



Mayor Oscar D. Montoya  
Mayor Pro-Tem Joe Martinez  
Commissioner Armando Garcia

Commissioner Jacob Howell  
Commissioner Ruben Saldana  
City Manager Alberto Perez

MERCEDES CITY COMMISSION  
REGULAR MEETING  
AUGUST 16, 2022 – 6:30 P.M.  
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-**

Maximum length of time of forum is forty-five minutes with individual presentations limited to a maximum of five minutes. The City Commission can take no formal action on any city related matter discussed during the open forum. Persons who wish to participate in this portion of the meeting shall sign up as they arrive, indicating the topic about which they wish to speak. No one will be able to sign up **AFTER 6:20 PM**. The information required for signing up must be completed by that time. No public comments will be allowed during any agenda item unless recognized by the Mayor or if the item requires a public hearing. State your name and address before beginning your presentation.

There can be no comments about specific employees. By Charter, the City Manager is exclusively given authority over personnel matters, including complaints against city personnel. All complaints against city personnel will be addressed pursuant to Mercedes Personnel Policies.

Comments must not be repeated and the Commission is not required to answer any question from the public. Any person who decides to directly question any member of the City Commission will be asked to discontinue their comments. The City Secretary's office representative will be responsible for notifying each presenter that their five-minute time limit has expired.

6. **Presentations:**

- a. Recognition of the Mercedes Enterprise.

7. **Consent Agenda:** *(All matters listed under Consent Agenda are considered to be routine by the Governing Body and will be enacted by one motion. There will be no separate discussion of these items; however, if discussion is desired, that item(s) will be removed from the Consent Agenda and will be considered separately.)*

- a. Approval of Minutes for Meeting(s) held August 2, 2022

8. **Ordinance/Resolutions:** *Present, Discuss, Consider, and Possibly Take Action Regarding:*

- a. First reading of Ordinance No. 2022-16 to Rezone Mercedes Original Townsite Lot 24 Blk 69 from Class “B” Two Family to Class “C-1” Apartment District; Applicant: Cynthia P. Gamez (ACM)
- b. First Reading of Ordinance No. 2022-17 Prohibiting the Processing, Storage, Application, Disposal and Treatment of Municipal Solid Waste and Wastewater. (ACM)

9. **Management Item(s):** *Present, Discuss, Consider, and Possibly Take Action Regarding:*

- a. Budget Amendment request to Transfer Three (3) Planning Department Positions to the Public Works Department. (Public Works)
- b. Vote on Proposed Tax Rate for 2022
- c. Directing City Manager to update the City, School and Neighborhood maintenance initiative. (CM)

10. **Bids/Contracts:** *Present, Discuss, Consider, and Possibly Take Action Regarding:*

- a. Approval of Interlocal Agreement between Mercedes Independent School District and the Mercedes Police Department. (PD)
- b. Interlocal Agreement between the City of Mercedes and the City of Weslaco for Animal Care Services.
- c. Approval of Memorandum of Understanding (MOU) Addendum between the Children's Advocacy Center of Hidalgo and Starr Counties and the Mercedes Police Department. (PD)
- d. Entering into Contract for Engineering Services (CM)

11. **Departmental Monthly Reports:**

Police Dpt., Public Works, Library, Planning, Finance/Municipal Court, City Secretary/HR/PIO, Fire

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

- a. Discussion regarding Project Lopez – Section 551.087
- b. Discussion regarding Projects Update from DCM– Section 551.087
- c. Consultation with Attorney regarding legal requirements for school safety and police department requirements – 551.071
- d. Discussion regarding Project Updates from the City – Section 551.087
- e. Consultation with Attorney regarding ETJ legal requirements – Section 551.071

**13. Open Session:** *Discuss, Consider, and Possibly Take Action Regarding*

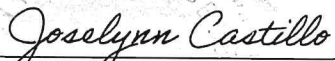
- a. Item A from Executive Session
- b. Item B from Executive Session
- c. Item C from Executive Session
- d. Item D from Executive Session
- e. Item E from Executive Session

**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 16, 2022 at 6:30 P.M. 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 THE 12<sup>TH</sup> DAY OF AUGUST, 2022.

ATTEST:

  
\_\_\_\_\_  
Joselynn Castillo, City Secretary  
Time of Posting: 7:45 P.M.

**ACCESSIBILITY STATEMENT**

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

**MERCEDES CITY COMMISSION  
REGULAR MEETING  
AUGUST 2, 2022 – 6:30 P.M.  
MERCEDES CITY HALL – COMMISSION CHAMBERS**

<b>MEMBERS PRESENT:</b>	Oscar D. Montoya Sr.	Mayor
	Joe Martinez	Mayor Pro-Tem
	Jacob Howell	Commissioner
	Ruben Saldana	Commissioner
	Armando Garcia	Commissioner

<b>STAFF PRESENT:</b>	Alberto Perez	City Manager
	Martie Garcia-Vela	City Attorney(webex)
	Joselynn Castillo	City Secretary
	Javier Ramirez	Asst. City Manager
	Ervin Vilchis	IT Assistant
	Nereida Perez	Finance Director
	Joaquin Hernandez	Public Works Director
	Marisol Vidales	Library Director
	Ruben Gutierrez	Fire Marshal

**OTHERS PRESENT:** Axel Vallejo, Brianna Casares, Jose Gomez, Isoforo Pena, Ramon Mejia,

**1. CALL MEETING TO ORDER**

Mayor Montoya welcomed everyone and called meeting to order at 6:30 pm.

**2. ESTABLISH QUORUM**

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

**3. INVOCATION**

Commissioner Saldana said the invocation.

**4. PLEDGE OF ALLEGIANCE**

Commissioner Howell led in the Pledge of Allegiance.

**5. OPEN FORUM**

- Mr. Jose Gomez stated that social media is only promoting certain information and are not including pending lawsuit or other topics citizens are concerned about. He stated the People are asking about the status of the contingency lawsuits. Mr. Gomez stated that the city can use the 36 acres to help the city grow. He added that updating the public will help build trust in city leaders.
- Mr. Isoforo Pena expressed his concerns with a bad experience he had at city hall and law enforcement was called. He stated that he went to city hall to check for information at which was not updated. Mr. Pena stated he had an issue with brush services not taking all of the brush from the site. He stated that citizens are charged for the service but are not reimbursed if there is no brush.
- Mr. Carlos Gonzalez and Mr. David Escobares signed up but did not speak as they are part of the agenda.
- Mr. Ramon Mejia stated that over the weekend he went to the aquarium and USS Lexington because there's no place to visit in Mercedes. He stated that the elida reyna concert did not go

as the city planned. He asked how much the city spent on the event and how much did they pay Elida Reyna. He stated we are teaching our children “party time”. He added that now the chamber asked for more money for the street festival and a KMB member is asking for travel expenses. He stated the old fire station could be repaired. He stated that an individual was paid \$140K for a grant writer. In 2018 the City commission borrowed \$9.9 Mil for streets and in 2020 another \$9 Mil was borrowed. He asked where is the money. Mr. Mejia stated a contract should not be discussed behind closed doors.

**6. PRESENTATIONS:**

**a. Recognition of Dr. Sammy Garcia**

Ms. Brianna Casares recognized Dr. Samuel Garcia, for his achievements with NASA and is a STEM education specialist. He presented to the youth at the Library and the Recreation Center what it’s like to be an astronaut. Dr. Garcia thanked the community of Mercedes, expressed his condolences to Commissioner Howell for the loss of his father. He thanked his family for their help. All people need are the opportunity to excel. Dr. Garcia gave the commission a small token of appreciation. Mayor Montoya thanked Dr. Garcia and commended his achievements and wished him to a great career. Commissioner Howell stated that he will inspire the next generation of children to work hard.

**b. Rock N Boots Presentation**

Mr. David Escobares and Mr. Carlos Gonzalez presented to the Commission and requested to partner with the City of Mercedes. Mr. Gonzalez want the event to be a part of the Community. His goal is to make this a place for residents from other cities to attend. They are looking for a place to have the event. It’s a 2-day event with different genres of music. Mr. Escobares stated that this can help the city grow and bring people to Mercedes. He stated the are ready to allocate the moneys to help the city bring in the tax costs.

**c. Legislative Update by Congresswoman Mayra Flores**

Congresswoman Mayra Flores was unable to attend the meeting.

**7. CONSENT AGENDA:**

**a. Approval of Minutes for Meeting(s) held July 5, 2022 & July 19, 2022.**

**b. Second and final reading of Ordinance No. 2022-15 to approve the TGS RGC COSA.**

Mayor Pro-Tem Martinez made a motion to approve all items under consent agenda.

Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously.

**8. ORDINANCE/RESOLUTIONS: *Present, Discuss, Consider and Possible Take Action Regarding:***

**a. Public Hearing regarding the Water Conservation Plan.**

**i. Approval of Resolution No. 2022-11 for the Water Conservation Plan**

Mr. Ramirez presented the water conservation plan as required by TCEQ. The plan is a long-term plan of the City goals. The Drought contingency plan addresses the short-term issues. Mayor Pro-Tem Martinez motioned to approve. Commissioner Saldana seconded. Mayor Pro-Tem Martinez thanked staff for working on these plans due to the current water levels and asked if there are any regional incentives. Mr. Ramirez stated the city has been awarded for a water well and if the City has ground water then the city does not need to rely on the Rio Grande and other water sources. Mayor Montoya opened the Public Hearing at 7:09 P.M. Mr. Mejia stated that water is life. Public hearing closed at 7:10 P.M.



**b. Public Hearing regarding the Drought Contingency Plan**

**i. Approval of Resolution No. 2022-12 for the Drought Contingency Plan.**

Mayor Montoya opened the Public Hearing at 7:10 P.M. There were no comments from the public. Mayor Montoya closed the hearing closed at 7:11 PM. Mayor Pro- Tem Martinez motioned to approve. Commissioner Garcia seconded. Commissioner Saldana stated that under the water conservation plan the City's use is 177 gallon per capita per day and the goal is to get to 99gallons of water per capita use. There is a continued public education source that can be used. Commissioner Saldana stated that education is the best way to conserve water. Mayor Montoya stated there is cost component to the city on water shortage. Mayor Montoya stated this is huge responsibility and the city and citizens need to do their part and get educated about water conservation. Upon a called vote, the motion passed unanimously for both resolutions.

**9. MANAGEMENT ITEMS(S): *Present, Discuss, Consider, and Possible Take Action Regarding:***

**a. Chamber of Commerce request for funds for Texas Street Festival.**

Mayor Pro-Tem Martinez made a motion to approve. Commissioner Saldana seconded. Mr. Perez stated that funds are being moved from another line item. Mayor Pro-Tem Martinez motioned to approve. Commissioner Saldana seconded. Mayor Pro-Tem Martinez stated that hotel motel tax must be used for promoting tourism. Mayor Pro-Tem Martinez stated that in order to fix the streets and issues of the city is through sales tax. He informed everyone of all the Cities that have events to promote tourism for their city. Commissioner Howell stated he is grateful to be on the EDC board. He stated they are moving money around where its better used. He stated that instead of having little Nashville all year, making it a seasonal event to use those funds on other items. Commissioner Garcia stated that the funds from the street festival fund that are received are given out to students as scholarships. Commissioner Saldana stated that these events are important for the community to come together. Upon a called vote, the motion passed unanimously.

**b. Selecting a member to the Amigos Del Valle Board of Representatives.**

Commissioner Howell motioned to nominate Mayor Pro-Tem Martinez for the Amigos Del Valle Board of Representatives. Mayor Montoya seconded the motion. Mayor Montoya approved and designated Mayor Pro-Tem Martinez.

**c. Approval of Gran reimbursement for historically designated property 304 S. Texas Ave.**

Ms. Vidales stated Ms. Manuela Garza applied for the reimbursement for her property. She had roof repairs and spent a total of \$21K. The cap for the roof grant is \$10K. It was already budgeted and the Historical board approved. Mayor Pro-Tem Martinez motioned to approve. Commissioner Garcia seconded. Ms. Vidales stated that they need to apply for the renovations first and the board has to review their improvements prior to verifying the renovations to make sure it will not affect the integrity of the building. Upon a called vote, the motion passed unanimously.

**d. Approval of Travel expense for KMB committee members.**

Mr. Ramirez stated a KMB member attended the Keep Texas Beautiful conference in Austin that occurs every year. Commissioner Garcia motioned to approve. Mayor Pro-Tem Martinez abstained. No one seconded. Motion died due to lack of a second.

**10. BIDS/CONTRACTS: *Present, Discuss, Consider, and Possibly Take Action Regarding:***

- a. **Memorandum of Understanding between Region One Educational Service Center and the City of Mercedes on behalf of the Dr. Hector P. Garcia Memorial Library.**

Ms. Vidales stated that Region One will be going back to in person classes and are asking to use the space. Commissioner Saldana motioned to approve. Mayor Pro-Tem Martinez seconded. Upon a called vote, the motion passed unanimously.

- b. **Approval to secure bids for Audit Services for FYE 2022.**

Ms. Perez stated that there are additional funds to be audit and the dates for the due date of the audit. Mayor Pro-Tem Martinez motioned to approve. Commissioner Saldana seconded. Mr. Perez informed the commission of the audit process. Upon a called vote, the motion passed unanimously.

Mayor Montoya called the meeting into executive session at 7:40 P.M. Returned from executive session at 9:37 P.M.

**11. EXECUTIVE SESSION:**

- a. **Consultation with Attorney regarding water meters – Section 551.071**
- b. **Consultation with Attorney regarding contracts – Section 551.071**

**12. OPEN SESSION: *Discuss, Consider, and Possible Take Action Regarding:***

- a. **Item A from Executive Session.**
- b. **Item B from Executive Session.**

No action on items A and B. Commissioner Howell stated that discussing things out of executive can jeopardize legal matters.

**13. ADJOURNMENT**

Commissioner Saldana motioned to adjourn. Commissioner Howell seconded. Upon a called vote, the motion passed unanimously. The meeting adjourned at 9:38 P.M.

**Ordinances/Resolution**

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**DATE:** August 16, 2022

**FROM:** Javier A. Ramirez, Assistant City Manager

**ITEM:** Rezone Mercedes Original Townsite Lot 24 Blk 69  
From Class "B" Two Family to Class "C-1" Apartment District  
Applicant: Cynthia P Gamez

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**BACKGROUND INFORMATION:**

**LOCATION:** The site is located on the South/East corner of Hidalgo St and N Colorado Ave. Please see the attached zoning map of this area. The surrounding zones are the following:

**North-** Residential **South-**Residential **East-**Residential **West-**Residential

The current owner is proposing to build a Tri-Plex on this property. To do so it would need to be rezoned to Class "C-1" Apartment District. This property does meet the minimum lot size for the proposed "C-1" Apartment District zone. This property has been vacant for quite some time and since the city is developing a duplex would be beneficial to the city and nearby residents.

**ATTACHMENTS:**

- Location Site Map
- Zoning Map
- Floor Plan
- Site Plan
- Sample of proposed Apartments

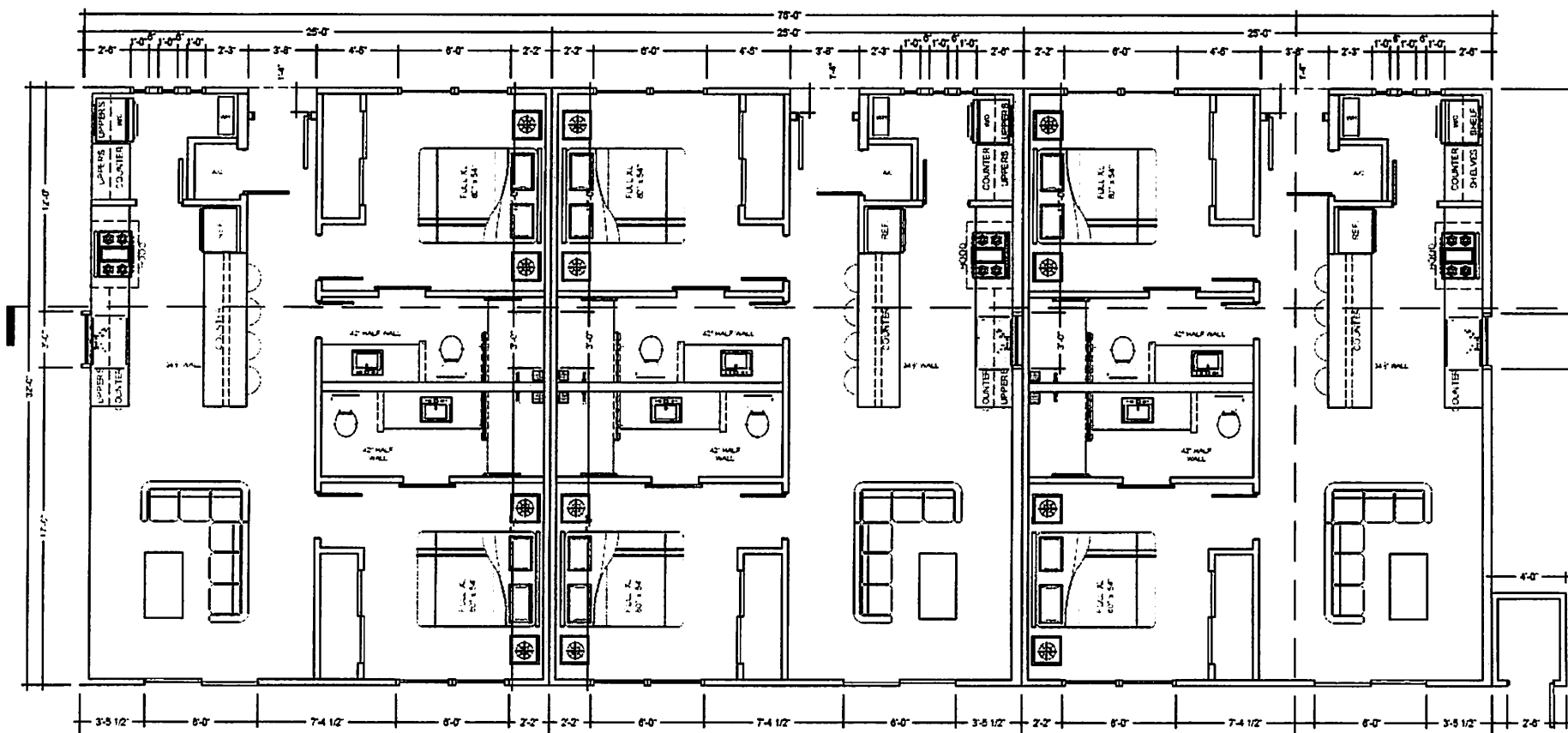
**Staff Recommendation:** Approval; subject to building permit process.



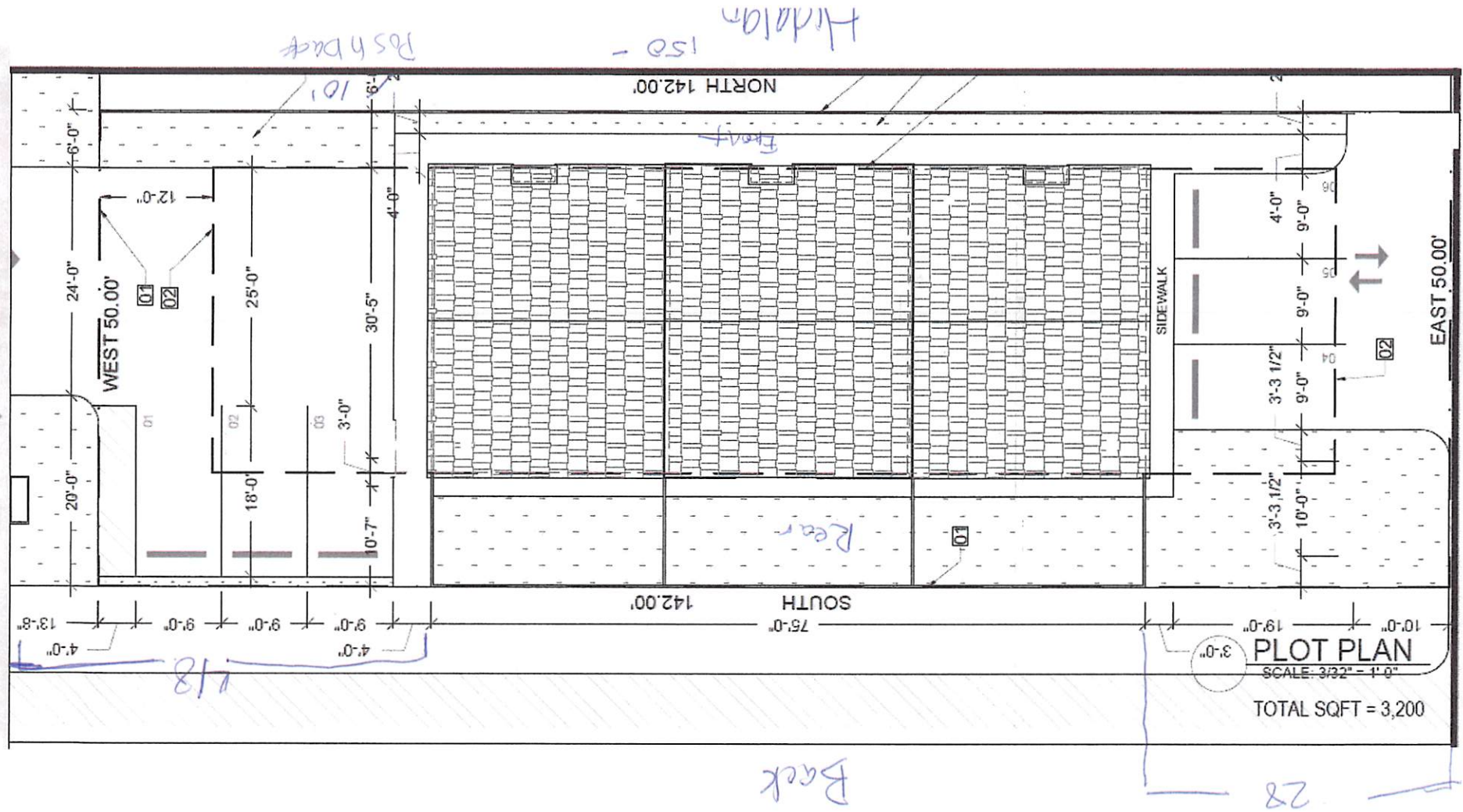


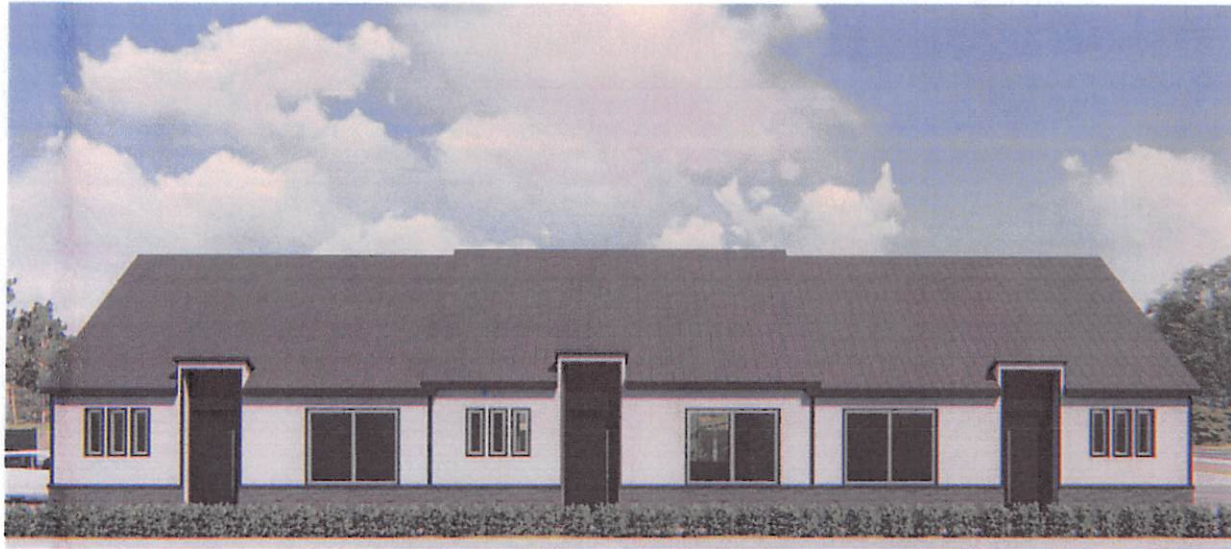


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Colorado







**ORDINANCE NO. 2022-\_\_\_\_\_**

**AN ORDINANCE CHANGING THE CLASSIFICATION FOR ZONING PURPOSES OF THE FOLLOWING TRACT OF LAND:  
MERCEDES ORIGINAL TOWNSITE LOT 24 BLK 69, FROM CLASS "B" TWO FAMILY RESIDENCE TO CLASS "C-1" APARTMENT DISTRICT;  
PROVIDING FOR A SAVINGS AND REPEAL CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on the 1<sup>st</sup> day of August, 2022 a public hearing was held for the purpose of hearing any objections as to why: Mercedes Original Townsite Lot 24 Block 69, Mercedes, Hidalgo County, Texas, should be rezoned and classified as follows: from a Class "B" Two Family Residence to a Class "C-1" Apartment District.

**WHEREAS**, the City Commission at its Regular Meeting of August 16<sup>th</sup> , 2022, 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:** MERCEDES ORIGINAL TOWNSITE LOT 24 BLOCK 69, FROM "B" TWO FAMILY RESIDENCE TO CLASS "C-1" APARTMENT DISTRICT, Mercedes, Hidalgo County, Texas, should be rezoned and classified as follows: from a Class "B" Two Family Residence to a Class "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 16<sup>th</sup> DAY OF AUGUST 2022.**

**PASSED, APPROVED AND ADOPTED ON SECOND READING THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

**CITY OF MERCEDES**

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**Oscar D. Montoya, Sr., Mayor**

**ATTEST:**

**APPROVED AS TO FORM:**

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**Joselynn Castillo**  
**City Secretary**

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**Martie Garcia Vela**  
**City Attorney**

**ORDINANCE NO.  
2022-17**

**AN ORDINANCE PROHIBITING THE PROCESSING, STORAGE,  
APPLICATION, DISPOSAL, AND TREATMENT OF MUNICIPAL  
SOLID WASTE AND WASTEWATER**

**Sec. 1. Purpose.**

The purpose of this Ordinance is to protect, preserve and promote public health, safety and welfare and the environment by prohibiting within the City of Mercedes the processing, storage, application, disposal, and treatment of municipal solid waste and wastewater.

**Sec. 2. Definitions.**

For the purposes of this Ordinance, the following words, terms and phrases shall have the meanings respectively ascribed to them by this section, except where the context clearly indicates a different meaning:

a) “*Application*” shall mean the physical act of placing or spreading natural gas waste or oil waste on any road or real property located within the Town of Glastonbury.

b) “*Disposal*” shall mean the discharge, deposit, injection, dumping, spilling, leaking or placing of industrial, liquid or hazardous waste into or on land, water or the City’s Utility System.

c) “*Liquid Waste*”

d) “*Wastewater*” shall mean Industrial waste, sewage or other waste including that which may be combined with any water, ground water, surface water or storm water, whether treated or untreated.

e) “*Oil extraction activities*” shall mean all geologic or geophysical activities related to the exploration for or extraction of oil, including, but not limited, to, core and rotary drilling and hydraulic fracturing.

f) “*Oil waste*” shall mean: 1) any liquid or solid waste or its constituents that is generated as a result of oil extraction activities, which may consist of water, brine, chemicals, naturally occurring radioactive materials, heavy metals, or other contaminants; 2) leachate from solid wastes associated with oil extraction activities; and 3) any products or byproducts resulting from the treatment, processing, or modification of any of the above wastes.

**Sec. 3. Prohibitions.**

1. The processing, storage, application and treatment of municipal solid waste and wastewater, whether or not such waste has received approval for use by TCEQ (Texas Commission on Environmental Quality) or any other regulatory body, on any road or real property located within the City for any purpose is prohibited, unless operation is carried out by the City.

2. The introduction of municipal solid waste by product from the processing, storage and treatment of municipal solid waste or wastewater, including wastewater (treated or untreated), into any wastewater collection system and wastewater treatment facility within or operated by the City is

prohibited.

3. The introduction of municipal solid waste by product from the processing, storage and treatment of municipal solid waste or wastewater, including wastewater (treated or untreated), into any solid waste management facility within or operated by the City is prohibited.

4. The storage, disposal, application, sale, acquisition, handling, transfer, treatment and/or processing of municipal solid waste and wastewater from domestic septic tanks, portable toilets, domestic and commercial grease traps, and wastewater sludges activities is prohibited within the City, unless operation is carried out by the City.

**Sec. 4. Bid specifications of the City related to the construction, repair or maintenance of Town owned and/or maintained roads or real property within the Town.**

All bid specifications of the City related to either (a) the purchase or acquisition of materials by the Town to be used to construct, repair or maintain any City owned and/or maintained road or real property within the City or (b) the performance of services for the City to construct, repair or maintain any City owned and/or maintained road or real property within the City, shall include a requirement that each bidder shall provide a certification to the City in its bid response that, in connection with the bid and if it is awarded the purchase order or contract by the City, in connection with any purchase order or contract, it shall not be in violation of any provision of Section 13-52 of this Ordinance.

**Sec. 5. Fines and Penalties.**

In response to a violation of any provision of Section 13-52 of this Ordinance, the City may impose the following fines and penalties:

- A. A fine of two thousand dollars (\$2,000) for each separate offense or violation.
- B. The City is also authorized to take any other action, or exercise any other remedy or assess any other fines or penalties as may be allowed or permitted at law or in equity.
- C. Any and all remedies shall be cumulative and two or more remedies may be exercised at the same time.

**Sec. 6. Severability.**

The provisions of this Ordinance are hereby declared to be severable. If any clause, sentence, paragraph, subdivision, section or part of this Ordinance or the application thereof to any person, individual, corporation, firm, partnership, entity or circumstance shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, effect or invalidate the remainder of this Ordinance, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this Ordinance or in its application to the person, individual, corporation, firm, partnership, entity or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

**Sec. 7. Effective Date.**

This Ordinance shall become effective ten (10) days after publication in a newspaper having

substantial, continuous circulation within the City.

**PASSED AND APPROVED ON FIRST READING THIS THE 16<sup>TH</sup> DAY OF AUGUST, 2022.**

**PASSED, APPROVED, AND ADOPTED ON SECOND READING THIS THE 6<sup>TH</sup> DAY OF SEPTEMBER, 2022.**

ATTEST:

\_\_\_\_\_  
Joselynn Castillo, City Secretary

\_\_\_\_\_  
Oscar D. Montoya Sr., Mayor

APPROVED:

\_\_\_\_\_  
Martie Garcia-Vela, City Attorney

**CONSENT ITEM : YES**

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**DATE:** August 16, 2022**FROM:** Joaquin Hernandez Jr., Public Works Director**ITEM:** Discussion and Possible Action of a Budget Amendment Request to Transfer Three (3) Planning Department Positions to the Public Works Department

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**BACKGROUND INFORMATION:** Public Works is requesting the approval to transfer three (3) positions from the Planning Department to the Public Works Department. All three positions are currently under the supervision of the Public Works Department and have been for approximately three years.**BOARD REVIEW/CITIZEN FEEDBACK:** N/A**ALTERNATIVES/OPTIONS:** N/A**FISCAL IMPACT:** N/A

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

**Finance Review by:** Nereida Perez, Finance Director**LEGAL REVIEW:** N/A**ATTACHMENTS:** Budget Amendment Form**DRAFT MOTION:** Move to approve the budget amendment request.

FUND: 01  
DEPT: 520 TO 528 & 530

**Justification/Explanation for change:**  
TRANSFER OF EMPLOYEES TO PW

CITY MANAGER	DATE	MAYOR	DATE
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**CONSENT ITEM :**

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**DATE:** August 10, 2022  
**FROM:** Alberto Perez  
**ITEM:** Management Items

**Discussion and possible action to direct City Manager to update the City, School and Neighborhood maintenance initiative.**

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**BACKGROUND INFORMATION:**

With City of Mercedes school kids getting ready to head back to school, the City Of Mercedes will need to ensure walkways kids take to and from school are maintained free of weeds and tall grass for their safety and security.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**ALTERNATIVES/OPTIONS:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** Martie Garcia

**ATTACHMENTS:** N/A

**DRAFT MOTION:** Move to approve the updated City, School and Neighborhood maintenance initiative.



**CONSENT ITEM : NO**

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**DATE:** August 16, 2022**FROM:** Nereida Perez, Finance Director**ITEM:** Discussion and Possible Action to Vote on Proposed Tax Rate for 2021

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**BACKGROUND INFORMATION:**

The adopted property tax rate for 2021 was \$0.7750/\$100 and staff is recommending we keep the property tax rate the same for 2022.

The tax rate would be \$0.7750/100, with \$0.3132 deposited into the I & S fund for our debt payments and \$0.4618 deposited into the M & O for general operations.

There is a slight increase on the debt rate due to the payment for Series 2021. The payment for year 2021 was a partial payment and for 2022 we will be making our first full payment.

A vote is required by the governing body on the proposed tax rate so that we can publish the tax notice.

The City of Mercedes is also required to hold one public hearing before the adoption of the tax rate.

Below are the proposed dates for the public hearing and adoption of the tax rate:

Public Hearing-September 6<sup>th</sup>

Meeting to Adopt tax Rate-September 13<sup>th</sup>

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**ALTERNATIVES/OPTIONS:** N/A

**FISCAL IMPACT:** Fiscal year 2022-2023

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

**Finance Review by:** Nereida Perez, Finance Director

**LEGAL REVIEW:**

**ATTACHMENTS:**

1. Benchmark rates provided by the County
2. Calculations on increase

**DRAFT MOTION:** Move to approve proposed tax rate.

# 2022 Governing Body Summary #1A\*

## Benchmark 2022 Tax Rates

### City of Mercedes

Date: 07/29/2022 04:17 PM

DESCRIPTION OF TAX RATE	TAX RATE PER \$100	THIS YEAR'S TAX LEVY**	ADDITIONAL TAX LEVY
No-New-Revenue Tax Rate	\$0.7317	\$5,295,572	
One Percent \$100 Tax Increase***	\$0.7390	\$5,348,405	\$52,833
One Cent per \$100 Tax Increase***	\$0.741700	\$5,367,945	\$72,373
De Minimis Rate	\$0.8564	\$6,198,070	\$902,498
VAR NOT adjusted for Unused Increment Rate	\$0.8087	\$5,852,848	\$557,276
VAR adjusted for Unused Increment Rate	\$0.8622	\$6,240,047	\$944,475
Last Year's Tax Rate	\$0.7750	\$5,608,949	\$313,377
Proposed Tax Rate	\$0	\$0	\$-5,295,572

\*These figures are provided as estimates of possible outcomes resulting from varying the tax rate. Please be aware that these are only estimates and should not be used alone in making budgetary decisions.

\*\*Tax levies are calculated using line 21 of the No-New-Revenue Tax Rate Worksheet and this year's frozen tax levy on homesteads of the elderly or disabled.

\*\*\*Tax increase compared to no-new-revenue tax rate.

CITY OF MERCEDES, TEXAS  
SCHEDULE TO COMPUTE ESTIMATED  
PROPERTY TAX REVENUE FOR  
**FISCAL 2022 - 2023 BUDGET**

		2022-2023 0% Increase			2022-2023 <b>CERTIFIED</b>			2021-2022 <b>CERTIFIED</b>		
CERTIFIED TOTALS REPORT DATE:		PROPOSED TAX RATE			No New Revenue Tax Rate			APPROVED TAX RATE ALLOCATION		
		M & O FUND	I & S FUND	TOTAL	M & O FUND	I & S FUND	TOTAL	M & O FUND	I & S FUND	TOTAL
FROM 2021 CERTIFIED TOTALS (w/out adjustments)	\$ 723,735,400									
APPROVED TAX RATES:		\$ 0.4618	\$ 0.3132	\$ 0.7750	\$ 0.4185	\$ 0.3132	\$ 0.7317	\$ 0.4678	\$ 0.3072	\$ 0.7750
ESTIMATED PROPERTY TAX REVENUES		3,342,210	2,266,739	5,608,949	3,028,833	2,266,739	5,295,572	3,161,086	2,075,857	5,236,943
ADD:										
ACTUAL TAX FROM 2016 CERTIFIED TOTALS		-	-	-	-	-	-	-	-	-
TOTAL ESTIMATED PROPERTY TAX REVENUE		3,342,210	2,266,739	5,608,949	3,028,833	2,266,739	5,295,572	3,161,086	2,075,857	5,236,943
ESTIMATED COLLECTION RATE / COLLECTION \$:	96.00%	<b>3,208,522</b>	2,176,070	5,384,591	<b>2,907,679</b>	2,176,070	5,083,749	<b>3,034,643</b>	1,992,822	5,027,465
LESS:										
ESTIMATED <b>TIRZ</b> FUNDING	35,868,270		-	-		-	-		-	-
TOTAL ESTIMATED PAYMENTS FROM M&O FUND		-	-	-	-	-	-	-	-	-
NET PROPERTY TAX REVENUES (ACCRUAL FOR BUDGET)		<b>\$ 3,208,522</b>	<b>\$ 2,176,070</b>	<b>\$ 5,384,591</b>	<b>\$ 2,907,679</b>	<b>\$ 2,176,070</b>	<b>\$ 5,083,749</b>	<b>\$ 3,034,643</b>	<b>\$ 1,992,822</b>	<b>\$ 5,027,465</b>

**Property Tax Rate Comparison**

		2022-2023		No change in Home Value		Tax Rate		Home Value Increase		Tax Rate	
2022 Certified Totals		723,735,400		80,000		0.7750	620.00	100,000		0.7750	775.00
2021 Certified Totals		675,734,556		80,000		0.7750	620.00	80,000		0.7750	620.00
Change from PY	7.10%	<b>48,000,844</b>	313,377			Yrly	\$ -			Yrly	\$ 155
						Mthly	\$ -			Mthly	\$ 12.92
		2021-2022		2020-2021		Home Value Decrease		Tax Rate			
Tax Rate		<b>\$0.7750/\$100</b>	\$0.7750/\$100	\$0.7750/\$100		70,000		0.7750	542.50		
No New Revenue Tax Rate		\$0.7317/\$100	\$0.7090/\$100	\$0.7090/\$100		80,000		0.7750	620.00		
No New Revenue Maintenance & Operations Tax Rate:		\$0.4742/\$100	\$0.4761/\$100	\$0.4761/\$100				Yrly	\$ (78)		
Voter Approval Maintenance & Operations Rate		\$0.5856/\$100	\$0.5490/\$100	\$0.5490/\$100				Mthly	\$ (6)		
Debt Rate:		\$0.3132/\$100	\$0.2535/\$100	\$0.2535/\$100							
Voter Approval Tax Rate		\$0.8988/\$100	\$0.8025/\$100	\$0.8025/\$100							
Voter Approval Tax Rate adjusted for Unused Increment		\$0.8622/\$100	\$0.8286/\$100	\$0.8286/\$100							
De minimis rate: Notice & Hearing Limit		\$0.8564/\$100	\$0.0000/\$100	\$0.0000/\$100							

Total Debt for 2022-2023	
General Fund	2,279,065
Enterprise Fund	947,583
Total Debt 2019-2020	<b>3,226,648</b>

Total Debt for 2021-2022	
General Fund	2,079,095
Enterprise Fund	777,576
Total Debt 2018-2019	<b>2,856,671</b>

**CONSENT ITEM :**

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**DATE:** August 10, 2022  
**FROM:** Alberto Perez  
**ITEM:** Management Items

**Discussion and possible action to direct City Manager to update the City, School and Neighborhood maintenance initiative.**

---

**BACKGROUND INFORMATION:**

With City of Mercedes school kids getting ready to head back to school, the City Of Mercedes will need to ensure walkways kids take to and from school are maintained free of weeds and tall grass for their safety and security.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**ALTERNATIVES/OPTIONS:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** Martie Garcia

**ATTACHMENTS:** N/A

**DRAFT MOTION:** Move to approve the updated City, School and Neighborhood maintenance initiative.

**AGENDA ITEM NO.** 10A**CONSENT ITEM : NO****DATE:** August 16, 2021**FROM:** Pedro Estrada, Chief of Police**ITEM:** **Approval of Interlocal Agreement between Mercedes Independent School District and the Mercedes Police Department**

**BACKGROUND INFORMATION:** Attached is the Interlocal Agreement regarding Police Services for Mercedes ISD. The contract has been reviewed by the city's legal team, as well as Mercedes ISD legal team.

The Mercedes Police Department is respectfully suggesting approval of the Interlocal Agreement for Fiscal Year 2022-2023.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A**ALTERNATIVES/OPTIONS:** N/A**FISCAL IMPACT:** N/A

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

**Finance Review by:****LEGAL REVIEW:** Martie Garcia Vela**ATTACHMENTS:**

1. Interlocal Cooperation Agreement for Police Services

**DRAFT MOTION:** Move to approve the Interlocal Agreement.

## **INTERLOCAL AGREEMENT FOR POLICE SERVICES**

This INTERLOCAL AGREEMENT FOR POLICE SERVICES (Agreement) is made by and between the City of Mercedes, Texas (Contractor) and the Mercedes Independent School District (Agency) on this the day \_\_\_\_\_ of August, 2022.

### **PREMISES**

Whereas, Chapter 791 of the Texas Government Code authorizes local governments to contract with each other to provide governmental functions and services, and

Whereas, the Texas Education Code §37.081 gives the Board of Trustees of AGENCY the power to employ security personnel and commissioned peace officers to carry out the effects of that Chapter, and

Whereas, the City of Mercedes, Texas is a Texas Municipality and Home Rule City as set forth in VTCA Government Codes §791.003 (4), and

Whereas, the Mercedes Independent School District is a Texas School District and local government entity as set forth in the VTCA Government Code §791.003, and

Whereas, the Mercedes Independent School District School Resource Officers and the City of Mercedes all have the authority to perform law enforcement actions within their respective jurisdictional areas, and

Whereas, the Parties are of the opinion that achieving the objectives of law enforcement, the protection of students, and maintenance of a safe learning environment within the Mercedes Independent School District can be facilitated by establishing a cooperative approach to law enforcement, and that the performance of this Agreement is in the common interest of both parties and that the division of cost fairly compensates the performing party for the services under this contract,

Whereas, the parties, in performing governmental functions or in paying for the performance of governmental functions hereunder shall make the performance, or those payments from current revenues legally available to each party:

Now therefore, in consideration of the promises and mutual covenants herein contained, it as agreed, under the authority of Section 791.001-791.029 of the Texas Government code, as follows:

## **AGREEMENT**

### **ARTICLE 1. STATEMENT OF WORK:**

CONTRACTOR agrees to perform the following, in a good professional manner:

- I. CONTRACTOR shall assign and provide to AGENCY'S campuses Five (5) Texas Certified Police Officers during the 2022-2023 school year in accordance with the dates set forth in Article 5 of this agreement. Specific campus and time assignments will be mutually agreed to by the Contractor and AGENCY. Time assignments are not limited to any particular time of day. CONTRACTOR agrees that officers may be assigned to sporting events or other extra-curricular activities.
- II. CONTRACTOR will Assign contracted Police Offices to provide police presence on and around school campuses and all AGENCY property, including, without limitation, traffic enforcement and pedestrian crosswalk policing, etc. The Chief of Police shall assign the duties of each officer taking into account the safety of each student, school district employee, and non-school person.
- III. CONTRACTOR shall ensure that assigned officers comply with all departmental policies and procedures, including but not limited to, city policies and state and federal statutes, procedures and directives.
- IV. Contracted Police Officers may execute investigative and arrest authority.
- V. Contracted Police Officers shall function as Certified Peace Officers of the State of Texas and shall comply with all duties and obligations, which they have under state and federal law as licensed peace officers.
- VI. CONTRACTOR will supply five (5) police vehicles as available.
- VII. AGENCY agrees to pay overtime for additional officers for sporting events, parades, other extra-curricular activities that require more than the number of Contracted Police Officers.

### **ARTICLE 2. OBJECTIVES:**

CONTRACTOR with the cooperation of the AGENCY is employed to carry out the purposes of Chapter 37, Texas Education Code, Safe Schools to include, but not limited to the following:

1. Provide a safe learning environment by fulfilling their obligations as licensed peace officer.

2. Serve as visible deterrent, through their presence and action as peace officers to reduce drug abuse, alcohol abuse and other crime amongst students.
3. Educate faculty in the following:
  - Identification of gangs and their effects
  - Identification of drugs and their effects
  - Training and preparation for safety measures; active shooter training(s)
4. Participate in other school activities and events when appropriate.
5. Report incidents (in writing) of a delinquent criminal nature to the campus Principal and the Chief of Police.
6. Take positive enforcement action as a law enforcement officer when confronted by a violation of Federal Law, State Law and any City Ordinance.
7. Promote and support organizational strategies of the district to address the causes and reduce the fear of crime and social disorder through problem solving tactics and their work as peace officers within the district.

### **ARTICLE 3. DUTIES AND RESPONSIBILITIES OF AGENCY:**

The AGENCY will provide the following to the CONTRACTOR:

1. Reimburse the City of Mercedes for all costs associated with Salaries and Fringe Benefits for the Contracted Peace Officers.
2. Will assign office space on campus.
3. Access to telephones.
4. Administrative and clerical support whenever possible from the campus and central office.
5. Supplies and materials within an approved budget
6. Costs associated with uniforms and training as needed to maintain school-based policing; and
7. Other support as requested.

