
MERCEDES CITY COMMISSION
REGULAR MEETING
AUGUST 18, 2026 – 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

4. Pledge of Allegiance

5. Open Forum

6. Presentation

7. Consent Agenda

- a. Approval of Minutes for Meeting(s) held August 4, 2026
- b. Second and Final Reading of Ordinance 2025-39 to Rezone Lot 13 Hollywood Acres Subdivision
- c. Action to adopt written findings as to collection services contract and approve a contingent fee contract with Perdue, Brandon, Fielder, Collins and Mott, LLP pursuant to Section 6.03 of the Texas Tax Code, said contract being for the collection of delinquent ad valorem taxes owed to the City of Mercedes (the "City"), and notice of which is provided with the agenda in accordance with Section 2254.1036 of the Government Code
- d. Action to adopt written findings as to collection services contract and approve a contingent fee contract with Perdue, Brandon, Fielder, Collins and Mott, LLP pursuant to Article 103.001, Texas Code of Criminal Procedure, said contract being for the collection of court fines and fees owed to the City of Mercedes (the "City"), and notice of which is provided with the agenda in accordance with Section 2254.1036 of the Government Code

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

- a. Discussion and Possible Action to add a position for Grant Writer to the budget
- b. Discussion and Possible Action to add a position for Engineer to the budget
- c. Discussion and Possible Action to select a BCBS Medical Insurance renewal option

9. Ordinances/Resolutions

- a. Public Hearing regarding Rezone Request for Lot 8, Blk 65, Capisallo District Subdivision S330' EXC N185'-E470.91'

- Consideration and Action on First Reading of Ordinance 2026-20 to Rezone Lot 8, Blk 65,

Capisallo District Subdivision S330' EXC N185'-E470.91'

- b. Public Hearing regarding Rezone Request for Lot 13, Block 101, Campacuas Addn E355'-S404.71'BNG AN IRR TR
 - Consideration and Action on First Reading of Ordinance 2026-21 to Rezone Lot 13, Block 101, Campacuas Addn E355'-S404.71'BNG AN IRR TR

10. Bids/Contracts

- a. McAfee (Gov't Crime Insurance)
- b. Discussion and Possible Action to solicit bids for Managed Print Services.
- c. Discussion and possible action to solicit requests for proposal/qualifications for Engineering Services
 - 1. Ambiotec (Expires 02/03/2032)
 - 2. CASA Engineering (Expires 08/31/2025)
 - 3. Garcia Infrastructure (Expires 08/31/2025)
 - 4. Garver Engineering (Expires 08/31/2025)
 - 5. Guzman & Munoz Engineering (Expires 08/31/2025)
 - 6. MEG Engineering (Expires 08/31/2025)
 - 7. RABA Geo Technical Services (Expires 08/31/2025)
 - 8. Rio Delta Engineering (Expires 08/31/2025)
 - 9. SDI Engineering (Expires 08/31/2025)
 - 10. Supreme Engineering (Expires 08/31/2025)
 - 11. SWG (Expires 08/31/2025)
 - 12. Terracon (Expires 08/31/2025)
 - 13. Trinity MEP Engineering (Expires 08/31/2025)

11. Monthly Departmental Reports

- a. IT, Library, Planning, City Sec/HR,

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. Consultation with Attorney regarding the contract for the City Manager - Section 551.074 Personnel Matters
- b. Consultation with Attorney regarding update on litigation - Section 551.071
- c. Consultation with Attorney regarding Project Updates - Section 551.087
- d. Consultation with Attorney regarding Project Water District - Section 551.072

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
- d. Possible Action pertaining to executive session item D

14. Adjournment

Notice is hereby given that the City Commissioners of the City of Mercedes, Texas will meet in a Regular Meeting on Tuesday, August 18, 2026 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 12TH DAY OF AUGUST, 2026.

ATTEST:



Joselynn Castillo, City Secretary
Time of Posting: 7:50 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.

Public Notice:

NOTICE PURSUANT TO GOVERNMENT CODE SEC. 2254.1036

WHEREAS, the City of Mercedes "City", will consider entering into a contingent fee contract with the law firm of Perdue, Brandon, Fielder, Collins & Mott, L.L.P. ("Firm") and hereby posts this notice pursuant to Sec. 2254.1036 of the Government Code.

WHEREAS, this notice shall be posted before or at the time of giving the written notice required by Government Code Sec. 551.041 for a meeting described by Sec. 2254.1036(a)(2) of the Government Code and shall announce the following:

A. The City pursuing a contract with the Firm for the collection of delinquent ad valorem taxes owed to the City and through this contract the City seeks to increase recovery of its delinquent debts in as expeditious a manner as possible. GOVT. CODE § 2254.1036(a)(1)(A).

B. The City believes the Firm has the competency, qualifications, and experience necessary to fulfill this contract. GOVT. CODE § 2254.1036(a)(1)(B). The Firm has collected delinquent government receivables for more than 50 years, including the collection of delinquent ad valorem taxes. The Firm currently has 15 primary offices and multiple satellite offices nationwide. It employs more than 400 individuals, including over 60 attorneys. It uses a multi-office, fully integrated team approach allowing the City access to all its offices and resources. Its collection team consists of long-term Firm employees, including attorneys, call center associates, paralegals, law clerks, legal secretaries, collection support personnel and information technology experts. The Firm utilizes proprietary collection software that can be tailored to meet any special need the City may have. This proprietary software also automates many aspects of the collection process, such as: account/debtor research, mailings and phone calls, return mail and address updates, payment notification and processing and workflow.

C. The nature of any relationship between the City and the Firm is as follows. GOVT. CODE § 2254.1036(a)(1)(C).

The Firm has represented the City since 2015 in the collection of delinquent taxes.

D. The City is unable to collect its delinquent ad valorem taxes. GOVT. CODE § 2254.1036(a)(1)(D). The City currently does not have adequate support staff, computer software/programming, or experience to internally conduct these collection services and acquiring these will result in substantial expense to the City.

E. These collection services cannot be provided for an hourly fee. GOVT. CODE § 2254.1036(a)(1)(E). The Tax Code allows the assessment of a percentage-based fee to recover the costs of collecting delinquent ad valorem taxes. This percentage-based fee is assessed only against the debtor and not the City or taxpayers of the City. The collection of delinquent ad valorem taxes is a high-volume practice, requiring a significant amount of research, mailing, and handling of outbound/inbound calls. An hourly fee for such work will likely exceed amount of delinquent ad valorem taxes due. Moreover, the City will bear the cost of these hourly fees and not the debtor,

because the Tax Code does not expressly authorize the City to pay for collection services based on an hourly fee.

F. The City believes this contingent fee contract is in its best interest. GOVT. CODE § 2254.1036(a)(1)(F). Under the contingent fee contract, the Firm will be paid the amount of the percentage-based collection fee, regardless the number of hours the Firm spends researching, contacting and mailing to collect the delinquent debt. Additionally, the percentage-based collection penalty is a pass-through expense to the debtor and not an expense to the City or taxpayers in the City.

Public Notice:

NOTICE PURSUANT TO GOVERNMENT CODE SEC. 2254.1036

WHEREAS, the City of Mercedes "Court", will consider entering into a contingent fee contract with the law firm of Perdue, Brandon, Fielder, Collins & Mott, L.L.P. ("Firm") and hereby posts this notice pursuant to Sec. 2254.1036 of the Government Code.

WHEREAS, this notice shall be posted before or at the time of giving the written notice required by Government Code Sec. 551.041 for a meeting described by Sec. 2254.1036(a)(2) of the Government Code and shall announce the following:

A. The Court pursuing a contract with the Firm for the collection of delinquent court fines and fees owed to the Court and through this contract the Court seeks to increase recovery of its delinquent debts in as expeditious a manner as possible. GOVT. CODE § 2254.1036(a)(1)(A).

B. The Court believes the Firm has the competency, qualifications, and experience necessary to fulfill this contract. GOVT. CODE § 2254.1036(a)(1)(B). The Firm has collected delinquent government receivables for more than 50 years, including the collection of delinquent court fines and fees. The Firm currently has 15 primary offices and multiple satellite offices nationwide. It employs more than 400 individuals, including over 60 attorneys. It uses a multi-office, fully integrated team approach allowing the Court access to all its offices and resources. Its collection team consists of long-term Firm employees, including attorneys, call center associates, paralegals, law clerks, legal secretaries, collection support personnel and information technology experts. The Firm utilizes proprietary collection software that can be tailored to meet any special need the Court may have. This proprietary software also automates many aspects of the collection process, such as: account/debtor research, mailings and phone calls, return mail and address updates, payment notification and processing and workflow.

C. The nature of any relationship between the Court and the Firm is as follows. GOVT. CODE § 2254.1036(a)(1)(C).

The Firm has represented the Court since 2016 in the collection of delinquent fines and fees.

D. The Court is unable to collect its delinquent court fines and fees. GOVT. CODE § 2254.1036(a)(1)(D). The Court currently does not have adequate support staff, computer software/programming, or experience to internally conduct these collection services and acquiring these will result in substantial expense to the Court.

E. These collection services cannot be provided for an hourly fee. GOVT. CODE § 2254.1036(a)(1)(E). The Criminal Code allows the assessment of a percentage-based fee to recover the costs of collecting delinquent court fines and fees. This percentage-based fee is assessed only against the debtor and not the Court or taxpayers of the Court. The collection of delinquent court fines and fees is a high-volume practice, requiring a significant amount of research, mailing, and handling of outbound/inbound calls. An hourly fee for such work will likely

exceed amount of delinquent court fines and fees due. Moreover, the Court will bear the cost of these hourly fees and not the debtor, because the Criminal Code does not expressly authorize the Court to pay for collection services based on an hourly fee.

F. The Court believes this contingent fee contract is in its best interest. GOVT. CODE § 2254.1036(a)(1)(F). Under the contingent fee contract, the Firm will be paid the amount of the percentage-based collection fee, regardless the number of hours the Firm spends researching, contacting and mailing to collect the delinquent debt. Additionally, the percentage-based collection penalty is a pass-through expense to the debtor and not an expense to the Court or taxpayers in the City.

**MERCEDES CITY COMMISSION
REGULAR MEETING
AUGUST 4, 2026 – 6:30 PM
MERCEDES CITY HALL – COMMISSION CHAMBERS
400 S. OHIO AVE., MERCEDES, TX 78570**

MEMBERS PRESENT: Mayor Pro-Tem Ruben Saldana
Commissioner Joe Martinez
Commissioner Armando Garcia
Commissioner Rolando Garcia

MEMBERS ABSENT: Mayor Oscar Montoya

STAFF PRESENT: Alberto Perez, City Manager
Jonas Gonzalez, Assistant City Manager
Ruth Castaneda, Clerk II
Martie Garcia Vela, City Attorney
Meredith Hernandez, Finance Director
Francisco Sanchez, Police Chief
Michael Rocha, I.T. Director
Juan Vasquez, I.T Specialist
Tom Villagomez, Public Works Director
Marisol Vidales, Library Director
Denisse Hernandez, Planning Director
Armando Villela, Park Director

OTHERS PRESENT: Kayla Solis

1. Call Meeting to Order

Mayor Montoya called the meeting to order at 6:32 p.m.

2. Establish Quorum

All four Commissioners were present, constituting a quorum. Mayor Montoya was absent. The City Attorney participated in the meeting via Zoom.

3. Invocation

Commissioner Armando Garcia led the Invocation.

4. Pledge of Allegiance

Commissioner Martinez led the Pledge of Allegiance.

5. Open Forum

There were no individuals signed up to speak during Open Forum.

6. Presentations

- a. Presentation by Living Stone Church & Christian Academy regarding Grant Proposal

Cara Jacques and Bertha McBride, representing Mercedes Christian Church, also known as Living Stone Church, and Living Stone Christian Academy, presented information regarding the organization's history and ongoing service to the Mercedes community. The presenters stated that the church has served the Mercedes community for approximately 106 years and has provided assistance during emergencies and community needs, including flood response, food distribution, home restoration, and disaster relief. They highlighted partnerships with various organizations and noted that the church has provided meals, emergency assistance, clothing, food pantry services, and free counseling to individuals and families in need. The presenters discussed current and future initiatives, including the renovation of a Grace Home to serve as a short-term shelter for women and families experiencing emergencies, as well as plans for a multifunctional facility that could include a gymnasium, cafeteria, showers, classrooms, and additional space for crisis response and community services. They also discussed Living Stone Christian Academy, a private school established to provide additional educational opportunities for local families. The presenters stated that the school is working toward accreditation and offers scholarship assistance to families in need. They requested \$20,000 in financial assistance from the City to support special education and specialized learning, nutrition programs, campus and safety improvements, and educational scholarships. The presenters emphasized their desire to establish a stronger partnership with the City of Mercedes and continue providing services to residents without charging for food, counseling, clothing, and other assistance. They also described their involvement in international missions and community programs, including food pantry services and disaster relief efforts.

7. Consent Agenda

- a. Approval of Minutes for Meeting(s) held July 21, 2026
- b. Second and Final Reading of Ordinance 2026-17, amending Chapter 3 "Building Regulations", to add Section 3.12 "Residential Backup Power Systems"
- c. Second and Final Reading of Ordinance 2026-18 abandoning and releasing a five-foot portion of a Public Utility Easement within the Summer Breeze Subdivision
- d. Second and Final Reading of Ordinance 2026-19 amending Chapter 13, Article 9, Section 14, "Sludge transporters," to update regulations and penalties

Commissioner Martinez made a motion to approve Items A, B, C, and D and forgo the reading. Commissioner Armando Garcia seconded the motion. Upon a called vote, the motion carried.

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

- a. Consideration and Action to appoint members to the Capital Improvements Advisory Committee

Commissioner Martinez made a motion to approve. Commissioner Armando Garcia seconded the motion. Upon a called vote, the motion carried.

The Commission discussed the qualifications and selection process for appointments to the Impact Fee Advisory Committee. Planning Director Denisse Hernandez confirmed that the four applicants in the packet met the requirements, with three having contractor experience and one being a realtor. Two applicants reside within the City limits and two within the ETJ. Ms. Hernandez explained that applicants were identified through previous Planning

and Zoning Board applications and outreach to local contractors, realtors, and developers. A fifth application had been received but was not included in the agenda packet, so the Commission agreed to take action on the four current applicants and consider the fifth at a later time.

The applicants were Ruben Sosa Jr., Johnny Gonzalez Jr., Laura Diaz, and Edwin Espinoza.

b. Consideration and Possible Action on Interlocal Agreement between the City of Mercedes and the County of Hidalgo for OSSF

Commissioner Martinez made a motion to approve. Commissioner Armando Garcia seconded the motion. Upon a called vote, the motion passed.

The City Manager, Alberto Perez, discussed the annual agreement with the County regarding septic systems. It was explained that the agreement allows the County to continue inspecting septic systems within the City. The City collects the applicable fees and remits them to the County in accordance with the established fee schedule.

c. Discussion and Possible Action on the request to host Siggno Fest at the Dome Park

The Parks Director Armando Villela presented a proposal to host the first annual Siggno Fest at the Dome in Mercedes. The City would provide public safety and event resources, including EMS, Police, Fire, and fencing, while the event organizers would be responsible for entertainment and production. The City would not provide upfront funding and may receive a portion of ticket sales, parking fees, and sponsorship proceeds to help offset costs. The event is intended to become an annual standalone event.

Commissioner Martinez made a motion to approve. Commissioner Armando Garcia seconded the motion. Upon a called vote, the motion passed unanimously.

9. Bids/Contracts

a. Discussion and Possible Action on list of Contracts to renew or to solicit bids:

1) Border Affairs, LLC (Grant Writing Services)

2) Perdue, Brandon, Fielder, Collins & Mott, LLP (Dlqt. Tax Attorney/Court Fines & Collection)

3) Langley & Banack (Post ETJ, Annex & DeAnnex Attorneys)

The Commission discussed Item 9A regarding the renewal of professional services contracts and rates. Commissioner Martinez made a motion to approve the renewals listed under Items 9A2 and 9A3 and to direct the City Manager to negotiate a more favorable rate for Item 9A1. Commissioner Rolando Garcia seconded the motion.

Following discussion, the motion was approved by a vote of 3-1, with Mayor Pro-Tem Saldana voting against.

At this time, Commissioner Martinez made a motion to convene into Executive Session for Items 9B, 9C, and 9D. Commissioner Armando Garcia seconded the motion. Upon a called vote, the motion passed unanimously. The Commission convened into Executive Session at 7:03 p.m.

b. Consideration and Possible Action on contract with Galindo Auctions for

Auctioneering Services

Commissioner Martinez made a motion to approve. Commissioner Armando Garcia seconded the motion. Upon a called vote, the motion passed.

Mayor Pro-Tem Saldana asked whether a buyer's fee would be assessed, noting that the contract had the fee left blank and that the agreement provided for a 15% fee or \$4,000, whichever is higher. The City Manager, Alberto Perez, clarified that the City has not previously assessed a buyer's fee. Mayor Pro-Tem Saldana acknowledged the clarification and stated that he had no further questions.

- c. Consideration and Possible Action on First Amendment to Memorandum of Understanding between the City of Mercedes, Hidalgo County Drainage District No. 1, and Hidalgo County Urban County Program regarding Coordination for the 2018 CDBG-DR Infrastructure Competition

Commissioner Martinez made a motion to approve. Commissioner Rolando Garcia seconded the motion. Upon a called vote, the motion passed.

Mayor Pro-Tem Saldana asked whether the contract was for the South Lateral project and whether it replaced the bids rejected at the previous meeting. City Manager Alberto Perez confirmed that it was and explained that several standard components had been modified, with no significant changes or unusual provisions. Mayor Pro-Tem Saldana noted that the contract would allow the project to move forward and confirmed that the groundbreaking was scheduled for August 13 at 10:00 a.m.

- d. Consideration and Possible Action on agreement between the City of Mercedes and CB3 for Non-Hazardous Liquid Sludge Disposal

Commissioner Martinez made a motion to seek additional information and legal review on the item prior to taking further action. It was clarified for the record that taking no action would allow the matter to be brought back for future consideration. The motion died due to the lack of a second.

10. 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)

Mayor Pro-Tem Saldana called the meeting into Executive Session at 7:03 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

11. Open Session

Mayor Pro-Tem Saldana called the meeting back to order at 7:56 p.m. and began with items 9B, 9C and 9D.

- a. Possible Action pertaining to executive session item A
No action was taken on item A.

b. Possible Action pertaining to executive session item B
No action was taken on item B.

c. Possible Action pertaining to executive session item C
No action was taken on item C.

12. Adjournment

Commissioner Martinez made a motion to adjourn. Commissioner Rolando Garcia seconded the motion. Upon a called vote, the motion passed. Mayor Pro-Tem Saldana adjourned the meeting at 8:01 p.m.

[MIN_SIGNATURES]

ORDINANCE NO. 2025-39

AN ORDINANCE CHANGING THE CLASSIFICATION FOR ZONING PURPOSES OF THE FOLLOWING TRACT OF LAND: LOT 13, HOLLYWOOD ACRES SUBDIVISION (0.9094 ACRES), FROM CLASS “B” TWO-FAMILY RESIDENCE DISTRICT TO CLASS “R-2” DUPLEX-FOURPLEX RESIDENTIAL DISTRICT; PROVIDING FOR A SAVINGS AND REPEAL CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on the 1st day of December, 2025 a public hearing was held for the purpose of hearing any objections as to why: **LOT 13, HOLLYWOOD ACRES SUBDIVISION (0.9094 ACRES)**, Mercedes, Hidalgo County, Texas, should be rezoned and classified as follows: from a Class “B” Two-Family Residence District to Class “R-2” Duplex-Fourplex Residential District.

