICTITIOUS INFO	0	1
• HARASSMENT	1	1
• INDECENT EXPOSURE	1	0
• INJURY TO A DISABLED INDIVIDUAL-W/BODILY INJURY	1	0
• OPEN CONTAINER PROHIBITED ON PREMISE OF PACKAGE STORE	1	0
• POSSESS CONTROLLED SUBSTANCE PG 1 OR 1-B< 1G	1	0
• POSSESS CONTROLLED SUBSTANCE PG 1 OR 1-B>=400G	0	1
• POSSESSION OF MARIHUANA <2OZ	0	3
• POSSESSION OF DRUG PARAPHERNALIA	2	0
• PUBLIC INTOXICATION	0	2
• RECKLESS DRIVING	0	2
• RESIST ARREST SEARCH OR TRANSPORT	0	2
• RUNAWAY	1	0
• THEFT>=\$750 <\$2500	0	1
• THEFT<\$2500 WITH 2 OR MORE PREVIOUS CONVICTIONS	1	0
• THEFT OF FIREARM	0	1
• UNLAWFUL CARRYING WEAPON UNDER 21 YEARS OF AGE	0	1
• WARRANT (OTHER AGENCY)	0	1

Total = 15

Total = 34

MERCEDES POLICE DEPARTMENT

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CAD MONTHLY REPORT

2024

2025

• 911 HANG UP –ABUSE	3	0
• 911 HANG UP – INVESTIGATION	2	5
• ABANDONED VEHICLE	2	0
• ACCIDENT WITH INJURIES	6	7
• ACCIDENT WITH NO INJUIRES	35	28
• AGGRAVATED ASSAULT ALREADY OCCURRED	0	1
• AGGRAVATED ASSAULT IN PROGRESS	1	0
• AGGRAVATED ASSAULT JUST OCCURRED	0	1
• AGGRAVATED ROBBERY ALREADY OCCURRED	0	1
• AGGRAVATED ROBBERY JUST OCCURRED	0	1
• ALLERGIC REACTION	0	2
• ANIMAL BITE – DOG	6	3
• ANIMAL BITE- OTHER	1	0
• ANIMAL CARCASS	15	4
• ANIMAL PROBLEM - NON-VICIOUS	65	26
• ANIMAL PROBLEM – VICIOUS	7	4
• ANIMAL RESCUE / DANGER TO LIFE	0	4
• ANIMAL RESCUE / NO DANGER TO LIFE	4	4
• AREA CHECK	995	382
• ASSAULT ALREADY OCCURRED	10	13
• ASSAULT IN PROGRESS	0	1
• ASSAULT JUST OCCURRED	2	2
• ASSIST OTHER AGENCY / BACK UP	18	15
• BEE ATTACK	2	0
• BEE CALL	7	8
• BUILDING CHECK	23	1
• BURGLARY ALARM – COMMERCIAL	94	78
• BURGLARY ALARM – RESIDENTIAL	10	6
• BURGLARY OF BUILDING ALREADY OCCURRED	2	1
• BURGLARY OF BUILDING JUST OCCURRED	0	1
• BURGLARY OF HABITATION ALREADY OCCURRED	1	2
• BURGLARY OF VEHICLE ALREADY OCCURRED	8	1
• BURGLARY OF VEHICLE JUST OCCURRED	1	0
• BURN	0	1
• CHILD CUSTODY	18	6
• CIVIL MATTER	17	14
• COMPLAINT FOR SGT	0	1
• CREDIT CARD OR DEBIT CARD ABUSE	1	0
• CRIMINAL MISCHIEF	13	12
• CRIMINAL TRESPASS-SUSPECT ON LOCATION	2	0
• CRIMINAL TRESPASS- SUSPECT LEFT	1	0
• DETAIL	1	0
• DOMESTIC DISTURBANCE IN PROGRESS	0	3
• DOWN POWER LINE	3	2
• DUMPSTER FIRE	1	0
• ESCORT- CITY HALL	0	1
• ESCORT – FUNERAL	6	3
• ESCORT – GENERAL	2	1
• EXTRA PATROL REQUEST	34	24
• FIGHT IN PROGRESS	8	4
• FINGERPRINTS	2	0
• FIRE ALARM / BOX ALARM	18	17
• FIRE INVESTIGATION CALL	9	11