### **ARTICLE 4. JURISDICTION AND SCOPE OF DUTIES OF EMPLOYED OFFICERS**



The AGENCY hereby determines that the jurisdiction of any officer exercising the terms under this agreement shall include all territory, within the boundaries of the AGENCY and also all property outside the boundaries of the AGENCY that is owned, leased or rented by or otherwise under the control of the AGENCY. The AGENCY further determines that the Police Officers assigned under this agreement shall have the following powers:

- I. All the powers, privileges and immunities as police officers when working as police officers for the AGENCY.
- II. The powers to enforce all laws, including municipal ordinances, and state laws and may, in accordance with Chapter 52, Texas Family Code, take a juvenile into custody.
- III. The power to enforce any and all laws of the State of Texas and the rules of the AGENCY which have a direct bearing on the safety and welfare of students within the AGENCY.
- IV. The power, jurisdiction and lawful authority to provide police services under the terms of this agreement even if said police officers are off duty. However, nothing in this agreement shall require any Mercedes Police Officer to provide police services pursuant to this agreement if off duty.
- V. With regards to the jurisdiction of police officers exercising their authority in areas owned, leased or rented by or otherwise under the control of the AGENCY not located within the city limits of the CONTRACTOR. Police Officers will exercise their authority and shall detain any juvenile or adult for the violations of state law and then contact the appropriate law enforcement agency having jurisdiction of the AGENCY School in question for the purpose of proceeding forward with the proper reporting and processing of cases to the Hidalgo County Juvenile Probation Department of the Hidalgo County District Attorney's Office for prosecution.
- VI. Any other powers necessary to carry out the effects of Texas Education Code Chapter 37, particularly 37.081.

**ARTICLE 5. TERMS AND DATES OF CONTRACT:**

The period of performance of the agreement shall commence on the 1<sup>st</sup> day of September, 2022 and shall end on the 31<sup>st</sup> day of August, 2023. This is based on a regular City of Mercedes Police Officer work year. No cost will be incurred or charged on the agreement prior to the starting date or after the ending date. All days are payable based on eight (8) hour day terms.

**ARTICLE 6. SUPPLEMENTAL DUTY PAY:**

Agency agrees to pay supplemental duty pay for the services of any and all uniformed, sworn law enforcement personnel for the purposes of providing security and crowd control for athletic and special events sponsored by the Agency. Arrangements will be made between the Safe Schools Coordinator and/or the Athletic Director. The Contractor will provide the number of officers reasonably necessary as requested by the Agency for any such event subject to availability of officers. The Agency shall reimburse Contractor for the actual rate of pay Contractor expends and/or is responsible for compensating individual officer(s) for the time spent in providing Agency Supplemental Duty services.

**ARTICLE 7. CONSIDERATION:**

It is estimated that the total cost of the basic agreement (excluding supplemental duty pay) will not exceed \$336,669.45 and the CONTRACTOR agrees to use its best effort to perform all work described for this estimated cost. If at any time it is determined by the CONTRACTOR that the total cost for performance of said work will be greater than the above estimated cost, then CONTRACTOR shall notify AGENCY of such excess cost, giving its revised estimate of the total cost. AGENCY is not obligated to pay any amount exceeding the estimated cost indicated in this section unless such amount is approved by AGENCY in writing before the cost is incurred nor is the CONTRACTOR obligated to perform any such work after such determination until approved of such excess amount.

Item	Qty	Unit Cost	Total
Certified Police Officers	5	\$67,333.89 (annual salary including FICA/MED and fringe benefits)	\$336,669.45
<b>TOTAL</b>			<b>\$336,669.45</b>

Mercedes ISD (agrees to reimburse the City of Mercedes for costs associated with fuel, maintenance and/or repair of vehicles and equipment incurred during the time the Contracted Peace Officers are on duty for Mercedes ISD.

**ARTICLE 8. PAYMENT:**

Payment for services will be processed only when proper documentation has been provided for the AGENCY business office for payment. Proper business accounting will be utilized. CONTRACTOR shall bill AGENCY on a monthly basis and shall not bill AGENCY for a service period that exceeds thirty days (30) of service to AGENCY. Once proper documentation has been provided to the AGENCY, payment will be processed within 15-30 days.

**ARTICLE 9. MEDIATION:**

It is the policy of the State of Texas to encourage resolution of any disputes through alternative dispute resolution procedures such as non-binding mediation. Any dispute between the parties to this agreement, which is not resolved through informal discussion, may be submitted to a mutually acceptable mediation service or provider for non-binding mediation. The to the mediation shall bear the mediation costs equally. This paragraph does not preclude a party from seeking legal or equitable relief from a court of competent jurisdiction.

**ARTICLE 10. VENUE AND JURISDICTION:**

The parties acknowledge that exclusive jurisdiction and venue for any such action for breach of this agreement shall be Hidalgo County, Texas.

**ARTICLE 11. MODIFICATION OF AGREEMENT:**

This document constitutes the entire agreement between the AGENCY and CONTRACTOR and may be modified only by written agreement executed by both the AGENCY and CONTRACTOR.

**ARTICLE 12. DUTIES:**

Officers shall only be assigned duties by the AGENCY which are consistent with their existing obligations as licensed police officers under state law and which arise pursuant to their employment under Chapter 37, Texas Education Code (Exhibit C).

**ARTICLE 13. NO WAIVER OF GOVERNMENTAL IMMUNITY:**

Neither the AGENCY nor CONTRACTOR, via this contract, waive governmental immunity from suit, or from liability, except as expressly set forth by the Texas Legislature in the Texas Local Government Code. The fact that the AGENCY and the CONTRACTOR have entered into this agreement shall not in any way, constitute a deliberate waiver of immunity by either entity, which immunities are expressly reserved by both parties.

**ARTICLE 14. CITY NOT LIABLE FOR ACTIONS DIRECTED BY DISTRICT:**

CONTRACTOR shall not be liable to the AGENCY or to any third party for any act or omission Mercedes of any Mercedes Police Officer who is at the time acting under the direction of any officer, administrator or employee of the district.

**CONTRACTOR:**

City of Mercedes

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Oscar D. Montoya  
Mayor

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Alberto Perez  
City Manager

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Pedro Estrada  
Chief of Police

---

Joselynn Castillo  
City Secretary

**AGENCY:**

Mercedes Independent School District

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President, Mercedes I.S.D.  
Board of Trustees

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Mercedes I.S.D. Superintendent of Schools

**CONSENT ITEM : NO**

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**DATE:** August 16, 2022

**FROM:** Joaquin Hernandez Jr., Public Works Director

**ITEM:** Discussion and Possible Action to Approve Animal Control Operation & Impoundment Contract Agreement with the City of Weslaco

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**BACKGROUND INFORMATION:** The City of Mercedes currently has a contract agreement with the City of Weslaco regarding animal services such as animal impoundment, animal disposal, euthanizing, and other services which at the moment the City of Mercedes cannot perform. The City of Weslaco has revised their fees in the Animal Control Operations and Impoundment Interlocal Agreement.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**ALTERNATIVES/OPTIONS:** N/A

**FISCAL IMPACT:** N/A

**Proposed Expenditure/(Revenue):**

**Account Number(s):**

**Finance Review by:** N/A.

**LEGAL REVIEW:** Law office of Martie Garcia Vela

**ATTACHMENTS:** Interlocal Agreement with the City of Weslaco

**DRAFT MOTION:** Move to approve the revised Animal Control Operation & Impoundment Contract.

STATE OF TEXAS           §                   **INTERLOCAL AGREEMENT**

COUNTY OF HIDALGO   §

SERVICE CONTRACT    §

**THIS AGREEMENT** is made this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the **CITY OF WESLACO**, a Home Rule Municipal Corporation, hereinafter referred to as “**CITY**” located at 255 S. Kansas Avenue, Weslaco, Hidalgo County, Texas 78596 and **CITY OF MERCEDES** a Home Rule Municipal Corporation, hereinafter referred to as “**MERCEDES**”, located at 400 South Ohio St. Mercedes, Hidalgo County, Texas 78570.

### **RECITALS**

**WHEREAS**, MERCEDES desires to engage with CITY for the provision of certain professional services, therefore CITY and MERCEDES mutually agree as follows:

### **SECTION I CONTRACT AGREEMENT**

CITY agrees to provide MERCEDES Animal Control Operations and Impoundment as follows:

A. Impoundment services and all available information pertinent to said services, including reports and any other related data. CITY shall be responsible for the professional quality, technical accuracy, and the coordination of services furnished to MERCEDES.

B. CITY shall perform the professional services necessary to accomplish the work specified in this Agreement in accordance with all applicable State and Federal requirements in effect on the date of execution.

C. CITY will provide blank door tags and MERCEDES must provide individual door tags for each animal brought into CITY’S facility.

D. MERCEDES must submit all documentation needed for owner relinquished animals and quarantine animals, which include owner relinquish forms and dog bite reports.

E. MERCEDES must give CITY prompt written notice whenever MERCEDES observes or otherwise becomes aware of any deficiencies in CITY services.

F. Hours of operation:

- Citizens of Mercedes may drop off animals at the shelter from 8:00 a.m. to 5:00 p.m. Monday through Friday and 9:00 a.m. to 11:00 a.m. Saturdays and Sundays.

## **SECTION II CALL NOTIFICATION / REPRESENTATIVE**

Each party will have a designated representative to receive any notices under this agreement and to act on their behalf as follows:

i) **CITY OF MERCEDES**

Joaquin Hernandez, Public Works Director  
400 South Ohio St.  
Mercedes, Texas 78570

ii) **CITY OF WESLACO**

Jose Angel Pedraza, Health Official.  
255 S. Kansas Avenue  
Weslaco, Texas 78596

No other representative from MERCEDES may request services from CITY.

All notices required or permitted herein must be in writing and shall be forwarded by United States Mail, by Registered or Certified Mail, Return Receipt Requested, Postage Prepaid, to the party whom notice is to be given at the address set forth above or to such address as either party hereto may designate to the other by notice from time to time for the purpose. Notices shall be deemed given upon deposit in a receptacle of the United States Postal Service.

## **SECTION III PAYMENTS AND FEES**

MERCEDES agrees to pay CITY for services contracted herein as follows:

- A. MERCEDES shall pay CITY \$65.00 per animal impounded at CITY'S shelter.
- B. MERCEDES shall pay CITY \$55.00 per deceased animal taken to CITY'S shelter.
- C. MERCEDES citizens seeking to reclaim animals shall pay fees as set by CITY.
- D. MERCEDES citizens who drop off animals at the Weslaco Animal Care Facility will not be assessed a fee.
- E. MERCEDES shall pay CITY \$150.00 to tranquilize or euthanize an animal on site
- F. MERCEDES shall pay CITY \$250.00 to quarantine an animal.

Invoicing shall be completed in accordance with CITY'S Finance Department regulations and an activity log will be provided with MERCEDES'S invoice.

MERCEDES will approve all work submitted and authorize all payments made for services within 30 days from receipt of CITY'S invoice.

#### **SECTION IV CHOICE OF LAW**

This Agreement shall be governed by the laws of the State of Texas. Venue and jurisdiction shall lie in Hidalgo County, Texas.

#### **SECTION V TERM OF AGREEMENT AND TERMINATION**

- A. This Agreement shall be for an initial term of one year, effective \_\_\_\_\_, 2022 and shall continue in full-force and effect through October 1, 2023.
- B. Either party to this Agreement shall have the right to terminate this Contract at any time without cause after 30 days written notice and upon payment to CITY for services rendered and obligations incurred to date.

#### **SECTION VI NON-APPROPRIATIONS**

If MERCEDES cannot appropriate sufficient funding to fulfill its contractual obligations under this agreement, then CITY has the right to terminate this contract by providing ten (10) days written notice to MERCEDES.

#### **SECTION VII MEDIATION**

It is the intent of the parties that litigation be avoided, and in order to allow for the quick resolution of any and all disputes, if any, the parties hereby agree that any claims, demands or disputes that cannot be amicably resolved between the parties upon written request by either party shall be submitted within two (2) weeks to a neutral, trained third party for assistance in dispute resolution by means of non-binding mediation. The parties agree to share cost of mediation equally.

#### **SECTION VIII HOLD HARMLESS**

To the extent permitted under the Constitution and laws of the State of Texas City Of Mercedes agrees to indemnify and hold harmless and defend City, its agents, employees and officers from



and against any claim, loss, damage, liability and expense, including reasonable attorney's fees, incurred or suffered by it, by reason of any and all claims, demands or causes of action asserted or that may be asserted, against any or all of the above named parties, whether alleging intentional or negligent acts or omissions, and whether seeking compensatory or punitive damages, and involving, arising out of, or in any manner related to this agreement.

**IN WITNESS WHEREOF**, CITY and MERCEDES have executed three (3) copies of this Agreement as of the date set forth above.

**CITY OF WESLACO**

BY: \_\_\_\_\_  
David Suarez, Mayor

255 S Kansas  
Weslaco, Texas 78596  
Phone: 956.968.3181  
Fax: 956.973.3128

**ATTEST:**

BY: \_\_\_\_\_  
Norma Cantu, City Secretary

**APPROVED AS TO FORM ONLY:**

Juan E. Gonzalez  
Attorney at Law

\_\_\_\_\_  
City Attorney

**CITY OF MERCEDES**

BY: \_\_\_\_\_  
Oscar Montoya, Mayor

City Of Mercedes  
400 S Ohio St.

Mercedes, Texas 78570  
956-565-3114

**ATTEST:**

BY: \_\_\_\_\_  
Joselynn Castillo, City Secretary

**APPROVED AS TO FORM ONLY:**

\_\_\_\_\_  
Alberto Perez, City Manager

**CONSENT ITEM : NO**

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**DATE:** August 16, 2022**FROM:** Pedro Estrada, Chief of Police**ITEM:** **Discussion and Possible Action on Approval of Memorandum of Understanding (MOU) Addendum between the Children's Advocacy Center of Hidalgo and Starr Counties and the Mercedes Police Department**

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**BACKGROUND INFORMATION:** This Agreement is to support the concept and philosophy of the Children's Advocacy Center of Hidalgo and Starr Counties and to active involvement in implementation of its coordinated, multidisciplinary response to child abuse investigation, intervention, and prosecution.

**PURPOSE:** Addendum is required so that change in Chief's name can be made. Current Interim Chief's name will be added to the current MOU and carries with it the same responsibilities and commitment as those signatures appearing on the original document.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A**ALTERNATIVES/OPTIONS:** N/A**FISCAL IMPACT:** No**Proposed Expenditure/(Revenue):****Account Number(s):****Finance Review by:****LEGAL REVIEW:****ATTACHMENTS:** Interagency Memorandum of Understanding & Interagency Working Protocol  
MOU Addendum**DRAFT MOTION:** Move to Approve MOU Addendum



**Children's Advocacy Center of Hidalgo County**  
***Response to Commercial Sexual Exploitation of Youth***  
***(CSEY) Care Coordination Team - Working Guidelines***

Dedicated Inbox for Referrals

[carecooordiantionintake@cachsc.org](mailto:carecooordiantionintake@cachsc.org)

[Care Coordinator Phone Number; 24 hours 7 days a week](#)

**956-822-3788**

***Edinburg Office (All Services)***

525 W. Wisconsin Road  
Edinburg, Texas 78539  
956-287-9754 Main Office

***Mission Office (All Services)***

1116 North Conway Avenue  
Mission, Texas 78572

***Roma Office (All Services)***

1334 E. 4<sup>th</sup> Street  
Roma, Texas 78584

***Weslaco Office (Mental Health Only)***

111 E. 5<sup>th</sup> Street  
Weslaco, Texas 78596

### **Sex Trafficking: Family Code Definition**

Compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code, including compelling or encouraging the child in a manner that constitutes an offense of trafficking of persons under Section 20A.02(a)(7) or (8), Penal Code, solicitation of prostitution under Section 43.021, Penal Code, or compelling prostitution under Section 43.05(a)(2), Penal Code.

-Texas Family Code §261.001(1)(G)

Knowingly causing, permitting, encouraging, engaging in, or allowing a child to be trafficked in a manner punishable as an offense under Section 20A.02(a)(5), (6), (7), or (8), Penal Code, or the failure to make a reasonable effort to prevent a child from being trafficked in a manner punishable as an offense under any of those sections.

-Texas Family Code §261.001(1)(L)

### **Mission**

The Hidalgo County Care Coordination Team (HCCCT) Team is dedicated to creating a trauma informed and culturally aware approach, centered on education, identification, prevention, and elimination of child sex trafficking, while fostering respect, compassion, and safety for the victims in Hidalgo County by providing service providers and investigators with the necessary tools and effective up to date trainings to help survivors begin the healing process.

### **Vision**

Hidalgo County is an educated unified community providing victim support that is proactive in trauma informed care, preventing, and eliminating child sex trafficking through effective investigations, and successful prosecutions.

### **Guiding Principles**

- We will show compassion and utilize teamwork to accomplish the goals of each entity while prioritizing the welfare of the survivor above all else.
- We will prioritize the needs and well-being of the survivors while focusing on the strengths and resilience
- We will develop a plan and collaboration with the survivors and families that prioritizes and ensure their physical and emotional wellbeing.
- We will utilize a trauma-informed response to help restore safety, empowerment, and increase survivors' self-worth to bring about healing.
- We will adapt and have effective communication with family members of all cultural beliefs and values.
- We will be respectful and value the importance of roles and contributions of the survivors, families, and the CCT partners.

**I. Care Coordination Team (CCT)**

The CCT is an interagency collaboration which facilitates the efficient gathering and sharing of information relevant to a CSEY investigation and provides for enhanced services for the child and family. The CCT operates on the foundation of this working protocol, developed by its members to serve CSEY survivors in the most efficient and effective manner possible.

**PARTICIPATING AGENCIES**

- |  |  |
|--|--|
| • Alamo Police Department                            | • La Villa Police Department                         |
| • Alton Police Department                            | • McAllen ISD  |
| • BCFS HHS Common Thread                             | • McAllen Police Department                          |
| • BCFS HHS RGV Protects                              | • Mercedes Police Department                         |
| • Doctor's Hospital at Renaissance Health System     | • Mission Police Department                          |
| • Donna ISD Police Department                        | • Palmhurst Police Department                        |
| • Donna Police Department                            | • Palmview Police Department                         |
| • Edcouch Police Department                          | • Penitas Police Department                          |
| • Edinburg CISD Police Department                    | • Pharr Police Department                            |
| • Edinburg Police Department                         | • Progreso Police Department                         |
| • Elsa Police Department                             | • RST of South Texas                                 |
| • Hidalgo County Criminal District Attorney's Office | • San Juan Police Department                         |
| • Hidalgo County Sheriff's Office                    | • Sullivan City Police Department                    |
| • Hidalgo Police Department                          | • Texas Department of Family and Protective Services |
| • Judge Mario E. Ramirez Jr. Juvenile Justice Center | • Texas Department of Public Safety                  |
| • La Joya Police Department                          | • The Children's Advocacy Center of Hidalgo County   |
|  | • Weslaco Police Department                          |

The Hidalgo County CSEY CCT will serve youth under the age of 18 who scores a "clear concern" on the CSE-IT tool or who has been identified as high risk by a care coordination partner and/or when there is an allegation of trafficking that has been reported to DFPS Statewide Intake.

**The CCT commits to care coordination for victims of sex trafficking upon notification by:**

- Law Enforcement which includes Local, County, State and Federal Agencies
- Hidalgo County Criminal District Attorney's Office
- Department of Family and Protective Services (DFPS)
- Hidalgo County Children's Advocacy Center
- Hidalgo County Juvenile Services
- BCFS HHS Common Thread
- BCFS HHS RGV Protects
- Refugee Services of Texas (RST)
- Doctor's Hospital at Renaissance (DHR)

**Presumed Victim vs. Confirmed Victim:**

All recovered and identified victims of child sex trafficking are considered presumed victims, until there is confirmation of victimization. Evidence of exploitation can include but is not limited to recovery by law enforcement from an exploitative situation; an outcry; information from a SANE/SAFE or other medical evaluation, a perpetrator, another victim, or others that provides evidence of victimization; electronic evidence via social media accounts, or financial transactions.

**Roles and Responsibilities**

The role of each entity within the CSEY CCT is as follows:

**Hidalgo County Children's Advocacy Center as the Care Coordinator commits to:**

The Hidalgo County Children's Advocacy Center (HCCAC) serves as the CSEY Care Coordinator. The HCCAC coordinates with all participating agencies and service providers to ensure a strong, cohesive, and collaborative approach to all victims of CSEY from identification through the investigation process until case has been discharged from the Care Coordination Team. The Care Coordinator will also ensure resources are identified and utilized when needed and critical relationships are cultivated and maintained amongst the CSEY Care Coordination Team and community agencies. Care coordination will be provided by HCCAC to provide support for investigative partners and to facilitate the provision of resources and healing services for identified victims of child commercial exploitation/sex trafficking as well as high-risk youth as identified by the HCCAC, Hidalgo County Juvenile Services and/or child serving agencies, utilizing the Commercial Sexual Exploitation-Identification Tool (CSE-IT) or concerns expressed by care continuation partners. This may include referrals to community resources or social service agencies as facilitated by parental consent. It also may include a CCT staffing to ensure children in this subset population have access to appropriate services.

**HCCAC will provide direct services for:**

- Provide care coordination for the Hidalgo County CSEY CCT.
- Provide forensic interviews, when appropriate.
- Provide medical exams, when appropriate.

## CSEY Care Coordination Team - Working Protocol

- Provide family advocacy for CSEY and their families, when appropriate.
- Provide Case Management Services.
- Provide in-house therapeutic services to CSEY victims, when appropriate.
- Facilitate CSEY CCT case staffing.
- Facilitate investigative and services staffing.
- Facilitate care coordination team meetings.
- Ensure resources are identified and utilized when needed and critical relationships are cultivated and maintained with the CSEY CCT and community agencies.
- Conduct CSE-IT assessments on all children served at the HCCAC.
- Maintain a 24 hour on-call response for care coordination.
- Collect runaway information from CCT partners to assess for care coordination.
- Collect and report care coordination and performance information to the CSEY CCT and the Office of the Governor, Child Sex Trafficking Team and/or its designees.

### **HCCAC will coordinate referrals for:**

- Medical Services
- Therapeutic Services
- CSEY Advocate Services
- Shelter/Placement
- Texas RioGrande Legal Aid (TRLA)
- The National Center for Missing & Exploited Children (NCMEC)

### **BCFS HHS Common Thread and RST CSEY Advocates commits to:**

The role of BCFS HHS Common Thread and RST is to provide advocates for victims throughout the process of crisis response, crisis intervention, crisis management, and long-term care management. Advocates are responsible for personal contact and rapport with the victim from initial contact. Advocates manage coordination of services from the victim's side, ensuring that the victim is well heard and well served by other CST service providers. Advocacy services are provided in support of needs of law enforcement/first responders and service providers with prior relationships with victims.

- 24/7 Crisis Consultation via phone
- In Person crisis response following recovery
- Advocacy, Case Management
- CCT Workgroup Participation



## CSEY Care Coordination Team - Working Protocol

- Assist the HCCAC in Training CCT Partners (as availability allows)
- Serve Confirmed CST victims (with investigation)
- Serve Presumed CSEY with CSE-IT Scores of Clear Concern through age 18

### **Participating Law Enforcement Agencies commits to:**

A law enforcement agency may initiate an investigation into any circumstance occurring within its jurisdiction in which it is reasonably believed a child, younger than 18 years of age, has been trafficked in violation of the law as defined by Texas Penal Code, Chapter 20A.

A law enforcement agency having original jurisdiction to investigate such cases may also receive case referrals from any source. When original jurisdiction and/or initial investigative responsibility cannot be easily determined, the case should be referred to, and initially investigated by, a law enforcement agency according to the following general criteria in descending order of priority:

1. Location of offense.
2. Recovery location.
3. Location of victim's primary or last known residence.

Trafficking cases are often complex and multi-jurisdictional in nature, responding law enforcement personnel should take every reasonable step to first de-conflict such cases with other Federal, State, and local law enforcement agencies to mitigate any confusion, the potential for dual or simultaneous investigations, and any possible secondary harm caused to the victim(s).

- Initiate investigation as soon as possible but no later than 24 hours from the initial call.
- CSEY training for patrol, dispatch, and other personnel, as necessary.
- Adopt common and appropriate language and terms.
- In the event it is determined this law enforcement agency does not have/will not maintain jurisdiction, the agency will and shall do everything they can to aid the appropriate investigative agency
- Pledge the highest level of interagency coordination.
- Refer all CSE-IT "clear concern" or CSEY confirmed victims to Care Coordination within 24 hours.

### **Hidalgo County Criminal District Attorney's Office Commits to:**

The role of the Hidalgo County Criminal District Attorney's Office is to seek justice by filing, prosecuting, and/or pursuing appropriate criminal charges, juvenile petitions, and suits affecting the parent-child relationship. All charging, prosecuting, and case decisions shall be based upon the professional judgement and discretion of the Hidalgo County Criminal District Attorney's Office and will share information if allowed by law.

- To be a responsive partner and consult, as needed, to LE, DFPS and the CAC for consideration of CSEY case coordination.

## CSEY Care Coordination Team - Working Protocol

- Attend forensic interviews of alleged child victims and/or child witnesses, when available.
- Prosecute criminal cases of CSEY.
- Provide direction to ready a case for prosecution.
- Provide dispositions/dates of cases including grand jury findings, trials, and outcomes of prosecutions.
- Attend CCT meetings and provide relevant information to the Care Coordination Team

### **Hidalgo County Juvenile Services commits to:**

- Conducting a CSE-IT on every youth in their charge, at initial intake then every 30 days to follow.
- Referring all CSE-IT “clear concern” or CSEY confirmed victims to Care Coordination within 24 hours.
- Attend and participate in all CSEY CCT meetings for youth on probation or in detention.
- Participate in CSEY trainings as offered.
- Refer to care coordination, youth on probation who are missing or have runaway.
- Refer to care coordination, youth on probation with two or more, separate incidences of sexual abuse within a 24-month period.
- Notify care coordination of any planned or experienced change in a CSEY’s status to include placement, legal status, missing status, as soon as possible but in no event, no later than 24 hours.
- Notify care coordination of any case changes, including probation legal status hearing, trial, and civil case hearings for CSEY, as soon as possible but in no event, no later than 24 hours.

### **Department of Family & Protective Services (DFPS) commits to:**

The mission of DFPS is to promote safe and healthy families and protect children and vulnerable adults from abuse, neglect, and exploitation. The role of the Texas Department of Family and Protective Services (DFPS) Child Protective Investigations (CPI), Special Investigations (SI) and Child Protective Services (CPS), is to investigate reports of child abuse and neglect and provide services to children who have been abused or neglected by a person responsible for a child's care, custody, or welfare. DFPS, through its Investigations and Child Protective Services Divisions, is the sole state agency statutorily required to investigate allegations of abuse and neglect of children by persons responsible for a child's care, custody, or welfare, and—when appointed as the child's temporary or permanent managing conservator—to act in the child's best interest regarding decisions of placement, education, medical and other health care, family-based services, permanency planning, and others related to the safety of and care for the child.

\*DFPS must provide consent for services prior to BCFS HHS/Common Thread and RST CSEY Advocate engaging with a youth in DFPS conservatorship. Consent may be given via text, email and/or verbal within a reasonable amount of time of when the request was made. The Care Coordinator is responsible for requesting the initial consent before contacting BCFS HHS Common Thread and RST with identifying

## CSEY Care Coordination Team - Working Protocol

information on youth in DFPS custody. If consent is refused, DFPS must notify the Care Coordinator as to the reason why.

\*DFPS will make all final decisions on placement, services, and/or referrals for children and youth in CPS conservatorship. CCT recommendations must be strongly considered.

\* If a child is involved with DFPS (including investigations, FBSS and conservatorship), prior to sharing information in a CCT/MDT staffing with a party not a partner of the MDT, a Release of Information (ROI) must be executed and held on file with Care Coordination.

### **Hidalgo County DFPS referral to CCT occurs when one of the following exists:**

- Statewide Intake generates an investigation with a sex trafficking maltreatment; or
- DFPS staff believe a youth in DFPS care is a confirmed or suspected-unconfirmed victim of sex trafficking.
- DFPS has conservatorship of youth who are missing, or are on runaway status (High Risk)

### **Participating Medical Practitioners commit to:**

The role of the medical forensic Sexual Assault Forensic Exam (SAFE)/Sexual Assault Nurse Examiner (SANE) Teams is to work collaboratively with other members of the Care Coordination Team (CCT) to ensure that the medical, legal, psychological and safety needs of the victim are met. Any decisions made within the Care Coordination Team for the care of CST victims may be considered to be best practice, however each medical facility will continue to abide by the laws of the state of Texas and each individual hospital's policies and protocols regarding the medical care of minor victims of commercial sex trafficking.

Every child who has been identified as a victim of commercial sex trafficking, regardless of the **timeframe**, should be referred for a medical examination for the purpose of medical diagnosis and treatment.

The sexual assault exam is critical for forensic evidence collection, medical/psychological evaluation, treatment of injuries and prophylactic medication administration. After emergent medical needs are met, every child who has had any sexual contact should receive a SANE/SAFE exam. Victims of CST should receive a SANE/SAFE for each new/subsequent occurrence of sexual contact since last SANE.

### **Sexual contact includes but is not limited to:**

- Skin to skin contact to include contact of genitals, or anus, by hand, mouth, or genital
- Any ejaculation on victim's body
- Mouth to breast or buttock
- Insertion of object or item into genitals or anus
- Additional investigative information that merits case consultation (i.e., pornography of victim, witness of sexual abuse, pre-pubescent child testing positive for sexually transmitted infection.

### **Additional medical services:**

- Every CSEY victim will be offered a general medical exam. The youth can refuse the exam and/or medical intervention.
- Every CSEY victim will be offered a SANE or SAFE. The youth can refuse the exam and/or medical treatment.

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- The timeframe in which the exams will take place, will be determined by the medical professionals conducting the care.

Children's Advocacy Center of Hidalgo County SANE Team and Doctor's Hospital at Renaissance Health System (DHR) Forensic SANE Team are the preferred medical facilities for Hidalgo County forensic medical exams as they are able to fully engage with Care Coordination. Other SAFE ready facilities in Hidalgo County can also be used if the above providers are not available.

**Sexual Assault Forensic Examination (SAFE):** A SAFE exam uses a sexual assault nurse examiner or a health care provider (such as physician, nurse practitioner or physician assistant) with specialized training, to conduct a forensic medical examination of a sexual assault survivor or uses telemedicine to consult with a system of sexual assault forensic examiners, regardless of whether a report to law enforcement is made. Texas Health & Safety Code, §323.051, requires all health care facilities with emergency rooms to have staff capable of performing a sexual assault exam. Staff are trained in forensic evidence collection techniques. There are also specialized staff available at some SAFE-ready facilities.

**\*For children/youth in DFPS in conservatorship:** Pursuant to DFPS policy, if DFPS has managing conservatorship, or a court order permitting the sexual abuse examination of a child/youth, DFPS can consent for a sexual abuse examination to be performed if a qualified Physician, Licensed Physician's Assistant, or SANE (Sexual Abuse Nurse Examiner) Nurse Practitioner, determines that a sexual abuse examination is necessary.

### **Terms:**

**HCCAC** – Hidalgo County Children's Advocacy Center: Provides forensic interviews, family advocacy, therapy, non-acute medical exams, and the facilitation/coordination of an MDT response. Hidalgo County Children's Advocacy center serves as the Care Coordinator of the CSEY CCT.

**CC-Care Coordinator:** A role taken by an agency in the coordinated response of law enforcement, DFPS, Hidalgo County DA's Office, Hidalgo County Juvenile Services, designated forensic medical providers and other child serving agencies, in the provision of services to CSEY survivors. In Hidalgo County, the CC is the Hidalgo County Children's Advocacy Center.

**CCT-Care Coordination Team:** The CCT includes representatives from the HCCAC, DFPS, law enforcement, Juvenile Services, prosecutors, CASA, the CSEY Advocate and forensic medical professionals.

**HCCCT-The Hidalgo County Care Coordination Team.**

**CCTM-Care Coordination Team Meeting:** A two-part case review to coordinate the response between partner agencies to discuss service planning and placement options.

**CSAM-Child Sexual Abuse Material:** Also called CSAI (Child Sexual Abuse Images) and Child Pornography for purposes of litigation and legislation only. CSAM is imagery or videos which show a minor (less than 18 years of age) who is engaged in or is depicted as being engaged in sexual activity, a depiction of the sexual abuse and exploitation of children. Re-victimization occurs each time an image is shared and viewed.

**CSEC/CSEY-Commercial Sexual Exploitation of a Child(ren)/Commercial Sexual Exploitation of a Youth:** A range of crimes and activities involving the sexual abuse or exploitation of a child/youth for the financial

benefit of any person or in exchange for anything of value, given or received by any person. The terms child and youth can be used interchangeably in this instance. The CCT will use the term CSEY to avoid confusion and provide continuity.

**Commercial Sexual Exploitation – Identification Tool (CSE-IT):** A validated screening tool that accurately identifies youth that have clear indicators of exploitation. All ECCAC staff are trained administrators of the CSE-IT and will enter all results in the Lighthouse system as best practices for care coordination. CSEY CCT partners will refer all results of “clear concern” to care coordination, as this score denotes presumed victimization.

**CSEY Advocate:** Provides immediate intervention, ongoing advocacy, and emotional support to CSEY survivors. Hidalgo County’s CSEY Advocate is BCFS and RST.

**CSEY FA-Commercially Sexually Exploited Youth Family Advocate:** Provides support and advocacy to non-offending family members of CSEY survivors. The CSEY FA will be the HCCAC family advocate program.

**CVS-Conservatorship:** When a youth must be removed from their home, DFPS takes conservatorship of the youth and becomes legally responsible for the youth’s welfare.

**DFPS-Department of Family Protective Services:** The mission of DFPS is to promote safe and healthy families and protect children and vulnerable adults from abuse, neglect, and exploitation. The role of the Texas Department of Family and Protective Services (DFPS) Child Protective Investigations (CPI) and Child Protective Services (CPS), is to investigate reports of child abuse and neglect and provide services to children who have been abused or neglected by a person responsible for a child's care, custody, or welfare. DFPS, through its Investigations and Child Protective Services Divisions, is the sole state agency statutorily required to investigate allegations of abuse and neglect of children by persons responsible for a child’s care, custody, or welfare, and—when appointed as the child’s temporary or permanent managing conservator—to act in the child’s best interest regarding decisions of placement, education, medical and other health care, family-based services, permanency planning, and others related to the safety of and care for the child.

**FBSS-Family Based Social Services:** DFPS program branch designed to maintain children safely in their homes, or make it possible for children to return home, by strengthening the family’s ability to protect their children and reducing threats to safety.

**FFPM-Family Focused Planning Meeting:** A meeting facilitated by the CSEY Family Advocate to discuss service planning among non-offending family members, CSEY survivors, CCT partners, and service providers. For children/youth in DFPS custody, DFPS staff will follow internal policy on any family focused meetings that are hosted by CCT partners. (The FFPM is not the DFPS led Family Decision Making Model.)

**FI-Forensic Interview:** An interview of a youth that is the witness to a crime, victim of abuse, neglect, or exploitation by a trained forensic interviewer. ECCAC forensic interviewers have obtained training specific to forensically interviewing CSEY survivors.

**High-Risk Youth versus Clear Concern Youth:** A child (someone under 18 years of age) who scores a “clear concern” on the CSE-IT as administered by agencies utilizing the tool or a youth at high risk as identified by a care coordination partner. The purpose of this definition is to give aid in the identification of children who are “at high risk” of falling victim, or are unidentified victims, to child sex trafficking crimes. It should

be noted that if one or more of the factors listed are present in a child's circumstance, it is not proof the child is being sexually victimized. The factors are a guide to help persons identify circumstances that should cause professionals to examine the given situation closer in the hopes of identifying victims when they exist.

- Children contacted by anyone in circumstances that would give a prudent person reasonable suspicion the child is being encouraged or compelled to engage in sexual conduct.
- Children who are reported missing or runaway to law enforcement and other professionals, on three or more occasions in a 12-month period.
- Children who are 12 years of age or younger and are missing or runaway.
- Children who have been a runaway and missing for over 30 consecutive days.
- Children with two or more separate incidences of sexual abuse in a 12-month period.
- Children screened during contact with LE, counseling services, DFPS, Juvenile Services, medical personnel, school personnel, or an advocate agency, using a validated commercial sexual exploitation tool, and scored within a range of clear concern for commercial sexual exploitation.
- Children in DFPS conservatorship, who are missing, or are on runaway status.
- Missing or runaway children under 18 years old, suffering from any mental or physical disabilities.

**Identified Victim:** A child/youth may be considered an "Identified Victim" if the child/youth scores "Clear Concern" on the CSE-IT and is not in immediate danger i.e., lack of safe or stable environment or another crisis type situation that would require a "Rapid Response".

**JS-Juvenile Services:** To include juvenile probation, juvenile detention, juvenile prosecutors, and judges.

**Juvenile:** A child that is at least 10 years old but not yet 17 years old at the time when they allegedly commit a crime.

**LE-Law Enforcement:** Law Enforcement which includes Local, County, State and Federal Agencies.

**Recovery:** When a CSEY survivor has been recovered by LE or DFPS and the CSEY victim/survivor is not in a safe or stable environment or is in imminent risk of harm.

**Recovered Victim:** A "Recovered Victim", is a child/youth that has been identified during a sting operation, traffic stop, or any other activity in the field of operations, in which a direct outcry to a Care Coordination partner is made. A recovered victim requires a "rapid response" due to the child/youth being in immediate danger or lacking a safe and stable placement at the time of discovery/recovery.

**Re-Recovered Victim:** When a child/youth has been recovered in the field and later returns to the trafficker or is re-trafficked, a child/youth may be considered a re-recovered victim. In situations which this occurs, the care coordination response will coincide with the needs of the child/youth during the recovery or identification of the child/youth. CCT partners will follow the Care Coordination Protocol in response to a child/youth that is recovered in the field.

**Referral:** When a CSEY survivor is in a safe and stable environment (to include detention, home, or foster/kinship placement) and meets one of the following criteria:

- LE initiates an investigation into CSEY
- Youth makes an outcry or self-identifies as a CSEY survivor
- Youth scores “clear concern” on the CSE-IT
- High-Risk Youth who has been identified by a care coordination partner
- Allegation of trafficking has been reported to DFPS

**Rapid Response Team (RRT):** A coordinated crisis response to reports of CSEY provided by the Care Coordination Team. The RRT meets within 24 hours after the recovery of the CSEY survivor(s) to discuss the care coordination plan and short-term placement.

**Sexual Assault Forensic Examination (SAFE):** A SAFE exam uses a sexual assault nurse examiner or a health care provider (such as physician, nurse practitioner or physician assistant) with specialized training, to conduct a forensic medical examination of a sexual assault survivor, or uses telemedicine to consult with a system of sexual assault forensic examiners, regardless of whether a report to law enforcement is made. Texas Health & Safety Code, §323.051, requires all health care facilities with emergency rooms to have staff capable of performing a sexual assault exam. Staff are trained in forensic evidence collection techniques. There are also specialized staff available at some SAFE-ready facilities.

**SANE-Sexual Assault Nursing Exam or Examiner:** A comprehensive medical evaluation performed by forensically trained medical staff that may include forensic evidence collection testing for sexually transmitted infections (STI), pregnancy, as well as, assessments of other physical and psychological signs of trauma. Whenever possible the CSEY MDT will use Doctor’s Hospital at Renaissance Health System for CSEY under the age of 17. DHR Hospital will be utilized for CSEY age 17 or older or for CSEY youth that are pregnant.

**SI-Special Investigator:** A DFPS investigator with a law enforcement background and experience in criminal investigations. Special Investigators assist in the recovery of youth who have run away from DFPS placements.

#### **INITIAL RESPONSE (0-24 HOURS)**

1. Recovered CSEY Victim
  - Rapid Response for CSEY Victim
  - When a CSEY victim is recovered LE will generally get the initial call. If a CSEY victim is recovered by other means (e.g., community partners), LE will be immediately notified based on the guidelines listed in the “Initial Investigative Responsibility” section of this protocol.
2. Upon recovery, the recovering officer shall follow their department policy requirements to notify the LE Investigator within, or outside of, the agency designated to investigate incidents of child exploitation or child sexual abuse.

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3. Law Enforcement will follow mandated reporting laws and contact Statewide Intake (SWI) to make a report. SWI will notify Law Enforcement if the child is in DFPS custody. LE will notify the Care Coordinator and share the relevant information. Notification to the Care Coordination can be made 24/7 through HCCAC on-call response.
4. The Care Coordinator will ensure that DFPS has been notified for a response.
5. If the CSEY victim is NOT in DFPS custody:
  - Statewide Intake will determine if the information received falls within the jurisdiction of DFPS to investigate.
  - If a response is warranted, DFPS staff will respond to the location as soon as possible.
  - Action will be taken by DFPS to ensure the safety of the child; input can be gathered from Rapid Response Team members should placement outside of the home be considered.
6. If transportation or supervision of the child is needed for any reason for an extended period, the assigned DFPS staff will follow policy related to Interviewing, Examining, and Transporting a Child.
7. If there is an open DFPS Investigation, DFPS or the LE Investigator will notify the legal guardian that a recovery has occurred. If there is not an open DFPS Investigation, the LE Investigator will notify the legal guardian a recovery has occurred. The Care Coordinator will ensure that all proper notifications to legal guardians have occurred.
8. If DFPS has jurisdiction to investigate and a removal of the child is necessary and allowable under statutes, DFPS can consult with appropriate members of the Rapid Response Team; to include but not limited to LE, and Care Coordinator if applicable to identify and execute appropriate placement of the child while adhering to the policies and procedures of DFPS.
9. If DFPS does not have jurisdiction to investigate, members of the Rapid Response Team will work with the parent or legal guardian to identify appropriate placement and services.

### **If the CSEY victim is in DFPS custody:**

1. DFPS will notify the CPS Supervisor or Program Director (PD) assigned to the case, or the on-call Supervisor or Program Director if after hours, to advise of the child/youth's recovery.
2. The CPS Supervisor or Program Director will contact the appropriate DFPS staff to respond as soon as possible to assist the recovered CSEY victim in DFPS custody.
3. Engagement with a BCFS or RST Advocate is optional if the youth has not previously been matched with an advocate.
  - DFPS must provide clear documentation, in IMPACT, within the case narrative regarding why the decision to opt in or opt out was made,
    - If DFPS does not consent for BCFS or RST to provide services during this Initial Response period, they must inform the Care Coordinator of that decision.
4. DFPS must provide written approval for services prior to a BCFS HHS Common Thread or RST CSEY Advocate engaging with a child in DFPS conservatorship. The approval for consent may be provided by the youth's DFPS caseworker or Supervisor:



## CSEY Care Coordination Team - Working Protocol

- In crisis situations consent can be sent by text or email by a DFPS Supervisor or above with formal paperwork being signed later
- Approval must be documented in IMPACT
  - The Care Coordinator will contact BCFS HHS Common Thread or RST to consult.
  - Law Enforcement, DFPS, the Care Coordinator will share information to determine the next appropriate service:

### **A Medical Forensic Exam will be requested on all victims of CSEY.**

- If an acute (120 hours or less) medical forensic exam is indicated, Law Enforcement will contact the Care Coordinator to schedule an acute SANE at DHR or the closest SAFE Medical Facility.
  - The Care Coordinator will confirm with LE that acute SANE has been requested.
  - If a non-acute (greater than 120 hours) medical forensic exam is indicated, Law Enforcement will contact the Care Coordinator to coordinate exam with the Children's Advocacy Center Medical Team.
  - A toxicology screen will be recommended at the time of the medical forensic exam.
1. If a Mental Health Crisis Assessment is indicated, the LE Investigator will follow their department policy requirements to seek emergency mental health services.
  2. A Forensic Interview will be conducted in accordance to the HCCAC MDT Investigative Protocols. If a forensic interview is indicated, the Care Coordinator will notify the Forensic Interviewer on-call.
  3. A Special Investigator will be assigned to complete the recovery interview and be a DFPS liaison with law enforcement.
    - If it is determined that the CSEY victim needs to be transported other than to the hospital for emergency care, law enforcement may arrange (if allowed by department policy) for transportation of the CSEY victim where necessary.
    - The Care Coordinator will assist the Rapid Response Team with contacting shelter agencies [if appropriate]. DFPS will adhere to DFPS policies for placement requests.
    - Upon completion of the initial investigative interview and initial placement, LE and DFPS will conduct their respective follow-up investigations according to their respective agency's policies and contact the Hidalgo County Criminal District Attorney's Office and/or Hidalgo County Juvenile Services for consultation, as needed.
    - Within 48 hours, the Care Coordinator will facilitate a Rapid Response Team staffing (through phone calls or face to face meeting) and capture all agency decisions and action plans, as permitted.

### **Identified CSEY Victim**

- Traditional DFPS/LE Report for Identified CSEY Victim
  - Once a report has been received, if it is determined that the identified victim of CSEY does not have a safe placement, the case will become a Rapid Response and subject to the protocol listed above in the "Rapid Response" section.

## CSEY Care Coordination Team - Working Protocol

- When an intake of CSEY is received by DFPS through SWI, the following actions will be taken:

1. DFPS practices for every sex trafficking allegation report to have a Special Investigator assigned to assist the CPI Investigator in coordination with law enforcement and investigation tasks.
2. Action will be taken by DFPS to ensure the safety of the child; input will be gathered from all relevant Rapid Response Team members should placement outside of the home be under consideration.