WHEREAS, the City Commission at its Regular Meeting of December 16th, 2025, having considered the rezoning of the above-described property as listed in the foregoing section and having heard the pros and cons as to such rezoning request, is of the opinion that the aforementioned rezoning is in the best interest of the City of Mercedes, Texas.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MERCEDES, TEXAS:

Section 1: **LOT 13, HOLLYWOOD ACRES SUBDIVISION (0.9094 ACRES)**, Mercedes, Hidalgo County, Texas, should be rezoned and classified as follows: from a Class “B” Two-Family Residence District to Class “R-2” Duplex-Fourplex Residential District.

Section 2: That the aforementioned rezoning of the above property be incorporated into the official map of the City of Mercedes, Texas by the City Planner of said City.

Section 3: That if any provision, section, subsection, phrase, paragraph, sentence, clause or portion of this Ordinance shall for any reason be declared invalid, such invalidity shall not affect the remaining provisions of this Ordinance or their application of persons or sets of circumstances and to this end, all provisions of this Ordinance or parts of Ordinances in conflict herewith are hereby repealed.

Section 4: This Ordinance shall become and be effective in accordance with the City Charter of the City of Mercedes, Texas and the laws of the State of Texas.

PASSED, APPROVED AND ADOPTED ON FIRST READING THIS THE 16TH DAY OF DECEMBER 2025.

PASSED, APPROVED AND ADOPTED ON SECOND READING THIS THE 18TH DAY OF AUGUST, 2026.

CITY OF MERCEDES

Oscar D. Montoya, Sr., Mayor

ATTEST:

APPROVED AS TO FORM:

Joselynn Castillo
City Secretary

Martie Garcia Vela
City Attorney



Avenue C

275 ft

Avenue C

Avenue C

Nevada Ave

140 ft

Nevada Ave

Ave

91.66 ft

12,832 sqft

91.66 ft

12,832 sqft

91.66 ft

12,832 sqft

140 ft

701

713

717

702





Roadado Dr

Avenue C

Avenue C

Avenue C

Nevada Ave

Nevada Ave

a Ave

Chapman St

Chapman St

Written Findings:

Written Findings as to the Collections Contract with Perdue, Brandon, Fielder, Collins & Mott, LLP

In an open meeting, the City Council for City of Mercedes considered all matters listed in Section 2254.1036(a)(1) of the Government Code, as they relate to a contingent fee contract with Perdue Brandon Fielder Collins and Mott, LLP.

The City Council, pursuant to Section 2254.1036(b) of the Government Code, hereby finds the following to be true: 1) there is a substantial need for the legal services specified in said contract; 2) these legal services cannot be adequately performed by the attorneys and supporting personnel of City of Mercedes; and 3) these legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of the matter for which these services will be obtained or because City of Mercedes lacks the funds to pay the estimated amounts required under a contract providing only for the payment of hourly fees.

Therefore, this City Council hereby approves the contract by and between City of Mercedes and Perdue Brandon Fielder Collins & Mott, LLP, for professional legal services regarding the collection of delinquent ad valorem taxes owed to City of Mercedes with services to be paid in accordance with Section 6.30 of the Tax Code.

APPROVED and EXECUTED this the ____ day of _____, 2026.

On Behalf of the City Council for
City of Mercedes
Hidalgo County, Texas

Written Findings:

Written Findings as to the Collections Contract with Perdue, Brandon, Fielder, Collins & Mott, LLP

In an open meeting, the City Council for City of Mercedes considered all matters listed in Section 2254.1036(a)(1) of the Government Code, as they relate to a contingent fee contract with Perdue Brandon Fielder Collins and Mott, LLP.

The City Council, pursuant to Section 2254.1036(b) of the Government Code, hereby finds the following to be true: 1) there is a substantial need for the legal services specified in said contract; 2) these legal services cannot be adequately performed by the attorneys and supporting personnel of City of Mercedes; and 3) these legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of the matter for which these services will be obtained or because City of Mercedes lacks the funds to pay the estimated amounts required under a contract providing only for the payment of hourly fees.

Therefore, this City Council hereby approves the contract by and between City of Mercedes and Perdue Brandon Fielder Collins & Mott, LLP, for professional legal services regarding the collection of delinquent court fines and fees owed to City of Mercedes with services to be paid in accordance with Article 103.0031 of the Texas Code of Criminal Procedures Code.

APPROVED and EXECUTED this the ____ day of _____, 2026.

On Behalf of the City Council for
City of Mercedes
Hidalgo County, Texas

City of Mercedes

Medical Insurance Carrier and Plan Comparison

				Recommendation		
		Current Plan		Option 2		
		Current Plan				
BCBS of TX		BCBS of TX		BCBS of TX	MTBCP629	
PPO Plan Designs						
Effective Date: 10/01/2026	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Deductible						
Individual	\$2,750	\$10,000	\$2,750	\$10,000	\$2,250	\$9,200
Family	\$8,250	\$20,000	\$8,250	\$20,000	\$6,750	\$18,400
Coinsurance	60%	50%	60%	50%	60%	50%
Out of Pocket Maximum						
Individual	\$8,250	Unlimited	\$8,250	Unlimited	\$6,750	Unlimited
Family	\$16,500	Unlimited	\$16,500	Unlimited	\$15,800	Unlimited
Primary Office Visit	\$40 Copay	Ded & Coinsurance	\$40 Copay	Ded & Coinsurance	\$40 Copay	Ded & Coinsurance
Specialist Office Visit	\$80 Copay	Ded & Coinsurance	\$80 Copay	Ded & Coinsurance	\$80 Copay	Ded & Coinsurance
ER Copay	\$500 Copay & 40% Coinsurance	Ded & Coinsurance	\$500 Copay & 40% Coinsurance	Ded & Coinsurance	\$750 Copay & 20% Coinsurance	Ded & Coinsurance
Inpatient Hospital Expense	40% after Deductible	Ded & Coinsurance	40% after Deductible	Ded & Coinsurance	40% after Deductible	Ded & Coinsurance
Outpatient Hospital Expense	40% after Deductible	Ded & Coinsurance	40% after Deductible	Ded & Coinsurance	40% after Deductible	Ded & Coinsurance
Preventive Benefit	100%	Ded & Coinsurance	100%	Ded & Coinsurance	100%	Ded & Coinsurance
RX Benefit						
Generic	\$0/\$10	Ded & Coinsurance	\$0/\$10	Ded & Coinsurance	\$0/\$10	Ded & Coinsurance
Preferred Brand Name	\$50/\$100	Ded & Coinsurance	\$50/\$100	Ded & Coinsurance	\$50/\$100	Ded & Coinsurance
Non-Preferred Brand Name	\$150/\$250	Ded & Coinsurance	\$150/\$250	Ded & Coinsurance	\$150/\$250	Ded & Coinsurance
Rates (Monthly)						
	Current Rates	Final Renewal	Renewal with Moving Disability to BCBS		With Disability Moved to BCBS	
Employee Only	\$550.66	\$621.70	\$601.96		\$617.25	
Employee + Spouse	\$1,266.33	\$1,429.69	\$1,384.26		\$1,419.42	
Employee + Child(ren)	\$990.96	\$1,118.79	\$1,083.22		\$1,110.73	
Employee + Family	\$1,706.85	\$1,927.03	\$1,865.83		\$1,913.23	
Employer Percentage	12.9% Increase		9.3% Increase		12.1% Increase	
Rates Guaranteed						
	Yes 12 months		Yes 12 months		Yes 12 months	
City of Mercedes:	Current:					
Enrollment:	127					
Approx. Budget Monthly:	\$69,934	\$78,955	\$76,449		\$78,390.75	
Approx. Budget Annually:	\$839,206	\$947,463	\$917,387		\$940,689	
Annual Difference:		\$108,258	\$78,181		\$101,483	

October 2026: The initial renewal was 23.3% increase. Then after negotiations, it was lowered to 12.9% increase.

October 2025: The initial renewal was 12.1% increase. Then after negotiations, it was lowered to 4.55% increase.

Current High Cost Claimants over \$50,000:		
	Claim Dollars	Status
Claimant 1	\$ 99,547	Active
Claimant 2	\$ 96,904	Active
Claimant 3	\$ 91,955	Active

October 2025: Only 2 High Cost Claimants.

DATE: August 18, 2026
FROM: Denisse Hernandez, Planning Director
ITEM: **Discussion and possible action to Public Hearing regarding Rezone Request for Lot 8, Blk 65, Capisallo District Subdivision S330' EXC N185'-E470.91'**

- **Consideration and Action on First Reading of Ordinance 2026-20 to Rezone Lot 8, Blk 65, Capisallo District Subdivision S330' EXC N185'-E470.91'**

BACKGROUND INFORMATION: The applicant, KBM Family Investments, has submitted a rezoning application for a 7.83-acre tract of land situated at Mile 1 East and south of Mile 8, located just south of the Stable Estates neighborhood (legally described as Capisallo District - Lot 8 Blk 65).

The applicant is requesting to rezone the subject property from its current classification of Class "N" (Newly Annexed) to Class "R-2" (Duplex-Fourplex Residential District). The purpose of this rezoning request is to facilitate the development of Escencia Villas, a proposed multifamily residential subdivision that will consist of 25 lots.

ZONING & LAND USE ANALYSIS

- **Current Zoning:** Class "N" (Newly Annexed)
- **Requested Zoning:** Class "R-2" (Duplex-Fourplex Residential District)
- **Current Land Use Map Designation:** Commercial / Industrial (A mixed-use zone accommodating land uses encouraged in both commercial and industrial areas).
- **Compatibility & Context:** While the City's current land use map identifies this specific tract as Commercial/Industrial, the nearest established zone to this property is designated as Medium Density Residential. Because of its close proximity to existing residential areas (such as Stable Estates), introducing an R-2 multi-family development at this location serves as an appropriate transition. Staff has reviewed the area context and determined that the proposed residential zoning is highly compatible with the neighboring properties and does not present a land-use conflict.

BOARD REVIEW/CITIZEN FEEDBACK: The Planning & Zoning Board approved the rezone at their special meeting on July 30, 2026.

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. ORDINANCE NO 2026-20 LOT 8, BLOCK 65, CAPISALLO DISTRICT SUBDIVISION
S330' EXC N185'-E470.91' (7.836 ACRES)
2. ESCENCIA VILLAS PLAT

STAFF RECOMMENDATION: City Staff recommends approval of the rezone request, subject to all city comments.

ORDINANCE NO. 2026-20

AN ORDINANCE CHANGING THE CLASSIFICATION FOR ZONING PURPOSES OF THE FOLLOWING TRACT OF LAND: LOT 8, BLOCK 65, CAPISALLO DISTRICT SUBDIVISION S330' EXC N185'-E470.91' (7.836 ACRES) FROM CLASS "N" NEWLY ANNEXED DISTRICT TO CLASS "R-2" DUPLEX-FOURPLEX RESIDENTIAL DISTRICT; PROVIDING FOR A SAVINGS AND REPEAL CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on the 30th day of July, 2026 a public hearing was held for the purpose of hearing any objections as to why: **LOT 8, BLOCK 65, CAPISALLO DISTRICT SUBDIVISION S330' EXC N185'-E470.91' (7.836 ACRES)**, Mercedes, Hidalgo County, Texas, should be rezoned and classified as follows: from a Class "N" Newly Annexed District to Class "R-2" Duplex-Fourplex Residential District.

WHEREAS, the City Commission at its Regular Meeting of August 18th, 2026, having considered the rezoning of the above-described property as listed in the foregoing section and having heard the pros and cons as to such rezoning request, is of the opinion that the aforementioned rezoning is in the best interest of the City of Mercedes, Texas.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MERCEDES, TEXAS:

Section 1: **LOT 8, BLOCK 65, CAPISALLO DISTRICT SUBDIVISION S330' EXC N185'-E470.91' (7.836 ACRES)**, Mercedes, Hidalgo County, Texas, should be rezoned and classified as follows: from a Class "N" Newly Annexed District to "R-2" Duplex-Fourplex Residential District.

Section 2: That the aforementioned rezoning of the above property be incorporated into the official map of the City of Mercedes, Texas by the City Planner of said City.

Section 3: That if any provision, section, subsection, phrase, paragraph, sentence, clause or portion of this Ordinance shall for any reason be declared invalid, such invalidity shall not affect the remaining provisions of this Ordinance or their application of persons or sets of circumstances and to this end, all provisions of this Ordinance or parts of Ordinances in conflict herewith are hereby repealed.

Section 4: This Ordinance shall become and be effective in accordance with the City Charter of the City of Mercedes, Texas and the laws of the State of Texas.

PASSED, APPROVED AND ADOPTED ON FIRST READING THIS THE 18TH DAY OF AUGUST 2026.

PASSED, APPROVED AND ADOPTED ON SECOND READING THIS THE 1ST DAY OF SEPTEMBER, 2026.

CITY OF MERCEDES

Oscar D. Montoya, Sr., Mayor

ATTEST:

APPROVED AS TO FORM:

Joselynn Castillo
City Secretary

Martie Garcia Vela
City Attorney

DATE: August 18, 2026
FROM: Denisse Hernandez, Planning Director
ITEM: **Discussion and possible action to Public Hearing regarding Rezone Request for Lot 13, Block 101, Campacuas Addn E355'-S404.71'BNG AN IRR TR**

- **Consideration and Action on First Reading of Ordinance 2026-21 to Rezone Lot 13, Block 101, Campacuas Addn E355'-S404.71'BNG AN IRR TR**
-

BACKGROUND INFORMATION: The applicant, Javier Hernandez, has submitted an application requesting to rezone the property legally described as Campacuas Addn - Lot 13 & Blk 101.

The request seeks to change the zoning classification of this property from its current status of Class "N" (Newly Annexed) to Class "C-1" (Apartment District) to allow for multi-family residential development.

ZONING & LAND USE ANALYSIS

- **Current Zoning:** Class "N" (Newly Annexed)
- **Requested Zoning:** Class "C-1" (Apartment District)
- **Future Land Use Plan Designation:** Low Density Residential – This designation is intended primarily for single-family residential dwellings built no denser than four (4) units per acre (approximately 11,000 sq. ft. lots or ¼ acre).
- **Context & Compatibility:** The subject property is currently surrounded by land that is primarily agricultural and rural in nature.
- **Planning Insight:** While the requested "C-1" Apartment District conflicts with the current Low-Density Residential designation on the Future Land Use Plan, staff recognizes the changing dynamics of the area. As development and population growth continue to expand into these rural sections, staff advises that a reconsideration and update of the Future Land Use Plan is appropriate to accommodate higher-density housing options like apartments.

BOARD REVIEW/CITIZEN FEEDBACK: The Planning & Zoning board approved this rezone request at the special meeting held on July 30, 2026.

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:

ATTACHMENTS:

1. ORDINANCE NO 2026-21 LOT 13, BLOCK 101, CAMPACUAS ADDN E355'-S404.71'BNG AN IRR TR (1.60 ACRES)
2. SITE PLAN

STAFF RECOMMENDATION: City Staff recommends approval of the rezone request, subject to all city comments.

ORDINANCE NO. 2026-21

AN ORDINANCE CHANGING THE CLASSIFICATION FOR ZONING PURPOSES OF THE FOLLOWING TRACT OF LAND: LOT 13, BLOCK 101, CAMPACUAS ADDN E355'-S404.71'BNG AN IRR TR (1.60 ACRES) FROM CLASS "N" NEWLY ANNEXED DISTRICT TO CLASS "C-1" APARTMENT DISTRICT; PROVIDING FOR A SAVINGS AND REPEAL CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on the 30th day of July, 2026 a public hearing was held for the purpose of hearing any objections as to why: **LOT 13, BLOCK 101, CAMPACUAS ADDN E355'-S404.71'BNG AN IRR TR (1.60 ACRES)**, Mercedes, Hidalgo County, Texas, should be rezoned and classified as follows: from a Class "N" Newly Annexed District to Class "C-1" Apartment District.

WHEREAS, the City Commission at its Regular Meeting of August 18th, 2026, having considered the rezoning of the above-described property as listed in the foregoing section and having heard the pros and cons as to such rezoning request, is of the opinion that the aforementioned rezoning is in the best interest of the City of Mercedes, Texas.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MERCEDES, TEXAS:

Section 1: **LOT 13, BLOCK 101, CAMPACUAS ADDN E355'-S404.71'BNG AN IRR TR (1.60 ACRES)**, Mercedes, Hidalgo County, Texas, should be rezoned and classified as follows: from a Class "N" Newly Annexed District to "C-1" Apartment District.

Section 2: That the aforementioned rezoning of the above property be incorporated into the official map of the City of Mercedes, Texas by the City Planner of said City.

Section 3: That if any provision, section, subsection, phrase, paragraph, sentence, clause or portion of this Ordinance shall for any reason be declared invalid, such invalidity shall not affect the remaining provisions of this Ordinance or their application of persons or sets of circumstances and to this end, all provisions of this Ordinance or parts of Ordinances in conflict herewith are hereby repealed.

Section 4: This Ordinance shall become and be effective in accordance with the City Charter of the City of Mercedes, Texas and the laws of the State of Texas.

PASSED, APPROVED AND ADOPTED ON FIRST READING THIS THE 18TH DAY OF AUGUST 2026.

PASSED, APPROVED AND ADOPTED ON SECOND READING THIS THE 1ST DAY OF SEPTEMBER, 2026.

CITY OF MERCEDES

Oscar D. Montoya, Sr., Mayor

ATTEST:

APPROVED AS TO FORM:

Joselynn Castillo
City Secretary

Martie Garcia Vela
City Attorney



**APPLICATION FOR A
COMMERCIAL CRIME POLICY
FOR GOVERNMENT ENTITIES**

INSTRUCTIONS:

1. This Application must be completed in full, including all required attachments.
2. This Application shall be deemed attached to and part of the policy, if issued.

THE FOLLOWING MATERIAL MUST BE ATTACHED TO THIS APPLICATION, IF APPLICABLE:

1. Copy of the most recent External Auditor's Letter to Management on internal controls including Management's response.
2. Copy of the Internal Auditors Audit Plan for the current year.
3. For private entities and non-profit entities, copy of the most recent audited financial statements with notes. If not consolidated, please provide financial statements on each consolidated entity.
4. With respect to any Joint Venture or Partnership for which the Applicant requests coverage, please attach the following information:
 - a. country of domicile and date established;
 - b. percentage of Applicant's ownership;
 - c. description of its operations; and
 - d. identify the Applicant's responsibilities in the Joint Venture and/or Partnership, including such participation status as the General Partner, Managing Partner, investor, etc.

Please submit this completed proposal application with all attachments to:
Zurich American Insurance Company

If you want to learn more about the compensation Zurich pays agents and brokers visit:

<http://www.zurichnaproducercompensation.com>

or call the following toll-free number: (866) 903-1192.

This Notice is provided on behalf of Zurich American Insurance Company and its underwriting subsidiaries.