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• FIREWORKS	1	0
• FOLLOW-UP INVESTIGATION	4	5
• FOUND PROPERTY	4	3
• GAS LEAK	4	2
• GRAFFITI	1	0
• GRASS FIRE	6	10
• HARASSMENT	20	30
• HIT AND RUN ACCIDENT JUST OCCURRED	11	16
• IDENTITY THEFT	6	16
• IMPROPERLY PARKED VEHICLE	10	12
• INDECENCY WITH A CHILD	1	0
• INFORMATIONAL CALL	183	162
• INTOXICATED DRIVER	5	2
• LIVESTOCK ON HIGHWAY	4	1
• LOCK IN/LOCK OUT-FIRE CALL	1	0
• LOCKED VEHICLE	2	2
• LOST ITEM	6	8
• MEAL BREAK	0	1
• MEDICAL CALL	220	167
• MEET WITH COMPLAINT	0	8
• MESSAGE FOR OFFICER	1	0
• MISSING PERSON – ADULT	1	0
• MISSING PERSON – JUVENILE	5	9
• MUTUAL AID	0	2
• NARCOTICS VIOLATION / COMMENT FIELD	4	1
• NUISANCE / NOISE / LOUD MUSIC	39	15
• OPEN DOOR / WINDOW	5	1
• PICK UP ITEM	5	4
• PRISONER CARE	0	7
• PRISONER ESCAPE	0	1
• PRISONER TRANSPORT	2	9
• PROPERTY DAMAGE	11	8
• RECKLESS VEHICLE	63	37
• REPORT WRITING	45	1
• REPOSSESSION	11	7
• REQUEST TO SPEAK WITH AN OFFICER	65	53
• RESCUE CALL	0	1
• RESTROOM BREAK	9	1
• ROAD BLOCKED	1	0
• SCHOOL LOCK DOWN	1	1
• SECTION 26 / 28	1	2
• SERVICE POLICE UNIT	2	3
• SEWER LINE BACKUP	7	3
• SEX OFFENDER REGISTRATION	0	6
• SEXUAL ASSAULT ALREADY OCCURRED	1	1
• SEXUAL ASSAULT JUST OCCURRED	1	0
• SHOTS FIRED	13	6
• SMOKE IN STRUCTURE	1	0
• STABBING	1	0
• STALLED VEHICLE	37	32
• STRUCTURE FIRE	3	3
• SUSPICIOUS ACTIVITY	21	20
• SUSPICIOUS PERSON	23	26
• SUSPICIOUS VEHICLE	19	18
• TERRORISTIC THREAT	7	0
• THEFT ALREADY OCCURRED	43	31
• THEFT IN PROGRESS	1	0

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• TOWING	0	2
• TRAFFIC CONTROL	3	8
• TRAFFIC HAZARD	21	15
• UNAUTHORIZED CONTROL BURNING	1	0
• UNAUTHORIZED USE OF MOTOR VEHICLE	1	0
• UNWANTED PERSON	42	43
• VEHICLE FIRE	0	1
• VEHICLE PURSUIT	0	1
• VERBAL DISPUTE	28	30
• WARRANT SERVICE	0	1
• WATER LINE BREAK	9	8
• WAVE DOWN	24	13
• WELFARE CHECK	42	50

Total = 2833

Total = 1902

UCR SUMMARY

2024

2025

• ARSON	1	0
• ASSAULT	35	36
• AUTO THEFT	3	2
• BURGLARY	0	3
• HOMICIDE	0	0
• ROBBERY	0	2
• SEX OFFENSES	4	0
• THEFT	50	25

Total = 93

Total = 68

TRAFFIC STOPS

2024

2025

• TOTAL TRAFFIC STOP	268	275
• TOTAL CITATIONS ISSUED	154	164

Note: Monthly report reflects both UCR and CAD data

X 
 Francisco J. Sanchez
 Chief of Police

MERCEDES POLICE DEPARTMENT

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MERCEDES POLICE DEPARTMENT MONTHLY REPORT April 1 - April 30

Prepared by: Chief Francisco Sanchez

MERCEDES POLICE DEPARTMENT

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Monthly Highlights

April was a month filled with community engagement, awareness initiatives, interagency collaboration, and ongoing training efforts by the Mercedes Police Department. Our department continues to prioritize public safety, community outreach, and professional development to better serve the citizens of Mercedes.

Below are highlights and key activities from the month of April:

Community Engagement & Awareness Events

Autism Awareness Month

- April marked our first annual **Autism Awareness Event**, co-hosted with **Mercedes ISD**. The event served as a fundraiser benefiting the MISD Criminal Justice Club, aimed at awarding a scholarship to a college-bound student with autism.
- Attendees enjoyed food vendors, games, music, and informational booths. The success of the event highlighted our department's commitment to inclusivity and support for individuals with autism.
- The department also proudly unveiled our new **Autism Awareness Police Unit**, which took part in several community events across the **Rio Grande Valley**, promoting autism awareness and community policing.

Mercedes Little League Opening Ceremony

- The Mercedes PD assisted with the **opening ceremony** of the **Mercedes Little League**, supporting fundraising efforts for improved equipment and player resources.

Canal Fishing Tournament

- Officers patrolled the annual **Canal Fishing Tournament** using UTVs to ensure the safety and enjoyment of participants and families during this well-attended community tradition.
-

Interagency & Professional Development

Emergency Special Response Team (ESRT) Training

- In collaboration with the **Mercedes Fire Department**, joint training was conducted for the development of a new **Emergency Special Response Team (ESRT)**.

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- This team will respond to emergency management scenarios and immediate threat situations, especially within school campuses.

Telecommunicators Week

- During **Telecommunicators Week**, the department showed appreciation to our **dedicated dispatchers** by delivering food and expressing gratitude for their critical role in emergency response and coordination.

Bike Run in San Juan

- Members of the Mercedes PD participated in a **bike run hosted by the City of San Juan**, supporting health, fitness, and regional collaboration with neighboring departments.
-

Leadership & Training

Leadership Interviews

- Chief Sanchez conducted interviews for the position of **Assistant Chief of Police** for the **South Texas ISD Police Department**, continuing his commitment to strong leadership and regional cooperation.

Internal Investigations Training

- **Lt. Diaz** and **Lt. Rodriguez** attended an **Internal Investigations Training** in **Pharr, Texas**, enhancing our internal accountability and investigatory capabilities.

School Resource Officer (SRO) Engagement

- **MISD School Resource Officers** attended **career days** at local campuses, speaking with students about law enforcement careers and promoting positive interactions with police.

Meeting with MISD Superintendent

- Chief Sanchez held a meeting with **Superintendent Benjamin Clinton** of Mercedes ISD to discuss the future of the **ERO (Educational Resource Officer) contract** and upcoming **training initiatives for campus administrators**.

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