### **When an intake of CSEY is received by a LE agency, the following actions will be taken:**

1. Case referrals will be sent to the Law Enforcement agency where the offense was reported and handled according to that agency's current investigative practices and procedures. If original jurisdiction cannot be determined, the case should be referred to as outlined above in the section, Initial Investigation Responsibilities.
2. If a report indicating CSEY is received as a delayed offense, an officer may initiate the report, but should contact the LE Investigator, in accordance with department policy, to inform them of this reported offense. Although the reported offense is considered to be delayed, the LE Investigator should take into consideration the victim may return to the trafficker or there are likely to be active victims associated with the same trafficker.
3. The LE agency, in accordance with mandatory reporting laws, will make a report to DFPS Statewide Intake.
4. LE will notify the Care Coordinator and share relevant information.
  - The Care Coordinator will contact BCFS/Common Thread or RST Advocate will be assigned to the CSEY victim. Consent will be gathered from legal guardian.
  - Law Enforcement, DFPS, the Care Coordinator and the Common Thread or RST Advocate will share information to determine the next appropriate service:
1. A Medical Forensic Exam will be requested on all victims CSEY.
  - If an acute (120 hours or less) medical forensic exam is indicated, Law Enforcement will contact the Care Coordinator to schedule an acute SANE at DHR or the closest SAFE Medical Facility.
    - The Care Coordinator will confirm with LE that acute SANE has been requested.
  - If a non-acute (greater than 120 hours) medical forensic exam is indicated, Law Enforcement will contact the Care Coordinator to coordinate the exam with the Children's Advocacy Center Medical Team.
  - A toxicology screen will be recommended at the time of the medical forensic exam.

\*Pursuant to DFPS policy, if DFPS has managing conservatorship, or a court order permitting the sexual abuse examination of a child or youth, DFPS can consent for a SANE to be performed if a qualified Physician, Licensed Physician's Assistant, or Sexual Assault Nurse Examiner – Nurse Practitioner, determines that a SANE is necessary.

## CSEY Care Coordination Team - Working Protocol

2. If a Mental Health Crisis Assessment is indicated, the LE Investigator will follow their department policy requirements to seek emergency mental health services.
3. A Forensic Interview will be conducted in accordance with the HCCAC MDT Investigative Protocols. If a forensic interview is indicated, the Care Coordinator will notify the forensic interviewer on-call.
4. A Special Investigator will be assigned as secondary to the case and be a liaison to law enforcement.
  - Upon completion of the initial investigative interview and initial placement, LE and DFPS will conduct their respective follow-up investigations according to their respective agency's policies and contact the Hidalgo County District Attorney's Office and/or Hidalgo County Juvenile Services for consultation, as needed.
  - Within 48 hours, the Care Coordinator will facilitate a CSEY staffing (through phone calls or face to face meeting) and capture all agency decisions and action plans, as permitted.
3. High Risk Youth
  - When a High-Risk Youth (HRY) is identified (per definition above) and/or recovered (i.e., runaway).
    - If it is determined that the HRY does not have a safe placement, the case will become a Rapid Response.
1. The identifying agency will follow mandated reporting laws and will notify LE based on the guidelines listed in the Initial Investigative Responsibility section of this protocol.
2. If youth is identified and referred by someone other than DFPS, LE will contact SWI to determine if child/youth is in DFPS conservatorship.
3. LE shall follow their department policy requirements for further notification and investigation within their agency.
4. LE will notify the Care Coordinator and share the relevant information.
5. The Care Coordinator will ensure that DFPS supervisor has been notified for a response, once determined that a report has been advanced by Statewide Intake or a case related special request has been made.
6. DFPS shall follow their department's policies and procedures:
  - If DFPS has jurisdiction to investigate, and a removal of the child is necessary and allowable under statutes, DFPS may consult with appropriate members of the Rapid Response Team; with a DFPS Release of Information; to include but not limited to LE, CC, and Traffick911, if applicable in order to identify and execute appropriate placement of the child while adhering to the policies and procedures of The Department. If the HRY has an advocate, the advocate may remain with the child in most cases until a safe and stable environment is found.

## CSEY Care Coordination Team - Working Protocol

- If DFPS does not have sufficient jurisdiction to investigate, members of the Rapid Response Team will work with the parent or legal guardian to identify appropriate placement and services. If the HRY has an advocate, the advocate may remain with the child in most cases until a safe and stable environment is found.
  - If it is determined that the HRY does have a safe placement:
- 1. Care Coordination will be initiated at this time.
- 2. The identifying agency may make a referral to the HCCAC via CSEY MDT Response Referral Form, for follow-up as soon as practical, but no later than 5 business days.
- 3. The identifying agency will ensure that consent for release of information has been given by the HRY's legal guardian according to the referring agency's policies for referral and consent.
- 4. HCCAC will provide services to the HRY or will refer the HRY to a community service provider.
- 5. Youth who were screened using the CSE-IT and scored within a range of "clear concern" for commercial sexual exploitation shall be referred for a forensic interview by the HCCAC CSEY CCMDT partners.
- If at any point it is determined that the HRY is a victim of sexual assault, refer to the Rapid Response for CSEY Victim "Medical Forensic Exam" section listed above.
- Members of the Care Coordination Team may request a HRY staffing at any time, which will be coordinated and facilitated by the Care Coordinator.

### **CRISIS MANAGEMENT (24-72 hours)**

- Identified CSEY Victim
  - When a youth has been identified as being a victim of child sex trafficking the Care Coordinator will do the following within the first 24-72 hours, in no particular order, unless specified in the document.
- Verify and complete victim information in the CAC database.
  - Victim Demographics
  - Prior History
  - Identify current and/or previous treatment providers
  - Identify current and/or previous interactions with social service agencies
  - Understand family dynamics.
    - Review CSEY status with LE, DFPS, Advocate Agency, and Hidalgo County Juvenile Services.
    - Ensure that parents or legal guardians have been contacted, and consent, and/or a DFPS Release of Information - for exchange of information documentation has been obtained.
    - Once consent for information has been obtained, a HCCAC Family Advocate will attempt to contact parent/legal guardian.
    - Ensure that communication takes place and the recommendations for follow up have been initiated.

## CSEY Care Coordination Team - Working Protocol

1. Identify needs and work to obtain needed resources.
  2. Make appropriate referrals.
  3. Document and communicate decisions to all applicable parties.
  4. Ensure that medical evaluation has been completed.
- BCFS HHS Common Thread and RST will communicate the following to the Care Coordinator and other applicable CSEY MDT partners within 24-72 hours:
    - Observed behavior and emotional expressions by youth
      - Status of safety planning
      - Case management activities directed at placement change and/or geographic relocation.
    - 1. The CSEY Advocate will make all reasonable attempts to solicit the Care Coordinator and applicable CSEY MDT partners for input in advance of reaching final decisions.
    - 2. BCFS HHS Common Thread and RST to update as to physical status.
  - c. If the placement is unsafe, the identifying CSEY CCT partner will immediately notify DFPS and law enforcement. A meeting (via phone or in person) will be scheduled to discuss placement and make emergency recommendations to DFPS and/or guardian. If DFPS has reason to investigate and a removal of the child/youth is necessary and allowable under statutes, DFPS can consult with appropriate members of the CCT to identify and execute appropriate placement of the child/youth while adhering to the policies and procedures of DFPS.
  - d. Law enforcement personnel generally responsible for the criminal investigation of child sex trafficking cases should routinely attend and actively participate in any relevant meeting and/or special case reviews facilitated by the Care Coordinator or other member of the CSEY MDT.
  - e. DFPS and/or Hidalgo County Juvenile Services will attend and actively participate in the Care Coordination Team meetings and special case reviews.
  - f. DFPS and/or Hidalgo County Juvenile Services will notify the Care Coordinator of any planned or experienced change in child's status to include placement, legal status, runaway status, etc. or assigned agency personnel.

### **2) High Risk Youth**

- a. When a youth has been identified as a being a high-risk youth (HRY), the Care Coordinator will do the following within 24-72 hours:
  - i. Verify and complete victim information in the CAC database.

## CSEY Care Coordination Team - Working Protocol

1. Victim Demographics
  2. Prior History
  3. Identify current and/or previous treatment providers.
  4. Identify current and/or previous interactions with social service agencies.
  5. Understand family dynamics
- ii. Review youth status with LE, DFPS, and Hidalgo County Juvenile Services.
  - iii. Ensure that parents or legal guardians have been contacted, and consent for exchange of information documentation has been obtained.
  - iv. Once consent for information has been obtained, a HCCAC Family Advocate will attempt to contact parent/legal guardian.
  - v. Refer the HRY to an advocate agency or community agency. Written consent will be gathered from legal guardian, prior to engagement.
  - vi. Ensure that communication takes place and that recommendations for follow up have been initiated.
    1. Identify needs and work to obtain needed resources.
    2. Make appropriate referrals.
    3. Document and communicate decisions to all applicable parties.
    4. Ensure that medical evaluation has been completed (if indicated).
- b. If the HRY's placement is unsafe, the identifying CSEY MDT partner will immediately notify DFPS and law enforcement. A meeting (via email or in person) will be scheduled to discuss placement and make emergency recommendations to DFPS and/or guardian. If DFPS has reason to investigate and a removal of the child/youth is necessary and allowable under statutes, DFPS can consult with appropriate members of the CCT to identify and execute appropriate placement of the child/youth while adhering to the policies and procedures of DFPS.
  - c. DFPS, Hidalgo County Juvenile Services, and/or other CSEY MDT partner will notify the Care Coordinator of any planned or experienced change in the child's status to include placement, legal status, runaway status, etc. or assigned agency personnel.
  - d. The Care Coordinator will notify the Care Coordination Team of the placement change.
  - e. If at any point the HRY is identified as a trafficked youth, refer to the Identified CSEY Victim Rapid Response section listed above to initiate a rapid response.
  - f. A HRY review will be held at least once per quarter, or as needed, and will be coordinated and facilitated by the Care Coordinator.

### **STABILIZATION (72 Hours – Ongoing)**

## CSEY Care Coordination Team - Working Protocol

### 1. Identified CSEY Victim

- a. When a youth has been identified as being a victim of child sex trafficking, the Care Coordination Team will do the following after 72-hours of the recovery/identification, in no order, unless specified in the document.
  - i. The Care Coordinator will follow-up with the CSEY MDT partners involved in the CSEY's case and assess for gaps of services.
  - ii. If the child is in the care of DFPS, the conservatorship (CVS) worker will notify the Care Coordinator of CASA's appointment and the appointment of the Attorney ad Litem.
  - iii. The Care Coordination will schedule the initial CSEY MDT case review for the following week and notify the team.
  - iv. The Care Coordination will ensure that communication takes place and the follow up recommendations are initiated and on-going.
    1. Identify needs and work to obtain needed resources.
    2. Make appropriate referrals.
    3. Document and communicate decisions to all applicable parties.
    4. Ensure that medical evaluation and/or follow-up care is being completed.
- b. If the placement is unsafe, the identifying CSEY MDT partner will immediately notify DFPS and law enforcement. A meeting (via phone or in person) will be scheduled to discuss placement and make emergency recommendations to DFPS and/or guardian. DFPS will consider Care Coordination Team recommendations and follow DFPS department policy and procedure to ensure the safety of the youth.
- c. Law enforcement personnel generally responsible for the criminal investigation of child sex trafficking cases should routinely attend and actively participate in any relevant meeting and/or special case reviews facilitated by the Care Coordinator or other member of the Care Coordination Team.
- d. DFPS and/or Hidalgo County Juvenile Services will attend and actively participate in the Care Coordination Team meetings and special case reviews.
- e. DFPS and/or Hidalgo County Juvenile Services will notify Care Coordination of any planned or experienced change in child's status to include placement, legal status, runaway status etc.
- f. The Care Coordination Team will meet and review the CSEY victim's case;
  - i. If CSEY victim is recovered and is in detention, the Care Coordination will schedule a Care Coordination Team case review before the first scheduled court case.

## CSEY Care Coordination Team - Working Protocol

- ii. At any case changes, for example: probation, legal status hearing, trial, civil case hearings. Considerations may include:
  - 1. If child in detention, there are detention hearings every 2 weeks.
  - 2. If the child is in the conservatorship of DFPS, hearings occur: 14 day, every 45 days
  - 3. No legal or civil case pending
- iii. Any Care Coordination Team member can request a review of the CSEY victim's case during the stabilization period.

### **Confidentiality:**

The members of the Hidalgo County Care Coordination Team signing this agreement agree to maintain confidentiality of all records and information gathered on all child abuse cases as outlined by the Texas Family Code Chapter 264, Subchapter E, and will not disclose any records or information on said cases, except as necessary to carry out the legitimate internal operations of each member and the operations of the Hidalgo County Care Coordination Team as outlined herein. If a child is involved with DFPS (including investigations, FBSS and conservatorship), prior to sharing information in a CCT/MDT staffing with a party not a partner of the MDT, a Release of Information (ROI) must be executed and held on file with Care Coordination.





# CHILDREN'S ADVOCACY CENTER OF HIDALGO AND STARR COUNTIES

INTERAGENCY MEMORANDUM OF  
UNDERSTANDING  
&  
INTERAGENCY WORKING PROTOCOL

HIDALGO COUNTY



EFFECTIVE 9/1/2022

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**INTERAGENCY MEMORANDUM OF UNDERSTANDING**

**Memorandum**

The UNDERSIGNED participating agencies agree to the following policy to support and maintain Children's Advocacy Center of Hidalgo and Starr Counties (CACHSC) as identified in the Texas Family Code Section 264 Subchapter E.

WHEREAS, Hidalgo County continues to experience an increase in the reported incidents of child abuse, a trend which has been seen nationwide. In responding to these reports, the CACHSC along with partner agencies will commit to working collaboratively to better serve child abuse cases and provide an intervention response. The undersigned head of department agencies and offices in Hidalgo County agree to maintain and continue to support Children's Advocacy Center of Hidalgo and Starr Counties.

WHEREAS citizens of Hidalgo County have developed a multidisciplinary team (MDT) approach for the investigation of child abuse and neglect cases to better protect children and provide services. In efforts to facilitate an MDT approach, Children's Advocacy Center of Hidalgo and Starr Counties will enhance the cooperation and coordination of the partner agencies involved in the investigation and prosecution of crimes against children.

WHEREAS to better protect the children of Hidalgo County, the undersigned agencies have agreed to the following:

1. To minimize re-victimization of alleged abuse and neglect victims and non-offending family members through the investigation, assessment, intervention, and prosecution processes; and
2. To maintain a cooperative, team approach to facilitate successful outcomes in both the criminal and child protection systems through shared fact finding and strong, collaborative case development; and
3. To develop, maintain and support the Children's Advocacy Center, an environment that emphasizes the best interests of the children in Hidalgo County and that provides investigative and rehabilitative programs services.

NOW THEREFORE, the undersigned agencies have agreed to support the concept and philosophy of Children's Advocacy Center of Hidalgo and Starr Counties.

All State and Federal confidentiality laws will be followed in connection with this agreement.

This agreement can be terminated by any party without cause by giving written notice to the other parties.

The MOU must be reviewed, revised as needed, and re-executed, at a minimum, every three years, upon significant changes to the document, or upon a change of authorized partner agency signatories.

We the undersigned have reviewed and accepted the Children's Advocacy Center of Hidalgo and Starr Counties Interagency Memorandum of Understanding.

EXECUTED this 1 day of September 2022.

Signatures:



Alamo Police Department
Richard Ozuna, Police Chief

Alton Police Department
Jonathan Flores, Police Chief

Edcouch Police Department
Javier Garza, Police Chief

Edinburg Police Department
Jaime Ayala, Police Chief

Edinburg CISD Police Department
Ricardo Perez, Jr., Police Chief

Elsa Police Department
Vacant

Hidalgo County Criminal District Attorney's Office
Ricardo Rodriguez, Jr., District Attorney

Donna Police Department
Gilbert Guerrero, Police Chief

Donna ISD Police Department
Daniel Walden, Police Chief

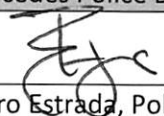
Hidalgo County Sheriff's Office
Eddie Guerra, Sheriff

Hidalgo Police Department
Jesus Ortega, Police Chief

Judge Mario E. Ramirez Jr. Juvenile Justice Center
Maryann Denner, Director/Chief Juvenile Probation

La Villa Police Department
Feliciano Ramos, Police Chief

La Grulla Police Department
Desi Olivarez, Police Chief

Mercedes Police Department

Pedro Estrada, Police Chief

Mission Police Department
Cesar Torres, Police Chief

Palmview Police Department
Gilbert Zamora, Police Chief

Penitas Police Department
Romeo Bernea, Police Chief

Pharr Police Department
Andy Harvey, Police Chief

Progreso Police Department
Cesar Solis, Police Chief

Palmhurst Police Department
Michael Vela, Police Chief

San Juan Police Department
Ruben Morin, Police Chief

Sullivan City Police Department
Reynaldo Cortez, Police Chief

Children's Advocacy Center of Hidalgo and Starr Counties
Jesus A. Sanchez, Executive Director

Texas Department of Family and Protective Services
Denise Barrera, Child Protective Services, Regional Director

Texas Department of Family and Protective Services
Robert Vela, Special Investigator, Regional Director

Texas Department of Family and Protective Services
Marica Izaguirre, Child Protective Investigations, Regional Director

Doctor's Hospital at Renaissance Health System
Manish Singh, M.D, Chief Executive Officer

Weslaco Police Department
Joel Rivera, Police Chief

Palmhurst Police Department
Michael Vela, Police Chief

Doctor's Hospital at Renaissance Health System
Manish Singh, M.D, Chief Executive Officer

Weslaco Police Department
Joel Rivera, Police Chief

## **CHILDREN'S ADVOCACY CENTER OF HIDALGO AND STARRR COUNTIES**

### **INTERAGENCY WORKING PROTOCOL**

#### **MISSION STATEMENT**

To reduce the emotional trauma of child abuse victims by facilitating a multidisciplinary team approach which supports the prevention of child abuse through community education and promotes the effective prosecution of those who perpetrate crimes against children.

#### **GOALS**

1. The CACHSC will strive to reach every child within the overall CACHSC case acceptance criteria.
2. The CACHSC will strive to provide every service a child needs and recommend services identified through a need's assessment.
3. The CACHSC will strive to make every effort to ensure all Core CACHSC services are provided to children and their non-offending caregivers.

#### **OBJECTIVES**

1. The CACHSC will make a concerted effort to review all Hidalgo County Statewide intake reports generated by the Texas Department of Family and Protective Services (TDFPS), and will review referrals from the community, and partner agencies in order to recommend services through an MDT approach so every child can be reached.
2. The CACHSC will identify through a needs assessment and professionally recommend services to include: a forensic interview, a child abuse forensic medical evaluation, a mental health referral, involvement from a Victim Advocate Team Member, and conduct an MDT Case Review to ensure every service is provided to a child victim and their non-offending caregivers.

3. The CACHSC will ensure all core CACHSC services are evidence-based, meets, or exceeds Texas Family Standards and quality metrics identified for each CACHSC service.

**SPECIFIC CRITERIA FOR REFERRAL OF CASES TO BE REFERRED FOR AN MDT RESPONSE AND SPECIFIC CRITERIA FOR THE REFERRAL AND PROVISION OF EACH SERVICE**

**TARGET POPULATION**

The CACHSC overall target population consists of child victims for all types of maltreatment to include; sexual abuse, physical abuse, human trafficking, and witness to violent crimes as well as adults with substantial impairment (with the direction of the District Attorney's Office) referred by Law Enforcement Agencies or Texas Department of Family and Protective Services-Child Protective Investigations, Child Protective Services, Adult Protective Services In-Home Investigations and Child Care Investigations. Services will also be provided to cases involving a child fatality, child endangerment, neglect, or children at risk of abuse. In unique circumstances, the CACHSC along with MDT partner agencies, reserves the right to provide services outside of the target population (with the direction of the District Attorney's Office). Mental Health and Victim Advocacy services will also be provided to non-offending caregivers who meet the overall case criteria for an MDT response. In addition, Mental Health Services will be provided on a case-by-case basis to children and/or family members from the community when approved by the Executive Director.

**MULTIDISCIPLINARY TEAM (MDT)**

**COMPOSITION OF MULTIDISCIPLINARY TEAM**

The Multidisciplinary Team (MDT) is composed of representatives from Law Enforcement Agencies located within Hidalgo County, Texas Department of Family and Protective Services, The Hidalgo Criminal District Attorney's Office, Children's Advocacy Center of Hidalgo and Starr Counties, Judge Mario E. Ramirez, Jr. Juvenile Justice Center (Juvenile Probation Office), Forensic Interviewers, Victim Support and Advocacy, Sexual Assault Nurse Examiners (SANES). As well as participating Mental Health and Medical Providers who have signed the CACHSC Memorandum of Understanding.

### **PARTICIPATING AGENCIES**

- Alamo Police Department
- Alton Police Department
- Doctor's Hospital at Renaissance Health System
- Donna ISD Police Department
- Donna Police Department
- Edcouch Police Department
- Edinburg CISD Police Department
- Edinburg Police Department
- Elsa Police Department
- Hidalgo County District Attorney's Office
- Hidalgo County Sheriff's Office
- Hidalgo Police Department
- Judge Mario E. Ramirez Jr. Juvenile Justice Center
- La Joya Police Department
- La Villa Police Department
- McAllen ISD
- McAllen Police Department
- Mercedes Police Department
- Mission Police Department
- Palmhurst Police Department
- Palmview Police Department
- Penitas Police Department
- Pharr Police Department
- Progreso Police Department
- San Juan Police Department
- Sullivan City Police Department
- Texas Department of Family and Protective Services
- The Children's Advocacy Center of Hidalgo County
- Weslaco Police Department

### **AGENCY ROLES**

Each of the partner agencies involved with the CACHSC has agreed to participate as a member of a multi-disciplinary team (MDT). Cases will focus primarily on the child victim's individual needs; followed by the needs of the non-offending caregivers who are supportive of the child and whose concerns are consistent with the best interest of the child; and finally, on law enforcement, prosecution and civil proceedings involving the case. However, each of these partner agencies also have specific responsibilities and duties unique to their discipline, which are briefly outlined below:

#### **A. Law Enforcement**

- Will refer maltreatment cases that meet the overall acceptance criteria for an MDT response.

- Law enforcement investigators will investigate and determine whether a crime has been committed and present information to the proper authorities for prosecution.
- Will be present and collaboratively participate with the forensic interview process conducted at the CACHSC and satellite offices. In the event, an agency is not able to participate in the forensic interview, it is the responsibility of the assigned agency to make arrangements to receive a link of the forensic interview from the CACHSC or the District Attorney's Office.
- Contact the CACHSC in the event an emergency forensic interview is needed after hours and remain on the premises at the center or satellite offices until all services with the child victim and non-offending caregivers is completed.
- **Will schedule** a Sexual Assault Nurse Examination (SANE) with the CACHSC or a Safe Ready Medical Facility (SAFE) for any child or an adult with substantial impairment who has; made an outcry or there *is a report* (section 4. Article 56A.251, Code of Criminal Procedure) *of* suspected sexual abuse by a **family member** and/or meets the overall acceptance criteria for an MDT response.
- Will refer physical abuse and neglect cases for an MDT response that meets the overall acceptance criteria to ***determine the need for further evaluation.***
- Provide all relevant information/reports when appropriate (Texas Family Code 264.406); provide center staff with ongoing information pertaining to the direction and status of the criminal investigation.
- Facilitate, as necessary, the safe transportation of children and non-offending caregivers to the CACHSC, satellite offices, and other program services.
- Advise the prosecutors(s) on the outcome of the forensic interview and/or the sexual/medical assault exam in a timely manner following its conclusion.
- Provide direction when deemed appropriate regarding the sharing of case information/specifics with the victim's non-offending caregivers.
- Conduct and complete witness interviews and evidence collection pertaining to child abuse investigations by using the collaborating sheet (recommended).
- Attend all scheduled MDT Case review meetings and participate in the sharing of information regarding current case status and plan for continued investigative activity with MDT members (Texas Family Code 264.406). If unavailable, contact the CACHSC in advance to provide pertinent information or send a representative from the investigative agency that is prepared to update team.
- Participate in individual case review/staffing prior to and following the forensic interviews.
- Coordinate with the CACHSC and report suspected child abuse to TDFPS.
- Participate in CACHSC activities including professional education, community educational efforts, and team building programs.

- Provide feedback and suggestions regarding procedures and operations of CACHSC and the MDT process.

**B. District Attorney (Prosecution)**

- Will represent the state in prosecuting child abuse felony cases.
- Work with law enforcement officers in the investigation of criminal child abuse cases.
- Will present cases to the grand jury.
- Represent victims of violence in protective orders and represent the state in removing children from abusive household.
- Coordinate efforts for trial preparation and court accompaniment with CACHSC staff and conduct criminal prosecution proceedings.
- Attend all scheduled MDT case review meetings and participate in the sharing of information regarding case status and plans for future court proceedings with other MDT members (Texas Family Code 264.406).
- Share information with other team members concerning the status of child abuse cases as they move through the legal system.
- Prosecution when appropriate, will assist CACHSC in the review of conflict cases prior to providing services at the CACHSC.
- Participate in CACHSC activities including professional education, community education efforts, and team building programs.
- Provide feedback and suggestions regarding procedures and operations of CACHSC and the MDT process.

**C. Judge Mario E. Ramirez Jr. Juvenile Justice Detention Center**

- Juvenile Justice Detention Center will provide CACHSC staff with information pertaining to the direction, scope and status of a case when deemed appropriate.
- Responsible for referring any allegations of child abuse in the juvenile system to local authorities and TDFPS as defined in Texas Family Code Sec. 261-101. PERSONS REQUIRED TO REPORT; TIME TO REPORT.
- Schedule services for the child victim that may include a Sexual Assault Nurse Examination (SANE), Forensic Interview, and/or a Medical Assessment for Physical Abuse and Neglect Cases.
- Facilitate, as necessary, the safe transportation of children to the CACHSC.
- In cases where a mobile interview is being requested, it is the responsibility of the Juvenile Justice Detention Center to secure a location for the interview to be conducted. The location must be agreed upon by both parties. Additionally; when a mobile interview is requested, the forensic interview will be scheduled at the earliest time available.

- May observe forensic interviews where the alleged offender is a juvenile, so an informed decision can be made in cases where law enforcement plans to file a criminal case.
- Cooperate with law enforcement on those cases when the alleged offender will be placed in detention where a criminal offense will be filed.
- Solicits information to assist in making recommendations or treatment decisions during case disposition where the alleged offender/respondent is a juvenile.
- Participate in CACHSC activities including professional education, community educational efforts, and team building programs.
- Provide feedback and suggestions regarding procedures and operations of CACHSC and the MDT process.

**D. Texas Department of Family and Protective Services (TDFPS); Child Protective Investigations (CPI), Child Protective Services (CPS) Adult Protective In-Home Investigations (APS), and Child Care Investigations (CCI).**

**MULTIDISCIPLINARY TEAM RESPONSE REQUIRED.**

(a)The department shall refer a case to a center and the center shall initiate a response by a center's multidisciplinary team appointed under Section 264.406 when conducting an investigation of:

(1) a report of abuse or neglect that is made by a professional as defined by Section 261.101 and that:

(A)alleges sexual abuse of a child; or

(B)is a type of case handled by the center in accordance with the working protocol adopted for the center under Section 264.4031 [264.411(a) (9)]; or

(2)a child fatality in which there are surviving children in the deceased child's household or under the supervision of the caregiver involved in the child fatality.

(b)Any interview of a child conducted as part of the investigation under Subsection (a) must be a forensic interview conducted in accordance with the center's working protocol adopted under Section 264.4031 unless a forensic interview is not appropriate based on the child's age and development or the center's working protocol adopted under Section 264.4031.

(c)Subsection (a) applies only to an investigation of abuse or neglect in a county served by a center that has executed an interagency memorandum of understanding under Section 264.403. If a county is not served by a center that has executed an interagency memorandum of understanding, the department may, if appropriate, directly refer a case to a center in an adjacent county to initiate a response by that center's multidisciplinary team [, if appropriate].



### **Child Protective Investigations (CPI)**

- Child Protective Investigations **will schedule** a forensic interview of children who are listed as victims in the Statewide Intake for a Priority One and Priority Two, who meets the overall acceptance criteria in accordance with the working protocols, and the report is made by a **professional reporter** as defined by TFC Section [261.101](#).
- Will be present and collaborative participate with the forensic interview process conducted at the CACHSC and satellite offices along with any other program services.
- Contact the CACHSC in the event an emergency forensic interview is needed after hours and remain on the premises at the CACHSC or satellite offices along with any other program services.
- Facilitate, as necessary, the safe transportation of children and non-offending caregivers to the CACHSC.
- Provide all relevant information/reports when appropriate (Texas Family Code 264.406);
- Participate in individual case review/staffing prior to and following the forensic interviews.
- **Coordinate** with the CACHSC, law enforcement, as well as medical staff if the children who have made an outcry or *there is a report* (section 4. Article 56A.251, Code of Criminal Procedure) of suspected sexual abuse by a **family member** and/or meets the overall acceptance criteria for an MDT response with the consent of the victim or an employee of TDFPS.
- Provide direction when deemed appropriate regarding the sharing of case information/specifics with the victim's non-offending caregivers regarding any placement of and protection of the child, advise CACHSC staff of any plans for mental, health, medical or other social services referrals for the child victim and/or family members.
- Report referrals to law enforcement and conduct joint investigations as required by law.
- Attend all scheduled MDT Case review meetings and participate in the sharing of information regarding current case status and plan for continued investigative activity with MDT members (Texas Family Code 264.406). If unavailable, contact the CACHSC in advance to provide pertinent information or send a representative from the investigative agency that is prepared to update team.
- Participate in CACHSC activities including professional education, community educational efforts, and team building programs.
- Provide feedback and suggestions regarding procedures and operations of CACHSC and the MDT process.

### **Adult Protective Services In-Home Investigations (APS)**

- Adult Protective Investigations **will schedule** a forensic interview of elder and disabled individuals who are listed as victims on Statewide Intake for a Priority One and Priority Two, who meets the overall acceptance criteria in accordance with the working protocols; and the report is made by a **professional reporter** as defined by TFC Section 261.101.
- Will be present and collaboratively participate with the forensic interview process conducted at the CACHSC and satellite offices along with any other program services.
- Contact the CACHSC in the event an emergency forensic interview is needed after hours and remain on the premises at the CACHSC or satellite offices until all services with the child victim and non-offending caregivers are complete.
- Provide all relevant information/reports when appropriate (Texas Family Code 264.406)
- Participate in individual case review/staffing prior to and following the forensic interviews.
- **Coordinate** with the CACHSC, law enforcement, as well as medical staff if the children who have made an outcry or *there is a report* (section 4. Article 56A.251, Code of Criminal Procedure) of suspected sexual abuse by a **family member** and/or meets the overall acceptance criteria for an MDT response with the consent of the victim or an employee of TDFPS.
- Provide direction when deemed appropriate regarding the sharing of case information/specifics with the victim's non-offending caregivers regarding any placement of and protection of the child, advise CACHSC staff of any plans for mental health, medical, or other social services referrals for the child victim and/or non-offending caregivers.
- Attend all scheduled MDT case review meetings and participate in the sharing of information regarding case status and plans for continued family involvement with other MDT members (Texas Family Code 264.406). If unavailable, contact CACHSC Coordination Staff in advance to provide pertinent information or send a representative that is prepared to update the team.
- Report referrals to law enforcement and conduct joint investigations as required by law.
- Participate in CACHSC activities including professional education, community education efforts and team building programs.
- Provide feedback and suggestions regarding procedures and operations of CACHSC and the MDT Process.

#### **Child Care Investigations (CCI)**

- Child Care and Registered Child Care Investigations **will schedule** a forensic interview for victims of abuse and neglect in child-care operations, and child placing agencies facilities, who are listed as on the Statewide Intake for a Priority One and Priority Two, who meets

the acceptance criteria in accordance with the working protocols, and the report is made by a **professional reporter** as defined by TFC Section 261.101.

- Will be present and collaboratively participate with the forensic interview process conducted at the CACHSC and satellite offices along with any other program services.
- Contact the CACHSC in the event an emergency forensic interview is needed after hours and remain on the premises at the CACHSC or satellite offices until all services with the child victim and non-offending caregivers are completed.
- Facilitate, as necessary, the safe transportation of children and non-offending caregivers to the CACHSC and satellite offices.
- Provide all relevant information/reports when appropriate (Texas Family Code 264.406);
- Participate in individual case review/staffing prior to and following the forensic interviews.
- **Coordinate** with the CACHSC, law enforcement, as well as medical staff if the children who have made an outcry or *there is a report* (section 4. Article 56A.251, Code of Criminal Procedure) of suspected sexual abuse by a **family member** and/or meets the overall acceptance criteria for an MDT response with the consent of the victim or an employee of TDFPS.
- Provide direction when deemed appropriate regarding the sharing of case information/specifics with the victim's non-offending caregivers regarding any protection of the child, advise CACHSC staff of any plans for mental health, medical or other social services referrals for the child victim and/or non-offending caregivers.
- Report referrals to law enforcement and conduct joint investigations as required by law.
- Attend all scheduled MDT Case review meetings and participate in the sharing of information regarding current case status and plan for continued investigative activity with MDT members (Texas Family Code 264.406). If unavailable, contact the CACHSC in advance to provide pertinent information or send a representative from the investigative agency that is prepared to update the team.
- Participate in CACHSC activities including professional education, community educational efforts, and team building programs.
- Provide feedback and suggestions regarding procedures and operations of CACHSC and the MDT Process.

#### **E. Medical Roles**

- A Sexual Assault Nurse Examiner (SANE), Physicians, Nurse Practitioners, Physician's Assistant, who has met the training standards, has pediatric experience, and child abuse expertise will conduct a comprehensive medical exam to sexual/physical and neglect

abuse patients to include photo and written documentation of injuries/and or other physical findings and collect evidence.

- **Acute SANE** exams (less than 120 hours since the sexual assault occurred) will be performed at the nearest sexual assault forensic exam ready medical facility (SAFE) to ensure evidence is collected, the need for emergency contraception, and post-exposure prophylaxis for sexually transmitted infections (STI'S), pain management, and document evidence or complaint of anogenital bleeding or injury; and/or the need for a mental health evaluation.
- **Chronic SANE** exams (more than 120 hours since the sexual assault occurred) will be performed through a scheduled appointment at the CACHSC or satellite offices by a CACHSC SANE Nurse and/or referred to the closest SAFE ready medical facility. The medical sexual assault examination will consist of history/narrative of the alleged incident, a full body and a detailed anogenital exam, collection of photographic evidence, and/or the need for a mental health evaluation.
- They will actively and collaboratively participate with program services when appropriate.
- Provide direction when deemed appropriate regarding the sharing of case information/ specifics with the victim's non-offending caregivers regarding medical evaluation, advice CACHSC staff of any plans for mental health, medical or other social services referrals for the child victim and /or non-offending caregivers.
- Attend all scheduled MDT Case review meetings and participate in the sharing of information regarding current case status and plan for continued investigative activity with MDT members (Texas Family Code 264.406). If unavailable, contact the CACHSC in advance to provide pertinent information or send a representative from the investigative agency that is prepared to update the team.
- Participate in CACHSC activities including professional education, community educational efforts, and team-building programs.
- Provide feedback and suggestions regarding procedures and operations of the CACHSC and the MDT process.
- Cases of child victims of alleged abuse who receive medical care from a non-MDT medical provider and/or a medical provider who does not specialize in child abuse will be reviewed by the designated MDT Medical Provider to assess the need for further evaluation/and or treatment.
- A medical facility who will be providing services as part of a multidisciplinary approach for the purpose of child abuse cases will have an additional linkage agreement detailing their roles and responsibilities.

**F. Mental Health Providers**

- Off-site participating Mental Health Providers with a CACHSC Memorandum of Understanding will share pertinent information regarding victims, which may include progress in treatment, attendance, and other information deemed appropriate for sharing with MDT involved.
- Off-site Mental Health Providers will also be advised and encouraged to attend any MDT Case Review meetings, where their client's case will be discussed.
- Provide a clinical tracking form explaining the treatment goals, progress, or lack of progress in treatment, and any concerns needing to be addressed by the MDT, during the initial month, and every three months thereafter as part of the MHP-MOU requirements.

**G. Children's Advocacy Center**

- The CACHSC will serve as an interagency coordinated response center in order to facilitate an MDT approach with Law Enforcement, Texas Department of Child Protective Services, Juvenile Justice Center, and Doctor's Hospital at Renaissance Health System, The District Attorney's Office and off-Site Mental Health Providers.
- Will help to coordinate through a multi-disciplinary approach the investigation, prosecution, and intervention efforts of child abuse cases.
- Provide a child-focused setting designed to provide a safe, comfortable, and neutral place for victims and their non-offending caregivers.
- Provide trained Forensic Interviewers to conduct legally sound, non-leading, neutral interviews for the purpose of investigations.
- Provide Victim Support and Advocacy services to the children and families who are referred to our center.
- Assist families with Mental Health and Medical Referrals.
- Provide a place for MDT Members to meet with the child and non-offending caregivers.
- Provide a facility at which a Multidisciplinary Team can meet to facilitate the efficient and appropriate disposition of child abuse cases through the civil and criminal justice systems on a monthly or as needed basis.
- Will receive and review TDFPS Statewide Intakes for acceptance criteria and collaboration between MDT members.
- Track each case as it moves through the investigative and legal process until final disposition.
- Advocate and provide support for the children and families served by the CACHSC.
- Assist families with crime victim applications, as needed, and maintain contact to monitor the progress of any victim services provided.
- Provide continued support to clients and non-offending caregivers.

- Provide Mental Health Therapists who meet the qualifications to conduct trauma-based counseling services.
- The CACHSC will serve as a clinical consultant and will support and monitor the treatment progress and outcomes of any child victim and their non-offending caregivers.

### **CONFLICT RESOLUTION**

In the event of a conflict arising between team members regarding management of cases, conducting of interviews, staffing of cases, etc. the CACHSC Executive Director shall contact the agency supervisors who have authority over the individuals involved in the conflict/complaint. The Executive Director will provide in writing specific information about the nature and context of the conflict/complaint. Each agency supervisor will have sole authority in determining what, if any, action will be taken toward the individual team members involved, in effort to resolve the conflict. In the event either agency involved deems a greater urgency, a called meeting of all agency supervisors may be requested, scheduled, and conducted.

### **CONFIDENTIALITY**

The files, reports, records, communications, and working papers used or developed in providing communications, and working papers used or developed in providing services under this Chapter are confidential and not subject to public release under Chapter 552, Government Code, and may only be disclosed for purposes consistent with Chapter 264. All State and Federal confidentiality laws will be followed in connection with this agreement.

Disclosure may be to:

1. The Texas Department of Family and Protective Services (TDFPS), department employees, law enforcement agencies, prosecuting attorneys, medical professionals, and other state agencies that provide services to children and families; and,
2. The attorney for the child who is the subject of the records and a court-appointed volunteer advocate appointed for the child under Section 107.031. Information related to the investigation of a report of abuse or neglect under Chapter 261 and services provided as a result of the investigation is confidential as provided by Section 261.201.
3. TDFPS, a law enforcement agency, and a prosecuting attorney may share with center information that is confidential under Section 261.201 as needed to provide services under this Chapter. Confidential information shared with or provided to the center remains the property of the agency that shared or provided the information to the center.

4. Courtesy services will be provided to other federal and state law enforcement agencies other than those identified in this protocol when appropriate. These agencies will be required to sign a statement of confidentiality prior to participating in any program service.

5. The video and audio interview of a child made at the center will become property of the prosecuting attorney involved in the criminal prosecution of the case involving the child. If no criminal prosecution occurs, the video recorded interview is the property of the attorney involved in representing the department in a civil action alleging child abuse or neglect. If the department is not investigating or has not investigated the matter, the video recorded interview is the property of the agency that referred the matter to the center.

### **FACILITY**

#### **ALLEGED PERPETRATORS**

The CACHSC will provide a safe, neutral, child-focused facility for children and their non-offending caregivers.

**No alleged or confirmed perpetrators will be allowed in the facility and/or the CACHSC premises. Only caregivers/family members who are directly involved with a case will be allowed in the facility and or the CACHSC premises. Involvement is defined as a caregiver/family member who is supportive of the child victim and/or caregiver/family member. The CACHSC staff may limit the amount of caregivers/family members in the facility.**

No interviews of alleged or confirmed perpetrators (adult or child) will be conducted at the CACHSC facility. Juvenile (ages 10 years or older) will be allowed in the facility when services are provided to them as a child victim. CACHSC coordination staff will ensure that the victim is scheduled on a different day and/or time from their alleged juvenile's perpetrator's appointment. Consideration will be given to allow alleged confirmed perpetrators in the facility, if their participation in mental health and *medical services* are conducive to the victim's treatment.

Every effort will be made to avoid the presence of known perpetrators on site at the CACHSC whenever possible. In some situations, it may be allowable for a parent/guardian or caregiver that is an alleged or confirmed offender of neglectful supervision, but not for sexual/physical abuse to bring the child to the center for a forensic interview or SANE exam concerning sexual abuse or a medical evaluation concerning physical abuse or neglect.

#### **Presence of Other Individuals**

Every effort will be made to avoid the presence of any known defense attorneys and/or lawyers representing a caretaker/alleged perpetrator on-site at the CACHSC facility/premises. CACHSC will seek further advisement from the Hidalgo County District Attorney's Office.

**Agencies Other than Hidalgo County Utilizing CACHSC Services**

Upon request from our signature agencies, the CACHSC will extend program services to other agencies of Hidalgo County.

When services are scheduled by TDFPS for a Law Enforcement agency outside of Hidalgo County, TDFPS will coordinate the appointment with a local Law Enforcement agency as a courtesy when available. Should a local Law Enforcement agency not be available, TDFPS may assign a Special Investigator to be present for the scheduled appointment.

**INTAKE AND CASE COORDINATION**

The Children's Advocacy Center of Hidalgo County, Inc. receives case intakes in any of the following manners:

- A. Direct referral from local law enforcement partner agencies via phone, email etc.
- B. Direct referral from local TDFPS partner agency via phone, email, etc.
- C. Referral from TDFPS Statewide Intake/Hotline via email

Regardless of method of receipt, the CACHSC Coordination Staff will work to assist in coordination of joint investigations for any and all cases that meet the agreed upon case criteria within these MDT Protocols. The CACHSC will strive to communicate with and connect the appropriate investigative agencies with one another and assist, as requested with the scheduling of any and all of the following core CAC services/activities appropriate for the respective cases: Forensic Interview, Victim Support and Advocacy, Medical Evaluations, Mental Health Evaluations and/or MDT Case Review.

**For Intakes received via the TDFPS Statewide Intake/Hotline System**

The CACHSC MDT Coordination Staff will read, review, and log all SWI reports received to determine if the Intake meets the agreed upon criteria for a multidisciplinary response and/or CACHSC services, the MDT Coordination Staff will check to determine whether or not the case has already been referred by local law enforcement and/or TDFPS. For cases that have not yet been referred to the CACHSC for a multidisciplinary team response and/or CACHSC services, the MDT Coordination Staff will contact the appropriate investigatory agencies to:

- Alert them about the intake.



- Communicate how the case appears to meet agreed upon case criteria for an MDT response and/or CACHSC services.
- Inquire as to what actions the investigating agencies wish to take at that time.

This outreach to the investigating agencies will be conducted through email, phone and/or text within 72 hours.

Coordination Staff will assist with communication and coordination among investigating agencies regarding the Intake and also offer to assist with scheduling services, as directed by the agencies. The MDT Coordination Staff will log details of the Intake through Collaborate (Pre-Intake function) as well as any actions determined to be taken at that time.

In the event an Intake meets the agreed upon case criteria for an MDT response and/or CACHSC services, but the investigating agencies, for whatever reason, advise that no further action is needed/will be taken, the Investigator will provide the reason for dismissal of the Intake and that information will also be logged into the case record for future reference, as needed.

The CACHSC's role in reviewing the reports is to review and identify Statewide Intake reports within the overall case acceptance criteria as defined by the Children's Advocacy Center's Working Protocol and facilitate the CACHSC's multidisciplinary team services related to case investigation, assessment, and intervention. In addition, we understand that the CACHSC's access to the Statewide Intake reports shall not be construed to change, reduce, or expand the authority or jurisdiction of the Children's Advocacy Center or any multidisciplinary team partner agency as it relates to initiating and conducting investigations, assessments, and/or interventions.

The CACHSC will store, retain, and destroy all Intake Reports in accordance with the CACHSC Records Retention Policy.

#### **COLLABORATIVE ACTIVITIES AND PROGRAM SERVICES**

#### **SPECIFIC CASE CRITERIA FOR SERVICES FOR FORENSIC INTERVIEWS, MEDICAL EXAMS, MENTAL HEALTH, AND VICTIM SUPPORT AND ADVOCACY.**

Children's Advocacy Center of Hidalgo and Starr Counties (CACHSC) is committed to providing collaboratively activities and program services with the following overall criteria outlined within these MDT Protocols.

The following cases that meet the overall criteria will be referred for an MDT response:

#### **Priority One Criteria**

1. Sexual Abuse allegations to include, but not limited to (as defined in the Texas Penal Code):

- a. Aggravated Sexual Assault (Sec.22.021)
- b. Sexual Assault (Sec. 22.011)
- c. Continuous Sexual Abuse of a child (Sec.21.02)
- d. Indecency with a Child (Sec.21.11)
- e. Prohibited Sexual Conduct (Sec. 25.02)
- f. Indecent Exposure (Sec.43.25)
2. Possession or promotion of Child Pornography (Sec.43.26)
3. Sexual Performance by a child (Sec.43.25)
4. Trafficking of Persons (Sec.20A.02)
5. Human Smuggling (Sec.20.05)
6. Solicitation of a child (Sec.22.06)
7. Injury to a Child (Sec.22.04)

### **Priority Two Criteria**

1. Allegations of Physical Abuse
2. Child Fatality
3. Child Witness to a Crime
4. Allegations of Neglect
5. Child at Risk of Abuse

### **Collateral/Witness Interviews by Partner Agencies**

Partner Agencies are encouraged to conduct all interviews of non-offending caregivers/siblings at the CACHSC whenever space and schedule permits.