I. GENERAL INFORMATION:

1. Applicant (List all insureds, including Employee Benefit Plans you sponsor that are subject to ERISA): City of Mercedes
Mailing Address: P.O. Box 837
City: Mercedes State: Texas Zip: 78570
Year Established: 1908
Website: www.cityofmercedes.com
E-mail Address: aperez@cityofmercedes.com
2. Insured Address (Please do not enter a P.O. Box): 400 S. Ohio Ave.
City: Mercedes State: Texas Zip: 78570
3. Policy Period Requested: 12:01 a.m. on 10/1/23 to 12:01 a.m. on 10/1/26
4. Premium Payable: ☒ Annual ☐ Three year prepaid ☐ Three year in equal annual installments
5. Direct Bill ☒ Agency Bill ☐

II. APPLICANT PROFILE

1. Applicant is a: ☐ State ☐ County ☒ City ☐ Town
☐ Township ☐ Village ☐ Borough
☐ Other _____
2. For Policies with Credit, Debit, or Charge Card Forgery coverage only: Number of Covered Cardholders 3
3. Is insurance being provided for a school system? ☐ Yes ☒ No
4. Is Faithful Performance of Duty coverage, as prescribed by law or you constitution and by-laws requested? ☐ Yes ☒ No
5. Does this insurance indemnify an Obligee other than the Applicant? ☒ Yes ☐ No
If "Yes", list the name(s) and address of the obligee:

Name	Address
<u>Alberto Perez</u>	<u>400 S. Ohio Ave.</u>
<u>Nereida Perez</u>	<u>400 S. Ohio Ave.</u>
<u>Meredith Hernandez</u>	<u>400 S. Ohio Ave.</u>

III. COVERAGES REQUESTED:

	Limit of Insurance	Deductible Amount
Agreement 1 – Employee Theft – Per Loss		\$ <u>200,000</u> \$ <u>5,000</u>
Add Faithful Performance of Duty Coverage		\$ _____ N/A
Agreement 2 – Employee Theft – Per Employee		\$ _____ \$ _____
Add Faithful Performance of Duty Coverage		\$ _____ N/A
Agreement 3 – Forgery or Alteration		\$ _____ \$ _____
Agreement 4 - Inside The Premises – Theft of Money & Securities		\$ _____ \$ _____
☐ Blanket ☐ Schedule		_____
Agreement 5 – Inside The Premises – Robbery or Safe Burglary of Other Property		\$ _____ \$ _____
☐ Blanket ☐ Schedule		_____
Agreement 6 – Outside The Premises – Theft of Money & Securities and Robbery of Other Property		\$ _____ \$ _____
☐ Blanket ☐ Schedule		_____
Agreement 7 – Computer Fraud and Funds Transfer Fraud		\$ <u>100,000</u> \$ _____
Agreement 8 – Money Orders and Counterfeit Paper Currency		\$ _____ \$ _____
Other Coverages/Endorsements	Limit of Insurance	Deductible Amount
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

IV. RATING INFORMATION

1. Number of employees consisting of:

- a. Officials/officers (other than noncompensated officers) not required by law to be individually bonded who are authorized to manage, govern or control your employees: 0
- b. Officials/officers (other than noncompensated officials/officers) required by law to be bonded (but where blanket coverage satisfies the bond requirement) who are authorized to manage, govern or control your employees: 34
- c. Full- and part-time employees who handle, have custody or maintain records of money, securities or other property; also include:
 - (1) Department and division heads and assistant department and division heads; and
 - (2) Peace officers (including patrolmen/women) only when Faithful Performance Of Duty Coverage is being written (otherwise, include these persons in item I. below): 6
- d. Officials, trustees, officers, employees, administrators and managers (other than independent contractors) not included in a. – c. above who handle funds or other property of employee benefit plans: 150
- e. Leased employees and former employees hired as consultants: 0
- f. Natural persons, whether or not compensated, while performing services as chairpersons or members of committees: 0
- g. Treasurers or tax collectors by whatever name known (if not required to be individually bonded): 0
- h. Noncompensated officers: 0
- i. Volunteer workers who **do not** solicit funds: 0
- j. Volunteer workers who solicit funds: 0
- k. If insured is a school system, students who handle property or funds in connection with sanctioned student activities: N/A
- l. All others not included in a. – k. above: 28

M. Total (Items a. – l. above): ~~164~~ 188

2. Number of premises (other than the head office) located in the United States of America (including its territories and possessions), Puerto Rico: N/A

V. **AUDIT PROCEDURES:** If a question is answered "No", explain what alternate control is in effect. Attach a separate sheet with explanations.

- 1. Is there an annual audit conducted by an independent CPA? ☒ Yes ☐ No
 - a. If "Yes": Is it a complete audit made in accordance with generally accepted auditing standards and so certified? Yes
 - b. If "Yes": Are all locations and subsidiaries included in the audit? ☒ Yes ☐ No
- 2. Is there a CPA Management Letter and response by management on internal control weaknesses or recommendations for improvement? ☒ Yes ☐ No
 - a. If "Yes", please attach Management Letter and response.
 - b. If "Yes", have all recommendations made by the accountant been implemented? Yes
- 3. Is there an Internal Audit Department that is responsible for the review of all business operations?
 - a. If "Yes", how many employees are in the Internal Audit Department:

No, but there is a Purchasing Policy in place for business operations.

U-CR-748-A TX (03/19)
Page 4 of 9

Includes copyrighted material of Insurance Services Office, Inc., with its permission.

4. If weaknesses are discovered by the internal auditor, are they reported directly to the owner, partners, members (if LLC) or Board of Directors? **YES**

VI. INTERNAL CONTROLS: If a question is answered "No", explain what alternate control is in effect. Attach a separate sheet with explanations.

1. Are all Internal Controls and informational systems consistent among domestic and foreign locations? ☒ Yes ☐ No

Human Resources And Payroll

2. Does pre-employment screening performed on all prospective employees both domestically and internationally include the following:
- a. Background check for criminal activity? ☒ Yes ☐ No
 - b. Credit history? ☐ Yes ☒ No
 - c. Drug testing? ☒ Yes ☐ No
 - d. Education and training verification? ☒ Yes ☐ No
 - e. Reference checks with prior employers? ☒ Yes ☐ No
 - f. Other (please explain):
3. Are controls in place to prevent persons who approve new hires from adding them to the payroll? ☒ Yes ☐ No
4. Are additions or changes to the payroll system for new or existing employees automatically reported to a Human Resources manager (or equivalent person) for verification? ☒ Yes ☐ No
5. Does the Audit Department have a program in place to detect possible ghost employees? ☐ Yes ☐ No

Bank Accounts

6. Are bank accounts reconciled at least monthly? ☒ Yes ☐ No
7. Are bank accounts reconciled by someone not authorized to deposit or withdraw? ☒ Yes ☐ No

Accounts Payable

8. Is countersignature of all checks required? ☐ Yes ☒ No
- a. If "Yes", above what amount? \$
 - b. If "No", who has check signing authority: **Mayor and Mayor Pro-Tem**
9. Do all vouchers or other supporting records accompany all checks to be signed? ☒ Yes ☐ No
10. Are vouchers/supporting records stamped "Paid" at the time checks are issued? ☒ Yes ☐ No
11. Are internal controls designed so that no employee can control any transaction from beginning to end (e.g., approve a voucher, request and sign a check)? ☒ Yes ☐ No
12. Are disbursement functions separated from those who have cash receipt or cash refund duties? ☒ Yes ☐ No

Accounts Receivable

13. Are all incoming checks stamped "For Deposit Only" upon receipt? ☒ Yes ☐ No
14. Are at least 20% of accounts receivable periodically verified by contact with the customer? ☒ Yes ☐ No

Purchasing And Receiving

15. Are employees engaged in purchasing or sales activities prohibited from taking part in shipping and receiving activities? ☐ Yes ☒ No
16. Are all receiving activities reconciled to applicable sale or purchase activities? ☒ Yes ☐ No
17. Does any employee have access to both the purchasing system and the accounts payable system? ☐ Yes ☒ No
18. Do you have a program in place to detect payment to fictitious suppliers? ☒ Yes ☐ No

VII. VENDOR CONTROLS

1. Is an authorized vendor list utilized and updated annually? ☒ Yes ☐ No
2. Are background checks performed on vendors in order to determine ownership and financial capability? ☐ Yes ☒ No
3. Is competitive bidding required for all purchases above stated amounts? ☒ Yes ☐ No
4. Is the responsibility for authorizing vendors, approving invoices and processing payments segregated among different employees? ☒ Yes ☐ No
5. Are requisitions and purchase orders issued only after the approval of specified employees within specified limits? ☒ Yes ☐ No

VIII.COMPUTER AND FUNDS TRANSFER CONTROLS

1. Are there controls in place so that employees cannot gain access to programs and files for which they have not been granted authorized access? ☒ Yes ☐ No
2. Is an intrusion detection system utilized and are all patches up to date? ☒ Yes ☐ No
3. Are computer access controls in place that include the following:
 - a. Passwords that are alphanumeric and changed at regular intervals by all users?
☒ Yes ☐ No
 - b. Revocation of user IDs upon separation of employment? ☒ Yes ☐ No
4. Are transactions, including the buying and selling of goods and services, performed via the Internet? ☒ Yes ☐ No
 - a. If "Yes", do you have a firewall and are all security patches up to date? ☒ Yes ☐ No
5. Is the authority to initiate and approve a wire transfer separated between employees?
☒ Yes ☐ No
6. Are wire transfers reconciled daily by an employee not involved in approving or initiating the wire transfer? ☒ Yes ☐ No
7. Have approval authorities been established in writing and are they up to date? ☒ Yes ☐ No
8. Are wire transfer controls and procedures consistent among domestic and foreign locations?
☒ Yes ☐ No

IX. MONEY SECURITIES

ENTER THE EXPOSURES FOR EACH CATEGORY. AMOUNTS ENTERED SHOULD BE MAXIMUM EXPOSURE

TYPE	MONEY	CHECKS FOR DEPOSIT	CHECKS FOR ACCOUNTS PAYABLE	PAYROLL CHECKS	MONEY OVERNIGHT	SECURITIES (IN BANK/SAFE DEPOSIT BOX)
INSIDE	\$	\$	\$	\$	\$	\$
MESSENGER #1	\$	\$	\$	\$	\$	
MESSENGER #2	\$	\$	\$	\$	\$	

PROPERTY

DESCRIPTION OF PROPERTY, MERCHANDISE, STOCK, ETC.	MAXIMUM VALUE

GENERAL INFORMATION

BUSINESS HOURS	AVG # EMPLOYEES ON DUTY	CHECKS STAMPED FOR DEPOSIT ONLY	FREQUENCY OF DEPOSITS	NIGHT DEPOSITORY USED	ANNUAL GROSS SALES OR RECEIPTS FOR LAST FISCAL YEAR	DOOR PREMISES HAVE DOUBLE CYLINDER DOOR LOCKS	OTHER INFORMATION
						☐ Yes ☐ No	
		☐ UL ☐ SMNA					

MESSENGER PROTECTION

MESSENGER #	# OF GUARDS PER MESSENGER	USE PRIVATE CONVEYANCE?	SAFETY SATCHEL USED?	MESSENGER #	# OF GUARDS PER MESSENGER	USE PRIVATE CONVEYANCE?	SAFETY SATCHEL USED?
		☐ YES ☐ NO	☐ YES ☐ NO			☐ YES ☐ NO	☐ YES ☐ NO

X. PRIOR INSURANCE

1. **Note: Question 1 is not applicable in Missouri.** Has any insurance, similar to the kinds requested in this application, been declined or cancelled during the past three years?

☐ Yes ☒ No

a. If "Yes", please explain:

2. Will this policy supplement a special multi-peril or other package policy? ☐ Yes ☒ No

If "Yes", list the following:

- a. Insurer:
b. Effective date:
c. Policy Number:

XI. LOSS HISTORY

1. List all losses sustained during the past three years, whether reimbursed or not, from

a. Check if none ☒

b. Briefly describe each loss and explain corrective measures on as separate sheet.

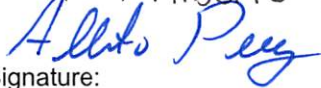
Date of Loss	Amount of Loss	Amount Recovered from Insurance	Amount of Loss Pending	Amount Recovered from other than Insurance	Type of Loss	If Loss occurs at other than Head Office, state location
	\$	\$	\$	\$		
	\$	\$	\$	\$		

	\$	\$	\$	\$		
	\$	\$	\$	\$		
	\$	\$	\$	\$		
	\$	\$	\$	\$		

It is understood and agreed that the first premium upon the Policy applied for, and subsequent premiums thereon, are due at the beginning of each premium period, that the Company is entitled to additional premiums because of any unusual increase in the number of Employees or Premises and that the Applicant agrees to pay all such premiums promptly. The Employees of the Applicant have all, to the best of the Applicant's knowledge and belief, while in the service of the Applicant always performed their respective duties honestly. There has never come to its notice or knowledge any information, which in the judgment of the Applicant indicates that any of the said Employees are dishonest. Such knowledge as any officer signing for the Applicant may now have in respect to his own personal acts or conduct, unknown to the Applicant, is not imputable to the Applicant.

Person Authorized To Complete This Application For the Insured (Applicant):

Name (Print): Alberto Perez

Signature: 

Title: City Manager

Date: 8/9/2023

Producer Information (Required in Florida, Iowa and New Hampshire):

Producer Name (Print):

Producer Signature:

Agency Name:

Agency Code:

License Number:

Policy No. _____

Administrative Offices
1299 Zurich Way
Schaumburg, IL 60196



APPLICATION FOR A COMMERCIAL CRIME POLICY FOR GOVERNMENT ENTITIES

INSTRUCTIONS:

1. This Application must be completed in full, including all required attachments.
2. This Application and all attachments shall be deemed attached to and part of the policy, if issued.

THE FOLLOWING MATERIAL MUST BE ATTACHED TO THIS APPLICATION, IF APPLICABLE:

1. Copy of the most recent External Auditor's Letter to Management on internal controls including Management's response.
2. Copy of the Internal Auditors Audit Plan for the current year.
3. For private entities and non-profit entities, copy of the most recent audited financial statements with notes. If not consolidated, please provide financial statements on each consolidated entity.
4. With respect to any Joint Venture or Partnership for which the Applicant requests coverage, please attach the following information:
 - a. country of domicile and date established;
 - b. percentage of Applicant's ownership;
 - c. description of its operations; and
 - d. identify the Applicant's responsibilities in the Joint Venture and/or Partnership, including such participation status as the General Partner, Managing Partner, investor, etc.

Please submit this completed proposal application with all attachments to:
Zurich American Insurance Company

If you want to learn more about the compensation Zurich pays agents and brokers visit:

<http://www.zurichnproducercompensation.com>

or call the following toll-free number: (866) 903-1192.

This Notice is provided on behalf of Zurich American Insurance Company and its underwriting subsidiaries.

I. GENERAL INFORMATION:

1. Applicant (List all insureds, including Employee Benefit Plans you sponsor that are subject to ERISA):

Mailing Address:

City:

State:

Zip:

Year Established:

Website:

E-mail Address:

2. Insured Address (Please do not enter a P.O. Box):

City:

State:

Zip:

3. Policy Period Requested: 12:01 a.m. on _____ to 12:01a.m. on _____

4. Premium Payable: ☐ Annual ☐ Three year prepaid ☐ Three year in equal annual installments

5. Direct Bill ☐ Agency Bill ☐

II. APPLICANT PROFILE

1. Applicant is a: ☐ State ☐ County ☐ City ☐ Town
☐ Township ☐ Village ☐ Borough
☐ Other _____

2. For Policies with Credit, Debit, or Charge Card Forgery coverage only: Number of Covered Cardholders

3. Is insurance being provided for a school system? ☐ Yes ☐ No

4. Is Faithful Performance of Duty coverage, as prescribed by law or you constitution and by-laws requested? ☐ Yes ☐ No

5. Does this insurance indemnify an Obligee other than the Applicant? ☐ Yes ☐ No

If "Yes", list the name(s) and address of the obligee:

Name	Address

III. COVERAGES REQUESTED:

	Limit of Insurance	Deductible Amount
Agreement 1 – Employee Theft – Per Loss	\$	\$
Add Faithful Performance of Duty Coverage	\$	N/A
Agreement 2 – Employee Theft – Per Employee	\$	\$
Add Faithful Performance of Duty Coverage	\$	N/A
Agreement 3 – Forgery or Alteration	\$	\$
Agreement 4 - Inside The Premises – Theft of Money & Securities	\$	\$
☐ Blanket ☐ Schedule		
Agreement 5 – Inside The Premises – Robbery or Safe Burglary of Other Property	\$	\$
☐ Blanket ☐ Schedule		
Agreement 6 – Outside The Premises – Theft of Money & Securities and Robbery of Other Property	\$	\$
☐ Blanket ☐ Schedule		
Agreement 7 – Computer Fraud and Funds Transfer Fraud	\$	\$
Agreement 8 – Money Orders and Counterfeit Paper Currency	\$	\$
Other Coverages/Endorsements	Limit of Insurance	Deductible Amount
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

IV. RATING INFORMATION

1. Number of employees consisting of:

- a. Officials/officers (other than noncompensated officers) not required by law to be individually bonded who are authorized to manage, govern or control your employees:
- b. Officials/officers (other than noncompensated officials/officers) required by law to be bonded (but where blanket coverage satisfies the bond requirement) who are authorized to manage, govern or control your employees:
- c. Full- and part-time employees who handle, have custody or maintain records of money, securities or other property; also include:
 - (1) Department and division heads and assistant department and division heads; and
 - (2) Peace officers (including patrolmen/women) only when Faithful Performance Of Duty Coverage is being written (otherwise, include these persons in item I. below):
- d. Officials, trustees, officers, employees, administrators and managers (other than independent contractors) not included in a. – c. above who handle funds or other property of employee benefit plans:
- e. Leased employees and former employees hired as consultants:
- f. Natural persons, whether or not compensated, while performing services as chairpersons or members of committees:
- g. Treasurers or tax collectors by whatever name known (if not required to be individually bonded):
- h. Noncompensated officers:
- i. Volunteer workers who **do not** solicit funds:
- j. Volunteer workers who solicit funds:
- k. If insured is a school system, students who handle property or funds in connection with sanctioned student activities:
- l. All others not included in a. – k. above
- m. **Total** (Items a. – l. above):

2. Number of premises (other than the head office) located in the United States of America (including its territories and possessions), Puerto Rico:

V. **AUDIT PROCEDURES:** If a question is answered "No", explain what alternate control is in effect. Attach a separate sheet with explanations.

- 1. Is there an annual audit conducted by an independent CPA? ☐ Yes ☐ No
 - a. If "Yes": Is it a complete audit made in accordance with generally accepted auditing standards and so certified?
 - b. If "Yes:" Are all locations and subsidiaries included in the audit? ☐ Yes ☐ No
- 2. Is there a CPA Management Letter and response by management on internal control weaknesses or recommendations for improvement? ☐ Yes ☐ No
 - a. If "Yes", please attach Management Letter and response.
 - b. If "Yes", have all recommendations made by the accountant been implemented?
- 3. Is there an Internal Audit Department that is responsible for the review of all business operations?

- a. If "Yes", how many employees are in the Internal Audit Department:
4. If weaknesses are discovered by the internal auditor, are they reported directly to the owner, partners, members (if LLC) or Board of Directors?

VI. INTERNAL CONTROLS: If a question is answered "No", explain what alternate control is in effect. Attach a separate sheet with explanations.

1. Are all Internal Controls and informational systems consistent among domestic and foreign locations? ☐ Yes ☐ No

Human Resources And Payroll

2. Does pre-employment screening performed on all prospective employees both domestically and internationally include the following:
- a. Background check for criminal activity? ☐ Yes ☐ No
- b. Credit history? ☐ Yes ☐ No
- c. Drug testing? ☐ Yes ☐ No
- d. Education and training verification? ☐ Yes ☐ No
- e. Reference checks with prior employers? ☐ Yes ☐ No
- f. Other (please explain):
3. Are controls in place to prevent persons who approve new hires from adding them to the payroll? ☐ Yes ☐ No
4. Are additions or changes to the payroll system for new or existing employees automatically reported to a Human Resources manager (or equivalent person) for verification? ☐ Yes ☐ No
5. Does the Audit Department have a program in place to detect possible ghost employees? ☐ Yes ☐ No

Bank Accounts

6. Are bank accounts reconciled at least monthly? ☐ Yes ☐ No
7. Are bank accounts reconciled by someone not authorized to deposit or withdraw? ☐ Yes ☐ No

Accounts Payable

8. Is countersignature of all checks required? ☐ Yes ☐ No
- a. If "Yes", above what amount? \$
- b. If "No", who has check signing authority:
9. Do all vouchers or other supporting records accompany all checks to be signed? ☐ Yes ☐ No
10. Are vouchers/supporting records stamped "Paid" at the time checks are issued? ☐ Yes ☐ No
11. Are internal controls designed so that no employee can control any transaction from beginning to end (e.g., approve a voucher, request and sign a check)? ☐ Yes ☐ No
12. Are disbursement functions separated from those who have cash receipt or cash refund duties? ☐ Yes ☐ No

Accounts Receivable

13. Are all incoming checks stamped "For Deposit Only" upon receipt? ☐ Yes ☐ No
14. Are at least 20% of accounts receivable periodically verified by contact with the customer? ☐ Yes ☐ No

Purchasing And Receiving

15. Are employees engaged in purchasing or sales activities prohibited from taking part in shipping and receiving activities? ☐ Yes ☐ No
16. Are all receiving activities reconciled to applicable sale or purchase activities? ☐ Yes ☐ No
17. Does any employee have access to both the purchasing system and the accounts payable system? ☐ Yes ☐ No
18. Do you have a program in place to detect payment to fictitious suppliers? ☐ Yes ☐ No

VII. VENDOR CONTROLS

1. Is an authorized vendor list utilized and updated annually? ☐ Yes ☐ No
2. Are background checks performed on vendors in order to determine ownership and financial capability? ☐ Yes ☐ No
3. Is competitive bidding required for all purchases above stated amounts? ☐ Yes ☐ No
4. Is the responsibility for authorizing vendors, approving invoices and processing payments segregated among different employees? ☐ Yes ☐ No
5. Are requisitions and purchase orders issued only after the approval of specified employees within specified limits? ☐ Yes ☐ No

VIII.COMPUTER AND FUNDS TRANSFER CONTROLS

1. Are there controls in place so that employees cannot gain access to programs and files for which they have not been granted authorized access? ☐ Yes ☐ No
2. Is an intrusion detection system utilized and are all patches up to date? ☐ Yes ☐ No
3. Are computer access controls in place that include the following:
 - a. Passwords that are alphanumeric and changed at regular intervals by all users? ☐ Yes ☐ No
 - b. Revocation of user IDs upon separation of employment? ☐ Yes ☐ No
4. Are transactions, including the buying and selling of goods and services, performed via the Internet? ☐ Yes ☐ No
 - a. If "Yes", do you have a firewall and are all security patches up to date? ☐ Yes ☐ No
5. Is the authority to initiate and approve a wire transfer separated between employees? ☐ Yes ☐ No
6. Are wire transfers reconciled daily by an employee not involved in approving or initiating the wire transfer? ☐ Yes ☐ No
7. Have approval authorities been established in writing and are they up to date? ☐ Yes ☐ No
8. Are wire transfer controls and procedures consistent among domestic and foreign locations? ☐ Yes ☐ No

IX. MONEY SECURITIES

ENTER THE EXPOSURES FOR EACH CATEGORY. AMOUNTS ENTERED SHOULD BE MAXIMUM EXPOSURE

TYPE	MONEY	CHECKS FOR DEPOSIT	CHECKS FOR ACCOUNTS PAYABLE	PAYROLL CHECKS	MONEY OVERNIGHT	SECURITIES (IN BANK/SAFE DEPOSIT BOX)
INSIDE	\$	\$	\$	\$	\$	\$
MESSENGER #1	\$	\$	\$	\$	\$	
MESSENGER #2	\$	\$	\$	\$	\$	

PROPERTY

DESCRIPTION OF PROPERTY, MERCHANDISE, STOCK, ETC.	MAXIMUM VALUE

GENERAL INFORMATION

BUSINESS HOURS	AVG # EMPLOYEES ON DUTY	CHECKS STAMPED FOR DEPOSIT ONLY	FREQUENCY OF DEPOSITS	NIGHT DEPOSITOR Y USED	ANNUAL GROSS SALES OR RECEIPTS FOR LAST FISCAL YEAR	DOOR PREMISES HAVE DOUBLE CYLINDER DOOR LOCKS	OTHER INFORMATION
						☐ Yes ☐ No	
		☐ UL ☐ SMNA					

MESSENGER PROTECTION

MESSENGER #	# OF GUARDS PER MESSENGER	USE PRIVATE CONVEYANCE ?	SAFETY SATCHEL USED?	MESSENGER #	# OF GUARDS PER MESSENGER	USE PRIVATE CONVEYANCE ?	SAFETY SATCHEL USED?
		☐ YES ☐ NO	☐ YES ☐ NO			☐ YES ☐ NO	☐ YES ☐ NO

X. PRIOR INSURANCE

1. **Note: Question 1 is not applicable in Missouri.** Has any insurance, similar to the kinds requested in this application, been declined or cancelled during the past three years?

☐ Yes ☐ No

a. If "Yes", please explain:

2. Will this policy supplement a special multi-peril or other package policy? ☐ Yes ☐ No

If "Yes", list the following:

- a. Insurer:
- b. Effective date:
- c. Policy Number:

XI. LOSS HISTORY

1. List all losses sustained during the past three years, whether reimbursed or not, from

a. Check if none ☐

b. Briefly describe each loss and explain corrective measures on as separate sheet.

Date of Loss	Amount of Loss	Amount Recovered from Insurance	Amount of Loss Pending	Amount Recovered from other than Insurance	Type of Loss	If Loss occurs at other than Head Office, state location
	\$	\$	\$	\$		
	\$	\$	\$	\$		
	\$	\$	\$	\$		
	\$	\$	\$	\$		
	\$	\$	\$	\$		
	\$	\$	\$	\$		

It is understood and agreed that the first premium upon the Policy applied for, and subsequent premiums thereon, are due at the beginning of each premium period, that the Company is entitled to additional premiums because of any unusual increase in the number of Employees or Premises and that the Applicant agrees to pay all such premiums promptly. The Employees of the Applicant have all, to the best of the Applicant's knowledge and belief, while in the service of the Applicant always performed their respective duties honestly. There has never come to its notice or knowledge any information, which in the judgment of the Applicant indicates that any of the said Employees are dishonest. Such knowledge as any officer signing for the Applicant may now have in respect to his own personal acts or conduct, unknown to the Applicant, is not imputable to the Applicant.

Person Authorized To Complete This Application For the Insured (Applicant):

Name (Print):

Signature:

Title:

Date:

Producer Information (Required in Florida, Iowa and New Hampshire):

Producer Name (Print):

Producer Signature:

Agency Name:

Agency Code:

License Number:

DATE: August 18, 2026
FROM: Michael Rocha, IT Director
ITEM: **Discussion and possible action to Discussion and Possible Action to solicit bids for Managed Print Services.**

BACKGROUND INFORMATION: Request to pursue bids for Managed Print Services for FY 26/27.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES/OPTIONS: N/A

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue):
\$

Account Number(s):

Finance Review by:N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. City of Mercedes Managed Print Services Bid Spec Sheet updated 8-7-2026 (1)

STAFF RECOMMENDATION: Approval to solicit for bids

City of Mercedes – Managed Print Services Bid Specification Sheet

1. General Contract & Equipment Requirements

- **Contract Terms:** Vendors must provide pricing structures for **3-year (36 months), 4-year (48 months), and 5-year (60 months)** contract terms.
- **Equipment Condition:** All proposed devices must be **100% newly manufactured**. Refurbished, remanufactured, or lightly used equipment will not be accepted.
- **Country of Origin Preference:** The City of Mercedes aims to avoid equipment manufactured out of China. Vendors must state the primary country of manufacture for all proposed hardware.
- **Fleet Standardization:** The proposed fleet must be standardized across all 7 designated city sites to streamline IT management, user training, and supply ordering.

2. Vendor Qualifications & References

- **References Required:** Vendors must provide a minimum of **three (3) professional references** from current or recent clients of similar size and scope. References from other municipalities, government entities, or educational institutions are highly preferred. Include the contact name, title, phone number, email address, and length of the contract.
- **Experience:** Vendors must demonstrate a proven track record of providing managed print services and maintaining local service/support coverage for the Rio Grande Valley area.

3. Service Level Agreement (SLA) & Support

- **Response Acknowledgment:** The vendor's SLA must explicitly state that the City of Mercedes IT Department will receive an official acknowledgment of receipt on all work orders, service tickets, or reported issues **within a maximum of four (4) business hours**.
- **Guaranteed Uptime:** Vendors must guarantee a minimum fleet uptime of **95%**.
- **Loaner Equipment:** If a device cannot be repaired within 48 to 72 business hours, the vendor must provide a loaner device of equal or greater functionality at no additional cost to the City.
- **Supplies Inclusion:** The service and maintenance agreement must cover all parts, labor, travel, and consumable supplies (toner, drums, developer, and waste toner receptacles). *Note: Paper and staples are typically excluded from vendor supply contracts and provided by the City.*

4. Data Security Requirements

- **Hard Drive Security:** All proposed MFPs must include built-in hard drive encryption and a Data Overwrite Security System (DOSS) or equivalent feature that automatically overwrites image/print data after every job.

- **End-of-Lease Protocol:** Vendors must outline their procedures for securing, wiping, or surrendering hard drives at the end of the lease term to ensure municipal data is not compromised.

5. Implementation, Training, & End-of-Lease

- **Implementation Plan:** The vendor must provide a clear transition and deployment plan, including delivery, unboxing, network configuration, and testing.
- **Legacy Equipment:** The vendor must assist with or fully manage the removal and return shipping of the City's currently installed copiers and printers.
- **Training:** Unlimited initial and ongoing operational training must be provided for City staff at no additional cost.

6. Copier / Multifunction Printer (MFP) Requirements

- **Baseline Capacity & Current Fleet Specifications:** To ensure proposed devices meet or exceed current functionality, vendors must match the multifunction capacities of the currently installed fleet. The current fleet includes **11 copiers** and **14 desktop printers** across **7 sites** with the following general specifications that serve as the minimum baseline for new equipment:
 - ❖ **A3 Color MFPs (Currently Kyocera TASKalfa 5053c, 6053c, 5054c, 5055c, CS3253ci):** Speeds ranging from 32 to 60 PPM. Capabilities include Print, Copy, Scan, and standard/optional Fax functionalities. Features include dual standard paper trays, multipurpose bypass trays, cabinet stands, and automatic document feeders (ADF/SPDF).
 - ❖ **A4 Monochrome MFPs (Currently HP LaserJet M225dn, M1536dnf):** Speeds ranging from 25 to 26 PPM. Capabilities include Print, Copy, Scan, and Fax. Features include automatic duplex printing, standard input trays (approx. 250 sheets), and automatic document feeders (ADF).
 - ❖ **A4 Monochrome Desktop Printers (Currently HP LaserJet P1102/w, M15w, P1505, P2030, P2035, M602):** Speeds ranging from 19 to 52 PPM. Print-only capabilities with varying tray capacities (150 to 500 sheets) and manual/auto duplexing depending on the specific model. *(Note: Vendors should apply these baseline specs to the Desktop Printer requirements outlined in Section 7).*
- **Library Specifics:** Regardless of the option chosen below, all devices designated for the Library must be equipped with an **external booklet finisher featuring hole-punching capabilities**.
- **Utilities Specifics:** Device designated for the Utilities Department, must be able to provide **Letter Folding capabilities for Standard US letter size of 8.5x11** or a separate device with Letter Folding capabilities to allow better longevity of primary copier and not impede printer functionality during heavy volume times.

Vendors must provide distinct pricing and hardware proposals for the following two MFP configurations:

Option 1: High-Speed Fleet

- **Speed:** All proposed MFPs across all sites must output in the range of **55 to 65 Pages Per Minute (PPM)** for both monochrome and color.

Option 2: Right-Sized Fleet

- **Speed (Standard Sites):** Proposed MFPs for standard city sites must output at a minimum of **35 Pages Per Minute (PPM)** for both monochrome and color.
- **Speed (Library Exception):** The device(s) deployed at the Library must remain at the high-speed tier, outputting in the range of **55 to 65 Pages Per Minute (PPM)** for both monochrome and color.

7. Desktop Printer Requirements

In addition to the main MFPs, the City of Mercedes requires a standardized fleet of desktop printers. Vendors must structure the desktop printer proposal to follow the exact same contract terms (3, 4, and 5-year pricing, new equipment, SLA, and supplies inclusion) as the copiers.

- **Total Quantity:** 15 Desktop Printers
- **Distribution:** 12 Monochrome (B&W) devices and 3 Color devices.
- **Speed:** Output speeds must range between **30 PPM and 50 PPM**, depending on whether the unit is B&W or Color.
- **Required Options:** Vendors must provide a **minimum of two (2) different hardware options** for this device segment (e.g., proposing one tier of Single-Function Printers and another tier of Multifunction Desktop Printers, or offering varying speeds within the 30–50 PPM range).

8. Pricing & Billing Structure

- **Consolidated Billing:** The vendor should provide a single, consolidated monthly invoice for all leased equipment and service overages.
- **Cost Per Copy (CPC):** Vendors must clearly define the Cost Per Copy (CPC) for both Monochrome and Color prints, and specify whether the base lease includes a monthly volume allowance or if all prints are billed a-la-carte.

Customer tickets overview

Date Filter is from 2026/07/01 until 2026/07/31 Ticket Status is not Merged

Total Tickets

77

Total Ticket Duration (hours)

844.54

Average Ticket Duration (hours)