### **After Hours Overall MDT Respond**

The CACHSC will be available during business hours from 8:00 AM to 5:00 PM and after business hours to respond to TDFPS cases related to a report of abuse that is made by a professional reporter and that alleges sexual abuse of a child; or is a type of case handled by the center in accordance with the case criteria outlined in these working protocols; or a child fatality in which there are surviving children in the deceased child's household or under the supervision of the caregiver involved in the child fatality.

### **FORENSIC INTERVIEWS**

#### **TARGET POPULATION**

The CACHSC target population for forensic interviews consists of child victims of maltreatment to include sexual abuse, physical abuse, human trafficking, and witness to a violent crime ages 2-17, as well as adults with substantial impairment (with the direction of the District Attorney's Office).

A forensic interview is a developmentally sensitive and legally sound method of gathering factual information regarding allegations of abuse and/or exposure to violence using a semi-structured narrative process and are coordinated to avoid multiple interviews. Interviews are conducted by a competently trained, neutral professional utilizing research and practice informed techniques as part of a larger investigative process.

All interviews shall be conducted by a trained CACHSC Forensic Interviewer with specialized training in conducting forensic interviews at the CACHSC, satellite offices, or approved mobile site via scheduled appointments in a CACHSC interview room. All forensic interviews will be conducted utilizing the CAC of Texas Semi-Structured Narrative Interview Process or a Nationally Recognized process. A CACHSC interview room is defined at any location that has been established by the CACHSC.

**A. Appointment/CACHSC Intake Process**

MDT members requesting a Forensic Interview are required to schedule an appointment with CACHSC Coordination Staff. Coordination Staff will gather pertinent information from the referring agency necessary to complete the intake process.

Appointment will be scheduled at the CACHSC location closest to the victim's residence when possible.

Information Required at Intake:

1. Allegations.
2. Identifying information for victim, non-offending parent, and alleged perpetrator.
3. Known victim's disability.
4. Individual transporting the victim and their date of birth.
5. Victim's address/city.
6. Information regarding additional investigative agency involved (TDFPS or Law Enforcement) case number and investigator assigned.
7. Contact phone number for investigator(s) involved.

**B. Joint Investigation Coordination and MDT Notification**

It is a policy that victims be exposed to a minimum number of interviews and interviewers pursuant to Section 264.403 of Texas Family Code. Interviews conducted with victims of sexual abuse and serious physical abuse will be conducted jointly by an Investigator from the appropriate TDFPS, and Law Enforcement Agency, pursuant to Section 261.301 of the Texas Family Code. CACHSC Coordination Staff will follow-up and notify team members prior to the

forensic interview of a child victim to ensure all investigative agencies involved are present. The investigative team (TDFPS or Law Enforcement) scheduling the appointment is responsible for all communication with and/or non-offending caregivers/guardian and /or an agency responsible for the transportation of the victim to the appointment.

**C. Individual Conducting the Interview**

Forensic interviews will be conducted by a CACHSC trained Forensic Interviewer who has completed the required trainings. Only the alleged victim, a forensic interviewer, as well as an interpreter when needed, will be allowed in the interview room.

Forensic interviews will be conducted based on the outlined overall acceptance criteria for Program Services and a trained Forensic Interviewer will be selected for each specific case that fits appropriately to the child victim's needs.

Forensic Interviewers will have successfully completed documentation of timely progress towards or satisfactory completion of the Children's Advocacy Centers of Texas, Inc., Forensic Interviewer Core Curriculum; and/or a curriculum that is a national; and/or state recognized forensic interview trainings and adheres to current research and best practices.

Forensic Interviewers who conduct forensic interviews will participate in a structured peer review process for forensic interviewers a minimum of two (2) times per year. In addition, all Forensic Interviewers will participate in ongoing education in the field of child maltreatment consisting of 8 contact hours annually.

**D. Interpreter**

In the event the victim and/or a non-offending caregiver require the use of an interpreter, the referring agency will coordinate services. The CACHSC will assist with the coordinating of those services when needed. The interpreter will provide a copy of their credentials, a valid identification, and participate during the forensic interview when needed.

Additionally, the interpreter will be required to read and sign the "Guidelines for Interpreters During an Interview" form as well as a confidentiality agreement.

**E. Availability/Presence of MDT Members on Joint Interviews**

MDT members with investigative responsibilities **must observe** the forensic interview(s) to ensure necessary preparation, information sharing, and MDT/interviewer coordination throughout the interview and post-interview process.

Law Enforcement and/or a TDFPS investigator **must be present** for the observation of the forensic interview; however, in the event one is unable to be present, the case investigator or their immediate supervisor must give approval for the forensic interview to be conducted in his or her absence.

No interview will be conducted at the CACHSC when **not observed** by at least one Law Enforcement or TDFPS *Investigator*. CACHSC staff will allow 15 minutes after scheduled interview time for all agencies involved to arrive before making alternative arrangements. Should an investigative agency not arrive within the 15 minutes and/or CACHSC is unable to make contact, the CACHSC may proceed with the scheduled interview if they were previously notified of the appointment.

#### **F. Who Observes the Interview**

All CACHSC interviews shall be observed by at least one authorized investigative team member (TDFPS, Law Enforcement (local, state, or federal) and a designated/assigned prosecutor from the District Attorney's Office) to ensure the privacy for the victim and minimize the number of witnesses involved directly with the investigation and prosecution.

Those **who may** observe the forensic interview may include:

- Other CACHSC staff such as the Sexual Assault Nurse and CACHSC Mental Health Counselor may observe the forensic interview when appropriate.
- Off-site agency (e.g., Medical, Mental Health, etc.) may observe a forensic interview by court order or with the approval of the District Attorney or the designated prosecutor whenever feasible.

Those **who may not** observe the forensic interview:

- Caretakers, lawyers representing caretaker(s), therapists, social workers, advocates, and/or significant others **shall not** be allowed to be present in the interview room or observation room during a forensic interview.
- An Ad Litem Attorney may not observe the interview.
- A partner agency intern and/or volunteer shall not be allowed to be present in the observation room during the forensic interview unless otherwise approved by the Director or the Program Director of the CACHSC.

#### **G. Pre-Interview Procedures**

TDFPS and/or Law Enforcement Investigators should introduce themselves to the non-offending caregivers of the child victim and explain their roles in the investigation process prior to the beginning of the interview.

The Forensic Interviewer, when feasible, will introduce themselves and explain the interview process to the non-offending caregivers. In the event the interviewer is unable to do so, the Victim Advocate may explain the process.

The Victim Advocate may introduce the victim to the interview room prior to the forensic interview. When possible, the Forensic Interviewer and Victim Advocate should assess the child's developmental level and inquire about any known disabilities the child may have with the non-offending caregivers.

The Forensic Interviewer will meet with the case team prior to beginning an interview to discuss any pertinent information regarding the case or alleged victim. Should an audio/video recording and/or written statement have been conducted by TDFPS or a Law Enforcement Agency with the victim(s), the audio/video recording and/or written statement will be provided to the jurisdiction involved in the joint investigation (pursuant to Section 261.301 of the Texas Family Code) case prior to a forensic interview. If the interview is agreed upon by the case team, the case team should agree upon the parameters of this interview.

In the event a child is present for multiple CACHSC services, the case team will discuss and determine which service should be completed first (i.e. medical, interview, etc.).

#### **H. During the Forensic Interview**

The case team will observe and take notes as the forensic interview is being conducted. If the case team has any questions during the interview process, they may communicate with the Forensic Interviewer at the time of the interview. In the event the Forensic Interviewer needs to communicate with the case team, the interviewer may step out of the interview room (taking into consideration the victim's age/and or demeanor) to discuss their questions or concerns with the case team.

The Forensic Interviewer may use aids during the interview process which may include male and/or female anatomical drawings and dolls, assessment tools, as well as any other aids deemed necessary by the case team. In some cases, it is necessary for the Forensic Interviewer to introduce evidence when deemed necessary by law enforcement and/or TDFPS.

The case team may request for the Forensic Interviewer when deemed necessary to introduce evidence during the interview. All information to include photographs, and or documentation must come from Law Enforcement and/or TDFPS. The CACHSC will not print, copy, or create documentation. All work products will become part of the forensic interview and will be stored accordingly to policies and procedures and a copy will be provided to law enforcement.

#### **I. Post Interview Procedure**

After the interview, the interviewer, victim advocate, law enforcement, and/or TDFPS (case team) (when applicable) will meet to discuss the outcome of the interview, clarify any questions or concerns regarding the case and identify any additional services.

Law enforcement will provide, if any, an offense category for CACHSC record keeping. A Victim Advocate may share information gathered through their assessment of the non-offending caregivers with the case team. Following that meeting, law enforcement/and or TDFPS should meet with the non-offending caregivers to explain the outcome of the interview and answer any questions they may have.

When relevant, the case team will discuss and determine the need for a SANE exam or a medical evaluation. If a SANE exam or medical evaluation was completed, CACHSC will document when and where it was done, if one has not been done, and one is needed, CACHSC staff may facilitate scheduling the SANE exam or medical evaluation with the CACHSC or an approved Safe Ready Medical Facility (SAFE).

#### **J. Subsequent Forensic Interview**

A subsequent interview is an interview to supplement the initial, completed forensic interview.

While it is the CACHSC's goal to minimize the number of interviews per child, if an MDT member believes that a subsequent interview is necessary, the procedure shall be as follows:

1. Case Team should confer and discuss the need for a subsequent interview and reach a consensus.
2. If an audio/video recording and/or written statement interview has been conducted by TDFPS or a Law Enforcement Agency with the victim(s), the audio/video recording and/or written statement will be provided to the jurisdiction involved in the joint investigation (pursuant to Section 261.301 of the Texas Family Code) case prior to a subsequent interview.
3. If the follow-up repeat interview is agreed upon by the case team, the case team should agree upon the parameters of this interview.

4. CACHSC will seek the assistance of the District Attorney's Office when a consensus is not met with the case team.
5. A subsequent interview will be conducted by the same Forensic Interviewer when possible.

#### **K. Multi-Session Forensic Interview (MSFI)**

A multi-session forensic interview is one forensic interview completed over multiple sessions for children and cases with special considerations. Special considerations include:

1. Children with disabilities
2. Children from diverse cultural backgrounds
3. Preschool children
4. Children who have experienced extreme trauma
5. Children who are victims of human trafficking

The case team should make the decision to have a MSFI conducted in place of a traditional interview. A MSFI should only be conducted with a unanimous case team support for the initial Forensic Interviewer.

Prior to scheduling a MSFI for a courtesy law enforcement jurisdiction, the partner agency scheduling the appointment, or CACHSC staff should consult with the designated investigative agency for MSFI approval.

All MSFI successive sessions will be coordinated through the Forensic Interviewer and will be scheduled promptly.

#### **Multi- Session Forensic Interview Work Product**

The original interview will be created and uploaded to the VidaNyx Software after each successive session of a MSFI. The Interview (s) will be uploaded by the forensic interviewer and stored in the VidaNyx software cloud-based system until the MSFI sessions have concluded. A link will be sent to the investigative agency when all sessions have been completed.

The forensic interviewer will make a full color copy of the original work product completed during the MSFI for each successive session. All work products will be stored by the forensic interviewer in the VidaNyx software cloud-based system until the sessions have concluded.

#### **L. Video Recordings**



Interviews conducted at the Children's Advocacy Center of Hidalgo and Starr Counties with victims will be video recorded pursuant to Texas Family Code Section 261.302.

Forensic Interviewers will upload all forensic interviews to a secured software cloud-based system called VidaNyx. A link to view and/or download the interview will be provided to each investigative agency.

Each Interview will be stored in the VidaNyx software cloud-based system identifying the following:

- Interviewees (victim (s))
- Date when interview was created
- Interviewee name
- Custodian
- Name of the forensic interviewer
- CACHSC case id number
- Law enforcement case number
- Law enforcement agency
- DFPS case number
- CPS agency
- Jurisdiction if known
- County
- Language
- Interview observers
- Interview type
- Assigned investigator (s)
- Name of the forensic interviewer
- Alleged perpetrator if known
- VidaNyx (video) history
- Work product copy (attachments)
- Shared access with details
- Downloads

TDFPS and Law Enforcement Investigators will acknowledge that an original interview recording was provided through the VidaNyx system. The chain of custody ensures the interview is safe and only accessed by those who need access.

***CACHSC will not store any video recording of interviews on local servers. If a case team member is not present for the recording of the forensic interview, a link of the video recordings(s) will be shared with law enforcement and/or TDFPS and/or Prosecutor present at that time of the recording. Interviews will be transferred to the Hidalgo County Criminal District Attorney's office through the VidaNyx System.***

A video recording of an interview of a child that is made is the property of the prosecuting attorney involved in the criminal prosecution of the case involving the child. If no criminal prosecution occurs, the video recording is the property of the attorney involved in representing the department in a civil action alleging child abuse or neglect. If the matter involving the child is not prosecuted, the video recording is the property of the department if the matter is an investigation by the department of abuse and neglect. If the department is not investigating or has not investigated the matter, the video recording is the property of the agency that referred the matter to the center (TFC Sec.264.408).

#### **M. After Hour Forensic Interviews**

On a case -by-case basis MDT members will assess whether it is in the best interest of the child to conduct a forensic interview after hours (e.g., night and/or weekends). CACHSC on call staff will consider the following when scheduling after hour interviews.

1. Allegations
2. Time of requested interview
3. Child's health and emotional state at the time of request
4. Availability of staff
5. Case details

MDT members will contact the CACHSC through the 24-hour, seven day a week answering service at telephone number 956-287-9754 for emergency Forensic Interviews. When the interview cannot be conducted after hours, priority will be given to the case, and it will be scheduled at the earliest date and time feasible and agreeable to all agencies involved.

On call CACHSC staff will be available in the event of an emergency 24 hours a day 7 days a week. On call staff includes, but is not limited to, a Forensic Interviewer, a Family Support Specialist, a SANE nurse, a Counselor and or Therapist.

#### **N. Off-Site Interviews**

Off -site forensic interviews will be available on a case-by-case basis using the CACHSC portable equipment. Off-site forensic interviews will be conducted in an appropriate environment

conducive to audio and video recording. CACHSC Coordination Staff and MDT members will ensure the location of where the interview will be conducted will be to the best of their ability and appropriate for the child to be interviewed. CACHSC staff may include, but it's not limited to: A Forensic Interviewer and a Family Support Specialist.

#### **O. Equipment**

A portable laptop, camera, and microphone will be taken to an off-site approved location. The off-site location will be approved by the Director and/or assigned supervisor of the CACHSC. The equipment will be operated by a trained Forensic Interviewer.

The following guidelines will be used when choosing a site:

- Interview Room
- Observation room
- Waiting room

The following guidelines will be strictly enforced when conducting interviews using the mobile equipment:

- Maintaining Confidentiality
- Signs on doors when necessary
- Location of site
- Monitoring of parents
- Confidentiality agreements signed with interview site

#### **P. Tracking of Portable Forensic Interviews**

CACHSC Coordination Staff will document the location of the forensic interview in the CAC's data base as well as in the VidaNyx system. When an interview is recorded a link of the interview will be shared with Law Enforcement and TDFPS Investigator. After 30 days all interviews stored in the VidaNyx System will be transferred to the District Attorney's Office.

**No copies of the mobile interview will be stored in the mobile laptop hard drive.**

#### **VICTIM SUPPORT AND ADVOCACY**

The CACHSC target population for victim support and advocacy consists of child victims of maltreatment to include sexual abuse, physical abuse, human trafficking, and witness to a violent crime ages 2-17, as well as adults with substantial impairment (with the direction of the District Attorney's Office). Victim Advocacy services will also be provided to non-offending family

members who meet the overall case criteria for an MDT response. In addition, Victim Support and Advocacy Services will be provided on a case-by-case basis to children and/or family members from the community when approved by the Executive Director.

The focus of victim support and advocacy is to help reduce trauma for the victim child and non-offending caregivers and to improve outcomes. Coordinated victim advocacy services encourage access to and participation in investigation, prosecution, treatment, and support services through the life of the case and thus are a necessary component in the MDT's response.

### **Victim Advocate**

A Victim Advocate or trained MDT member who has the specialized training in victim advocacy will provide victim support to child victims and their non-offending caregivers.

A Victim Advocate or trained MDT member will demonstrate that they have successfully completed a minimum of 24 hours of instruction within 6 months of hire. The training must consist of specific criteria as outlined by the CAC of Texas and/or appropriate training requirements specific to the services they provide, if an individual provides victim support and advocacy services as part of the CACHSC/MDT response.

A Victim Advocate or trained MDT member will demonstrate participation in on going education in the field of Victim Advocacy and Child Maltreatment consisting of eight (8) contact hours annually.

### **A. Greeting and Orientation**

The Victim Advocate will greet and provide an orientation to children/and their non-offending caregivers and will be available during the forensic interview to provide support to non-offending caregivers and may participate in pre and post interview case staffing when applicable.

### **B. Assessment**

A Victim Advocate will conduct an assessment with the parent/legal guardian present to determine the need for services relating to the investigation of abuse for their child and or parent/legal guardian. They will also assess the child(s) and non-offending family caregiver's/family's mental state and feelings about participation in the investigation/prosecution.

### **C. Crisis Intervention**

A Victim Advocate may provide crisis intervention and support at all stages of the investigation and prosecution process of the victim and their non-offending caregivers.

**D. Information and Referral**

The Victim Advocate will provide relevant educational literature/information, which may include:

- Information about the Children's Advocacy Center
- Educational literature/information related to child abuse and services provided
- Off-site available resources
- Referrals for counseling services on-site or off-site
- Victim's Rights
- Assistance with procuring services (housing, protective orders, domestic violence intervention, food, transportation, public assistance)
- Provide information about the investigation process
- Texas Crime Victim's Compensation as well as assistance with the completion and submission of the application.
- Victim Information and Notification Everyday (VINE) as well as assistance with the registration process

**E. MDT Case Review Meetings**

The Victim Advocate will attend and/or coordinate MDT case review meetings. They will provide updates to non-offending caregivers on case status, continuances, dispositions, sentencing, and offender release from custody when appropriate. The Victim Advocate will also provide MDT updates regarding the victim and/or the caregiver/family status during case review meetings.

**F. Family Follow Up**

The Victim Advocate and/or other CACHSC staff will conduct a follow-up telephone calls with the victim or the victim's protective family member/caregiver after their visit to the CACHSC and thereafter.

**G. Accompaniment**

The Victim Advocate may be available to the victim and/or non-offending caregivers for accompaniment to court, medical and/or other types of accompaniments related to the investigation or prosecution of their case.

**MENTAL HEALTH SERVICES**

The CACHSC target population for mental health services consists of child victims of maltreatment to include sexual abuse, physical abuse, human trafficking, and witness to a violent crime ages 2-17, as well as adults with substantial impairment (with the direction of the District

Attorney's Office). Mental health services will also be provided to non-offending caregivers who meet the overall case criteria for an MDT response. In addition, mental health services will be provided on a case-by-case basis to children and/or family members from the community when approved by the Executive Director.

Mental health services to include debriefings, screenings, crisis intervention, and specialized trauma-focused and evidence-based treatment are eligible to child victims of abuse and their non-offending caregivers. Priority will be given to victims that have received other CACHSC services; however, outside referrals will be allowed on a case-by-case basis. Additionally, all mental health services to child victims and their non-offending caregivers will be free of charge for clients referred to the CACHSC as part of an MDT response.

Mental health services are separate from the forensic process of gathering evidentiary information. Child victims and their non-offending caregivers are eligible to receive mental health treatment to assess and mitigate the long-term impacts of trauma or other diagnosable mental health conditions.

**A. Post Debrief:**

CACHSC personnel will conduct debriefings with victims and non-offending caregivers after a forensic interview and medical exam. This will allow the victim to express their experience and feelings about the forensic interview and/or medical exam. During the process CACHSC personnel will identify the needs for mental health services, evaluate the need for immediate crisis intervention, and formulate recommendations for additional services.

**B. Crisis Interventions:**

A trained CACHSC personnel will evaluate the victim and/or non-offending caregivers for risk of self-harm or suicide when appropriate. CACHSC trained personnel will discuss findings, concerns and/or action plans with the non-offending caregivers and/or investigators present. If applicable and a safety plan is needed, CACHSC trained personnel will follow-up as needed with the victim and guardian/parent to ensure the child's mental health concerns are addressed and take the necessary steps if additional intervention is needed.

**C. On-site Counseling:**

**1. Referrals:**

A request for mental health services must be made by completing a Counseling Referral Form. Internal referrals will be made by the Victim Advocate. Partner agencies wishing to make outside referrals can contact a member of the CACHSC Mental Health Department to make a referral.

Information required to indicate a referral:

- a. Victim name, date of birth, home address.
- b. Legal guardian name and phone number.
- c. Identified symptoms/behavior changes
- d. Contact information for TDFPS and Law Enforcement investigators (if applicable)
- e. Date of CACHSC Interview (if applicable)
- f. Alleged Offense (if applicable)
- g. Name/Relation of Alleged Perpetrator (if applicable)

## **2. Intake Appointment:**

The following documentation is required (if applicable) prior to the intake appointment:

- a. Divorce Decree /Parenting Decree
- b. Child Support Order
- c. Crime's Victim's Compensation Approval Letter

## **3. Screenings:**

CACHSC trained Mental Health Personnel will conduct a screening after receiving a completed referral form. The screening will consist of indicators to ensure that a child victim and non-offending member meets the criteria for counseling.

## **4. Counseling:**

CACHSC trained Mental Health Personnel will provide individual, group, and family counseling to victims of abuse and non-offending caregivers. Evidenced-based and other practices will be used to reduce the emotional trauma and the risk of future abuse to help victims overcome their psychological difficulties and achieve optimal growth and development.

On a case-by-case basis counseling services may be provided to victims and non-offending caregivers off-site at their home or school of residence. Victims and non-offending caregivers needing specialized treatment and/or extended therapeutic treatment will be referred to other professionals in the community, if their need cannot be met at the center.

## **D. Referrals to Off-Site Mental Health Providers:**

A separate Mental Health Provider Memorandum of Understanding (MHP-MOU) is established between the CACHSC and local Mental Health Providers to provide individual, group, and /or family counseling to victims of abuse including children and their protective caregivers/family members.

CACHSC personnel will coordinate the initial appointment for the off-site service to assist family members, before leaving the center. A referral list of Mental Health Providers will be provided to the non-offending caregivers, should they decline services at the CACHSC and/or do not leave with an initial appointment made with the off-site service.

CACHSC personnel will refer child victims for therapy to address trauma related to the abuse/assault within our members of our CACHSC/MDT staff. In the event the CACHSC has a waiting list, a referral for a Mental Health Provider will be initiated by our CACHSC staff and all pertinent information will be provided to non-offending caregiver

Local Mental Health Providers are requested to submit a clinical tracking form explaining the treatment goals, progress, or lack of progress in treatment, and any concerns needing to be addressed by the Multi-Disciplinary Team, during the initial month, and every three months thereafter as part of the MHP-MOU requirements.

#### **E. MDT Case Review Meetings**

CACHSC Mental Health Personnel will be involved with case management and case review (i.e., referral, follow-up, communication with Mental Health Providers, and continued communication with Multi-Disciplinary Team Members) to ensure clients' needs have been met.

#### **F. Mental Health Records**

CACHSC will keep clinical/mental health records in accordance with state and federal laws and board policy regarding Retention of Records. Client's Mental Health records are kept confidential. CACHSC will not release client information without the proper authorization by the client/client's guardian. Mental Health records may be legally available to other medical providers for the purpose of needed treatment of the patient and to those agencies mandated to respond to a report of alleged child abuse. A log of all disclosures will be maintained with the medical record, in accordance with federal privacy rules.

Record requests will be reviewed in accordance with CACHSC record retention policies.

#### **MEDICAL EVALUATION SERVICES**

The CACHSC will recommend and facilitate SANEs and medical referrals for physical and neglect cases as part of the multidisciplinary response medical treatment for child victims of alleged abuse. CACHSC provides a 24-hour, seven day a week answering services telephone number (956-287-9754) for partner agencies (MDT members) to call for emergency medical evaluations. The investigative agency will set up an appointment, preferably after the child forensic interview. The MDT members discuss and agree to the need for medical exams to be scheduled on the same day as the interview (when feasible). MDT (Law Enforcement and TDFPS Investigators) members



will inform the parents that a medical examination is needed. The victim will be seen at the CACHSC, satellite offices, or at a SAFE ready medical facility. Calls received by the CACHSC that are classified as an acute case will be recommended to be scheduled with a SAFE ready medical facility.

**MDT members should schedule a SANE exam/medical evaluation when a child has disclosed sexual, physical or neglect abuse, or is suspected of being sexually abused by a family member and meets the overall acceptance criteria for an MDT response; however, children should never be forced to undergo the examination.**

MDT members requesting a sexual assault or medical examination are required to schedule an appointment with CACHSC Coordination Staff. The CACHSC Coordination Staff will gather pertinent information from the referring agency necessary to complete the intake process.

Information Required at Intake:

- a. History of the incident.
- b. Identifying information for victim, protective family member, and alleged perpetrator.
- c. Type of exam requesting.
- d. Individual transporting children.
- e. Victim's address/city.
- f. Additional investigative agency involved (TDFPS or Law Enforcement), case number, and investigator assigned.
- g. Contact phone number for investigator (s) involved.
- h. Case priority.
- i. History of mental health for the victim.

#### **A. On-site Sexual Assault Exam**

A CACHSC SANE Nurse who is trained and meets the eligibility requirements will conduct all non-acute SANE examinations on a scheduled basis and will seek guidance from the CAC's Medical Director and/or someone who is part of the multidisciplinary response team who meets the eligibility standards. In the event the CACHSC SANE Nurse is not available, the investigative agency with legal jurisdiction will be responsible to coordinate with a SAFE medical ready facility who employs a provider who is trained and meets the eligibility standards.

MDT members requesting a sexual assault examination are required to schedule an appointment with CACHSC Coordination Staff. The CACHSC Coordination Staff will gather pertinent information from the referring agency necessary to complete the intake process.

**B. Non-Acute Examinations**

A sexual assault incident occurring more than 120 hours from the incident will be scheduled through the CACHSC and conducted by a SANE Nurse at the CACHSC or satellite offices. In the event the CACHSC's schedule cannot accommodate a SANE, the investigative agency with legal jurisdiction in the case will schedule the exam with a SANE Nurse at a SAFE ready medical facility.

**C. Acute Examinations**

A sexual assault incident occurring less than 120 will be performed at the nearest sexual assault forensic exam ready medical facility (SAFE).

1. CASES PRESENTING INITIALLY TO LAW ENFORCEMENT OR CHILD PROTECTIVE SERVICES: The agency receiving the initial report will refer the child to a SAFE ready medical facility for immediate assessment and treatment. When necessary, law enforcement will transfer the child to the hospital for treatment.

2. CASES PRESENTING INITIALLY TO HOSPITAL EMERGENCY ROOM: ER personnel should attempt to contact SANE staff, and if available, request their participation with the examination.

**D. Off- Site Sexual Assault Exams**

When a CACHSC Sexual Assault Nurse is not available, assistance by CACHSC will be provided for an off-site SAFE ready medical facility.

In the event a child victim of alleged abuse is treated by a non- MDT medical provider and/ or a medical provider who does not specialize in child abuse a designated MDT medical provider will review and assess the need for additional evaluation and/or follow up care if deemed necessary.

**E. Medical evaluations for child victims of alleged physical/neglect abuse**

The CACHSC Nurse will review information about a case for signs of maltreatment (physical/neglect abuse), medical conditions, and mental health concerns and will take the following steps.

- If the victim child has sustained physical injuries or there are signs of neglect and/or physical abuse, the CACHSC SANE Nurse will refer the victim child to a SAFE ready medical facility for immediate assessment and treatment by ER personnel. When necessary, law enforcement will transfer the child to the hospital for further evaluation and medical treatment.
- If the victim child is thought to have a medical condition, the CACHSC SANE Nurse will refer the victim child to their Primary Care Physician and/or the nearest SAFE ready medical facility for further evaluation and medical treatment.

- When necessary, the CACHSC staff will notify the appropriate agencies if there is knowledge or suspected signs of abuse and neglect.
- The CACHSC SANE Nurse and/or CACHSC staff will conduct a 72-hour follow-up phone call with a non-offending caregiver to ensure the victim child received the necessary treatment and there are no concerns.

#### **F. Documentation of Medical Findings**

All medical findings to include medical history and physical evaluation will be carefully, thoroughly recorded, and legibly documented by the CACHSC SANE Nurse and CACHSC staff. The medical record will include a statement as to the significance of the findings and treatment plan. The CACHSC SANE Nurse is responsible for all photo documentation and will be completed in all cases when the SANE or a medical evaluation is conducted at the CACHSC.

In the event a SANE or medical evaluation is conducted outside of the CACHSC, it is the responsibility of the investigative team who has jurisdiction over the case to ensure all documentation is obtained and shared with all investigatory agencies, who are mandated to respond to a report of alleged child abuse and be made available to other medical providers for the purpose of needed treatment of the patient.

#### **G. Record Keeping, Confidentiality of SANE Exams, Medical Evaluations, and Subpoenas**

Medical records will be maintained in compliance with federal rules governing protection of patient privacy. Medical records may be legally available to other medical providers for the purpose of needed treatment of the patient and to those agencies mandated to respond to a report of alleged child abuse. In some circumstances a written consent or court order will be required. A log of all disclosures will be maintained with the medical record, in accordance with federal privacy rules.

All medical records will be stored under double lock and key and only authorized CACHSC staff will have access to the records. Medical records will be labeled with the child's first, middle (if applicable), and last names. Photos/ videos will be stored in a separate protective sleeve to ensure no damage occurs.

#### **H. MDT Case Review Meetings**

CACHSC Medical Health personnel will be involved with case management and case review (i.e., referral, follow-up, communication with Mental Health Providers, and continued communication with Multi-Disciplinary Team Members) to ensure clients' needs have been met.

#### **MDT CASE REVIEW MEETINGS**

MDT case review meetings are required by the Texas Family Code Section 264.408 and CAC of Texas Standards. The purpose of case review meetings is to ensure that each case is worked from its onset through a cooperative and effective effort by the signatory agencies and CACHSC staff.

**A. Location of Meetings**

MDT case review meetings will be conducted at the CACHSC or other announced locations, such as CACHSC satellite offices, or District Attorney's Office. Case review discussions *will also* be facilitated with the aid of technology (conference calls or video conferencing).

**B. Coordination and Facilitation**

Case review meetings will be coordinated and facilitated by CACHSC Coordination Staff Members.

**C. Attendees**

The following MDT members will attend and participate during the staffing of their case or have someone sit in with knowledge of the case:

- Law Enforcement
- Child Protection
- Prosecution
- Medical
- Mental Health
- Victim Support and Advocacy
- Forensic interviewing
- Children's Advocacy Center

**D. Case Criteria Selection Categories**

Cases will be selected for review based on offense/outcry after a forensic interview, SANE exam and/or a medical referral. The CACHSC MDT will review every open case to identify and initiate the need of an MDT review.

**E. Special Case Review Meetings referred by MDT**

An MDT member wishing to refer a case for case review will contact the CACHSC and provide the details of the case. CACHSC Coordinating staff will gather all pertinent information and schedule a Case Review. The timeline of when the Case Review will happen will be based on the MDT's recommendation.

**F. Frequency of Meetings**

Case review meetings will typically be scheduled biweekly, however, no less than once a month.

#### **G. Agendas**

The CACHSC will prepare an agenda with identified cases to be reviewed and distribute to identified MDT members involved with those cases. The agenda will be distributed only to those identified MDT members through a secured business e-mail.

#### **H. Case Review Recommendations**

Designated CACHSC staff will follow-up on MDT recommendations identified during MDT case review meetings.

#### **I. Case Tracking**

The CACHSC monitors and tracks each case progress throughout the multidisciplinary interagency response. A database has been put in place to connect pertinent information for decision making and service provision to children and families at the CACHSC. Information is maintained in a case log and can be retrieved by the CACHSC Coordination Staff for the purposes of reporting statistical information to be shared with oversight agencies, CACTX, and/or state funding.

MDT partners wishing to access the database will contact the CACHSC and request in writing details of the information needed and a timeline of when the information is needed.

#### **COURT ACCOMPANIMENT AND COURT PREPARATION**

A CACHSC Victim Advocate who is familiar with the victim and their family may be available to accompany victims to court and provide them support during trials and/or hearings. The prosecuting attorney assigned should notify the CACHSC Victim Advocate when the case is scheduled for a trial/and or hearing that the child victim will be required to attend.

The CACHSC will promote the highest levels of performance and integrity. They will provide services to a diverse population regardless of gender, ethnicity, race, color, creed, religion, sexual orientation, marital status, or any other cultural descriptions.

#### **CULTURAL COMPETENCY AND DIVERSITY**

Cultural competency is defined as the capacity to function in more than one culture, requiring the ability to appreciate, understand and interact with members of diverse populations within the local community.

#### **VOLUNTEER AND INTERNSHIP PROGRAM**

A CACHSC volunteer/intern must be 18 years of age or older to provide direct services. Volunteers under the age of 18 may assist with duties that do not include direct services to victims or the non-offending caregivers.

The CACHSC Executive Director may approve the volunteer/intern candidate upon completion of the following:

1. Completed CACHSC volunteer/internship application
2. Successfully pass a Child Abuse/Neglect registry and DPS Criminal History Check
3. Reference check
4. Personal interview
5. Current Resume/Curriculum Vitae
6. Signed Pledge of Confidentiality
7. Sex Offender Registry Check
8. National Sex Offender Data Base

Once accepted as a CACHSC Volunteer/Intern, they will participate in a CACHSC orientation and training.

#### **REVIEW, REVISION, RE-EXECUTION OF MDT INTERAGENCY WORKING PROTOCOL**

In order to maintain compliance with the Texas Standards for the Children's Advocacy Centers, the CACHSC Interagency working protocol must be reviewed, revised, and re-executed by partner agencies, at a minimum every three years or upon significant changes to the document or upon a change of authorized partner agency signatories. This agreement can be terminated by any party without cause by given written notice to the other parties.

All partner agencies, MDT members and CACHSC staff will be notified of the review and revision process.

We the undersigned have read and understood the interagency protocols for case processing and management for the Children's Advocacy Center of Hidalgo County, Inc. as partner agencies to fully execute the Interagency Working Protocol.

**EXECUTED THIS 1 DAY OF September 2022 and will be in force for three (3) years.**

**Signatures:**

Alamo Police Department
Richard Ozuna, Police Chief

Donna Police Department
Gilbert Guerrero, Police Chief

Alton Police Department
Jonathan Flores, Police Chief

Donna ISD Police Department
Daniel Walden, Police Chief

Edcouch Police Department
Javier Garza, Police Chief

Judge Mario E. Ramirez Jr. Juvenile Justice Center
Maryann Denner, Director/Chief Juvenile Probation

Edinburg Police Department
Jaime Ayala, Police Chief

La Villa Police Department
Feliciano Ramos, Police Chief

Edinburg CISD Police Department
Ricardo Perez, Jr., Police Chief

La Grulla Police Department
Desi Olivarez, Police Chief

Elsa Police Department
Vacant

La Joya Police Department
Ramon Gonzalez, Police Chief

Hidalgo County Criminal District Attorney's Office
Ricardo Rodriguez, Jr., District Attorney

McAllen Police Department
Victor Rodriguez, Police Chief

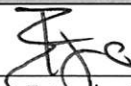
Hidalgo County Sheriff's Office
Eddie Guerra, Sheriff

McAllen ISD
Jose Silva, Police Chief

La Joya Police Department
Ramon Gonzalez, Police Chief

McAllen Police Department
Victor Rodriguez, Police Chief

McAllen ISD
Jose Silva, Police Chief

Mercedes Police Department

Pedro Estrada, Police Chief

Mission Police Department
Cesar Torres, Police Chief

Palmview Police Department
Gilbert Zamora, Police Chief

Penitas Police Department
Romeo Bernea, Police Chief

Pharr Police Department
Andy Harvey, Police Chief

Progreso Police Department
Cesar Solis, Police Chief

San Juan Police Department
Ruben Morin, Police Chief

Sullivan City Police Department
Reynaldo Cortez, Police Chief

Children's Advocacy Center of Hidalgo and Starr Counties
Jesus A. Sanchez, Executive Director

Texas Department of Family and Protective Services
Denise Barrera, Child Protective Services, Regional Director

Texas Department of Family and Protective Services
Robert Vela, Special Investigator, Regional Director

Texas Department of Family and Protective Services
Marina Izaguirre, Child Protective Investigations, Regional Director



**CONSENT ITEM :**

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**DATE:** August 16, 2022

**FROM:** Alberto Perez, City Manager

**ITEM:** Bids/Contracts

**Discussion and possible action to Enter into contract for Engineering Services**

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**BACKGROUND INFORMATION:**

Bid packets will be provided for the Commission to review.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**ALTERNATIVES/OPTIONS:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** Martie Garcia

**ATTACHMENTS:** N/A

**DRAFT MOTION:**



Blanca Sanchez  
Interim Chief of Police

# MERCEDES POLICE DEPARTMENT

2314 N. FM 491 Rd. | Mercedes, Texas 78570 | (956) 565-3102 | Fax (956) 565-2583

## July 1<sup>st</sup> – July 30th Report 2021 / 2022

<u>ARREST BY OFFENSE</u>	<u>2021</u>	<u>2022</u>
• ACCIDENT INVOLVING DAMAGE TO VEHICLE>=\$200-FAIL TO COMPLY	2	1
• AGGRAVATED ASSAULT: (FAMILY VIOLENCE) WITH DEADLY WEAPON	0	1
• AGGRAVATED ASSAULT: WITH DEADLY WEAPON	2	1
• AGGRAVATED KIDNAPPING	1	0
• AGGRAVATED SEXUAL ASSAULT CHILD	1	0
• ASSAULT: (CLASS C) FAMILY VIOLENCE	2	7
• ASSAULT: CAUSING BODILY INJURY	0	1
• ASSAULT: CAUSING BODILY INJURY (FAMILY VIOLENCE)	3	6
• ASSAULT: CAUSING PHYSICAL CONTACT (FAMILY VIOLENCE)	0	2
• ASSAULT: IMPEDE BREATH/CIRCULATION (FAMILY VIOLENCE)	1	0
• BRIBERY	1	0
• BURGLARY OF A BUILDING	0	2
• BURGLARY OF A HABITATION	1	0
• BURGLARY OF HABITATION W/INTENT TO COMMIT FELONY	0	3
• CRIMINAL ATTEMPT- BURGLARY OF A HABITATION	2	0
• CRIMINAL ATTEMPT- DRIVING WHILE INTOXICATED	1	0
• CRIMINAL ATTEMPT- PUBLIC INTOXICATION	0	1
• CRIMINAL MISCHIEF>=\$750<\$2500	1	1
• CRIMINAL TRESPASS	0	3
• CRUELTY TO NON-LIVESTOCK ANIMALS: FAIL TO PROVIDE	1	0
• DRIVING UNDER INFLUENCE (DUI)-MINOR	1	0
• DRIVING WHILE INTOXICATED	10	3
• DRIVING WHILE INTOXICATED 2 <sup>ND</sup>	1	0
• DRIVING WHILE INTOXICATED 3 <sup>RD</sup> OR MORE	1	0
• DRIVING WHILE INTOXICATED WITH BAC LEVEL OF 0.15 OR MORE	0	1
• DRIVING WHILE INTOXICATED WITH UAC LEVEL OF 0.15 OR MORE	0	1
• DRIVING WHILE INTOXICATED W/CHILD UNDER 15 YOA	1	0
• DUTY ON STRIKING FIXTURE/HWY LANDSCAPE>=\$200	0	3
• EVADING ARREST DETENTION W/VEHICLE	4	1
• FAILURE TO IDENTIFY-GIVING FALSE/FICTITIOUS INFO	1	0
• FAILURE TO REPORT FELONY W/SBI OR DEATH MAY HAVE RESULTED	0	1
• GRAFFITI>=\$100<\$750	0	1
• INDECENCY WITH A CHILD BY SEXUAL CONTACT	1	1
• INDECENT EXPOSURE	0	1
• INTERFERE W/EMERGENCY TELEPHONE CALL	1	0
• POSSESS CONTROLLED SUBSTANCE PG 1<1G	2	2
• POSSESS CONTROLLED SUBSTANCE PG 1>=1G<4G	1	0
• POSSESS CONTROLLED SUBSTANCE PG 2<1G	1	0
• POSSESS CONTROLLED SUBSTANCE PG 2-A<= 2OZ	1	0
• POSSESS CONTROLLED SUBSTANCE PG 3<28G	1	0
• POSSESSION OF MARIHUANA <2OZ	3	1
• POSSESSION OF MARIHUANA>4OZ<=5LBS	0	1
• POSSESSION OF MARIHUANA>5LBS<=50LBS	0	1
• POSSESSION OF DRUG PARAPHERNALIA	3	2
• PUBLIC INTOXICATION	2	4
• PUBLIC INTOXICATION-MINOR	1	0
• RESIST ARREST SEARCH OR TRANSPORT	0	1
• RUNAWAY	1	4
• SMUGGLING OF PERSONS FOR PECUNIARY BENEFIT	0	1
• TAMPER FABRICATE PHYSICAL EVIDENCE W/INTENT TO IMPAIR	1	0
• TERRORISTIC THREAT OF FAMILY/HOUSEHOLD	1	2

# MERCEDES POLICE DEPARTMENT

2314 N. FM 491 Rd. | Mercedes, Texas 78570 | (956) 565-3102 | Fax (956) 565-2583

• THEFT<\$100	0	1
• THEFT>=\$100<\$750	1	0
• THEFT>=\$750<\$2500	2	0
• UNLAWFUL RESTRAINT	1	2
• UUMV-UNAUTHORIZED USE OF A VEHICLE	1	0
• WARRANT (OTHER AGENCY)	1	1

Total =65

Total = 65

## CAD MONTHLY REPORT

2021

2022

• 911 HANG UP –ABUSE	1	5
• 911 HANG UP - INVESTIGATION	1	6
• ABANDONED VEHICLE	0	2
• ABANDONING OR ENDANGERING CHILD	3	1
• ACCIDENT WITH INJURIES	2	4
• ACCIDENT WITH NO INJUIRES	38	24
• ANIMAL BITE – DOG	3	5
• ANIMAL CARCASS	23	2
• ANIMAL PROBLEM - NON-VICIOUS	63	10
• ANIMAL PROBLEM – VICIOUS	9	8
• ANIMAL RESCUE / DANGER TO LIFE	9	1
• ANIMAL RESCUE / NO DANGER TO LIFE	3	1
• AREA CHECK	499	1386
• ASSAULT ALREADY OCCURRED	11	6
• ASSAULT IN PROGRESS	2	0
• ASSAULT JUST OCCURRED	3	2
• ASSIST OTHER AGENCY / BACK UP	5	3
• BEE CALL	5	15
• BEGINNING TOUR OF DUTY	28	0
• BODY RECOVERY	1	0
• BUILDING CHECK	13	9
• BURGLARY ALARM – COMMERCIAL	93	93
• BURGLARY ALARM – RESIDENTIAL	14	14
• BURGLARY OF BUILDING ALREADY OCCURRED	0	4
• BURGLARY OF BUILDING IN PROGRESS	0	1
• BURGLARY OF BUILDING JUST OCCURRED	0	1
• BURGLARY OF HABITATION ALREADY OCCURRED	1	1
• BURGLARY OF HABITATION IN PROGRESS	0	2
• BURGLARY OF VEHICLE ALREADY OCCURRED	1	2
• BURGLARY OF VEHICLE IN PROGRESS	1	0
• BURGLARY OF VEHICLE JUST OCCURRED	1	1
• CHILD CUSTODY	13	15
• CITY CODE VIOLATION	3	0
• CIVIL MATTER	15	20
• CRIMINAL MISCHIEF	5	11
• CRIMINAL TRESPASS- SUSPECT ON LOCATION	0	4
• DEADLY CONDUCT	0	4
• DETAIL	3	1
• DOMESTIC DISTURBANCE JUST OCCURRED	0	4
• DOMESTIC DISTURBANCE IN PROGRESS	2	2
• ENDING TOUR OF DUTY	6	0
• ESCORT – FUNERAL	3	4
• ESCORT – GENERAL	4	2
• EXTRA PATROL REQUEST	33	45
• FIGHT IN PROGRESS	2	6
• FIRE ALARM / BOX ALARM	16	17
• FIRE INVESTIGATION CALL	9	1
• FIREWORKS	2	11
• FOLLOW-UP INVESTIGATION	11	24
• FOOT PURSUIT	1	0
• FOUND PROPERTY	2	5
• GAS LEAK	1	4