11.26

6

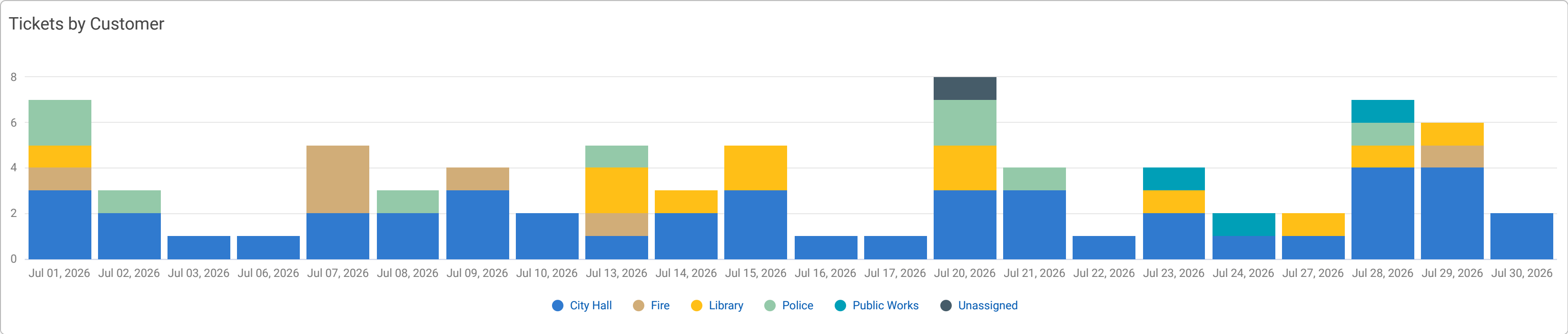
Number of Customers

77

Ticket Volume Per Customer

Ticket SLA Category

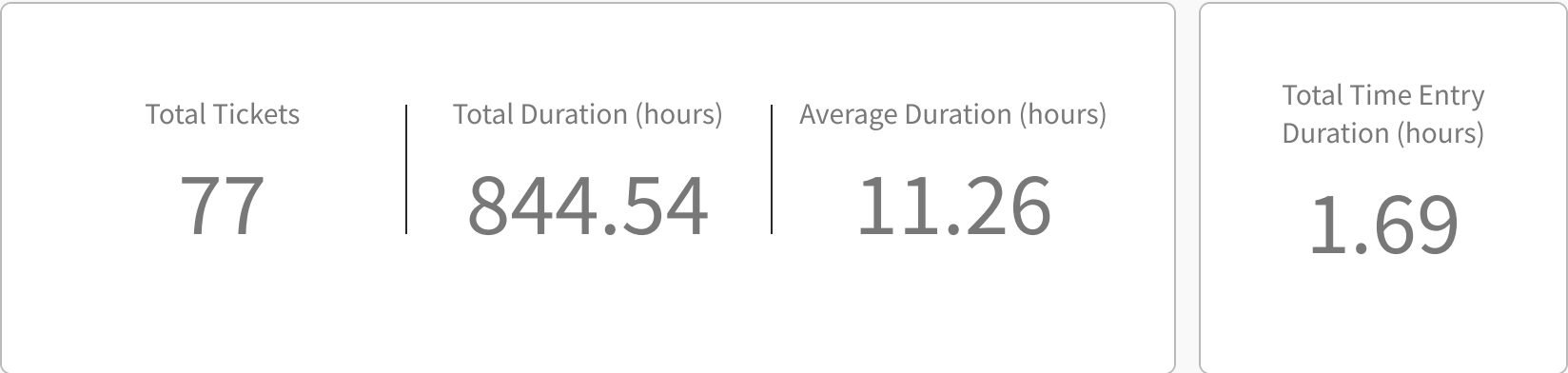
No SLA Date
100.00%



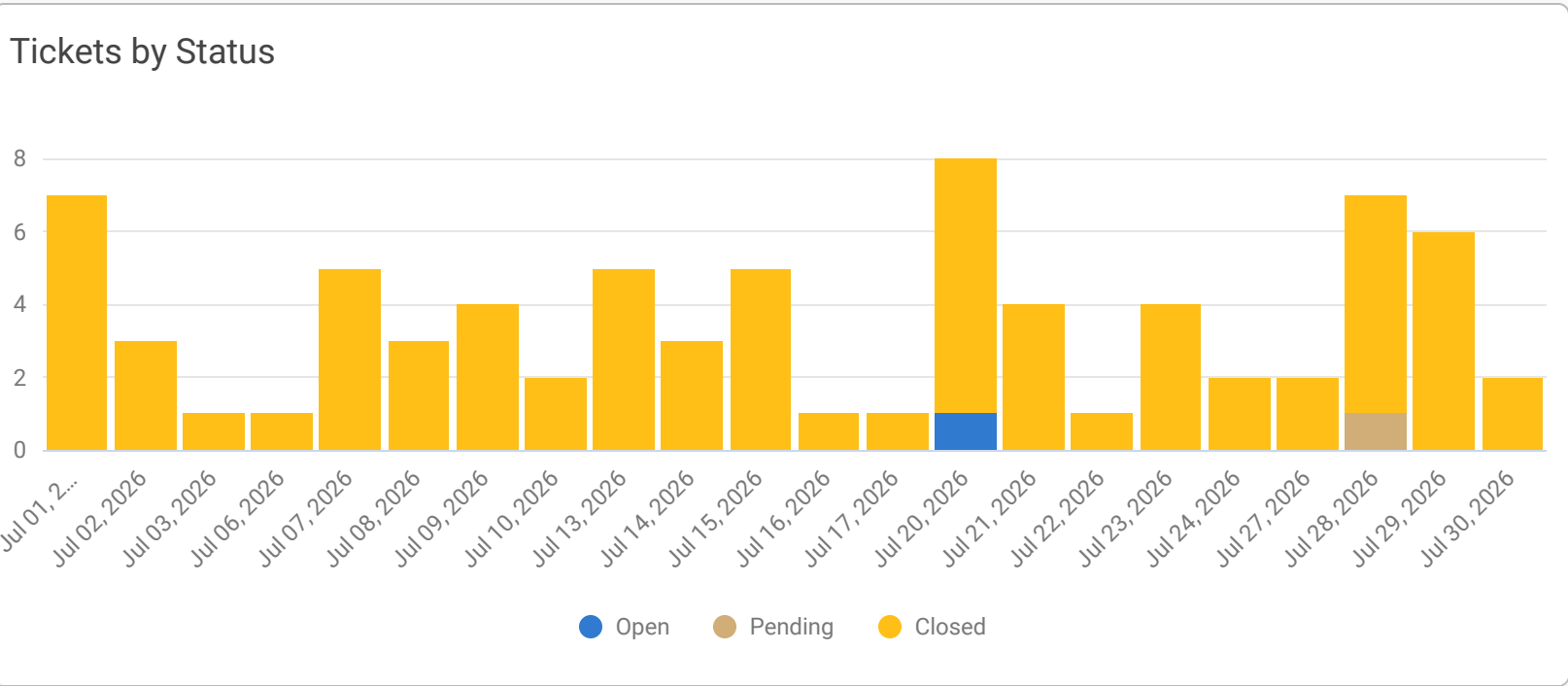
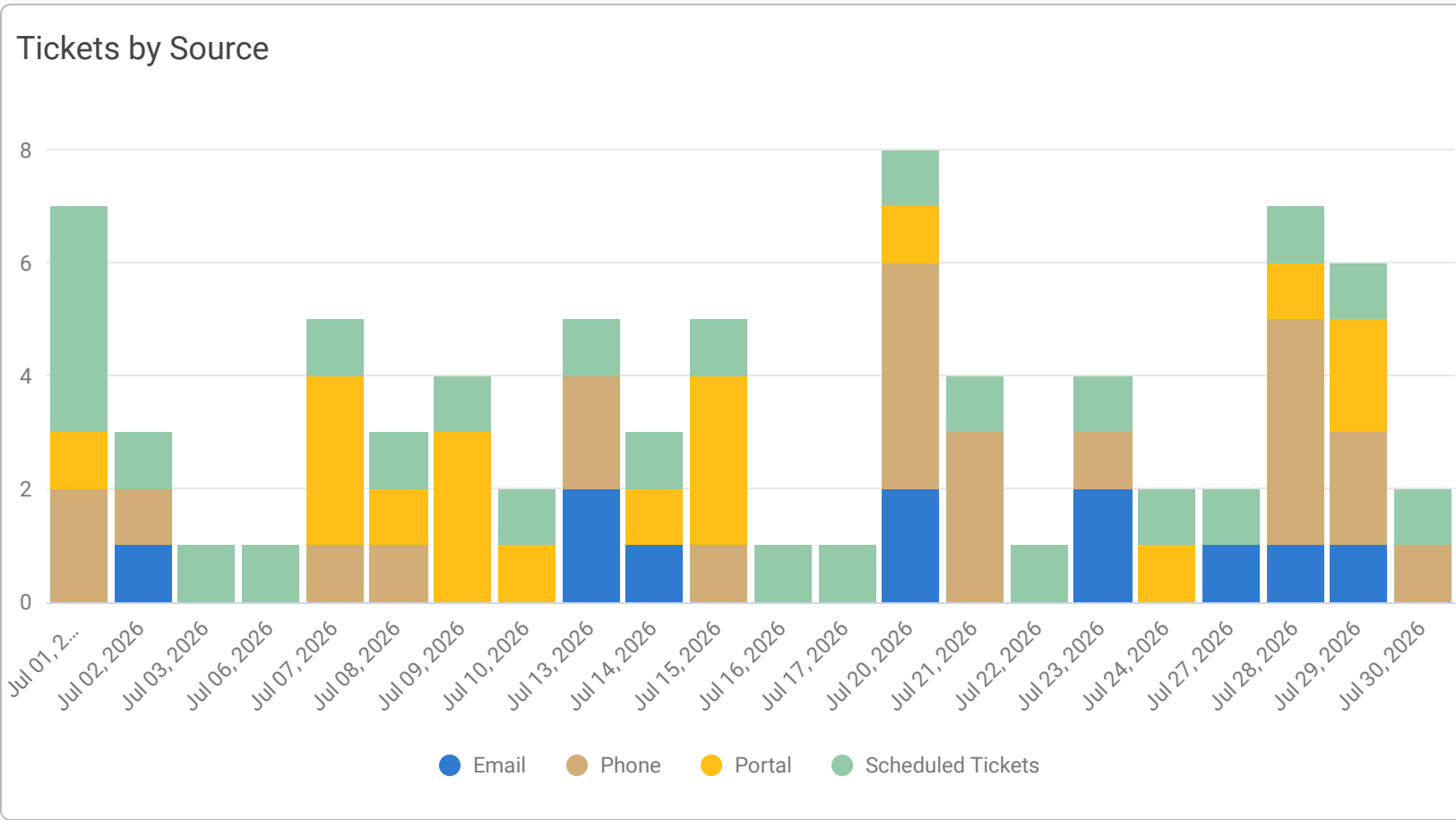
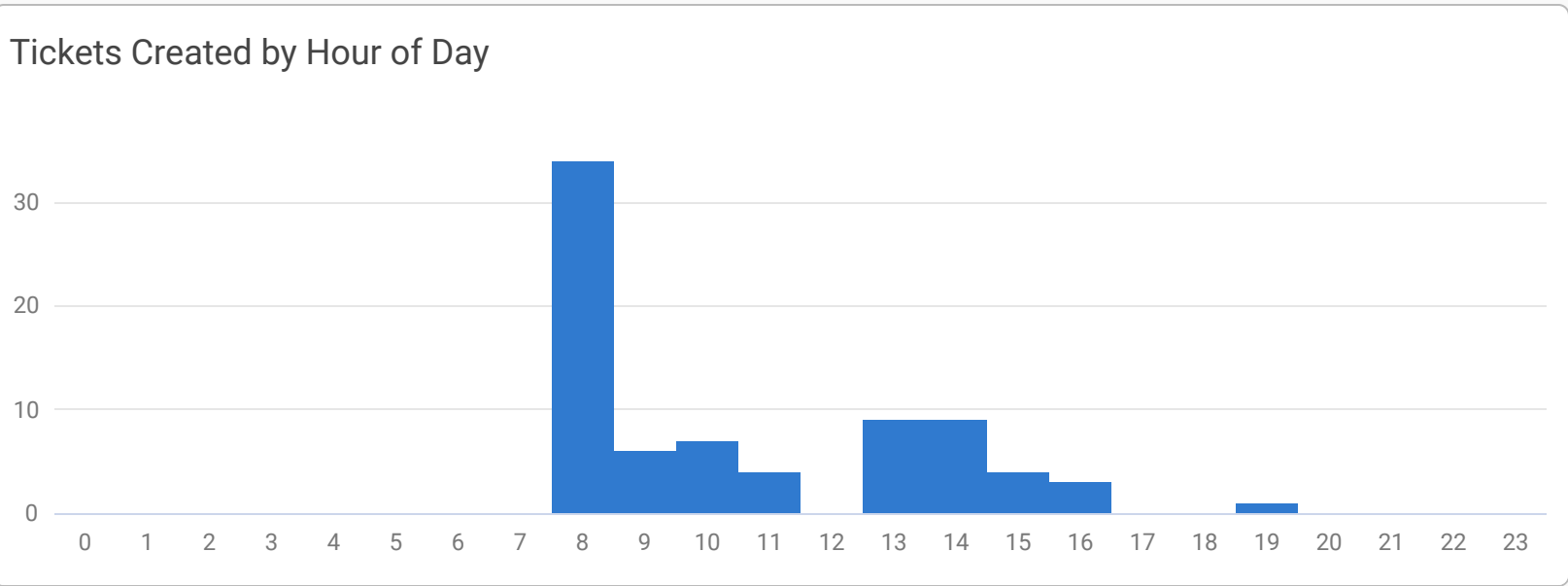
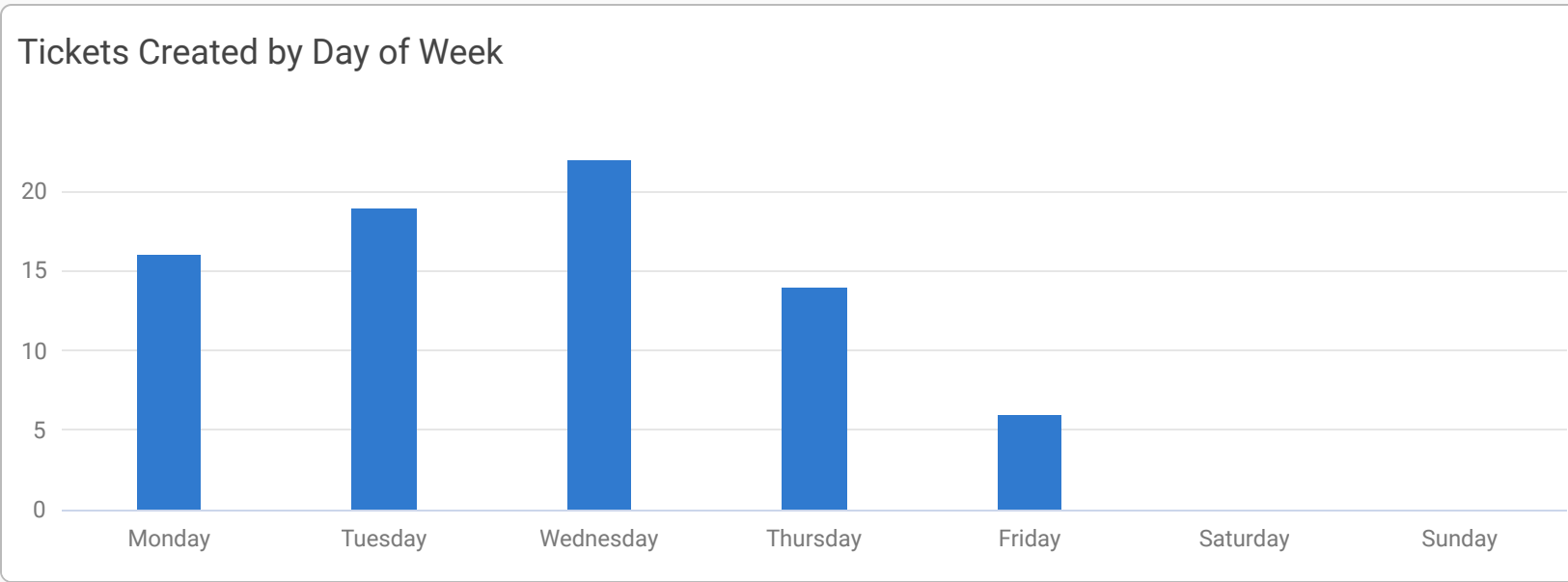
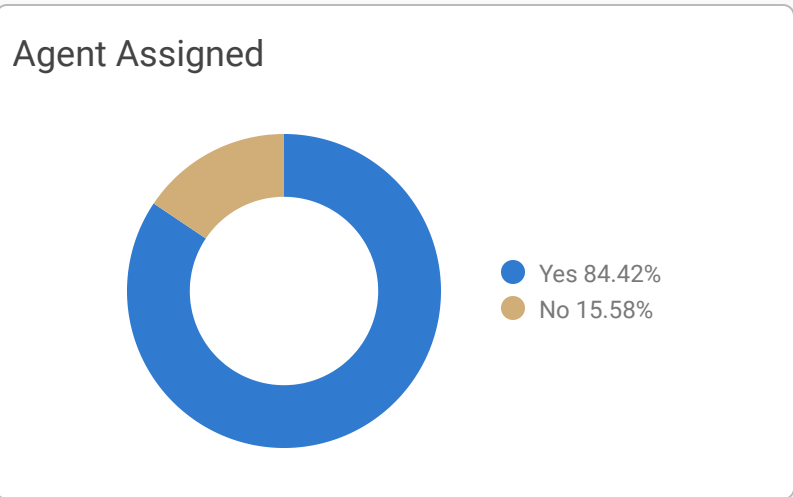
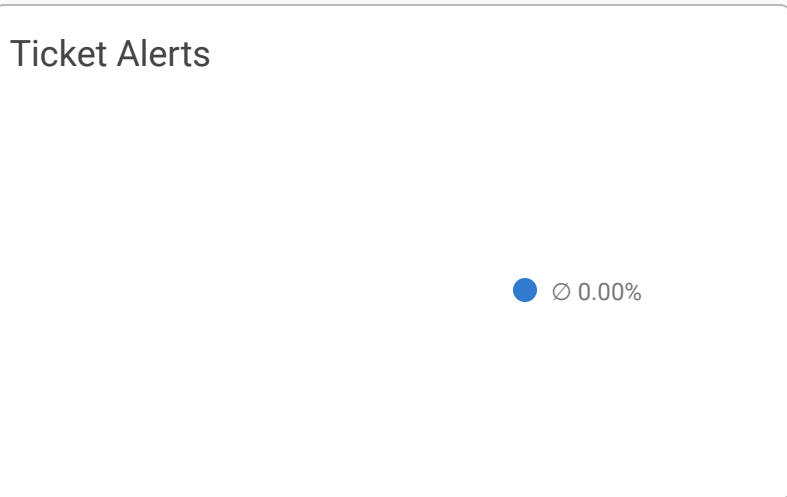
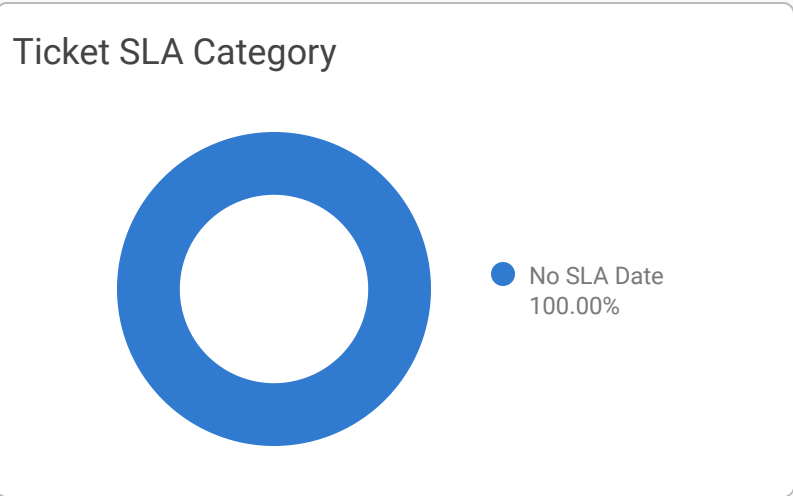
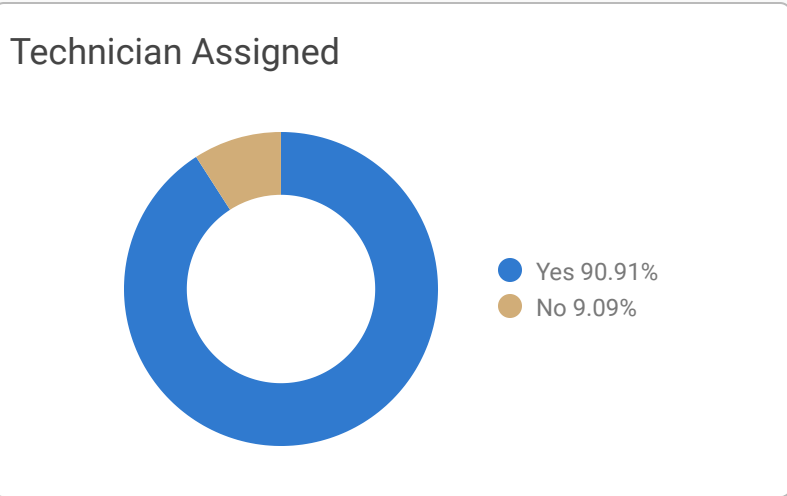
Customer Overview						
Site name	Number of tickets ▾	Total Ticket Duration (hours)	Average Ticket Duration (hours)	Average First Response Time (hours)	Number of alerts	Exceeded SLA
City Hall	45	208.78	4.74	4.74	0	0
Library	12	113.89	10.35	8.49	0	0
Police	9	162.61	18.07	0.05	0	0
Fire	7	240.19	34.31	34.31	0	0
Public Works	3	117.95	39.32	31.88	0	0
Unassigned	1	1.13	1.13	1.12	0	0

Ticketing summary

Date Filter is from 2026/07/01 until 2026/07/31 Ticket Status is not Merged



AI Auto-Tags		
	Tag Name	Number of Tags ▼
1	Security / Security Alerts and Threats	22
2	System / Windows / Login - Password Reset	9
3	Network / Onboarding - Offboarding User	7
4	Application / Access & Permissions	7
5	Application / Application usability & setup	7
6	Hardware / Printing Device	5
7	Hardware / Equipment orders and installations	4
8	Scanner / Scanning Usage & Setup	3
9	Application / Install - Uninstall - Update	3
10	Hardware / Damaged - Faulty	2
11	Network / Accessibility	2
12	Printer / Printing Usage & Setup	2
13	System / Windows / Files & folders	1
14	Network / Internet and Phone Connectivity Issues	1
15	Maintenance / Backup and Service Maintenance	1
16	Monitor / Display Issues & Setup	1



Technician overview

Date Filter is from 2026/07/01 until 2026/07/31 Ticket Status is not Merged

Number of tickets

77

Total Ticket Duration (hours)

844.54

Average Ticket Duration (hours)

11.26

8.53

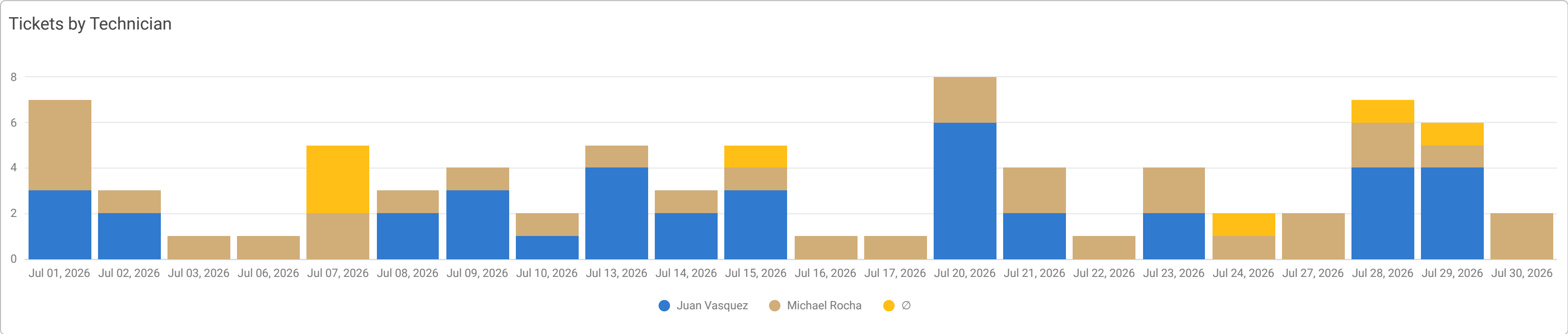
Average First Response Time (h...

11.26

Average Resolution Time (hours)

Ticket SLA Category

No SLA Date
100.00%



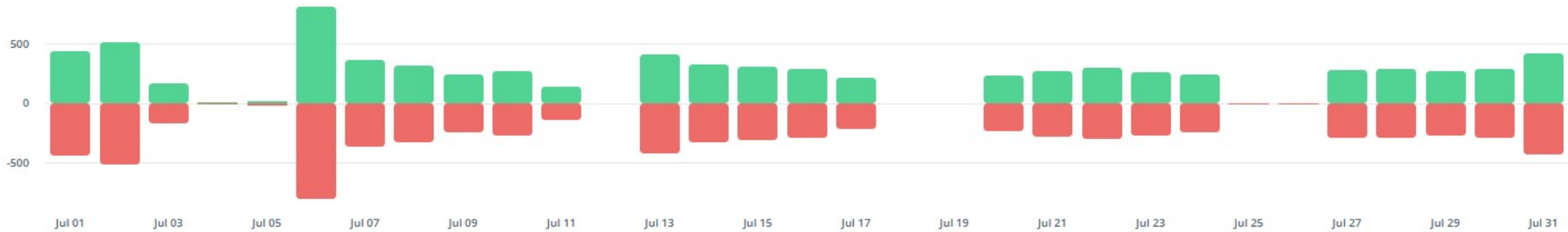
Technician Overview									
	Technician name	Number of tickets ▾	Total Ticket Duration (hours)	Average Ticket Duration (hours)	Average First Response Time (hours)	Number of Tickets Exceeded SLA	Number of tickets closed within SLA	Number of tickets closed outside SLA	Number of open tickets within SLA
1	Juan Vasquez	38	330.46	8.70	3.89	0	0	0	0
2	Michael Rocha	32	392.19	12.65	11.93	0	0	0	0
3	∅	7	121.89	20.32	20.32	0	0	0	1



Occupancy 1 Day

Traffic

In 7,756 Out 7,674
↑ 9% from last month ↑ 9% from last month



Net Cumulative Occupancy

Peak 51
↓ 2% from last month



A

All Users

Add comparison +

Custom

Jul 1 – Jul 31, 2026

▼

Reports snapshot

Active users

6.7K

New users

5.6K

Average engagement time per active user

48s

Event count

51K

Top pages/screens

PAGE TITLE AND SCREEN CLASS	VIEWS	ACTIVE USERS	EVENT COUNT	BOUNCE RATE
Home City of Mercedes	5.8K	3K	17K	45.8%
Job Opportunities City of Mercedes	1.6K	884	4.7K	31.8%
Employment Application - City of Mercedes	805	107	2.9K	12.4%
Not Found 404 City of Mercedes	593	501	1.8K	70.9%
Utility Connections City of Mercedes	549	366	1.7K	30.7%
Bids and Contracts City of Mercedes	350	234	998	54.3%
Agendas and Minutes City of Mercedes	349	146	906	34.2%

View pages and screens →

Active users by

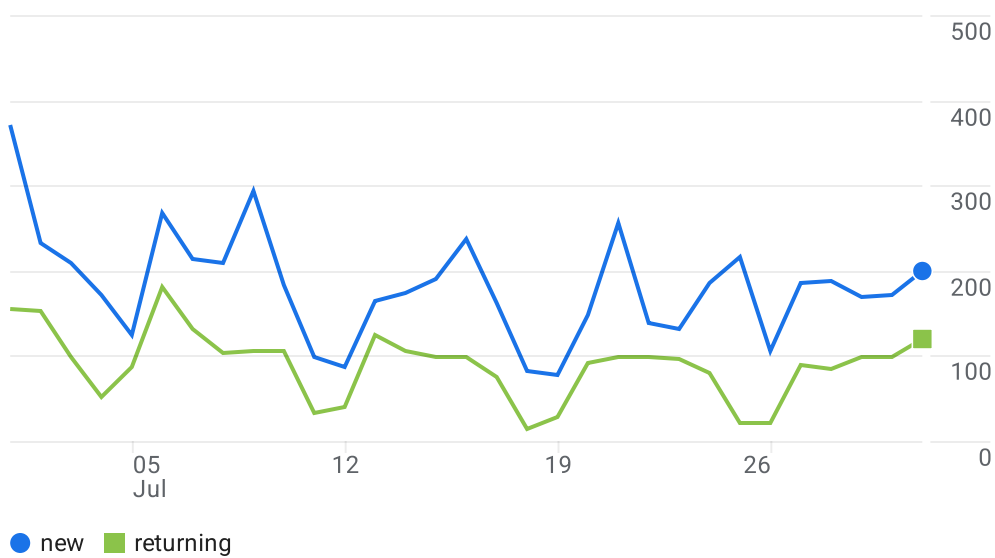
First user source / medium

FIRST USER SOURCE / MEDIUM	ACTIVE USERS
(direct) / (none)	2.8K
google / organic	2.7K
facebook.com / referral	367
bing / organic	268
m.facebook.com / referral	216
lm.facebook.com / referral	194
yahoo / organic	65

Sessions by Session source / medium

SESSION SOURCE / MEDIUM	SESSIONS
google / organic	5K
(direct) / (none)	3.9K
bing / organic	466
facebook.com / referral	410
lm.facebook.com / referral	258
m.facebook.com / referral	235
yahoo / organic	93

New vs Returning users



Active users by City

CITY	ACTIVE USERS
Dallas	959
Mercedes	785
Singapore	640
Austin	581
McAllen	361
Weslaco	349
Columbus	154

View cities →

Active users by Audience name

AUDIENCE NAME	ACTIVE USERS
All Users	6.7K

View audiences →

Memo

To: Alberto Perez, City Manager
From: Marisol Vidales, Library Director & Historic Preservation Officer
CC: Jonas Gonzalez, Assistant City Manager
Date: August 05, 2026
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 July 2026.

Trainings

- Sexual Harassment Prevention Training by TML Intergovernmental Risk Pool Online Learning Center – (7/07-7/10) All Staff
- Lakeshore Site Visit – (7/07) Marisol Vidales, Michelle Muniz, & Frank Rivas
- Reimagining Virtual Events: From Screen to Community (7/08) – Frank Rivas
- Literacy Teas Events: Best of Texas: Civics & Citizenship (7/09) – Frank Rivas
- Narcan Training by Hidalgo County Health Department (7/10) – All Staff
- Know Your Donors: Designing and Leveraging Insights From the Perfect Donor Interview (7/13) – Frank Rivas
- Braille Institute Workshop: Free Audiobooks on Your Victor Reader (7/14) – Frank Rivas
- 2026 NLS Summer Reading Program (7/14) – Frank Rivas
- Return on Investment (7/15) – Frank Rivas
- Beyond the Report: Turning Your Evaluation Data Into a Fundraising Asset (7/20) – Frank Rivas
- Workforce Development Roundtable Talk (7/23) – Frank Rivas
- 2026 NLS Summer Reading Program Pt 2 (7/28) – Frank Rivas
- Mapping Communities: Leveraging Data to Meet Community Needs (7/29) – Frank Rivas

Events/Programming

Adult & Teen Programming

- Delta Independent Living (7/07 – 23 Adults; 7/28 – 25 Adults) – Frank Rivas & Josie Mancias
- Crochet Club (7/07 – 21 Adults; 7/21 – 13 Adults) – Frank Rivas
- Besos Y Caricias Adult Day Care (7/14 – 20 Adults) – Frank Rivas & Josie Mancias
- Adult Craft (7/28 – 9 Adults) – Frank Rivas
- Book Club (7/29 – 9 Adults) – Michelle Muniz

Children Programming

- McDonald's PlayVan (7/08 – 29 children & 14 adults)
- Hand in Nature (7/09 – 13 children & 7 adults)
- RedRover Reader RGV (7/10 – 11 children & 6 adults)
- Thinking Money For Kids Camp (7/13 – 15 children & 13 adults; 7/14 – 8 children & 4 adults)
- Movie Day – Zootopia 2 (7/23 – 10 children & 2 adults)
- Pokémon Club (7/27 – 6 children & 4 adults)

Outreach

- Weekly Outreach at Rec Center to read & do craft with children (7/01 – 22 children & 2 adults; 7/08 – 19 children & 1 adults; 7/15 – 29 children & 4 adult; 7/22 – 11 children & 2 adults; 7/29 – 14 children & 1 adult) – Frank Rivas

Events

- Easterseals RGV Art Exhibit Presentation (7/30 – 18 General Attendance)
- Hand in Nature Ribbon Cutting (7/31 – 140 General Attendance)

Café

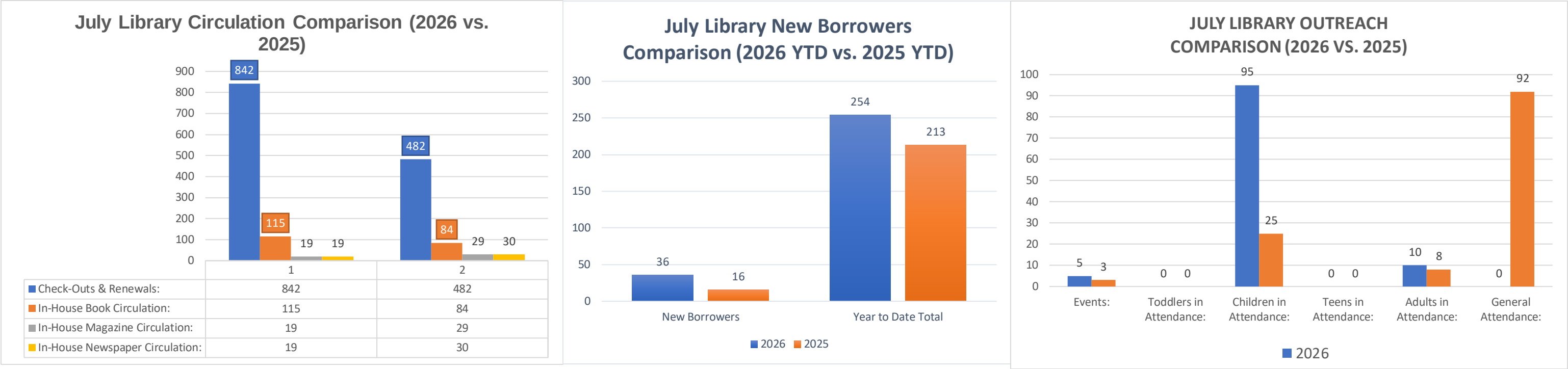
- 74 visits, 61 items sold, \$261.51 in gross sales (6/29 – 7/02)
- 141 visits, 100 items sold, \$393.63 in gross sales (7/06 – 7/10)
- 143 visits, 94 items sold, \$366.32 in gross sales (7/13 – 7/17)
- 95 visits, 71 items were sold, \$271.86 in gross sales (7/20 – 7/24)
- 167 visits, 86 items were sold, \$301.99 in gross sales (7/27 – 7/31)
 - Total net sales for month of June \$1,415.05 and 398 items sold

Marketing

- Created 44 social media posts for the library, 1 library video, and 1 Newsletter sent.
- Designed 12 original flyers
- Updated the website 7 times
- Adult Book Display: Beat the Heat with These Cool Reads
- Children Book Display: 4th of July Theme – Stars, Stripes, & New Stories
- Insignia Shelves: Self Care Month
- cloudLibrary Shelves: International Day of Friendship

Highlight of the Month

We had our Ribbon Cutting event on July 31st for our new outdoor area that was made possible through a grant from Knapp Community Cares Foundation. The Library received \$60,000.00 to construct and create a brand-new outdoor space for our Hand in Nature initiative. We had an estimated total of 140 people in attendance. This outdoor space will integrate both the educational aspect of learning about nature and animals with the physical act of movement and play around a safe landscape.



Dr. Hector P. Garcia Memorial Library Statistical Report

Jul-26

Circulation	2026	2025
Check-Outs & Renewals:	842	482
Year to Date Total:	5,030	4,638
In-House Book Circulation:	115	84
Year to Date Total:	1,204	885
In-House Magazine Circulation:	19	29
Year to Date Total:	136	232
In-House Newspaper Circulation:	19	30
Year to Date Total:	150	239
New Borrowers:	36	16
Year to Date Total:	218	233

Book & Media Donations	2026	2025
Donations Received:	0	2
Year to Date Total:	187	75
Donations Selected:	0	2
Year to Date Total:	21	35

Computer Sessions	2026	2025
Adult Lab Sessions:	309	414
Year to Date Total:	3,864	5,650
Juvenile Lab Sessions:	168	114
Year to Date Total:	637	1,053
WiFi:	2,015	1,658
Year to Date Total:	16,662	17,737

Assistance	2026	2025
Reference:	113	200
Year to Date Total:	1,457	2,009
Directional:	329	298
Year to Date Total:	2,640	2,851

Meeting Room Sessions	2026	2025
Sessions:	56	73
Year to Date Total:	437	630

Digital Resources	2026	2025
cloudLibrary Checkouts:	381	140
Year to Date Total:	2,584	1,731
NewsStand Checkouts:	446	309
Year to Date Total:	3,411	3,184
Biblio+ Views:	54	105
Year to Date Total:	829	1,006

Library Service	2026	2025
Fax Assistance:	42	52
Year to Date Total:	492	529
Copy Assistance:	126	44
Year to Date Total:	729	813
Scan Assistance:	16	3
Year to Date Total:	139	66
Print Outs:	0	1,914
Year to Date Total:	18,219	14,274
3-D Printing:	3	0
Year to Date Total:	28	3
Notary:	0	0
Year to Date Total:	44	0

Technical Services	2026	2025
New Items Added:	115	132
Year to Date Total:	1,089	1,563
Items Processed:	38	76
Year to Date Total:	659	758
Items Withdrawn:	0	0
Year to Date Total:	4,210	229
Items Recataloged:	87	64
Year to Date Total:	435	460
Items Repaired:	5	2
Year to Date Total:	35	27

Interlibrary Loans (ILL's)	2026	2025
Items Requested:	36	78
Year to Date Total:	260	488
Items Sent:	23	59
Year to Date Total:	155	349

Dr. Hector P. Garcia Memorial Library Statistical Report

Jul-26

Adult Programming	2026	2025
Adult Events:	7	9
Year to Date Total:	60	89
Adults in Attendance:	120	82
Year to Date Total:	495	864

Teen Programming	2026	2025
Teen Events:	3	2
Year to Date Total:	5	15
Teens in Attendance:	16	10
Year to Date Total:	7	76

Children's Programming	2026	2025
Children Events:	8	4
Year to Date Total:	63	44
Children in Attendance:	106	12
Year to Date Total:	800	299
Adults in Attendance:	57	7
Year to Date Total:	408	139

Toddler Programming	2026	2025
Toddler Events:	1	0
Year to Date Total:	5	1
Toddler in Attendance:	3	0
Year to Date Total:	28	3
Adults in Attendance:	3	0
Year to Date Total:	24	3

Family Place	2026	2025
Early Learning Space Total:	168	0
Year to Date Total:	999	364
Workshop Toddler in Attendance:	0	0
Year to Date Total:	55	0
Workshop Adults in Attendance:	0	0
Year to Date Total:	43	0

General Programming	2026	2025
Events:	2	2
Year to Date Total:	13	19
Total General Programing Attendance:	158	650
Year to Date Total:	1465	5241

Outreach Programming	2026	2025
Events:	5	3
Year to Date Total:	22	28
Toddlers in Attendance:	0	0
Year to Date Total:	73	0
Children in Attendance:	95	25
Year to Date Total:	2,453	245
Teens in Attendance:	0	0
Year to Date Total:	34	0
Adults in Attendance:	10	8
Year to Date Total:	842	92
General Attendance:	0	92
Year to Date Total:	239	813

SRP Stats	2026	2025
Children Events:	0	0
Children Attendance:	0	0
Adults Attendance:	0	0
Adult/Teen Events:	0	0
Teen Attendance:	0	0
Adult Attendance:	0	0
Adults Registered:	0	0
Teens Registered:	0	0
Children Registered:	0	0
Toddlers Registered:	0	0
Challenges Completed:	0	0
Badges Earned:	0	0
Reviews Submitted:	0	0
Books Read:	0	0

Beanstack Stats	2026	2025
Reviews Submitted:	0	0
Year to Date Total:	53	0
Books Read:	0	0
Year to Date Total:	359	0
Challenges Completed:	0	0
Year to Date Total:	36	0
Badges Earned:	0	0
Year to Date Total:	278	0

Volunteer Hours	2026	2025
Total:	143.75	205.75
Year to Date Total:	2,101.50	1,960.00

Dr. Hector P. Garcia Memorial Library Statistical Report

Jul-26

Curbside Services	2026	2025
Curbside Café:	0	0
Year to Date Total:	16	1
Curbside Circulation:	0	0
Year to Date Total:	2	1
Curbside Other Services:	0	0
Year to Date Total:	1	2

Library Visits	2026	2025
Visits:	3,156	3,650
Year to Date Total:	27,143	28,359

Café Visits	2026	2025
Visits:	561	311
Year to Date Total:	4,901	3,282

Café Sales	2026	2025
Net Sales:	\$ 1,415.05	\$ 1,832.86
Year to Date Total:	\$ 12,796.47	\$ 14,449.72
Sales Tax:	\$ 116.66	\$ 151.32
Year to Date Total:	\$ 1,052.05	\$ 1,191.89

Social Media	2026	2025
Library Posts:	44	141
Year to Date Total:	742	1,016
Library DMs:	0	4
Year to Date Total:	12	33
City Posts:	0	53
Year to Date Total:	208	454
City DMs:	0	17
Year to Date Total:	19	130
Videos Created:	1	0
Year to Date Total:	76	6
Website Updates:	7	2
Year to Date Total:	205	38
HCLS Posts:	0	3
Year to Date Total:	5	29
Flyers	12	13
Year to Date Total:	484	179
Facebook Followers:	12	0
Year to Date Total:	2041	12
Instagram Followers:	5	0
Year to Date Total:	243	5

Digital Assistance	2026	2025
Walk-Ins:	86	0
Year to Date Total:	1,073	86
Appointment:	1	0
Year to Date Total:	24	1
Telephone:	5	0
Year to Date Total:	29	5
Outreach:	0	0
Year to Date Total:	12	0
Children in Attendance:	0	0
Year to Date Total:	0	0
Teen in Attendance:	0	0
Year to Date Total:	0	0
Adults in Attendance:	0	0
Year to Date Total:	74	0
Classes:	3	0
Year to Date Total:	6	3
Attendance:	19	0
Year to Date Total:	77	19

HIDALGO COUNTY LIBRARY SYSTEM

HIDALGO COUNTY LIBRARY SYSTEM

Annual Report 2025

Presented to the Hidalgo County Commissioners

Fiscal Year 2025 | Countywide Partnership of 14 Libraries

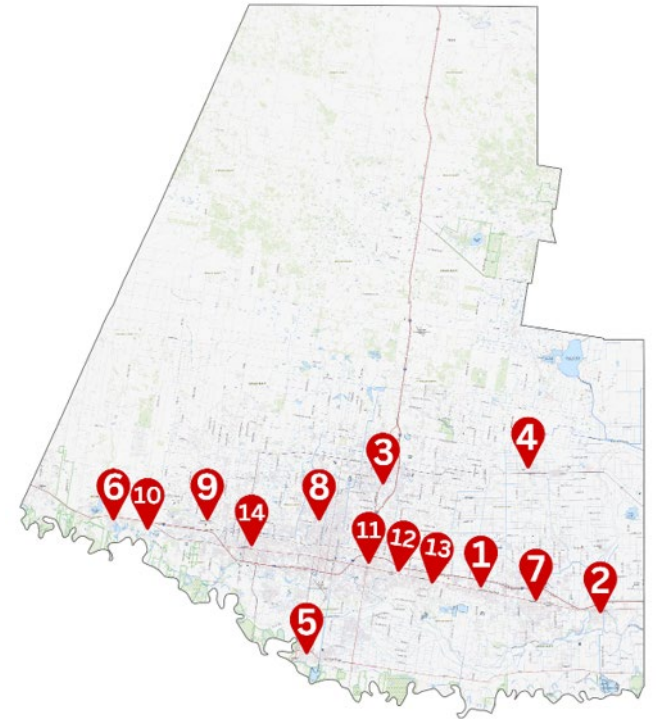


ONE COUNTY. 14 LIBRARIES. LIMITLESS ACCESS.