# MERCEDES POLICE DEPARTMENT

2314 N. FM 491 Rd. | Mercedes, Texas 78570 | (956) 565-3102 | Fax (956) 565-2583

• GRAFFITI	1	1
• GRASS FIRE	4	11
• HARASSMENT	17	13
• HIGH BLOOD PRESSURE	0	1
• HIT AND RUN ACCIDENT JUST OCCURRED	8	5
• IDENTITY THEFT	4	1
• IMPR PHOTOGRAPHY OR VISUAL RECORDING	0	1
• IMPROPERLY PARKED VEHICLE	9	11
• INDECENCY WITH A CHILD	1	0
• INDECENT EXPOSURE IN PROGRESS	0	1
• INFORMATIONAL CALL	82	160
• INJURY TO CHILD ELDERLY DISABLED	1	0
• INTOXICATED DRIVER	3	6
• JUNK VEHICLE	8	1
• LIGHT POLE OUTAGE	3	1
• LIVESTOCK ON HIGHWAY	5	2
• LOCKED VEHICLE	2	6
• LOST ITEM	7	5
• MAN WITH A GUN/WEAPON	1	0
• MEAL BREAK	0	2
• MEDICAL CALL	161	196
• MISSING PERSON-ADULT	0	1
• MISSING PERSON – JUVENILE	11	7
• MUTUAL AID	6	12
• NARCOTICS VIOLATION / COMMENT FIELD	1	0
• NUISANCE / NOISE / LOUD MUSIC	38	27
• NUISANCE BARKING DOG	0	1
• ONLINE HARRASSMENT	2	0
• OPEN DOOR / WINDOW	4	3
• PERSON STUCK IN STALLED ELEVATOR	1	0
• PICK UP ITEM	8	1
• PRISONER ARRAIGNMENT	2	5
• PRISONER CARE	2	1
• PRISONER PROPERTY RELEASED	0	1
• PRISONER RELEASE	1	3
• PRISONER TRANSPORT	13	11
• PROPERTY DAMAGE	11	12
• PUBLIC INTOXICATION	1	0
• RECKLESS VEHICLE	41	32
• REFUELING UNIT	3	0
• REPORT WRITING	47	14
• REPOSSESSION	9	7
• REQUEST TO SPEAK WITH AN OFFICER	70	57
• RESCUE CALL	9	0
• ROBBERY JUST OCCURRED	1	0
• SEARCH FOR PERSON	1	0
• SECTION 26 / 28	3	1
• SERVICE POLICE UNIT	1	1
• SEWER LINE BACKUP	3	3
• SEXUAL ASSAULT ALREADY OCCURRED	5	4
• SHOTS FIRED	7	15
• STABBING	0	2
• STALKING	1	0
• STALLED VEHICLE	76	35
• STRUCTURE FIRE	0	3
• SUSPICIOUS ACTIVITY	15	23
• SUSPICIOUS PERSON	27	33
• SUSPICIOUS VEHICLE	33	22
• TERRORISTIC THREAT	1	0
• THEFT ALREADY OCCURRED	26	25
• THEFT IN PROGRESS	2	1
• TOWING	1	0
• TRAFFIC CONTROL	2	7
• TRAFFIC HAZARD	17	17

# MERCEDES POLICE DEPARTMENT

2314 N. FM 491 Rd. | Mercedes, Texas 78570 | (956) 565-3102 | Fax (956) 565-2583

• UNAUTHORIZED USE OF MOTOR VEHICLE	2	2
• UNWANTED PERSON	11	24
• VEHICLE FIRE	1	5
• VEHICLE PURSUIT	6	1
• VERBAL DISPUTE	21	18
• WANTED PERSON CHECK	2	0
• WARRANT SERVICE	1	2
• WATER LINE BREAK	13	18
• WAVE DOWN	19	27
• WELFARE CHECK	23	21

**Total = 2331**

**Total = 3178**

## UCR SUMMARY

2021

2022

• ARSON	0	0
• ASSAULT	21	36
• AUTO THEFT	6	3
• BURGLARY	4	9
• ROBBERY	0	1
• SEX OFFENSES	5	4
• THEFT	26	37

**Total = 62**

**Total = 90**

## TRAFFIC STOPS

2021

2022

• TOTAL TRAFFIC STOP	447	460
• TOTAL CITATIONS ISSUED	148	208

*Note: Monthly report reflects both UCR and CAD data*

**X**

Blanca Sanchez  
Interim Chief of Police

## Monthly Reports

### Jul-22

<i>CITIZEN COLLECTION STATION</i>	0
<i>DOING SAND BAGS</i>	
<i>TAKE RECYCLE BIN TO McALLEN</i>	
<i>INLET MAINTENANCE</i>	
<i>Vehicle Maintenance</i>	
<i>Unit 120</i>	
<i>Unit 121</i>	
<i>Unit 122</i>	
<i>Unit 325</i>	2
<i>Unit 501</i>	
<i>Unit 502</i>	1
<i>Unit 503</i>	
<i>Unit 504</i>	
<i>Unit 506</i>	
<i>Unit 505</i>	
<i>Unit 508</i>	1
<i>Unit 539</i>	
<i>Unit 541</i>	
<i>Unit 542</i>	
<i>Unit 543</i>	
<i>Unit 547</i>	
<i>Unit 548</i>	
<i>Unit 549</i>	
<i>Unit 550</i>	
<i>Unit 551</i>	
<i>Unit 552</i>	3
<i>Unit 553</i>	1
<i>Unit 601 A</i>	
<i>Unit 617</i>	
<i>Unit 616</i>	
<i>Unit 618</i>	1
<i>SG1</i>	
<i>SG2</i>	
<i>SG3</i>	
<i>SG4</i>	
<i>SG5</i>	2
<i>SG6</i>	1
<i>SG7</i>	3
<i>SG8</i>	
<i>SG9</i>	

<i>300 Chrysler</i>	
<i>HB1</i>	2
<i>HB2</i>	2
<i>HB3</i>	2
<i>P-01</i>	
<i>P-02</i>	
<i>P-04</i>	
<i>RED DODGE</i>	
<i>Unit 020</i>	
<i>PD SubTotal</i>	21
<i>Unit 108</i>	
<i>Unit 104</i>	
<i>Unit 133</i>	
<i>Unit 134</i>	
<i>Unit 163</i>	
<i>Unit 300</i>	
<i>Unit 301</i>	
<i>Unit 302</i>	
<i>Unit 305</i>	
<i>Unit 306</i>	
<i>Unit 307</i>	1
<i>Unit 310</i>	
<i>Unit 311</i>	2
<i>Unit 312</i>	
<i>Unit 313</i>	1
<i>Unit 314</i>	
<i>Unit 316</i>	
<i>Unit 318</i>	
<i>Unit 319</i>	2
<i>Unit 320</i>	1
<i>Unit 321</i>	
<i>Unit 322</i>	1
<i>Unit 323</i>	
<i>Unit 324</i>	
<i>Unit 326</i>	
<i>Unit 327</i>	
<i>Unit 332</i>	
<i>Unit 329</i>	
<i>Unit 333</i>	
<i>Unit 334</i>	
<i>Unit 335</i>	
<i>Unit 342</i>	
<i>Unit 344</i>	
<i>Unit 347</i>	1



<i>Unit 346</i>	
<i>Unit 348</i>	
<i>Unit 349</i>	
<i>Unit 350</i>	
<i>Unit 353</i>	
<i>Unit 354</i>	
<i>Unit 356</i>	
<i>Unit 357</i>	
<i>Unit 358</i>	
<i>Unit 359</i>	
<i>Unit 375</i>	
<i>Unit 400</i>	
<i>Unit 3104</i>	
<i>Unit 3107</i>	
<i>Unit 3109</i>	
<i>Unit 3111</i>	
<i>Unit 3112</i>	
<i>Unit 3113</i>	
<i>Unit 3114</i>	
<i>Unit 3117</i>	
<i>Unit 3118</i>	1
<i>Unit 3120</i>	
<i>Unit 3121</i>	1
<i>Unit 3122</i>	
<i>Unit 3123</i>	2
<i>Unit 3124</i>	1
<i>Unit 3125</i>	
<i>Unit 3126</i>	
<i>Unit 3127</i>	1
<i>Unit 3128</i>	
<i>Unit 3129</i>	
<i>Unit 3130</i>	
<i>Unit 30</i>	
<i>S-33</i>	
<i>S-32</i>	
<i>Mini Sweeper</i>	
<i>EMS 1</i>	1
<i>EMS 2</i>	
<i>EMS 3</i>	1
<i>Engine 2</i>	
<i>Engine 3</i>	
<i>Tank 2</i>	
<i>Brush 1</i>	
<i>Brush 2</i>	



<i>Fire Chief</i>	
<i>Army Truck</i>	
<i>Mini Roller</i>	
<b>GENERATOR</b>	1
<i>sonic</i>	
<i>Utility 1</i>	
<i>AC-2</i>	1
<i>Shop Use</i>	
<i>P0003</i>	2
<b><i>PW Subtotal</i></b>	21
<i>Backhoe</i>	
<i>UNIT 113</i>	
<i>Unit 101</i>	1
<i>Unit 100</i>	
<i>Recycle Trailer (License No: 900-6832)</i>	
<i>Unit 340</i>	1
<i>Unit 110</i>	
<b><i>Planning Subtotal</i></b>	2
<b><i>TOTAL</i></b>	44

ID	Category	Assignee	Address	Created	Closed	Details
65569	Dead Animal Pick Up	Animal Control	5 Rio Rico Rd, Mercedes, TX, 78570, USA	2022-07-01 09:41:30	2022-07-01 13:50:41	DEAD ANIMAL A LITTLE PAST THE SONIC TO THE LEFT
65571	Animal Running at Large	Animal Control	312 Park St, Mercedes, TX, 78570, USA	2022-07-01 09:57:45	2022-07-01 11:38:38	CAT NEEDING TO BE PICKED UP AT BUINESS
65576	Locate Water & Sewer //Tap	asauceda	742 E 9th St, Mercedes, TX, 78570, USA	2022-07-01 10:48:40		Please go out to mark the water and sewer line Plumber would like to know where the water meter will be installed.
65579	Replace Cut-Off	Adrian S.	8310 Eastland St, Mercedes, TX, 78570, USA	2022-07-01 11:41:24		EMERGENCY REPLACE / NEED TO REPLACE CUT-OFF PLEASE SPEAK WITH OSCAR METER READER
65603	Animal Running at Large	Animal Control	400-598 S Colorado Ave, Mercedes, TX, 78570, USA	2022-07-01 13:54:40	2022-07-01 13:57:17	2 Bats reported at the boys & girls club pool.
65610	Water Break Repair	Adrian S.	1308 S Indiana Ave, Mercedes, TX, 78570, USA	2022-07-01 14:50:52	2022-07-11 13:16:18	WATER BREAK
65612	Water Break Repair	Adrian S.	940 S Texas Ave, Mercedes, TX, 78570, USA	2022-07-01 15:01:13	2022-07-11 16:22:44	LOW WATER PRESSURE  NATALIE CARDOZA 214-641-0802
65622	Animal Running at Large	Adrian S.	708 S Washington Ave, Mercedes, TX, 78570, USA	2022-07-01 15:38:03	2022-07-05 11:21:30	RESIDENT WOULD LIKE A CAT PICKED UP
65624	Locate Water & Sewer //Tap	Adrian S.	5014 E Expressway 83, Mercedes, TX, 78570, USA	2022-07-01 15:44:00	2022-07-25 11:13:20	WATER AND SEWER LOCATE OR LOCATE EXISTING SANITARY SEWER TAP
65651	Animal in a cage	Animal Control	721 S Ohio Ave, Mercedes, TX, 78570, USA	2022-07-05 08:14:41	2022-07-05 13:12:36	Possum in a cage request pick up in back alley.
65676	Dead Animal Pick Up	Animal Control	105 E 10th St, Mercedes, TX, 78570, USA	2022-07-05 11:15:37	2022-07-05 13:15:25	DEAD CAT ON THE GRASS NEEDING TO BE PICKED UP
65677	Animal Surrender	Animal Control	1143 S Virginia Ave, Mercedes, TX, 78570, USA	2022-07-05 11:16:40	2022-07-05 13:18:13	2 DOGS NEEDING TO BE PICKED UP  MS. RODRIGUEZ 956-825-8399
65707	EQUIPMENT MAINT.	Carlos	400 S Ohio Ave, Mercedes, TX, 78570, USA	2022-07-05 14:09:48	2022-07-07 07:54:57	Albert will need to do service maintenance on Tractor unit #3118 as well as change the blades on the same tractor.
65756	Water Break Repair	Adrian S.	712 E 7th St, Mercedes, TX, 78570, USA	2022-07-06 07:58:36	2022-07-11 13:08:18	WATER BREAK IN THE ALLEY BETWEEN QUEEN CITY APT. AND 712 E. 7TH STREET. RESIDENT: LISA CONTACT: 956-684-9193
65758	Water Break Repair	Adrian S.	12675 Tejas Blvd, Mercedes, TX, 78570, USA	2022-07-06 08:42:19	2022-07-06 13:09:21	WATER LEAK BY THE METER  NYDIA LIMON 956-382-4711
65770	Dead Animal Pick Up	Animal Control	827 N Vermont Ave, Mercedes, TX, 78570, USA	2022-07-06 09:17:17	2022-07-07 08:23:49	2 DEAD POSSUMS IN A CAN IN FRONT OF RESIDENCE
65774	Dead Animal Pick Up	Animal Control	Rio Rico Rd, Mercedes, TX, 78570, USA	2022-07-06 09:43:44	2022-07-07 08:22:15	DEAD WHITE CAT ON THE SOUTH EAST CORNER OF RIO RICO AND BUSINESS 83
65775	Event preparation	Juan Vega Jr.	520 E 2nd St, Mercedes, TX, 78570, USA	2022-07-06 09:53:32	2022-07-06 09:53:48	PUTTING THE FENCE UP FOR TOMORROW MORNING
65776	Event preparation	Juan Vega Jr.	400 S Ohio Ave, Mercedes, TX, 78570, USA	2022-07-06 09:55:19	2022-07-06 09:55:37	JUAN L. MARTINEZ SETTING UP STAGE FOR LITTLE NASHVILLE ACROSS FROM CITY HALL
65777	Cut Grass	Juan Vega Jr.	E 10th St & Santos Ave, Mercedes, TX, 78570, USA	2022-07-06 09:57:21	2022-07-06 09:57:35	CUT THE GRASS WITH THE WEED EATER AND THEN BLOW AWAY WITH THE BLOWER
65778	Speed Bump Request	Juan Vega Jr.	S Georgia Ave, Mercedes, TX, 78570, USA	2022-07-06 10:00:11	2022-07-06 10:00:30	JUAN L. MARTINEZ WE PUT SPEED BUMP ON THE STREET
65781	Speed Bump Request	Juan Vega Jr.	Virginia Ave, Mercedes, TX, 78570, USA	2022-07-06 10:03:16	2022-07-06 10:03:28	JUAN L. MARTINEZ WE CONTINUED PUTTING SPEED BUMP ON THE SECOND WORK ORDER
65782	Pot Hole Patching	Juan Vega Jr.	W 16th St & S Illinois Ave, Mercedes, TX, 78570, USA	2022-07-06 10:05:44	2022-07-06 10:05:58	POT HOLE PATCHING DALIA MERCADO
65783	Pot Hole Patching	Juan Vega Jr.	Nevada Ave, Mercedes, TX, 78570, USA	2022-07-06 10:06:34	2022-07-06 10:06:48	POT HOLE PATCHING DALIA MERCADO
65784	Pot Hole Patching	Juan Vega Jr.	FM-491 & E 9th St, Mercedes, TX, 78570, USA	2022-07-06 10:07:29	2022-07-06 10:07:45	POT HOLE PATCHING DALIA MERCADO
65785	Pot Hole Patching	Juan Vega Jr.	Avenue C, Mercedes, TX, 78570, USA	2022-07-06 10:08:17	2022-07-06 10:08:31	POT HOLE PATCHING DALIA MERCADO
65786	Pot Hole Patching	Juan Vega Jr.	Loretta Ave, Mercedes, TX, 78570, USA	2022-07-06 10:09:08	2022-07-06 10:09:23	POT HOLE REPAIR DALIA MERCADO
65787	Curb Scrapping	Juan Vega Jr.	Orange St & Mistletoe Ave, Mercedes, TX, 78570, USA	2022-07-06 10:10:03	2022-07-06 10:10:20	SCRAPED STREET AND WEED EATED AS WELL AS USED THE BLOWER
65788	Curb Scrapping	Juan Vega Jr.	W 10th St & S Illinois Ave, Mercedes, TX, 78570, USA	2022-07-06 10:11:46	2022-07-06 10:12:00	SCRAPED STREET AND WEEDEATED AS WELL AS USED THE BLOWER <b>116</b> DALIA MERCADO

						COVERED A POT HOLE ON THE CURVE OF TEXAS AVE.
65789	Pot Hole Patching	Juan Vega Jr.	Texas Ave, Mercedes, TX, 78570, USA	2022-07-06 10:15:57	2022-07-06 10:16:13	DALIA MERCADO
65791	Locate Water & Sewer //Tap	Adrian S.	E Expressway 83 & S Mile 1 E, Mercedes, TX, 78570, USA	2022-07-06 10:17:54	2022-07-07 14:47:27	WATER AND SEWER LOCATE OR LOCATE EXISTING SANITARY SEWER TAP
65794	Pot Hole Patching	Juan Vega Jr.	Texas Ave, Mercedes, TX, 78570, USA	2022-07-06 10:21:11	2022-07-06 10:23:06	SHOVELED OUT COLD MIX
65797	WATER TAP OR SEWER TAP	Adrian S.	1957 Royal Palm Dr, Mercedes, TX, 78570, USA	2022-07-06 10:35:01	2022-07-20 10:14:27	DALIA MERCADO
65799	Illegal Dumping Pick-Up (Planning)	Juan Vega Jr.	N Vermont Ave, Mercedes, TX, 78570, USA	2022-07-06 10:45:51	2022-07-06 10:47:48	WATER TAP AND SEWER TAP
65800	Utility Patch	Juan Vega Jr.	N Washington Ave, Mercedes, TX, 78570, USA	2022-07-06 10:47:32	2022-07-06 10:48:04	PICK UP ILLEGAL DUMPING AND THEN WENT TO CCS TO THROW AWAY
65801	Pot Hole Patching	Juan Vega Jr.	N Washington Ave, Mercedes, TX, 78570, USA	2022-07-06 10:49:14	2022-07-06 10:49:28	JUAN L. MARTINEZ
65802	Pot Hole Patching	Juan Vega Jr.	14th St, Mercedes, TX, 78570, USA	2022-07-06 10:50:11	2022-07-06 10:50:36	FILL SOME UTILITY REPAIR WITH COLD MIX
65803	New Traffic Sign	Juan Vega Jr.	N Washington Ave, Mercedes, TX, 78570, USA	2022-07-06 10:51:21	2022-07-06 10:51:34	JUAN L. MARTINEZ
65804	New Traffic Sign	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-06 10:53:03	2022-07-06 10:53:16	COVER WHAT WAS LEFT OF THE POT HOLES WITH COLD MIX
65805	Inlet Maintenance	Juan Vega Jr.	Mercedes, TX, USA	2022-07-06 10:54:38	2022-07-06 10:54:53	COVER THE POT HOLES WOTH COLD MIX
65808	Illegal Dumping Pick-Up (Planning)	Juan Vega Jr.	N Vermont Ave, Mercedes, TX, 78570, USA	2022-07-06 11:04:34	2022-07-06 11:04:55	JUAN L. MARTINEZ
65809	TRASH PICK-UP	Juan Vega Jr.	300 N Capisallo Rd, Mercedes, TX, 78570, USA	2022-07-06 11:06:17	2022-07-06 11:06:30	PUT A STOP SIGN
65810	Cut Grass	Juan Vega Jr.	Capisallo St, Mercedes, TX, 78570, USA	2022-07-06 11:08:18	2022-07-06 11:08:30	JUAN L. MARTINEZ
65811	Cut Trees on ROW	Juan Vega Jr.	W Liberty Dr & E Liberty Dr, Mercedes, TX, 78570, USA	2022-07-06 11:09:15	2022-07-06 11:09:33	CAME TO THE SHOP AND GOT A BAG OF CEMENT AND THE STUFF THAT WE USE TO PUT THE STOP SIGN
65812	Cut Trees on ROW	Juan Vega Jr.	Capisallo St, Mercedes, TX, 78570, USA	2022-07-06 11:10:01	2022-07-06 11:10:17	JUAN L. MARTINEZ
65813	Cut Trees on ROW	Juan Vega Jr.	Palm St, Mercedes, TX, 78570, USA	2022-07-06 11:10:58	2022-07-06 11:11:17	CLEANED ALL THE GRILLS OF THE STREETS OF MERCEDES
65814	Cut Trees on ROW	Juan Vega Jr.	E 10th St & W 10th St, Mercedes, TX, 78570, USA	2022-07-06 11:12:02	2022-07-06 11:12:17	JUAN L. MARTINEZ
65815	Cut Trees on ROW	Juan Vega Jr.	S Georgia Ave, Mercedes, TX, 78570, USA	2022-07-06 11:12:49	2022-07-06 11:16:43	PICK UP ILLEGAL DUMPING
65816	Illegal Dumping Pick-Up (Planning)	Juan Vega Jr.	N Vermont Ave, Mercedes, TX, 78570, USA	2022-07-06 11:13:32	2022-07-06 11:13:46	JIMMY RODRIGUEZ
65817	TRASH PICK-UP	Juan Vega Jr.	300 N Capisallo Rd, Mercedes, TX, 78570, USA	2022-07-06 11:14:33	2022-07-06 11:14:49	DROP OFF TRASH
65818	Cut Grass	Juan Vega Jr.	Capisallo St, Mercedes, TX, 78570, USA	2022-07-06 11:15:17	2022-07-06 11:15:27	JIMMY RODRIGUEZ
65819	Cut Trees on ROW	Juan Vega Jr.	E Liberty Dr & W Liberty Dr, Mercedes, TX, 78570, USA	2022-07-06 11:16:28	2022-07-06 11:16:51	USED ROUND UP
65820	Cut Trees on ROW	Juan Vega Jr.	Capisallo St, Mercedes, TX, 78570, USA	2022-07-06 11:18:45	2022-07-06 11:18:55	JIMMY RODRIGUEZ
65821	Cut Trees on ROW	Juan Vega Jr.	Palm St, Mercedes, TX, 78570, USA	2022-07-06 11:19:37	2022-07-06 11:19:49	TRIMMED TREES
65822	Cut Trees on ROW	Juan Vega Jr.	E 10th St & W 10th St, Mercedes, TX, 78570, USA	2022-07-06 11:20:18	2022-07-06 11:20:39	DALIA MERCADO
65823	Cut Trees on ROW	Juan Vega Jr.	S Georgia Ave, Mercedes, TX, 78570, USA	2022-07-06 11:21:30	2022-07-06 11:21:48	TRIMMED TREES
65825	Cut Trees on ROW	Juan Vega Jr.	Maerose Ave, Mercedes, TX, 78570, USA	2022-07-06 11:38:16	2022-07-06 11:38:31	DALIA MERCADO
65827	Curb Scrapping	Juan Vega Jr.	S Georgia Ave, Mercedes, TX, 78570, USA	2022-07-06 11:39:59	2022-07-06 11:40:15	CUT SOME BRANCHES THAT WERE HANGING ON THE STREET AND WE WENT TO THROW AT CCS
65829	Curb Scrapping	Juan Vega Jr.	S Vermont Ave, Mercedes, TX, 78570, USA	2022-07-06 11:40:46	2022-07-06 11:41:00	JUAN L. MARTINEZ

65844	Event preparation	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-06 12:59:56	2022-07-06 13:00:29	UNLOADING TRAILER AND PUTTING POLES AWAY ANTONIO GONZALEZ
65845	Curb Scrapping	Juan Vega Jr.	E 10th St & W 10th St, Mercedes, TX, 78570, USA	2022-07-06 13:01:28	2022-07-06 13:01:55	CURB SCRAPPING ANTONIO GONZALEZ
65846	Curb Scrapping	Juan Vega Jr.	E 10th St & Santos Ave, Mercedes, TX, 78570, USA	2022-07-06 13:03:41	2022-07-06 13:03:54	CURB SCRAPPING ANTONIO GONZALEZ
65847	Water Break Repair	Adrian S.	Cherokee Dr & Santawan Dr, Mercedes, TX, 78570, USA	2022-07-06 13:07:36		WATER LEAK BY THE METER IN BETWEEN CHEROKEE DR AND SANTAWAN RICHARD 956-272-3326
65848	Event preparation	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-06 13:11:39	2022-07-06 13:11:56	HELPING TONO PUT VELCRO ON STEEL POLES ANTONIO GONZALEZ
65851	Animal Running at Large	Juan Vega Jr.	9099 N Mile 2 W, Mercedes, TX, 78570, USA	2022-07-06 13:17:09	2022-07-06 13:17:23	HELPING NICK WITH SKUNK ANTONIO GONZALEZ
65853	Parks	Adrian S.	701 Mathes Ave, Mercedes, TX, 78570, USA	2022-07-06 13:34:34	2022-07-06 13:34:45	LEVELING OUT THE DIRT ON THE STORM PIPE
65855	MANHOLE MAINTENANCE	Adrian S.	1741 E Expressway 83, Mercedes, TX, 78570, USA	2022-07-06 13:37:49	2022-07-06 13:38:01	MANHOLE MAINTENANCE FOLLOW UP
65856	MANHOLE MAINTENANCE	Adrian S.	705 Nevada Ave, Mercedes, TX, 78570, USA	2022-07-06 13:39:12	2022-07-06 13:39:21	MANHOLE MAINTENANCE FOLLOW UP
65857	Sewer Stop	Adrian S.	S Virginia Ave, Mercedes, TX, 78570, USA	2022-07-06 13:40:38	2022-07-06 13:40:49	1730 S VIRGINIA SEWER STOP FOLLOW UP
65863	Sewer Stop	Adrian S.	1215 S Washington Ave, Mercedes, TX, 78570, USA	2022-07-06 14:00:40	2022-07-06 14:00:50	SEWER STOP JETTED SERVICE LINE
65865	MANHOLE MAINTENANCE	Adrian S.	1901 Royal Palm Dr, Mercedes, TX, 78570, USA	2022-07-06 14:01:27	2022-07-06 14:01:36	MANHOLE MAINTENANCE
65866	Water Break Repair	Adrian S.	Garza St, Mercedes, TX, 78570, USA	2022-07-06 14:03:44	2022-07-06 14:04:49	WATER BREAK
65867	MANHOLE MAINTENANCE	Adrian S.	W 3rd St & S Washington Ave, Mercedes, TX, 78570, USA	2022-07-06 14:04:33	2022-07-06 14:04:42	MANHOLE MAINTENANCE CLEAN OUT
65868	MANHOLE MAINTENANCE	Adrian S.	S Georgia Ave, Mercedes, TX, 78570, USA	2022-07-06 14:07:21	2022-07-06 14:07:29	MANHOLE MAINTENANCE CLEAN OUT
65869	MANHOLE MAINTENANCE	Adrian S.	S Indiana Ave, Mercedes, TX, 78570, USA	2022-07-06 14:07:58	2022-07-06 14:08:08	MANHOLE MAINTENANCE CLEAN OUT
65870	Sewer Stop	Adrian S.	233 S Indiana Ave, Mercedes, TX, 78570, USA	2022-07-06 14:09:55	2022-07-06 14:10:05	SEWER STOP
65871	Cut Trees on ROW	Adrian S.	Royal Palm Dr, Mercedes, TX, 78570, USA	2022-07-06 14:12:12	2022-07-06 14:12:23	CUT BRANCHES/PICK UP DEBRIS
65872	MANHOLE MAINTENANCE	Adrian S.	Eb Frontage Rd, Mercedes, TX, 78570, USA	2022-07-06 14:15:22	2022-07-06 14:15:42	1 - 2 MILE FRONTAGE RD MANHOLE MAINTENANCE FOLLOW UP
65874	Vehicle Maintenance (City Mechanics)	Adrian S.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-06 14:20:52	2022-07-07 08:04:28	CLEAN VACTOR. CLEAN SUCTION AIR FILTERS.
65876	Sewer Stop	Adrian S.	1115 S Colorado Ave, Mercedes, TX, 78570, USA	2022-07-06 14:22:48	2022-07-06 14:22:57	COVERED UP THE CLEAN OUT. THE CUSTOMER ALREADY HOOKED UP TO THE SEWER LINE
65909	Water Break Repair	Adrian S.	7430 Mile 2 E, Mercedes, TX, 78570, USA	2022-07-06 15:49:30		WATER LEAK BY THE FIRE HYDRANT AS PER RESIDENT SEWER STOP
65912	Sewer Stop	Adrian S.	634 S Washington Ave, Mercedes, TX, 78570, USA	2022-07-06 15:53:17	2022-07-07 09:00:20	ARELI GARCIA 956-734-3164
65924	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-07 07:17:57	2022-07-07 07:18:58	UNIT# 5-32 - HYDRAULIC FLUID LEAK, REPORTED ON 7/1/2022
65925	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-07 07:20:36		6/30/2022 UNIT# 319 WAS BROUGHT IN FOR A BROKEN WINDOW.
65927	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-07 07:27:21	2022-07-07 07:29:37	UNIT# 552 - ELECTRICAL PROBLEM 6/27/2022
65928	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-07 07:32:55	2022-07-07 07:33:55	UNIT# 552 NEEDS OIL CHANGE 7/5/2022
65929	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-07 07:35:29	2022-07-07 07:36:23	UNIT# 313 - GUTTER BROOMS ON RIGHT SIDE NEED REPLACING
65931	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-07 07:42:45	2022-07-07 07:47:45	UNIT# P003 WAS BROUGHT IN TO CHECK DECK HEIGHT ADJUSTMENT KNOB.
65936	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-07 07:57:13	2022-07-07 07:58:51	UNIT# 502 ISSUES CRANKING
65938	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-07 07:59:51	2022-07-07 08:03:53	UNIT# 311 - BLOWER MOTOR NOT WORKING
65952	Sewer Stop	Adrian S.	124 Maerose St, Mercedes, TX, 78570, USA	2022-07-07 09:03:57	2022-07-07 14:46:33	SEWER STOP RESIDENTS NAME IS SANDRA
65972	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-07 11:19:00	2022-07-07 11:20:26	UNIT# SG-6 WONT CRANK
65993	Water Break Repair	Adrian S.	227 S Colorado Ave, Mercedes, TX, 78570, USA	2022-07-07 12:59:53	2022-07-19 08:48:53	LOW WATER PRESSURE RESIDENT: MARIA GONZALEZ CONTACT: 956-472-3703
65994	Cut Grass	Juan Vega Jr.	1014 Valle Verde Dr, Mercedes, TX, 78570, USA	2022-07-07 13:01:18	2022-07-07 13:25:47	CUT GRASS IN THE BACK ALONG THE FENCE RESIDENT: PEREZ CONTACT: 956-998-9454
65995	Building Repair	Juan Vega Jr.	434 S Ohio Ave, Mercedes, TX, 78570, USA	2022-07-07 13:06:27	2022-07-11 10:13:55	THE SINK IN THE FEMALE PUBLIC RESTROOM IS CAKED WITH DIRT AND MAKE UP, THEY WOULD LIKE FOR IT TO BE SRUBBED OFF WITH BLEACH OR SOMETHING OTHER THAN WATER AND SOAP
65997	Replace Cut-Off	Adrian S.	12524 Tejas Blvd, Mercedes, TX, 78570, USA	2022-07-07 13:10:01	2022-07-07 13:10:23	REPLACED CUT-OFF. 3 1/4 ANGLE STOP AS PER METER READER JOE P.
65998	Replace Cut-Off	Adrian S.	12608 Tejas Blvd, Mercedes, TX, 78570, USA	2022-07-07 13:11:20	2022-07-07 13:11:35	REPLACE 3/4 CUT-OFF FIP ANGLE STOP AS PER METER READER JOE P.
65999	Fire Hydrant Repair	Adrian S.	Eb Frontage Rd, Mercedes, TX, 78570, USA	2022-07-07 13:14:49	2022-07-07 13:15:03	CHECK A FIRE HYDRANT ON A WATER METER CONNECTION
66001	Water Break Repair	Adrian S.	3807 Lantana St, Mercedes, TX, 78570, USA	2022-07-07 13:35:03		WATER LEAK IN FRONT OF THE HOME <b>118</b> KAITLYN HERNANDEZ 956-639-0965

						SEWER STOP
66002	Sewer Stop	Adrian S.	2659 N FM 491, Mercedes, TX, 78570, USA	2022-07-07 13:40:13	2022-07-07 14:47:04	HILDA ZAMORA 956-884-6596
66003	Locate Water & Sewer //Tap	Adrian S.	1215 S Washington Ave, Mercedes, TX, 78570, USA	2022-07-07 13:44:23	2022-07-07 13:44:32	CHECKED ON A PENDING SEWER LOCATE
66014	Dead Animal Pick Up	Animal Control	1115 11th St, Mercedes, TX, 78570, USA	2022-07-07 14:53:24	2022-07-08 09:50:47	STILL NO REGULAR LOCATE DEAD DOG AT RESIDENCE
66018	Parks	Adrian S.	701 Mathes Ave, Mercedes, TX, 78570, USA	2022-07-07 15:07:39	2022-07-07 15:07:47	CLEAN UP PARK
66032	Curb Scrapping	Juan Vega Jr.	325 Mockingbird Ln, Mercedes, TX, 78570, USA	2022-07-07 16:22:09		CURB SCRAPPING NEEDED; GRASS GROWING RESIDENT: JESSICA GOMEZ CONTACT: 956-373-6191
66055	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-08 07:54:14	2022-07-08 07:58:37	UNIT# 3124 - A/C NOT WORKING PROPERLY
66056	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-08 08:00:57	2022-07-08 08:02:18	UNIT# 101 - ENGINE OIL AND FILTER CHANGE
66057	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-08 08:03:27	2022-07-08 08:06:01	UNIT# 322 - WONT CRANK
66058	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-08 08:07:36	2022-07-08 08:11:09	UNIT# 5G-6 NO CRANK CONDITIDION
66064	Sewer Stop	Adrian S.	644 S Colorado Ave, Mercedes, TX, 78570, USA	2022-07-08 08:47:15	2022-07-08 11:03:50	SEWER STOP AMADA QUIROGA 956-756-3670
66066	Water Break Repair	Adrian S.	602 N Mile 2 W, Mercedes, TX, 78570, USA	2022-07-08 09:03:59	2022-07-11 08:32:29	WATER LEAK BY THE METER MARTIN 956-543-5068
66068	MANHOLE MAINTENANCE	Adrian S.	1230 S Virginia Ave, Mercedes, TX, 78570, USA	2022-07-08 09:11:50	2022-07-08 09:11:57	MANHOLE MAINTENANCE FOLLOW UP
66069	MANHOLE MAINTENANCE	Adrian S.	705 Nevada Ave, Mercedes, TX, 78570, USA	2022-07-08 09:13:16	2022-07-08 09:13:27	MANHOLE MAINTENANCE FOLLOW UP
66070	MANHOLE MAINTENANCE	Adrian S.	E 10th St & Santos Ave, Mercedes, TX, 78570, USA	2022-07-08 09:14:28	2022-07-08 09:14:40	MANHOLE MAINTENANCE FOLLOW UP
66072	MANHOLE MAINTENANCE	Adrian S.	1901 Royal Palm Dr, Mercedes, TX, 78570, USA	2022-07-08 09:15:11	2022-07-08 09:15:27	MANHOLE MAINTENANCE FOLLOW UP
66082	Animal in a cage	Animal Control	1219 S Indiana Ave, Mercedes, TX, 78570, USA	2022-07-08 10:21:28	2022-07-08 10:23:57	Cat in a cage , to be picked up.
66083	Deceased Animal Pick Up	Animal Control	304 S Indiana Ave, Mercedes, TX, 78570, USA	2022-07-08 10:22:38	2022-07-08 10:26:51	Residents Pet cat passed away requested to be picked up.
66085	Replace Cut-Off	Adrian S.	300 N Illinois Ave, Mercedes, TX, 78570, USA	2022-07-08 10:46:04		NEED TO REPLACE CUT-OFF WATER PASSING THROUGH. WHEN COMPLETED PLEASE KEEP IT LOCKED (NON-PAYMENT)
66086	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-08 10:46:46		UNIT# 503 - BRAKE NOISE
66089	Pot Hole Patching	Juan Vega Jr.	747 W 10th St, Mercedes, TX, 78570, USA	2022-07-08 11:03:06	2022-07-08 11:03:23	WE COVERED THE POT HOLES WITH COLD MIX JUAN L. MARTINEZ
66090	Animal Running at Large	Animal Control	627 S Vermont Ave, Mercedes, TX, 78570, USA	2022-07-08 11:12:19	2022-07-08 14:46:15	2 DOGS ONE BLACK AND ONE BROWN AT LARGE IN THIS AREA
66092	Pot Hole Patching	Juan Vega Jr.	Missouri Ave, Mercedes, TX, 78570, USA	2022-07-08 11:21:56	2022-07-08 11:22:11	WE COVERED THE POT HOLES WITH COLD MIX JUAN L. MARTINEZ
66114	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-08 12:58:09	2022-07-11 07:41:57	UNIT# BRUSH-2 KEEP ADDING COOLANT
66115	Water Break Repair	Adrian S.	1034 Hidalgo St, Mercedes, TX, 78570, USA	2022-07-08 13:06:13	2022-07-11 13:18:29	WATER BREAK
66119	Replace Cut-Off	Adrian S.	12710 Campacus Dr, Mercedes, TX, 78570, USA	2022-07-08 13:49:20		NEED TO REPLACE CUT-OFF, WATER PASSING THROUGH. WHEN COMPLETED PLEASE KEEP IT LOCKED (NON-PAYMENT)
66121	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-08 14:21:20	2022-07-08 14:22:13	LOT-332 UNIT# 3121 RIGHT REAR TAIL LIGHT NOT WORKING
66122	Speed Bump Request	Juan Vega Jr.	E 10th St, Mercedes, TX, 78570, USA	2022-07-08 14:36:23	2022-07-08 14:36:35	WE HELPED THE OTHER CREW WITH REMOVING THE SPEED BUMP AND COVER THE POT HOLES WITH COLD MIX JUAN L. MARTINEZ
66123	Pot Hole Patching	Juan Vega Jr.	N Vermont Ave, Mercedes, TX, 78570, USA	2022-07-08 14:37:29	2022-07-08 14:41:27	COVER SOME POT HOLES WITH COLD MIX JUAN L. MARTINEZ
66125	Pot Hole Patching	Juan Vega Jr.	E 7th St, Mercedes, TX, 78570, USA	2022-07-08 14:40:52	2022-07-08 14:41:18	COVER THE POT HOLES WITH COLD MIX JUAN L. MARTINEZ
66126	Pot Hole Patching	Juan Vega Jr.	E 8th St, Mercedes, TX, 78570, USA	2022-07-08 14:42:13	2022-07-08 14:42:28	COVER POT HOLES WITH COLD MIX
66129	Pot Hole Patching	Juan Vega Jr.	Mercedes, TX, USA	2022-07-08 15:04:39	2022-07-08 15:04:56	WE COVERED THE POT HOLES WITH COLD MIX ON RANDOM STREETS JUAN L. MARTINEZ
66130	Pot Hole Patching	Juan Vega Jr.	Mistletoe Ave & Alamo St, Mercedes, TX, 78570, USA	2022-07-08 15:23:03	2022-07-08 15:24:09	WORK ORDER POT HOLE PATCHING JIMMY RODRIGUEZ
66131	Pot Hole Patching	Juan Vega Jr.	Dallas St, Mercedes, TX, 78570, USA	2022-07-08 15:24:42	2022-07-08 15:24:57	POT HOLE PATCHING JIMMY RODRIGUEZ
66132	Pot Hole Patching	Juan Vega Jr.	Willacy St, Mercedes, TX, 78570, USA	2022-07-08 15:25:24	2022-07-08 15:25:35	POT HOLE PATCHING JIMMY RODRIGUEZ
66133	Pot Hole Patching	Juan Vega Jr.	15th St, Mercedes, TX, 78570, USA	2022-07-08 15:26:10	2022-07-08 15:26:25	POT HOLE PATCHING JIMMY RODRIGUEZ
66136	Pot Hole Patching	Juan Vega Jr.	W 3rd St, Mercedes, TX, 78570, USA	2022-07-08 15:40:19	2022-07-08 15:40:33	POT HOLE PATCHING JIMMY RODRIGUEZ
66139	Pot Hole Patching	Juan Vega Jr.	S Indiana Ave, Mercedes, TX, 78570, USA	2022-07-08 15:50:07	2022-07-08 15:56:21	POT HOLE PATCHING JIMMY RODRIGUEZ

66145	Pot Hole Patching	Juan Vega Jr.	Palm Dr, Mercedes, TX, 78570, USA	2022-07-08 16:00:02	2022-07-08 16:00:14	POT HOLE PATCHING JIMMY RODRIGUEZ
66146	Pot Hole Patching	Juan Vega Jr.	Turkey Trot St, Mercedes, TX, 78570, USA	2022-07-08 16:00:48	2022-07-08 16:02:46	POT HOLE PATCHING JIMMY RODRIGUEZ
66148	Pot Hole Patching	Juan Vega Jr.	S Vermont Ave & W 14th St, Mercedes, TX, 78570, USA	2022-07-08 16:01:30	2022-07-08 16:02:37	POT HOLE PATCHING JIMMY RODRIGUEZ
66149	Pot Hole Patching	Juan Vega Jr.	Mistletoe Rd & Alamo St, Mercedes, TX, 78570, USA	2022-07-08 16:02:19	2022-07-08 16:02:31	WORK ORDER POT HOLE PATCHING DALIA MERCADO
66150	Pot Hole Patching	Juan Vega Jr.	Dallas St, Mercedes, TX, 78570, USA	2022-07-08 16:03:19	2022-07-08 16:03:37	POT HOLE PATCHING DALIA MERCADO
66151	Pot Hole Patching	Juan Vega Jr.	Willacy St, Mercedes, TX, 78570, USA	2022-07-08 16:04:05	2022-07-08 16:04:17	POT HOLE PATCHING DALIA MERCADO
66152	Pot Hole Patching	Juan Vega Jr.	15th St, Mercedes, TX, 78570, USA	2022-07-08 16:04:47	2022-07-08 16:05:02	POT HOLE PATCHING DALIA MERCADO
66153	Pot Hole Patching	Juan Vega Jr.	W 3rd St, Mercedes, TX, 78570, USA	2022-07-08 16:05:31	2022-07-08 16:05:43	POT HOLE PATCHING DALIA MERCADO
66154	Pot Hole Patching	Juan Vega Jr.	S Indiana Ave, Mercedes, TX, 78570, USA	2022-07-08 16:06:11	2022-07-08 16:06:24	POT HOLE PATCHING DALIA MERCADO
66155	Vehicle Maintenance (City Mechanics)	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-08 16:06:56	2022-07-08 16:07:07	CHECANDO LA TROCA 3123 MARCO TREVINO
66156	EQUIPMENT MAINT.	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-08 16:07:53	2022-07-08 16:08:04	ASIENDO UNAS RAMPAS PARA UNA DE LAS TRAYLAS MARCO TREVINO
66157	EQUIPMENT MAINT.	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-08 16:09:23	2022-07-08 16:09:43	TERMINANDO LAS RAMPAS MARCO TREVINO
66159	Pot Hole Patching	Juan Vega Jr.	600 Mile 1/2 E, Mercedes, TX, 78570, USA	2022-07-08 16:13:50	2022-07-08 16:15:40	POT HOLE PATCHING WORK ORDER JIMMY RODRIGUEZ
66160	Pot Hole Patching	Juan Vega Jr.	W 8th St, Mercedes, TX, 78570, USA	2022-07-08 16:16:14	2022-07-08 16:16:29	POT HOLE PATCHING JIMMY RODRIGUEZ
66161	Pot Hole Patching	Juan Vega Jr.	Luis Dr, Mercedes, TX, 78570, USA	2022-07-08 16:17:17	2022-07-08 16:17:30	POT HOLE PATCHING JIMMY RODRIGUEZ
66163	Pot Hole Patching	Juan Vega Jr.	11th St, Mercedes, TX, 78570, USA	2022-07-08 16:18:03	2022-07-08 16:18:14	POT HOLE PATCHING JIMMY RODRIGUEZ
66164	Pot Hole Patching	Juan Vega Jr.	6th St, Mercedes, TX, 78570, USA	2022-07-08 16:18:51	2022-07-08 16:19:20	POT HOLE PATCHING JIMMY RODRIGUEZ
66165	Pot Hole Patching	Juan Vega Jr.	Vermont Ave, Mercedes, TX, 78570, USA	2022-07-08 16:20:11	2022-07-08 16:20:25	POT HOLE PATCHING JIMMY RODRIGUEZ
66166	Pot Hole Patching	Juan Vega Jr.	S Virginia Ave & W 6th St, Mercedes, TX, 78570, USA	2022-07-08 16:21:00	2022-07-08 16:21:12	POT HOLE PATCHING JIMMY RODRIGUEZ
66167	Pot Hole Patching	Juan Vega Jr.	S Ohio Ave, Mercedes, TX, 78570, USA	2022-07-08 16:21:59	2022-07-08 16:22:10	POT HOLE PATCHING JIMMY RODRIGUEZ
66171	Replace Cut-Off	Adrian S.	1041 N Washington Ave, Mercedes, TX, 78570, USA	2022-07-08 16:40:42	2022-07-08 16:40:56	NEED TO REPLACE CUT-OFF. ONCE COMPLETED, PLEASE LOCK (NON-PAYMENT)
66172	Replace Cut-Off	Adrian S.	1041 N Washington Ave, Mercedes, TX, 78570, USA	2022-07-08 16:43:42		NEED TO REPLACE CUT-OFF. ONCE COMPLETED, PLEASE KEEP LOCKED (NON-PAYMENT)
66194	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-11 07:39:33		UNIT# 5G-6 NEEDS WINDSHIELD REPLACED AND REGISTRATION STICKER
66197	Animal in a cage	Animal Control	543 N Vermont Ave, Mercedes, TX, 78570, USA	2022-07-11 08:09:14	2022-07-11 16:41:42	PICK UP KITTEN RESIDENT: RAY CONTACT:272-5264
66198	Dead Animal Pick Up	Animal Control	540 S Texas Ave, Mercedes, TX, 78570, USA	2022-07-11 08:20:20	2022-07-11 16:37:16	PICK UP DEAD ANIMAL IN THE PARKING LOT RESIDENT: LUPITA CONTACT: 956-565-2603
66199	Water Break Repair	Adrian S.	902 Dawson Rd, Mercedes, TX, 78570, USA	2022-07-11 08:22:02	2022-07-18 14:08:42	WATER LEAK RESIDENT: DORA GONZALEZ, CONTACT: 956-472-0196
66202	Sewer Stop	Adrian S.	641 Palm Heights St, Mercedes, TX, 78570, USA	2022-07-11 08:48:10		SEWER BACKING UP RESIDENT: PENA CONTACT: 956-684-2494
66204	Dead Animal Pick Up	Animal Control	1407 Capisallo St, Mercedes, TX, 78570, USA	2022-07-11 09:12:39	2022-07-11 16:35:08	PICK UP DEAD ANIMAL RESIDENT: MOLLY CONTACT: 480-313-8262
66205	Utility Patch	Adrian S.	1143 S Virginia Ave, Mercedes, TX, 78570, USA	2022-07-11 09:35:59	2022-07-26 08:31:41	NEED TO COVER AND LEVEL HOLE LEFT BEHIND AFTER A WATER BREAK REPAIR. RESIDENT: DINA RODRIGUEZ CONTACT: 956-825-6849
66206	Sewer Stop	Adrian S.	648 S Vermont Ave, Mercedes, TX, 78570, USA	2022-07-11 09:37:50	2022-07-11 13:24:48	SEWER BACK-UP IN THE ALLEY RESIDENT: LINDA CONTACT: 956-375-6961



66218	Sewer Stop	Adrian S.	836 Caroline Ave, Mercedes, TX, 78570, USA	2022-07-11 10:05:06	2022-07-29 15:55:49	SEWER BACK UP RESIDENT: MUNOZ CONTACT: 956-975-6878
66230	Sewer Stop	Adrian S.	821 S Vermont Ave, Mercedes, TX, 78570, USA	2022-07-11 11:13:19	2022-07-11 13:29:01	WATER BREAK; CORRECTION SEWER STOP RESIDENT: GONZALEZ CONTACT: 956-975-7338
66249	Dead Animal Pick Up	Animal Control	146 Matamoros Ave, Mercedes, TX, 78570, USA	2022-07-11 11:44:53	2022-07-11 16:33:22	PICKUP DEAD PUPPY RESIDENT: ABEL CONTACT: 956-375-9303
66251	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-11 11:46:31	2022-07-11 11:47:56	UNIT# 325 - FRONT SUSPENSION
66254	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-11 11:48:58	2022-07-11 11:49:42	UNIT# 618 - REMOVE BADGING FROM VEHICLE
66271	Water Break Repair	Adrian S.	1226 S Washington Ave, Mercedes, TX, 78570, USA	2022-07-11 14:01:00		WATER BREAK NEXT DOOR; PER RESIDENT, IT WAS MARKED BUT NO ONE WENT BACK TO FIX IT. RESIDENT: DANEILA CONTACT: 361-876-5990
66340	CLOSE METER	Adrian S.	686 Cedar St, Mercedes, TX, 78570, USA	2022-07-12 12:59:13	2022-07-26 08:29:53	CLOSE METER; RESIDENT TOILET IS OVERFLOWING. RESIDENT: RUBEN VASQUEZ CONTACT: 956-351-0427 OR 246-9150
66341	Animal Running at Large	Animal Control	426 Dyanez St, Mercedes, TX, 78570, USA	2022-07-12 13:00:59	2022-07-13 08:05:31	NEED TO PICKUP CATS THAT ARE IN THE GARAGE RESIDENT: STAR CONTACT: 956-391-7112
66342	Dead Animal Pick Up	Animal Control	146 Matamoros Ave, Mercedes, TX, 78570, USA	2022-07-12 13:02:32	2022-07-13 08:02:55	PICKUP DEAD PUPPY RESIDENT: ABEL CONTACT: 956-375-9303
66343	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-12 13:04:42	2022-07-12 13:07:25	UNIT# HB-3 NEEDS SIDE MARKER LIGHT REPLACED - VEHICLE INVOLVED IN INCIDENT.
66347	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-12 13:08:43	2022-07-12 13:09:39	UNIT# MED-3 NEEDS OIL CHANGE
66348	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-12 13:15:26	2022-07-12 13:20:47	UNIT# 553 CHECK FRONT SUSPENSION - UNDERCARRIAGE HIT STREET
66351	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-12 13:22:12	2022-07-22 08:51:34	UNIT# 552 - WARNING LIGHTS FOR STABILITRAC AND STEERING ASSIST
66352	Change Air Filters	Juan Vega Jr.	400 S Ohio Ave, Mercedes, TX, 78570, USA	2022-07-12 13:26:21		The air filter in Planning needs to be changed out.
66375	Water Break Repair	Adrian S.	838 N Washington Ave, Mercedes, TX, 78570, USA	2022-07-12 15:47:11	2022-07-21 09:03:52	WATER LEAK RESIDENT: TORRES CONTACT: 956-565-3139
66378	Water Break Repair	Adrian S.	253 N Virginia Ave, Mercedes, TX, 78570, USA	2022-07-12 16:30:50		POSSIBLE WATER LEAK; RESIDENT SAYS THE GRASS IS TOO GREEN IN THE ALLEY AND THERE MAYBE A WATER LEAK RESIDENT: MANDY GARCIA CONTACT: 956-756-5634
66399	Animal in a cage	Animal Control	508 Brooks St, Mercedes, TX, 78570, USA	2022-07-13 08:07:13	2022-07-13 16:38:54	Mr. Lucky has possum in cage would like to be picked up.
66409	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-13 08:56:59	2022-07-13 09:01:58	UNIT# 319 A/C NOT WORKING
66410	Animal in a cage	Animal Control	649 Kansas St, Mercedes, TX, 78570, USA	2022-07-13 08:59:29	2022-07-13 16:38:37	POSSUM IN CAGE RESIDENT: ARNOLD SILVA CONTACT: 956-254-9055
66421	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-13 11:28:05	2022-07-15 10:52:52	UNIT# S-32 - BROKEN HYDRAULIC HOSE
66453	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-13 13:10:51	2022-07-28 07:30:33	UNIT# 3123 BAD VIBRATION ON STEERING WHEEL OVER 50 MPH
66457	Street Sweeping	Juan Vega Jr.	E Mercedes Dr, Mercedes, TX, 78570, USA	2022-07-13 13:28:04		REQUESTING STREET SWEEP BEFORE THE RAIN COMES. RESIDENT: LISA GONZALEZ CONTACT: 956-346-4366 RESIDENT WOULD LIKE TO BE NOTIFIED WHEN SCHEDULE DATE STREET SWEEP.
66459	Animal Running at Large	Animal Control	4481 Pedro Martinez, Mercedes, TX, 78570, USA	2022-07-13 13:55:05	2022-07-13 16:36:16	BLACK DOG RUNNING AT LARGE PLEASE TRY TO CONTACT OWNER AND NOTIFY TO KEEP THERE DOG IN THEIR YARD. RESIDENT: LINDA CONTACT: 956-650-4086
66462	Dead Animal Pick Up	Animal Control	146 Matamoros Ave, Mercedes, TX, 78570, USA	2022-07-13 14:00:14	2022-07-13 16:34:06	PICK UP DEAD PUPPY RESIDENT: ABEL CONTACT: 956-375-9303
66467	Flush Fire Hydrant	Adrian S.	909 S Georgia Ave, Mercedes, TX, 78570, USA	2022-07-13 15:02:05	2022-07-25 10:58:38	WATER SMELLS WHEN IT IS COMING OUT OF THE FAUCET RESIDENT: FLORES CONTACT: 956-472-5518
66498	Building Repair	Juan Vega Jr.	434 S Ohio Ave, Mercedes, TX, 78570, USA	2022-07-14 08:48:42	2022-07-15 08:38:24	A/C COND. IN THE MECHANICAL ROOM IS CLOGGED DRAIN RESIDENT: MARISOL VIDALES CONTACT: 956-565-2371
66499	Building Repair	Juan Vega Jr.	434 S Ohio Ave, Mercedes, TX, 78570, USA	2022-07-14 08:50:40	2022-07-18 14:20:21	5 TABLES HAVE THE LEGS ON WRONG. NEED SOME HELP CORRECTING THE LEGS. RESIDENT: MARISOL VIDALES CONTACT: 956-565-2371
66502	Animal Running at Large	Animal Control	S Virginia Ave, Mercedes, TX, 78570, USA	2022-07-14 08:52:26	2022-07-15 08:11:10	SEVERAL DOGS RUNNING AT LARGE RESIDENT: LUIS CONTACT: 956-540-8329
66503	Sewer Stop	Adrian S.	807 Franco Dr, Mercedes, TX, 78570, USA	2022-07-14 08:56:19	2022-07-26 09:08:43	CLEAN OUT CLOSE TO THE HOME IS NOT PASSING. RESIDENT: CINDY CONTACT: 956-355-3364
66505	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-14 09:27:43	2022-07-14 09:32:58	UNIT# MED-1 OIL CHANGE REQUIRED

66538	Animal Running at Large	Animal Control	426 Dyanez St, Mercedes, TX, 78570, USA	2022-07-14 13:12:09	2022-07-15 08:14:02	PICK UP THREE CATS RESIDENT: BRIDGET CONTACT: 956-391-7112
66544	Animal Surrender	Animal Control	2215 Rio Rico Rd, Mercedes, TX, 78570, USA	2022-07-14 13:34:04	2022-07-15 08:16:31	PICK UP TWO DOGS RESIDENTS: FERNANDO COSME CONTACT: 956-619-0465 (PLEASE CALL RESIDENT WHEN ON THE WAY)
66550	Water Break Repair	Adrian S.	1409 S Missouri Ave, Mercedes, TX, 78570, USA	2022-07-14 14:27:29		WATER LEAK AT THE CORNER 14TH AND S. MISSOURI RESIDENT: GALVAN CONTACT: 956-463-1596
66556	WATER TAP OR SEWER TAP	Adrian S.	742 E 9th St, Mercedes, TX, 78570, USA	2022-07-14 15:04:33	2022-07-25 13:19:02	WATER/SEWER TAP (PAID) RESIDENT: ALBERTO CAVAZOS CONTACT: 956-463-2443
66557	WATER TAP OR SEWER TAP	Adrian S.	1212 Esperanza St, Mercedes, TX, 78570, USA	2022-07-14 15:05:48	2022-07-25 11:02:21	WATER/SEWER TAP (PAID) RESIDENT: EDUARDO CIENFUEGOS CONTACT: 956-562-0176
66590	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-15 07:56:09	2022-07-15 07:59:03	UNIT# 347 - NEEDS FRONT TIRES REPLACED
66594	Sewer Stop	Adrian S.	4419 Ja Garica St, Mercedes, TX, 78570, USA	2022-07-15 08:29:11		SEWER BACK 2ND CLEAN OUT CLOSE TO THE STREET RESIDENT: GARCIA CONTACT: 956-373-0366
66601	Sewer Stop	Adrian S.	705 Nevada Ave, Mercedes, TX, 78570, USA	2022-07-15 08:51:10	2022-07-29 15:55:56	SEWER BACKUP; CHECK MANHOLE IN THE ALLEY RESIDENT: PAUL RODRIGUEZ CONTACT: 956-202-1660
66606	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-15 09:44:02	2022-07-15 09:46:24	UNIT# 508 - PASSENGER SIDE WINDOW FELL DOWN
66607	Animal in a cage	Animal Control	1249 N Baseline Rd, Mercedes, TX, 78570, USA	2022-07-15 10:13:14	2022-07-15 10:14:37	Resident came to drop off 5 puppies at public works office.
66611	Animal Running at Large	Animal Control	1650 Oakridge, Mercedes, TX, 78570, USA	2022-07-15 10:16:30	2022-07-15 16:45:51	Stray dog on yard making a mess called to see if Animal Control can retrieve it.
66622	Water Break Repair	Adrian S.	512 S Indiana Ave, Mercedes, TX, 78570, USA	2022-07-15 11:05:16		WATER LEAK ON SOUTH SIDE BEHIND YELLOW NEW CONSTRUCTION: RESIDENT: LINDA CHIMELY CONTACT: 956-373-2959
66640	Repair Meter	Adrian S.	302 Maryland Ave, Mercedes, TX, 78570, USA	2022-07-15 13:10:51		READ MEATER BEFORE RESIDENT STARTS TO FILL THE POOL AND READ THE METER AFTER POOL IS FOOL. RESIDENT: V. VILLAREAL CONTACT: 956-888-2227
66646	Sewer Stop	Adrian S.	1040 W 4th St, Mercedes, TX, 78570, USA	2022-07-15 14:11:36	2022-07-29 15:55:19	Sewer stop at this location.
66647	Pot Hole Patching	Juan Vega Jr.	Mile 1 1/2 E & Oak Tree Dr, Mercedes, TX, 78570, USA	2022-07-15 14:22:35	2022-07-26 12:56:53	POT HOLE ON TRAIN TRACK CROSS NEEDS TO BE FILLED RESIDENT: CHARLES DANIELS CONTACT: 512-995-3057
66692	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-18 08:03:01	2022-07-18 08:04:56	UNIT# HB-1 AND SG-7 LOW OIL LEVEL
66698	Water Break Repair	Adrian S.	835 S Virginia Ave, Mercedes, TX, 78570, USA	2022-07-18 08:36:19		WATER LEAK IN THE ALLEY  CAMILA 956-376-7536
66699	Water Break Repair	Adrian S.	217 N Melton Park Dr, Mercedes, TX, 78570, USA	2022-07-18 08:37:31	2022-07-20 10:16:15	WATER LEAK BY THE METER  BAY TREVINO 956-336-3147
66727	Animal Running at Large	Animal Control	N Georgia Ave & W 1st St, Mercedes, TX, 78570, USA	2022-07-18 10:48:53	2022-07-18 13:00:42	TWO DOGS RUNNING AT LARGE. DOGS ATTACKED RESIDENTS. P. D. ON SITE RESIDENT: JAVIER PEREZ CONTACT: 956-472-0279
66730	Water Break Repair	Adrian S.	1635 Turkey Trot, Mercedes, TX, 78570, USA	2022-07-18 10:57:52		WATER LEAK IN THE FRONT OF THE PROPERTY  ELSA BRAVO 956-647-1322
66737	Water Break Repair	Adrian S.	1004 S Virginia Ave, Mercedes, TX, 78570, USA	2022-07-18 11:28:04		WATER LEAK IN THE ALLEY WAY  JOSE GARCIA 956-382-0814
66743	Cut Trees on ROW	Juan Vega Jr.	4005 Dawson Rd, Mercedes, TX, 78570, USA	2022-07-18 12:05:41	2022-07-18 12:08:33	CUT TREES OVER MAILBOX ON ROW.
66756	Illegal Dumping Pick-Up (Planning)	MSalinas	W 10th St & Capisallo St, Mercedes, TX, 78570, USA	2022-07-18 13:34:50		
66761	Cut Trees on ROW	Juan Vega Jr.	600-670 E 5th St, Mercedes, TX, 78570, USA	2022-07-18 14:13:21	2022-07-18 14:14:11	cut all low hanging branches in area.
66762	Cut Trees on ROW	Juan Vega Jr.	902 W 4th St, Mercedes, TX, 78570, USA	2022-07-18 14:17:47	2022-07-18 14:19:11	tree trim all low hanging branches
66766	Flush Fire Hydrant	Adrian S.	3810 N Mercedes Dr, Mercedes, TX, 78570, USA	2022-07-18 14:40:07	2022-07-25 13:21:23	WATER IS COMING OUT YELLOW  JESSICA VILLARREAL 956-246-2113
66801	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-19 08:21:17	2022-07-19 13:10:33	UNIT# 320 - A/C NOT COOLING
66811	Utility Patch	Adrian S.	1143 S Virginia Ave, Mercedes, TX, 78570, USA	2022-07-19 09:19:02		RESIDENT WOULD LIKE THE DIRT LEVELED IN THE ALLEY IN THE BACK OF HER HOME WHERE A WATER BREAK WAS REPAIRED  DINA RODRIGUEZ 956-825-6849
66821	Vehicle Maintenance (City Mechanics)	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-19 10:07:40	2022-07-19 10:07:55	CHECANDO LA TROCA 3123  MARCO TREVINO
66822	Building Repair	Juan Vega Jr.	434 S Ohio Ave, Mercedes, TX, 78570, USA	2022-07-19 10:09:41	2022-07-19 10:09:53	ARREGLANDO UNAS PARRIYAS DE LAS LUZES  MARCO TREVINO



						CHECANDO UN QUEBRADA DE AGUA EN EL ALBERCA
66823	Building Repair	Juan Vega Jr.	701 Mathes Ave, Mercedes, TX, 78570, USA	2022-07-19 10:11:49	2022-07-19 10:12:10	MARCO TREVINO
						PINTANDO EL RESTO DE LA TARDE EL PODIUM
66824	EQUIPMENT MAINT.	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-19 10:13:07	2022-07-19 10:13:21	MARCO TREVINO
						CHECKING THE UNIT 3123
66825	Vehicle Maintenance (City Mechanics)	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-19 10:14:07	2022-07-19 10:14:19	RUDY ZUNIGA
						GRINDING THE RAMP
66826	EQUIPMENT MAINT.	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-19 10:15:14	2022-07-19 10:15:36	RUDY ZUNIGA
						WENT TO GET A QUOTE FOR SOME NEW SIGNS
66827	New Traffic Sign	Juan Vega Jr.	10205 TX-107 W, Edinburg, TX, 78542, USA	2022-07-19 10:16:33	2022-07-19 10:16:46	RUDY ZUNIGA
						CLEANING THE SHOP
66828	Building Repair	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-19 11:09:05	2022-07-19 11:09:24	RUDY ZUNIGA
						WENT TO GET A QUOTE AT BILL BUNTON
66829	Building Repair	Juan Vega Jr.	1101 W 2nd St, Mercedes, TX, 78570, USA	2022-07-19 11:10:07	2022-07-19 11:11:39	RUDY ZUNIGA
						WENT TO GET A QUOTE AT HOME DEPOT
66830	Building Repair	Juan Vega Jr.	1500 W Expressway 83, Weslaco, TX, 78599, USA	2022-07-19 11:11:26	2022-07-19 11:11:47	RUDY ZUNIGA
66848	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-19 12:58:42	2022-07-22 08:50:34	UNIT# HB-3 DRIVER WINDOW DOESNT STAY CLOSED
						CLEANING THE SHOP
66851	Building Repair	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-19 13:07:55	2022-07-19 13:08:18	RUDY ZUNIGA
						CHECANDO LA TROCA 3123
66852	Vehicle Maintenance (City Mechanics)	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-19 13:09:30	2022-07-19 13:09:46	MARCO TREVINO
						TERMINANDO LAS ROMPAS
66853	EQUIPMENT MAINT.	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-19 13:10:54	2022-07-19 13:12:38	MARCO TREVINO
						LEVANTANDO UN PRESUPUESTO EN DELTA SIGNS
66855	Building Repair	Juan Vega Jr.	10205 TX-107 W, Edinburg, TX, 78542, USA	2022-07-19 13:12:25	2022-07-19 13:12:45	MARCO TREVINO
						LEVANTANDO UN PRESUPUESTO
66858	Building Repair	Juan Vega Jr.	Weslaco, TX, USA	2022-07-19 13:17:30	2022-07-19 13:17:45	MARCO TREVINO
						LIMPIANDO EL SHOP
66859	Building Repair	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-19 13:20:56	2022-07-19 13:21:16	MARCO TREVINO
						RESIDENTS DOG PASSED AWAY AND WOULD LIKE FOR IT TO BE PICKED UP
66860	Dead Animal Pick Up	Animal Control	454 Heidrick Ave, Mercedes, TX, 78570, USA	2022-07-19 13:22:08	2022-07-20 10:06:39	YASMINE 956-667-0538
						UNLOADED TRAILER OF TENT STRUCTURE
66862	Event preparation	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-19 13:39:33	2022-07-19 13:39:50	DALIA MERCADO
						UNLOADED TRAILER OF CHAIRS
66867	Event preparation	Juan Vega Jr.	520 E 2nd St, Mercedes, TX, 78570, USA	2022-07-19 14:34:00	2022-07-19 14:34:13	DALIA MERCADO
						CLEARED UP ALLEY OF DEBRIS AND OVERGROWN GRASS WITH WEEDEATER AND PICKED UP TRASH AS WELL
66870	Cut Grass	Juan Vega Jr.	233 N Texas Ave, Mercedes, TX, 78570, USA	2022-07-19 14:35:25	2022-07-19 14:36:08	DALIA MERCADO
						WEEDEATED AND SHOVELED DIRT FROM CURB THEN GOT INJURED SO MADE A SHORT INCIDENT REPORT
66874	Curb Scrapping	Juan Vega Jr.	S Colorado Ave & W 14th St, Mercedes, TX, 78570, USA	2022-07-19 14:45:00	2022-07-19 14:45:19	DALIA MERCADO
						WEEDEATED AND CLEANED UP CURB
66875	Curb Scrapping	Juan Vega Jr.	Avenue C, Mercedes, TX, 78570, USA	2022-07-19 14:45:55	2022-07-19 14:46:07	DALIA MERCADO
						POT HOLE PATCHING
66887	Pot Hole Patching	Juan Vega Jr.	1/2 Mile 2 W, Mercedes, TX, 78570, USA	2022-07-19 15:34:58	2022-07-19 15:35:12	DALIA MERCADO
						CONTINUE POT HOLE PATCHING
66890	Pot Hole Patching	Juan Vega Jr.	1/2 Mile 2 W, Mercedes, TX, 78570, USA	2022-07-19 15:36:05	2022-07-19 15:36:16	DALIA MERCADO
						POT HOLE PATCHING
66892	Pot Hole Patching	Juan Vega Jr.	12th St, Mercedes, TX, 78570, USA	2022-07-19 15:40:03	2022-07-19 15:40:15	DALIA MERCADO
						POT HOLE PATCHING
66897	Pot Hole Patching	Juan Vega Jr.	Camino Real Viejo, Mercedes, TX, 78570, USA	2022-07-19 16:07:47	2022-07-19 16:08:06	DALIA MERCADO
						SEWER BACK-UP
66898	Sewer Stop	Adrian S.	1440 Rio Rico Rd, Mercedes, TX, 78570, USA	2022-07-19 16:17:27	2022-07-20 10:27:40	IRMA MADHERE 956-651-2986
						POT HOLE PATCHING
66901	Pot Hole Patching	Juan Vega Jr.	Camino de Verdad Rd, Mercedes, TX, 78570, USA	2022-07-19 16:33:40	2022-07-19 16:33:51	DALIA MERCADO

						CONTINUE POT HOLE PATCHING
66902	Pot Hole Patching	Juan Vega Jr.	Camino de Verdad Rd, Mercedes, TX, 78570, USA	2022-07-19 16:34:33	2022-07-19 16:34:46	DALIA MERCADO
						LOADING THE TENT ONTO THE TRAILER FOR GROUND BREAKING CEREMONY
66903	Event preparation	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-19 16:35:55	2022-07-19 16:36:06	DALIA MERCADO
66922	Locate Water & Sewer //Tap	Adrian S.	3359 Mile 9 N, Mercedes, TX, 78570, USA	2022-07-20 08:02:15		WATER AND SEWER LOCATE OR LOCATE EXISTING SANITARY SEWER TAP
						WATER LEAK IN THE ALLEY WAY
66923	Water Break Repair	Adrian S.	437 15th St, Mercedes, TX, 78570, USA	2022-07-20 08:08:34		JACKIE ZAMARRIPA 956-274-1977
66924	Water Break Repair	Adrian S.	15th St & Missouri Ave, Mercedes, TX, 78570, USA	2022-07-20 08:08:58	2022-07-21 08:37:07	WATER BREAK RESIDENT: IRENE DE TORO CONTACT: 956-246-0282
						SEWER BACKING UP RESIDENT HAS CALLED SEVERAL TIMES FOR THE SAME ISSUE AND WOULD LIKE TO KNOW IF SOMETHING CAN BE DONE TO PREVENT SEWER BACKUP. RESIDENT IS REQUESTING A CALL FROM UTILITY SUPERVISOR
66928	Sewer Stop	Adrian S.	836 Caroline Ave, Mercedes, TX, 78570, USA	2022-07-20 08:39:35	2022-07-20 13:03:33	RESIDENT: JOHNATHEN MUNOZ CONTACT: 956-975-6878
						WATER LEAK IN THE ALLEY
66929	Water Break Repair	Adrian S.	1033 S Missouri Ave, Mercedes, TX, 78570, USA	2022-07-20 08:41:46	2022-07-21 08:42:37	MR. RUIZ 956-373-0997
						CLEANING UP THE STOCK PILE AT CCS
66931	TRASH PICK-UP	Juan Vega Jr.	300 N Capisallo Rd, Mercedes, TX, 78570, USA	2022-07-20 08:59:07	2022-07-20 08:59:22	ANTONIO GONZALEZ
						GREASING UP BACKHOE AND CLEANING IT
66933	EQUIPMENT MAINT.	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-20 09:00:41	2022-07-20 09:00:55	ANTONIO GONZALEZ
						COVER THE POT HOLES WITH COLD MIX
66934	Pot Hole Patching	Juan Vega Jr.	Mile 2 1/2 W, Mercedes, TX, 78570, USA	2022-07-20 09:02:08	2022-07-20 09:02:22	JUAN L. MARTINEZ
						COVER THE POT HOLES WITH COLD MIX
66935	Pot Hole Patching	Juan Vega Jr.	12th St, Mercedes, TX, 78570, USA	2022-07-20 09:03:09	2022-07-20 09:03:23	JUAN L. MARTINEZ
						COVER THE POT HOLES WITH COLD MIX
66936	Pot Hole Patching	Juan Vega Jr.	Camino Real Viejo, Mercedes, TX, 78570, USA	2022-07-20 09:04:04	2022-07-20 09:04:21	JUAN L. MARTINEZ
						COVER THE POT HOLES WITH COLD MIX
66937	Pot Hole Patching	Juan Vega Jr.	Camino de Verdad Rd, Mercedes, TX, 78570, USA	2022-07-20 09:07:04	2022-07-20 09:07:17	JUAN L. MARTINEZ
						CONTINUE COVERING POT HOLES WITH COLD MIX AT CAMINO DE VERDAD
66938	Pot Hole Patching	Juan Vega Jr.	Camino de Verdad Rd, Mercedes, TX, 78570, USA	2022-07-20 09:08:14	2022-07-20 09:08:50	JUAN L. MARTINEZ
						AT THE SHOP LOADING UP THE TRAILER WITH THE TENT FOR THE MORNING
66939	Event preparation	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-20 09:09:55	2022-07-20 09:10:11	JUAN L. MARTINEZ
						RESIDENT CALLED AND SAID WORK WAS DONE THERE AWHILE BACK AND THEY WENT TO START PATCHING UP BUT NEVER WENT BACK TO FINISH
66941	Utility Patch	Adrian S.	522 W Liberty Dr, Mercedes, TX, 78570, USA	2022-07-20 09:15:00		CLAUDIO GARCIA 956-341-1123
66943	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-20 09:20:38	2022-07-20 09:26:49	UNIT# 5-32 HYDRAULIC LEAK
						LOADED UP TRUCK WITH COLD MIX
66944	Pot Hole Patching	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-20 09:23:53	2022-07-20 09:24:05	ANTONIO GONZALEZ
						POT HOLE PATCHING
66945	Pot Hole Patching	Juan Vega Jr.	S Virginia Ave, Mercedes, TX, 78570, USA	2022-07-20 09:25:52	2022-07-20 09:26:09	ANTONIO GONZALEZ
						POT HOLE PATCHING
66946	Pot Hole Patching	Juan Vega Jr.	Tangerine Ave, Mercedes, TX, 78570, USA	2022-07-20 09:27:41	2022-07-20 09:27:57	ANTONIO GONZALEZ
						POT HOLE PATCHING NEAR DIP
66947	Pot Hole Patching	Juan Vega Jr.	Vermont Ave, Mercedes, TX, 78570, USA	2022-07-20 09:28:45	2022-07-20 10:41:54	ANTONIO GONZALEZ
66948	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-20 09:30:27	2022-07-21 10:51:03	UNIT# MED-1 - NO CRANK CONDITION
						GETTING BACKHOE TO TAKE TO CCS TO GET RID OF BRUSH
66949	BRUSH PICKUP	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-20 09:34:58	2022-07-20 09:35:11	ANTONIO GONZALEZ
						GET RID OF BRUSH WITH BACKHOE
66950	BRUSH PICKUP	Juan Vega Jr.	300 N Capisallo Rd, Mercedes, TX, 78570, USA	2022-07-20 09:35:50	2022-07-20 09:36:04	ANTONIO GONZALEZ
						POT HOLE PATCHING
66951	Pot Hole Patching	Juan Vega Jr.	Mile 8 N, Mercedes, TX, 78570, USA	2022-07-20 09:36:58	2022-07-20 09:37:10	JIMMY RODRIGUEZ
						POT HOLE PATCHING
66952	Pot Hole Patching	Juan Vega Jr.	Tangerine Ave, Mercedes, TX, 78570, USA	2022-07-20 09:37:45	2022-07-20 09:38:08	JIMMY RODRIGUEZ
						POT HOLE PATCHING
66953	Pot Hole Patching	Juan Vega Jr.	Mile 8 N, Mercedes, TX, 78570, USA	2022-07-20 09:38:54	2022-07-20 09:39:06	DALIA MERCADO

						POT HOLE PATCHING
66954	Pot Hole Patching	Juan Vega Jr.	Tangerine Ave, Mercedes, TX, 78570, USA	2022-07-20 09:39:37	2022-07-20 09:39:57	DALIA MERCADO
						POT HOLE PATCHING WORK ORDER
66961	Pot Hole Patching	Juan Vega Jr.	Mile 1/2 E, Mercedes, TX, 78570, USA	2022-07-20 10:42:45	2022-07-20 10:42:59	DALIA MERCADO
						POT HOLE PATCHING
66962	Pot Hole Patching	Juan Vega Jr.	W 8th St, Mercedes, TX, 78570, USA	2022-07-20 10:44:55	2022-07-20 10:45:09	DALIA MERCADO
						POT HOLE PATCHING
66963	Pot Hole Patching	Juan Vega Jr.	Luis Dr, Mercedes, TX, 78570, USA	2022-07-20 10:45:40	2022-07-20 10:45:59	DALIA MERCADO
						POT HOLE PATCHING
66964	Pot Hole Patching	Juan Vega Jr.	11th St, Mercedes, TX, 78570, USA	2022-07-20 10:46:25	2022-07-20 10:46:37	DALIA MERCADO
						POT HOLE PATCHING
66965	Pot Hole Patching	Juan Vega Jr.	6th St, Mercedes, TX, 78570, USA	2022-07-20 10:47:22	2022-07-20 10:47:34	DALIA MERCADO
						POT HOLE PATCHING
66966	Pot Hole Patching	Juan Vega Jr.	S Vermont Ave, Mercedes, TX, 78570, USA	2022-07-20 10:48:10	2022-07-20 10:50:25	DALIA MERCADO
66968	Animal in a cage	Animal Control	1554 S Virginia Ave, Mercedes, TX, 78570, USA	2022-07-20 10:49:22	2022-07-21 08:04:38	POSSUM IN A CAGE
						POT HOLE PATCHING
66969	Pot Hole Patching	Juan Vega Jr.	W 6th St & S Virginia Ave, Mercedes, TX, 78570, USA	2022-07-20 10:51:02	2022-07-20 10:51:14	DALIA MERCADO
						POT HOLE PATCHING
66970	Pot Hole Patching	Juan Vega Jr.	S Ohio Ave & W 10th St, Mercedes, TX, 78570, USA	2022-07-20 10:51:43	2022-07-20 10:51:55	DALIA MERCADO
						POT HOLE PATCHING
66972	Pot Hole Patching	Juan Vega Jr.	N Mercedes Dr, Mercedes, TX, 78570, USA	2022-07-20 10:55:18	2022-07-20 10:55:33	DALIA MERCADO
						POT HOLE PATCHING
66973	Pot Hole Patching	Juan Vega Jr.	Melton Park Dr, Mercedes, TX, 78570, USA	2022-07-20 10:56:07	2022-07-20 11:22:40	DALIA MERCADO
66975	Illegal Dumping Pick-Up (Planning)	Juan Vega Jr.	604 Mathis St, Mercedes, TX, 78570, USA	2022-07-20 11:04:40	2022-07-27 08:07:13	As per Mr. Ramirez please remove the illegal dumping done by the ROW by Mathes & 6th St.
66976	Building Repair	Juan Vega Jr.	400 S Ohio Ave, Mercedes, TX, 78570, USA	2022-07-20 11:06:22		Can you replace the ceiling tiles in Monica Rodriguez office.
						PICKED UP DEBRIS AND COUPLE TIRES AS WELL AS BRANCHES WENT TO DUMP AT CCS
66981	BRUSH PICKUP	Juan Vega Jr.	Hill St, Mercedes, TX, 78570, USA	2022-07-20 11:20:15	2022-07-20 11:20:27	DALIA MERCADO
						CUT BRANCHES ON SIDE OF THE ROAD AND WENT TO GO DUMP THEM AT CCS AND CLEANING THE STREET
66982	Cut Trees on ROW	Juan Vega Jr.	W 8th St, Mercedes, TX, 78570, USA	2022-07-20 11:22:15	2022-07-20 11:22:32	DALIA MERCADO
						PICKED UP TIRES
66983	Illegal Dumping Pick-Up (Planning)	Juan Vega Jr.	Melton Park Dr, Mercedes, TX, 78570, USA	2022-07-20 11:23:37	2022-07-20 11:23:48	DALIA MERCADO
						PICKED UP A TIRE
66984	Illegal Dumping Pick-Up (Planning)	Juan Vega Jr.	W 8th St, Mercedes, TX, 78570, USA	2022-07-20 11:24:19	2022-07-20 11:24:31	DALIA MERCADO
						DUMPED TIRES AT CCS
66985	Illegal Dumping Pick-Up (Planning)	Juan Vega Jr.	300 N Capisallo Rd, Mercedes, TX, 78570, USA	2022-07-20 11:25:18	2022-07-20 13:03:04	DALIA MERCADO
						CLEANED OFFICE (MOLD ON DOORS, CHAIRS, AND TABLES)
66986	Building Repair	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-20 11:27:34	2022-07-20 11:27:46	DALIA MERCADO
						CHECANDO LA TROCA 3123
67004	Vehicle Maintenance (City Mechanics)	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-20 13:21:54	2022-07-20 13:22:06	MARCO TREVINO
						LEVANTANDO UNOS SIGNS Y PIDIENDO UN PRESUPUESTO EN DELTA SIGNS
67005	New Traffic Sign	Juan Vega Jr.	10205 TX-107 W, Edinburg, TX, 78542, USA	2022-07-20 13:23:21	2022-07-20 13:23:36	MARCO TREVINO
						CHECANDO DONDE CORREN LAS PAYPAS DE REIGO EN EL LIBRERIA
67006	Building Repair	Juan Vega Jr.	434 S Ohio Ave, Mercedes, TX, 78570, USA	2022-07-20 13:24:50	2022-07-20 13:25:04	MARCO TREVINO
						CORTANDO UNOS FIERROS PARA ASER UNAS YABES PARA CERRAR LA AGUA DE LAS CALLES
67007	Water Break Repair	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-20 13:27:10	2022-07-20 13:27:22	MARCO TREVINO
						RESIDENT WOULD FOR A STRAY DOG TO BE PICKED UP
67009	Animal Running at Large	Animal Control	1890 Florida St, Mercedes, TX, 78570, USA	2022-07-20 13:30:49	2022-07-21 08:06:12	GRACIE VILLARREAL 956-455-3682
						RESIDENT CALLED THAT WORK WAS DONE DUE TO A LEAK AT HER NEIGHBORS METER WHICH IS ADJACENT TO HERS AND SHE WOULD LIKE FOR THE HOLE TO BE PATCHED UP AND THE DIRT LEVELED
67013	Utility Patch	Adrian S.	1112 Valle Verde Dr, Mercedes, TX, 78570, USA	2022-07-20 13:43:30		SAN JUANITA RODRIGUEZ 956-499-6893
67016	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-20 13:52:18	2022-07-20 15:05:30	UNIT# HB-2 NEEDS OIL CHANGE
67017	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-20 13:52:52	2022-07-25 15:05:39	UNIT# SG-7 NEEDS OIL CHANGE

						WATER LEAK IN THE ALLEY
67023	Water Break Repair	Adrian S.	1423 S Vermont Ave, Mercedes, TX, 78570, USA	2022-07-20 14:39:35		GEORGE GONZALEZ 956-363-7786
67070	Water Break Repair	Adrian S.	348 Maryland Ave, Mercedes, TX, 78570, USA	2022-07-21 10:30:36	2022-07-21 10:30:44	FIXED A WATER BREAK
67071	Flush Fire Hydrant	Adrian S.	14th St, Mercedes, TX, 78570, USA	2022-07-21 10:31:22	2022-07-21 10:31:29	MONTHLY FLUSHING ON 14TH & LEVEE
67072	MANHOLE MAINTENANCE	Adrian S.	1741 E Expressway 83, Mercedes, TX, 78570, USA	2022-07-21 10:32:03	2022-07-21 10:32:09	MANHOLE MAINTENANCE FOLLOW UP
67073	MANHOLE MAINTENANCE	Adrian S.	201 S Texas Ave, Mercedes, TX, 78570, USA	2022-07-21 10:32:41	2022-07-21 10:32:47	MANHOLE MAINTENANCE FOLLOW UP
67074	MANHOLE MAINTENANCE	Adrian S.	246 S Texas Ave, Mercedes, TX, 78570, USA	2022-07-21 10:33:16	2022-07-21 10:33:23	MANHOLE MAINTENANCE FOLLOW UP
67075	MANHOLE MAINTENANCE	Adrian S.	244 W 2nd St, Mercedes, TX, 78570, USA	2022-07-21 10:33:57	2022-07-21 10:34:05	MANHOLE MAINTENANCE FOLLOW UP
67076	MANHOLE MAINTENANCE	Adrian S.	107 N Texas Ave, Mercedes, TX, 78570, USA	2022-07-21 10:34:40	2022-07-21 10:34:48	MANHOLE MAINTENANCE FOLLOW UP
67077	MANHOLE MAINTENANCE	Adrian S.	705 Nevada Ave, Mercedes, TX, 78570, USA	2022-07-21 10:36:44	2022-07-21 10:36:51	MANHOLE MAINTENANCE FOLLOW UP
67078	MANHOLE MAINTENANCE	Adrian S.	E 10th St & Santos Ave, Mercedes, TX, 78570, USA	2022-07-21 10:37:29	2022-07-21 10:37:37	MANHOLE MAINTENANCE FOLLOW UP
67079	Water Break Repair	Adrian S.	127 S Colorado Ave, Mercedes, TX, 78570, USA	2022-07-21 10:38:25	2022-07-21 10:38:32	CHECK WATER PRESSURE
67080	Water Break Repair	Adrian S.	Vermont Ave & Hidalgo St, Mercedes, TX, 78570, USA	2022-07-21 10:39:37	2022-07-21 10:39:44	WATER BREAK USED 4.95 CLAMP
67081	Utility Patch	Adrian S.	1215 S Washington Ave, Mercedes, TX, 78570, USA	2022-07-21 10:40:44	2022-07-21 10:40:52	LEVELING OUT THE DIRT IN THE ALLEY FROM A PREVIOUS WATER BREAK
67082	Sewer Stop	Adrian S.	1215 S Washington Ave, Mercedes, TX, 78570, USA	2022-07-21 10:43:35	2022-07-21 10:43:46	SEWER CLEAN OUT WE USED 2 - CLAY TO PVC FRANCO'S, 1-Y, 1 45 DEGREE WITH POINT, 4 FEET OF SEWER PIPE, 4" FEMALE HUB, AND 1 COVER
67083	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-21 10:48:52		UNIT# 3111 REAR CONTROL CONSULE FOR BUCKET AND BOOM WILL NOT LOCK IN PLACE.
67084	BRUSH PICKUP	Adrian S.	426 S Colorado Ave, Mercedes, TX, 78570, USA	2022-07-21 10:54:22	2022-07-21 10:54:29	MOVED A FALLEN TREE AT THIS LOCATION
67087	MANHOLE MAINTENANCE	Adrian S.	Hidalgo St, Mercedes, TX, 78570, USA	2022-07-21 11:23:17	2022-07-21 11:23:27	MANHOLE MAINTENANCE FOLLOW UP
67088	MANHOLE MAINTENANCE	Adrian S.	151 N Texas Ave, Mercedes, TX, 78570, USA	2022-07-21 11:24:05	2022-07-21 11:24:13	MANHOLE MAINTENANCE FOLLOW UP
67089	MANHOLE MAINTENANCE	Adrian S.	Eb Frontage Rd & S Mile 1 E, Mercedes, TX, 78570, USA	2022-07-21 11:26:44	2022-07-21 11:26:50	MANHOLE MAINTENANCE FOLLOW UP
67090	MANHOLE MAINTENANCE	Adrian S.	Eb Frontage Rd & Kika de la Garza Hwy, Mercedes, TX, 78570, USA	2022-07-21 11:28:09	2022-07-21 11:28:18	MANHOLE MAINTENANCE FOLLOW UP
67091	MANHOLE MAINTENANCE	Adrian S.	201 S Texas Ave, Mercedes, TX, 78570, USA	2022-07-21 11:28:55	2022-07-21 11:29:13	MANHOLE MAINTENANCE FOLLOW UP
67092	Water Break Repair	Adrian S.	1327 S Texas Ave, Mercedes, TX, 78570, USA	2022-07-21 11:30:47	2022-07-21 11:30:57	WATER BREAK USED A 3/4 CLAMP TO A 3/4 COPPER SERVICE LINE
67094	Water Break Repair	Adrian S.	320 S Ohio Ave, Mercedes, TX, 78570, USA	2022-07-21 11:33:49	2022-07-21 11:33:57	TURN ON THE WATER VALVE ON THE WALL WAS OFF
67095	Water Break Repair	Adrian S.	948 S Vermont Ave, Mercedes, TX, 78570, USA	2022-07-21 11:35:02	2022-07-21 11:35:09	WATER BREAK USED A 8.99 + 905 CLAMP AT THIS LOCATION
67096	MANHOLE MAINTENANCE	Adrian S.	151 N Texas Ave, Mercedes, TX, 78570, USA	2022-07-21 11:35:43	2022-07-21 11:35:50	MANHOLE MAINTENANCE FOLLOW UP
67097	MANHOLE MAINTENANCE	Adrian S.	E 2nd St, Mercedes, TX, 78570, USA	2022-07-21 11:36:19	2022-07-21 11:36:29	MANHOLE MAINTENANCE FOLLOW UP
67098	MANHOLE MAINTENANCE	Adrian S.	Eb Frontage Rd, Mercedes, TX, 78570, USA	2022-07-21 11:37:00	2022-07-21 11:37:07	MANHOLE MAINTENANCE FOLLOW UP
67099	MANHOLE MAINTENANCE	Adrian S.	W 3rd St & S Missouri Ave, Mercedes, TX, 78570, USA	2022-07-21 11:37:47	2022-07-21 11:37:53	MANHOLE MAINTENANCE FOLLOW UP
67100	MANHOLE MAINTENANCE	Adrian S.	Hidalgo St, Mercedes, TX, 78570, USA	2022-07-21 11:38:27	2022-07-21 11:38:35	MANHOLE MAINTENANCE FOLLOW UP
67101	Water Break Repair	Adrian S.	932S Garza St, Mercedes, TX, 78570, USA	2022-07-21 11:39:13	2022-07-21 11:39:21	POSSIBLE WATER BREAK
67102	Water Break Repair	Adrian S.	600 Webb St, Mercedes, TX, 78570, USA	2022-07-21 11:40:08	2022-07-21 11:40:15	WATER BREAK WE USED A 7.05-7.45 CLAMP
67108	Replace Cut-Off	Adrian S.	1420 S Washington Ave, Mercedes, TX, 78570, USA	2022-07-21 11:49:52	2022-07-25 13:23:13	REPLACE CUT-OFF IT IS DAMAGED SEWER-BACK UP
67109	Sewer Stop	Adrian S.	170 Prosperity St, Mercedes, TX, 78570, USA	2022-07-21 11:52:42	2022-07-25 10:55:32	LATASHA 956-966-3611
67124	Animal Running at Large	Animal Control	3910 S Mercedes Dr, Mercedes, TX, 78570, USA	2022-07-21 13:06:36	2022-07-22 08:09:27	STRAY CATS RUNNING AT LARGE; NOTE: RECOMMEND TO FILL A CAGE REQUEST FORM RESIDENT: JUANITA TORRES CONTACT: 956-565-5659
67131	Pot Hole Patching	Juan Vega Jr.	E 7th St, Mercedes, TX, 78570, USA	2022-07-21 13:43:47	2022-07-28 10:42:28	infill pothole with cold mix to match curb
67143	Locate Water & Sewer //Tap	Adrian S.	321 Palm Ave, Mercedes, TX, 78570, USA	2022-07-21 14:31:42	2022-07-25 11:06:09	WATER AND SEWER LOCATE OR LOCATE EXISTING SANITARY SEWER TAP
67144	Locate Water & Sewer //Tap	Adrian S.	Med High Dr, Mercedes, TX, 78570, USA	2022-07-21 14:34:34	2022-07-25 11:11:16	WATER AND SEWER LOCATE OR LOCATE EXISTING SANITARY SEWER TAP
67145	Locate Water & Sewer //Tap	Adrian S.	822 Orange St, Mercedes, TX, 78570, USA	2022-07-21 14:37:05	2022-07-25 11:09:48	WATER AND SEWER LOCATE OR LOCATE EXISTING SANITARY SEWER TAP
67148	Flush Fire Hydrant	Adrian S.	3807 S Mercedes Dr, Mercedes, TX, 78570, USA	2022-07-21 14:57:35	2022-07-25 10:57:17	WATER IS COMING OUT YELLOW  MR. GARZA 956-650-1933
67149	Water Break Repair	Adrian S.	453 Jones Ave, Mercedes, TX, 78570, USA	2022-07-21 14:58:14		WATER LEAK  LINDA HERNANDEZ 956-714-1567
67162	Traffic Sign Replacement	Juan Vega Jr.	Mile 2 1/2 Rd W & Camino Real Viejo, Mercedes, TX, 78570, USA	2022-07-21 15:52:57	2022-07-25 09:16:29	FIX OR REPLACE FALLEN STOP SIGN
67163	Cut Grass	Juan Vega Jr.	Mile 2 1/2 Rd W & Camino Real Viejo, Mercedes, TX, 78570, USA	2022-07-21 15:54:32	2022-07-21 15:55:20	EXPPOSE COVERED SIGN WITH WEED EATER.
67166	Sidewalk Repair	Juan Vega Jr.	E 5th St & Birch St, Mercedes, TX, 78570, USA	2022-07-21 16:11:16		RESIDENT ADVISED SIDEWALK BY THE LIGHT POLE IS SINKING IN SHE WOULD LIKE FOR IT TO BE CHECKED  ESTELLA 956-438-7455
67171	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-22 07:13:01	2022-07-22 07:14:06	UNIT# 340 - NEEDS BATTERY
67179	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-22 07:56:54		UNIT# 502 - CHECK ENGINE LIGHT ON
67189	Animal in a cage	Animal Control	1554 S Virginia Ave, Mercedes, TX, 78570, USA	2022-07-22 09:43:35	2022-07-25 08:23:01	CAT IN A CAGE
67198	Water Break Repair	Adrian S.	1118 S Texas Ave, Mercedes, TX, 78570, USA	2022-07-22 10:41:10	2022-07-26 09:26:22	WATER LEAK BY THE METER  MS. GARZA 956-373-3176
67299	Animal in a cage	Animal Control	815 S Indiana Ave, Mercedes, TX, 78570, USA	2022-07-25 08:34:44	2022-07-27 08:05:25	POSSUM IN A CAGE
67301	Dead Animal Pick Up	Animal Control	1406 S Ohio Ave, Mercedes, TX, 78570, USA	2022-07-25 08:43:25	2022-07-27 08:07:03	DEAD CAT IN THE STREET ON THE CORNER OF 14TH & OHIO  MS. PEYNADO 956-975-1429
67304	Cut Trees on ROW	Juan Vega Jr.	1801-1981 FM-491, Mercedes, TX, 78570, USA	2022-07-25 09:24:16	2022-07-25 16:32:20	cut fell tree on row

						LOW WATER PRESSURE
67306	Water Break Repair	Adrian S.	141 Matamoros Ave, Mercedes, TX, 78570, USA	2022-07-25 09:29:36		OLIVIA YBARRA 956-503-4766
67310	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-25 09:44:48		UNIT# HB1 - ENGINE OVERHEATED DURING TRAFFIC CONTROL ON MILE 8.
						STRAY DOGS NEEDING TO BE PICKED UP AT RESIDENCE
67315	Animal Running at Large	Animal Control	1401 Angus St, Mercedes, TX, 78570, USA	2022-07-25 10:15:29	2022-07-27 08:14:16	JUANA 956-472-1460
						POSSIBLE WATER BREAK IN THE ALLEY
67317	Water Break Repair	Adrian S.	1109 S Virginia Ave, Mercedes, TX, 78570, USA	2022-07-25 10:52:11		ADRIAN MARTINEZ 956-685-4087
						POSSIBLE WATER BREAK. NEIGHBOR REPORTED WATER ON STREET BY THE CHURCH
67332	Water Break Repair	Adrian S.	N Missouri Ave & Cameron St, Mercedes, TX, 78570, USA	2022-07-25 11:45:08	2022-07-26 09:24:21	RESIDENT: BELINDA MORENO CONTACT: 956-376-9869
						WATER LEAK IN THE ALLEY BY THE METER RESIDENT: IRMA
67344	Water Break Repair	Adrian S.	601 S Washington Ave, Mercedes, TX, 78570, USA	2022-07-25 12:49:21	2022-07-27 16:14:25	CONTACT: 956-565-2622
67347	Animal in a cage	Animal Control	315 Dawson Rd, Mercedes, TX, 78570, USA	2022-07-25 13:00:16	2022-07-27 08:17:04	POSSUM IN CAGE
						SEWER BACK-UP
						GENESIS BARRON 956-650-3050
67363	Sewer Stop	Adrian S.	1526 S Virginia Ave, Mercedes, TX, 78570, USA	2022-07-25 13:47:17		
67370	Sewer Stop	asaucedo	736 Kansas St, Mercedes, TX, 78570, USA	2022-07-25 14:23:01		Sewer smell coming from the laundry room. Socorro Sanchez 956-246-3150
67372	WATER TAP OR SEWER TAP	asaucedo	1953 Royal Palm Dr, Mercedes, TX, 78570, USA	2022-07-25 14:27:16		Water & Sewer Tap Locate.
						RESIDENT ADVISED POT HOLE PATCHING NEEDS TO BE DONE ON NORTH MISSOURI
67380	Pot Hole Patching	Juan Vega Jr.	528 N Missouri Ave, Mercedes, TX, 78570, USA	2022-07-25 14:55:32	2022-07-28 10:41:05	MARIA GARCIA 956-678-2204
						CHECANDO LA TROCA
67383	Vehicle Maintenance (City Mechanics)	Juan Vega Jr.	2314 FM-491, Mercedes, TX, 78570, USA	2022-07-25 15:28:09	2022-07-25 15:28:55	MARCO TREVINO
						LEVANTANDO PRESUPUESTOS
67384	Building Repair	Juan Vega Jr.	Weslaco, TX, USA	2022-07-25 15:29:32	2022-07-25 15:29:45	MARCO TREVINO
						LEVANTANDO UNAS SILLAS DEL DOME PARA YEBARLAS AL BOYS CLUB
67386	Event preparation	Juan Vega Jr.	1202 N Vermont Ave, Mercedes, TX, 78570, USA	2022-07-25 15:31:21	2022-07-25 15:31:32	MARCO TREVINO
						WATER AND SEWER LOCATE OR LOCATE EXISTING SANITARY SEWER TAP
67406	Locate Water & Sewer //Tap	Adrian S.	Mile 9 N & Mile 2 1/2 E, Mercedes, TX, 78570, USA	2022-07-25 16:08:43		ARREGLANDO UN JENERADOR PARA EL DEPARTAMENTO DEL AGUA
						ARREGLANDO UN STOP
67408	Building Repair	Juan Vega Jr.	400 S Ohio Ave, Mercedes, TX, 78570, USA	2022-07-25 16:18:34	2022-07-25 16:18:48	MARCO TREVINO
67409	Traffic Sign Replacement	Juan Vega Jr.	Mile 2 1/2 W & Camino Real Viejo, Mercedes, TX, 78570, USA	2022-07-25 16:22:25	2022-07-25 16:22:39	MARCO TREVINO
						ARREGLANDO UN CARBURADOR
67410	Vehicle Maintenance (City Mechanics)	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-25 16:25:19	2022-07-25 16:25:31	MARCO TREVINO
						SEWER CLEAN OUT IN THE ALLEY
67443	Sewer Stop	Adrian S.	735 Kansas St, Mercedes, TX, 78570, USA	2022-07-26 08:29:48	2022-07-29 15:11:36	EVA 956-246-0497
						RESIDENT ADVISED THERE IS A BIG POT HOLE IN THE ALLEY WAY
67444	Pot Hole Patching	Juan Vega Jr.	110 N Missouri Ave, Mercedes, TX, 78570, USA	2022-07-26 08:36:10	2022-07-28 10:51:40	ELIAS GONZALEZ 956-742-9551
						WATER LEAK BY THE METER
67445	Water Break Repair	Adrian S.	1613 S Virginia Ave, Mercedes, TX, 78570, USA	2022-07-26 08:42:22	2022-07-29 15:28:12	UNIT 166 ALICIA RENTERIA 956-272-6352
						RESIDENT ADVISED RESIDENCE NEXT DOOR HAS A WATER LEAK BUT IT SEEMS THAT NO ONE LIVES THERE
67451	Water Break Repair	Adrian S.	805 North St, Mercedes, TX, 78570, USA	2022-07-26 09:13:07		VERONICA 956-351-2960
						WATER IS COMING INTO RESIDENTS PROPERTY.
67461	Water Break Repair	Adrian S.	909 North St, Mercedes, TX, 78570, USA	2022-07-26 09:54:40		PLEASE CHECK IF THERE IS A WATER BREAK NEAR BY. RESIDENT: JOSIE CONTACT: 956-376-6923
						WATER IS COMING OUT YELLOW
67462	Flush Fire Hydrant	Adrian S.	726 N Vermont Ave, Mercedes, TX, 78570, USA	2022-07-26 09:55:21	2022-07-27 16:17:16	DENISE 956-244-6621
						RESIDENT ADVISED THERE IS TREE IN THE MIDDLE OF THE ROAD
67465	BRUSH PICKUP	Juan Vega Jr.	607 E 10th St, Mercedes, TX, 78570, USA	2022-07-26 10:09:26	2022-07-26 11:13:35	JOSE RIVERA 956-970-2964



67484	Utility Patch	Adrian S.	453 Jones Ave, Mercedes, TX, 78570, USA	2022-07-26 12:59:53		A WATER LEAK WAS FIXED BUT THE STREET NEEDS TO BE REPAIRED. RESIDENT WANTS TO KNOW WHEN THE STREET WILL BE REPAIRED. PILE OF DIRT IN FRONT OF HER MAIL BOX RESIDENT: LINDA HERNANDEZ CONTACT: 956-714-1567
67485	Dead Animal Pick Up	Animal Control	317 N Missouri Ave, Mercedes, TX, 78570, USA	2022-07-26 13:01:03	2022-07-27 08:18:31	DIED ANIMAL IN THE ALLEY NEEDS TO BE PICKED UP RESIDENT: AMANDA CONTACT: 956-483-0125
67486	Water Break Repair	Adrian S.	12910 Mesa Cir W, Mercedes, TX, 78570, USA	2022-07-26 13:02:19	2022-07-29 15:21:21	WATER IN DITCH. RESIDENT DOES NOT KNOW WHERE IT IS COMING FROM AND IT SMELLS RESIDENT: DOMINOG GARCIA CONTACT: 956-366-0424
67487	Vehicle Maintenance (City Mechanics)	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-26 13:03:15	2022-07-26 13:03:21	CHECANDO LA TROCA 3123 MARCO TREVINO
67489	EQUIPMENT MAINT.	Juan Vega Jr.	2314 N FM 491, Mercedes, TX, 78570, USA	2022-07-26 13:07:09	2022-07-26 13:07:33	TERMINANDO DE ARREGLAR UNA SOPLADORA MARCO TREVINO
67490	EQUIPMENT MAINT.	Juan Vega Jr.	1202 N Vermont Ave, Mercedes, TX, 78570, USA	2022-07-26 13:10:23	2022-07-26 13:10:36	ARREGLANDO UNAS SILLAS MARCO TREVINO
67491	Building Repair	Juan Vega Jr.	434 S Ohio Ave, Mercedes, TX, 78570, USA	2022-07-26 13:13:29	2022-07-26 13:13:39	ARREGLANDO UNAS DE LAS PUERTAS MARCO TREVINO
67492	Building Repair	Juan Vega Jr.	400 S Ohio Ave, Mercedes, TX, 78570, USA	2022-07-26 13:16:29	2022-07-26 13:16:43	ARREGLANDO UN BANO DE FINANCE MARCO TREVINO
67512	WATER TAP OR SEWER TAP	asauceda	1510 S Missouri Ave, Mercedes, TX, 78570, USA	2022-07-26 15:33:19		Humberto Salinas 956-534-5498 is being asked to relocate the water meter. He is asking For the city to mark where in the front he would need to connect to. LOW WATER PRESSURE
67514	Water Break Repair	Adrian S.	1314 S Colorado Ave, Mercedes, TX, 78570, USA	2022-07-26 15:40:39	2022-07-29 15:15:25	BRANDY 956-246-9492
67518	Water Break Repair	Adrian S.	1426 S Colorado Ave, Mercedes, TX, 78570, USA	2022-07-26 16:10:50	2022-07-27 16:16:06	LOW WATER PRESSURE DALIA REYES 956-472-3851
67538	Water Break Repair	Adrian S.	3805 Cheyenne Dr, Mercedes, TX, 78570, USA	2022-07-27 08:15:28		WATER BREAK AT THE METER; (INDIAN HILLS AREA) RESIDENT: RAMON CONTACT: 956-903-5321
67539	Animal in a cage	Animal Control	416 S Georgia Ave, Mercedes, TX, 78570, USA	2022-07-27 08:17:09	2022-07-27 13:18:26	POSSUM IN CAGE (CAGE IS ON THE PORCH) RESIDENT: CELIA CONTACT: 956-373-407
67540	Water Break Repair	Adrian S.	1324 S Colorado Ave, Mercedes, TX, 78570, USA	2022-07-27 08:27:34	2022-07-29 15:13:32	WATER LEAK IN THE ALLEY RESIDENT: FIDEL CONTACT: 956-4721471
67554	Animal Running at Large	Animal Control	1954 Royal Palm Dr, Mercedes, TX, 78570, USA	2022-07-27 11:26:23	2022-07-28 08:24:53	A resident called about a loose dogs in the street. The residents daughter was playing in the yard and got scared with the dogs barking at her. No name, number or description of the dogs were provided.
67564	Flush Fire Hydrant	Adrian S.	1033 S Texas Ave, Mercedes, TX, 78570, USA	2022-07-27 13:26:20	2022-07-27 16:18:41	WATER IS COMING OUT YELLOW RESIDENT: LISA IRBY CONTACT: 956-345-1092
67565	Dead Animal Pick Up	Animal Control	825 Heidrick Ave, Mercedes, TX, 78570, USA	2022-07-27 13:27:35	2022-07-27 13:34:24	DEAD DOG IN THE MIDDLE OF THE ROAD RESIDENT: CHRIS CONTACT: 956-376-6437
67568	Water Break Repair	Adrian S.	1320 S Washington Ave, Mercedes, TX, 78570, USA	2022-07-27 14:19:39		water break in alley contact: 956655306 resident: maria delarosa
67574	Animal Running at Large	Animal Control	659 Gillman Ave, Mercedes, TX, 78570, USA	2022-07-27 15:33:28	2022-07-28 08:23:32	aggressive dog resident Maria Trevino 9569035278
67582	Sewer Stop	Adrian S.	1407 S Georgia Ave, Mercedes, TX, 78570, USA	2022-07-27 16:48:18	2022-07-28 11:14:42	SEWER BACKUP RESIDENT: GRISELDA CONTACT: 956-244-1101
67594	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-28 06:50:00	2022-07-28 06:52:00	UNIT# 5G-5 - NEEDS TIRES
67595	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-28 06:53:23	2022-07-28 06:54:25	UNIT# 311 - A/C NOT COOLING PROPERLY
67596	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-28 06:58:08	2022-07-28 07:07:19	UNIT# 307 - NEEDS WARNING LIGHTS
67598	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-28 07:09:32	2022-07-28 07:10:29	UNIT# 3127 - REPLACE BOTH FRONT TIRES - ALIGNMENT AND BALANCING.
67599	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-28 07:12:30	2022-07-28 07:16:20	UNIT# 5G-5 HEADLIGHTS NOT WORKING
67619	Locate Water & Sewer //Tap	Adrian S.	Mile 1 E, Mercedes, TX, 78570, USA	2022-07-28 08:40:45	2022-07-29 15:17:41	WATER AND SEWER LOCATE
67622	Building Repair	Juan Vega Jr.	434 S Ohio Ave, Mercedes, TX, 78570, USA	2022-07-28 09:27:21	2022-07-28 10:39:34	They are having issues with the cafe sink. It is making gurgling sounds. I have also noticed water pooling outside in the cafe and I don't know if it's related.
67631	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-28 10:19:46	2022-07-28 10:20:58	UNIT# AC-2 TAIL LIGHT NOT WORKING

						PUPPIES NEEDING TO BE PICKED UP
67634	Animal Surrender	Animal Control	1450 Turkey Trot, Mercedes, TX, 78570, USA	2022-07-28 10:33:24	2022-07-29 08:25:26	956-363-1503
67643	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-28 11:35:56	2022-07-28 11:37:32	UNIT# 501 - OIL CHANGE REQUIRED
67645	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-28 11:38:56		UNIT# 501 - MULTIPOINT INSPECTION REVEALED BAD HUB BEARINGS AND BAD LOWER BALL JOINT
67646	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-28 11:40:05		UNIT# HB-2 - DASH CAMERA NOT WORKING
67649	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-28 11:41:33		UNIT# 504 - DASH CAMERA NOT WORKING
67651	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-28 11:42:51		UNIT# 501 - COMMUNICATION RADIO NOT WORKING
67652	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-28 11:44:16		UNIT# 502 - COMMUNICATION RADIO NOT WORKING
67657	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-28 13:01:05	2022-07-28 13:09:52	UNIT# 349 - REAR LIGHTS NOT WORKING
67661	Replace Cut-Off	Adrian S.	529 S Virginia Ave, Mercedes, TX, 78570, USA	2022-07-28 13:24:47		NEED TO REPLACE CUT-OFF. KEEP LOCKED (NON-PAYMENT)
67674	Replace Cut-Off	Adrian S.	12602 Tejas Blvd, Mercedes, TX, 78570, USA	2022-07-28 14:38:38		NEED TO REPLACE CUT-OFF (KEEP LOCKED FOR NON-PAYMENT)
67686	Water Break Repair	Adrian S.	E 10th St & FM-491, Mercedes, TX, 78570, USA	2022-07-28 15:51:37	2022-07-29 08:51:23	WATER LEAK RESIDENT: DALIA MARCADO CONTACT: 956-884-5798
67687	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-28 15:52:45	2022-08-01 07:48:48	UNIT# 324 - ELECTRICAL SHORT
67688	Vehicle Maintenance (City Mechanics)	Carlos	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2022-07-28 15:53:21	2022-07-29 12:56:30	UNIT# 311 - COOLANT LEAK
67689	Replace Cut-Off	Adrian S.	1029 W 4th St, Mercedes, TX, 78570, USA	2022-07-28 15:55:55		REPLACE CUT-OFF AND LEAVE IT LOCKED
						WATER LEAK BY THE METER
67703	Water Break Repair	Adrian S.	205 N Melton Park Dr, Mercedes, TX, 78570, USA	2022-07-29 08:12:20	2022-07-29 15:40:50	ADRIAN LEDESMA 956-684-5858
67706	Repair Meter	Adrian S.	217 N Melton Park Dr, Mercedes, TX, 78570, USA	2022-07-29 09:24:45		RAISE THE METER
						SEWER BACK-UP
67707	Sewer Stop	Adrian S.	930 Arroyo Cir, Mercedes, TX, 78570, USA	2022-07-29 09:27:21	2022-07-29 15:08:51	CARLOS CORTEZ 956-903-5719
67708	Water Break Repair	Adrian S.	1526 S Colorado Ave, Mercedes, TX, 78570, USA	2022-07-29 09:32:25	2022-07-29 15:51:06	WATER LEAK IN THE ALLEY RESIDENT: MORALES CONTACT: 956-565-975-4444
67744	Water Break Repair	Adrian S.	225 N Melton Park Dr, Mercedes, TX, 78570, USA	2022-07-29 12:25:37	2022-07-29 14:59:37	WATER LEAK NEAR BY RESIDENT: ZAMORA CONTACT: 956-650-0693
						WATER LEAK BY THE METER
67750	Water Break Repair	Adrian S.	1428 S Texas Ave, Mercedes, TX, 78570, USA	2022-07-29 13:15:15	2022-07-29 15:07:18	MARIA LOPEZ 956-375-1448
67765	Utility Patch	Adrian S.	205 N Melton Park Dr, Mercedes, TX, 78570, USA	2022-07-29 15:26:46		UTILITY PATCH, REPAIR RESIDENTS DRIVE WAY DUE TO WATER BREAK REPAIR. RESIDENT: LEDESMA CONTACT: 956-684-5858

# Memo

**To:** Alberto Perez, City Manager

**From:** Marisol Vidales, Library Director

**CC:** Javier Ramirez, Assistant City Manager

**Date:** August 8, 2022

**Re:** Library Department Monthly Report

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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, trainings, and events during the month of July 2022.

## Meetings

- Department Head Meeting (7/6) – Marisol Vidales
- Summer Reading Program Review Meeting (7/6) – Marisol Vidales, Michelle Muniz and Frank Rivas
- TSLAC & Literacy Minnesota Grant Evaluation Meeting (7/7) – Tristan Garza, Anthony Cardenas, Michelle Muniz & Marisol Vidales
- UT Austin & IC2 Research Interview for Digital Navigator Grant (7/7) – Tristan Garza, Anthony Cardenas, & Marisol Vidales
- Insight Meeting regarding server (7/7) -Marisol Vidales & Michelle Muniz
- Meeting with City Manager regarding Farm Fest, ECF Funding, & Library Training (7/8) – Marisol Vidales
- Telecon Introduction Meeting (7/11) – Marisol Vidales
- Digital Navigator Cohort Meeting (7/12) – Tristan Garza & Anthony Cardenas
- The Library Corporation & Hidalgo County Library System Meeting (7/19) – Marisol Vidales
- Back-to-School Event Planning Meeting (7/19) – Michelle Muniz
- City Commission Meeting (7/19) – Marisol Vidales
- Department Head Meeting (7/20) – Marisol Vidales
- National Night Out Event Planning Meeting (7/20) – Marisol Vidales
- Hidalgo County Library System Meeting (7/21) – Marisol Vidales & Michelle Muniz
- Mercedes Historic Preservation Commission Meeting (7/21) – Marisol Vidales & Michelle Muniz
- Telecon & Managed Service Meeting (7/25) – Marisol Vidales
- Nature Smart Library Planning Meeting (7/28) – Marisol Vidales
- Libraries Connecting Texas Webinar (7/28) – Marisol Vidales



- Savannah Messaging Meeting (7/28) – Daniela Alejo & Michelle Muniz

### **Trainings**

- Food Handling Certification (7/14) – Marisol Vidales, Michelle Muniz, Mary Jane Hernandez, Maria Isabel Mendoza, Daniela Alejo, Janie Palacios, Tristan Garza, Frank Rivas, Flora Ramirez, and Isabel Vallejo.
- Phone Etiquette Training (7/14) – Same as above.
- Texans Right to Read (7/21) – Marisol Vidales & Michelle Muniz

### **Outreach**

- Mercedes Recreation Center Story Time (7/5) – Frank Rivas  
Children: 28                      Adults: 3
- Mercedes Recreation Center Story Time (7/12) – Frank Rivas  
Children: 34                      Adults: 3
- Mercedes Recreation Center Story Time (7/19) – Frank Rivas  
Children: 32                      Adults: 3
- Mercedes Recreation Center NASA Story Time (6/28) – Dr. Samuel Garcia & Frank Rivas  
Children: 38                      Adults: 9
- HEB Children's Day Event (7/30) – Frank Rivas & Daniela Alejo prepared & participated in this event on behalf of the library.  
Children: 34                      Adults: 5

### **Events**

- Digital Navigator Computer Class (7/5) – The class curriculum is created and taught by Tristan Garza and Anthony Cardenas.  
Adults: 12
- Digital Navigator Computer Class (7/6) – The class curriculum is created and taught by Tristan Garza and Anthony Cardenas.  
Adults: 2
- Kid's Yoga (7/6) – This event was organized by Frank Rivas and taught by Anthony Garza  
Children: 11    Adults: 8
- Story Time & Craft by Behavioral Health Solutions of South Texas (7/7) – This event was organized by Frank Rivas  
Children: 24    Adults: 10
- Teen Art Class (7/11) – The class is taught by Diane Roman-Goldsberry  
Teens: 6
- Digital Navigator Computer Class (7/12) – The class curriculum is created and taught by Tristan Garza and Anthony Cardenas  
Adults: 15
- Story Time & Craft by Easter Seals (7/12) – This event was organized by Frank Rivas  
Children: 35    Adults: 11
- Food Distribution Event (7/13) – Flora Ramirez attended and assisted in this event.
- Gateway Travel Center Groundbreaking (7/13) – This event was attended by Marisol Vidales

- McDonald's Play Van (7/13) – This event was organized by Frank Rivas  
Children: 25 Adults: 10
- Digital Navigator Computer Class (7/13) – The class curriculum is created and taught by Tristan Garza and Anthony Cardenas.  
Adults: 7
- Sing 2 Sing-Along (7/14) – This event was planned and prepared by Frank Rivas  
Children: 38 Adults: 18
- Teen Art Class (7/14) – The class is taught by Diane Roman-Goldsberry  
Teens: 6
- Sonic Ribbon Cutting (7/15) – This event was attended by Michelle Muniz
- Teen Art Class (7/18) – The class is taught by Diane Roman-Goldsberry  
Teens: 6
- Digital Navigator Computer Class (7/19) – The class curriculum is created and taught by Tristan Garza and Anthony Cardenas  
Adults: 16
- Digital Navigator Computer Class (7/20) - The class curriculum is created and taught by Tristan Garza and Anthony Cardenas  
Adults: 9
- K-Pop Night (7/20) – This event is organized & hosted by Michelle Muniz  
Teens: 13 Adults: 3
- Teen Art Class (7/21) – The class is taught by Diane Roman-Goldsberry  
Teens: 6
- Story Time Unidos Contra la Diabetes (7/21) – This event was organized by Frank Rivas  
Children: 12 Adults: 2
- Dr. Rolando Hinojosa-Smith Tribute (7/25) – This event was organized by Marisol Vidales & Frank Rivas but hosted by Dr. Samuel Garcia & Dr. Jaime Mejia  
Adults: 27 Children: 4
- NASA Missions to the Moon (7/26) – This event was organized by Marisol Vidales & Frank Rivas but hosted by Dr. Samuel Garcia  
Adults: 10 Children: 21
- Digital Navigator Computer Class (7/26) – The class curriculum is created and taught by Tristan Garza and Anthony Cardenas  
Adults: 13
- Digital Navigator Computer Class (7/27) - The class curriculum is created and taught by Tristan Garza and Anthony Cardenas  
Adults: 9
- Teen Art Class (7/27) – The class is taught by Diane Roman-Goldsberry  
Teens: 6
- Region One ESC ESL Registration & Orientation (7/28) – This event was managed by Region One  
Adults: 4
- Book Club (7/28) – This event is organized by Michelle Muniz & Marisol Vidales  
Adults: 5

## **Other Projects/Duties**

### **Café**

- We sold 695 individual items for the 20 days that we were open and we made \$2,470.57 in sales.

**Marketing** (The majority of these items involve the creation of flyers, taking and posting photos, filming and editing videos, responding to citizens via direct message, and interacting with the public on social media platforms.)

- Created 3 newsletters for July New Releases for Books, Gallery 434, and July Library & Café News.
- Created a total of 40 flyers for the month of May for the library, café, city & HCLS.
- Created 2 book rivers on TLC Catalog to honor monthly observances highlighting our collection which were Self Care Month & Staycationing
- Created 1 shelf in cloudLibrary in honor of monthly observances highlighting our collection which was Harry Potter's Birthday.
- Created 2 book displays for the month of July – “Worst Vacations Ever” & “The cover was red...no, it was white ... or was it blue?”
- Posted 287 items across Facebook, Instagram, and Twitter for the Library, Café, HCLS, and City.

#### **Administration/Collection Management/Development**

- Ordered the server using the ALA Covid Relief Fund. Working on ordering the OS license. The project is scheduled for completion on September 30<sup>th</sup>.
- Reviewed budget and prepared several budget amendments to continue ordering where necessary.
- Reviewed and submitted changes to the Texas State Library Archives Commission Annual Report.
- Received over \$26,000 in Emergency Connectivity Funding to obtain hotspots for circulation and continue to provide hotspots for students in the Digital Navigator Grant Program. The next step is to develop a circulation policy and promote the hotspot program. The estimated completion date is August 26<sup>th</sup>.
- Met with Victoria Eschete and helped in the planning stages of South Texas Farm Fest as well as presented information on the event to the Mercedes Historic Preservation Commission and City Commission. The event is scheduled for November 5<sup>th</sup>.
- Have been meeting with Texas Children in Nature organization to develop a grant for nature backpacks & a seed library. The grant application is due in late September.
- Worked on revising our New Cardholder newsletter. The newsletter will now be distributed in four parts in order to provide more information regarding our services over a longer period of time and remain in the patron's mind. The first revised newsletter will go out August 3<sup>rd</sup>.
- Reviewed donations received to determine which items should be added to the collection, added to our fundraiser sale cart, or discarded.
- Created and submitted the second Request for Funds for the Digital Navigator Grant which entails providing purchase orders, invoices, check stubs, etc.
- Prepared agenda, minutes, and other documentation for Mercedes Historic Preservation Commission meeting and hosted.

- Worked on reviewing our current cost for café products, revised pricing for various items to reflect rising costs of the goods, and updated the café register and menu to reflect the new pricing.
- Installed one new art exhibit for the month of July which was: "Ocean of Possibilities." Submissions were part of the Summer Reading Program art contest.
- Started the process for a 501c3 under the United for Libraries Association. Estimated completion date is October 28<sup>th</sup>.
- Worked with Region One ESC to reestablish ESL classes by selecting the best dates, promoting the classes, reserving the Texas Room for orientation, and for all the future classes. The next steps are submitting the signed MOU and continue to promote the class. The first class is scheduled to begin on August 15<sup>th</sup>.
- Met with Mr. Silvestre Moreno to determine the best dates for his constitutional law classes. Helped him by creating a registration sheet, flyer to promote his class, and finally reserving the Texas Room for his classes which will begin on August 15<sup>th</sup>.
- Senior Cataloger continued to delete patrons that no longer have an active card but were mistakenly not purged by TLC. She is 75% complete. There are about 3,000 to be reviewed manually. The estimated completion is the end of August.

## Dr. Hector P. Garcia Memorial Library Statistical Report

Jul-22

Circulation	2022	2021
Check-Outs & Renewals:	892	3365
Year to Date Total:	6,818	9917
In-House Book Circulation:	288	67
Year to Date Total:	1,551	203
In-House Magazine Circulation:	30	24
Year to Date Total:	261	108
In-House Newspaper Circulation:	54	51
Year to Date Total:	451	137
New Borrowers:	18	16
Year to Date Total:	220	112

Book & Media Donations	2022	2021
Donations Received:	44	57
Year to Date Total:	463	716
Donations Selected:	39	25
Year to Date Total:	112	152

Computer Sessions	2022	2021
Adult Lab Sessions:	380	360
Year to Date Total:	3,740	1150
Juvenile Lab Sessions:	206	68
Year to Date Total:	521	288
WiFi:	3,213	1265
Year to Date Total:	30,475	10988

Reference Assistance	2022	2021
By Phone:	101	118
Year to Date Total:	1,082	2720
In-Person:	75	129
Year to Date Total:	918	961

Meeting Room Sessions	2022	2021
Sessions:	40	3
Year to Date Total:	299	5

Digital Resources	2022	2021
cloudLibrary Checkouts:	8189	0
Year to Date Total:	72221	0
NewsStand Checkouts:	0	0
Year to Date Total:	1760	0

Reference Services	2022	2021
Directional/Basic Questions:	82	139
Year to Date Total:	711	1909
Research Questions:	24	29
Year to Date Total:	288	439
Computer Questions:	14	45
Year to Date Total:	313	139
Fax Assistance:	82	79
Year to Date Total:	623	239
Copy Assistance:	85	134
Year to Date Total:	738	422
Scan Assistance:	7	14
Year to Date Total:	99	33
Print Outs:	2057	0
Year to Date Total:	12681	0

Technical Services	2022	2021
New Items Added:	20	34
Year to Date Total:	733	652
Items Processed:	44	32
Year to Date Total:	523	544
Items Withdrawn:	7	1
Year to Date Total:	234	862
Items Recataloged:	81	77
Year to Date Total:	688	1999
Items Repaired:	11	0
Year to Date Total:	74	13

Interlibrary Loans (ILL's)	2022	2021
Items Requested:	89	71
Year to Date Total:	769	754
Items Sent:	44	39
Year to Date Total:	395	364

## Dr. Hector P. Garcia Memorial Library Statistical Report

Jul-22

Adult Programming	2022	2021
Adult Events:	11	0
Year to Date Total:	39	10
Adults in Attendance:	119	0
Year to Date Total:	367	17
Live Views:	0	0
Year to Date Total:	1	0
Recorded Counts:	0	0
Year to Date Total:	0	13

Teen Programming	2022	2021
Teen Events:	6	1
Year to Date Total:	26	6
Teens in Attendance:	46	3
Year to Date Total:	127	15
Live Views:	0	0
Year to Date Total:	0	0
Recorded Counts:	0	0
Year to Date Total:	0	0

Children's Programming	2022	2021
Children Events:	7	6
Year to Date Total:	56	25
Children in Attendance:	166	78
Year to Date Total:	656	231
Adults in Attendance:	72	32
Year to Date Total:	249	47
Live Views:	0	0
Year to Date Total:	62	0
Recorded Views:	0	282
Year to Date Total:	644	4435

Toddler Programming	2022	2021
Toddler Events:	0	0
Year to Date Total:	18	0
Toddler in Attendance:	0	0
Year to Date Total:	10	0
Adults in Attendance:	0	0
Year to Date Total:	6	0
Live Views:	0	0
Year to Date Total:	41	0
Recorded Views:	0	0
Year to Date Total:	247	0

General Programming	2022	2021
Events:	0	0
Year to Date Total:	8	0
Toddlers in Attendance:	0	0
Year to Date Total:	22	0
Children in Attendance:	0	0
Year to Date Total:	392	0
Teens in Attendance:	0	0
Year to Date Total:	47	0
Adults in Attendance:	0	0
Year to Date Total:	201	0
Live Views:	0	0
Year to Date Total:	0	0
Recorded Views:	0	0
Year to Date Total:	0	0

Outreach Programming	2022	2021
Events:	5	0
Year to Date Total:	19	5
Toddlers in Attendance:	0	0
Year to Date Total:	83	0
Children in Attendance:	166	0
Year to Date Total:	611	59
Teens in Attendance:	0	0
Year to Date Total:	0	0
Adults in Attendance:	23	0
Year to Date Total:	247	34
General Attendance:	0	0
Year to Date Total:	13	0

Reading Programs	2022	2021
Toddler Reading Logs:	0	0
Children Reading Logs:	0	0
Teen Reading Logs:	0	0
Adult Reading Logs:	0	0
Total:	0	61

Volunteer Hours	2022	2021
Total:	25.75	33
Year to Date Total:	1679	1239.5

# Dr. Hector P. Garcia Memorial Library Statistical Report

Jul-22

Curbside Services	2022	2021
Curbside Café:	8	8
Year to Date Total:	252	467
Curbside Circulation:	0	0
Year to Date Total:	24	0
Curbside Crafts:	0	0
Year to Date Total:	65	0
Curbside Other Services:	3	16
Year to Date Total:	42	3193

Library Visits	2022	2021
Visits:	1,791	1261
Year to Date Total:	20,731	5350

Café Visits	2022	2021
Visits:	551	340
Year to Date Total:	4710	827

Café Sales	2022	2021
Net Sales:	\$ 2,282.03	1835.31
Year to Date Total:	\$ 20,970.08	11517.83
Sales Tax:	\$ 188.54	152.18
Year to Date Total:	\$ 1,714.90	951.69

Social Media	2022	2021
Library Posts:	215	0
Year to Date Total:	2126	0
Library DMs:	0	0
Year to Date Total:	14	0
Cafe Posts:	54	0
Year to Date Total:	326	0
Café DMs:	0	0
Year to Date Total:	2	0
City Posts:	15	0
Year to Date Total:	100	0
City DMs:	0	0
Year to Date Total:	22	0
Videos Created:	0	0
Year to Date Total:	10	0
Website Updates:		0
Year to Date Total:	158	0
HCLS Posts:	3	0
Year to Date:	21	0

# PLANNING DEPARTMENT

## (PERMITS/INSPECTIONS/ CODE ENFORCEMENT)

PERMITS ISSUED	October	November	December	January	February	March	April	May	June	July	August	Sept
Residential	\$ 33,770.05	17620.4	\$ 18,066.25	\$ 20,446.00	\$ 26,540.00	\$ 15,111.50	\$ 1,197,755.50	\$ 1,745,366.96	\$ 14,116.25	\$ 14,348.90		
New Residential Const				12	9	1	7	4	6	9		
Commercial	\$ 2,471.50	35240.8	\$ 1,523.75	\$ 2,552.35	\$ 2,079.00	\$ 4,784.00	\$ 10,042,729.00	\$ 1,942,349.14	\$ 17,961.25	\$ 22,163.75		
New Commercial Const				0	0	2	1	0	2	1		
Total Cash Collected	\$ 36,241.55	\$ 52,861.20	\$ 19,590.00	\$ 23,115.35	\$ 57,084.00	\$ 33,331.00	\$ 21,694.85	\$ 29,720.00	\$ -	\$ 36,512.65	\$ -	\$ -
<b>INSPECTIONS</b>												
Residential	272	280	211	244	298	341	243	258	224	177		
Re-Inspections	21	20	8	15	24	22	26	20	9	18		
Commercial	15	15	9	8	4	15	10	6	20	19		
Re-Inspections	0	1	1	1	0	0	0	0	0	0		
Health Inspections	19	5	7	7	10	15	7	4	5	14		
Re-Inspections	0	0	0	0	0	0	0	0	0	0		
Fire Inspections	9	20	12	14	8	76	16	17	10	11		
Re-Inspections	0	0	0	0	0	0	0	0	0	0		
<b>OTHER</b>												
Vendor permits	14	40	3	3	1	2	2	0	0	20		
Stock show Vendors	26	0	11	10	43	102	0	0	0	34		
Outdoor sales permits	1	1	0	1	1	1	1	0	0	1		
Peddlers permits	0	0	0	0	0	1	0	1	0	10		
Stop work orders	0	0	0	0	0		0	0	0	1		
New Contractors	12	9	10	12	7	12	19	18	21	13		
Contractor Renewal	11	17	16	20	5	7	15	14	17	6		

CODE ENFORCEMENT	October	November	December	January	February	March	April	May	June	July	August	Sept
accumulating junk	13	7	13	7	16	8	9	16	13	7		
Closed incidents	5	2	8	8	7	3	3	0	0	0		
Illegal dumping	9	7	24	24	13	16	19	25	22	13		
Closed incidents	10	1	7	10	9	7	3	0	0	0		
Junk Vehicles	8	4	9	7	0	38	16	48	19	5		
Closed incidents	1	1	3	3	0	2	9	0	0	0		
Livestock	0	0	0	1	0	0	0	2	0	0		
Closed incidents	0	0	0	0	0	0	0	0	0	0		
Maintain Alley	0	0	0	1	0	0	2	16	16	4		
Closed incidents	1	0	0	0	0	0	0	0	0	0		
Noxious Weeds	0	0	0	1	0	1	1	0	1	0		
Closed incidents	0	1	0	1	0	1	0	0	0	0		
Vermin Harborage	0	0	0	0	0	0	0	0	0	0		
Closed incidents	0	0	0	0	0	0	0	0	0			
Stagnant Water	0	0	0	1	0	0	0	6	0	0		
Closed incidents	0	0	0	1	0	0	0	0	0	0		
Truck Trailers	0	0	0	2	4	0	3	2	2	0		
Closed incidents	0	0	0	0	1	0	0	0	0	0		
Health Issues	1	0	0	0	0	0	0	7	0	20		
Closed incidents	1	0	0	0	0	0	0	0	0			



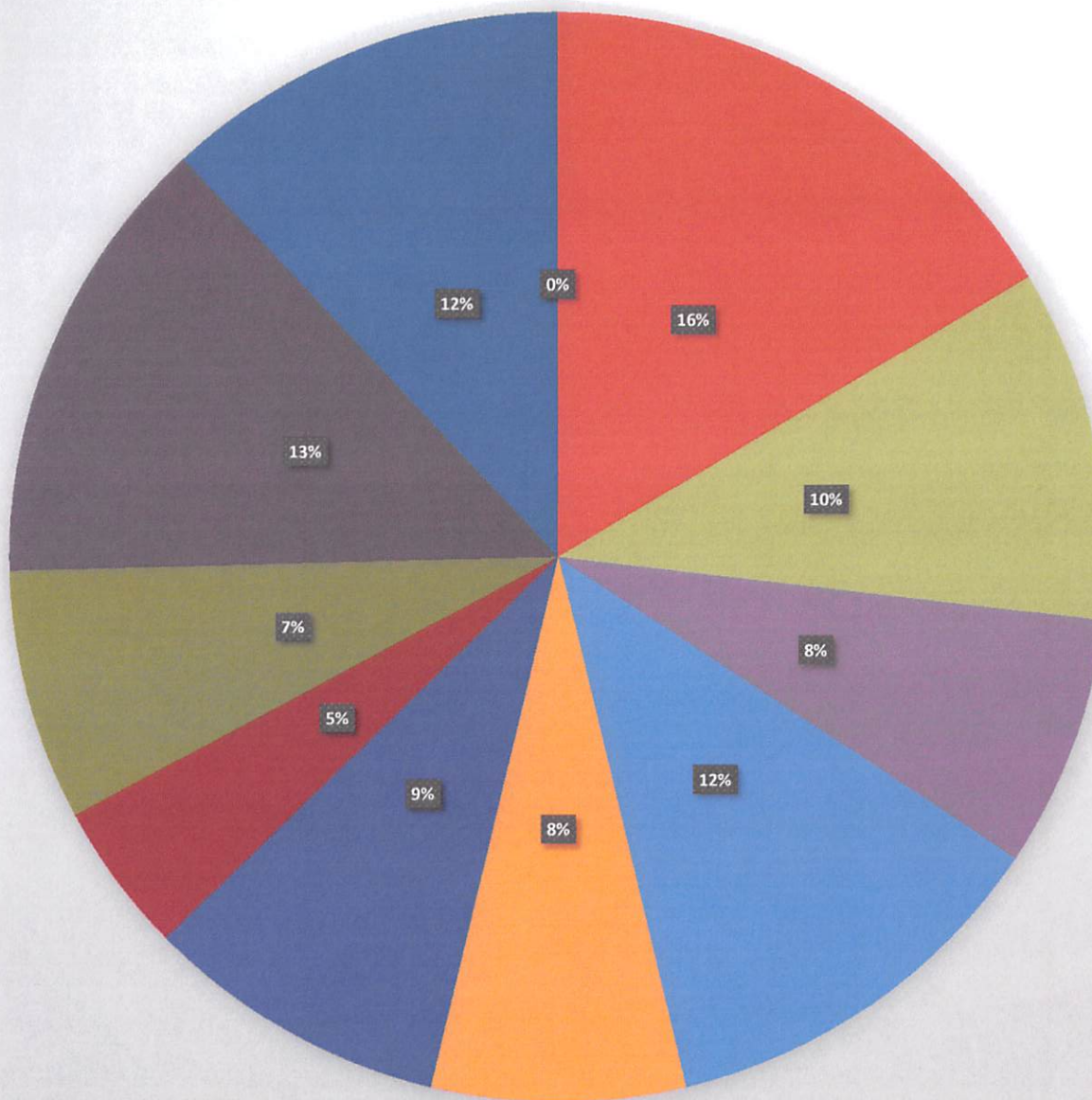
**PLANNING DEPARTMENT**  
**(PERMITS/INSPECTIONS/ CODE ENFORCEMENT)**

<b>Weedy Lots</b>	94	83	44	33	129	30	78	11	17	0		
Closed incidents	5	0	1	1	3	1	2	0	0	0		
<b>Signs</b>	0	0	0	0	0	0	19	22	23	11		
Closed incidents	0	0	0	0	0	0	0	0	0	0		
<b>Home Violations</b>	0	1	0	0	2	0	35	14	17	4		
Closed incidents	0	1	0	0	0	0	1	0	0	0		
<b>Zoning Violations</b>	2	0	3	4	4	0	3	6	4	0		
Closed incidents	0	0	2	2	1	0	0	0	0	0		
<b>Court Cases</b>	4	1	0	1	2		3	6	10	2		

<b>INVOICES/ LEINS/ETC</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept</b>
<b>Weedy Lot Invoices</b>		25	36	3	67	8	24	32	26	29		
Amount	\$ -	\$ 3,355.25	\$ 4,801.75	\$ 407.75	\$ 8,814.00	\$ 1,021.25	\$ 3,223.25	\$ 4,288.30	\$ 3,456.00	\$ 4,316.25	\$ -	\$ -
<b>Demolition Invoices</b>		0	0	0	0	0	0	0	0	0		
Amount	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Leins filed</b>	3	0	24	5	0	0	0	0	0	6		
Total Lein Amount	\$ 399.75	\$ -	\$ 5,427.25	\$ 927.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,414.75	\$ -	\$ -
<b>Leins Released</b>	2	7	1	0	0	2	2	1	1	0		
<b>Demolition Leins</b>	0	0	0	0	0	0	0	0	0	0		
Total Lein Amount	\$ 399.75	\$ 1,583.51	\$ 141.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Payments Collected</b>	\$ 497.75	\$ 1,015.50	\$ 399.75	\$ 142.50	\$ 1,029.75	\$ 1,074.35	\$ 2,221.50	\$ 3,054.26	\$ 829.96	\$ 68.75	\$ -	\$ -
<b>Yard Sales</b>	36	30	25	18	23	86	43	50	73	72		

<b>Business Activities</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept</b>
<b>New Business License</b>	11	7	5	8	5	6	3	5	9	8		

**PLANNING DEPARTMENT**  
**(PERMITS/INSPECTIONS/ CODE ENFORCEMENT)**  
**FY2021-2022**



■ PERMITS ISSUED Residential New Residential Const Commercial New  
Commercial Const Total Cash Collected INSPECTIONS Residential Re-Inspections  
Commercial Re-Inspections Health Inspections Re-Inspections Fire Inspections  
Re-Inspections OTHER Vendor permits Stock show Vendors Outdoor sales  
permits Peddlers permits Stop work orders New Contractors Contractor  
Renewal CODE ENFORCEMENT accumulating junk Closed incidents Illegal  
dumping Closed incidents Junk Vehicles Closed incidents Livestock Closed  
incidents Maint

■ October \$33,770.05 New Residential Const \$2,471.50 New Commercial Const  
\$36,241.55 INSPECTIONS 272 21 15 0 19 0 9 0 OTHER 14 26 1 0 0 12 11  
October 13 5 9 10 8 1 0 0 0 1 0 0 0 0 0 0 0 1 194 5 0 0 0 2 0 4 October  
Weedy Lot Invoices \$- Demolition Invoices \$- 3 \$399.75 2 0 \$399.75  
\$497.75 36 October

■ November 17620.4 New Residential Const 35240.8 New Commercial Const  
\$52,861.20 INSPECTIONS 280 20 15 1 5 0 20 0 OTHER 40 0 1 0 0 9 17  
November 7 2 7 1 4 1 0 0 0 0 1 0 0 0 0 0 0 0 83 0 0 0 1 1 0 0 1 November 25  
\$3,355.25 0 \$- 0 \$- 7 0 \$1,583.51 \$1,015.50 30 November

■ December \$18,066.25 New Residential Const \$1,523.75 New Commercial  
Const \$19,590.00 INSPECTIONS 211 8 9 1 7 0 12 0 OTHER 3 11 0 0 0 10 16  
December 13 8 24 7 9 3 0 0 0 0 0 0 0 0 0 0 0 0 44 1 0 0 0 3 2 0 December  
36 \$4,801.75 0 \$- 24 \$5,427.25 10 \$141.25 \$399.75 25 December

■ January \$20,446.00 12 \$2,552.35 0 \$23,115.35 INSPECTIONS 244 15 8 1 7 0  
14 0 OTHER 3 10 1 0 0 12 20 January 7 8 24 10 7 3 1 0 1 1 0 0 1 1 2 0 0 33 1  
0 0 0 4 2 1 January 3 \$407.75 0 \$- 5 \$927.50 0 0 \$- \$142.50 18 January

■ February \$26,540.00 9 \$2,079.00 0 \$57,084.00 INSPECTIONS 298 24 4 0 10 0  
8 0 OTHER 1 43 1 0 0 7 5 February 16 7 13 9 0 0 0 0 0 0 0 0 0 0 4 1 0 0 129 3  
0 0 2 0 4 1 2 February 67 \$8,814.00 0 \$- 0 \$- 0 0 \$- \$1,029.75 23  
February

**CITY OF MERCEDES**  
**Budget vs Actual FY 2021-2022 (UNAUDITED)**  
**As at 07/31/2022**

**01 GENERAL FUND**

<b>Budget Completed 83.33%</b>				
<b>REVENUES</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>Budget Balance</b>	<b>% of Budget</b>
Taxes	8,737,643	7,972,362	765,281	91.24%
Licenses & Permits	167,500	507,234	(339,734)	302.83%
Fines & Services	2,117,460	1,647,697	469,763	77.81%
Intergovernmental	18,100	46,617	(28,517)	257.55%
Miscellaneous	1,252,100	1,155,255	96,845	92.27%
	<b>12,292,803</b>	<b>11,329,164</b>	<b>963,639</b>	<b>92.16%</b>
<b>EXPENDITURES</b>				
Commission	30,700	19,811	10,889	64.53%
Exe. Adm	237,303	182,337	54,966	76.84%
Human Resources	69,953	20,191	49,762	28.86%
City Secretary	110,225	85,559	24,666	77.62%
Mun. Court	142,621	113,563	29,058	79.63%
Finance	214,350	162,749	51,601	75.93%
IT	261,789	158,450	103,339	60.53%
Planning	485,095	369,019	116,076	76.07%
Police	2,987,868	2,465,795	522,074	82.53%
Animal Control	84,540	37,633	46,907	44.52%
Fire	1,298,008	1,030,177	267,831	79.37%
PW	99,912	99,104	808	99.19%
Streets	574,501	472,493	102,008	82.24%
Build. Maint.	245,516	230,435	15,081	93.86%
Veh. Maint.	288,784	224,751	64,033	77.83%
Parks & Rec	497,148	326,874	170,274	65.75%
Rec. Center	44,122	32,616	11,506	73.92%
Library	411,087	324,914	86,173	79.04%
Projects	-	-	0	#DIV/0!
Sanitation	1,430,081	1,103,732	326,349	77.18%
Dome Shelter	259,358	197,610	61,748	76.19%
Non-Departmental	2,519,842	1,827,577	692,265	72.53%
	<b>12,292,803</b>	<b>9,485,388</b>	<b>2,807,415</b>	<b>77.16%</b>
<b>Rev. Over/Under</b>	<b>-</b>	<b>1,843,777</b>	<b>(1,843,777)</b>	

**NOTE:**

**CITY OF MERCEDES**  
**Budget vs Actual FY 2021-2022 (UNAUDITED)**  
**As at 07/31/2022**

**02 UTILITY FUND**

Budget Completed 83.33%				
<b>REVENUES</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>Budget Balance</b>	<b>% of Budget</b>
Water & Sewer Sales	5,450,118	4,289,872	1,160,246	78.71%
Fees & Penalties	132,500	230,683	(98,183)	174.10%
Miscellaneous	3,000	2,769	231	92.29%
	<b>5,585,618</b>	<b>4,523,324</b>	<b>1,062,294</b>	<b>80.98%</b>
<b>EXPENDITURES</b>				
Information Tech	61,500	54,251	7,249	88.21%
Utility Billing	120,192	99,563	20,629	82.84%
Meter Readers	143,398	307,298	(163,900)	214.30%
W/S Field Crew	976,124	726,433	249,691	74.42%
W/S Treatment Plant	2,818,601	2,387,636	430,965	84.71%
Debt Service Int.	780,776	636,723	144,053	81.55%
Non-Departmental	685,027	95,663	589,364	13.96%
	<b>5,585,618</b>	<b>4,307,568</b>	<b>1,278,050</b>	<b>77.12%</b>
<b>Revenue Over/Under</b>	<b>-</b>	<b>215,756</b>	<b>(215,756)</b>	

**NOTE:**



**CITY OF MERCEDES**  
**Budget vs Actual FY 2021-2022 (UNAUDITED)**  
**As at 07/31/2022**

**15 INTEREST & SINKING FUND**

<b>Budget Completed 83.33%</b>				
<b>REVENUES</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>Budget Balance</b>	<b>% of Budget</b>
Property Taxes	2,097,822	2,215,645	(117,823)	105.62%
Intergovernmental	-	-	-	0.00%
Miscellaneous	318,750	2,384	316,366	0.75%
	<b>2,416,572</b>	<b>2,218,028</b>	<b>198,544</b>	<b>91.78%</b>
<b>EXPENDITURES</b>				
Debt Service	2,416,572	2,044,696	371,876	84.61%
	<b>2,416,572</b>	<b>2,044,696</b>	<b>371,876</b>	<b>84.61%</b>
<b>Revenue Over/Under</b>	<b>-</b>	<b>173,332</b>	<b>(173,332)</b>	

**NOTE:**

**CITY OF MERCEDES**  
**Budget vs Actual FY 2021-2022 (UNAUDITED)**  
**As at 07/31/2022**

**16 HOTEL/MOTEL FUND**

<b>Budget Completed 83.33%</b>				
<b>REVENUES</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>Budget Balance</b>	<b>% of Budget</b>
Taxes	86,000	111,443	(25,443)	129.58%
Reserves/Misc.	134,165	3,015	131,150	2.25%
	<b>220,165</b>	<b>114,457</b>	<b>105,708</b>	<b>51.99%</b>
<b>EXPENDITURES</b>				
Advertisement	151,440	88,073	63,367	58.16%
Historic Preservation	43,000	-	43,000	0.00%
Arts Promotion	12,900	-	12,900	0.00%
Signage	12,825	-	12,825	0.00%
	<b>220,165</b>	<b>88,073</b>	<b>132,092</b>	<b>40.00%</b>
<b>Revenue Over/Under</b>	<b>-</b>	<b>26,384</b>	<b>(26,384)</b>	

**NOTE:**

**CITY OF MERCEDES**  
**Budget vs Actual FY 2021-2022 (UNAUDITED)**  
**As at 07/31/2022**

**43 SERIES 2018 CO**

<b>REVENUES</b>	<b>Budget</b>	<b>JTD Actual</b>	<b>Budget Balance</b>
Bond Revenue	9,991,085	9,991,085	-
Interest Income	127,917	128,443	(525)
Miscellaneous	34,602	34,602	-
	<b>10,153,605</b>	<b>10,154,130</b>	<b>(525)</b>
<b>EXPENDITURES</b>			<b>97.46%</b>
Ambulance Services	519,644	519,644	-
PD Vehicles	534,243	534,243	-
PW Vehicles	566,131	502,641	63,490
Rescue Vehicles	33,165	33,165	-
Drainage Improv.	496,257	442,500	53,757
Sewer Improv.	1,484,309	1,484,309	-
Lift Station Improv.	1,352,229	1,352,229	-
Street Overlays	3,460,085	3,460,085	-
Street Improvements	104,946	104,946	-
Water Improv.	1,401,378	1,260,786	140,592
Non-Departmental	201,218	201,218	-
	<b>10,153,604</b>	<b>9,895,766</b>	<b>257,839</b>
<b>Revenue Over/Under</b>	<b>0</b>	<b>258,364</b>	<b>(258,364)</b>

**NOTE:** This fund is reported as Job to Date.

**CITY OF MERCEDES**  
**Budget vs Actual FY 2021-2022 (UNAUDITED)**  
**As at 07/31/2022**

**46 EMS FUND**

<b>Budget Completed 83.33%</b>				
<b>REVENUES</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>Budget Balance</b>	<b>% of Budget</b>
EMS Service Fees	700,000	310,237	389,763	44.32%
Intergovernmental		12,049		
Misc	20,000	-	20,000	0.00%
	<b>720,000</b>	<b>322,286</b>	<b>409,763</b>	<b>44.76%</b>
<b>EXPENDITURES</b>				
Personnel Costs	127,082	74,663	52,419	58.75%
Contractual Sev. & Other	187,618	175,693	11,925	93.64%
Maintenance	41,000	25,801	15,199	62.93%
Supplies	114,300	74,890	39,410	65.52%
Capital Outlay	-	-	0	0.00%
Paramedic Course		15,308	(15,308)	0.00%
Non-Departmental	250,000	97,950	152,050	39.18%
	<b>720,000</b>	<b>464,305</b>	<b>255,695</b>	<b>64.49%</b>
<b>Revenue Over/Under</b>	<b>-</b>	<b>(142,019)</b>	<b>154,068</b>	

**NOTE:**



**CITY OF MERCEDES**  
**Budget vs Actual FY 2021-2022 (UNAUDITED)**  
**As at 07/31/2022**

**51 AMERICAN RESCUE PLAN**

		<b>Budget Completed</b>	
		<b>JTD</b>	<b>Budget</b>
<b>REVENUES</b>	<b>Budget</b>	<b>Actual</b>	<b>Balance</b>
APR Revenue	2,057,319	2,057,319	-
Intergovernmental	-	-	-
Miscellaneous	200	200	-
	<b>2,057,519</b>	<b>2,057,519</b>	<b>-</b>
<b>EXPENDITURES</b>			
Contractual Services	61,714	61,714	0
Water Rate Study	37,725	37,725	-
Fema Dome Drainage	242,126	53,760	188,366
TCEQ Comp. Self Audit	15,954	15,954	-
Revenue Loss	1,000,000	1,000,000	-
PD Renovation	700,000	-	700,000
	<b>2,057,519</b>	<b>1,169,152</b>	<b>888,366</b>
<b>Revenue Over/Under</b>	<b>0</b>	<b>888,367</b>	<b>(888,366)</b>

**NOTE:** This fund is reported as Job to Date.

**CITY OF MERCEDES**  
**Budget vs Actual FY 2021-2022 (UNAUDITED)**  
**As at 07/31/2022**

**52 SERIES 2021 CO**

<b>REVENUES</b>	<b>Budget</b>	<b>JTD Actual</b>	<b>Budget Balance</b>
Bond Revenue-Other Financ	8,250,000	8,250,000	-
Interest Income	-	16,899	(16,899)
Miscellaneous	-	-	-
	<b>8,250,000</b>	<b>8,266,899</b>	<b>(16,899)</b>
<b>EXPENDITURES</b>			<b>31.92%</b>
EMS/FIRE Equipment	787,765	782,765	5,000
PD Vehicles/Renovation	1,341,445	194,221	1,147,224
PW Equipment	245,045	245,045	0
Planning Equipment		-	-
Library	17,586	17,586	
Water/Utility Improv.		-	-
Sewer/Utility Improv.	3,456,740	167,463	3,289,277
Lift Station Improv.	495,000	493,826	1,174
Street Overlays		-	-
Street Improvements		-	-
Drainage Imprprov.	218,000	76,995	141,005
Non-Departmental	171,516	171,516	(0)
	<b>6,733,097</b>	<b>2,149,417</b>	<b>4,583,680</b>
<b>Revenue Over/Under</b>	<b>1,516,903</b>	<b>6,117,482</b>	<b>(4,600,579)</b>

**NOTE:** This fund is reported as Job to Date.

**CITY OF MERCEDES  
SALES TAX COMPARATIVE ANALYSIS  
BY MONTH RECEIVED**

FY 2020-2021								
Recvd	Period	State Comptroller	EDC (25%)	Outlet Mall	Mth % Inc/Dec	City (75%)	Outlet Mall	Mth % Inc/Dec
Oct	Aug	360,547.72	86,798.28	3,338.65	12.42%	260,394.83	10,015.96	12.42%
Nov	Sept	460,051.33	109,957.47	5,055.36	26.68%	329,872.41	15,166.09	26.68%
Dec	Oct	415,587.16	99,592.24	4,304.55	-9.43%	298,776.72	12,913.65	-9.43%
Jan	Nov	495,384.03	118,122.77	5,723.24	18.61%	354,368.31	17,169.71	18.61%
Feb	Dec	713,337.55	168,646.44	9,687.95	42.77%	505,939.32	29,063.84	42.77%
Mar	Jan	410,152.48	98,752.32	3,785.80	-41.44%	296,256.95	11,357.41	-41.44%
Apr	Feb	391,843.83	94,641.26	3,319.70	-4.16%	283,923.77	9,959.10	-4.16%
May	Mar	702,975.27	166,637.28	9,106.54	76.07%	499,911.84	27,319.61	76.07%
Jun	Apr	550,282.65	130,901.65	6,669.01	-21.45%	392,704.96	20,007.03	-21.45%
Jul	May	537,060.71	127,770.34	6,494.84	-2.39%	383,311.02	19,484.51	-2.39%
Aug	June	596,505.30	141,812.47	7,313.86	10.99%	425,437.40	21,941.58	10.99%
		5,633,728.03	1,343,632.52	64,799.50	9.34%	4,030,897.53	194,398.49	9.34%

FY 2021-2022								
State Comptroller	EDC (25%)	Outlet Mall	Mth % Inc/Dec	City (75%)	Outlet Mall	Mth % Inc/Dec		
532,219.32	126,355.59	6,699.24	-0.47%	379,066.78	20,097.71	-0.47%		
587,652.79	140,871.36	6,041.84	11.49%	422,614.08	18,125.51	11.49%		
437,734.09	86,028.38	23,405.14	-38.93%	241,523.79	86,776.78	-42.85%		
697,918.59	124,014.84	50,464.81	44.16%	481,772.27	41,666.67	99.47%		
1,038,314.60	171,132.45	88,446.20	37.99%	737,069.28	41,666.67	52.99%		
520,940.96	100,115.16	30,120.08	-41.50%	349,039.06	41,666.66	-52.65%		
521,262.12	98,145.09	32,170.44	-1.97%	349,279.92	41,666.67	0.07%		
736,963.37	140,542.60	43,698.24	43.20%	511,055.86	41,666.67	46.32%		
661,168.76	118,195.39	47,096.80	-15.90%	454,209.91	41,666.66	-11.12%		
586,740.98	112,926.95	33,758.30	-4.46%	398,389.07	41,666.67	-12.29%		
678,264.18	169,566.05		50.16%	467,031.47	41,666.67	17.23%		
6,999,179.76	1,387,893.86	361,901.09	3.29%	4,791,051.49	458,333.34	18.86%		

Note: Pending Outlet Mall report for August from State Comptroller

Yearly Total Sales Tax Comparison			
	2020-2021	2021-2022	Yr % Inc/Dec
Oct	360,547.72	532,219.32	47.61%
Nov	460,051.33	587,652.79	27.74%
Dec	415,587.16	437,734.09	5.33%
Jan	495,384.03	697,918.59	40.88%
Feb	713,337.55	1,038,314.60	45.56%
Mar	410,152.48	520,940.96	27.01%
Apr	391,843.83	521,262.12	33.03%
May	702,975.27	736,963.37	4.83%
Jun	550,282.65	661,168.76	20.15%
Jul	537,060.71	586,740.98	9.25%
Aug	596,505.30	678,264.18	13.71%
	5,633,728.03	6,999,179.76	24.24%

Yearly City Sales Tax Comparison			
	2020-2021	2021-2022	Yr % Inc/Dec
Oct	260,394.83	379,066.78	45.57%
Nov	329,872.41	422,614.08	28.11%
Dec	298,776.72	241,523.79	-19.16%
Jan	354,368.31	481,772.27	35.95%
Feb	505,939.32	737,069.28	45.68%
Mar	296,256.95	349,039.06	17.82%
Apr	283,923.77	349,279.92	23.02%
May	499,911.84	511,055.86	2.23%
Jun	392,704.96	454,209.91	15.66%
Jul	383,311.02	398,389.07	3.93%
Aug	425,437.40	467,031.47	9.78%
	4,030,897.53	4,791,051.49	18.86%

BUDGET 4,800,000  
% OF BUDGET 39.05%

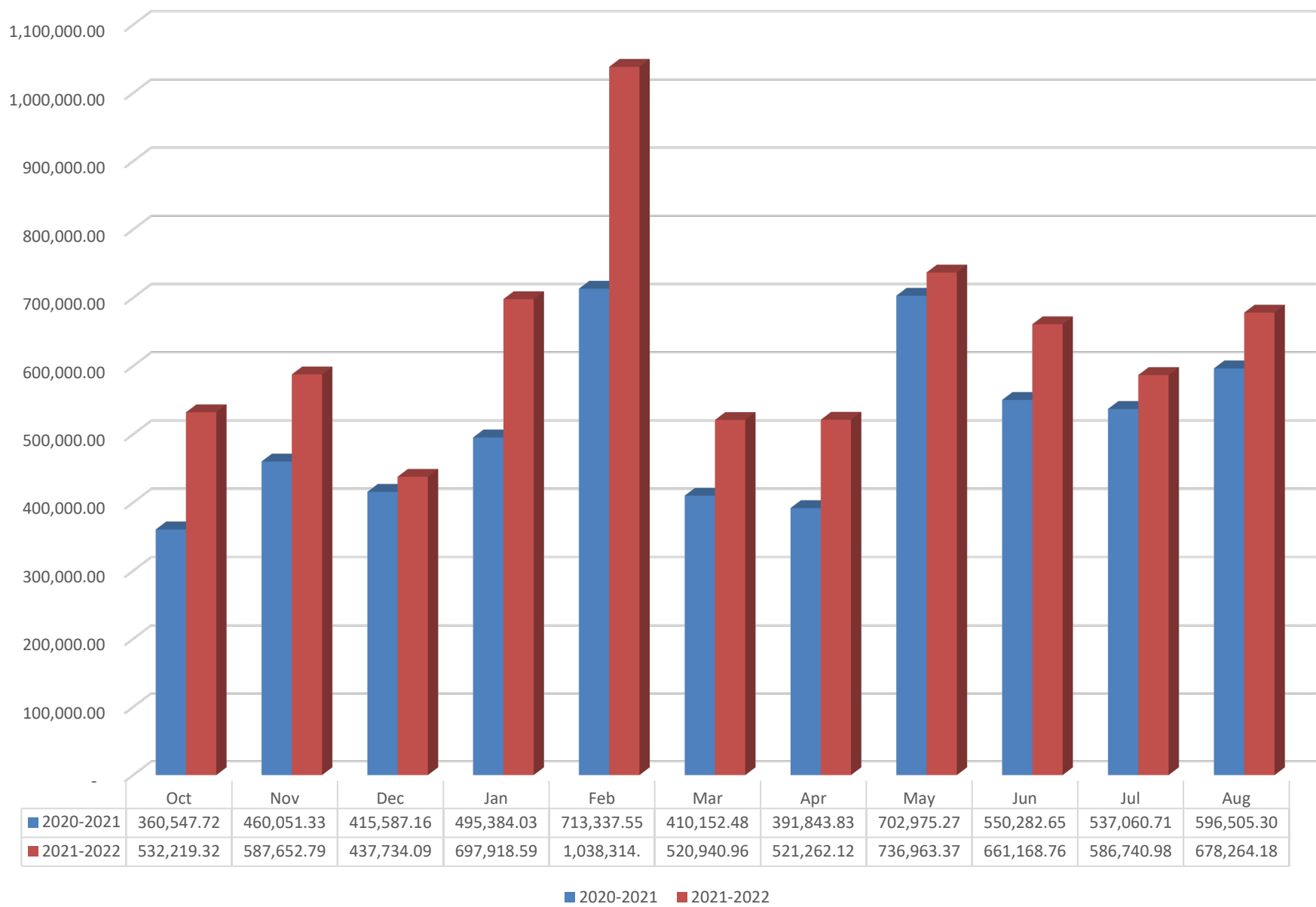
Note: Mth % Inc /Dec compared to prior month.

Note: Yr % Inc /Dec compared to prior year.

Note: Revenue generated 2 months prior receipt. Ex: Generated in Oct will be received Dec

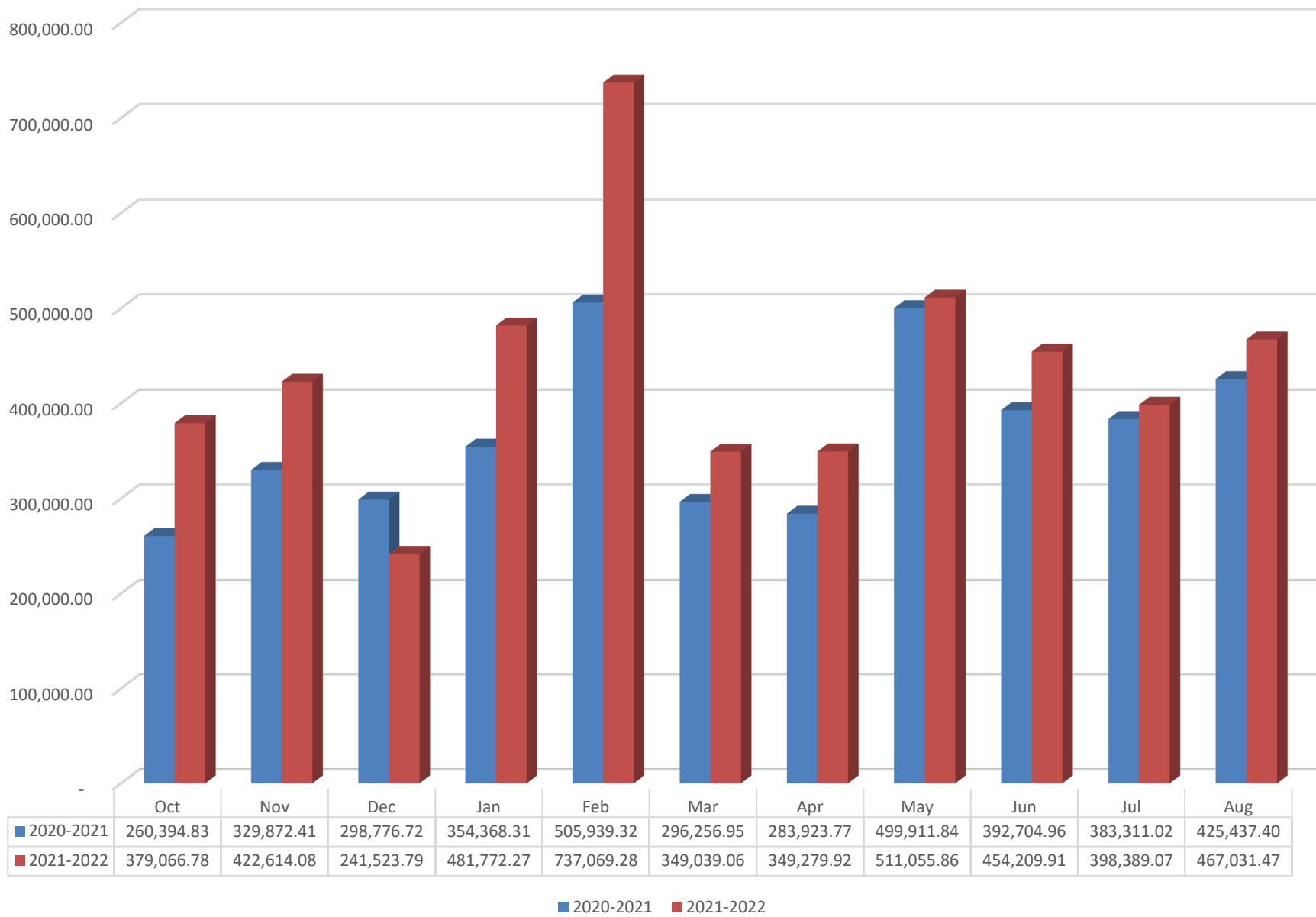
Received	Generated
October	August
November	September
December	October
January	November
February	December
March	January
April	February
May	March
June	April
July	May
August	June
September	July

Total Sales Tax Comparison



Total Sales Tax Generated by the City of Mercedes

### City Sales Tax Comparison



Total Sales Tax kept by the City of Mercedes after contributions to EDC and payments to Outlet Mall.

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMBIOTEC CIVIL ENGINEERING GROUP, INC	7/07/22	6849 PROFESSIONAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	<u>27,658.93</u>
				TOTAL:	27,658.93
BLUECROSS AND BLUE SHIELD OF TEXAS	7/06/22	BILL PERIOD 07/01-08/01/22	GENERAL FUND	POLICE	<u>18,043.52</u>
				TOTAL:	18,043.52
CAPEX CONSULTING GROUP	7/07/22	2 (1) WATER AND WW RATE ST AMERICAN RESCUE FU	AMERICAN RESCUE FUND		<u>28,050.00</u>
				TOTAL:	28,050.00
CITY OF MERCEDES	7/27/22	JUNE-JULY 2022 WATER CONSU	GENERAL FUND	PARKS & RECREATION	<u>10,506.04</u>
				TOTAL:	10,506.04
COMPTROLLER OF PUBLIC ACCOUNTS	7/13/22	2ND QTR 2022 STATE CRIMINA	GENERAL FUND	NON-DEPARTMENTAL	<u>13,967.26</u>
				TOTAL:	13,967.26
DANA SAFETY SUPPLY, INC	7/07/22	WIN 10 PRO INTEL COR	SPECIAL REVENUE FU SW BORDER RURAL LAW		35,685.00
	7/07/22	DS-PAN-432-2 DOCK	SPECIAL REVENUE FU SW BORDER RURAL LAW		<u>11,321.31</u>
				TOTAL:	47,006.31
DEVELOPMENT CORPORATION OF MERCEDES	7/15/22	JULY 2022 SALES TAX	GENERAL FUND	NON-DEPARTMENTAL	146,685.24
	7/08/22	VTX NOTE PAYMENT #49	GENERAL FUND	NON-DEPARTMENTAL	<u>10,416.67</u>
				TOTAL:	157,101.91
ERO	7/07/22	19059-MERCEDES PD ARCHITE	SERIES 2021	POLICE	<u>14,175.86</u>
				TOTAL:	14,175.86
GARCIA INFRASTRUCTURE CONSULTANTS, LLC	7/27/22	1051 GENERAL SERVICE-WATER	GENERAL FUND	NON-DEPARTMENTAL	<u>21,125.00</u>
				TOTAL:	21,125.00
GEXA ENERGY, LP	7/13/22	MAY-JUNE 2022 ELECTRIC	GENERAL FUND	NON-DEPARTMENTAL	14,782.91
	7/13/22	MAY-JUNE 2022 ELECTRIC	UTILITY FUND	WATER/SEWER TREATMENT	<u>29,732.00</u>
				TOTAL:	44,514.91
HIDALGO & CAMERON COUNTIES	7/25/22	881 EXCAVATION SERVICES	SERIES 2018	DRAINAGE IMPROVEMENTS	<u>60,949.43</u>
				TOTAL:	60,949.43
HIDALGO COUNTY APPRAISAL DISTRICT	7/07/22	3948 CITY ASSESSMENT	GENERAL FUND	NON-DEPARTMENTAL	<u>13,712.50</u>
				TOTAL:	13,712.50
HIDALGO COUNTY ELECTION A	7/21/22	05/07/22 ELECTION SERVICES	GENERAL FUND	NON-DEPARTMENTAL	<u>16,239.26</u>
				TOTAL:	16,239.26
LAW OF OF MARTIE GARCIA VELA, PC.	7/01/22	MERCEDES009 LEGAL WORK	GENERAL FUND	NON-DEPARTMENTAL	14,700.00
	7/22/22	MERCEDES 011 LEGAL WORK	GENERAL FUND	NON-DEPARTMENTAL	<u>14,140.00</u>
				TOTAL:	28,840.00
MUNICIPAL SERVICES, LLC	7/07/22	NO.1 REHAB AND IMPROVEMENT	SERIES 2021	DRAINAGE IMPROVEMENTS	<u>15,300.00</u>
				TOTAL:	15,300.00
ND SONIC 3, LLC	7/28/22	LOCAL ECONOMIC GROWTH INCE	GENERAL FUND	NON-DEPARTMENTAL	<u>75,000.00</u>
				TOTAL:	75,000.00
PERDUE, BRANDON, FIELDER, COLLINS & MO	7/19/22	PROPERTY TAX SUIT#T-090-07	GENERAL FUND	NON-DEPARTMENTAL	10,073.00
	7/19/22	PROPERTY TAX SUIT#T-0954-1	GENERAL FUND	NON-DEPARTMENTAL	<u>33,782.00</u>
				TOTAL:	43,855.00

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
R.L. ABATEMENT, INC	7/13/22	SERVICES	SERIES 2021	POLICE	<u>147,475.00</u>
				TOTAL:	147,475.00
SIMON PROPERTY GROUP, LP	7/01/22	06172022 1ST QTR OUTLET MA	GENERAL FUND	NON-DEPARTMENTAL	55,532.03
	7/01/22	06172022-B 2ND QTR MALL PA	GENERAL FUND	NON-DEPARTMENTAL	<u>125,003.59</u>
				TOTAL:	180,535.62
SWG ENGINEERING, LLC	7/15/22	10093 DRAINAGE IMPROVEMENT	AMERICAN RESCUE FU	AMERICAN RESCUE FUND	<u>10,170.00</u>
				TOTAL:	10,170.00
TEXAS MUNICIPAL RET. SYST	7/25/22	PENSION PLAN PAYABLE	GENERAL FUND	NON-DEPARTMENTAL	11,872.83
	7/25/22	PENSION PLAN PAYABLE	GENERAL FUND	NON-DEPARTMENTAL	12,074.59
	7/25/22	PENSION PLAN PAYABLE	GENERAL FUND	POLICE	11,264.95
	7/25/22	PENSION PLAN PAYABLE	GENERAL FUND	POLICE	<u>11,208.04</u>
				TOTAL:	46,420.41
TEXAS NATIONAL BANK	7/13/22	FEDERAL W/H	GENERAL FUND	NON-DEPARTMENTAL	11,422.06
	7/25/22	FEDERAL W/H	GENERAL FUND	NON-DEPARTMENTAL	11,680.94
	7/13/22	FICA W/H	GENERAL FUND	NON-DEPARTMENTAL	10,639.81
	7/25/22	FICA W/H	GENERAL FUND	NON-DEPARTMENTAL	<u>10,861.73</u>
				TOTAL:	44,604.54
U.S. WATER SERVICES CORPORATION	7/01/22	S150197 MONTHLY COMPENSATI	UTILITY FUND	WATER/SEWER TREATMENT	161,018.36
	7/15/22	S152195 MAY MONTHLY COMPEN	UTILITY FUND	WATER/SEWER TREATMENT	161,018.36
	7/15/22	S152195 MAY MONTHLY COMPEN	UTILITY FUND	WATER/SEWER TREATMENT	53,842.50
	7/15/22	S152195 MAY MONTHLY COMPEN	UTILITY FUND	WATER/SEWER TREATMENT	10,255.71
	7/15/22	S154165 JUNE MONTHLY COMPE	UTILITY FUND	WATER/SEWER TREATMENT	161,018.36
	7/15/22	S154165 JUNE MONTHLY COMPE	UTILITY FUND	WATER/SEWER TREATMENT	<u>41,414.00</u>
				TOTAL:	588,567.29
WASTE CONNECTIONS OF TEXAS	7/07/22	1986818V113 GARBAGE COLLEC	GENERAL FUND	SANITATION DEPARTMENT	<u>103,941.13</u>
				TOTAL:	103,941.13

## ===== FUND TOTALS =====

01	GENERAL FUND	816,334.03
02	UTILITY FUND	618,299.29
07	SPECIAL REVENUE FUND	47,006.31
43	SERIES 2018	60,949.43
51	AMERICAN RESCUE FUND	38,220.00
52	SERIES 2021	176,950.86

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GRAND TOTAL: 1,757,759.92  
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## SELECTION CRITERIA

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## SELECTION OPTIONS

VENDOR SET: 99-City of Mercedes  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 0/00/0000 THRU 99/99/9999  
ITEM AMOUNT: 10,001.00 THRU 99,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 7/01/2022 THRU 7/31/2022

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## PAYROLL SELECTION

PAYROLL EXPENSES: NO  
EXPENSE TYPE: N/A  
CHECK DATE: 0/00/0000 THRU 99/99/9999

-----

## PRINT OPTIONS

PRINT DATE: Check Date  
SEQUENCE: By Vendor Name  
DESCRIPTION: Distribution  
GL ACCTS: NO  
REPORT TITLE: C O U N C I L   R E P O R T  
SIGNATURE LINES: 0

-----

## PACKET OPTIONS

INCLUDE REFUNDS: NO  
INCLUDE OPEN ITEM:NO

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**Mercedes Municipal Court**  
Revenue Collected by Citations  
July 1, 2022 - July 31, 2022

City of Mercedes Revenue	<b>\$9,236.69</b>
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State of Texas Revenue	<b>\$7,528.17</b>
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Total Revenue Collected	<b>\$16,764.86</b>
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Total Number of Cases (Dockets) Heard by Court - **33**

  
\_\_\_\_\_  
Eduardo Mendoza, Municipal Court Coordinator

**CITY SECRETARY'S OFFICE 2022  
ANNUAL REPORT**

TYPE	JAN. 2022	FEB. 2022	MAR. 2022	APR. 2022	MAY. 2022	JUN. 2022	JUL. 2022	AUG. 2022	SEPT. 2022	OCT. 2022	NOV. 2022	DEC. 2022
<b>CITY SECRETARY</b>												
Agenda Reg./Special/Wkshp	2	5	2	2	4	3	2					
Minutes Reg./Special	4	6	2	2	2	3	2					
Ordinances	0	4	1	2	0	2	5					
Resolutions	0	2	2	2	0	4	0					
Contracts	2	5	5	0	1	3	4					
Bids	1	3	1	0	3	0	0					
<b>PERMITS</b>												
Sound/Dance TABC					5 1	8 0	3 0					
<b>VITAL STATISTICS</b>												
Filling w. State	0	14	13	7	5	14	4					
Issuing Birth	22	20	23	19	29	13	22					
Issuing Death	8	2	0	12	1	1	7					
<b>RISK MANAGEMEN'</b>												
Vehicle Claims		1	2	0	0	3	1					
Liability Claims	1	1	0	1	1	1	1					
<b>OPEN RECORDS</b>												
Received	31	46	37	51	46	56	27					
Responded	19	34	33	41	29	44	19					
<b>HUMAN RESOURCE</b>												
New Hires	3	2	5	8	4	7	4					
Resignations	5	5	5	1	6	7	1					
Retirements	0	0	1	1	0	0	0					
Workers Comp	4	0	0	1	0	2	0					

Significant Comments:

YTD Total
20
21
14
10
20
8
16
1
57
148
31
7
6
294
219
33
30
2
7

## MONTHLY REPORT (JULY 2022)

### Employee information

Employee name	Brianna Casares	Position	Public Information Officer
Department	Administration	Manager	Joselynn Castillo
Report start date	07-01-22	Report end date	07-31-22

### Action items (Events)

Action item	Date	Role
Summer Reading Program Celebration	07-01-22	Hosted and emceed event for library
Gateway Travel Center Groundbreaking	07-13-22	<p>Helped to coordinate with EDC, and attended to take photos and video for social media platforms</p> <p>Created press releases and notified media</p> <p>Multiple news agencies in attendance</p> <p>Boosted percentages of engagement across platforms</p>
Zarate Home & Designs Groundbreaking	07-14-22	<p>Organized and planned groundbreaking event with Zarate homes CEO, Oscar Zarate</p> <p>Emceed event</p> <p>Covered groundbreaking on social media</p> <p>Notified media and wrote media press release</p>
Fire Department Scheduling Community Outreach: Presentation of Fire Safety For Fire Marshal	07-14-22	Coordinated with Mercedes Rec to create a fire safety presentation for summer students
Sonic Ribbon-Cutting	07-15-22	<p>Attended to publicize grand opening of Sonic by Crush Enterprises</p> <p>News Media was present</p>

Action item	Date	Role
Texas Street Festival Press Conference	07-27-22	Notified media
Autism Soccer Camp (Dome)	07-16-22	Public announcement with the TSF performers Helped to coordinate and organize soccer camp at Mercedes

#### Long-term goals

Goals	Due date	Progress
Employee Spotlight		
Police Department Recruitment Video		
Fire Department Spotlight EMS Course		
Revival Church Group Event		
360 Videos of Downtown Area for Potential Business Owners		
New Ordinances PSA's		

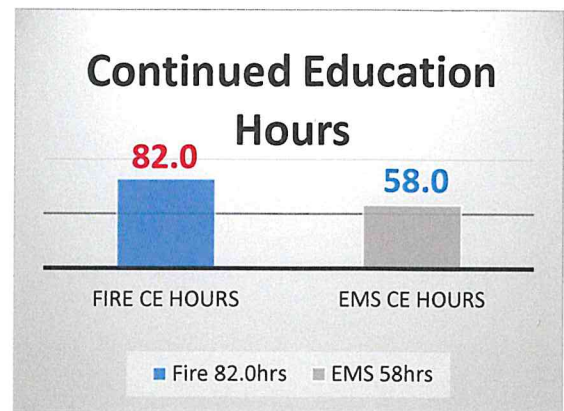
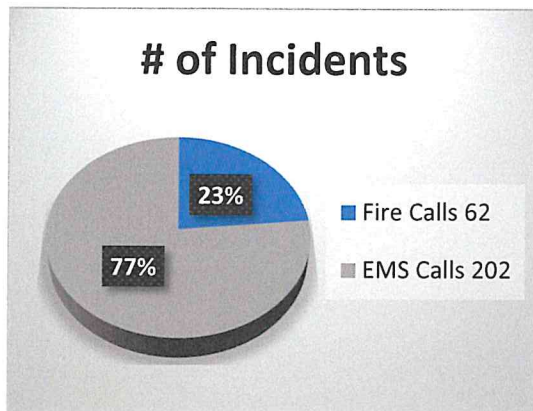


# MERCEDES FIRE DEPARTMENT EMS

## Monthly Report July 2022



*"Through dedicated, professional members, the Mercedes Fire Department EMS care for and protects the lives and property of our community through incident response, comprehensive training, public education and fire prevention."*



### Emergency Management:

- Continuous assistance with MISD Pediatric Vaccine Clinics.
- Monitor of drought conditions and projected planning.
- Incident management team formed by local Hidalgo County Fire Chiefs.
- MISD – safety and protocol review.
- Continuous on providing COVID-19 testing to all city employees when needed.
- Monitor of weather during hurricane season.
- Activation of ems units regionally during large scale incidents – Planning.
- Mass causality care planning.
- Early activation critical resources planning.
- Preparation for MISD training on CPR/AED/Stop the Bleed/ and mass care.
- Meeting with safe schools on parent-student reunification centers.
- Coordinated with Air-Lift on pre-approved landing zone sites inside city limits.
- Pre-hospital preparedness and activation of regional hospitals.

# Mercedes Fire Department

Mercedes, TX

This report was generated on 8/12/2022 9:10:11 AM



## Incident Type Count per Station for Date Range

Start Date: 07/01/2022 | End Date: 07/31/2022

INCIDENT TYPE	# INCIDENTS
<b>Station: 1 - MERCEDES FIRE STATION 1</b>	
100 - Fire, other	1
111 - Building fire	2
123 - Fire in portable building, fixed location	1
131 - Passenger vehicle fire	5
132 - Road freight or transport vehicle fire	1
141 - Forest, woods or wildland fire	1
142 - Brush or brush-and-grass mixture fire	1
143 - Grass fire	7
150 - Outside rubbish fire, other	1
151 - Outside rubbish, trash or waste fire	2
311 - Medical assist, assist EMS crew	13
320 - Emergency medical service, other	1
321 - EMS call, excluding vehicle accident with injury	1
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	1
411 - Gasoline or other flammable liquid spill	1
412 - Gas leak (natural gas or LPG)	2
461 - Building or structure weakened or collapsed	1
711 - Municipal alarm system, malicious false alarm	1
730 - System malfunction, other	1
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	1
745 - Alarm system activation, no fire - unintentional	4

**# Incidents for 1 - Mercedes Fire Station 1:**

**51**

## Station: 2 - MERCEDES FIRE STATION 2

540 - Animal problem, other	11
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**# Incidents for 2 - Mercedes Fire Station 2:**

**11**

Only REVIEWED incidents included.



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# Mercedes Fire Department

Mercedes, TX

This report was generated on 8/12/2022 9:10:46 AM



## Average Turnout Time (Dispatch to Enroute) per Station for Date Range

Start Date: 07/01/2022 | End Date: 07/31/2022

STATION	TURNOUT TIME (min) (Dispatch to Enroute)
1 - Mercedes Fire Station 1	4:13
2 - Mercedes Fire Station 2	1:03

**AVERAGE TURNOUT TIME:**

**2:38**

Report calculates the average time difference between DISPATCH and ENROUTE for each station. Only REVIEWED incidents where ENROUTE time is provided are included. Cancelled apparatus are not included in this report.



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# Mercedes Fire Department

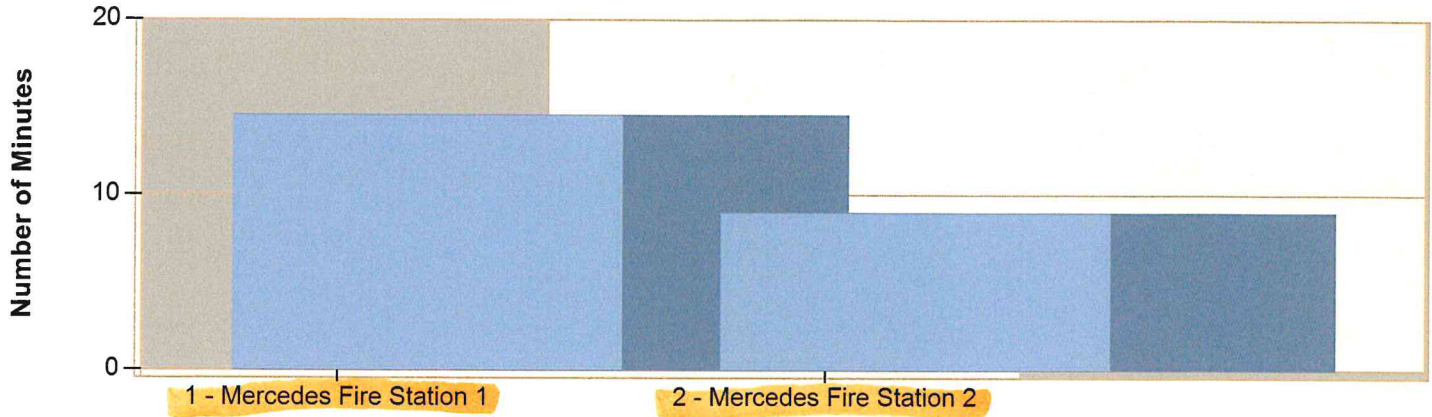
Mercedes, TX

This report was generated on 8/12/2022 9:11:08 AM



## Average Response Time per Station for Date Range

Start Date: 07/01/2022 | End Date: 07/31/2022



STATION	AVERAGE RESPONSE MM:SS (Dispatch to Arrived)
1 - Mercedes Fire Station 1	14:34
2 - Mercedes Fire Station 2	9:00

AVERAGE RESPONSE TIME calculated from the average time difference between DISPATCH and ARRIVED times on Basic Info 4. Only REVIEWED incidents included.



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# MERCEDES FIRE DEPARTMENT EMS

## Monthly Report July 2022



### Fire Marshal's Office

• Fire Inspections	36
• Fire Investigations	0
• Public Educations	2
• Plan Reviews	1
• Fire Alarms	2
• Fire Sprinkler Reviews	0
• Hood System Reviews	3
• Fire Suppression Reviews	2
• Meetings	16
• Burn Permits	2
• Fire Safety Complaints	3
• Special Assignments	3
• SRC	0

**Ruben A. Gutierrez**  
Fire Marshal

**July 2022**  
DATE