The Hidalgo County Library System (HCLS) is a countywide partnership of 14 public libraries, working together to deliver books, programs, digital resources, and community services to every corner of Hidalgo County.

- 14 partner libraries across Hidalgo County
- One shared collection — over 1 million items
- Serving hundreds of thousands of residents annually

OFFICIAL HCLS MEMBERS & LOCATIONS	
1	Donna Public Library – Donna, TX
2	Dr. Hector P. Garcia Memorial Library – Mercedes, TX
3	Dustin Michael Sekula Memorial Library – Edinburg, TX
4	Elsa Public Library – Elsa, TX
5	Hidalgo Public Library – Hidalgo, TX
6	La Joya Municipal Public Library – La Joya, TX
7	Mayor Joe V. Sanchez Public Library – Weslaco, TX
8	McAllen Public Library – McAllen, TX (Note: Includes Main, Lark, and Palm View branches)
9	Palmview Municipal Library – Palmview, TX (Joined the system to expand regional access)
10	Peñitas Public Library – Peñitas, TX
11	Pharr Memorial Library – Pharr, TX (Note: Includes South Pharr Library branch)
12	San Juan Memorial Library – San Juan, TX
13	Sgt. Fernando de la Rosa Memorial Library – Alamo, TX
14	Speer Memorial Library – Mission, TX



14 libraries. One county. One mission.

2025 Systemwide Impact

Source: HCLS 2025 Annual Report Workbook



Collection Strength

Source: HCLS 2025 Annual Report Workbook



TOTAL PHYSICAL COLLECTION

1,060,557

items across all 14 member libraries



BOOKS IN PRINT

991,652

Print volumes systemwide



VIDEO MATERIALS

52,983

DVDs and physical video items



AUDIO MATERIALS

11,700

CDs and physical audio items



ANNUAL CIRCULATIONS

841,630

Physical items checked out in 2025

Other circulating non-traditional items: 4,222

Community Usage

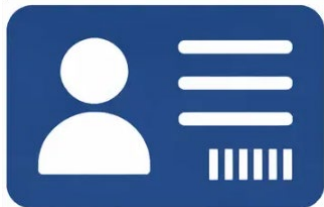
Source: HCLS 2025 Annual Report Workbook



1,273,551

Library Visits

Countywide foot traffic in 2025



532,874

Registered Users

Active library cardholders across 14 libraries



355,343

Reference Transactions

Questions answered by library staff



Every day, Hidalgo County residents count on their libraries — for information, connection, and community.

Digital Access and Technology

Public internet and Wi-Fi access across 14 HCLS libraries — 2025

Source: HCLS 2025 Annual Report Workbook

PUBLIC INTERNET COMPUTER USES

175,856

Annual uses of public internet computers

WI-FI SESSIONS

1,320,692

Annual Wi-Fi sessions systemwide



Technology access extends library service beyond the building—
supporting residents with connectivity, devices, and digital resources.



Programs & Attendance

7,801

Total Programming Sessions



236,309

Total Attendance



Early Childhood 

1,764
Sessions

43,546
Attendees

Student Age 

1,804
Sessions

128,450
Attendees

Young Adult 

1,095
Sessions

22,810
Attendees

Adult 

2,204
Sessions

30,896
Attendees

General Interest 

940
Sessions

92,607
Attendees

Programs & Attendance

Photo highlights from 2025 HCLS programs and community participation

Source: HCLS 2025 Annual Report Workbook



7,801

Sessions



236,309

Total Attendance



EARLY CHILDHOOD PROGRAMS



STUDENT AGE PROGRAMS



YOUNG ADULT PROGRAMS



ADULT & GENERAL INTEREST PROGRAMS



Programs bring residents together—supporting early literacy, student learning, teen engagement, adult enrichment, and lifelong community connection.

Program Photo Highlights I

Book clubs, trainings, and toddler time moments



Book Club



Trainings / Workshops



Toddler Time



Programs create welcoming spaces for learning, literacy, and connection across Hidalgo County.

Program Photo Highlights II

Book fair, movie night, and community engagement moments

Quilting Show



Movie Night



Community Programs / Special Events



Library events bring residents together through reading, learning, entertainment, and shared community experiences.

CloudLibrary Digital Collection

Source: HCLS CloudLibrary 2025
Digital Collection Infographic

14

Partner Libraries

13,246

Active Users

87,329

Cumulative Users

2,395

New Patrons in 2025

83,632

Total Checkouts

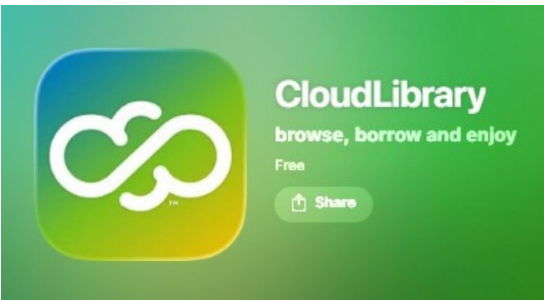
8,508

Holds Placed

3,480

Patron Suggestions

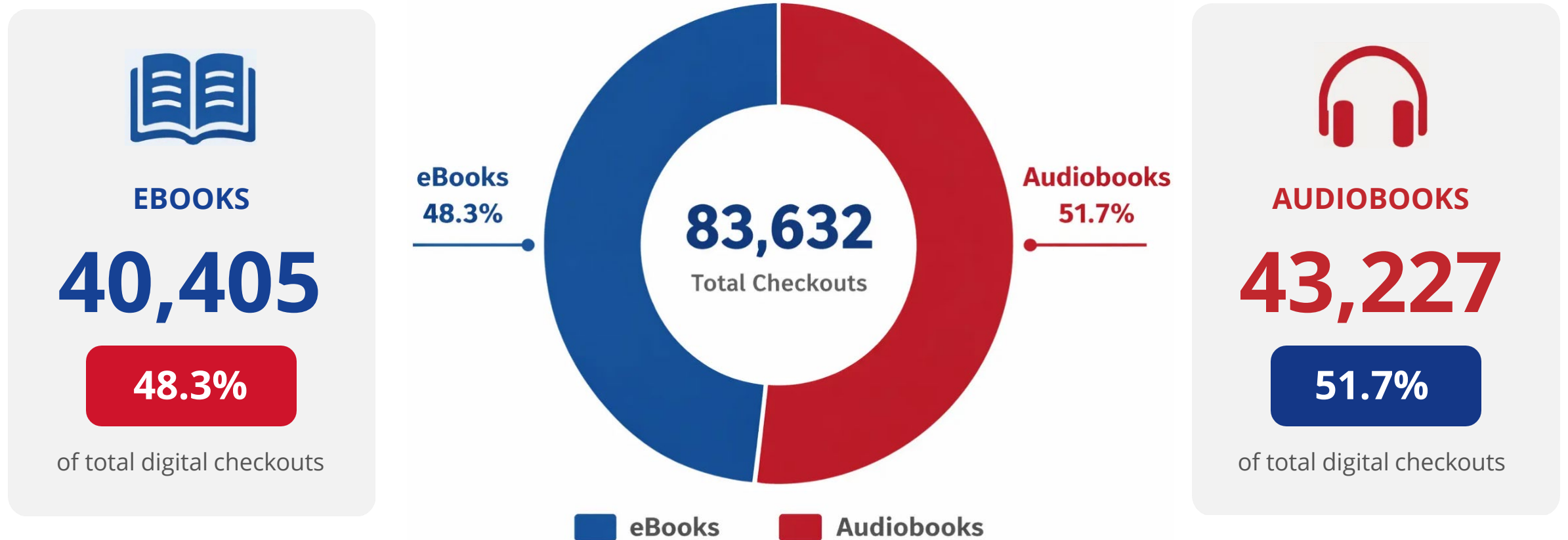
Community-driven
collection development



Digital Collection Breakdown

CloudLibrary 2025 — eBooks vs. Audiobooks

Source: HCLS CloudLibrary 2025 Graphic



Audiobooks represent the majority of digital circulation — accounting for more than half of all CloudLibrary checkouts in 2025.

Digital Demand

Source: HCLS CloudLibrary 2025 Graphic



Holds
8,508
Total Holds Placed

eBooks

Audiobooks

eBooks
1,970
23%

Audiobooks
6,538
77%

77% of all holds are for Audiobooks



Patron Suggestions
3,480
Total Patron Suggestions

eBooks

Audiobooks

eBooks
1,303
37%

Audiobooks
2,177
63%

63% of patron requests are for Audiobooks



Patron demand consistently points to Audiobooks — across both holds and suggestions.



CloudLibrary Performance Ratios

Source: HCLS CloudLibrary 2025 Graphic



6.3

Checkouts per Active User

Each active user checked out an average of 6 digital titles in 2025



10.2%

Hold Ratio

Only about 1 hold for every 10 checkouts — low wait times, strong availability



26%

Patron Engagement Rate

Approximately 1 in 4 active users submitted a title suggestion — high community involvement



~200

New Patrons Per Month

Consistent monthly growth — 2,395 new patrons joined the digital collection in 2025

Return on Investment

Source: HCLS CloudLibrary 2025 Graphic



Shared Purchasing Power

14 libraries working together to build a stronger digital collection for all



24/7 Access

Available anytime, anywhere — from home, school, or work



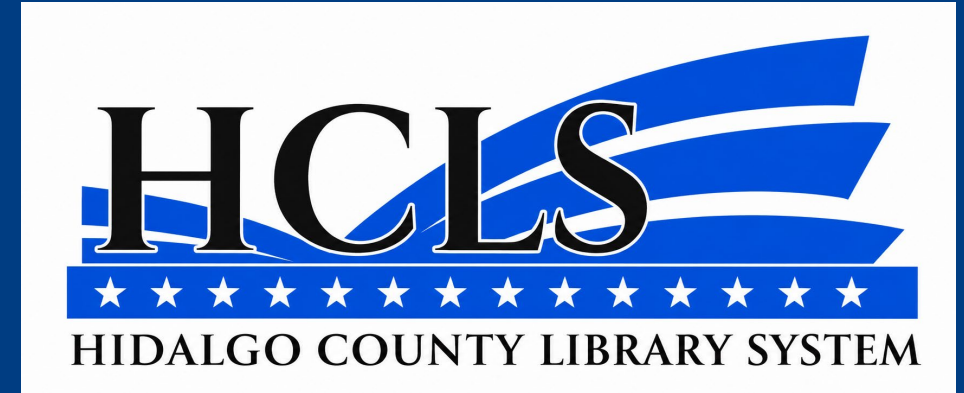
Maximized Value

Cooperative collection development ensures the best use of taxpayer dollars



Community Impact

Expanding access to information, education, and lifelong learning for all residents



MORE LIBRARIES. MORE CHOICES. MORE FOR OUR COMMUNITY.

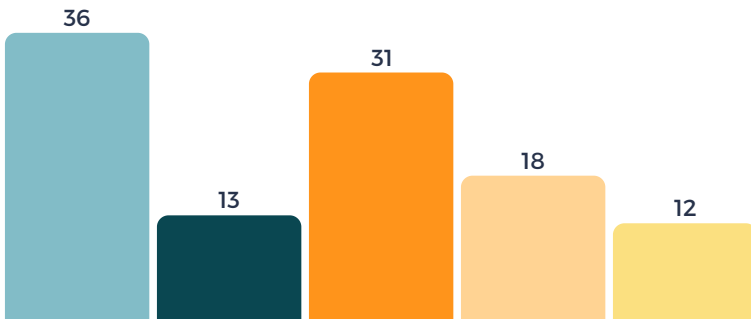
Access for All • Education for All • Public Value for All

Thank you, Hidalgo County Commissioners.

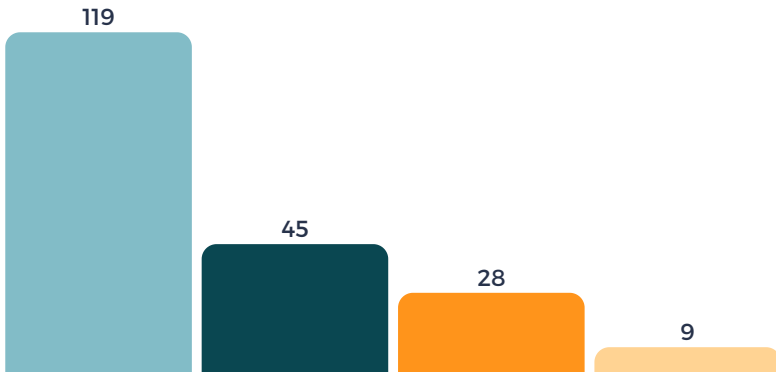
Department Activity (July 2026)

Permits Issued

● Building ● Mechanical ● Electrical ● Plumbing
● Health

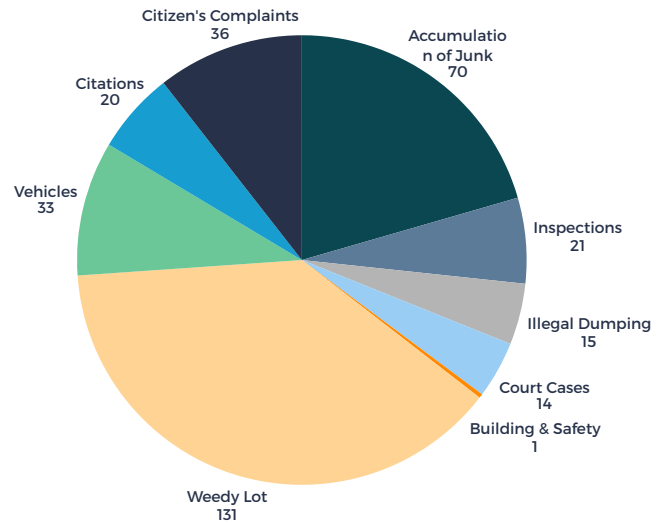


● Garage Sales ● Event Permits ● Contractor's License
● Business License

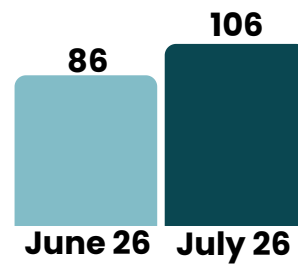


*includes both new and renewal licenses

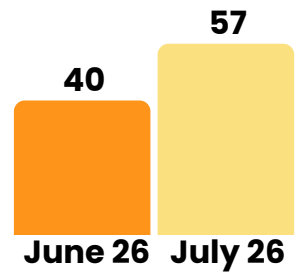
Code Enforcement Activity (July 2026)



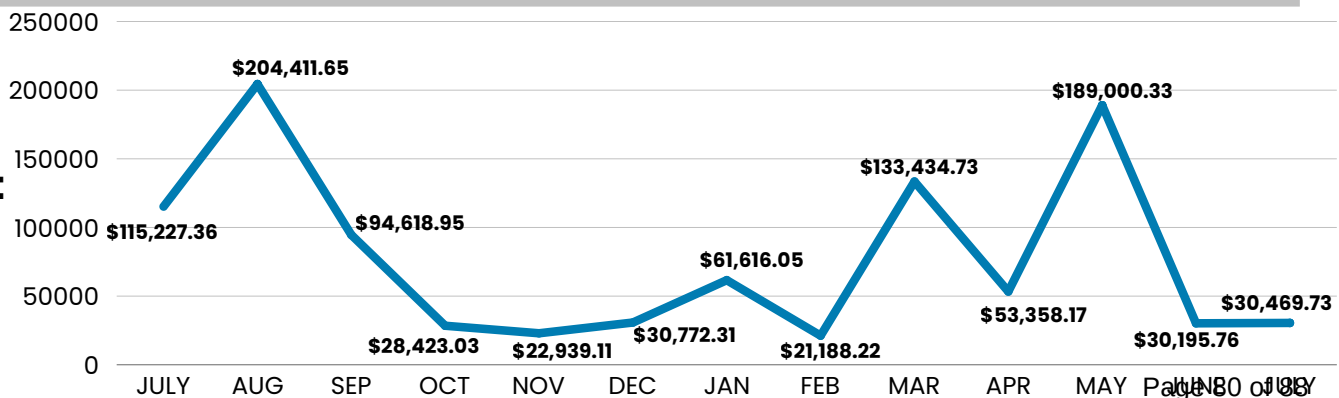
Building Inspections



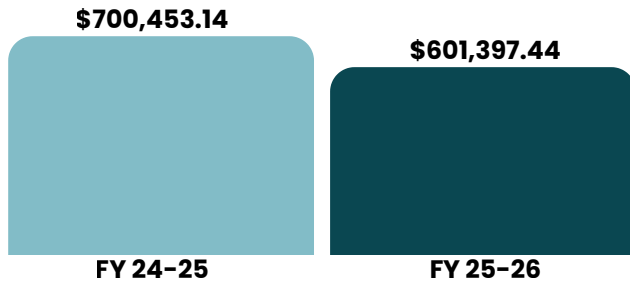
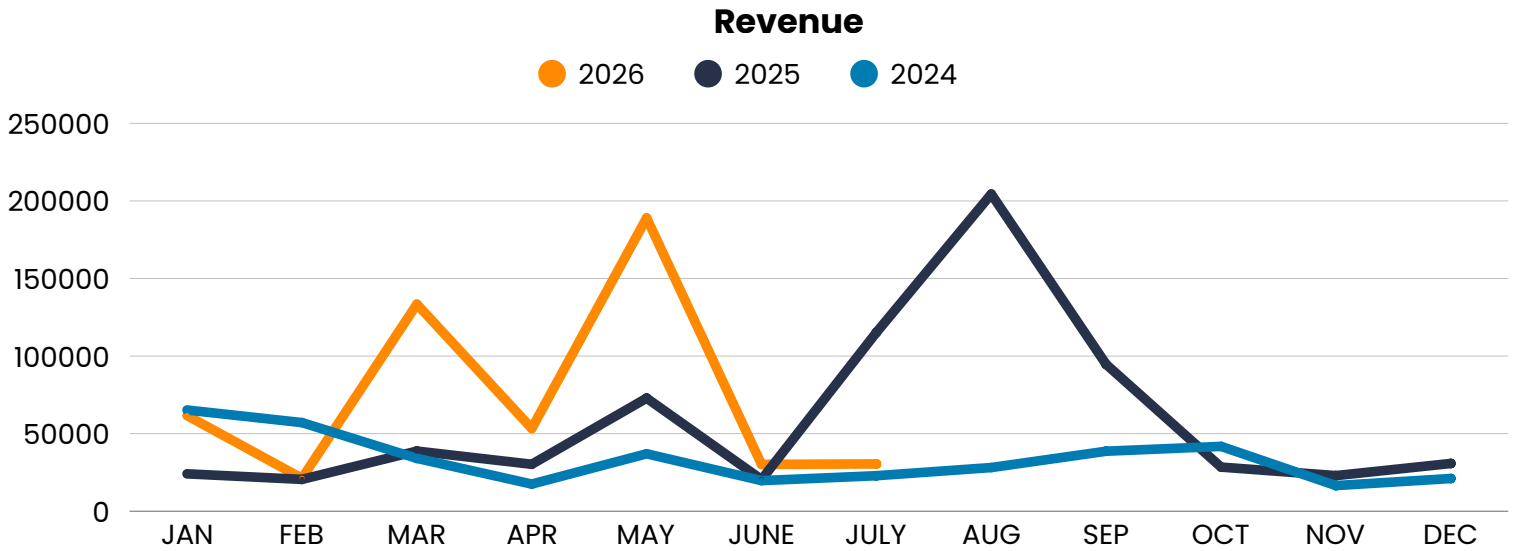
Plan Reviews



Department Revenue



Activity (FY 24-25 VS YTD)

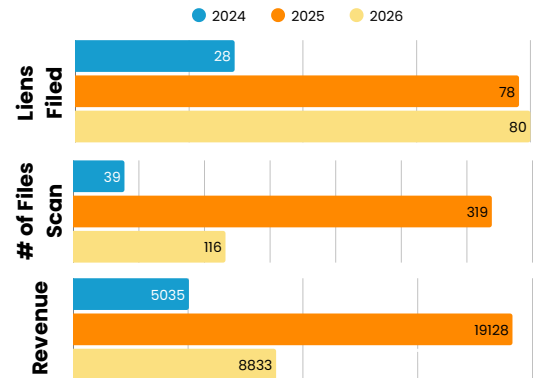


Permits Issued

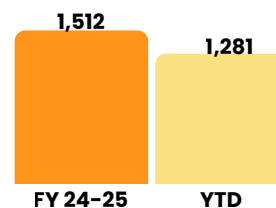
	FY 24-25	YTD
New Residential Construction	61	59
Commercial Construction	18	18
Other Permits	1,365	920

Other Permits: Repairs, Remodel, Re-roof, Driveway, Carport, Fences, ROW, Irrigation, Mechanical, Electrical, Plumbing, Meter reset, Moving a Building, Solar Panel, Storage Shed

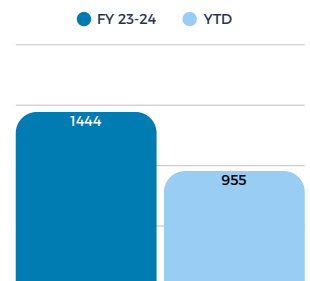
Weedy Lots



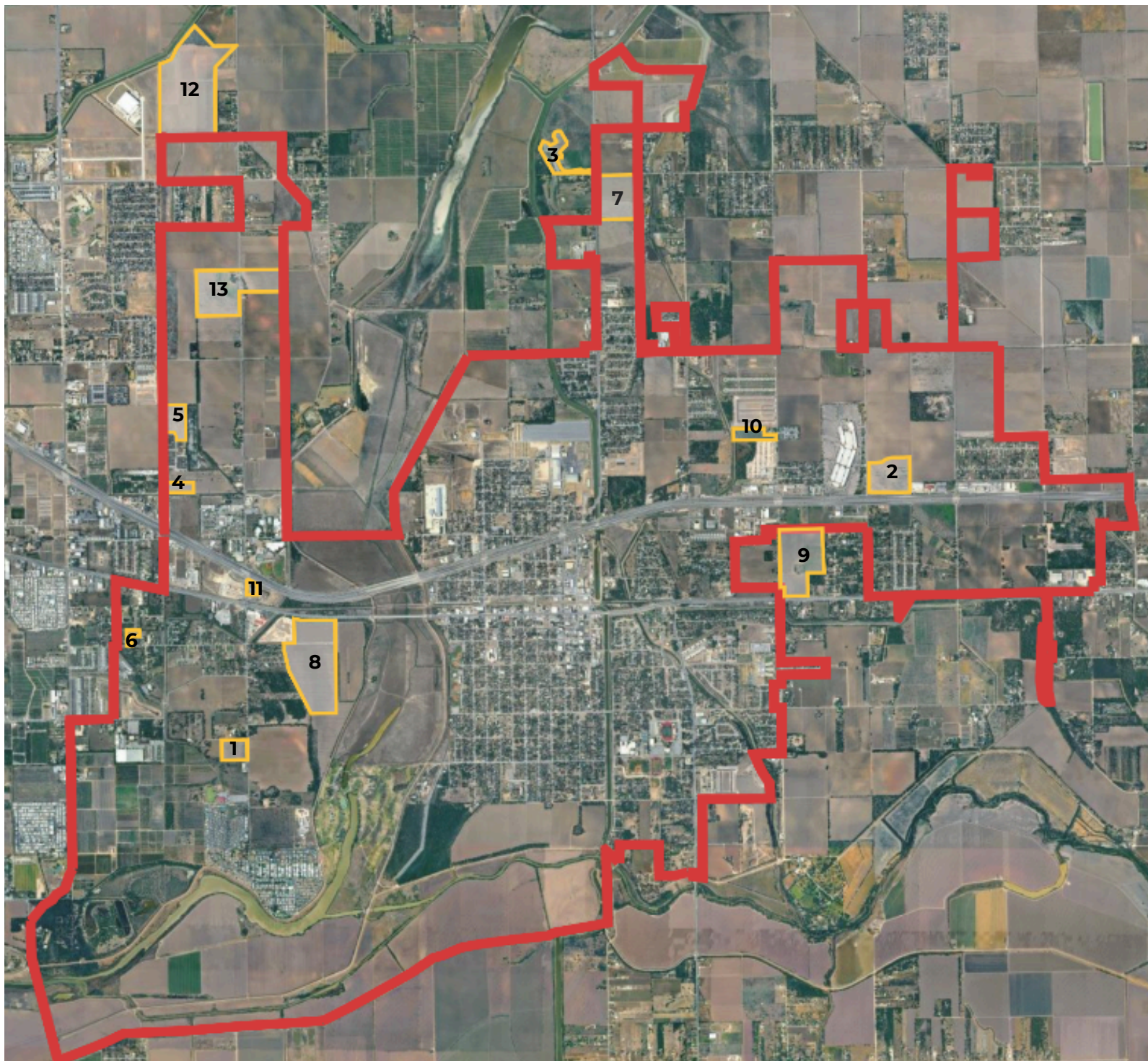
Building Inspections



Total of Permits Issued



SUBDIVISIONS



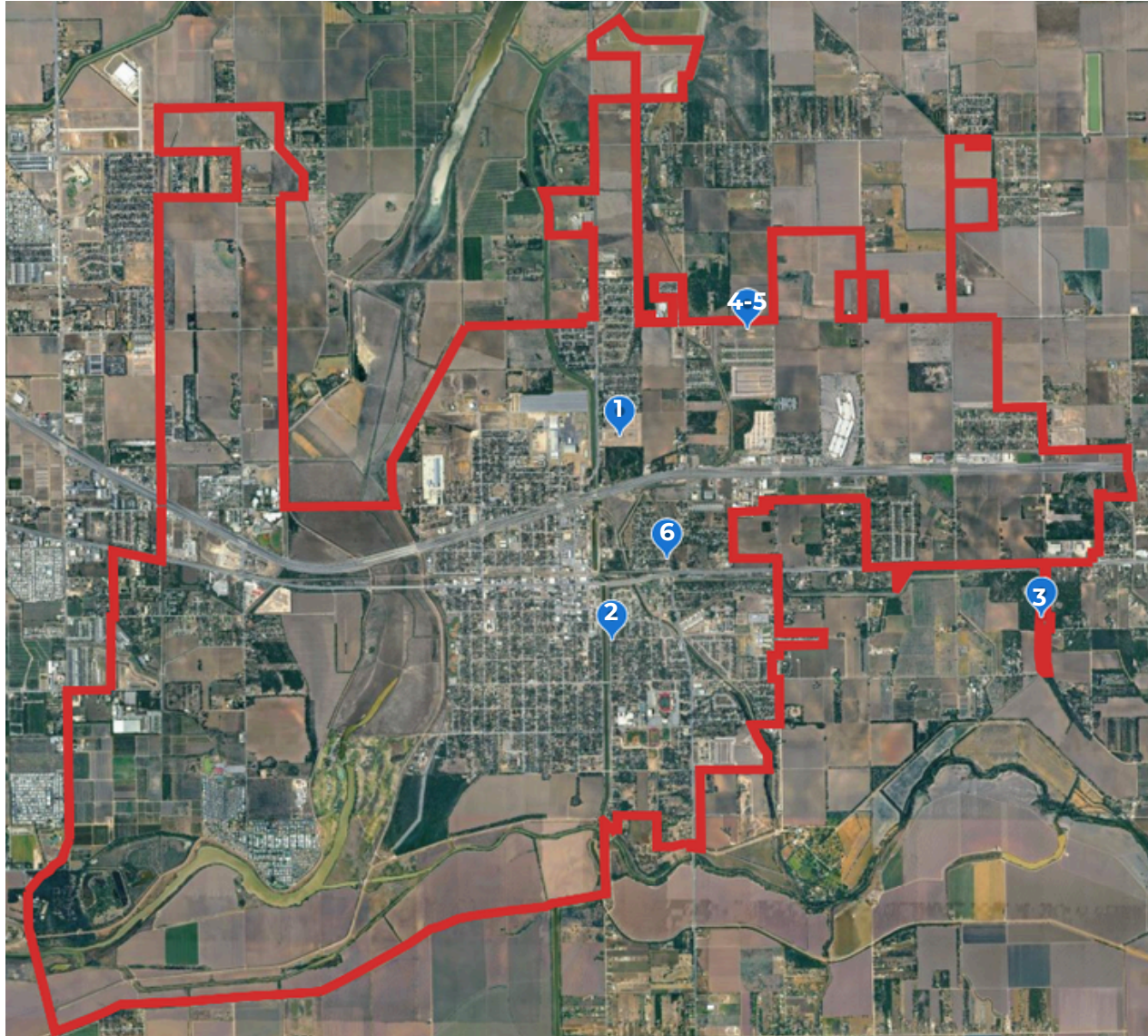
SUBDIVISIONS

	Subdivision	Location	Acres	Number of lots	Status	Type
1	Palladium Energy	Mile 2 West Road and North of Camino De Verdad Rd	10.56	2	Obtain Final Approval, Awaiting County Filing	Light Industrial
2	Shops at Mercedes	Hwy 83 Frontage next to the Outlets	30	7	Plat Filed with the County	Commercial
3	Los Prados Ph 2	2 Mile N of Exp 83 on FM 49. NW corner of Fm 491/Mile 9 North	16.238	84	Under Construction	Single Family
4	Redstone Heights	Mile 2 1/2 and north of Expressway 83	5.544	26	Under Construction	Single Family
5	Villa Del Lago	Mile 2 ½ West and South of Mile 8 N	14.83	42	Under Construction	Multi-Family
6	Camino Heights	S Mile 2 1/2 W and Camino Real Viejo	2.93	22	Pre-Construction	Single Family
7	Rodeo Estates	Mile 8 and Fm 491	40.00	209	Obtain Preliminary Approval	Single Family & Commercial
8	Royal Palm Village	Mile 2 W & Bus 83	61.756	405	Obtain Preliminary Approval	Manufacture Homes
9	Tranquil Estates	Mile 1 E and Bus 83	51.07	246	Waiting for Revised Plans	Single Family
10	Esencia Villas	Mile 1 E and South of Mile 8	7.83	25	Under Review	Multi-Family
11	Stripes Mercedes Retail	Mile 2 W and Frontage	2.42	1	Under Review	Commercial

SUBDIVISIONS

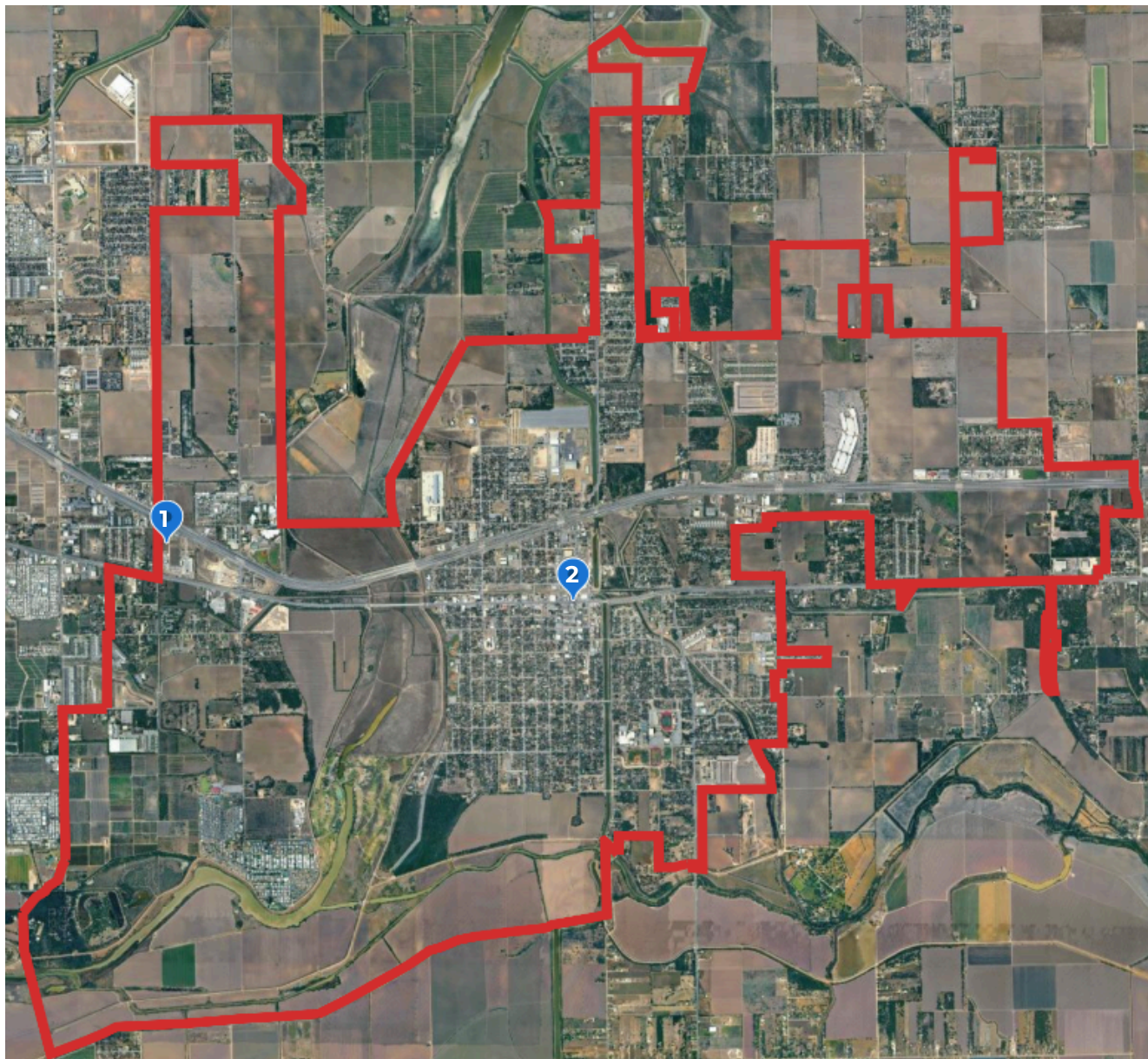
	Subdivision	Location	Acres	Number of lots	Status	Type
12	San Jacinto Estates No. 12	N of Mile 9 N and between Mile 2 ½ W & Mile 2 W	127.44	332	Obtain Preliminary Approval, TIRZ Process	Single Family & Multi-Family
13	San Jacinto Estates No. 16	Mile 8 N and Mile 2 W	81.73	319	Obtain Preliminary Approval, TIRZ Process	Single Family

NEW RESIDENTIAL CONSTRUCTION



	Project Address	Type	Sq Ft	Subdivision
1	111 E Royal Palm Dr	Multi-Family	4,212	Summer Breeze
2	1800 Florida	Single-Family	3,078	Mercedes Original Townsite
3	617 S Mile 2 1/2 East	Multi-Family	2,378	Las Jaras
4	1603 Alyssa Dr	Single-Family	1,365	Valley Ranch Ph 2
5	1805 Karianna Dr	Single-Family	1,708	Valley Ranch Ph 2
6	200 E Liberty	Single-Family	1,324	Queen City Annexed

NEW COMMERCIAL CONSTRUCTION/BUSINESSES



	Business	Project Address	Type of Business	Status
1	Warehouse	214 Dakota	Warehouse	Building Permit Issued
2	Mar D'or Nails Studio	302 W 2 nd St Ste#2	Nail Salon	Business License Issued

Health & Code Enforcement

Health & Code Enforcement Inspections, July

	July 2026
Code Compliance Inspections	304
Citations Issued	20
Health Inspections	17

Health Inspections Results, July 2026

Business Name	Business Type	Address	Pass/Fail
HEB	Grocery Store	209 N Texas Ave	Pass
Dollar General	Store	800 E 10 th St	Pass
Sonice Drive-In	Restaurant	620 E 2 nd St	Pass
Taqueria El Portal Hot Dog Stand	Restaurant	544 N Texas Ave Ste A	Pass
Quality Inn & Suites	Hotel	4701 E Exp 82	Pass
Frontera Snacks	Snacks	2020 W Exp 83	Pass
Viva La Raspa	Snacks	2020 W Exp 83 #50	Pass
Raquel's Daycare	Daycare	1110 S Missouri Ave	Pass
Pizza Hut #39482	Restaurant	826 W 2 nd St	Pass
Mama Maria's Restaurant	Restaurant	735 W 2 nd St	Pass
Easy Learning Preschool 2	Preschool	502 S Texas Ave	Pass

**CITY SECRETARY'S OFFICE
2026 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	4	4	3	3	4						22
Minutes Reg./Special	2	2	4	4	3	3	4						22
Ordinances	2	5	1	4	2	0	2						16
Resolutions	4	12	1	2	12	0	2						33
Contracts	1	0	2	4	0	2	2						11
Bids	0	0	0	0	0	0	2						2
PERMITS													
Sound/Dance	2	3	3	5	3	2	3						21
TABC	0	2	0	0	0	1	0						3
VITAL STATISTICS													
Filling w. State	9	7	5	11	6	3	1						42
Issuing Birth	26	24	28	16	14	13	17						138
Issuing Death	8	6	2	3	1	7	0						27
RISK MANAGEMENT													
Vehicle Claims	0	1	2	1	1	0	1						6
Liability Claims	0	0	1	2	1	4	2						10
OPEN RECORDS													
Received	26	33	26	29	31	43	49						237
Responded	24	29	25	27	27	43	1						176
HUMAN RESOURCES													
New Hires	3	1	3	10	7	4	9						37
Resignations	3	2	3	3	8	6	3						28
Retirements	2	1	3	2	2	2	1						13
Workers Comp	1	2	2	2	1	2	2						12

Significant Comments: