

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3 / Mayor-Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

**NOTICE OF REGULAR COUNCIL MEETING
OF THE CITY COUNCIL
OF THE
CITY OF SOCORRO**

.....
THE FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATION FOR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY CLERK'S OFFICE AT (915) 858-2915 FOR FURTHER INFORMATION.
.....

NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF SOCORRO, TEXAS WILL BE HELD ON THURSDAY THE 7th DAY OF AUGUST, 2014 AT 6:00 P.M. AT THE CITY HALL CHAMBERS, 860 N. RIO VISTA RD., SOCORRO, TEXAS AT WHICH TIME THE FOLLOWING WILL BE DISCUSSED:

1. Call to order
2. Pledge of Allegiance and a Moment of Silence
3. Establishment of Quorum
4. **Public Comment** (The maximum time for public comment will be 30 minutes and three minutes will be allotted for each speaker. Government Code 551.042 allows for responses by city council to be a statement of specific factual information given in response to the inquiry; or a recitation of existing policy in response to the inquiry; or a decision to add the public comment to a future agenda.)

PRESENTATIONS

5. **Presentation of Life Saving Award** to Ruth A. Soto, Elsa Peralta, Elena Keene, Diego Sarinana, Jesus Gutierrez, Bernardo De Luna, Ofelia Cordero, and Luis Ramos.
Chief Carlos Maldonado

6. **Presentation** by Paul Garcia regarding a Children's Book Day in Socorro.
Mayor Jesus Ruiz

7. **Presentation** by Velo Paso regarding bicycle and pedestrian outreach.

Mayor Jesus Ruiz

8. **Presentation** by Anibal Olague, Special Projects Department, regarding grant activity.

Anibal Olague

NOTICE TO THE PUBLIC

ALL MATTERS LISTED UNDER THE CONSENT AGENDA, INCLUDING THOSE ON THE ADDENDUM TO THE AGENDA, WILL BE CONSIDERED BY THE CITY COUNCIL TO BE ROUTINE AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION ON THESE ITEMS UNLESS CITY COUNCIL MEMBERS REMOVE SPECIFIC ITEMS FROM THE CONSENT AGENDA TO THE REGULAR AGENDA FOR DISCUSSION PRIOR TO THE TIME THE CITY COUNCIL MEMBERS VOTE ON THE MOTION TO ADOPT THE CONSENT AGENDA.

ITEMS REMOVED FROM THE CONSENT AGENDA TO THE REGULAR AGENDA WILL BE CONSIDERED BY THE CITY COUNCIL AFTER ACTING ON THE CONSENT AGENDA.

ANY MATTERS LISTED ON THE CONSENT AGENDA AND THE REGULAR AGENDA MAY BE DISCUSSED IN EXECUTIVE SESSION AT THE OPTION OF THE CITY OF SOCORRO CITY COUNCIL FOLLOWING VERBAL ANNOUNCEMENT, IF AN APPROPRIATE EXCEPTION TO THE OPEN MEETING REQUIREMENT OF THE TEXAS OPEN MEETINGS ACT IS APPLICABLE.

CONSENT AGENDA

9. **Excuse** absent Council Members.

Sandra Hernandez

10. **Approval** of Regular Council Meeting Minutes of July 17, 2014. *Sandra Hernandez*

11. **Approval** of travel for Sergeant E. Smith, and Records Clerk, Anna Robles, to attend the Public Information Act and Records Training in San Marcos, Texas October 21-23, 2014.

Chief Carlos Maldonado

12. **Approval** of travel for Chief Carlos Maldonado and Lieutenant Edmundo Montoya to attend the International Association of Chiefs of Police in Orlando, Florida October 25-28, 2014.

Chief Carlos Maldonado

REGULAR AGENDA

PUBLIC COMMENTS ARE NOT TAKEN DURING THE INTRODUCTION OF ORDINANCES. PUBLIC COMMENTS WILL BE ALLOWED AT THE DATE OF THE SCHEDULED PUBLIC HEARING – ORDINANCE 320.

ORDINANCES

13. **Public Hearing** of Ordinance 342, an Ordinance adopting and enacting a new code for the City of Socorro, Texas; providing for the repeal of certain ordinances not included therein; providing a penalty for the violation thereof; providing for the manner of amending such code; and providing when such code and this ordinance shall become effective.
Sandra Hernandez

14. **Second Reading and Adoption** of Ordinance 342, an Ordinance adopting and enacting a new code for the City of Socorro, Texas; providing for the repeal of certain ordinances not included therein; providing a penalty for the violation thereof; providing for the manner of amending such code; and providing when such code and this ordinance shall become effective.
Sandra Hernandez

15. **Introduction, First Reading and Calling for a Public Hearing** of Ordinance 320, Amendment No. 4, An ordinance amending Ordinance 320, Amendment No. 3, of the City of Socorro, an Ordinance establishing procedures and rules for City Council meetings and agendas as provided by Section 3.08 of the Socorro City Charter, and establishing procedures and rules for conduct of the Socorro City Council and all of the City of Socorro Boards and Commissions and repealing Ordinance No. 304 as amended and Ordinance 280 as amended.
Rene Rodriguez

16. **Introduction, First Reading and Calling for a Public Hearing** of Ordinance 343, An Ordinance of the City of Socorro, Texas, prohibiting the use of wireless communications devices while operating a motor vehicle and creating an offense.
Gloria M. Rodriguez

CITY MANAGER

17. **Discussion and action** to approve the anticipated proposed Tax Rate for Fiscal year commencing October 1, 2014 thru September 30, 2015 for the City of Socorro, Texas.
Willie Norfleet, Jr.

18. **Discussion and action** to approve the scheduling of two (2) public hearings on August 21, 2014 and September 4, 2014 for the anticipated proposed tax rate for the fiscal year commencing October 1, 2014 thru September 30, 2015.
Willie Norfleet, Jr.

HUMAN RESOURCES DEPARTMENT

19. **Discussion and action** on the Civil Service recommendation to approve employee handbook.
Adriana Rodarte

RECREATION CENTERS DEPARTMENT

20. Discussion and action to approve the purchase of one vehicle for the Recreation Centers Department through the Region 19 Purchasing Cooperative Program, RFP 12-6846, 2015 Ford Transit Wagon F-350 12 Passenger Van w/ high roof.

Victor Reta

21. Discussion action to renew the warranty for 14 laptops and 17 towers & monitors in the amount of \$6,775.51.

Victor Reta

POLICE DEPARTMENT

22. Discussion and action to authorize the Mayor, City Attorney and Chief of Police to sign an amended Interlocal Agreement with the County of El Paso, the City of El Paso, the City of Anthony, Texas, and the City of Horizon, Texas, amending the previous Interlocal Agreement between said parties dated July 22, 2013 relating to the application and administration of an Operation Stonegarden grant from the Department of Homeland Security, to allow the transfer from the City of Socorro Police Department to El Paso Police Department.

Chief Carlos Maldonado

PUBLIC WORKS DEPARTMENT

23. Discussion and action to approve a proposed Fuel Accountability Policy.

Douglas Lobdell, Jr.

24. Discussion and action to approve a Public Works Disposal Plan.

Douglas Lobdell, Jr.

25. Discussion and action to recommend a change to the required date for submission of the Annual Streets Report to sync with the new Annual Calendar.

Douglas Lobdell, Jr.

26. Discussion and action to approve a Public Works Annual Calendar.

Douglas Lobdell, Jr.

PLANNING AND ZONING DEPARTMENT

27. Discussion and action to waive the event permit fee for Socorro High School Homecoming Parade on September 10, 2014.

Sam Leony

28. Discussion and action to adopt Policy 380 related to incentives for new businesses in Socorro, Texas.

Sam Leony

MAYOR AND COUNCIL

29. ***Discussion and action*** approving evaluation procedures for City Manager, Willie Norfleet.
Mayor Jesus Ruiz
30. ***Discussion and action*** to direct City Manager to present to City Council a list of events coordinated by Parks and Recreation Departments for FY 2015.
Mayor Jesus Ruiz
31. ***Discussion and action*** regarding becoming a member of the Greater El Paso Chamber of Commerce.
Mayor Jesus Ruiz
32. ***Discussion and action*** to approve the purchase of ad space in the Greater El Paso Magazine.
Mayor Jesus Ruiz
33. ***Discussion and action*** to direct City Manager to perform a cost analysis of purchasing recycling bins for all parks and City of Socorro buildings.
Mayor Jesus Ruiz

CITY ATTORNEY

34. ***Discussion and action*** to direct the City Attorney and staff to prepare a new subdivision ordinance, to retain an engineering firm to develop technical standards for the new subdivision ordinance, and to decide whether final authority for plat approvals should be vested in City Council or delegated to the Planning & Zoning Commission.
James A. Martinez
35. ***Discussion and action*** to direct the City Attorney and staff to prepare a new nuisance abatement and demolition ordinance providing for appropriate notice and hearing procedures, and authorizing the city to take action for violation of the same.
James A. Martinez

EXECUTIVE SESSION

The City Council of the City of Socorro may retire into EXECUTIVE SESSION pursuant to Section 3.08 of the City of Socorro Charter and the Texas Government Code, Sections 551, Subchapter D to discuss any of the following: (The items listed below are matters of the sort routinely discuss in Executive Session, but the City Council of the City of Socorro may move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act.) The City Council will return to open session to take any final action and may also, at any time during the meeting, bring forward any of the following items for public discussion, as appropriate.

Section 551.071 CONSULTATIONS WITH ATTORNEY
Section 551.072 DELIBERATION REGARDING REAL PROPERTY
Section 551.073 DELIBERATION REGARDING PROSPECTIVE GIFT
Section 551.074 PERSONNEL MATTERS
Section 551.076 DELIBERATION REGARDING SECURITY
Section 551.087 DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS

Discussion on the following:

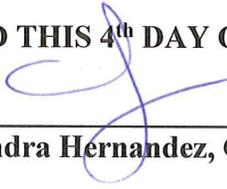
36. Discussion and action on advice received from City Attorney in closed session, and action to approve real estate transaction; authorize filing or settlement of legal action; authorize employment of expert witnesses and consultants, and employment of special counsel with respect to pending legal matters. ***Willie Norfleet, Jr.***

37. Discussion and action on qualifications of individuals for employment and for appointment to Boards & Commissions, job performance of employees, real estate acquisition and receive legal advice from City Attorney regarding legal issues affecting these matters. ***Willie Norfleet, Jr.***

38. Discussion and action regarding pending litigation and receive status report regarding pending litigation. ***Willie Norfleet, Jr.***

39. Adjourn

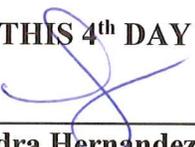
DATED THIS 4th DAY OF AUGUST 2014.

By: 

Sandra Hernandez, City Clerk

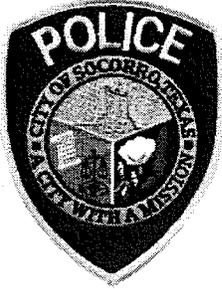
I, the undersigned authority, hereby certify that the above notice of the meeting of the City Council of Socorro, Texas is a correct copy of the notice and that I posted this notice at least Seventy-two (72) hours preceding the scheduled meeting at the City Administration Building, 124 S. Horizon Blvd., in Socorro, Texas.

DATED THIS 4th DAY OF AUGUST 2014.

By: 

Sandra Hernandez, City Clerk

Agenda posted: 8-4-14 @ 2:45pm
Removed: _____ Time: _____ By: _____



City of Socorro
Police Department
670 Poona
Socorro, Texas 79927
915-858-6983 (O)
915-238-7747 (C)
bsalinas@ci.socorro.tx.us

Letter of Commendation

Date: July 22, 2014
To: Chief Maldonado via Chain of Command
From: Sergeant B. Salinas
SUBJECT: Life Saving Award

Socorro Police Department Personnel: Dispatchers Ruth A. Soto, Elsa Peralta, Patrol Officer Elena Keene

Socorro Volunteer Fire Department: Capt. Diego Sarinana, Firefighter/EMT Jesus Gutierrez, Firefighter/EMT Bernardo De Luna

Life Ambulance Personnel: Ofelia Cordero, Luis Ramos

Sir,

On July 17, 2014 at approximately 4:17 p.m. Socorro Police Department dispatch received a call from an anonymous caller who reported a child left inside of a locked vehicle at the 10600 block of N. Loop. The information received on the vehicle involved was vague and it was described as a black vehicle, no other information was given. Socorro Police Dispatchers quickly dispatched Fire, Police, and Life Ambulance to the scene.

Upon arrival at the scene the listed personnel began checking all the black vehicles in the parking lot, and Firefighter Jesus Gutierrez located the child. The child was found in the back seat of a black vehicle, in a child safety seat, it could not be determined how long the child was left alone. EMT's Cordero and Ramos immediately administered oxygen and undertook efforts to cool down the child, who was sweating heavily. The child's vital signs were stabilized and the child was released to his mother at the scene.

Officer Keene's investigation revealed that the 8 month old child was thought to have been left with a family member but was accidentally left in the vehicle.

If not for the immediate action and response by all personnel involved on the call this 8 month old child could have become another statistic in an ever increasing number of children who tragically die from heat exposure when left inside an unattended vehicle.

Join me in commending and awarding the Life Saving Award to the mentioned personnel, for their professionalism, dedication to preserving life, and unselfish service to the citizens of Socorro.

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: 07/30/2014

TO: Council

FROM: Mayor Jesus Ruiz

SUBJECT: Presentation by Paul Garcia regarding a Childrens Book Day in Socorro

SUMMARY

Paul Garcia would like to give a presentation regarding a Childrens Book Day in Socorro

BACKGROUND

n/a

STATEMENT OF THE ISSUE

n/a

FINANCIAL IMPACT

none

ALTERNATIVE

none

COUNCIL MEMBER RECOMMENDATION

Allow Paul Garcia to provide a presentation

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: 03/26/2014

TO: Council

FROM: Mayor Jesus Ruiz

SUBJECT: Presentation by Velo Paso

SUMMARY

Members of Velo Paso have requested time to give a presentation

BACKGROUND

n/a

STATEMENT OF THE ISSUE

Members of Velo Paso have requested time to give a presentation

FINANCIAL IMPACT

none

ALTERNATIVE

none

COUNCIL MEMBER RECOMMENDATION

Allow Velo Paso to provide a presentation

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodriguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: 7/31/14

TO: Sandra Hernandez

FROM: Anibal Olague, Special Projects

SUBJECT: Presentation by Special Projects Department

SUMMARY

The Department will make a presentation on the status of open grants, grant applications and activates by the Department.

BACKGROUND

STATEMENT OF THE ISSUE

FINANCIAL IMPACT

Account Code (GF/GL/Dept):

Funding Source:

Amount:

Quotes (Name/Commodity/Price)

Co-op Agreement (Name/Contract#)

ALTERNATIVE

STAFF RECOMMENDATION

REQUIRED AUTHORIZATION

1. City Manager _____ Date _____
2. CFO _____ Date _____
3. Attorney _____ Date _____

Jesus Ruiz
Mayor

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District 2

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Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

**REGULAR COUNCIL MEETING MINUTES
JULY 17, 2014 at 6:00 P.M.**

MEMBERS PRESENT:

Mayor Jesus Ruiz
Rene Rodriguez
Joseph E. Bowling
Sergio Cox
Gloria M. Rodriguez

MEMBERS ABSENT:

Victor Perez (Arrived to the meeting at 6:27 p.m.)

STAFF PRESENT:

Olivia Navarro, Assistant City Clerk
Jim Martinez, City Attorney
Sam Leony, Planning and Zoning Director
Carlos Maldonado, Police Chief
Adriana Rodarte, HR Director
Victor Reta, Recreation Centers Supervisor
Jessica Diaz, Parks Supervisor
Douglas Lobdell, Public Works Director
Karina Hagelsieb, CFO

1. CALL TO ORDER

The meeting was called to order at 6:04 p.m.

2. PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE

Pledge of Allegiance was led by Jim Martinez

3. ESTABLISHMENT OF QUORUM

A roll call was held and a quorum was established with five members present.

4. PUBLIC COMMENT

No speakers for Public Comment.

PRESENTATIONS

- 5. RECOGNITION OF VETERANS THAT PARTICIPATED FOR THE 4TH OF JULY PARADE.** **GLORIA M. RODRIGUEZ**

Mayor Ruiz spoke on this item.

- 6. PRESENTATION BY LIVABILITY.COM REPRESENTATIVES REGARDING WEBSITE AND MAGAZINE PROMOTIONS.** **MAYOR JESUS RUIZ**

Stephanie Roselly of Livability.com spoke on this item, see Exhibit "A."

CONSENT AGENDA

- 7. EXCUSE ABSENT COUNCIL MEMBERS.** **SANDRA HERNANDEZ**
- 8. APPROVAL OF REGULAR COUNCIL MEETING MINUTES OF JULY 3, 2014 AND SPECIAL CITY COUNCIL MEETING MINUTES OF JULY 3, 2014.** **SANDRA HERNANDEZ**
- 9. APPROVAL OF THE UNAUDITED FINANCIAL REPORTS FOR THE PERIOD ENDING JUNE 30, 2014.** **WILLIE NORFLEET, JR.**

A motion was made by Rene Rodriguez seconded by Joseph E. Bowling to *approve the Consent Agenda*. Motion passed.

Ayes: Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez

Nays:

Absent: Victor Perez

ORDINANCES

- 10. INTRODUCTION, FIRST READING AND CALLING FOR A PUBLIC HEARING ORDINANCE 342, AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF SOCORRO, TEXAS; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.** **SANDRA HERNANDEZ**

A motion was made by Rene Rodriguez seconded by Joseph E. Bowling to *approve Item number ten (10)*. Motion passed.

Ayes: Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez
Nays:
Absent: Victor Perez

FINANCE DEPARTMENT

11. DISCUSSION AND ACTION ON APPROVING THE PROPOSAL FROM WHITE, SAMANIEGO, & CAMPBELL TO CONDUCT AGREED UPON PROCEDURES FOR CAPITAL ASSETS. *KARINA HAGELSIEB*

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *deny item number eleven (11)*.

Victor Perez arrived at 6:27 p.m.

Rene Rodriguez rescinded his motion

A motion was made by Victor Perez seconded by Rene Rodriguez to *approve item number eleven (11)*. Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez
Nays:
Abstain

HUMAN RESOURCES DEPARTMENT

12. DISCUSSION AND ACTION ON CHIEF OF POLICE OUTSTANDING BALANCE ON THE NECESSARY EXPENSES OF MOVING TO SOCORRO. *ADRIANA RODARTE*

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *approve item number twelve (12)*. Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Joseph E. Bowling, and Gloria M. Rodriguez
Nays:
Abstain: Sergio Cox

PARKS DEPARTMENT

13. DISCUSSION AND ACTION ON APPROVING THE USE OF LAS LUNAS PARK/POND FOR A WEDDING ON OCTOBER 25, 2014. THE MUNICIPAL PARKS ADVISORY BOARD RECOMMENDS APPROVAL WITH PROVISIONS. *JESSICA DIAZ*

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *approve item number thirteen (13)*. Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez
Nays:
Abstain

POLICE DEPARTMENT

14. DISCUSSION AND ACTION TO ALLOW THE SOCORRO POLICE DEPARTMENT TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH VARIOUS LAW ENFORCEMENT AGENCIES FOR THE PURPOSE OF A JOINT TASK FORCE AND TO HAVE THE CHIEF OF POLICE SIGN THE MEMORANDUM OF UNDERSTANDING AND ANY OTHER NECESSARY DOCUMENTS.

SAM LEONY

A motion was made by Victor Perez seconded by Rene Rodriguez to *approve item number fourteen (14)*. Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez
Nays:
Abstain

PLANNING AND ZONING DEPARTMENT

15. DISCUSSION AND ACTION TO REVOKE THE CERTIFICATE OF APPROPRIATENESS TO DEMOLISH THE ADOBE BUILDING LOCATED AT TRACT 2A, BLOCK 21, SOCORRO GRANT (10226 SOCORRO ROAD). THE HISTORICAL LANDMARK COMMISSION RECOMMENDS TO REVOKE.

SAM LEONY

A motion was made by Victor Perez seconded by Rene Rodriguez to *approve item number fifteen (15)*. Motion passed.

Rafael Padilla, from the Socorro Independent School District spoke on this item.

Ayes: Victor Perez, Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez
Nays:
Abstain

16. DISCUSSION AND ACTION ON APPROVAL OF CERTIFICATE OF APPROPRIATENESS FOR NEW BUSINESS RELATED TO STORAGE AND DISTRIBUTION OF VEHICLES ON TRACT 7-E AND 7-F, BLOCK 19, SOCORRO GRANT (10369 SOCORRO ROAD). HISTORICAL LANDMARK COMMISSION RECOMMENDS DENIAL. *SAM LEONY*

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *approve the recommendation made by the Historical Landmark Commission to deny the request of Certificate of Appropriateness.* Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez
Nays:
Abstain

17. DISCUSSION AND ACTION ON APPROVAL OF CERTIFICATE OF APPROPRIATENESS FOR A WALL SIGN FOR METRO PCS ON LOT 1, BLOCK 6, EL CAMPESTRE SUBDIVISION (11500 SOCORRO ROAD). HISTORICAL LANDMARK COMMISSION RECOMMENDS APPROVAL. *SAM LEONY*

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *approve item number seventeen (17).* Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez
Nays:
Abstain

CITY MANAGER

18. DISCUSSION AND ACTION REGARDING SOCORRO HEALTH REALTY, LLC. REQUEST FOR GRANT/ASSISTANCE OF \$50,000 FOR A “BRIDGE” OVER THE CANAL BETWEEN ALAMEDA AND CITY OF SOCORRO’S PROPERTY. *WILLIE NORFLEET, JR.*

A motion was made by Gloria M. Rodriguez seconded by Victor Perez to *move item number eighteen to Executive Session.* Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez
Nays:
Abstain

MAYOR AND COUNCIL

19. DISCUSSION AND ACTION APPROVING EVALUATION PROCEDURES FOR CITY MANAGER, WILLIE NORFLEET. MAYOR JESUS RUIZ

A motion was made by Gloria M. Rodriguez seconded by Sergio Cox to *postpone for the next Regular Council Meeting*. Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez

Nays:

Abstain

20. DISCUSSION AND ACTION TO DIRECT CITY MANAGER TO PRESENT TO CITY COUNCIL A LIST OF EVENTS COORDINATED BY PARKS AND RECREATION DEPARTMENTS FOR FY 2015. MAYOR JESUS RUIZ

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *postpone for the next Regular Council Meeting*. Motion passed.

Jessica Diaz spoke on this item, see Exhibit "B."

Ayes: Victor Perez, Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez

Nays:

Abstain

21. DISCUSSION AND ACTION APPROVING THE FUNDING FOR THE CHILI WAR FESTIVAL. MAYOR JESUS RUIZ

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *suspend the rule and allow speakers to speak on this item*. Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez

Nays:

Abstain

George Cordova and Cathe Apodaca spoke on this item.

A motion was made by Rene Rodriguez seconded by Victor Perez to *allocate \$20,000.00 for Chili War Festival*. Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez

Nays:

Abstain

25. DISCUSSION AND ACTION ON A PROPOSAL TO HAVE MR. WILLIE NORFLEET, CITY MANAGER, ENTER INTO NEGOTIATIONS WITH THE COUNTY OF EL PASO ON OBTAINING OWNERSHIP OF RANGE WAR STREET LOCATED IN DISTRICT 1. CURRENTLY TWO THIRDS OF THE STREET IS OWNED BY THE COUNTY AND ONE THIRD IS OWNED BY THE CITY. THIS STREET HAS NEVER BEEN PAVED AND IS IN NEED OF ATTENTION. **SERGIO COX**

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *direct the city manager to set up a meeting with the county and request that they deed the property to the City of Socorro.* Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez
Nays:
Abstain

26. DISCUSSION AND ACTION TO DIRECT STAFF TO PREPARE AN ORDINANCE TO PROHIBIT THE USE OF WIRELESS COMMUNICATION DEVICES WHILE OPERATING A MOTOR VEHICLE AND TO CREATE AN OFFENSE. **GLORIA M. RODRIGUEZ**

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *approve item number twenty-six (26).* Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez
Nays:
Abstain

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *move into Executive Session at this time.* Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez
Nays:
Abstain

THE CITY COUNCIL CONVENED INTO EXECUTIVE SESSION AT 8:50 P.M.

EXECUTIVE SESSION

THE CITY COUNCIL RECONVENED BACK IN OPEN SESSION AT 9:10 P.M.

18. DISCUSSION AND ACTION REGARDING SOCORRO HEALTH REALTY, LLC. REQUEST FOR GRANT/ASSISTANCE OF \$50,000 FOR A “BRIDGE” OVER THE CANAL BETWEEN ALAMEDA AND CITY OF SOCORRO’S PROPERTY.
WILLIE NORFLEET, JR.

A motion was Gloria M. Rodriguez seconded by Sergio Cox to *follow the city attorney’s recommendation and convey the proposal described by Mr. Cox.* Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez

Nays:

Abstain

27. DISCUSSION AND ACTION ON ADVICE RECEIVED FROM CITY ATTORNEY IN CLOSED SESSION, AND ACTION TO APPROVE REAL ESTATE TRANSACTION; AUTHORIZE FILING OR SETTLEMENT OF LEGAL ACTION; AUTHORIZE EMPLOYMENT OF EXPERT WITNESSES AND CONSULTANTS, AND EMPLOYMENT OF SPECIAL COUNSEL WITH RESPECT TO PENDING LEGAL MATTERS.

WILLIE NORFLEET, JR.

28. DISCUSSION AND ACTION ON QUALIFICATIONS OF INDIVIDUALS FOR EMPLOYMENT AND FOR APPOINTMENT TO BOARDS & COMMISSIONS, JOB PERFORMANCE OF EMPLOYEES, REAL ESTATE ACQUISITION AND RECEIVE LEGAL ADVICE FROM CITY ATTORNEY REGARDING LEGAL ISSUES AFFECTING THESE MATTERS.

WILLIE NORFLEET, JR.

29. DISCUSSION AND ACTION REGARDING PENDING LITIGATION AND RECEIVE STATUS REPORT REGARDING PENDING LITIGATION.

WILLIE NORFLEET, JR.

A motion was made by Victor Perez seconded by Rene Rodriguez to *delete items twenty-seven (27), twenty-eight (28), and twenty-nine (29).* Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Joseph E. Bowling, Sergio Cox, and Gloria M. Rodriguez

Nays:

Abstain

12. ADJOURN

A motion was made by Gloria M. Rodriguez seconded by Sergio Cox to *adjourn at 9:11 p.m.* Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Joseph B. Bowling, Sergio Cox, and Gloria M. Rodriguez

Nays

Abstain:

Jesus Ruiz, Mayor

Olivia Navarro
Assistant City Clerk

Date minutes approved

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodriguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: AUGUST 7, 2014

TO: MAYOR AND CITY COUNCIL

FROM: CHIEF CARLOS MALDONADO

SUBJECT: DISCUSSION AND ACTION TO ALLOW SERGEANT E. SMITH AND RECORDS CLERK, ANNA ROBLES, TO TRAVEL TO SAN MARCOS, TX FROM OCTOBER 21-23, 2014 FOR PUBLIC INFORMATION ACT AND RECORDS TRAINING.

SUMMARY

The records department of the police department is currently operated by one clerk who has many duties and has limited training in her area. This training will teach the records clerk and her supervisor on proper records management, retention and public information laws.

BACKGROUND

The police department has identified the need for training in this area in order to be compliant with state and federal laws. No training has been available in the immediate area for the same type of training.

STATEMENT OF THE ISSUE

This training will benefit the police department and the City of Socorro. The proper training for the department's records clerk is crucial in the proper, legal methods in the handling of records management.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 001/01215/0005

Funding Source:

Amount: \$2218.00 (See attached "Recap of seminars/workshops" sheet)

Quotes (Name/Commodity/Price)

Co-op Agreement (Name/Contract#)

ALTERNATIVE

No participation.

STAFF RECOMMENDATION

Police Chief recommends approval of this travel.

REQUIRED AUTHORIZATION

1. City Manager _____ Date _____
2. CFO _____ Date _____
3. Attorney _____ Date _____

CITY OF SOCORRO
RECAP OF SEMINARS/WORKSHOPS

NAME OF PERSON ATTENDING:

Sgt Eddie Smith + Anna Rebles

DATE OF SEMINAR/WORKSHOP:

October 21-23

LOCATION:

San Marcos Texas

ORGANIZATION SPONSORING THE SEMINAR/WORKSHOP:

Attorney General of Texas.

NAME OF WORKSHOP:

Public Information Act (Records)

DATE OF COUNCIL'S APPROVAL: _____

WORKSHOP FEES:

215 x 2 = 430

FLIGHT COSTS:

400.00

CAR RENTAL:

250.00

HOTEL RESERVATION:

85 x 3 = 255 x ^{Rooms} 2 = 510.00

PARKING/FUEL:

100.00

PER DIEM:

66 x 4 = 264 x 2 = 528.00

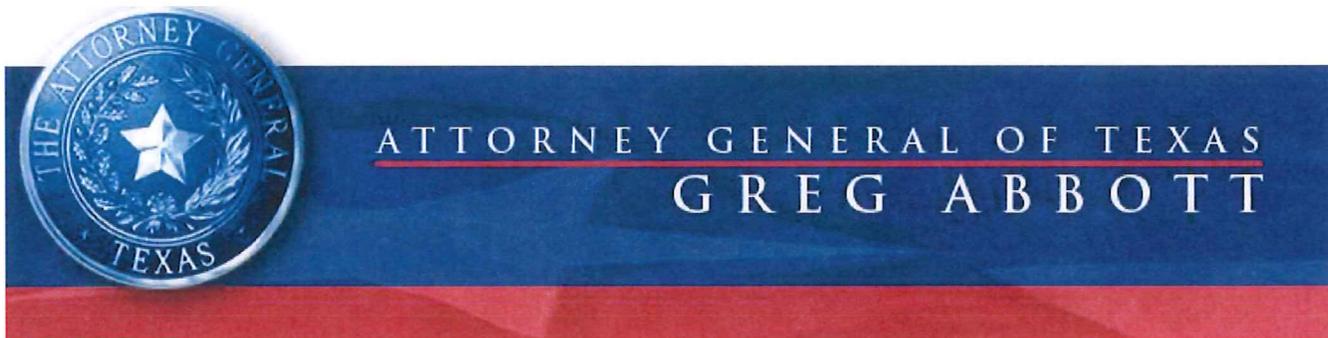
OTHER COSTS:

0

TOTAL:

\$ 2218.00

COMMENTS:



Open Government Conferences

The Public Information & Assistance Division coordinates agency conferences. If you have any questions about the conferences listed below, please contact the conference coordinator, Stacy Janecka by phone at 512/475-4600 or via email: stacy.janecka@texasattorneygeneral.gov.

NEW DATES: October 21-23, 2014 Open Government Conference

The Office of the Attorney General invites you to the 2014 Open Government Conference. This conference is designed for the general public, government employees and public officials, representatives of the media and companies doing business with Texas government.

Please note Sections 551.005 and 552.012 of the Texas Government Code require public officials to complete specific training on the Open Meetings and Public Information Acts. These trainings must be approved by the Office of the Attorney General. Sessions will be offered at the 2014 Open Government Conference to provide public officials with the opportunity to fulfill this mandatory training requirement. Online training is also available at:

https://www.texasattorneygeneral.gov/open/og_training.shtml

Location: San Marcos, Texas

Site: Embassy Suites

1001 E. McCarty Lane, San Marcos, Texas, 78666
512) 392-6450

You may make your hotel reservations now using the code "OAG" to get the discounted room rates. Every room is a two-room suite perfect to share with a private bedroom and separate living area with a sofa bed. Rooms are limited so we encourage you to share rooms whenever possible to lower your costs.

Online Registration: <https://www.texasattorneygeneral.gov/conferences/OpGov2014/registration/>

(Note: You are entitled to review, and if necessary correct, any information this agency has on file about you.)

Revised: June 02 2014

21, 22 & 23

Conference Venue

This conference is being held at:

Embassy	Suites	San	Marcos
1001	E.	McCarty	Lane
San	Marcos,	Texas	78666
(512) 392-6450			

Overnight Accommodations

For your convenience, we have made arrangements for rooms at the following hotel:

Embassy	Suites	San	Marcos
1001	E.	McCarty	Lane
San	Marcos,	Texas	78666
(800)			445-8667

A special rate of \$85.00 single/\$149.00 double per night is being offered. **Reservations must be made by Friday, September 26, 2014, to obtain these rates or until the room block is full, whichever occurs first.** When making your reservation, you should indicate you are requesting the "OAG" room block.

For more information on this hotel property, please visit <http://embassysuites3.hilton.com/en/hotels/texas/embassy-suites-san-marcos-hotel-spa-and-conference-center-SNMESES/index.html>.

Reservations can also be made online at: http://embassysuites.hilton.com/en/es/groups/personalized/S/SNMESES-OAG-20141020/index.jhtml?WT.mc_id=POG

Start Time	Description
	<p>overview of the Public Information Act (PIA) and its exceptions. This is a BASIC course. Attending this session will fulfill the requirement for public officials or their designees to complete training on the Public Information Act under section 552.012 of the Government Code. Please see the Continuing Education Units section of your folder for further information.</p>
	<p>Setting Up a System to Respond to Public Information Requests</p> <p>This session will provide governmental bodies with tips on how to set up an effective system for responding to public information requests.</p>
	<p>Public Information Act for Beginners: <i>Responding to a Request from Receipt through the AG Ruling Process</i></p> <p>Through the use of hypotheticals and sample documents, this session will teach attendees how to handle a public information request through every step of the process. Topics covered will include: practical tips, how to redact, deadlines and making arguments to the Attorney General's Office. This is a BASIC course designed for those who are new to this process.</p>
	<p>Do-It-Yourself: When Can You Redact Information Without Requesting an Attorney General Decision?</p> <p>Certain open records decisions and provisions of the Public Information Act authorize governmental bodies to withhold information without the necessity of requesting an attorney general decision. Through the use of sample documents, the presenter will instruct governmental bodies on redacting information as allowed by law.</p>
	<p>Records Retention Basics</p> <p>The presenter will provide an overview of the guidelines regarding records retention.</p>
	<p>Practical Tips for Beginners</p> <p>The presenters will recap the day's presentations and answer general questions about the open records letter ruling process.</p>
	<p>I Will Not Be Attending the Open Records Boot Camp</p>
12:00 pm	Lunch on Your Own
04:15 pm	Adjourn Day One
04:30 pm	<p>Conference Networking Reception I Will Be Attending the Networking Reception: Attendance at the networking reception is included in your \$150 conference registration fee. Boot Camp attendees are also invited to attend. I Will Not Be Attending the Networking Reception</p>

Open Records Boot Camp for Beginners

The Open Records Boot Camp will be offered on Tuesday, October 21, 2014, from 9:00 a.m.- 4:15 p.m. for an additional \$65. Boot Camp attendees will be invoiced separately for this special workshop.

Boot Camp Agenda:

Tuesday, October 21, 2014

9:00-10:00 a.m.

Public Information Act 101

Through the use of hypothetical scenarios, the presenter will provide an overview of the Public Information Act (PIA) and its exceptions. This is a **BASIC** course. Attending this session will fulfill the requirement for public officials or their designees to complete training on the Public Information Act under section 552.012 of the Government Code. Please see the Continuing Education Units section of your folder for further information.

10:00-10:40 a.m.

Setting up a System for Responding to Public Information Requests

This session will provide governmental bodies with tips on how to set up an effective system for responding to public information requests.

10:40-10:50 a.m.

Break

10:50 a.m.-12:00 p.m.

Public Information Act for Beginners: *Responding to a Request from Receipt through the AG Ruling Process*

Through the use of hypotheticals and sample documents, this session will teach attendees how to handle a public information request through every step of the process. Topics covered will include: practical tips, how to redact, deadlines, and making arguments to the Attorney General's Office. This is a **BASIC** course designed for those who are new to this process.

12:00 p.m.-1:30 p.m.

Lunch on Your Own

1:30-1:45 p.m.

Welcome and Introductions

1:45-2:30 p.m.

Do-It-Yourself: When Can You Redact Information Without Requesting an Attorney General Decision?

Certain open records decisions and provisions of the Public Information Act authorize governmental bodies to withhold information without the necessity of requesting an attorney general decision. Through the use of sample documents, the presenter will instruct governmental bodies on redacting information as allowed by law.

2:30-3:00 p.m.

Records Retention Basics

The presenter will provide an overview of the guidelines regarding records retention.

3:00-3:15 p.m.

Break

3:15-4:15 p.m.

Practical Tips for Beginners

The presenters will recap the day's presentations and answer general questions about the open records letter ruling process.

4:15 p.m.

Boot Camp Adjourns

SESSION SELECTION

Monday, October 20, 2014

Start Time	Description
07:00 am	2014 Editions of Materials: Please check if you would like a copy of either below <input type="checkbox"/> 2014 Public Information Handbook (Hard Copy): Would you like a complimentary copy of the 2014 Public Information Handbook? <input type="checkbox"/> DVD Containing 2014 Public Information Handbook and Open Meetings Handbook: Would you like a complimentary copy of the DVD containing the 2014 Public Information Handbook and Open Meetings Handbook? <input type="checkbox"/> No Materials Requested
03:00 pm	Registration for Early Arrivals

Tuesday, October 21, 2014

Start Time	Description
08:00 am	Continental Breakfast Registration
09:00 am	Check to Indicate Whether You Will Attend the Boot Camp: <input checked="" type="checkbox"/> I Will Be Attending the Open Records Boot Camp for an additional \$65: This program is designed for beginners only. It will cover the following topics: Public Information Act 101 Through the use of hypothetical scenarios, the presenter will provide an

Wednesday, October 22, 2014

Start Time	Description
08:00 am	Continental Breakfast Registration
09:00 am	 Cost Rules: This session will focus on the cost rules of the Public Information Act.
10:00 am	 Litigation under the Public Information Act: How does litigation under the Public Information Act really work? This session will feature a roundtable discussion of the practical application of the Public Information Act's litigation provisions.
10:30 am	Break
10:45 am	Concurrent Tracks (Part 1 of 2): You may attend any session from the two concurrent tracks. Please choose the track that you are most interested in attending. See the individual session links for more specific information on each track's sessions.  General Track: Note: There will be two breakout sessions under the General Track specifically for school district employees – See General Track link for additional information.  Law Enforcement Track
12:00 pm	Keynote Luncheon
01:15 pm	Concurrent Tracks (Part 2 of 2)
03:00 pm	Break
03:30 pm	 Closing General Session-Avoiding PIA Pitfalls: Practical Tips: This session will provide a roundtable discussion of some of the common mistakes made by governmental bodies when responding to Public Information Act requests. The panel will offer practical tips and best practices for addressing real-world situations and ethical dilemmas.
04:00 pm	Adjourn Day Two

Thursday, October 23, 2014

Start Time	Description
07:45 am	Registration and Continental Breakfast
08:20 am	Welcome & Opening Remarks
08:30 am	 Open Meetings Act 101: This session provides an introductory course examining the Open Meetings

Start Time	Description
	<p>Act. It will cover a variety of topics including: applicability of the Act; basic notice requirements; open and closed sessions; record keeping; and penalties and consequences for failure to comply with the Act. Attending this session will fulfill the requirement for public officials to complete training on the Open Meetings Act under section 551.005 of the Government Code.</p>
<p>09:30 am</p>	<p> Providing Notice in Compliance with the Open Meetings Act:</p> <p>The Act requires that a governmental body provide notice of the date, hour, place and subject matter to be discussed at each meeting held by a governmental body. Using hypothetical notices as examples, this session will discuss notice, including the level of detail required in describing the subject matter.</p>
<p>10:00 am</p>	<p>Break</p>
<p>10:15 am</p>	<p> Conducting Closed Meetings under the Open Meetings Act: The Open Meetings Act contains a number of exceptions to the general rule that governmental bodies must conduct their meetings in the open. This session will take an in-depth look at when governmental bodies are authorized to meet in closed session and the procedures required for doing so.</p>
<p>10:45 am</p>	<p> Technology and the Open Meetings Act:</p> <p>Recent amendments to the Open Meetings Act authorize governmental bodies to more efficiently conduct business through the use of modern technology, including videoconferencing and public message boards. This session will look at the specific requirements the Act imposes if a governmental body decides to use this technology, and it will also address some of the more general concerns about individual members' use of technology to communicate with each other and with the public.</p>
<p>11:15 am</p>	<p> Making Sure Your Meetings Don't Make Headlines: This session will review recent scenarios where members of governmental bodies have been sued or publicly accused of violating the Open Meetings Act, and it will offer best practices to use in an effort to avoid these situations.</p>
<p>11:45 am</p>	<p> Q&A Table:</p> <p>Attorneys from the Opinion Committee will be available to answer individual questions about the Open Meetings Act by the registration desk.</p>
<p>12:15 pm</p>	<p>Conference Adjourns</p>

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El Paso, TX to San Antonio, TX

Air

Total Price: **\$396.00**

ITINERARY

DEPART OCT 20 MON	12:00 PM Depart El Paso, TX (ELP) on Southwest Airlines	Flight #2773	Monday, October 20, 2014 Travel Time 1 h 25 m (Nonstop) Wanna Get Away
	02:25 PM Arrive in San Antonio, TX (SAT)		
RETURN OCT 23 THU	05:45 PM Depart San Antonio, TX (SAT) on Southwest Airlines	Flight #34	Thursday, October 23, 2014 Travel Time 1 h 35 m (Nonstop) Wanna Get Away
	06:20 PM Arrive in El Paso, TX (ELP)		

What you need to know to travel:

Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device. Southwest Airlines does not have assigned seats, so you can choose your seat when you board the plane. You will be assigned a boarding position based on your checkin time. The earlier you check in, within 24 hours of your flight, the earlier you get to board.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity	Total
Depart	ELP-SAT	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable unless purchased with Points 	2	\$198.00
Return	SAT-ELP	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable unless purchased with Points 	2	\$198.00
Enroll in Rapid Rewards and earn at least 982 Points per person for this trip. Already a Member? Log in to ensure you are getting the points you deserve.				Subtotal	\$396.00 <i>Fare Breakdown</i>
You can't find this great fare on any other website. Southwest fares are only on Southwest.com.				1st and 2nd Checked Bags Fly Free. Weight and size limits apply.	Bag Charge \$0.00
					Air Total: \$396.00

Quick Air Links

- [Check In](#)
- [Change Flight](#)
- [Check Flight Status](#)

Account Login

[Enroll Now!](#)

Account Number or Username
 Password (Case Sensitive)

Remember Me
[Need help logging in?](#)

[Manage Travel](#)

[Shopping Cart](#)

Air

[Modify](#) | [Remove](#)

OCT 20	Depart Fit 2773
MON	ELP SAT 12:00 PM 2:25 PM
Adult Air fare per person Wanna Get Away fare \$99.00	
OCT 23	Return Fit 34
THU	SAT ELP 5:45 PM 6:20 PM
Adult Air fare per person Wanna Get Away fare \$99.00	
Cost Breakdown	
Adult \$198.00 x 2 \$396.00	
Govt. Taxes & Fees We'll reserve the flight upon purchase completion.	
Trip Total	\$396.00
Not ready to book yet? Save this trip and book later.	
Save Flight	Checkout

[Rapid Rewards](#)

[Modify Trip](#)

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By clicking 'Continue', you agree to accept the fare rules and want to continue with this purchase

[Continue](#)

Get \$100 Statement Credit* after first purchase & Earn 10,000 Bonus Points

[Apply Now](#)

*Ticket price and statement credit may post on separate statements.

Ticket Price: \$396.00
 Credit Card Statement: -\$100.00

Total After Statement Credit: \$296.00

Add a Hotel

We'll keep an eye on your cart for you while you shop. Products not confirmed until purchase.



Riverwalk Plaza Hotel
\$112/night

3 Star Rating

[View Details](#)

Search for hotels in San Antonio (10/20/2014 - 10/23/2014)

Close To (optional)
 Center of destination within

Show Only (optional)
 Hotel Chains

[Find Hotels](#)



Member#: Password:
 [Forgot?](#)

Reservation Summary

40% Complete

Location Details [change](#)

Pick Up Location

SAN ANTONIO INTL ARPT
 SAN ANTONIO, TX 78216-6002
 Tel.: (210) 348-6806

Dates & Times [change](#)

Pick Up

Oct 20, 2014 @ Noon

Return

Oct 23, 2014 @ Noon

Vehicle Class
 (not yet chosen)

Renter's Age [change](#)

25 and Up

Renter's Information

(not yet entered)

Method of Payment

Pay Later

[Start over](#)

Select your Vehicle

Are you flying general aviation and need FBO service? Go To enterprise.com/GA

Additional surcharges, local taxes, etc. may apply.

One location was found for SAT.

SAN ANTONIO INTL ARPT
 8530 EASTERN ST
 SAN ANTONIO, TX 78216-6002

Tel.: (210) 348-6806

Business Hours

(for the week of Oct 20, 2014)

	Open	Close
Monday	5:30 am	10:30 pm
Tuesday	5:30 am	10:30 pm
Wednesday	5:30 am	10:30 pm
Thursday	5:30 am	10:30 pm
Friday	5:30 am	10:30 pm
Saturday	6:00 am	10:30 pm
Sunday	6:00 am	10:30 pm

Shuttle Information

I FROM THE BAGGAGE CLAIM AREA OF EACH TERMINAL PROCEED OUTSIDE AND WAIT AT THE CURB SIDE FOR THE SHUTTLE BUS. THE ENTERPRISE SHUTTLE WILL MEET YOU THERE AND RUNS EVERY 5 MINUTES. SELF-SERVICE KIOSKS AT THIS LOCATION CAN MAKE YOUR RENTAL TRANSACTION QUICK AND EASY.

14 of 21 vehicle classes to choose from

Best Price
\$ 52.98 USD / day
 \$ 225.24 USD Total
[see details](#)

Best Price
\$ 56.34 USD / day
 \$ 238.12 USD Total
[see details](#)

Best Price
\$ 58.58 USD / day
 \$ 246.71 USD Total
[see details](#)

Best Price
\$ 61.94 USD / day
 \$ 259.59 USD Total
[see details](#)

Best Price
\$ 63.28 USD / day
 \$ 264.73 USD Total
[see details](#)

Best Price
\$ 82.83 USD / day
 \$ 339.67 USD Total
[see details](#)

Sold Out

Best Price
\$ 98.98 USD / day
 \$ 401.58 USD Total
[see details](#)

Best Price
\$ 80.28 USD / day
 \$ 329.89 USD Total
[see details](#)

Best Price
\$ 88.78 USD / day
 \$ 362.48 USD Total
[see details](#)

Not Available

Embassy Suites San Marcos - Hotel, Spa & Conference Center

1001 E. McCarty Lane, San Marcos, Texas, 78666, USA
1-512-392-6450



Dates	Price Per Night (USD)
<input type="radio"/> Oct 12 Sun — Oct 17 Fri	From \$152 * per room
<input type="radio"/> Oct 13 Mon — Oct 18 Sat	From \$165 * per room
<input type="radio"/> Oct 14 Tue — Oct 19 Sun	✕
<input type="radio"/> Oct 15 Wed — Oct 20 Mon	✕
<input type="radio"/> Oct 16 Thu — Oct 21 Tue	✕
<input type="radio"/> Oct 17 Fri — Oct 22 Wed	✕
<input type="radio"/> Oct 18 Sat — Oct 23 Thu	✕
<input checked="" type="radio"/> Oct 19 Sun — Oct 24 Fri	✕
<input type="radio"/> Oct 20 Mon — Oct 25 Sat	✕
<input type="radio"/> Oct 21 Tue — Oct 26 Sun	From \$179 * per room
<input type="radio"/> Oct 22 Wed — Oct 27 Mon	From \$179 * per room
<input type="radio"/> Oct 23 Thu — Oct 28 Tue	From \$179 * per room
<input type="radio"/> Oct 24 Fri — Oct 29 Wed	From \$165 * per room
<input type="radio"/> Oct 25 Sat — Oct 30 Thu	From \$165 * per room
<input type="radio"/> Oct 26 Sun — Oct 31 Fri	From \$249 per room

[Forward a week](#)

Duration: 5 night stay [Change](#)

Arrival Sunday

Departure Friday

5 Night Stay

or [Cancel](#)

Rate type: Unavailable for arrival

Prices shown are per room per night and are based on number of guests in room, not including taxes and fees.

✕ = Guests cannot arrive on this date.
* = Pay in advance. Non-refundable rate.

*Eddie Smith
rhernandez@ci.socorro.tx.us*

*Cancellation
\$24 Arrival Date*

*Confirmation
#86859492
2 Rooms*

Hold

*Arriving
20 afternoon
checking out
23rd.*

*Ama
#85551524
\$85.00*

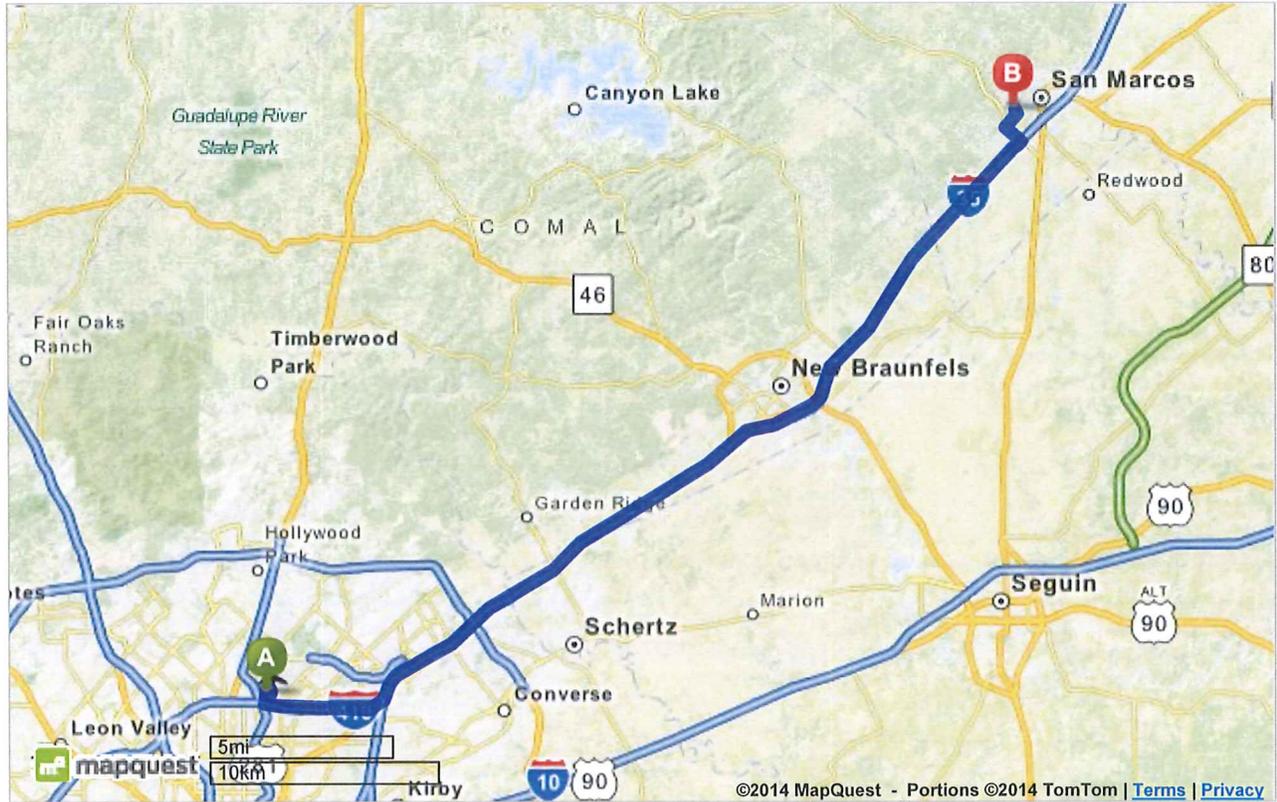


Trip to:
San Marcos, TX 78666
 44.25 miles / 45 minutes

Notes

	San Antonio International Airport (SAT) 9800 Airport Blvd, San Antonio, TX 78216 (210) 207-3411	Download Free App
	1. Start out going east on Airport Blvd. Map	0.04 Mi 0.04 Mi Total
	2. Take Airport Blvd toward Terminals A & B. Map	0.06 Mi 0.1 Mi Total
	3. Keep right at the fork to continue on Airport Blvd. Map	1.0 Mi 1.1 Mi Total
	4. Turn left onto NE Loop 410. Map	0.5 Mi 1.6 Mi Total
	5. Merge onto I-410 E via the ramp on the left. Map	4.3 Mi 5.9 Mi Total
	6. Take the exit on the left toward Randolph Blvd / Windcrest / I-35 N / Austin. Map	0.3 Mi 6.2 Mi Total
	7. Merge onto I-35 N via the exit on the left toward Austin. Map	35.8 Mi 42.0 Mi Total
	8. Take EXIT 202 toward FM-3407 / Wonder World Dr. Map	0.1 Mi 42.2 Mi Total
	9. Merge onto S I-35. Map	0.3 Mi 42.4 Mi Total
	10. Turn left onto RM-12 / Wonder World Dr. Map	0.9 Mi 43.3 Mi Total
	11. Turn right onto Hunter Rd / TX-80 / FM-2439. Continue to follow TX-80 / FM-2439. Map	0.8 Mi 44.1 Mi Total
	12. Turn left onto N Bishop St. Map	0.2 Mi 44.3 Mi Total
	13. Welcome to SAN MARCOS, TX 78666. Map	
	San Marcos, TX 78666	

Total Travel Estimate: **44.25 miles - about 45 minutes**



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Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodriguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: AUGUST 7, 2014

TO: MAYOR AND CITY COUNCIL

FROM: CHIEF CARLOS MALDONADO

SUBJECT: DISCUSSION AND ACTION TO ALLOW CHIEF MALDONADO AND LT. MONTOYA TO TRAVEL TO ORLANDO, FLORIDA FROM OCTOBER 25-28, 2014 TO ATTEND THE INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE.

SUMMARY

The above training as an opportunity to obtain education in career-building knowledge as well as better leadership skills for command staff of the police department. This seminar will also allow the participants, if approved, the networking sources which could bring more funding and/or more training to our City.

BACKGROUND

The police department has identified the need for more training in this area and this is an annual seminar. No training is available in the immediate area for the same type of training.

STATEMENT OF THE ISSUE

This training will benefit the police department and the City of Socorro which will enhance the leadership skills and career building skills for the participants.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 001 / 01215 / 0005

Funding Source:

Amount: \$4142.00 (See attached "Recap of seminars/workshops" sheet)

Quotes (Name/Commodity/Price)

Co-op Agreement (Name/Contract#)

ALTERNATIVE

No participation.

STAFF RECOMMENDATION

Police Chief recommends approval of this travel.

REQUIRED AUTHORIZATION

1. City Manager _____ Date _____
2. CFO *Karen Hedges* _____ Date *7-20-14* _____
3. Attorney _____ Date _____

CITY OF SOCORRO
RECAP OF SEMINARS/WORKSHOPS

NAME OF PERSON ATTENDING:

Chief Maldonado & Lt Edmundo Montoya

DATE OF SEMINAR/WORKSHOP:

October 25-28

LOCATION: Orange County, Orlando Florida

ORGANIZATION SPONSORING THE SEMINAR/WORKSHOP:

IACP ²⁰¹⁴ International Association of Chiefs of Police

NAME OF WORKSHOP:

DATE OF COUNCIL'S APPROVAL: _____

WORKSHOP FEES:

350 x 2 = 700

FLIGHT COSTS:

\$ 920.00

CAR RENTAL:

\$ 270.00

HOTEL RESERVATION:

796.00 x 2 = 1,592.00

PARKING/FUEL:

100.00

PER DIEM:

56 x 5 = 280 x 2 = 560 ^{people}

OTHER COSTS:

Ø

TOTAL:

\$ 4,142.00

COMMENTS:



**OCTOBER 25-28
ORLANDO, FL**

ORANGE COUNTY CONVENTION CENTER



- EXHIBIT
- REGISTER
- SPONSOR
- BOOK HOTEL



Take four days to better yourself and your team with career-building knowledge, information and connections that will pay off well into the future.

Show Countdown

101 12 16

Days Hours Mins

IACP 2014 Registration Categories & Fees

Registration Now Open

IACP 2014 is a professional law enforcement event, open to IACP members, their registered guests and Expo exhibitors. **Mark your calendar and sign up early to save over 21%.**

Use Equitable Sharing Funds to Register

Did you know? It is permissible to use Department of Justice Equitable Sharing Funds for a Chief of Police or other law enforcement personnel to attend the IACP Annual Conference, provided the cost is ordinary, necessary, reasonable and consistent with the applicable per diem rules for his/her agency. For more details contact the U.S. Department of Justice, Asset Forfeiture and Money Laundering Section at AFMLS.aca@usdoj.gov.

Category	Advance Registration Rate (on or before September 10)	Registration Rate (on and after September 11, Online & On-site Registrations)
IACP Member*	\$350	\$425
First Time IACP Member [#]	\$295	\$370
Nonmember*	\$525	\$650
Family Member ⁺⁺	\$125	\$125
Children Under 18*	FREE	FREE

ADVANCE REGISTRATION FORM

October 25 -28 | Orange County Convention Center – West Building



Register online at www.theIACPconference.org

Use this form to save on registration fees until September 10, 2014.

Beginning September 11, 2014 only online registrations will be accepted.

Discounted Advance Registration Deadline: Must be Postmarked by September 10, 2014.

Check One:

I am an IACP Member; Membership Number _____ I am a Non-Member

I am applying now for Membership (Use Box "B" below to Join & Register)

I am the spouse or family member of _____ Their Member# _____

Full Name _____

First Name for Badge _____

Title _____

Agency/Organization _____

Agency Address _____

City _____ State _____

Zip/Postal Code _____ Country _____

Phone # _____ Fax # _____

Email Address _____

FAMILY — complete a duplicate registration form if using different payment method. †

Name _____

Children (Under 18) Name(s) _____

YES! I would like to receive e-mails from IACP exhibitors regarding their conference activities and products.

YES! Go Paperless! I do not need a printed program; I will use the IACP 2014 Mobile App.

A. CHECK APPROPRIATE REGISTRATION TYPE:

IACP Member*: \$350

Family Member*+: \$125

First Timer Member* (IACP Members ONLY): \$295

Children Under 18*: FREE

Non-member*: \$525

Expo Pass for Public Safety Personnel : FREE

Day pass & 2-day pass registration will open online September 11th.

B. JOIN THE IACP:

YES! I would like to Join the IACP and take advantage of the First Timer Member Registration Rate

Member Dues: **\$120**

First Timer Member Registration: **\$295**

Total: **\$415**

C. (OPTIONAL) BANQUET & FOUNDATION GALA TICKETS:

YES! I would like to Purchase Tickets for the 2014 IACP Foundation Gala to be held on Saturday, October 25, 2014.

YES! I would like to Purchase Tickets for the Annual Banquet to be held on Tuesday, October 28, 2014.

Tickets \$200 each # of tickets: _____

Tickets \$85 each # of tickets: _____

No refunds after October 1, 2014. Pre-Conference ticket sales end October 10, 2014.

No refunds after October 1, 2014. Pre-Conference ticket sales end October 10, 2014 and will continue on-site October 24, 2014

PAYMENT: (No Registrations will be processed unless accompanied by payment in full.)

TOTAL AMOUNT TO BE CHARGED (From boxes A, B, C above): \$ _____

Purchase Order # _____

Check. Make checks payable to IACP (U.S. dollars, drawn on U.S. banks only) and mail full payment (no cash) with completed form to: IACP Conference Registration, P.O. Box 62564, Baltimore, MD 21264-2564 USA

Please charge my credit card: Visa MasterCard American Express Discover

Acct. # _____ Exp. Date _____

Cardholder's Name _____ Billing Address _____

Signature _____

Please complete the following questions:

The information is being requested to enhance your experience at the show and will be used by the IACP and exhibitors to better understand your interests.

1. How many sworn officers in your agency?

- A. 1-5
- B. 6-15
- C. 16-25
- D. 26-49
- E. 50-99
- F. 100-249
- G. 250-499
- H. 500-999
- I. 1,000 & above
- J. N/A

2. What is the approximate population size of your city/jurisdiction?

- A. Under 2,500
- B. 2,500-9,999
- C. 10,000-49,999
- D. 50,000-99,999
- E. 100,000-249,999
- F. 250,000-499,999
- G. 500,000 & above
- H. N/A

3. What best describes your function/assignment?

- A. Administration
- B. Field Operations
- C. Information Technology
- D. Patrol/Investigations/Tactical
- E. Communications
- F. Training
- G. Fleet Management
- H. Purchasing
- I. Medical/Psychological
- J. Legal
- K. Retired
- L. Other (specify) _____
- M. N/A

4. What best describes your purchasing authority?

- A. Approve purchases
- B. Evaluate & recommend purchases
- C. Develop specifications for purchases
- D. Make suggestions to others
- E. End user only
- F. N/A

5. Which best describes your agency/organization?

- A. Local
- B. State
- C. County/Regional/Special District
- D. Tribal
- E. College/University
- F. Transportation
- G. Government Agency/Military
- H. Medical/Psychological
- I. Non-profit
- J. Consultant
- K. Security
- L. Legal
- M. Training
- N. Company
- O. Other
- P. N/A

6. In the next 12-24 months, which of these products or services does your organization plan to purchase/lease? (Check ALL that apply):

- A. Aircraft
- B. Armor/Protective Equipment
- C. Awards/Badges/Challenge Coins
- D. Communications Equipment
- E. Education/Training
- F. New Products
- G. Investigation/Surveillance/Detection
- H. Less-Lethal Weapons
- I. Lighting
- J. Mobile Technology
- K. Personal/Tactical Equipment
- L. Professional/Consulting Services
- M. Publication/Trade Journal
- N. Restraints
- O. Testing Equipment
- P. Uniforms
- Q. Unmanned Vehicles/Robotics
- R. Vehicle Accessories
- S. Vehicles/Motorcycle/ATV
- T. Weapons/Firearms
- U. N/A

7. How did you hear about IACP 2014?

- A. Have attended in the past
- B. Received brochure
- C. Received an email
- D. A colleague told me about the conference
- E. Other (specify) _____

* Full conference registration fee includes access to all general assemblies, workshops, receptions, Expo Hall and Host Chief's Night.

† Family refers to a spouse or family member, not a business associate or fellow law enforcement colleague. ONLY the family member's name, city, and state will appear on their badge. Family members do not receive certificates for workshops.

Fax completed form with credit card information to 703-836-4543. Do NOT mail and fax form—charges may be duplicated. Mail purchase order along with form to: **IACP Conference Registration, 44 Canal Center Plaza, Suite 200, Alexandria, VA 22314 USA**

Source Code: WEB

Search Southwest

[southwestgiftcard@](#) | [Sign Up 'n Save](#) | [Help](#) | [Español](#)

[Search Flights](#) [Select Flights](#) [Price](#) [Purchase](#) [Confirmed](#)

EI Paso, TX to Orlando, FL

Air

Total Price: **\$919.00**

ITINERARY

DEPART OCT 24 FRI	03:40 PM Depart EI Paso, TX (ELP) on Southwest Airlines	Flight #52	Friday, October 24, 2014 Travel Time 4 h 55 m (1 stop, includes 1 plane change) Wanna Get Away	
	06:30 PM Arrive in Houston (Hobby), TX (HOU)	Flight #4118 WiFi available		
	07:30 PM Change to Southwest Airlines in Houston (Hobby), TX (HOU)			
10:35 PM Arrive in Orlando, FL (MCO)				
RETURN OCT 28 TUE	06:45 PM Depart Orlando, FL (MCO) on Southwest Airlines Stops: <i>Houston, TX</i>	Flight #512 WiFi available	Tuesday, October 28, 2014 Travel Time 5 h 00 m (1 stop, no plane change) Wanna Get Away	
	09:45 PM Arrive in EI Paso, TX (ELP)			

What you need to know to travel:

Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device. Southwest Airlines does not have assigned seats, so you can choose your seat when you board the plane. You will be assigned a boarding position based on your checkin time. The earlier you check in, within 24 hours of your flight, the earlier you get to board.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity	Total
Depart	ELP-HOU-MCO	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable unless purchased with Points 	2	\$571.00
Return	MCO-ELP	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable unless purchased with Points 	2	\$348.00

Enroll in Rapid Rewards and earn at least **2366 Points** per person for this trip. Already a Member? Log in to ensure you are getting the points you deserve.

You can't find this great fare on any other website. Southwest fares are only on Southwest.com.

1st and 2nd Checked Bags Fly Free.
Weight and size limits apply.

Subtotal **\$919.00**
[Fare Breakdown](#)

Bag Charge **\$0.00**

Air Total:
\$919.00

Quick Air Links

[Check In](#)
[Change Flight](#)
[Check Flight Status](#)

Account Login [Enroll Now!](#)

Account Number or Username
Password (Case Sensitive)

Remember Me
[Need help logging in?](#)

[Manage Travel](#)

[Shopping Cart](#)

Air [Modify](#) | [Remove](#)

OCT 24 **Depart Flt 52/4118**
FRI **ELP** **MCO**
3:40 PM 10:35 PM

Adult Air fare per person
Wanna Get Away fare **\$285.50**

OCT 28 **Return Flt 512**
TUE **MCO** **ELP**
6:45 PM 9:45 PM

Adult Air fare per person
Wanna Get Away fare **\$174.00**

Cost Breakdown
Adult \$459.50 x 2 **\$919.00**

Govt. Taxes & Fees
We'll reserve the flight upon purchase completion.

Trip Total **\$919.00**

Not ready to book yet? Save this trip and book later.

[Save Flight](#) [Checkout](#)

[Modify Trip](#)

Purchase your shopping cart.

By clicking 'Continue', you agree to accept the fare rules and want to continue with this purchase

[Continue](#)

Get \$100 Statement Credit* after first purchase & Earn 10,000 Bonus Points
[Apply Now](#)

*Ticket price and statement credit may post on separate statements.

Ticket Price: \$919.00
Credit Card Statement: -\$100.00
Total After Statement Credit: \$819.00

Add a Hotel

We'll keep an eye on your cart for you while you shop. Products not confirmed until purchase.

Search for hotels in Orlando (10/24/2014 - 10/28/2014)

Close To (optional)

Center of destination within 30 miles

Show Only (optional)



Member#: Password:

[Forgot?](#)



Reservation Summary

 40% Complete

Location Details [change](#)

Pick Up Location
 ORLANDO INTL ARPT
 ORLANDO, FL 32827
 Tel.: (407) 281-3555

Dates & Times [change](#)

Pick Up
 Oct 24, 2014 @ Noon
Return
 Oct 28, 2014 @ Noon

Vehicle Class
 (not yet chosen)

Renter's Age [change](#)

25 and Up

Renter's Information

(not yet entered)

Method of Payment

Pay Later

[Start over](#)

Select your Vehicle

Additional surcharges, local taxes, etc. may apply.

One location was found for MCO.

ORLANDO INTL ARPT
1 JEFF FUQUA BOULEVARD
ORLANDO, FL 32827

Tel.: (407) 281-3555

Business Hours
 (for the week of Oct 20, 2014)

	Open	Close
Monday	6:00 am	Midnight
Tuesday	6:00 am	Midnight
Wednesday	6:00 am	Midnight
Thursday	6:00 am	Midnight
Friday	6:00 am	Midnight
Saturday	6:00 am	Midnight
Sunday	6:00 am	Midnight

Shuttle Information

i THE ENTERPRISE COUNTER IS LOCATED INSIDE THE AIRPORT TERMINAL AT LEVEL 1 GROUND FLOOR TRANSPORTATION. SELF SERVICE KIOSKS AT THIS LOCATION CAN MAKE YOUR RENTAL TRANSACTION QUICK AND EASY. VEHICLES ARE LOCATED IN THE PARKING GARAGE NEXT TO THE MAIN TERMINAL AND ARE WITHIN WALKING DISTANCE.

Are you flying general aviation and need FBO service? Go To enterprise.com/GA

20 of 28 vehicle classes to choose from

- 

Best Price
\$ 50.79 USD / day
 \$ 260.91 USD Total
[see details](#)
- 

Best Price
\$ 48.28 USD / day
 \$ 249.15 USD Total
[see details](#)
- 

Best Price
\$ 50.01 USD / day
 \$ 257.26 USD Total
[see details](#)
- 

Best Price
\$ 50.87 USD / day
 \$ 261.29 USD Total
[see details](#)
- 

Best Price
\$ 68.00 USD / day
 \$ 341.56 USD Total
[see details](#)
- 

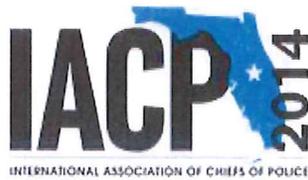
Best Price
\$ 68.26 USD / day
 \$ 342.78 USD Total
[see details](#)
- 

Best Price
\$ 180.00 USD / day
 \$ 866.39 USD Total
[see details](#)
- 

Best Price
\$ 73.35 USD / day
 \$ 366.63 USD Total
[see details](#)
- 

Best Price
\$ 61.99 USD / day
 \$ 313.40 USD Total
[see details](#)
- 

Best Price
\$ 199.00 USD / day
 \$ 955.42 USD Total
[see details](#)



121st Annual International Association of Chiefs of Police Conference and Law Enforcement Education and Technology Exposition

October 25-28, 2014

Orange County Convention Center | Orlando, Florida

Click the **BOOK IT** button by your preferred hotel to proceed.



See all hotel availability at a glance.

You can also view our complete calendar that shows room types available for each day of your event at every program hotel.

Refine your search

If your preferred hotel isn't available, try changing any of your search parameters that may be flexible.

ICON KEY:

This hotel is not available on 1 or more nights. Click the question mark icon to see the availability calendar.

This hotel requires a deposit.

We automatically show you availability for single rooms (one person/one bed) on this page.

If you need a different room type, or more than one room type: Search for each room type you will need. Changing room type may change hotel availability.

When you are ready to proceed, click Book It.

You will be able to assign specific room type and dates to each guest before finalizing your reservations.

RoomType:

No. of Rooms:

Hotel:

Earliest arrival date:

Latest departure date:

Filter: all available

Sort: hotel name proximity



Renaissance Orlando at SeaWorld
2.0 Miles to Convention Center.



BOOK IT

1 King or 2 Queen Beds

Fri	Sat	Sun	Mon	Total	Taxes
\$199.00	\$199.00	\$199.00	\$199.00	\$796.00	

Please note room rates are not inclusive of tax.

Hotel rates are listed in U.S. Dollars (unless noted otherwise) and do not include taxes or any hotel fees.



Instant website translation--select your language here: English



121st Annual International Association of Chiefs of Police Conference and Law Enforcement Education and Technology Exposition
October 25-28, 2014
 Orange County Convention Center | Orlando, Florida

[Home](#) [Hotels](#) [Air/Car Info](#) [City Information](#) [Map](#) [Contact Us](#)

See nightly availability calendar for all hotels Sort: Distance Name Price
 \$ This hotel requires a deposit

Refine Search

Room Type:

Hotel:

Arrival:

Departure:

Filter Hotels

- All hotels
- Only available hotels

Hotel Name

Amenities

- ADA Accessible Rooms
- Complimentary Wifi in Public Areas
- Fee-Based WiFi in Public Areas
- Complimentary Breakfast
- Room Service - Limited Hours
- Room Service - 24 Hours
- 1 On-Site Restaurant
- More than 1 On-Site Restaurant
- Fitness Center
- Indoor Pool
- Outdoor Pool
- On-Site Self Parking
- On-Site Valet Parking

Renaissance Orlando at SeaWorld ★★★★☆

[Overview](#) [Description](#) [Amenities](#) [Photos](#) [Map](#) [Rooms & Rates](#)



2.0 Miles to Convention Center

\$199 Avg. lowest nightly rate

BONUS! Complimentary in-room internet access (\$1 activation fee), fitness center and 50% off self-parking

1 King or 2 Queen Beds

Fri	Sat	Sun	Mon	TOTAL:	Taxes?	<input type="button" value="Book Now"/>
\$199	\$199	\$199	\$199	\$796		

Hotel rates do not include taxes or fees (except where noted). [See more rates](#)



[Home](#) > [Policy & Regulations](#) > [Travel and Relocation Policy](#) > [Per Diem](#) > [Per Diem Rates](#) >

FY 2014 Per Diem Rates for Florida

(October 2013 - September 2014)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your city OR Enter your ZIP Code

[Per Diem Map >](#)

ADDITIONAL PER DIEM TOPICS

- [Meals & Incidental Expenses Breakdown \(M&IE\)](#)
- [FAQs](#)
- [State Tax Exemption Forms](#)
- [Factors Influencing Lodging Rates](#)
- [FY 2014 Per Diem Highlights](#)
- [Fire Safe Hotels](#)
- [Have a Per diem Question?](#)
- [Downloadable Per Diem Files](#)

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website \(a non-federal website\)](#).

You searched for: Florida

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**	
		2013			2014										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Standard Rate	Applies for all locations without specified rates	83	83	83	83	83	83	83	83	83	83	83	83	83	46
Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	93	93	93	142	142	142	142	93	93	93	93	93	93	71
Bradenton	Manatee	83	83	83	83	105	105	105	83	83	83	83	83	83	56
Cocoa Beach	Brevard	103	103	103	103	103	103	103	103	103	103	103	103	103	51
Daytona Beach	Volusia	83	83	83	83	97	97	97	97	97	97	83	83	51	
Fort Lauderdale	Broward	134	134	134	180	180	180	147	147	108	108	108	108	71	
Fort Myers	Lee	88	88	88	128	128	128	128	88	88	88	88	88	56	
Fort Walton Beach / De Funiak Springs	Okaloosa and Walton	126	83	83	83	83	142	142	142	188	188	126	126	51	
Gainesville	Alachua	91	91	91	91	91	91	91	91	91	91	91	91	51	
Gulf Breeze	Santa Rosa	87	87	87	87	87	87	87	87	87	87	87	87	51	
Key West	Monroe	167	167	210	210	246	246	246	167	167	167	167	167	71	
Miami	Miami-Dade	140	140	140	187	187	187	138	138	109	109	109	109	66	
Naples	Collier	121	121	121	186	186	186	186	105	105	105	105	105	61	
Orlando	Orange	101	101	101	123	123	123	123	101	101	101	101	101	56	
Panama City	Bay	83	83	83	83	83	113	113	113	113	113	83	83	51	
Pensacola	Escambia	102	102	102	102	102	102	102	102	102	102	102	102	46	
Punta Gorda	Charlotte	83	83	83	83	100	100	83	83	83	83	83	83	51	
Sarasota	Sarasota	94	94	94	94	128	128	128	94	94	94	94	94	56	
Sebring	Highlands	83	83	83	117	117	117	83	83	83	83	83	83	46	
St. Augustine	St. Johns	102	102	102	102	102	102	102	102	102	102	102	102	56	
Stuart	Martin	83	83	83	96	96	96	96	83	83	83	83	83	51	
Tallahassee	Leon	83	83	83	94	94	94	94	83	83	83	83	83	46	
Tampa / St. Petersburg	Pinellas and Hillsborough	99	99	99	116	116	116	116	99	99	99	99	99	51	

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: July 7, 2014

TO: Mayor and Council

FROM: Sandra Hernandez, City Clerk

SUBJECT: Codification

SUMMARY

Introduction, First Reading and Calling for a Public Hearing Ordinance 342, an Ordinance adopting and enacting a new code for the City of Socorro, Texas; providing for the repeal of certain ordinances not included therein; providing a penalty for the violation thereof; providing for the manner of amending such code; and providing when such code and this ordinance shall become effective.

BACKGROUND

N/A

STATEMENT OF THE ISSUE

Municipal Code Corporation has consolidated all city ordinances. Ordinance 342 adopts the code as the official Municipal Code for the city.

FINANCIAL IMPACT

None

ALTERNATIVE

None

RECOMMENDATION

Approve the ordinance.

Jesus A. Ruiz
Mayor
Rene Rodriguez
At Large
Sergio Cox
District 1



Gloria M. Rodriguez
District 2

Victor Perez
District 3 / Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet Jr.
City Manager

ORDINANCE 342

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF SOCORRO, TEXAS; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

BE IT ORDAINED BY THE CITY COUNCIL:

Section 1. The Code entitled "Code of Ordinances, City of Socorro, Texas" published by Municipal Code Corporation, consisting of chapters 1 through 46, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before May 15, 2014, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or

issued in pursuance thereof shall be punished by a fine up to the maximum permitted or required by state law. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the city council may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention of the city council to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after May 15, 2014, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 7. This ordinance shall become effective August 7, 2014.

READ, APPROVED AND ADOPTED this _____ day of _____ 2014.

CITY OF SOCORRO, TEXAS

Jesus Ruiz, Mayor

ATTEST:

Sandra Hernandez, City Clerk

APPROVED AS TO FORM:

James A. Martinez
Socorro City Attorney

APPROVED AS TO CONTENT:

Willie Norfleet, Jr., City Manager

Introduction and First Reading: July 17, 2014
Second Reading and Adoption: August 7, 2014

Certificate of Adoption

I hereby certify that the foregoing is a true copy of the ordinance passed at the regular meeting of the August 7, 2014.

City Clerk

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3 / Mayor Pro-Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

ORDINANCE NO. 320
Amendment No. 4

AN ORDINANCE AMENDING ORDINANCE 320, AMENDMENT NO. 3, OF THE CITY OF SOCORRO, AN ORDINANCE ESTABLISHING PROCEDURES AND RULES FOR CITY COUNCIL MEETINGS AND AGENDAS AS PROVIDED BY SECTION 3.08 OF THE SOCORRO CITY CHARTER, AND ESTABLISHING PROCEDURES AND RULES FOR CONDUCT OF THE SOCORRO CITY COUNCIL AND ALL OF THE CITY OF SOCORRO BOARDS AND COMMISSIONS AND REPEALING ORDINANCE NO. 304 AS AMENDED AND ORDINANCE 280 AS AMENDED.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOCORRO, TEXAS, THAT:

WHEREAS, on March 20, 2014, the City adopted its current effective ordinance; and

WHEREAS, the City Council of the City of Socorro is authorized by Section 3.08 of the City Charter to establish Rules of Procedure for City Council meetings and agendas; and

WHEREAS, the City Council has previously operated under procedures set forth in the original Ordinance 280; and

WHEREAS, the City Council wishes to update and revise these procedures; and

WHEREAS, rules of procedure are necessary, indeed essential, for the proper consideration and deliberation of the Socorro City Council as well as all City Boards and Commissions; and

WHEREAS, appropriate deliberation and efficient consideration of the People's business demands that matters be addressed and resolved after appropriate discussion; and

WHEREAS, City Council has determined that certain rules and procedures with respect to the conduct of business at Socorro City Council Meetings are unnecessary, restrictive and do not provide a fair and open forum to conduct the business of the City of Socorro.

WHEREAS, the City Council wishes to establish a method for making a record of each closed executive session; and whereas the method the city wishes to use is the making of a certified agenda and not an audio or visual recording;

NOW THEREFORE:

BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF SOCORRO, TEXAS, THAT:

SECTION 1. RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS:

Rules of Procedure for Socorro City Council Meetings are established and adopted as set forth in Exhibit "A" attached hereto and incorporated herein for all purposes.

SECTION 2. RULES OF CONDUCT AND PROCEDURE FOR ALL MEETINGS OF THE SOCORRO CITY COUNCIL AND MEETINGS OF ALL SOCORRO'S BOARDS AND COMMISSIONS.

1. Rules of Order:

The City Council and all Boards and Commissions of City of Socorro (collectively referred herein as "members") shall observe the parliamentary procedures as found in *Robert's Rules of Order*, Newly Revised, except as otherwise provided in official City procedural rules or by law.

2. Suspension of Rules of Order

Procedural rules may be suspended at any meeting by majority vote of the members present.

3. Conduct During Meetings:

Members shall be expected to model the Socorro Code of Ethics and to follow *Robert's Rules of Order*.

If a member violates *Robert's Rules of Order* during a meeting, the following disciplinary procedures shall be enforced:

1. The Presiding Officer or any member shall ask for a recess (not to exceed ten (10) minutes) and the Presiding Officer and/or Second Officer shall confer privately with the offending member. If the offending member is the

Presiding Officer, any member may assume that position for purpose of enforcing this policy.

2. If the offending member continues to be in violation, a public warning shall be issued in open meeting by the Presiding Officer or if the Presiding Officer is the offending member by any member.
3. If the offending member persists, any member of the Council or Board or Commission may call for public censure and removal of the offending member from that meeting, which shall require a two-thirds vote of the members present.

SECTION 3. REPEAL OF CONFLICTING ORDINANCES:

All Ordinances, Orders, or Resolutions of the City of Socorro that are in conflict with the terms of this Ordinance, including specifically Ordinance No. 280 as amended and Ordinance No. 304 as amended are hereby repealed to the extent, and only to the extent, that they conflict with this Ordinance.

SECTION 4. SEVERANCE:

Should any section or part of this Ordinance be held unconstitutional, illegal, or invalid, or the application to any person or circumstance for any reasons thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair, or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full.

SECTION 5. EFFECTIVE IMMEDIATELY:

This Ordinance shall take effect and be of full force from and after final adoption of same by the City Council of the City of Socorro, Texas.

ENACTMENT:

This Ordinance was duly enacted with all the requisites and formalities incident to the enactment of Ordinances, and such is evidenced by the signatures below.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
SOCORRO, TEXAS

SIGNED this 21st day of August, 2014.

Jesus Ruiz, Mayor

ATTEST:

Sandra Hernandez
City Clerk

APPROVED AS TO FORM:

James A. Martinez, Attorney

Introduction, First Reading: August 7, 2014
Second Reading and Adoption: August 21, 2014

PROCEDURES AND RULES FOR
CITY COUNCIL MEETINGS AND AGENDAS
AS PROVIDED BY SECTION 3.08 OF
THE SOCORRO CITY CHARTER.

EXHIBIT “A”

I. CALLING MEETINGS

- A. Regular and Special Meetings shall be called and notice posted as provided in the Socorro City Charter and the Texas Open Meetings Act.

II. AGENDA DEVELOPMENT

- A. The City Clerk is hereby directed to place items on the agenda for meetings of the City Council only in conformity with the provisions of this ordinance.
- B. Unless otherwise provided in this ordinance, the City Clerk shall place on the City Council agenda only those items which are submitted at or before 5:00 p.m. on the Thursday prior to the regular City Council meeting at which discussion or action is requested; and if the request is accompanied by the signature or electronic mail authorization of two (2) council members of the City Council or City Manager.
- C. For Special City Council Meetings, the City Clerk will determine the deadline to place items on the agenda.
- D. All agenda items shall be submitted by members of the City Council in writing on forms supplied by the City Clerk. Agenda item request forms shall be signed by a member of the City Council.
- E. Agenda items for special meetings shall be submitted by a member of the City Council on forms developed and supplied by the City Clerk; and if the request is accompanied by the signature or electronic mail authorization of two (2) council members of the City Council or the City Manager.
- F. The City Manager, City Department Heads and City Attorney, with the approval of the City Manager, may place agenda items on the agenda for any regular or special meeting.
- G. The item requested for the discussion and/or action must be clearly articulated and contain sufficient information. Detailed back-up material is required for routine and non-routine items.
- H. Ceremonial items, including proclamations, will be presented not to exceed one hour. The public comment portion of the agenda will follow, not to exceed thirty minutes.

J. The agenda shall follow the following order once a quorum is established:

Public Comment

- Presentations
- Consent Agenda
- Public Hearings / Ordinances
- Regular Agenda
 - City Clerk Department
 - Finance Department
 - Municipal Court
 - Human Resources Department
 - Grants Division
 - Recreational Parks Department
 - Recreational Centers Department
 - Police Department
 - Public Works Department
 - Planning and Zoning Department
 - City Manager
 - Mayor and Council
 - Mayor
 - At-Large Representative
 - District 1 Representative
 - District 2 Representative
 - District 3 Representative
 - District 4 Representative
- Executive Session
- Adjourn

III. **CALLING MEETINGS TO ORDER**

- A. Any meeting scheduled and noticed will be convened within fifteen minutes of the time stated in the notice of meeting. This is to allow sufficient time for arrival of members to raise a quorum. After the expiration of fifteen minutes, the presiding officer will either announce that, the waiting time is extended for a specified period not to exceed fifteen (15) minutes, or that the meeting is cancelled for lack of quorum. No business may be conducted and the meeting may not begin until a quorum is present.
- B. Use of electronic devices: Members of the public shall turn off the signals of all pagers, cellular telephones and other devices capable of making an audible signal and shall not make or take any telephone calls while in City Council chambers once a City Council meeting has been called to order.

IV. CONDUCT AT MEETINGS

- A. Meeting rooms shall be arranged so that the members of the City Council face the members of the public attending the meeting.
- B. Those attending the meeting shall maintain decorum so as to permit the City's business to be conducted without interruption by applause or vocal interruption by the audience.
- C. Anyone causing a disruption will receive a warning, and upon a second interruption will be removed for the balance of the meeting.
- D. Individuals who continuously interrupt the public meeting and/or commit a breach of the peace may be cited and subjected to criminal penalties.
- E. Personal attacks are not permitted. Members of the public should address their questions to the members of the City Council, not to the staff.

V. PUBLIC COMMENT

- A. General public comment, known as open forum, will be permitted at all regular and special meetings of the City Council. The maximum time for public comment will be thirty (30) minutes and three minutes will be allotted to each person to speak.
- B. All agenda items are available for public comment and limited to one and a half minutes. Public comment will be taken after the motion is made but before the vote is called. Speakers must sign up in order to speak on any item no later than five minutes before the scheduled commencement of the public meeting for which the item is posted.
- B. Public comment will not be permitted on introduction of any item where a public hearing is called prior to final action on the matter. All public comment on such matters will be reserved for the public hearing on the matter.

VI. RECORDING OF CLOSED SESSION

- A. The presiding officer must certify that the agenda is a true and correct record of the executive session. The certified agenda must include (1) a statement of the subject matter of each deliberation, (2) a record of any further action taken, and (3) an announcement by the presiding officer at the beginning and the end of the closed meeting indicating the date and time. The agenda does not have to be a verbatim transcript of the meeting, but it must provide a brief summary of each deliberation.

VII. POSTING OF MEETING VIDEO

No Member of the Socorro City Council, Officer of the City of Socorro or member of the staff of the City of Socorro shall publish or post any recording of the meetings of the Socorro City Council on any internet site, (other than the official Socorro internet site) or social media; including but not limited to youtube or related internet sites.

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3 / Mayor-Pro Tem

J.E. "Chito" Bowling
District 4

Willie Norfleet, Jr.
City Manager

ORDINANCE 343

AN ORDINANCE OF THE CITY OF SOCORRO, PROHIBITING THE USE OF WIRELESS COMMUNICATIONS DEVICES WHILE OPERATING A MOTOR VEHICLE AND CREATING AN OFFENSE

WHEREAS, an ordinance regulating the use of wireless communication devices is needed for the safety of the citizens of the City of Socorro; and

WHEREAS, the City of Socorro desires to prohibit the use of wireless communication devices while operating a motor vehicle; and

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Socorro, Texas, that;

WIRELESS COMMUNICATION DEVICES WHILE DRIVING

Definitions

In this chapter:

"Hands-free device" means speakerphone capability or a telephone attachment or other piece of equipment, regardless of whether permanently installed in the motor vehicle, that allows use of the wireless communication device without use of either of the operator's hands.

"Stop" or "stopped" means to stand an occupied or unoccupied vehicle in a location other than in a lane of traffic on a roadway.

"Wireless communication device" has the meaning assigned in Section 545.425 (Use of Wireless Communication Device; Offense) of the Texas Transportation Code.

Use of Wireless Communication Devices While Operating a Motor Vehicle

Prohibited

- A. An operator of a motor vehicle may not use a wireless communication device while operating a motor vehicle.
- B. This section does not apply to an operator of a motor vehicle using a wireless communications device:
 - 1. While the vehicle is stopped; or
 - 2. That is affixed to the vehicle and used as a global positioning or navigation system.
- C. A person who violates this section commits an offense punishable by a fine of \$80.00.
- D. It is an affirmative defense to prosecution of an offense under this section if a wireless communications device is used:
 - 1. For obtaining emergency assistance to report a traffic accident, medical emergency, or serious traffic hazard, or to prevent a crime about to be committed;
 - 2. In the reasonable belief that a person's life or safety is in immediate danger; or
 - 3. Solely in a voice-activated or other hands-free mode.
- E. To the extent that this section conflicts with the Texas Transportation Code Section 545.424, regarding the use of wireless communication devices while operating a motor vehicle by minors, or Texas Transportation Code Section 545.425, regarding the use of wireless communication devices in school crossing zones, or by the operators of school busses, such sections of the Texas Transportation Code govern.

READ, ADOPTED AND APPROVED this 21st day of August 2014.

CITY OF SOCORRO, TEXAS

Jesus Ruiz, Mayor

ATTEST:

Sandra Hernandez, City Clerk

APPROVED AS TO FORM:

James A. Martinez
Socorro City Attorney

Introduction and First Reading: August 7, 2014
Second Reading and Adoption: August 21, 2014

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodriguez
District 2

Victor Perez
District 3/ Mayor Pro Tem

J.E. "Chito" Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: July 30, 2014

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Adriana Rodarte

SUBJECT: DISCUSSION AND ACTION ON THE CIVIL SERVICE COMMISSION RECOMMENDATION TO APPROVE EMPLOYEE HANDBOOK.

SUMMARY

This action approves City of Socorro new Employee Handbook recommended by Civil Service Commission July 28, 2014.

STATEMENT OF THE ISSUE

The Employee Handbook provides City of Socorro employees a guidelines and policies and procedures that are required through our organization.

This Handbook has been prepared to help all employees become familiar with the City of Socorro. We hope it will assist in a smooth and effective transition. This Employee Handbook is neither an employee contract nor an agreement of employment; rather, it is a summary of The City of Socorro policies, rules and the benefits you enjoy as an Employee of the City of Socorro. City of Socorro reserves the right to modify, supplement, amend, delete or otherwise change any policy, practice, procedure, benefit or working condition at any time.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): N/A

Funding Source: General Fund

Amount:

Quotes (Name/Commodity/Price) N/A

Co-op Agreement (Name/Contract#) N/A

ALTERNATIVE

Keep the current Employee Handbook.

STAFF RECOMMENDATION

HR recommends Civil Service Commission recommendation to Approve Employee Handbook.

REQUIRED AUTHORIZATION

1. City Manager Willie Hayes Date 7-30-14
2. CFO _____ Date _____
3. Attorney _____ Date _____

EMPLOYEE HANDBOOK



Dear Employee:

Welcome to *City of Socorro*, one of the fastest growing cities in El Paso County. We are excited to have you as part of our Organization. We believe that every employee helps to make the City of Socorro successful. We hope that you will be proud to be a member of our team.

The following pages provide you with guidelines and policies and procedures that are required of our employees. Please take the time to read the contents thoroughly and retain this Handbook for future reference. Failure to comply with the policies contained in this Handbook may constitute grounds for your termination.

This Handbook has been prepared to help you become familiar with the City of Socorro. We hope it will assist you in a smooth and effective transition. This Employee Handbook is neither an employee contract nor an agreement of employment; rather, it is a summary of The City of Socorro policies, rules and the benefits you enjoy as an Employee of the City of Socorro. City of Socorro reserves the right to modify, supplement, amend, delete or otherwise change any policy, practice, procedure, benefit or working condition at any time.

Please feel free to contact your supervisor, or the Human Resources Department of the City of Socorro (915) 858-2915, 124 S. Horizon, Socorro, Texas, 79927, if you have any questions or concerns. We are here to help you, and hope that you too will find our employment relationship beneficial and satisfying.

Again, welcome!

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received a copy of the City of Socorro Employee Handbook. I agree to read it thoroughly and ask my supervisor for clarification if there is any provision that I do not understand. I also understand that it is my duty as an employee to comply with the policies as set forth in the Handbook, or as it may be revised from time to time, and that failure to do so may result in the termination of my employment.

I understand that this Handbook revokes and replaces any / all other handbooks, memos, or other policies and procedures of the City of Socorro concerning any subject discussed in the Handbook.

I further understand that my employment with *City of Socorro* is ~~not~~ at will, which means that my employment is not for a fixed or definite period of time, and that *City of Socorro* can terminate my employment at any time, with or without notice, and with or without cause. I also understand that I have the same right and can terminate my employment at any time, with or without notice, and with or without cause. I understand that no person, other than The City Council of the City of Socorro has the authority to change my ~~not~~ at will employment status, and then only if it is in writing signed by the Mayor of the City of Socorro (after authorization from City Council).

I understand that this Handbook contains a general description of the policies of the City of Socorro in effect at the time of its publication and is not intended to cover in detail all of the policies of the City of Socorro. I also understand that the provisions in the Handbook may be changed at any time by the City of Socorro and that in certain circumstances; the City of Socorro may choose not to follow the provisions in the Handbook. Please note that all full-time classified non-probationary employees may appeal to the Civil Service Commission any termination, demotion, as well as certain suspensions, which may violate the rights granted employees by the City of Socorro Civil Service Ordinance.

Finally, I understand that the Handbook is not a contract and that nothing contained in the Handbook is to be construed as an employment contract, either expressed or implied; nor is it to be construed as creating a promise of a benefit, now or in the future.

Assigned Employee Printed Name

Date

Assigned Employee Signature

Social Security Number

THIS FORM TO REMAIN IN EMPLOYEES HANDBOOK
(A copy of this form was signed & returned to *City of Socorro*)

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INTRODUCTION

A.01 Welcome, Employee Handbook Purpose

Welcome. The City of Socorro is pleased to have you as a member of its team and looks forward to working with you. This Handbook has been prepared to answer some of the questions you may have about your employment. Please read it carefully and retain it for future reference. While it is not possible to put everything into writing, we believe this Handbook will provide you with general information concerning your employment with the City of Socorro, the benefits that affect you personally, and the services that are available to assist you in the performance of your own duties and responsibilities.

Please take the time to read the contents thoroughly and retain this Handbook for future reference. It is our hope that this information will assist you in becoming familiar with how we operate, what we expect from you, and the many benefits you will enjoy as a member of our team.

If you have a question about any aspects of your employment, or need more detailed information on any of our policies or benefits, please feel free to talk to your supervisor or contact *City of Socorro's* Human Resources Department at **(915) 858-2915**. We are here to help you.

Again, welcome. We hope your employment with us will be long and enjoyable.

A.02 Employment-At-Will and Non-Contract

You are employed, *at-will*, by the City of Socorro. This Handbook does not confer contractual rights, either expressed or implied, to remain in the *City of Socorro's* employee in any particular position, for any specified period or definite duration. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated, at will, with or without cause, and without prior notice by *City of Socorro*. You may resign for any reason at any time. No Supervisor or other representative of *City of Socorro* (except in a contract signed by the Mayor with City Council approval) has the authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to the above.

A.03 Revision and Changes in Policies

From time to time, we may revise parts, or all of this Handbook, or because of certain circumstances, not follow a particular provision in the Handbook. When revisions are made, we will attempt to provide all employees with notice of the changes.

To the extent that any policy in this Employee Handbook conflicts with the city charter, city ordinances or federal or state law, such policy shall be interpreted to conform to such law.

This Handbook does not, of course, contain all of our policies. However, by knowing the many benefits we offer, and after experiencing the spirit of harmony and cooperation which exists throughout our organization, we honestly believe you will find working for us to be a rewarding experience.

WORKPLACE PRACTICES

B.01 **Our Way of Doing Business**

Our organization has been built on honesty and integrity. As a member of our team, you are expected to observe the same high level of personal and business standards that have allowed us to grow and expand over the years. These guidelines are explained below. You should familiarize yourself with these standards of doing business and observe them at all times.

B.02 **Employment Reference Check**

As a condition of employment, *City of Socorro* may request a consumer report containing information relating to your credit references, criminal and other job-related background. Past employment references may also be verified. Prior to obtaining this information, *City of Socorro* will give you a Consumer Disclosure Form that requires your signature.

B.03 **Application, Selection and Employment**

Filing of Applications for Employment.

Applicants for all positions, except those in the common labor service, must file an application with the Human Resources Department not later than the date specified in the announcement for the examination and in the manner prescribed in the job announcement. Application forms of any examination will not be distributed after the close of the filing period.

The Human Resources Director will generate the time limits within which applications for a given examination must be presented, but such period will in no case be less than ten (10) working days.

Falsification of Application

Any false or misleading statement made by an applicant in his or her application, including for admission to any examination or made at the applicant's request or with the applicant's knowledge in any certificate which may accompany the application or any other fraudulent conduct will:

- Exclude the applicant from such examination, or
- Remove the applicant's name from any register or eligible list, or
- Remove the applicant permanently from his or her position which he or she has secured appointment from such examination.

Any applicant who knowingly falsifies his or her application will be ineligible to apply for any city position for a period of two (2) years from the date the falsified application was submitted. Additionally, that person's name will be removed from any eligible list on which it currently appears.

Employment Qualifications/Requirements.

In case of positions where special qualifications are needed, the Human Resources Director will require evidence of qualifications, such as degree of education, training, or experience. The Director may also require such certificates of competency or licenses as the law may require for the practice of the profession, art, or trade involved.

Refusal to Examine

The Human Resources Director, will refuse to examine an applicant, or after examination to certify him or her as ineligible and will remove his or her name from the eligible list for any of the following reasons:

- He or she is found to lack any of the preliminary requirements established in the classification for the position and grade for which he or she applies, or
- He or she is unable physically or mentally to perform the duties of the position to which he or she seeks appointment, or
- He or she has been convicted of a felony, or a misdemeanor involving moral turpitude, or

- He or she is found by the Commission to have committed any act, either while in the service of the City of Socorro or otherwise, or to have any deficiency or disqualification which, in the judgment of the Commission would be sufficient to constitute a just cause for discharge from Civil Service as defined in Ordinance 186.

Application on File

A person may, at any time leave his/her name, contact information, and position inquiry on file with the HR Director for further examination. This application will remain on file for a period of one (1) year. The Human Resources Director will send notice of the date of the examinations to persons who have so filed. Notice will be sent, if possible, at least ten (10) working days prior to examination.

Applications Not to be Returned

Applications filed with the City of Socorro will become the property of the city, and under no circumstances will they be returned to applicants or be altered or added to by or on behalf of the applicant.

Unused Application

Applications for one (1) examination will not be used for any other or later examination.

Disqualification from Examination.

Applicants who are disqualified from taking an examination for any of the reasons set forth in the Refusal to Examine-section above and who wish to file an appeal must do so within five (5) calendar days after the receipt of such notice of disqualification. Such appeals will be forwarded to the Commission for their review and determination. Untimely appeals will not be accepted. If the examination is held before the appeal is heard and determined, the Human Resources Director may allow the applicant to take the examination conditionally pending a Commission determination. In such cases, the applicant will have no examination review rights unless the Commission rules in the applicant's favor.

Fees

No fees will be charged for any examination.

Processing Applications.

The Human Resources Department will review each application and determine if the applicant, meets the minimum qualifications stated in the Job Vacancy Announcement. All applications on file in active status will be considered and the applicant's name will be placed on the Applicant Tracking Record if the Application for Employment lists the position title to be filled and the application reflects that the applicant meets the minimum qualifications for the position. The Human Resources Department will also screen the applications and make its recommendation as to the most qualified for the position.

Interviewing Applicants.

Interviews are to be conducted in the manner prescribed by the Human Resources Department and shall be summarized on the interviewer's Eligibility List form. Applications for those applicants not considered for the position will be forwarded immediately to the Human Resources Department who will promptly send response letters advising them they were not selected for the position.

Notification of Conditional Hire to Successful Applicant.

The Human Resources Department shall notify the successful applicant in writing of the conditional hire based on successful completion of the pre-employment drug screen and physical examination, if any. The letter will also confirm the position title to be filled, the starting salary, and the time and place to report to work. The department head or his/her designee may also contact the successful applicant. Nothing in the notification of hiring shall be construed to alter the at-will employment status.

Physicals and Drug Screening.

It is the policy of the City of Socorro to maintain a safe work environment. All personnel, equipment and operating practices must be consistent with the highest standards of health and safety.

In keeping with this policy, individuals who seek employment with the City of Socorro will be required to undergo a post-offer employment physical examination and drug test to establish their fitness to perform the job duties for the position for which they applied without endangering the health and safety of themselves or others. Any applicant who fails a drug test will be denied employment. An applicant who does not meet the standards set forth in the medical examination will be denied employment when the standard is job-related and consistent with business necessity and, if the employee is disabled, any limitation cannot be reasonable accommodated.

Medical examinations required by the City of Socorro, and to the extent as required by the City, will be paid for by it and will be performed by a physician or licensed medical facility designated or approved by it. Medical examinations paid for by the City of Socorro are the property of the City and will be treated as confidential and kept in separate personnel files.

Entry Pay Rates.

Upon employment, pay rates will be established in accordance with the City of Socorro's Salary Administration Plan as approved by City Council, with the following exceptions:

- Temporary New Hires. Temporary employees shall begin employment at the hourly rate commensurate with the job description and grade of the position to be filled.
- Prior Service. A person who has prior service with the City of Socorro, and who is selected to fill a vacant position, may be hired at a pay rate above the normal hiring rate for the position. A new hire who starts above the minimum pay rate for their pay range is not guaranteed an increase upon completion of the orientation period.
- Employee Transfers. In some instances it may be to the City's benefit to transfer an employee from one department to another. The transfer of an employee between departments must be approved by both department heads.

B.04 Immigration and Employment Eligibility

In compliance with the Immigration Reform and Control Act of 1986, *City of Socorro* is committed to employing only those individuals who are authorized to work in the United States. Upon acceptance of employment with *City of Socorro*, you will be required to complete the Employment Eligibility Verification Form I-9 and present valid documentation establishing identity and employment eligibility. **Failure to complete a Form I-9, within three (3) days of hire will prevent you from working or receiving a paycheck.**

Former Employees who are rehired must also complete the form if they have not completed an I-9 with *City of Socorro* within the past three (3) years or if their previous I-9 is no longer retained or valid.

B.05 Orientation Period

All new or rehired Employees work on an introductory basis for the first one hundred and eighty (180) calendar days after their date of hire, which coincides with your start date of employment. The period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance, and to learn about the Organization, your job, and your new surroundings. It also provides you and your supervisor the opportunity to evaluate your initial job performance, which includes your attendance, punctuality, essential job skills, interaction with others, willingness to learn, etc.

Employees who fail to demonstrate the commitment and performance expected by the City of Socorro may be terminated at any time during, or at the end of the orientation period. Successful completion of the orientation period does not change your ~~stat~~ will+status. You continue to have the right to terminate your employment at any time, with or without cause of notice.

During the orientation period, new Employees are eligible for the benefits where coverage is required by law, such as workers compensation insurance, Social Security and for most City of Socorro benefits, such as holiday pay, paid time off pay, and insurance coverage.

Your supervisor may choose to extend your orientation period as necessary to give you a further opportunity to demonstrate your ability to do your job. If your orientation period is extended, you will be notified.

B.06 Performance Evaluation

Introduction of Performance Appraisal.

The primary goal of a performance appraisal system is to incorporate ongoing supervisory assessments into a well-documented performance evaluation program. Through this system, employees can be evaluated objectively by consistent application of specific measures. A secondary goal is achieved as dialogue between the employee and supervisor regarding performance and progress is enhanced by the regularity and objectivity of periodic appraisals. None of the performance appraisal procedures shall be construed to alter an employee's at-will status, nor will said procedures constitute a contract. Further, it is understood that this policy does not limit the ability of the City of Socorro to discipline or terminate an employee in the absence of prior negative performance appraisals.

The purpose of the City of Socorro's Performance Appraisal Program is to provide supervisors and managers with objective, job specific appraisal instruments to be applied using standardized procedures for:

- Evaluating employee performance on a periodic basis;
- Promoting a common understanding of individual needs, work objectives, and standards of acceptable performance;
- Providing employees with feedback as to how well the supervisor feels the employee is meeting expectations;
- Suggesting the specific courses of action the employee can take in order to meet standards or develop skills to meet future expectations;
- Providing supervisors with feedback as to how they can help employees in their personal growth and development;
- Establishing attainable objectives for future performance.

Important administrative uses of the Performance Appraisal Program in the City of Socorro include: identifying employee training needs; guiding administrative decisions regarding promotions, re-assignments, disciplinary actions, merit pay increases and terminations.

Applicability

All regular full-time and regular part-time employees of the City of Socorro who have successfully completed their orientation period shall receive annual appraisals of work performance. All employees during their orientation period shall receive their first performance appraisal upon completion of their probationary period after six (6) months employment.

Process

The appraisal form shall be completed by the employee's immediate supervisor. An immediate supervisor is defined for purposes of this program as one who is directly responsible for personnel actions involving an employee.

Upon completion of the performance evaluation by the immediate supervisor, Human Resources will review the appraisal for compliance with this policy. Following HR review, the evaluation will be sent to the head of the department or a designee who has administrative authority and responsibility for the work performance of the employee being appraised. It is always preferable that the supervisor of the original appraiser be designated as the authority.

Department heads shall be appraised by the City Manager. There shall be no reviewing authority for this appraisal. When the department head is the immediate supervisor in the appraisal of subordinates, the City Manager shall be the reviewing authority.

The City Manager, City Attorney, and Municipal Court Judge shall be appraised at times, and in a manner, as established by City Council for that purpose. All other City employees are subject to the Performance Appraisal Program.

Responsibility and Procedure for Performance Appraisal.

Each department head of the City of Socorro shall be responsible for the administration of the Performance Appraisal Program of that department. The department head shall maintain an index of current employees indicating their employment date, immediate supervisor and the title of the form on which the employee is to be evaluated. The City Manager, through the Human Resources Director, shall assist department heads in assuring timely appraisals of all City employees.

Department Responsibility.

The department head shall direct two copies of the appropriate appraisal form with the top portion completed, to the employee's immediate supervisor. These should be sent approximately thirty (30) days before the employee's next appraisal date with instructions that the completed form be returned to the reviewing authority no later than fifteen (15) days after receipt of the forms. The reviewing authority shall review the completed forms, and shall follow-up the review with the supervisor and employee if there are questions, or sign and forward the forms to the Human Resources Director's office for review and filing.

Supervisor Responsibility.

The supervisor shall be responsible for:

- Distributing a blank appraisal form to the employee prior to the counseling session;
- Scheduling a formal counseling session no less than twenty-four (24) hours after distributing the form;
- Conducting the formal counseling session.

Satisfactory Appraisals.

All satisfactory appraisals will be forwarded from the department to the Human Resources Department to become part of the employee's permanent personnel file.

Below Average or Poor Appraisals.

If an employee should receive an overall evaluation of ~~%Below Average+~~ or ~~%Poor+~~, the department head shall initiate a special review sixty (60) days from the date of the original evaluation. If the employee receives an unsatisfactory rating on the special review, the employee shall be placed on one hundred twenty (120) days probation. The department head must send a letter to the employee stating that the probation is in force. Immediately after

notifying the employee, copies of the letter and the %Below Average+or %Poor+ appraisal form must be sent to the Human Resources Director's office for processing.

Probationary Appraisals.

For those employees who are on probation the department head shall initiate the evaluation and counseling session by directing one copy of the evaluation form to the employee's immediate supervisor six (6) months following the employee's date of hire, or three (3) months after the %Below Average+or %Poor+ appraisal.

The department head should review the evaluation and initiate a letter of termination or an authorization placing the employee on a regular non-probationary status to the Human Resources Director within ten (10) days of the end of the employee's probationary period.

Supervisor Transfer or Termination - "Forced" Appraisal.

Prior to a supervisor leaving his/her current unit, he/she must evaluate all employees who have not been evaluated in the last four months.

Performance Appraisal Forms.

The basic elements of the Performance Appraisal Program are those factors and criteria against which performance is measured. Factors are the major components of a job description performed (Example: Quality of Work).

Criteria are individual segments of a factor that can be measured (Example: Produces high quality and accurate work).

Appeals

The employee has the right to appeal any rating considered unfair, discriminatory, or otherwise objectionable, except for any probationary rating not recommending that the employee be made permanent during the probationary period. In the case of such probationary ratings, the employee has the right to place a written statement in the employee's personnel file stating any objection to the rating. Such appeal must be made to the Commission within ten (10) days after the employee has had final review on the rating with the department head. If an employee terminates employment with the City of Socorro for any reason, any pending performance evaluation appeal shall be considered withdrawn and no further action shall be taken on the performance evaluation.

B.07 New Hire Policies

Employees may be required to pass a post-offer physical examination, physical agility test, drug / alcohol test, employment tests, certifications or other licensing requirements, at the discretion and policies of the City of Socorro. If your job description includes driving a vehicle, you will be required to have a valid driver's license and provide the City of Socorro with a current and annual copy of your motor vehicle driving record. If you are required to drive your own automobile in the course of business, you may be required to provide a certificate of insurance, with acceptable levels of coverage. Failure to maintain these documents may constitute grounds for immediate termination if they are required as part of your essential job function(s).

B.08 Personnel Files

Upon employment with the City of Socorro, you will be required to complete applicable tax forms (W-4 tax withholding information); any other required state forms if applicable, and a Form I-9. It is extremely

important that you immediately complete the entire *New Hire Packet* and other forms pertaining to applicable benefits and employment. This information is used for calculation of your paycheck, any benefits that might be offered, and for governmental reporting purposes. It is extremely important that you be very careful when filling out this information to avoid errors.

City of Socorro maintains a personnel file for each employee. These files are the property of the City of Socorro and are considered confidential. It is the Employee's responsibility to keep the City of Socorro informed of his or her current address, telephone number, and the person to notify in the event of an emergency. We do not allow the copying of personnel files except when required by court orders, requests of governmental agencies, or as otherwise allowed or required by law.

If you wish to review your own file contact the Human Resources Department. You will need to give advance written notice if you wish to see your file. You may review your file only when a representative of the Human Resources Department is also present.

B.09 Equal Employment Opportunity Employer

City of Socorro is an equal employment opportunity employer and is fully committed to equal employment opportunity to all applicants and employees, both in principal and as a matter of corporate policy. We provide equal opportunity to all applicants and employees, without regard to their age, race, color, creed, sex (with or without sexual conduct), national origin, physical handicap or disability, religion, veteran status, marital status or any other status protected by applicable state or federal law, including the exercise of statutory rights such as those available under workers' compensation laws. We observe this policy in all aspects of our relationships with our applicants and employees, including hiring and recruitment, promotion, compensation, transfers, training, disciplinary action, work conditions, benefits and layoffs or termination of employment.

B.10 Violence Prevention

We are committed to preventing violence and to maintaining a safe work environment. Given the increasing violence in society in general, we have adopted the following guidelines to deal with intimidation, harassment or other threats of (or actual) violence that may occur during business hours, or on City of Socorro's premises.

Accordingly, City of Socorro prohibits any acts or threats of violence against its management, supervisors, employees, temporary employees, customers, or any individual on City of Socorro's premises at any time, or while an individual is engaged in business with, or on behalf of, City of Socorro on or off City of Socorro's premises.

The possession or use of a concealed handgun, knives, weapons and other dangerous or hazardous devices or substances are strictly prohibited on City of Socorro's premises, or property controlled by the City of Socorro, including vehicles. This policy applies to all applicants for employment, employees, customers, vendors, contractors and the public. Violators will be escorted from the premises. Exceptions are made for police officers and licensed security personnel employed by the City of Socorro.

All employees are required to refrain from fighting, horseplay or conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another Employee, vendor, citizen, tenant or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age or any other characteristic protected by federal, state or local law.

All threats of (or actual) violence, both direct and indirect, must be reported to your immediate supervisor, any other senior member of management, or Human Resources Director of the *City of Socorro* as soon as possible. This includes threats by employees, as well as threats by customers, vendors, solicitors,

tenants or other members of the public. When reporting a threat of violence, be as specific and detailed as possible.

All suspicious individuals or activities should also be reported to your immediate supervisor as soon as possible; however, do not expose yourself to risk or danger. If you see or hear a disturbance near your workstation, do not try to intercede or see what is happening.

City of Socorro will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as practical. In order to make your employment safer, and/or to better insure the integrity of its investigation, you may be suspended, either with or without pay, pending investigation.

Anyone found to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines, will be subject to prompt disciplinary action up to and including termination of employment.

All employees are encouraged to bring their disputes or differences with other persons to the immediate attention of their supervisor before the situation escalates into potential violence. City of Socorro may, at its discretion, involve the local law enforcement agency(s).

B.11 Anti-Harassment Policy

City of Socorro is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. City of Socorro has a zero tolerance policy to harassment of any type, whether it comes from supervisors, co-workers, customers, clients, tenants, vendors or third parties doing business with City of Socorro. Therefore, City of Socorro, expects that all relationships among persons in the workforce will be business-like and free of bias, prejudice and harassment. Any Employee who commits any of the following acts may be disciplined or, where appropriate, terminated without notice.

Harassment includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, age, marital status, disability or sexual preference or any protected category, or that of his or her relatives, friends or associates, and that:

1. Has a purpose or effect of creating an intimidating, hostile or offensive working environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance, or;
3. Otherwise adversely affects an individual's employment opportunities.

The following are descriptions of behaviors (not all-inclusive) that are **not** acceptable:

- **Unreasonable Conduct:** Treating individuals as if they are inferior to you. This behavior includes refusing to take someone seriously, and/or verbal abuse. This includes, but is not limited to: negative stereotyping, intimidating acts that are based on a person's protected status; slurs of any type, epithets or gestures.
- **Discrimination:** This behavior also constitutes an unlawful employment practice and violates federal, state and/or local civil rights statutes. Discriminatory employment decisions occur whenever decisions are made based on an employee's age, race, color, creed, sex (with or without sexual conduct), national origin, physical handicap or disability, religion, veteran status, marital status or any other status protected by applicable state or federal law.

- **Sexual Harassment:** *City of Socorro* strictly prohibits any form of harassment in the workplace, including sexual harassment. It is our policy to provide a working environment free from harassment because of an employee's age, race, color, creed, sex (with or without sexual conduct), national origin, physical handicap or disability, religion, veteran status, marital status or any other status protected by applicable state or federal law, including the exercise of statutory rights such as those available under workers' compensation laws. For purposes of this policy, harassment includes the making of slurs and any other offensive remarks or jokes, and other verbal, graphic, or physical conduct. Harassment also includes *unwelcomed* sexual advances, requests for sexual favors, *unwelcomed* or offensive touching and other verbal, graphic or physical conduct of a sexual nature.

In addition to the above, sexual harassment also include the following examples of **unacceptable behavior**:

1. Unwanted sexual advances. Overt or implied threats against an individual to induce him or her to perform sexual favors, or to engage in an *unwelcome* sexual relationship;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after rejection of a sexual advance;
4. Visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. Verbal sexual advances, propositions or abuse of a sexual nature, comments about an individual's body, sexually degrading words, terms or gestures used to describe an individual's body, clothing or sexual activities, and suggestive or obscene letters, notes or emails;
6. Physical conduct such as unwanted touching, patting, pinching, and unnecessary touching, assault, or impeding or blocking movements.

Conduct prohibited by this Policy is prohibited whether engaged in by a supervisor, co-workers, or a third party. If the City of Socorro determines that an employee has violated this policy, appropriate disciplinary action, up to and including discharge, will be taken

B.12 Retaliation Prohibited

City of Socorro prohibits retaliation against any individual who reports discrimination, harassment or bullying or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination, or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment itself, will be subject to disciplinary action.

B.13 Reporting Harassment / Discrimination or Retaliation & Investigation

Any employee who feels that he or she has been discriminated against, or harassed because of their race, color, national origin, age, sex, gender, religion, disability, veteran status or any other protected classification, is required to **IMMEDIATELY** report the matter to his or her supervisor. If an employee has reported harassing / bullying conduct to his or her supervisor, and no action was taken, or, if the employee believes it would be inappropriate to discuss the matter with his or her immediate supervisor, he / she may bypass the supervisor and report the matter directly to the Human Resources Director of the City of Socorro, (915) 858-2915.

We cannot resolve a discrimination or harassment problem unless we know about it. Therefore, it is the responsibility of every Employee to bring these problems to our immediate attention so that we can take the necessary steps to correct the problem.

All Employees, supervisors, managers, directors and officers have a responsibility to comply with this strict policy and are required to report any observation of harassment or discrimination. All claims of discrimination and/or harassment will be discreetly investigated. Confidentiality of complaints will be maintained to the extent reasonably possible, consistent with the need to conduct a full investigation and resolve the matter. To the extent possible, your confidentiality of any witnesses and alleged harasser will be protected against unnecessary disclosure.

If the City of Socorro determines that an Employee has violated this Policy, appropriate disciplinary action, up to and including discharge, will be taken.

There will be no retaliation against any Employee who in good faith reports discrimination or harassment in accordance with this Policy.

B.14 American's with Disabilities Act (ADA)

The City of Socorro is committed to complying with all provisions of the Americans with Disabilities Act (ADA). It is the City of Socorro's policy not to discriminate against any such qualified employee or applicant without regard to any terms or conditions of employment because of such individual's disability or perceived disability, so long as the employee can perform the essential functions of the job. Consistent with this policy of discrimination, the City of Socorro will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the City of Socorro aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the City of Socorro. All requests for accommodation must be directed to the Human Resources Director of the City of Socorro.

Employees with a disability, who believe they need a reasonable accommodation to perform their job tasks more effectively, are encouraged to come forward and request reasonable accommodation.

B.15 Drugs and Alcohol (Substance Abuse) Policy

City of Socorro has in effect a drug and alcohol screening program to help ensure a safe, healthy, and productive work environment. In accordance with this program, Employees are expected to report to work with no illegal drugs in their bodies and free from the influence of alcohol. Compliance with this requirement is an essential job qualification for all jobs and positions with City of Socorro, whether hourly or salaried. This drug-free requirement is based on the fact that any measurable amount of an illegal drug in a person's body can put that person under the influence of the drug, even if the impairment is not readily noticeable to other people. City of Socorro sees no reason to accept even a small risk that on-the-job, or off-the-job drug or alcohol use by Employees might cause or contribute to accidents or other job performance problems.

Under this program, the use, possession, sale, or distribution of any illegal drug or controlled substance, or being under the influence of drugs or alcohol while driving a City of Socorro vehicle at any time, (while either on-the-job or off-the-job), or on City of Socorro property, including property controlled, but not owned, such as offices and work locations, is strictly prohibited whether engaged in by employees or non-employees. Any person found in violation of this policy may be terminated, or, if a non-employee, removed and barred from City of Socorro's controlled properties at the complete discretion of the City of Socorro.

In addition, Employees may be required to undergo a drug and/or alcohol test at the following times:

1. There is a reasonable suspicion that an Employee may be violating any part of this policy;
2. during any physical examination required or conducted by the City of Socorro;

3. After any accident requiring outside medical attention or treatment, and/or after any accident causing damage to the City of Socorro property or injury to another person;
4. When deemed advisable by the City of Socorro because of unusual behavior;
5. When any illegal drug, controlled substance, or alcohol, or evidence indicating the presence of such drugs or alcohol, are found in an area used primarily or exclusively by such Employee;
6. At random times during the period an employee is undergoing drug or alcohol rehabilitation counseling and for two (2) years after successful completion of such rehabilitation program;
7. As part of any investigation being conducted by the City of Socorro when it appears that drug and alcohol abuse may be involved;
8. On a random selection basis for those employees in safety-sensitive positions. %Safety-sensitive positions+are those jobs, whether hourly or supervisory, in which an impairment caused by drug or alcohol abuse would threaten the health or safety of any person, and;
9. At hiring time, when all new hires will be required to pass a pre-employment drug and / or alcohol screening test as a condition of employment.

Employees or job applicants may refuse any request by the City of Socorro to be tested, however, any refusal to submit to a drug and alcohol test under this policy will subject the individual to immediate termination, or, in the case of applicants, to withdrawal of the offer of employment.

For the purpose of this program, %Drug Abuse+ means the presence in the body of any measurable amount of an illegal drug or controlled substance (other than those prescribed by a physician), and, %Illegal Drugs or Controlled Substances+ means those drugs or substances unlawful under any federal, state, or local law which include, but are not limited to, for example: marijuana, narcotics such as opium, heroin and cocaine, stimulants, inhalants, alcohol, depressants or hallucinogenic substances such as amphetamines, barbiturates, LSD and mescaline. %Alcohol Abuse+ means the consumption of alcohol to the extent that the Employee's conduct and performance on the job may be adversely affected.

Applicants testing positive for drugs or alcohol will not be hired, and if an offer has been made, it will be withdrawn. Employees testing positive for drug or alcohol abuse will be terminated.

Employee Assistance Programs: *City of Socorro* does not sponsor or endorse any specific drug treatment program(s), nor do we offer or require participation in drug and alcohol abuse education and training.

B.16 Smoking

This policy applies equally to all employees as well as to visitors. For health and safety reasons, and to comply with government and local regulations, smoking is prohibited throughout the workplace, as well as lighting and/or smoking cigarettes, e-cigarettes, vaporizers, cigars or pipes within any municipal vehicles and buildings owned by or leased to the City of Socorro, Texas or within fifteen (15) feet of an enclosed area in which smoking is prohibited.

Employees are required to familiarize themselves and comply at all times with the laws of the state/locality in which they work with respect to smoking (please refer to Ordinance 257 amendment 1). For example, where a local law prohibits smoking in a public place, employees are also prohibited by this policy from smoking.

ON THE JOB

C.01 Attendance and Lateness

Perfect attendance and being on time are essential to providing the citizens of the City of Socorro excellent service. When you are absent or late, it not only affects our customers, but places additional burdens on your co-workers. For these reasons, Employees are expected to report to work on time, and work the days and hours they are scheduled. Excessive absenteeism, lateness, or a combination of both will result in disciplinary action. (Excessive absenteeism is, 3 unexcused absences in a 6-month rolling period)

While there may be good reasons to be absent or late, there is rarely a good reason for not calling in to let your immediate supervisor know that you will be late or absent.

Employees who are going to be late or absent are required to PERSONALLY notify their immediate supervisor, every morning of their expected tardiness or absence, at least one hour in advance of their expected start time. Informing co-workers and other personnel is not proper notification. Except in case of emergency, contact by anyone other than the Employee (such as your spouse, parent, children, sibling, grandparent, relative, friend, etc.) will not constitute notification.

C.02 Classification of Employees

All employees are classified as either regular full-time, regular part-time or temporary, and as either exempt or non-exempt.

Regular full-time are new or former Employees who have completed the orientation period and are regularly scheduled to work thirty (30) hours or more per week for the City of Socorro on a continuous basis. Regular full-time Employees meeting length of service requirements are eligible for all employee benefits provided by City of Socorro.

Regular part-time are Employees who have completed the orientation period and are regularly scheduled to work more than 20 hours per week, but less than thirty (30) hours per week for the on a continuous basis. Regular part-time Employees are covered by WorkersqCompensation Insurance for injuries occurring on the job, but are not eligible for other employee benefits provided by City of Socorro.

Temporary are Employees who have not completed the orientation period or who are hired for occasional work such as summer, peak, or holiday employment or limited time and may be scheduled to work any number of hours up to forty (40) hours per week while employed. Temporary Employees are covered by WorkersqCompensation Insurance for injuries occurring on the job but are not eligible for other benefits.

Exempt are Employees whose positions meet specific tests established by the federal Fair Labor Standards Act (FLSA) for exemption from overtime pay requirements. You will be informed if you are in an exempt position. If considered exempt you are **not** entitled to overtime pay regardless of the number of hours you work each week. Generally speaking, to be an exempt employee, you must meet both a duties test and a salary test. The duties test depends upon the duties you perform and may include duties that are administrative, executive or professional in nature. The salary test requires that you be paid a predetermined amount above a certain level for each week in which any work is performed.

Non-exempt are those whose positions do not meet FLSA exemptions tests and who, therefore, are paid overtime at the rate of one and one-half times their regular rate of pay for hours actually worked in excess of 40 hours in a work week. Salaried employees who do not meet the tests for exempt status will be paid overtime calculated as follows: divide the salary by the number of hours it is intended to cover (40 for full time employees) to determine the employees regular rate; for all hours actually worked over 40

in a work week, the employee is entitled to receive one and one-half (1½) times this %regular rate+in addition to their salary for that week.

The above definitions are to help employees understand their employment status and benefits eligibility. You will be informed when hired how you are classified and in the event your classification is changed for some reason.

Certain policies that apply to non-exempt Employees (such as timekeeping and payment of overtime pay) do not apply to exempt Employees.

The City of Socorro prohibits managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the City of Socorro does not allow deductions that violate the law. If you believe that an improper deduction has been made to your salary, you should immediately report this information to your supervisor with notification to the Director of Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

C.03 Cell Phones, Personal Telephone Calls and Personal Mail

The City of Socorro is aware that many employees use mobile telephones and other wireless communication devices in carrying out their daily duties and responsibilities. The City is also aware of the potential distractions that may arise when mobile phones are used by employees while operating a moving vehicle, such as a van, automobile or truck. In complying with federal and state law, and maintain a safe and healthy workplace and to minimize the safety risks for our employees, customers, and passengers in such moving vehicles and the public at large, the City has adopted the following policy with respect to the use by employees of mobile telephones while operating a City-owned vehicle.

For purposes of this policy, "use" of a mobile phone includes talking or listening on a mobile phone.

"Hands-free" devices, include any attachment, add-on or addition to a mobile phone, whether or not permanently installed in the vehicle, that when used allow the operator of the vehicle to maintain both hands (or prosthetic devices or aids in the case of a disabled person) on the applicable steering device of the vehicle.

Employees are required to familiarize themselves and comply at all times with the laws of the state/locality in which they work with respect to the use of mobile phones. For example, where a local law prohibits the use of a mobile phone by anyone operating a moving vehicle, employees are also prohibited by this policy from using a mobile phone.

No employee is to engage in the use of a mobile phone while operating a City-owned motor vehicle that is in motion, unless such mobile phone is equipped and used with a hands-free device. (The only exception to this policy is where a phone call is made in a bona fide emergency, such as to call "911" or a similar emergency number; e.g., to call an ambulance, fire department.). Even with a hands-free device, mobile phone use should be kept to a minimum; conversations should be as brief as possible and, again, even with a hands-free device, mobile phones calls should be made when the vehicle an employee is operating is not in motion.

If there is not a hands-free device, the employee will make every attempt to safely pull the City-owned vehicle to the side of the roadway to use the mobile phone. The safe operation of the vehicle shall take precedence over usage of the mobile phone.

Employees using mobile phones should always remember not to discuss confidential issues with others present, and that mobile phone "courtesy" should be practiced at all times (i.e., when others are present, do not talk loud or in a manner that could be offensive to others).

The City is also aware that many employees operate other vehicles in the course of their employment, including heavy equipment. While this policy does not expressly prohibit the use of mobile phones while operating such equipment, the City discourages such use, except where essential for the employee to perform his or her job duties.

Mobile phone cameras may be used away from City buildings and are strictly prohibited in areas that are considered private (e.g., restrooms). Use of camera phones is prohibited in taking, showing, and disseminating offensive pictures and will be cause for immediate termination of employment.

Employees should consult their supervisor or Human Resources representative for details or questions regarding this policy.

Additionally, the use of the City of Socorro's postage meter, postage stamps, the City of Socorro letterhead stationery, and/or mailing envelopes for Employees' personal use is strictly prohibited.

C.04 Dealing with Vendors, Suppliers and Customers

All transactions with vendors, suppliers, customers or others doing business with the City of Socorro, must be conducted within guidelines established and controlled by the City of Socorro. No payments, gifts, bonuses, special fringe benefits, or other items of value are to be accepted by any employee at any time from any vendor, supplier, customer, tenant or anyone else doing business with City of Socorro.

C.05 Conflicts of Interest

The City of Socorro has guidelines to avoid real or potential conflicts of interest. It is your duty as an employee to follow the listed guidelines about conflicts of interest. If this is not clear to you or if you have questions about conflicts of interest, contact the Human Resources Department.

An employee of the City may not have financial interest in the profits of any contract, service, or other work performed for the City, or personally profit or receive anything of value directly or indirectly from any contract, purchase, sale, or service between the City and any person or company.

An employee may not:

- Solicit, accept, or agree to accept a financial benefit or other thing of value, that might reasonably tend to influence his/her performance of duties for the City, or accept something that is logically intended to influence the performance of his/her duties;
- Accept employment or compensation that might reasonably induce him/her to disclose confidential information acquired in the performance of official duties;
- Accept outside employment or compensation that might reasonably tend to impair independence of judgment in performance of duties for the City;
- Make any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and duties performed for the City; or,
- Solicit, accept or agree to accept a financial benefit or other thing of value from another person in exchange for having performed duties as a city employee in favor of that person.

C.06 Nepotism Prohibited Degrees of Relationship for City Employment

Employment of Relatives. Nepotism is the showing of favoritism toward a relative. The practice of nepotism in hiring personnel or rewarding contracts is forbidden by the City. No person may be hired who is related within the second degree by affinity (marriage) or within the second degree by consanguinity (blood) to any member of the City Council or the City Manager, or to any employee who would supervise his/her job performance, or be in the management line directly over the unit in which he/she works.

Relatives Employed in the Same Organizational Unit. It is the general policy of the City that relatives within the second degree shall not be employed in the same organizational unit. Any exceptions shall be approved in advance by the City Manager.

Prohibited degrees of relationship are defined in the following chart:

CONSANGUINITY (BLOOD) KINSHIP CHART

<u>EMPLOYEE</u>	<u>FIRST DEGREE</u>	<u>SECOND DEGREE</u>	<u>THIRD DEGREE</u>
	Father	Brother	Aunt
	Mother	Sister	Uncle
	Son	Grandfather	Nephew
	Daughter	Grandmother	Niece
		Granddaughter	Great Grandfather
		Grandson	Great Grandmother
			Great Granddaughter
			Great Grandson

(and the spouses of the above persons are also included in the prohibited degree of relationship)

CONSANGUINITY (BLOOD) KINSHIP CHART

<u>EMPLOYEE</u>	<u>FIRST DEGREE</u>	<u>SECOND DEGREE</u>
	Spouse	Spouse's:
	Father	Brother
	Mother	Sister
	Son	Grandfather
		Grandmother
		Granddaughter
		Grandson

C.07 Personal Relationships in the Workplace

The City of Socorro has no interest in interfering with the private lives of its employees. However, certain conduct that occurs after work or away from the workplace can create tension or other problems at work. For this reason, no person in a management position is allowed to become romantically involved with a co-worker over whom they have supervisory responsibility; this includes occupying a position where they can influence the co-worker's wages, benefits, work assignments, confidential information, manipulate information for personal gain or promotional opportunities. If such a relationship does develop, the two Employees must immediately inform the Director of Human Resources. A determination will then be made regarding the possible transfer or other appropriate action.

City of Socorro desires to avoid the conflicts of interest in its employees, as well as morale problems and concerns about favoritism and possible harassment that can arise as a result of close relationships between employees in managerial or supervisory positions and other employees in the City of Socorro. Accordingly, managers and supervisors are prohibited from exercising any management or supervisory authority (making or participating in personnel decisions of any type including, but not limited to, wages,

benefits, work assignment, promotional opportunity or any confidential information) with respect to any person with whom they have a romantic, sexual, or familial relationship.

A director or supervisor, who has or forms a romantic, sexual or familial relationship with any City of Socorro employee, director or supervisor must disclose the existence of the relationship to the Human Resources Department promptly (management will determine if a conflict of interest exist). Failure to disclose facts may lead to disciplinary action, up to including termination. If an actual or potential conflict exists, the City of Socorro may take whatever action appears appropriate according to the circumstances, up to and including transfer or discharge.

Employees are expected to conduct themselves in a professional manner in the workplace and keep their personal relationships out of the work environment. Employees should also remember that the City of Socorro maintains a strict policy against unlawful harassment of any kind, including sexual harassment. The City of Socorro will enforce this policy consistent with all applicable federal, state and local laws.

C.08 Outside Employment

Employment is normally on a full-time basis leaving little time for outside ventures. The City of Socorro discourages, but does not prohibit, its Employees from participating in other employment or businesses. However, the City of Socorro will not tolerate any such activities which compete for the time or loyalty owed by an Employee to the City of Socorro. Any outside employment or outside business venture shall be reported to your supervisor. To that end, the following types of outside employment and business are prohibited:

1. Any outside activity which involves a business that provides goods or services to the City of Socorro;
2. Any outside activity which has even the potential to conflict with the Employee's regular work schedule at the City of Socorro;
3. Any outside activity which is in violation of any local, state, or federal law;
4. Any outside activity which may reflect poorly on the City of Socorro's image in the community, such as engaging in adult only entertainment; and,
5. Any outside activity in which there is even a slight risk that the City of Socorro will become liable for the employee's acts.

C.09 Misuse of Position and Government Resources

An employee may not use his official position, including information learned by virtue of his position, for his or her personal benefit of others.

An Employee may not use his or her public position for his or her own private personal gain or for that of persons or organizations with which he or she is associated personally. An employee's position or title should not be used to coerce; to endorse any product, service or enterprise; or to give the appearance of governmental sanction.

An employee should recognize their responsibility to protect and conserve government property and resources. Additionally they are to make an honest effort to use official time and government property only for official business.

An employee may not use the official time of another employee for anything other than official business. The use of any government property, including computers and the Internet, for any partisan political activities is always prohibited.

C.10 Dress & Personal Appearance Standards

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what customers and visitors think about the City of Socorro. Personal appearance can also impact the morale of your co-workers.

During business hours or whenever you represent the City of Socorro, you should be clean, well groomed, and wear appropriate clothes. This is particularly important if your job involves dealing with customers or visitors in person.

Your appearance should never serve as a distraction from the excellent customer service we provide our customers. If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

Where necessary, the City of Socorro may make a reasonable accommodation to this policy for a person with a disability.

Non-uniformed employees in non-office positions should dress suitably for their work environment. Denim clothing will not be allowed for any employee who works primarily in an office setting, with the following exception: every Friday of the month employees are allowed to wear denim clothing as long as the clothing is properly laundered and in good condition.

Employees who regularly wear neckwear, (i.e., neck ties, bow ties) may abstain from doing so on Fridays. Additionally, during the months of May to September employees may abstain from any neckwear. Such employees must still maintain appropriate professional attire.

The following examples should help you understand the City of Socorro personal appearance guidelines:

- Canvas, flip flops or athletic type shoes are not appropriate professional attire.
- Tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
- Clothing that may potentially show skin (reaching for a file and your midriff or undergarments are exposed).
- Mustaches and beards must be clean, well-trimmed, and neat.
- Hairstyles are expected to be in good taste.
- Unnaturally colored hair and extreme hairstyles do not present an appropriate professional appearance.
- Excessive makeup is not permitted.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- Multiple ear piercings (more than one ring in each ear) are not professionally appropriate and must not be worn during business hours.
- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Visible excessive tattoos and similar body art must be covered during business hours.

An employee who is in doubt about the appropriateness of a particular mode of dress must consult their supervisor or department head in advance. Department directors and supervisors are charged with the responsibility of enforcing these standards.

C.11 Offices, Desks & Other City of Socorro Property

During your employment, you may be assigned and / or allowed to use City of Socorro-owned equipment such as an office, desk, computer, cell phone, brief case, office cabinet, locker, keys, uniform, equipment, tools, a vehicle, and computer data bases. No reasonable expectation of privacy exists in connection with Employees use of any equipment, supplies, systems, vehicles or property owned by the City of Socorro, including those listed above. City of Socorro reserves the right to enter, inspect, and / or search any office, desk, computer, cabinet, data-base, phone system, e-mail, City of Socorro-owned vehicle, or other property owned by it at any time, without the knowledge or consent of the Employee using the property. You may not withhold information within City of Socorro-supplied property. The use of any City of Socorro-provided equipment for personal use is strictly prohibited.

C.12 Care of Equipment and Facilities

Employees are responsible for the safekeeping of all equipment, tools, keys or uniforms, etc., furnished to them. In some circumstances, a deposit and/or written acknowledgement of personal responsibility may be required.

You may not remove equipment or supplies from your work area without proper authorization from your supervisor. You are required to report any damage or equipment failure to your supervisor immediately.

When your employment terminates, voluntarily or involuntarily, you must return uniforms, tools, keys or equipment that was assigned to your care. If you were required to give a security deposit for uniforms or equipment, the City of Socorro will arrange for the deposit to be returned to you in your final paycheck, providing you return all items as agreed.

C.13 Bulletin Boards

Bulletin boards provided by the City of Socorro are for posting work-related materials only. Employees should review the materials posted frequently for any new or updated information concerning City of Socorro, safety or employment awareness postings, and / or their jobs. No personal information, such as items for sale by Employees, may be posted on the bulletin boards.

C.14 Standards of Conduct

All Employees are expected to conduct themselves in a proper and professional manner. While it is impossible to list all conduct that may result in disciplinary action, the following are some of the offenses that may result in a verbal or written warning, suspension, or termination, as determined appropriate by the City of Socorro:

1. Criminal, immoral or indecent conduct on City of Socorro's property or which, in the City of Socorro's judgment, will interfere with the Employees' ability to perform his or her job;
2. Excessive absences, tardiness, or failing to timely and personally call in, **every day** of your absence (or intended tardiness), to your immediate supervisor or another Senior Director of the City of Socorro, **only**, without acceptable reason.
3. Quitting or leaving work before your specified time without authorization;

4. Possession or use of intoxicating beverages or an illegal drug substance or unauthorized use of prescription medication on City of Socorro property, or while operating a City of Socorro vehicle at any time, or coming to work under the influence of intoxicating beverages or illegal drugs;
5. Violating City of Socorro confidentiality policy;
6. Insubordination. Insubordination is defined as unwillingness to accept authority. EXAMPLE: Refusal to accept a work assignment; answering or talking back to the supervisor in a disrespectful manner, or any act of disrespect toward a supervisor of the City of Socorro;
7. Unauthorized use of, or entrance into, City of Socorro controlled facilities. Supervisors are strictly forbidden from allowing any employee to use, for any reason, any key, access code, computer and /or telephone / long-distance password, or any other confidential number or code assigned specifically to the supervisor. Offenses will result in the immediate termination of employment;
8. Harassing, threatening, coercing or intimidating another Employee, customer, or person doing business with *City of Socorro*;
9. Engaging in horseplay, fighting, running within the premises or personal conduct in a manner which might lead to injury to oneself, fellow employees or others, or which is disruptive to the work environment;
10. Stealing and / or destroying or defacing *City of Socorro* property;
11. Failure to IMMEDIATELY report any work-related accident or injury;
12. Falsifying information, verbal and/or written, to *City of Socorro* at any time, including during application for employment. Falsifying any document related to *City of Socorro* or the conduct of its business, including, but not limited to, contract documents and reports, payroll records, application for services, registrations, or employment;
13. Removal or possession of *City of Socorro* property, records, data, employee lists or other confidential information without proper authorization;
14. Accessing or utilizing information that is not ordinarily available or appropriate for the Employee position;
15. Violation of the City of Socorro no-solicitation, no-distribution policy;
16. Conducting personal business on the City of Socorro time or premises without prior approval from your supervisor; using the City of Socorro stationery, postage, postage meter, envelopes for personal business.
17. Smoking in any unauthorized, City of Socorro controlled facility;
18. Excessive personal conversations and/or personal telephone conversations; Use of personal cell phones while working;
19. Carelessness in the use of City of Socorro property;
20. Failure to immediately report any indictment or conviction of a felony;
21. Placing unauthorized long distance telephone calls, 900 numbers, or accepting collect calls without authorization;

22. Refusal to go for drug tests within the time allotted, refusal to take a drug test when requested, or testing positive on a drug or alcohol test;
23. Any conduct which is in disregard of the City of Socorro's interests, or in violation of any of its policies;
24. Breach of trust or dishonesty;
25. Refusal to cooperate in any investigation being conducted by the City of Socorro;
26. Punching in, swiping, or otherwise recording working time for another employee, or allowing another employee to punch / swipe / clock in for the employee;
27. Sleeping or loafing on the job;
28. Absence of two (2) days without **proper** notice and explanation;
29. Absence for any reason, other than military leave or Service member Family Leave, in excess of twelve (12) weeks and / or 6 months, whichever is applicable.
30. Disclosing or using for the employees or another's benefit, any of the City of Socorro's confidential or proprietary information, records and/or information relating to its operations, methods of doing business, customers, City of Socorro products or employees;
31. Violation of, or failure to observe and practice Equal Employment Opportunity laws, or any violation of City of Socorro's anti-workplace harassment and/or retaliation policies.
32. An employee may not use his official position, including information learned by virtue of his position, for his personal benefit or for the benefit of others.
33. Violation of City of Socorro ordinances applicable to Employees' work.

City of Socorro reserves the right to discipline for reasons other than those listed above, and to suspend or terminate employees without first issuing a verbal or written warning if, in its sole discretion, the facts warrant such action. Employees suspected of violating any of these rules or other policies of the City of Socorro may be suspended without pay during any investigation of the alleged offense. Any Employee terminated for misconduct will not be eligible for rehire.

C.15 No Solicitation & Distribution Policy

In the interest of maintaining a proper work environment and preventing interference with work, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on breaks or lunch time) may not solicit employees who are on working time for any cause, or distribute literature of any kind to them. Employees may not distribute literature or printed material of any kind in working areas at any time. Non-employees are strictly prohibited from distributing material or soliciting employees on City of Socorro controlled property at any time.

C.16 Transfers and Promotions

City of Socorro encourages employees to assume higher-level positions or lateral transfers for which they qualify. Toward this end, you may have a job-posting program that offers employees the opportunity to apply for certain positions with the City of Socorro. Generally, however, employees must be in their current job for at least a one-year period before applying for a change in position. In addition, employees

must have good work performance, attendance and punctuality and must meet the minimum requirements (education, skills, training and experience) of the position.

All requests to be considered for an open position must be submitted in writing, dated and approved by employee's immediate supervisor. Eligible employees applying for an open position will be considered for the new position along with all other applicants, including those from outside the City of Socorro.

C.17 Social Media Policy

This policy relates to employees use of their personal computer equipment, away from work, and while off-duty for interacting with social media. Except as required as part of an employee's specific job duties, employees are prohibited from using social media during work hours, using either City of Socorro or personal computer equipment. To the extent that an employee's specific job duties require the use of social media, refer to and follow the City of Socorro's guidelines and procedures developed separately for this purpose.

For the purposes of this policy, the term "social media" includes any Internet-related blog, wiki, online social network or any other form of online publishing or discussion.

In connection with an employee's use of social media, the conduct listed below is prohibited. PROVIDED, HOWEVER, that nothing in this policy is intended, nor will be interpreted or enforced, in any manner to discourage or penalize communications between employees, or with third parties, concerning perceived harassment or discrimination, issues that relate to City of Socorro managers, management, and/or ownership, or other working conditions, including safety, compensation, wage, and benefits). This includes the working conditions of the employee or his/her co-workers.

1. Knowingly making false statements that are intended solely to harm the reputation of City of Socorro employees, managers, supervisors, or senior management. However, nothing herein shall impact Employee's free speech rights and the Employee's ability to comment on matters of public concern.
2. Disclosing confidential proprietary information of others, including private and/or personal information (e.g., social security numbers, etc.) related to (a) citizens, and (b) City of Socorro employees, managers, supervisors, or senior management.
3. Making discriminatory or harassing comments that violate federal or state law and/or would be prohibited by the City of Socorro's anti-discrimination / anti-harassment policy or otherwise engaging in any conduct prohibited by the City of Socorro's anti-discrimination / anti-harassment policy.
4. Making threats of physical injury to any employee, manager, officer, director, or owner, including threats concerning their respective family members or personal property.
5. Releasing information without a proper Texas Public Information Act request.
6. Disclosing private citizen information unless such information is already in the public domain.
7. Posting images, including photographs or drawings, depicting the confidential, personal and/or health-related information of citizens.
8. Supporting of the City of Socorro, its products or services, on any blog, forum, or other internet-related media, even if using a personal relationship with the City of Socorro.
9. Violating any intellectual property law, such as copyright, trademark, and/or financial disclosure law in a manner that affects the City of Socorro, provided that an employee's non-commercial use of the City of Socorro's name, logo or trademark to identify the City of Socorro is not prohibited; for example, an employee may not use the City of Socorro name or logo to promote his/her "Amway" or other business, but can use it in connection with efforts to change working conditions.

If you participate in online social networks and identify yourself as an employee of the City of Socorro, ensure your profile and related content is an accurate and fair representation of your relationship with the City of Socorro. Employees control and, therefore, are personally responsible for the content they publish on social media, blogs, wikis or any other form of user-generated media. The content you publish will be available online for a long time. Employees are required to keep information they publish current and up-to-date if it relates to the City of Socorro.

OPEN COMMUNICATION & PROBLEM SOLVING

D.01 Open Door Policy and Problem Solving

City of Socorro promotes an atmosphere whereby employees can talk freely with members of management. All employees are encouraged to openly discuss with any director or supervisor any problems or concerns so that appropriate action may be taken.

City of Socorro is also interested in all employees success and happiness. We, therefore, also welcome the opportunity to help employees whenever feasible. Employees are encouraged to contact *City of Socorro's* Human Resources Director at (915) 858-2915 when you, in your best judgment, feel that your supervisor or director may not have given your concerns or problems the attention they deserve.

Please tell us if you have a problem. We think you will find your director or supervisor to be receptive to your concerns. If not, please follow the procedures below. We are always looking for ways to make this a better place to work.

D.02 Procedures to Resolve Problems or Complaints

If there is something about your job that is bothering you, let's get it out in the open and discuss it immediately. We cannot help you unless you tell us what it is we can do. If you have a problem, it can usually be resolved by following these steps:

1. Discuss the matter with your immediate supervisor immediately;
2. If your immediate supervisor cannot solve the problem, or if you are not satisfied after discussing it with your supervisor, you should provide a written complaint to the next highest management person over your supervisor with a copy to the Human Resources Director. Your complaint should include: (1) the exact date the problem or situation occurred; (2) the name(s) of the individual(s) involved; (3) the name(s) of any witness (es); (4) direct quotes when language is relevant; (5) any documented evidence such as notes, pictures, cartoons, e-mails, graphics, jokes, etc.; and, (6) your printed name, current date and signature.
3. If the problem is still not resolved, we encourage you to make an appointment and discuss it with *City of Socorro's* Human Resources Director at **(915) 858-2915**.

If for any reason you feel you cannot follow this procedure, or if the problem is still not resolved, you are free to bring the problem to the attention of any senior level Director Officer of City of Socorro with whom you feel comfortable, including the City Manager.

We are available for advice and assistance in solving your problems at any time. When you inform us of your concern or problem, we will try to answer your concern or solve your problem under the circumstances.

D.03 E-Mail, Voice-Mail, & Other Employee Communications

The City of Socorro's e-mail, voicemail, and other electronic communications systems are designed to enhance internal communications, and reduce paperwork. Employees using these systems must adhere to the following policies and procedures:

1. The City of Socorro's e-mail system, telephone, network, and Internet/Intranet access are intended for business use only. **Personal use is prohibited;**
2. All system passwords must be available to your supervisor at all times. Secret passwords are not allowed;

3. All information created, sent, or received via your e-mail, telephone, voice-mail, network, Internet, Intranet, or other electronic communication system, including all e-mail messages and electronic files, is the property of the City of Socorro. Employees should have no exception to privacy regarding this information. The City of Socorro reserves the right to access, read, review, monitor, and copy all messages and files on its computer system at any time and without notice. When deemed necessary, *City of Socorro* reserves the right to disclose text or images to law enforcement agencies or other third parties without the Employee's consent;
4. Use extreme caution to ensure that the correct e-mail address is used for the intended recipient(s);
5. Any message or file sent via e-mail must have the Employee's name attached. Use of **personal e-mail accounts are not permitted**;
6. Only authorized management personnel are permitted to access another person's e-mail, voice-mail, or other electronic system files without consent;
7. Employees should exercise sound judgment when distributing messages. Employees must also abide by copyright laws, ethics, rules, and other applicable laws;
8. E-mail messages must contain professional and appropriate language at all times. Employees are prohibited from sending abusive, harassing, intimidating, threatening, and discriminatory or otherwise offensive messages via e-mail. Sending abusive, harassing, intimidating, threatening, discriminatory, or otherwise offensive messages via e-mail will result in disciplinary action up to and including termination;
9. E-mail usage must conform to the City of Socorro's harassment and discrimination policies;
10. Use of the City of Socorro's e-mail system to solicit for any purpose, personal or otherwise, without the consent of the City of Socorro, is strictly prohibited;
11. Misuse and/or abuse of electronic access, including but not limited to, personal use during working hours, playing internet or computer games, sending City of Socorro information to unauthorized persons, gambling, copying or downloading copyrighted materials, visiting pornographic sites, allowing another person to use the Employee's right of access, or sending abusive e-mail messages will result in disciplinary action, up to and including termination;

Violation of this Policy may result in disciplinary action, up to and including termination.

SAFETY

E.01 Safety Policies

City of Socorro is vitally concerned with workplace safety and health issues, and is committed to preventing the human suffering and financial losses to both employees and the City of Socorro that result from needless accidents.

To assist in providing a safe and healthy work environment for our employees, vendors and visitors, City of Socorro has established a safety program. City of Socorro has responsibility for implementing, administering, monitoring and evaluating the safety program. The program's success depends on the cooperation and personal commitment of all.

City of Socorro provides information about safety and health issues through regular internal communication channels such as Supervisor meetings, safety committees, bulletin board postings, memos, safety tips and other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. All staff must immediately report any unsafe condition or practice to your supervisor or *City of Socorro's* Human Resources Director at **(915) 858-2915**.

E.02 Observance of Safety Standards / Rules

Employees are required to become familiar with and follow all applicable safety rules for their place of employment and job. If you are unsure of the safety rules, talk to your supervisor. In all instances, Employees are required to comply with the following:

- Learn your job and how to be safe at all times! Never use equipment, machinery or chemicals you are not trained to use!
- Learn the location of fire alarm boxes, fire extinguishers and what your responsibility is in case of a fire or emergency. Know the City of Socorro's emergency evacuation procedures;
- Promptly report all unsafe or potentially hazardous conditions, such as the following, to your immediate supervisor, or to City of Socorro's Human Resources Director:
 1. Wet or slippery floors. Trash, flash or resin on floors.
 2. Poor general housekeeping or unsafe work areas;
 3. Poorly stacked material or products;
 4. Pallets laying on the floor;
 5. Equipment left in halls or walkways;
 6. Careless operators or careless handling of any equipment;
 7. Missing safety guards or warnings on machinery & equipment;
 8. Other Employees not wearing required personal protective equipment
 9. Exposed or unsafe electrical wiring.
- Do not operate electrical equipment with wet hands;
- Use proper lifting techniques, and get help when needed;
- Do not stand on boxes or other unstable objects;
- Required personal protective equipment (including proper protective footwear, earplugs, back support belt, hard-hat, etc.) are to be worn at all times;
- Wear seat belts when riding in any vehicle, including heavy machinery;
- No horseplay or running within the work area is allowed;
- No smoking is allowed except in authorized areas;
- Handle hazardous chemicals with care and in accordance with handling instructions that accompany the material (i.e., hazmat-instructions).
- Promptly report all unsafe or potentially hazardous conditions, such as those discussed above, to your immediate supervisor or to *City of Socorro's* Human Resources Director at **(915) 858-2915**:
- **If you are asked to work outside of your job responsibilities or physical restrictions, contact *City of Socorro's* Human Resources Department immediately. Be safe, not sorry!**

E.03 Hazardous Chemicals & Materials

All are required to comply with applicable Occupational Health and Safety Administration (OSHA) standards and regulations established by the Federal Occupational Safety and Health Act of 1970 in regard to the proper handling of chemicals or substances in the workplace. **Do not attempt to handle or work with hazardous or dangerous chemicals or materials under any circumstances unless it is a part of your job responsibilities and not until you have been properly trained and authorized to do**

so. Please consult with your supervisor to discuss proper handling of substances and chemicals in the workplace during new training orientation.

E.04 Work related Accidents and Emergencies

Maintaining a safe work environment requires continuous cooperation of all employees and management. City of Socorro strongly encourages Employees to communicate with fellow employees regarding safety issues.

All on-the-job accidents and injuries, regardless of how minor, must be **immediately** reported to City of Socorro's Human Resources Director, (915) 858-2915, except when reporting would delay prompt first aid or medical attention.

911 should be called in the event of a major accident or emergency.

Failure to immediately report an accident or injury is a serious matter and it may preclude an employee's coverage under workers' compensation insurance.

E.05 Workers' Compensation Benefits

City of Socorro has workers' compensation insurance coverage from Texas Municipal League to protect you. You can get more information about your workers' compensation rights from any office of the Texas Workers' Compensation Commission by calling 1-800-252-7031. You may elect to retain your common law right of action if, no later than five days after beginning employment, you notify City of Socorro in writing that you wish to retain your common law right to recover damages for personal injury. If you elect your common law right of action, you cannot obtain workers' compensation income or medical benefits if you are injured.

E.06 Workers' Compensation Managed Care Network

Your employer has chosen Texas Municipal League Network to manage the health care and treatment you may receive if you are injured at work. Texas Municipal League Network is a State approved certified workers' compensation health care network. This program includes a network of health care providers who are trained at treating work-related injuries. They are also trained at getting people back to work safely.

If you are injured at work, tell your supervisor and City of Socorro **immediately**. Your employer will help you seek care for your injury. We will also help you with questions about how to get treatment through Texas Municipal League. The goal is to return injured workers to work as soon as it is safe to do so.

E.07 Important Notice -- Workers' Compensation Fraud

All properly enrolled employees are entitled to receive medical care and indemnity benefits for legitimate injury or illness on the job. It is a felony to knowingly make, or cause to be made, false or fraudulent claims of injury for the purposes of obtaining workers' compensation benefits. The City of Socorro will vigorously prosecute workers' compensation fraud to the fullest extent of the law. If you suspect that someone is committing workers' compensation fraud, please call our Human Resources Director immediately at (915) 858-2915.

E.08 **Prohibited Actions**

The following are prohibited actions as they relate to on-the-job accidents and emergencies:

1. Submitting fraudulent claims for injuries suffered on the job. Criminal penalties may be imposed on employees who commit this very serious violation;
2. Withholding information or providing false information regarding any on-the-job injury or alleged accident or injury;
3. Failure to comply with any safety policy that results in an on-the-job injury or accident;
4. Failure to comply with all City of Socorro imposed reporting, required while out on a workers compensation leave.

Employees who violate safety rules and standards, who cause hazardous or dangerous situations, or who fail to report, or where appropriate, remedy such situations; will be subject to disciplinary action including termination of employment.

COMPENSATION

F.01 **Payroll Information**

Occasionally, changes may occur in personal information such as your address, telephone number, marital status, number of dependents, name of persons to notify in case of emergency, etc. These changes may have a bearing on your benefits programs, social security, state and federal taxes and City of Socorro records. **It is your responsibility to keep this information accurate and up-to-date. Immediately notify your supervisor and City of Socorro of any changes so your personnel records may be updated.** Change of status / personal information notification forms can be obtained by logging into City of Socorro's website at www.ci.socorro.tx.us and click on Human Resources then scroll down to useful forms and select the form needed.

F.02 **Hours of Work**

The standard workweek for full time employees is Monday through Friday. A normal workday consists of eight hours, exclusive of the meal period. Starting and ending times will be determined based upon the needs of the business. Part-time and temporary Employees will be informed of their schedules. The City of Socorro reserves the right to change the normal schedule and/or workweek for one or more employees to meet the needs of the business.

F.03 **Meal Periods and Breaks**

All full-time Employees are provided an uninterrupted meal period each day, approximately halfway through their workday. Your supervisor will schedule your meal period (and the length of your meal period) to accommodate operating requirements. The meal period is unpaid. Employees are not allowed to work through the meal period in order to arrive late or leave early without the permission of their supervisor.

Depending upon your job, you may be entitled to a morning and afternoon break. If allowed, your supervisor will inform you of your break period and the amount of time allowed. A break room may be provided for use during meal and break periods.

F.04 Overtime Pay and Shift Differentials

When you are hired, you will be classified as either exempt or non-exempt. This is necessary to comply with the Fair Labor Standards Act (FLSA) and any applicable state laws. In certain types of jobs, employees are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek. These Employees are referred to as non-exempt. This means that they are not exempt from the overtime pay provisions of the FLSA, and will receive overtime pay. Employees who qualify as management, administrative, executive or professional Employees, within the guidelines of the state and federal wage and hour laws, are exempt from overtime pay and are not subject to this policy.

All employees are expected to work overtime when requested by their supervisor. For non-exempt Employees, hours worked in excess of forty (40) hours within each workweek, which are approved in advance by their supervisor, will be paid at the rate of one and one-half times their regular rate. Hours worked means time actually spent on the job. It does not include hours away from work due to paid time off, sickness, jury duty or holiday, even when those days are compensated.

F.05 Recording Work Hours

Your time card or time sheet is your way of making sure you receive the correct amount of pay. All Employees are required to accurately record their own time for each day and pay period.

This includes any overtime hours, paid time off, PTO (personal time off), personal holidays, or other leave you may take. All overtime must be approved in advance by your supervisor. Falsifying your time records may result in termination. If you are a non-exempt (hourly) employee, you are expected to clock or swipe-in no earlier than five (5) minutes before your work schedule begins and leave no later than five (5) minutes after it ends.

Your supervisor will review the time card before submitting it for payroll processing. If you use a time clock to punch in and out and make a mistake, or if corrections or modifications must be made to the time records, both the Employee and supervisor must verify the accuracy of the changes by initialing the time record.

Employees are prohibited from recording, signing-in, punching, clocking, or swiping a time card of another employee, or having another employee record their time. If you forget to record your starting time, talk to your supervisor so each can record the correct time and sign the time card.

F.06 Payday & Holiday Pay

City of Socorro's pay period is bi-weekly. The pay cycle will be provided with the new hire paperwork. It is also posted on ci.socorro.tx.us website.

In the event that a regularly scheduled payday falls on a recognized holiday, Employees will be paid on the last regular day of work preceding the holiday. If the regular payday falls during an employee's paid time off, the employee will be paid as you normally would. City of Socorro employees will not be paid prior to paid time off.

The City of Socorro takes every precaution to avoid errors in your pay; however, in case of an error, please advise your supervisor immediately. City of Socorro will research the issue and if it is determined that an error was made, adjustments will normally appear on the next issued pay date.

F.07 Direct Deposit

Direct deposit is an increasingly popular and safe method of receiving your paycheck. Employees may be paid by direct deposit of funds to either a savings or checking account at the bank of their choice. To activate direct deposit, a direct deposit authorization form must be completed, signed and returned to the

payroll department. You may obtain a direct deposit authorization form from either *City of Socorro*'s website (www.CityofSocorro.com, click on "direct deposit form") or from *City of Socorro*'s Human Resources Department. **Please attach a voided personal check** from the account into which you wish to have your paycheck deposited. Completed forms must be submitted before the end of the pay period in which the employee wished to begin direct deposit.

F.08 **Payroll Advances**

Absolutely no payroll advances or loans will be made.

F.09 **Payroll Deductions**

Your Employer is required by law to make proper deductions from your earnings on your behalf. Amounts withheld vary according to how much you earn your marital status, government and state employment regulations. Mandated withholdings include, but are not limited to: Social Security (FICA), Federal income taxes and State income taxes (not in Texas). The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4. If your marital status or the number of exemptions previously claimed increases or decreases, a new W-4 Form must be submitted to your Supervisor and *City of Socorro*'s payroll department.

Other voluntary deductions that you might authorize as deductions from your paycheck are: health insurance premium payments, vision, dental, ancillary benefits, uniforms, educational reimbursements, and other services requested by the employee.

Court Ordered / Government Mandated Deductions: *The City of Socorro* is required by state and federal laws to comply with court orders, liens and wage garnishments and assignments. If the City of Socorro receives a notice of a garnishment or wage assignment, *City of Socorro* is required to comply with all legal requirements without regard to your personal consideration, requests or notification. Should you need a copy of the order of the court, you may contact *City of Socorro*'s Accounting / Payroll Manager. Should you want to dispute the order of the court, you must contact the court to determine your course of action.

TIME OFF

G.01 **Paid Time off**

The City of Socorro offers paid time off to eligible employees. Employees in the following employment classifications are eligible for paid time off:

- Regular full-time employees

The amount of paid time off you receive each year depends on length of employment. This is the schedule for accruing paid time off:

- Upon initial eligibility the employee is entitled to 10 paid time off days each year, accrued biweekly at the rate of 3.08 hours per pay period.
- The start of five (5) years of eligible service the employee is entitled to 15 paid time off days each year, accrued biweekly at the rate of 4.62 hours per pay period.

For example: Hire date: 11/01/2010

5th year anniversary . 11/01/2015 . accrual at 4.62 per pay period

We calculate the length of your eligible service on the basis of a "benefit year." A "benefit year" is the twelve-month period that begins when you start earning paid time off time. It is recommended that you use your paid time off within the accrual time period.

The maximum accrual for paid time off leave to be carried-over to the next fiscal year is 40 hours (October 1 through September 30). Employees who exceed the 40 hours carry over to the next fiscal year will lose the excess of accrued hours.

All employees are required to utilize accrued paid time off hours for any absences from work with the exception of sick leave. Employees are prohibited from borrowing paid time off hours once accrued hours are exhausted. If an employee exhausts accrued paid time off hours, the absence will be counted as an unexcused absence.

Once you enter an eligible employment classification, you begin to earn paid time off; time will be accrued according to the schedule in this policy. Employees are eligible to begin using paid time off hours after completion of six months of employment once time has accrued.

To schedule your paid time off, you should first make sure you have the accrued time you will be requesting, then ask for advance approval (minimum two week advance notice) from your supervisor. Each request will be reviewed based on a number of factors, including the City of Socorro's needs and staffing requirements. (There will be no approvals for time not accrued).

Paid time off will be paid at the regular pay rate. Paid time off pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

G.02 **Sick Leave**

The City of Socorro provides paid sick leave benefits to eligible employees who are temporarily absent due to illness or injury following three months of employment. Employees in the following employment classifications are eligible for sick leave:

- Regular full-time employees
- Regular part-time employees

You will accrue sick leave benefits at the rate of twelve (12) days per year (one day for every full month of service) as regular full-time employee. As a regular part-time employee, you will accrue sick leave benefits at the rate of six (6) days per year. Sick leave benefits are calculated on the basis of a "benefit year." A "benefit year" is the twelve-month period that begins when you start earning sick leave. You can request to use paid sick leave after you complete a ninety (90) day waiting period from the date you become eligible to accrue sick leave benefits.

You may not take less than one hour sick leave. You may use sick leave benefits to be absent because you are ill or injured. You can also use sick leave to be absent because of the illness or injury of your child, parent, or spouse.

Employees who are unable to report to work because of illness (or for any reason) must personally notify their immediate Supervisor directly, **every morning of their illness**, no later than **one (1) hour before** their normal report time so that arrangements can be made to cover your position. Please do not report your illness or absence from work to a receptionist, administrative assistant, answering service, and co-worker or to your Director through his/her voice mail system. Except in the case of an emergency, contact by anyone other than the employee to his/her immediate supervisor or another senior director of the City of Socorro, will not constitute notification.

The City of Socorro reserves the right to request a certification from a licensed doctor when absent for more than two (3) consecutive workdays. Your supervisor may also request a similar statement for other sick leave absences of less than three days. Before you can return to work after a sick leave absence of 30 calendar days or more, you must provide your supervisor with a doctor's statement that you may safely return to work.

Fraudulent claims of illness or injury will result in immediate termination of your employment.

Your sick leave benefits will be calculated based on your base pay rate at the time of your absence. Sick leave benefits do not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Unused sick leave benefits will be allowed to accumulate indefinitely.

Sick leave benefits are meant to provide income protection in the case you are ill or injured. They may not be used for any other absence. If you falsify the document in any way, including the reason or dates for an absence, you will be subject to disciplinary action, up to and including termination and compensation for the absence will be stopped immediately.

You will not be paid for unused sick leave benefits while you are employed and you will also not be paid for unused sick leave benefits when your employment terminates.

ALL EMPLOYEES, INCLUDING SALARIED, MUST TURN IN A LEAVE REQUEST UPON RETURN TO WORK.

G.03 Failure to Give Notice (Job Abandonment)

Failure to personally notify your immediate Supervisor of **any absence**, for any reason, in the manner described above (see sick leave) may be considered grounds for termination. Failure to personally notify your immediate Supervisor or another Senior Director of the City of Socorro on two (2) consecutive days, for any reason, is considered job abandonment and the employee is considered to have elected to resign his or her position (job) without notice

G.04 Bereavement Leave

The City of Socorro provides bereavement leave to employees who need to take time off because an immediate family member died. To ask for bereavement leave, see your supervisor.

Employees in the following employment classifications are eligible for up to three days of bereavement leave with pay:

- Regular full-time employees

While you are on a paid bereavement leave, you will get your base pay rate but you will not get any special forms of pay, such as incentives, commissions, bonuses, or shift differentials.

We normally will give you bereavement leave unless there are business reasons that require you to be at work. With your supervisor's approval, you can use any available paid leave benefits you have, such as vacation, if you need more time off.

Paid bereavement leave is granted according to the following schedule:

Employees are allowed up to one week off from regularly scheduled duty with three (3) days paid by the City of Socorro and two (2) days may be charged against employee's paid time off

or personal holiday in the event of the death of the employee's spouse, child, father, mother, sister or brother.

Employees are allowed one (1) day paid by the City of Socorro for the death of the employee's father-in-law, mother-in-law, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter. To be eligible for paid bereavement leave, the employee must attend the funeral of the deceased relative.

Employees are allowed one (1) day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.

Employees are allowed up to four (4) hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the City of Socorro, provided such absence from duty will not interfere with normal operations of the City of Socorro. To be eligible for pay under this provision, the employee must attend the funeral of the deceased regular employee or retiree.

G.05 Jury Duty/Civil Leave

Regular full-time employees of the City of Socorro are eligible for jury duty leave. If an employee is called to jury duty, or is required by court order to appear as a witness, the employee will be granted leave with pay (limited to the number of days required) upon presentation of the subpoena to his/her department head.

If you get a jury duty summons, show it to your supervisor as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

Your paid time off, and holiday benefits will continue to accrue during jury duty leave.

Regular full-time employees of the City of Socorro are also eligible to flex their hours on voting days in order to allow two (2) hours of time off for registered voters only.

G.06 Employee Hospitalization

In the event an Employee is hospitalized in a hospital or day surgery facility for any reason (including but not limited to: illness or accident, either on or off the job, surgery, whether elective or health required, short-term illness, long-term illness and/or rehabilitation), Employee must provide a written release from an attending physician prior to returning to work.

G.07 Medical and Family Leave of Absence

City of Socorro provides eligible employees with unpaid leaves of absence when they are unable to work for medical reasons, or need time off from work for certain family related reasons. Such leaves are available to employees who qualify for a leave under the Family Medical Leave Act (FMLA) and, in limited situations, to employees who do not meet those requirements.

A. Employees Who Qualify for Leave under the Family and Medical Leave Act

In compliance with the Family and Medical Leave Act (FMLA), City of Socorro will grant employees who have completed one year of service to City of Socorro, and who have worked at least 1250 hours in the preceding 12 months, a leave of absence for: (1) the care of a child after birth or adoption, or placement

with the employee for foster care, (2) the care of a covered family member (spouse, child or parent) with a serious health condition, or (3) in the event of an employee's own serious health condition.

Employees who do not meet the length of service and hours requirement, or who have exhausted their leave under FMLA, may apply for a leave of absence subject to the conditions described in Part B of this policy. Leaves under FMLA will be granted for a maximum period of up to twelve (12) weeks in any rolling twelve-month period. This means that the City of Socorro will measure backwards twelve months from the date the employee uses FMLA leave to determine the amount of leave to which the employee is entitled, up to a maximum of twelve weeks in any twelve-month period. FMLA leaves for married couples, for the birth, adoption, or placement of a child for foster care or care for a covered family member with a serious health condition, are limited to a combined total of twelve weeks.

Child / Family Care Leave

If you request a leave of absence to care for a child after birth, adoption, or placement in your home for foster care, or to care for a covered family member with a serious health condition, you will be granted unpaid leave under the following conditions:

1. If the leave is planned in advance, you must provide City of Socorro with at least thirty (30) days notice prior to the anticipated leave date;
2. If the leave is unexpected, you must notify your supervisor as far in advance of the anticipated leave date as is possible. (Normally, this should be within two (2) business days of when the need for the leave becomes known to the Employee).
3. Leave taken to care for a child after birth, adoption or placement in your home for foster care, must be taken in consecutive workweeks. Leave taken for a covered family member's serious health condition may be taken consecutively, intermittently, or on a reduced work/leave schedule based on certified medical necessity.

All City of Socorro benefits, if applicable, that operate on an accrual basis (like paid time off) will cease to accrue during any period of FMLA leave which is unpaid. During FMLA leave, your health insurance benefits (if any) will continue on the same basis as if you were working.

You will be required to use all accrued, unused paid time off (if applicable) during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay.

Leave to Care For a Family Member

An employee requesting a leave of absence to care for a covered family member with a serious health condition, may be required to provide medical certification from the family member's physician attesting to the nature of the serious health condition, probable length of time treatment will be required, and the reasons that the employee is required to care for this family member. Employees may also be required to provide additional physician's statements at City of Socorro's request at reasonable intervals. Further, the family member may be required to submit to a medical examination by a physician at their own expense.

Leave for Employee's Own Serious Health Condition

If you request a leave of absence for your own serious health condition, including injuries received during the course of your employment (Employees unable to work because of an on-the-job injury, are automatically granted a medical leave of absence because of their own serious health condition), you will be granted a leave under the following conditions:

1. If the leave is planned in advance, you must provide us with at least thirty (30) days notice prior to the anticipated leave date;
2. If the leave is unexpected, you should notify your supervisor as far in advance of the anticipated leave as is possible. (Normally, this should be within two (2) business days of when the need for the leave becomes known to the employee).
3. Anytime that you expect to be, or are absent for more than three consecutive work days, as a result of your own serious health condition (illness or injury, whether work related or not, including injuries covered by workers compensation and pregnancy that involves inpatient care in a hospital, or continuing treatment by a healthcare provider), you will be required to submit appropriate medical certification from your physician. Such certification must include, at a minimum; (1) the date the condition began, (2) a diagnosis, and, (3) the probable date of your return to work.
4. Leave taken for the Employee's own serious health condition may be taken consecutively, intermittently, or on a reduced work / leave schedule based on certified medical necessity.

All City of Socorro benefits that operate on an accrual basis (like paid time off) will cease to accrue during any period of FMLA leave which is unpaid. During FMLA leave, your health insurance benefits will be continued on the same basis as if you were working.

You will be required to use all accrued, unused paid time off during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay.

During your leave, you may also be required to provide the City of Socorro with additional physicians' statements on request at reasonable intervals, attesting to your continued disability and inability to work. You may also be required to submit to medical examinations by physicians designated by City of Socorro, at its discretion, and at its expense, at the beginning of, during, or at the end of your leave period, and to provide City of Socorro with access to your medical records as required.

Before you will be permitted to return from medical leave, you will be required to present City of Socorro with a note from your physician saying that you are capable of returning to work and performing the essential functions of your position, with or without reasonable accommodation. Where required, City of Socorro will consider making reasonable accommodation for any disability you may have in accordance with applicable laws.

Exigency Leave:

FMLA eligible employees may take leave to attend issues related to exigencies arising from military operation or deployment. Employees whose spouse, son, daughter, or parent is on active duty, or is notified of an impending call or order to active duty, in the armed forces in support of a contingency operation, may take a total of twelve (12) weeks of leave to attend to related needs. A contingency operation is defined as a military operation that:

- A. is designated by the Secretary of Defense as an operation in which members of the armed forces are or become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or,
- B. results in the call or order to, or retention on, active duty of members of the uniformed services under other provisions of law during a war or during a national emergency declared by the President or Congress; or,

- C. could include child care issues related to deployment, assistance in preparation of deployment, attendance at deployment-related briefings and other related information sessions.

Service member Family Leave:

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member may take a total of twenty-six (26) weeks of service-member family leave during any consecutive twelve (12) month period to care for the service member for an injury or illness incurred by the service member in the line of duty on active duty in the armed forces. A covered service-member is a member of the armed forces, including members of the National Guard or Reserve, who is undergoing outpatient treatment, recuperation, or therapy, or is on the temporary disability retired list, for a serious injury or illness that may render the service-member unfit to perform the duties of the service member's office, grade, rank or rating.

%Outpatient treatment+means the service member is assigned to a military medical treatment facility as an outpatient or is assigned to a military unit established for the purpose of providing command and control of members of the armed forces who are receiving medical care as outpatients.

%Next of Kin+for purposes of this provision means the nearest blood relative of that individual.

Certification:

An employer may require certification for both Exigency Leave and Service member Family Leave. Procedures for Service member Family Leave are similar to those for the care of other family members under previously existing regulations.

Combined Total Leave Entitlement:

Eligible employees are entitled to an aggregate total of twenty-six (26) weeks of FMLA leave during a twelve-month period. However, leave remains limited to a total of twelve (12) weeks for any leave other than Service member Family Leave, whether or not aggregated into a longer period based on Service member Family Leave. For example, if an employee takes only Service member Family Leave, the employee is entitled to twenty-six (26) weeks of leave. If an employee takes both Exigency Leave and Service member Family Leave, the employee may take a maximum of twelve (12) weeks of Exigency Leave and an additional fourteen (14) weeks of Service member Family Leave, for a total of twenty-six (26) weeks. If an employee takes only eight (8) weeks Exigency Leave, the employee may take up to an additional eighteen (18) weeks of Service member Family Leave, or up to an additional four (4) weeks of some other type of FMLA leave. Spouses employed by the same employer are still required to aggregate their leave entitlement

Reinstatement Following FMLA Leave

So that an employee's return to work can be properly scheduled, an employee on FMLA leave should provide at least two (2) weeks advance notice of the date the Employee intends to return to work. Employees who return to work by the end of FMLA leave, will be reinstated to the same position, if available, or to an equivalent position for which the Employee is qualified. If an Employee does not return to work after exhausting FMLA leave, the Employee will be administratively terminated.

B. Leaves for Employees Who Do Not Qualify For FMLA Leave

Employees who do not qualify for FMLA leave may request an unpaid leave of absence for the reasons stated in Part A above, subject to the following:

1. Leave requests must be made at least thirty (30) days in advance of the date that the Employee would like the leave to begin, or, in an emergency situation, with as much advance notice as is possible. (Normally this should be within two (2) business days of when the need for the leave becomes known to the Employee).
2. The certification requirements and the conditions for required use of accrued time off, benefits accrual, and continuation of group health insurance during the leave set forth in Part A apply to all leave requests;
3. Unless otherwise required by law, leaves for reasons other than an Employee's own health condition or military service, will be limited to a thirty-day (30 day) maximum duration;
4. Leave for the Employee's own serious health condition, including on-the-job injuries covered by workers' compensation, will generally be granted for the period of disability, up to a maximum of six (6) months. Any absence from work for any reason, other than military leave (including time spent on FMLA leave, on workers' compensation, or any other absence) in excess of six (6) months, will be administratively terminated. This six (6) month limit on leaves of absence is not interrupted by a return to work unless the Employee is released to full duty, and works at least 30 consecutive days. Employees terminated due to any absence in excess of six (6) months, who were administratively terminated, may reapply for employment.
5. If on leave under Part B of this Policy are not guaranteed reinstatement to their former job. When released to work, such Employees will be reinstated to any vacant job they are qualified to perform based upon the needs of the City of Socorro at the time the Employee is released. If no jobs are available, the Employee will be terminated and can reapply for employment when positions become available.
6. We will provide reasonable accommodations as required by the Americans with Disabilities Act.

G.08 Military Leave

If anyone is called to active duty or Reserve or National Guard training, or if the Employee volunteers for the same, the Employee must submit copies of his/her military orders to his/her supervisor as soon as possible.

The City of Socorro will grant a military leave of absence, without pay, for the period of military service, in accordance with applicable federal and state laws. Employee's eligibility for reinstatement, after military duty or training is completed, is also determined in accordance with applicable federal and state laws.

EMPLOYEE BENEFITS

H.01 Holidays

The City of Socorro gives time off to all employees for holidays according to a schedule approved by the City Council each year. The following holidays are normally included in that schedule, but may be changed due to work requirements or City Council decision:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving
- Day after Thanksgiving
- Christmas
- Day after Christmas

Eligible full-time employees will be paid for holiday time off. Employees in the following employment classifications are eligible for holiday time off with pay immediately:

- Regular full-time employees

The following conditions apply to City of Socorro holiday pay policy:

- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at the individual employee's base rate of pay.
- If an employee is scheduled to work on a holiday, he or she will receive wages at one and one-half times their straight time for the hours they worked on the holiday, plus eight (8) hours of holiday (only a skeleton crew will be scheduled on holidays)
- Holidays will not be paid to employees on any type of unpaid leave.
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.
- An employee must be present at work on his or her last complete scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay, unless management

has previously granted vacation days off on these days upon one-week advance written notice or management receives a doctors notification excusing the absence.

In addition to the recognized holidays previously listed, eligible employees will receive one personal holiday in each anniversary year. To be eligible for this personal holiday, you must complete 6 months of service in an eligible employment classification. To use a personal holiday, you should first ask for advance approval from your supervisor. This day must be used annually during the calendar year or it is lost. This holiday will not be carried over or paid for at the end of the calendar year.

H.02 Worker's Compensation

Your health and safety are extremely important to the City of Socorro.

City of Socorro covers all **properly enrolled employees** for injuries and illnesses at no cost to you. This insurance pays for all medical care and indemnity benefits (pay) based upon applicable state laws. Persons, who have not properly enrolled with *City of Socorro*, may have coverage of a claim denied. Your supervisor or City of Socorro's Human Resources Department will inform you of your medical care treatment options for injuries (please see section E.05).

Any work related injury or illness, no matter how minor, must be reported to your supervisor and to the City of Socorro Human Resources Department immediately.

Employees injured on the job and unable to work will be granted a medical leave of absence in accordance with the City of Socorro's leave of absence policy.

Employees will not be discriminated against or retaliated against for their good faith filing of workers' compensation claims.

H.03 Workers' Compensation Benefits

City of Socorro has workers' compensation insurance coverage from Texas Municipal League Insurance Company to protect you. You can get more information about your workers' compensation rights from any office of the Texas Workers' Compensation Commission, or by calling 1-800-252-7031.

H.04 Unemployment Insurance

You are covered by unemployment insurance. The contributions to this benefit are provided by the City of Socorro and require no payroll deduction on your part. You may be entitled to unemployment insurance benefits if your work hours are reduced, or if you are temporarily laid-off, or permanently terminated through no fault of your own.

Additional information about your rights to unemployment insurance benefits can be obtained from City of Socorro's Human Resources Department.

H.05 Social Security / Medicare Benefits

Federal Social Security tax law (FICA) requires all to contribute a percentage of their wages for future Social Security / Medicare benefits. The amount deducted from your wages is matched by *City of Socorro* and credited toward your Social Security benefits. If you need assistance in regard to your rights and obligations under this law, please contact your local Social Security office for further details

Leaving City of Socorro

I.01 Resignation of Employment

Resignations: In the event you decide to voluntarily leave the City of Socorro, you should give your supervisor at least two (2) weeks notice. This amount of time is necessary for us to hire someone to replace you and to prevent a hardship on your co-workers. By giving us such notice, you will demonstrate that you are a responsible employee and will give us time to make sure that all City of Socorro property is returned and accounted for so you can receive any termination records or benefits that may be due to you. However, an employee hired at will may resign at any time, with or without cause or with or without notice. Likewise, your supervisor may also wish to immediately terminate the employment relationship after the employee gives notice, and ask the employee to leave prior to the end of the employee's two-week notice.

Your final paycheck/direct deposit will be released on the next regularly scheduled payday following the last day of work.

Involuntary Separation (Discharge, termination, layoff, mutual agreement and resignation in lieu of discharge): Every employee has the status of employee-at-will, meaning that no one has a contractual right, express or implied, to remain in City of Socorro employment. The City of Socorro may terminate an Employee's employment, or an Employee may terminate his or her employment, without cause, and with or without notice, at any time, for any reason.

If you are involuntarily separated from work, your final direct deposit or paycheck will be released on or before five (5) business days from the day you were terminated. If the fifth (5th) day falls on a day on which City of Socorro is normally closed for business, you will receive your final paycheck on the next regular workday.

I.02 Employee Exit – Final Paycheck

An Employee leaving the City of Socorro for any reason must return all materials, including, but not limited to, drawings, manuals, reports, documents, vendor and customer lists keys, security cards, uniforms, tools, office equipment, City of Socorro credit cards, supplies and any other City of Socorro property that you have in your possession before, or on the last day of employment, and before your final paycheck can be issued. You recognize that all such materials are the sole property of The City of Socorro and that you have no right, title or other interests in, or to such materials. If there are any unpaid obligations to City of Socorro, the final paycheck amount will reflect the appropriate deductions.

I.03 COBRA

The City of Socorro complies with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) by extending to eligible employees and their eligible dependents the right to continue benefit coverage (if applicable) under any health and medical plans. Coverage is available for the period described by law (18 months) at the individual's expense, including an administrative charge. Eligible employees are those eligible to enroll in one or more of these plans when a qualifying event occurs. Eligible dependents are spouses and dependent children, (i.e., children up to 19 years of age, or 26 years of age if a full-time student). Qualifying events include voluntary or involuntary reduction of hours of work, death, divorce, a dependent child's loss of dependent status, and an employee's election of Medicare benefits as his or her primary coverage. If you suffer a qualifying event, more information on this benefit will be provided to you by calling City of Socorro's Human Resources Department (915) 858-2915

I.04

Employment References and Verifications

No person other than the Human Resources Department or your facility Director is authorized to respond to a reference check. Any employee, including supervisors, who receives such a request, should always refer the inquiry to the Human Resources Department or your Facility Manager. Absent employee consent or complying with legal requirements, in responding to reference checks, the City of Socorro will only confirm a former employee's dates of employment, position held, and ending salary.

If you wish the City of Socorro to furnish lenders, public agencies or others with information concerning your employment with the City of Socorro, you must sign a written consent to such disclosure. Please let us know if you expect such an inquiry to be made. If we receive an inquiry and you have not notified us and we do not have a signed consent form, the City of Socorro will not be responsible for any delay in furnishing the information. Only the Human Resources Department or your Facility Director is authorized to respond to such inquiries so you should not request others to do so.

I.05 Re-Employment with City of Socorro

If you are an applicant for re-employment, you will be considered on the basis of your qualifications and experience, including your previous work records with the City of Socorro.

Although the reasons for prior termination do not automatically exclude or qualify you for rehire, they are important factors that should be considered in determining your suitability for re-employment. To be eligible for rehire, you should have left the City of Socorro in good standing. Good standing is defined as voluntary termination with appropriate notice or involuntary termination for which the employee was not at fault.

Approved by Civil Service 7/28/14:

Ralph Duran, Chair

Approved by City Council _____:

Jesus Ruiz, Mayor

Item 20

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: 7/10/2014

TO: City Clerk Sandra Hernandez

FROM: Recreation Centers Supervisor Victor Reta

SUBJECT: *Discussion and action* approving the purchase of one vehicle for the Recreation Centers Department through the Region 19 Purchasing Cooperative Program, RFP 12-6846.

SUMMARY:

Discussion and action approving the purchase of one vehicle for the Recreation Centers Department through the Region 19 Purchasing Cooperative Program, RFP 12-6846. A 2015 Ford Transit Wagon F-350 12 Passenger Van w/ high roof.

BACKGROUND:

The Department of Recreation Centers recently lost one of their vehicles in their fleet and is looking to replace it with safe & reliable transportation for our citizens.

STATEMENT OF THE ISSUE:

Based on the above mentioned incident our services have been impacted and affected in the department.

FINANCIAL IMPACT

Amount of Vehicle: \$31,445 (Freight Included)

Funding Source: General Fund

Quotes (Name/Commodity/Price) See Attached

Co-op Agreement (Name/Contract#)

**EDUCATION SERVICE CENTER REGION 19
RFP AWARD SUMMARY**

RFP TITLE: Vehicles - Purchase – ESC Region 19 Purchasing Cooperative

RFP NUMBER: 12-6846

RFP OPENING DATE: October 24, 2012

CONTRACT TERM: Date of award until October 31, 2013 with the option to extend in 12 month increments not to exceed 24 months in the aggregate
(Extended by Region 19 until October 31, 2014)

FUNDING SOURCE: Various

RFP's ISSUED: 9

RESPONSES: 3

ADVERTISEMENT DATES: October 4th & 11th, 2012

BOARD MEETING DATE: December 20, 2012

RECOMMENDED FOR AWARD: Casa Ford, Inc.
Caldwell Country Chevrolet

ALTERNATIVE

STAFF RECOMMENDATION

The Recreation Centers Supervisor recommends to approve request.

REQUIRED AUTHORIZATION

1. City Manager _____ Date _____
2. CFO _____ Date _____
3. Attorney _____ Date _____

year cost #31,445-

CITY Socorro, TX g/o Victor Keta

Prepared By:
administrator
Caldwell Country Chev-Ford
PO Box 27 (c/o Averyt Knapp)
Caldwell, TX 77836
Phone: (979) 567-6116
Fax: (979) 567-0853
Email: aknapp@caldwellcountry.com

2015 Fleet/Non-Retail Ford Transit Wagon T-350 148" High Roof XLT Slidin

WINDOW STICKER

2015 Ford Transit Wagon T-350 148" High Roof XLT Sliding RH Dr		Interior: - Charcoal
3.7 L/228 CID Regular Unleaded V-6		Exterior 1: - Blue Jeans Metallic
6-Speed Automatic w/OD		Exterior 2: - No color has been selected.
CODE	MODEL	MSRP
X2X	2015 Ford Transit Wagon T-350 148" High Roof XLT Sliding RH Dr	\$40,750.00
OPTIONS		
99M	ENGINE: 3.7L TI-VCT V6 (FFV)	INC
446	TRANSMISSION: 6-SPEED AUTOMATIC W/OD & SELECTSHIFT	\$0.00
302A	ORDER CODE 302A	\$0.00
X41	4.10 AXLE RATIO	\$0.00
64H	WHEELS: 16" STEEL W/FULL SILVER COVER	\$0.00
N1	BLUE JEANS METALLIC	\$150.00
—	STANDARD PAINT	\$0.00
CB	CHARCOAL, CLOTH FRONT BUCKET SEATS	\$0.00
21M	DUAL BUCKET SEATS W/DR-SIDE MANUAL LUMBAR (21M)	\$150.00
57N	REAR WINDOW DEFOGGER	INC
92E	PRIVACY GLASS	\$675.00
SUBTOTAL		\$41,725.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 341.0, Data updated 7/8/2014
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Customer File:

Prepared By:
administrator
Caldwell Country Chev-Ford
PO Box 27 (c/o Averyt Knapp)
Caldwell, TX 77836
Phone: (979) 567-6116
Fax: (979) 567-0853
Email: aknapp@caldwellcountry.com

2015 Fleet/Non-Retail Ford Transit Wagon T-350 148" High Roof XLT Slidin

WINDOW STICKER

Advert/Adjustments	\$0.00
Destination Charge	\$995.00
TOTAL PRICE	\$42,720.00
Est City: mpg	
Est Highway: mpg	
Est Highway Cruising Range: mi	

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 341.0, Data updated 7/8/2014
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2015 Fleet/Non-Retail Ford Transit Wagon T-350 148" High Roof XLT Slidin

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2015 Fleet/Non-Retail X2X T-350 148" High Roof XLT Sliding RH Dr

ENTERTAINMENT

- Radio: AM/FM Single-CD Stereo -inc: audio input jack, 4" multi-function display and 8-speakers (4 front/4 rear)
- Radio w/Clock
- Fixed Antenna

EXTERIOR

- Wheels: 16" Steel w/Full Silver Cover
- Tires: P235/65R16 AS BSW
- Steel Spare Wheel
- Full-Size Spare Tire Stored Underbody w/Crankdown
- Clearcoat Paint
- Black Front Bumper
- Black Rear Step Bumper
- Black Bodyside Cladding and Black Wheel Well Trim
- Black Side Windows Trim and Black Front Windshield Trim
- Black Door Handles
- Exterior Upgrade Package -inc: chrome headlamp trim, chrome grille and grille surround
- Black Power Side Mirrors w/Convex Spotter and Manual Folding
- Fixed Rear Window
- Light Tinted Glass
- Rain Detecting Variable Intermittent Wipers
- Fully Galvanized Steel Panels
- Split Swing-Out Rear Cargo Access
- Sliding Rear Passenger Side Door
- Tailgate/Rear Door Lock Included w/Power Door Locks
- Fully Automatic Aero-Composite Halogen Headlamps

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 341.0, Data updated 7/8/2014
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Customer File:

Prepared By:
administrator
Caldwell Country Chev-Ford
PO Box 27 (c/o Averyt Knapp)
Caldwell, TX 77836
Phone: (979) 567-6116
Fax: (979) 567-0853
Email: aknapp@caldwellcountry.com

2015 Fleet/Non-Retail Ford Transit Wagon T-350 148" High Roof XLT Slidin

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2015 Fleet/Non-Retail X2X T-350 148" High Roof XLT Sliding RH Dr

INTERIOR

- Dual Bucket Seats w/Dr-Side Manual Lumbar (21L) -inc: 2-way manual (fore/aft/recline) driver and front passenger seats and inboard armrests
- Cloth Front Seats w/Cloth Back Material
- Removable Bench Front Facing Manual Reclining Cloth Rear Seat
- Manual Tilt/Telescoping Steering Column
- Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Tachometer and Trip Odometer
- Fixed Rear Windows and Manual Vented 3rd Row Windows
- Removable Bench Cloth 3rd Row Seat Front, Number, Control and Type Head Restraint
- Removable Bench Front Facing 4th Row Seat Number, Control and Type Head Restraint
- Front Cupholder
- Rear Cupholder
- Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
- Cruise Control w/Message Center -inc: full trip computer and engine-hour meter
- Manual Air Conditioning
- HVAC -inc: Underseat Ducts and Headliner/Pillar Ducts
- Rear HVAC
- Glove Box
- Driver Foot Rest
- Interior Trim -inc: Metal-Look Instrument Panel Insert
- Full Cloth Headliner
- Urethane Gear Shift Knob
- Day-Night Rearview Mirror
- Vinyl Sun Visors -inc: illuminated vanity mirrors,
- 3 12V DC Power Outlets

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2015 Fleet/Non-Retail Ford Transit Wagon T-350 148" High Roof XLT Slidin

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2015 Fleet/Non-Retail X2X T-350 148" High Roof XLT Sliding RH Dr

- Full Overhead Console w/Storage and 3 12V DC Power Outlets
- Fade-To-Off Interior Lighting
- Rear Map Lights
- Full Carpet Floor Covering
- Carpet Floor Trim
- Cargo Space Lights
- Instrument Panel Bin, Driver / Passenger And Rear Door Bins
- Power 1st Row Windows w/Driver 1-Touch Down
- Power Door Locks w/Autolock Feature
- Analog Display
- Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
- Rear Center Armrest
- Driver & Front Passenger Side Airbags
- Curtain Airbag

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2015 Fleet/Non-Retail Ford Transit Wagon T-350 148" High Roof XLT Slidin

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2015 Fleet/Non-Retail X2X T-350 148" High Roof XLT Sliding RH Dr

MECHANICAL

- Engine: 3.7L Ti-VCT V6 (FFV)
- Transmission: 6-Speed Automatic w/OD & SelectShift
- 4.10 Axle Ratio
- GVWR: 9,000 lbs
- 50-State Emissions System
- Transmission w/Oil Cooler
- Rear-Wheel Drive
- Engine Oil Cooler
- 72-Amp/Hr Maintenance-Free Battery w/Run Down Protection
- HD 220 Amp Alternator
- 2810# Maximum Payload
- HD Shock Absorbers
- Front Anti-Roll Bar
- Hydraulic Power-Assist Steering
- 26 Gal. Fuel Tank
- Single Stainless Steel Exhaust
- Strut Front Suspension w/Coil Springs
- Leaf Rear Suspension w/Leaf Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front Vented Discs and Brake Assist

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2015 Fleet/Non-Retail Ford Transit Wagon T-350 148" High Roof XLT Slidin

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2015 Fleet/Non-Retail X2X T-350 148" High Roof XLT Sliding RH Dr

SAFETY

- Advancetrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
- ABS And Driveline Traction Control
- Side Impact Beams
- Low Tire Pressure Warning
- Dual Stage Driver And Passenger Front Airbags
- Airbag Occupancy Sensor
- Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners

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2015 Fleet/Non-Retail Ford Transit Wagon T-350 148" High Roof XLT Slidin

WARRANTY INFORMATION

WARRANTY INFORMATION - 2015 Fleet/Non-Retail X2X T-350 148" High Roof XLT Sliding RH Dr

WARRANTY

Basic:

3 Years/36,000 Miles

Drivetrain:

5 Years/60,000 Miles

Corrosion:

5 Years/Unlimited Miles

Roadside Assistance:

5 Years/60,000 Miles

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2015 Fleet/Non-Retail Ford Transit Wagon T-350 148" High Roof XLT Slidin

TECHNICAL SPECIFICATIONS

DIMENSIONS - 2015 Fleet/Non-Retail X2X T-350 148" High Roof XLT Sliding RH Dr

EXTERIOR DIMENSIONS

Wheelbase (in)	148.00
Length, Overall w/rear bumper (in)	
Width, Max w/o mirrors (in)	81.30
Height, Overall (in)	108.60
Overhang	
Overhang, Front	
Overhang, Rear w/o bumper	
Ground to Top of Load Floor (in)	28.80
Ground Clearance	
Ground Clearance, Front	
Ground Clearance, Rear	
Rear Door	
Rear Door Type	Split Swing-Out
Rear Door Opening Height	
Rear Door Opening Width	
Side Door	
Side Door Type	Sliding
Side Door Opening Height (in)	
Side Door Opening Width (in)	
Step Up Height - Front (in)	
Step Up Height - Side (in)	

CARGO AREA DIMENSIONS

Length @ Floor	
Cargo Area Length @ Floor to Console (in)	
Cargo Area Length @ Floor to Seat 1	141.7
Cargo Area Length @ Floor to Seat 2	141.7

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2015 Fleet/Non-Retail Ford Transit Wagon T-350 148" High Roof XLT Slidin

TECHNICAL SPECIFICATIONS

DIMENSIONS - 2015 Fleet/Non-Retail X2X T-350 148" High Roof XLT Sliding RH Dr

CARGO AREA DIMENSIONS

Cargo Area Length @ Floor to Seat 3	
Cargo Area Length @ Floor to Console (in)	
Width	
Cargo Area Width @ Beltline	
Cargo Box Width @ Wheelhousings	53.7
Cargo Box (Area) Height (in)	77.00
Cargo Volume	
Cargo Volume to Seat 1	
Cargo Volume to Seat 2	119.2
Cargo Volume to Seat 3	119.2
Cargo Volume to Seat 4	

INTERIOR DIMENSIONS

Passenger Capacity	12		
Seating Position	Front	Second	Third
Head Room (in)	56.60	65.20	65.20
Leg Room (in)	41.30	33.70	35.60
Shoulder Room (in)	67.90	71.40	67.00
Hip Room (in)	67.50	69.60	67.30
Seating Position	Fourth		
Head Room (in)			
Leg Room (in)			
Shoulder Room (in)			
Hip Room (in)			

* Indicates equipment which is in addition to or replaces base model's standard equipment.

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 Customer File:

EDUCATION SERVICE CENTER REGION 19
RFP AWARD SUMMARY

RFP TITLE: Vehicles - Purchase – ESC Region 19 Purchasing Cooperative
RFP NUMBER: 12-6846
RFP OPENING DATE: October 24, 2012
CONTRACT TERM: Date of award until October 31, 2013 with the option to extend in 12 month increments not to exceed 24 months in the aggregate
(Extended by Region 19 until October 31, 2014)

FUNDING SOURCE: Various
RFP's ISSUED: 9
RESPONSES: 3
ADVERTISEMENT DATES: October 4th & 11th, 2012
BOARD MEETING DATE: December 20, 2012

RECOMMENDED FOR AWARD **Casa Ford, Inc.**
Caldwell Country Chevrolet

TOTAL (estimated) **\$400,000.00 / year**

EXPLANATIONS:

Award of this contract will enable ESC Region 19 Cooperative members to purchase the stated vehicles when required during the contract period. Please confirm the pricing with the designated contact person for awarded vendor prior to processing an order.

SPECIFICATIONS PROVIDED BY: Royce Cleveland
ESC Region 19

EVALUATION COMMITTEE: Royce Cleveland
ESC Region 19

Anneliese Price
ESC Region 19

Martin Camacho
ESC Region 19

ORDER INFORMATION:

Casa Ford, Inc.

Heather Hinojos
5815 Montana Ave.
El Paso, TX 79925
915-775-8290
Fax: 915-778-4935
heather@casaford.com

Caldwell Country Chevrolet

Averyt Knapp
PO Box 27
Caldwell, TX 77836
800-299-7283
Fax: 979-587-0853
www.caldwellcountry.com / aknapp@caldwellcountrychevrolet.com

SPECIAL CONDITIONS

1. DELIVERY IN TEXAS TO BE INCLUDED WITH PRICING SUBMITTED.
2. DELIVERY ARO WILL BE CONSIDERED IN AWARD RECOMMENDATION.
3. ALL VEHICLES WILL HAVE LESS THAN 200 MILES ON THE ODOMETER WHEN DELIVERED.
4. AWARD CRITERIA BASIS WILL BE 60% PRICING, 20% FUEL EFFICIENCY & CONSUMER RATINGS, AND 20% PAST PERFORMANCE WITH VENDOR.
5. PRICING WILL BE FIRM FOR THE FIRST 8 MONTHS WITH THE OPTION TO LOWER OR RAISE NOT TO EXCEED 15% AFTER 8 MONTHS PER YEAR DURING THE CONTRACT PERIOD OF 24 MONTHS IN THE AGGREGATE.
6. VENDORS MUST PROVIDE THEIR LOCAL POINT OF SERVICE IN TEXAS FOR ITEM 8 ON THIS RFP.
7. VENDORS SHOULD ANSWER ALL QUESTIONS FOR AWARD CONSIDERATION.

RESPONSE FORM

1. PICKUP TRUCK 1 ½ TON-GASOLINE (3 SEATER)
 - 2 DOOR REGULAR CAB BASE PRICE \$ 16,129.99
 - 6-SPEED AUTO TRANSMISSION \$ standard
 - AIR CONDITIONING \$ standard
 - 2-WHEEL DRIVE \$ standard
 - 4-WHEEL DRIVE \$ 2,462.00
 - POWER DOOR LOCKS AND POWER WINDOWS \$ 811.00
 - AM/FM RADIO \$ standard
 - POWER STEERING \$ standard
 - V-6 ENGINE (SIZE 3.7 L) MPG 17 city / 23 highway \$ standard
 - V-8 ENGINE (SIZE 5.0 L) MPG 15 city / 21 highway \$ 853.00
 - TOW PACKAGE \$ 320.00
 - 6.5 FOOT BOX OPTION \$ standard
 - 8.0 FOOT BOX OPTION \$ 263.00
 - EXTERIOR COLORS TO BE WHITE
 - INTERIORS TO BE BLACK/BEIGE CLOTH

BRAND/ MODELS 2013 Ford F150

WARRANTY INFORMATION 36 mos / 36,000 miles – bumper to bumper, 60 mos / 60,000 miles power train

DELIVERY ARO TIME FRAME 90 – 120 ARO

*** Optional cruise control, tilt, CD \$350.00 each all F 150's ****

Awarded Vendor – Casa Ford, Inc.

2. PICKUP TRUCK 1 ½ TON GASOLINE (6 SEATER)
 - 4 DOOR SUPER CAB BASE PRICE \$ 18,471.99
 - 6-SPEED AUTO TRANSMISSION \$ standard
 - AIR CONDITIONING \$ standard
 - 2-WHEEL DRIVE \$ standard
 - 4-WHEEL DRIVE \$ 2,990.00
 - POWER DOOR LOCKS AND POWER WINDOWS \$ 981.00
 - AM/FM RADIO \$ standard
 - POWER STEERING \$ standard
 - V-6 ENGINE (SIZE 3.7 L) MPG 17 city / 23 highway \$ standard
 - V-8 ENGINE (SIZE 5.0 L) MPG 15 city / 21 highway \$ 853.00
 - TOW PACKAGE \$ 320.00
 - 6.5 FOOT BOX OPTION \$ standard
 - 8.0 FOOT BOX OPTION \$ 263.00
 - EXTERIOR COLORS TO BE WHITE
 - INTERIORS TO BE BLACK/BEIGE CLOTH

BRAND/ MODELS 2013 Ford F150

WARRANTY INFORMATION 36 mos / 36,000 miles bumper to bumper, 60 mos / 60,000 miles power train

DELIVERY ARO TIME FRAME 90 – 120 ARO

Awarded Vendor – Casa Ford, Inc.

RESPONSE FORM

3. PICKUP TRUCK 1 ½ TON GASOLINE (6 SEATER)

- 4 DOOR SUPER CREW CAB BASE PRICE \$ 21,873.99
- 6-SPEED AUTO TRANSMISSION \$ standard
- AIR CONDITIONING \$ standard
- 2-WHEEL DRIVE \$ standard
- 4-WHEEL DRIVE \$ 3,658.00 includes 5.0 L V8
- POWER DOOR LOCKS AND POWER WINDOWS \$ standard
- AM/FM RADIO \$ standard
- POWER STEERING \$ standard
- V-6 ENGINE (SIZE 3.7 L) MPG 17 city / 23 highway \$ standard
- V-8 ENGINE (SIZE 5.0 L) MPG 15 city / 21 highway \$ 1,064.00 6.5 ft. bed
- TOW PACKAGE \$ 320.00
- 6.5 FOOT BOX OPTION *** 5.5 optional*** \$ standard 5.5 standard
- 8.0 FOOT BOX OPTION *** 6.5 optional *** \$ 1,064.00 6.5 optional
- EXTERIOR COLORS TO BE WHITE
- INTERIORS TO BE BLACK/BEIGE CLOTH

BRAND/ MODELS 2013 Ford F150

WARRANTY INFORMATION 36 mos / 36,000 miles bumper to bumper, 60 mos / 60,000 miles power train

DELIVERY ARO TIME FRAME 90 – 120 ARO

Awarded Vendor – Casa Ford, Inc.

4. MINI CARGO VAN (2 SEATER)

- REGULAR GASOLINE
- BASE PRICE WITH DUAL SLIDING SIDE DOORS \$ 19,837.31
- 1600 LB. PAYLOAD WITH 129+ CUBIC FOOT PAYLOAD \$ standard
ALTERNATE PAYLOAD/ CF. standard
- CARGO TO BE MINIMALLY 6'L X 4'W X 5' H. \$ standard
- 2 LITER 4 SPEED AUTOMATIC TRANSMISSION MPG 21 city / 27 hwy / 23 combined \$ standard
- ALTERNATE ENGINE N/A MPG N/A
- GLASS SIDE WINDOWS OPTION \$ 225.00
- ENCLOSED PANEL SLIDING SIDES OPTION \$ included
- AUTOMATIC DOOR AND WINDOWS \$ 592.00
- AM/FM RADIO \$ standard
- EXTERIOR COLORS TO BE WHITE
- INTERIORS TO BE BLACK/BEIGE/GREY CLOTH
- EXTERIOR COLOR- WHITE

BRAND/ MODELS 2012 – 2013 Ford Transit Connect

WARRANTY INFORMATION 36 mos / 36,000 miles bumper to bumper, 60 mos / 60,000 miles power train

DELIVERY ARO TIME FRAME 180 days ARO

*** (no glass) (rear glass option \$163.00) ***

Awarded Vendor – Casa Ford, Inc.

5. CARGO VAN ½ TON GASOLINE (2 SEATER)

- REGULAR GASOLINE
- BASE PRICE WITH DUAL SLIDING DOORS \$ N/A
- BASE PRICE WITH ONE SLIDING DOOR \$ 17,162.99
- CLOTH SEATS (BLACK/ BEIGE/GREY COLORS)
- EXTERIOR COLOR- WHITE
- AM/FM RADIO
- A/C, POWER WINDOWS, POWER WINDOWS AUTO TRANSMISSION \$ 630.00
- V-6 MOTOR OPTION SIZE 4.6 L \$ standard
- V-8 MOTOR OPTION SIZE 5.4 L \$ 831.00
- TOW PACKAGE OPTION \$ 337.00
- TRAILOR HITCH \$ included
- 50/50 REAR SPLIT REAR DOORS WITH 280 DEGREE SWING

BRAND/ MODELS 2013 Ford E150

WARRANTY INFORMATION 36 mos / 36,000 miles bumper to bumper, 60 mos / 60,000 miles power train

DELIVERY ARO TIME FRAME 90-120 ARO

Awarded Vendor – Casa Ford, Inc.

RESPONSE FORM

6. 4 DOOR COMPACT SEDAN \$ 17,928.87
- REGULAR 87% OCTANE GASOLINE
 - COLOR TO BE WHITE
 - INTERIOR CLOTH MATERIAL IN GRAY,
 - STANDARD FEATURES TO INCLUDE AM/FM RADIO, A/C,
 - POWER STEERING, POWER BRAKES, AUTOMATIC
 - TRANSMISSION, TWO OR MORE POWER ADAPTORS, 4 CYLINDER
 - POWER OPTION TO INCLUDE POWER WINDOWS, LOCKS, AND WINDOWS \$ standard
 - KEYLESS ENTRY OPTION \$ standard
 - CRUISE CONTROL AND TILT STEERING WHEEL \$ standard
 - AM/FM/ CD PLAYER \$ standard
 - ENGINE SIZE/ HORSEPOWER/ RATED TORQUE 2.5 L 175/172
 - EPA MILEAGE (CITY/ HIGHWAY) 22 city / 34 highway
 - 6 CYLINDER MOTOR OPTION \$ N/A
- BRAND/ MODELS 2013 Ford Fusion S Model
WARRANTY INFORMATION 36 mos / 36,000 miles bumper to bumper, 60 mos / 60,000 miles power train
DELIVERY ARO TIME FRAME 90 – 120 ARO

Awarded Vendor – Casa Ford, Inc.

7. 4 DOOR COMPACT SEDAN HYBRID \$ 24,471.87
- REGULAR GASOLINE
 - A/C
 - CLOTH INTERIOR OPTION \$ standard
 - VARIOUS COLORS \$ 353.00 ruby red t/c
\$ 442.00 white plat tri
 - AUTOMATIC OR CVT TRANSMISSION
 - REAR BACKUP CAMERA OPTION \$ 799.00
 - NAVIGATION PACKAGE \$ 710.00
 - BLIND SPOT NOTIFICATION \$ 893.00
 - 2.5 4-CYLINDER GASOLINE MOTOR WITH 275 VOLT BATTERIES
 - AM/FM/ CD PLAYER \$ standard
 - LEATHER SEAT OPTION \$ 2,017.00 (luxury package)
 - POWER DOORS, LOCKS, AND MIRRORS \$ standard
 - KEYLESS ENTRY \$ standard
 - ENGINE SIZE/ HORSEPOWER/ RATED TORQUE 2.0 L horse power & torque N/A
 - EPA MILEAGE (CITY/ HIGHWAY) 47 city / 47 highway
 - BRAND/ MODELS Ford Fusion 2013 Hybird
 - WARRANTY INFORMATION 3 yrs or 36,000 miles bumper to bumper – contact vendor for more information
 - DELIVERY ARO TIME FRAME 90 – 120 ARO

*** additional colors Bordeaux red, ginger ale, deep impact blue, tuxedo black, ingot silver, ice storm oxford white***

Awarded Vendor – Casa Ford, Inc.

8. Pick Up Truck with Cold/ Hot Food Delivery System (70/30) \$ 37,575.00
\$ 39,528.00 (Price increased as of October 2013)
- 2-wheel drive regular cab pickup truck
 - 2012-13 FULL SIZE PICKUP 2wd or comparable
 - GVW rating- 4,850 lbs.
 - 50-state emissions
 - 3.73 rear axle ratio
 - AM/FM stereo with digital clock, seek, and scan
 - Front chrome bumper
 - Power steering
 - Electronic Stability Control
 - 4-wheel ABS
 - Halogen headlamps/ fog lamps
 - 3.7 Liter engine or comparable enough horsepower and power for its application
 - 5 speed automatic transmission

RESPONSE FORM – (cont)

- 15” all season radials with full size spare included
 - Gray or black heavy duty upholstery for inside seats and carpet floor
 - Color of vehicle to be white on outside
 - Truck specification sheet from manufacturer must be submitted with proposal
 - Locking handles and SS door guards
 - Rear spring upgrade and BACK UP ALARM SYSTEM
 - Brand/ Model of Truck/ Year 2013 Chevrolet Silverado 1500 Reg. Cab CC10703
 - Hot & Cold Body Box Specifications to be mounted on truck
 - Oven Specifications- SS convection holding oven with 2-door access pass through interior that is thermostatically controlled to maintain temperatures in excess of 185 degrees F.
 - Heating to be provided by ceiling mounted blower system, coupled with a series of integrated coils and hoses which originate from vehicles existing cooling system.
 - Interior dimensions: 20.5” wide x 28” high x 63” deep, yielding approximately 21 cubic feet of volume.
 - Refrigeration Specifications- 2- door access pass through interior thermostatically controlled to maintain temperature of 34 degrees F. or lower if desired.
 - SS liner and drains to be located on floor for easy cleanup.
 - Cooling to be provided by an over the road refrigeration system an engine mounted compressor, and dual fan evaporators.
-
- Interior dimensions: 41” wide x 33” high x 63” deep with dual 10” fan evaporators yielding approximately 49 cubic feet of volume.
 - Meal Specifications- *Oven compartment* to be equipped with catering rack kit sufficient to handle 12- 18” x 26” sheet pans and 6- ½ size hotel pans in any combination.
-
- Refrigeration compartment top be equipped with refrigeration rack kit, including wire racks. Bottom portion driver’s side may be left open to accommodate crates and other dry good supplies.
 - Minimum body warranty for hot/cold box unit to be 2 years/ 24,000 miles
 - Reference Brand/ Model- Hotshot Delivery Systems, Inc with Truck Chassis or better.
 - COMPLETE SPECIFICATIONS MUST ACCOMPANY THIS PROPOSAL FOR EVALUATION PURPOSES.
 - BRAND/ MODELS Chevrolet Hotshot Delivery Systems
 - WARRANTY INFORMATION 3 yrs. / 36,000 miles
 - DELIVERY ARO TIME FRAME 180 day ARO

Awarded Vendor – Caldwell Country Chevrolet

Approved by: _____

Date: _____

(James R. Vasquez- Executive Director)
(James R. Vasquez- Executive Director)

(October 26, 2012)
(August 22, 2013)

Item 21

Gloria M. Rodríguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager



Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1

DATE: 7/10/2014

TO: City Clerk Sandra Hernandez

FROM: Recreation Centers Supervisor Victor Reta

SUBJECT: Discussion & Action for Renewal of Equipment Warranty at Chayo Apodaca Community Center.

SUMMARY:

Discussion & Action to renew the warranty for the original equipment purchased: 14 laptops & 17 towers & monitors; this does not include the other computers donated by the Police Department.

BACKGROUND:

Warranty expires on 8/12/2014

STATEMENT OF THE ISSUE:

Equipment Protection & Warranty

FINANCIAL IMPACT

Funding Source: Recreation Centers Budget GL 05520 Service Contracts

Amount: 6,775.51

Quotes: See Attached

Co-op Agreement (Name/Contract#)

ALTERNATIVE

Not renewing the warranty; leaving the City to repair/replace each computer valued at

Tower- \$529.00

Monitor-\$139.99

Laptop- \$589.00

STAFF RECOMMENDATION

The Recreation Centers Supervisor recommends to approve request.

REQUIRED AUTHORIZATION

1. City Manager _____ Date _____

2. CFO _____ Date _____

3. Attorney _____ Date _____

Extended Services Quote Information	
Quote #:	1009725309363

Dell Contact Information
Gabby Swab APOS Services Consultant
Gabby_Swab@DELL.com
Phone: 1-800-247-4618 ext. 5133663

Customer Information	
Date:	June 26, 2014
Company Name:	CITY OF SOCORRO
Dell Customer # :	9945713
Contract Code # :	

Dell Extended Services Details

Current Equipment Information

Extended Service Information

Service Tag #	Model	Service Contract Type	Ship Date	Service Contract Expiration	Service Contract Type	New Contract End Date	Service Extension	Reinstatement Fee	Total Price
72FG9S1	POWER EDGE R510	ND + SV	11/21/2011	11/21/2014	ND+PS	11/21/2015	\$ 599.64	\$ -	\$ 599.64
CVPDSR1	POWER EDGE R510	ND + SV	9/7/2011	9/7/2014	ND+PS	9/7/2015	\$ 599.64	\$ -	\$ 599.64
3M19MQ1	LATITUDE E5520	ND + CC	8/16/2011	8/16/2014	ND+CC	8/16/2015	\$ 277.76	\$ -	\$ 277.76
3M1CMQ1	LATITUDE E5520	ND + CC	8/16/2011	8/16/2014	ND+CC	8/16/2015	\$ 277.76	\$ -	\$ 277.76
3M1NLQ1	LATITUDE E5520	ND + CC	8/16/2011	8/16/2014	ND+CC	8/16/2015	\$ 277.76	\$ -	\$ 277.76
3M15MQ1	LATITUDE E5520	ND + CC	8/16/2011	8/16/2014	ND+CC	8/16/2015	\$ 277.76	\$ -	\$ 277.76
3M1DMQ1	LATITUDE E5520	ND + CC	8/16/2011	8/16/2014	ND+CC	8/16/2015	\$ 277.76	\$ -	\$ 277.76
3M14MQ1	LATITUDE E5520	ND + CC	8/16/2011	8/16/2014	ND+CC	8/16/2015	\$ 277.76	\$ -	\$ 277.76
3M1FMQ1	LATITUDE E5520	ND + CC	8/16/2011	8/16/2014	ND+CC	8/16/2015	\$ 277.76	\$ -	\$ 277.76
3M1BMQ1	LATITUDE E5520	ND + CC	8/16/2011	8/16/2014	ND+CC	8/16/2015	\$ 277.76	\$ -	\$ 277.76
3M18MQ1	LATITUDE E5520	ND + CC	8/16/2011	8/16/2014	ND+CC	8/16/2015	\$ 277.76	\$ -	\$ 277.76
3M1PLQ1	LATITUDE E5520	ND + CC	8/16/2011	8/16/2014	ND+CC	8/16/2015	\$ 277.76	\$ -	\$ 277.76
3M17MQ1	LATITUDE E5520	ND + CC	8/16/2011	8/16/2014	ND+CC	8/16/2015	\$ 277.76	\$ -	\$ 277.76
3M16MQ1	LATITUDE E5520	ND + CC	8/16/2011	8/16/2014	ND+CC	8/16/2015	\$ 277.76	\$ -	\$ 277.76
3M1GMQ1	LATITUDE E5520	ND + CC	8/16/2011	8/16/2014	ND+CC	8/16/2015	\$ 277.76	\$ -	\$ 277.76
3M13MQ1	LATITUDE E5520	ND + CC	8/16/2011	8/16/2014	ND+CC	8/16/2015	\$ 277.76	\$ -	\$ 277.76
15MTZQ1	OPTIPLEX 790	ND	8/12/2011	8/12/2014	ND	8/12/2015	\$ 99.27	\$ -	\$ 99.27
15NSZQ1	OPTIPLEX 790	ND	8/12/2011	8/12/2014	ND	8/12/2015	\$ 99.27	\$ -	\$ 99.27
15NQZQ1	OPTIPLEX 790	ND	8/12/2011	8/12/2014	ND	8/12/2015	\$ 99.27	\$ -	\$ 99.27
15LTZQ1	OPTIPLEX 790	ND	8/12/2011	8/12/2014	ND	8/12/2015	\$ 99.27	\$ -	\$ 99.27
15MNZQ1	OPTIPLEX 790	ND	8/12/2011	8/12/2014	ND	8/12/2015	\$ 99.27	\$ -	\$ 99.27
15QPZQ1	OPTIPLEX 790	ND	8/12/2011	8/12/2014	ND	8/12/2015	\$ 99.27	\$ -	\$ 99.27
15LNZQ1	OPTIPLEX 790	ND	8/12/2011	8/12/2014	ND	8/12/2015	\$ 99.27	\$ -	\$ 99.27
15MQZQ1	OPTIPLEX 790	ND	8/12/2011	8/12/2014	ND	8/12/2015	\$ 99.27	\$ -	\$ 99.27
15PPZQ1	OPTIPLEX 790	ND	8/12/2011	8/12/2014	ND	8/12/2015	\$ 99.27	\$ -	\$ 99.27
15PTZQ1	OPTIPLEX 790	ND	8/12/2011	8/12/2014	ND	8/12/2015	\$ 99.27	\$ -	\$ 99.27
15MSZQ1	OPTIPLEX 790	ND	8/12/2011	8/12/2014	ND	8/12/2015	\$ 99.27	\$ -	\$ 99.27
15PVZQ1	OPTIPLEX 790	ND	8/12/2011	8/12/2014	ND	8/12/2015	\$ 99.27	\$ -	\$ 99.27
15PNZQ1	OPTIPLEX 790	ND	8/12/2011	8/12/2014	ND	8/12/2015	\$ 99.27	\$ -	\$ 99.27
15NTZQ1	OPTIPLEX 790	ND	8/12/2011	8/12/2014	ND	8/12/2015	\$ 99.27	\$ -	\$ 99.27
15PSZQ1	OPTIPLEX 790	ND	8/12/2011	8/12/2014	ND	8/12/2015	\$ 99.27	\$ -	\$ 99.27
15PQZQ1	OPTIPLEX 790	ND	8/12/2011	8/12/2014	ND	8/12/2015	\$ 99.27	\$ -	\$ 99.27
15NNZQ1	OPTIPLEX 790	ND	8/12/2011	8/12/2014	ND	8/12/2015	\$ 99.27	\$ -	\$ 99.27

Contract Descriptions	
6H	ProSupport 2HR 7x24 Onsite/6HR Resolution

Extended Services Subtotal	\$ 6,775.51
----------------------------	-------------

S1/S9	ProSupport 4HR 7X24 Onsite
8H	ProSupport 8HR 7x24 Onsite
S4	BASIC 4HR 5x10 Onsite
NO	Next Business Day Onsite Resolution
ND	Next Business Day Onsite
NP	BASIC Next Business Day Parts Only
SP	BASIC Same Day Parts Only
AE	Advanced Exchange
RR	Return to Depot
FR	Rapid Return for Repair
R5	Retail Next Business Day Onsite + 5 Peripherals
SR	Retail 4HR 7x24 + 5 Peripherals
PS	ProSupport Technical Support
PSMC	ProSupport Mission Critical Technical Support
PSPMC	ProSupport Plus Mission Critical Technical Support
PSP	ProSupport Plus Technical Support
EPS	Enterprise ProSupport Technical Support
EPSMC	Enterprise ProSupport Mission Critical Technical Support
RS	Retail Technical Support
LT	Limited Technical Support
CC	Accidental Damage/Complete Care
KK	Keep Your Hard Drive
SH	SATA Hard Drive Service
IE	IT Advisory Services Essential Package
IS	IT Advisory Services Strategic Package
DL	Optimize
Software	
Z2	Data Prog Base
Z3	Data Prog Exp
Z8	Enter Mgr Chargeback
ZB	Fast Track Base
ZC	Fast Track Exp
ZD	Live Vol Base
ZE	Live Vol Exp
ZF	Multi Controller
ZG	Remote In Replay Base
ZH	Remote In Replay Exp
ZI	Replay Mgr Enter License
ZK	Replay Mgr MS
ZL	Stor Ctr Core Base Bundle
ZM	Upgrade Replay Mgr Enter License
ZO	Live Volume + RIRA Base
ZP	Live Volume + RIRA Exp
ZQ	Vmware
ZR	Stor Ctr Core Exp Bundle
ZU	zNAS High Availability Cluster
ZV	zNAS Base
ZW	zNAS Exp
Legacy Contracts (No longer available)	
SV/GD/PL	Silver/Gold/Platinum
TS	Client Gold Technical Support
IPS	IT ProSupport
IPSMC	IT ProSupport Mission Critical

Reinstatement Fees	\$	-
Parts	\$	-
Subtotal:	\$	6,775.51
Discount Valid through 7-14-14	\$	677.55
Total:	\$	6,097.96

**Pricing does not include sales tax where applicable.
This quotation is valid for 30 days.**

Purchase Order Requirements
Please remember to include the following information:
- Billing address
- Shipping address, including a contact name & phone number
- Terms stated as 'Net 30'
- A total dollar amount
- An authorizing signature (if required)
Please attach a copy of your Dell quote, or reference the Dell quote number(s) on the purchase order.

Questions about Services? [Click here.](#)



[Support Questions? Click here.](#)

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: AUGUST 7, 2014

TO: MAYOR AND CITY COUNCIL

FROM: CHIEF CARLOS MALDONADO

SUBJECT: DISCUSSION AND ACTION TO AUTHORIZE THE MAYOR, CITY ATTORNEY AND CHIEF OF POLICE TO SIGN AN AMENDED INTERLOCAL AGREEMENT WITH THE COUNTY OF EL PASO, THE CITY OF EL PASO, THE CITY OF ANTHONY, TEXAS, AND THE CITY OF HORIZON, TEXAS, AMENDING THE PREVIOUS INTERLOCAL AGREEMENT BETWEEN SAID PARTIES DATED JULY 22, 2013, RELATING TO THE APPLICATION AND ADMINISTRATION OF AN OPERATIONS STONEGARDEN GRANT FROM THE DEPARTMENT OF HOMELAND SECURITY, TO ALLOW THE TRANSFER FROM THE CITY OF SOCORRO POLICE DEPARTMENT TO EL PASO POLICE DEPARTMENT.

SUMMARY

See attached letter.

BACKGROUND

The original Interlocal Agreement FY2012 was previously approved by Socorro City Council.

STATEMENT OF THE ISSUE

This transfer was necessary in order to avoid cuts in future funding for all agencies in the agreement.

FINANCIAL IMPACT : NONE

Account Code (GF/GL/Dept):

Funding Source:

Amount:

Quotes (Name/Commodity/Price)

Co-op Agreement (Name/Contract#)

ALTERNATIVE

Do not spend the remaining funds and possibly lose future funding.

STAFF RECOMMENDATION

Police Chief recommends approval of signing amended interlocal agreement.

REQUIRED AUTHORIZATION

1. City Manager _____ Date _____
2. CFO _____ Date _____
3. Attorney _____ Date _____

STATE OF TEXAS)
)
COUNTY OF EL PASO)

**AMENDED INTERLOCAL AGREEMENT
FY2012 Operation Stonegarden**

This agreement is entered into on the _____ day of _____ 2014, by and between the County of El Paso, Texas, hereinafter called "County" and the City of El Paso, Texas, hereinafter called "City." The County of El Paso, Texas, through this Interlocal Agreement, is acting on behalf of the El Paso Sheriff's Office ("EPCSO"). The City of El Paso, Texas, through this Interlocal Agreement, is acting on behalf of the El Paso Police Department ("EPPD"), the City of Anthony, Texas is acting on behalf of the Anthony Police Department (APD), and the Town of Horizon City is acting on behalf of Horizon Police Department ("HPD"), and the City of Socorro acting on behalf of Socorro Police Department ("SPD").

WITNESSETH:

Whereas, Texas Government Code, Chapter 791, authorizes local governments of the state to enter into contracts for governmental functions and services to increase their efficiency and effectiveness; and

Whereas, Operation Stonegarden ("OPSG") is funded by the Department of Homeland Security ("DHS") and led by the Customs and Border Protection Border Patrol, to support overtime, per diem, and lodging for operational purposes to state, local, and tribal agencies for the purpose of enhancing border security and to enhance cooperation and coordination between Federal, State, and local law enforcement agencies in a joint mission to secure the U.S. borders along routes of ingress and egress leading to and from the U.S./Mexico border; and

Whereas, El Paso County through the El Paso County Sheriff's Office ("EPCSO"), wherein EPCSO is identified as the lead agency, and the City of El Paso, Texas on behalf of El Paso Police Department ("EPPD"), the city of Anthony on behalf of the Anthony Police Department ("APD"), and the City of Horizon on behalf of the Horizon Police Department ("HPD") and the City of Socorro on behalf of the Socorro Police Department ("SPD") have agreed to submit a joint application to OPSG for a grant award (the "OPSG Grant") to enhance their capability to detect, prevent, and deter terrorists, weapons of mass effect, transnational gangs, smuggling of contraband, and human trafficking; and

Whereas, El Paso County acting through EPCSO will be the lead participating agency for application and administration of funds for the OPSG Grant; and

Whereas, if the OPSG Grant is awarded, officers performing duties under the OPSG Grant will enhance border security, supporting the DHS mission and the National Border Patrol Strategy, notwithstanding that, the EPCSO, EPPD, APD, HPD, and SPD will not be involved in immigration enforcement; and

Whereas, such a consolidated effort to reduce crime in the border community will ultimately improve the quality of life for the residents in the City of El Paso, the City of Anthony, the City of Horizon and County of El Paso, Texas; furthermore such a consolidated effort is in each party's best interest and that of the public; and will increase the effective and efficient functioning of each party; and

Whereas, the County and the City of El Paso, City of Anthony, City of Horizon and the City of Socorro are local governments as defined in Texas Government Code, Section 791.003(4), have the authority to enter into this agreement, and have each entered into this agreement by the action of its governing body in the appropriate manner prescribed by law;

Now therefore, in consideration of the premises, and of the terms, provisions, and mutual promises herein contained, it is mutually agreed as follows:

1. The County will prepare and submit an application for funds under OPSG in the total amount of \$2,099,639.71 as described in Attachment A, attached hereto and incorporated herein by reference. The funds received will be allocated as described therein, or as allocated by the OPSG Grant Award, if different. If the OPSG Grant Award is less than the amount requested, and is not allocated specifically between the parties, the OPSG Grant Award will be shared proportionally in the same proportion as the funds requested as described in Attachment A. The County and each City agree to use their respective share of the OPSG Grant Award only for eligible costs under the OPSG Grant, and to comply with all grant requirements. The parties agree that they shall not use OPSG funds to supplant inherent routine patrol and law enforcement operation or activities to perform other activities not directly related to providing an enhanced law enforcement presence in each of the named cities and County of El Paso, Texas.

2. The City of El Paso, the City of Anthony, the City of Horizon, and the City of Socorro all agree, individually and severally, they will comply with the provisions of the OPSG Grant and provide to the County any information that the County will need to submit to the reports as required under the OPSG Grant.

3. This Agreement shall become effective upon the award to and acceptance by the County of the OPSG Grant and shall remain in effect until the expiration of the OPSG Grant. In the event that no OPSG Grant is awarded, this agreement shall be void.

4. Each named City's police department shall submit claims or invoices on agency letterhead to the County, no later than thirty (30) working days from the last day of the month for which payment is requested. The following items are required to be sent to the County Auditor's Office:

- Officer Daily Activity Report
- Time Detail
- Payroll Register
- OT Certifications signed by Supervisor

- Mileage Logs
- Inventory List
- Before equipment purchases are made, verify from www.SAM.gov vendors are not on Debarment List.
- Verify the equipment is on the authorized equipment list at <https://www.rkb.us/lists.cfm>

5. Each named City's police department's claims or invoices shall account separately for the receipts and expenditures of any and all funds received pursuant to this contract. Each invoice submitted by each named police department shall be paid after reimbursement by the State Administration Agency from the County of El Paso – Auditor's Office.

6. The City of El Paso, the City of Anthony, the City of Horizon and the City of Socorro shall maintain and make available for inspection, audit or reproduction, by an authorized representative of the County, state, or federal government, books, documents and other evidence pertaining to the cost and expenses for this agreement, hereinafter called Records. In particular, each police department shall maintain financial and supporting documents, statistical records and any other Records pertinent to the services for which a claim or expense report has been submitted. The Records and documents must be kept for a minimum of three years after the end of the contract period, or longer if otherwise required by law. If any litigation, claim or audit involving these records commences before the three year period expires, the named City must keep records and documents for not less than three years or until all litigation, claims or audit findings are resolved.

7. The County, the City of El Paso, the City of Anthony, the City of Horizon and the City of Socorro each agree to observe all local, federal and state laws, rules and regulations that in any manner affect or govern the procurement of goods and services necessitated to carry out this Agreement and the services to be performed under this Agreement

8. Each party to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

9. A waiver by any party to this Agreement of any breach of any provision of this Agreement shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

10. Each party reserves, and does not waive, its respective rights of immunity and similar rights and does not waive its rights under the applicable statutes. No provision of this agreement that imposes an obligation or restriction on either party not permitted by applicable law shall be enforceable. Therefore, this agreement is not intended to alter or reallocate any defense or immunity authorized or available to either party under law.

11. This agreement is entered into in El Paso County, Texas and venue for the enforcement of this agreement shall lie in El Paso County, Texas. The laws of the State of Texas shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and performance under it.

12. This document expresses the entire agreement between the parties and shall not be amended or modified except by written instrument signed by the parties.

13. This agreement may not be assigned by either party in whole or in part.

14. By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this agreement shall not create any rights in any party not a signatory hereto.

15. Should any term or provision of this agreement be declared invalid by a court of competent jurisdiction, the parties intend that all other terms and provisions of this agreement should be valid and binding and have full force and effect as if the invalid portion had not been included. If any word, phrase, clause, paragraph, sentence, part or provision of this agreement or application thereof to any person or circumstance shall be held to be invalid or unconstitutional, the remainder of the agreement shall nevertheless be valid.

16. All notices required or permitted hereunder shall be in writing and shall be deemed delivered when actually received via United States Postal Service post office or certified mail, return receipt requested, addressed to the respective other party at the address prescribed below or at such other address as the receiving party may have theretofore prescribed by written notice to the sending party:

Notice shall be made to:

To the County:	County Judge County of El Paso 301 El Paso County Courthouse 500 E. San Antonio El Paso, Texas 79901
COPY TO:	El Paso County Sheriff's Office Attention: Richard D. Wiles 3850 Justice Drive El Paso, Texas 79938
CITY:	City of El Paso Attention: City Manager's Office 301 North Campbell Street El Paso, Texas 79901

COPY TO: El Paso Police Department
Attention: Office of the Chief of Police
911 N. Raynor
El Paso, TX 79903

CITY City of Anthony
Attention: Mayor Art Franco
401 Wildcat Drive
Anthony, TX 79821

COPY TO: Anthony Police Department
Attention: Chief Carlos Enriquez
401 Wildcat Drive
Anthony, TX 79821

CITY Town of Horizon City
14999 Darrington Road
Horizon, TX 79928

COPY TO: Horizon Police Department
Attention: Chief Michael McConnell
14999 Darrington Road
Horizon City, TX 79928

CITY City of Socorro
670 Poona
Socorro, TX 79927

COPY TO: City of Socorro
Attention: Acting Chief Edwardo Montoya
670 Poona
Socorro, TX 79927

IN WITNESS WHEREOF, said County of El Paso, said City of El Paso, said City of Horizon and said City of Socorro have caused these presents to be executed in their behalf respectively by their proper officers thereto duly authorized and their corporate seal to be hereto affixed, the day and year as noted below.

[Signatures Follow on Next Page]

COUNTY OF EL PASO

By: _____
Veronica Escobar
County Judge

DATE: _____

ATTEST: _____
Delia Briones
County Clerk

Approved as to form:

Assistant County Attorney

Approved as to content:

Richard D. Wiles, Sheriff
El Paso County Sheriff's Office
County of El Paso, Texas

CITY OF EL PASO

By: _____
Tommy Gonzalez
City Manager

Dated: _____

Approved as to form:

Assistant City Attorney

Approved as to content:

Gregory Allen
Chief of Police
City of El Paso, TX

CITY OF ANTHONY

By: _____
Mayor

Dated: _____

Approved as to form:

Assistant City Attorney

Approved as to content:

Chief of Police
Chief Carlos Enriquez
City of Anthony, TX

TOWN OF HORIZON CITY

By: _____ Dated: _____

Mayor

Approved as to form:

City Attorney

Approved as to content:

Michael McConnell
Chief of Police
Town of Horizon City, TX

CITY OF SOCORRO

By: _____ Dated: _____

Mayor

Approved as to form:

City Attorney

Approved as to content:

Carlos Maldonado
Chief of Police
City of Socorro, TX

ATTACHMENT A

GRAND TOTAL El Paso County, Texas Cost: \$2,099,639.71

A.1 Cost Estimates/Funding Requests (Year 1):

Adm./Logistics/ Budget Request	Narrative Justification (Computation of Items)	Federal Request
Law Enforcement Operational Overtime	<p>EPCSO: Deputy: \$55 per hr. OT avg. rate x 4 Officers x 8 hrs. x 2 shifts x 6 days x 12 months Supervisor: \$60 per hr. OT avg. rate x 1 Sgt. x 8 hrs. x 2 shifts x 6 days x 12 months OT = \$561,257.37 M&A = \$11,588.33 EPCSO Subtotal = \$572,845.70</p> <p>EPPD: OT cost Lieutenants OT rate is \$60.00 per hour Sergeants OT rate is \$51.00 per hour Officers/Detectives OT rate is \$45.00 per hour Approximately \$826,447.50 Civilians M&A Salary Cost = \$ 18,212.25 EPPD Subtotal \$844,659.75</p> <p>OT-Sworn officer Overtime to enhance border security. Since size, scope and frequency of surges or operations may change throughout the year; Lieutenant in charge (Program Manager) will determine number of sworn personnel needed per operation/surge. Civilians/Officers will be used for M&A costs (not to exceed 5% of half of each quarterly budget). The Lieutenant in charge will make certain to stay within budgeted amounts and will document progress in quarterly Pre-Action and After-Action Plans.</p> <p>SPD: Police Officer: \$35.00 per hr. OT Rate x 3 officers x 4 hrs x 9 days per month x 12 months Sgt/LT: \$54.00 avg. per hour OT Rate x 1 supervisor x 3 hrs x 5 days per month x 12 months SPD Subtotal = \$29,564.06</p> <p>Since size scope and frequency of surges may change throughout the year, (Program Manager) will determine number of sworn personnel needed per operation. The Officer in charge will make certain to stay within budgeted amount and will document progress in pre-Action and after Action Plans.</p> <p>HCPD: Police Officer avg. \$28 per hr. OT rate x 6 officers x 8 hrs. x 4 operations/month. x 12 mo. = approximately \$29,564.06 HCPD Subtotal = \$29,564.06</p>	<p align="right">\$1,488,887.76</p>

	<p>APD: Police Officer avg. OT rate \$26.00 per hour x 1,277.775 hrs....\$33,222.15 APD Subtotal = \$33,221.50</p>	
Fringe Benefits for Peace Officers	<p>EPCSO: Deputies - \$561,257.37 x [(FICA 7.65%) + (Retirement 14.41%) + (W/C 6.48%) + (Unemployment .38%) or 28.92%] + M & A benefit costs \$8,847 = approximately \$160,626.08 M&A Benefit Costs for Auditor and EPCSO: approximately \$160,626.08 EPCSO Subtotal Benefits: \$160,626.08</p> <p>EPPD: Fringe benefit cost Lieutenant Fringe benefit cost based on OT rate of \$60.00 per hour is \$15.00 Sergeant Fringe benefit cost based on OT rate of \$51.00 per hour is \$12.75 Officers/Detectives Fringe benefit cost based on OT rate of \$45.00 per hour is \$11.25</p> <p>EPPD Subtotal Benefits = \$192,260.25</p> <p>SPD:(Fica, Suta, W/C, Unemployment) = \$493.33 monthly x 12 mo. = \$9,773.40</p> <p>HCPD: (Fica/Suta @ 7.65%, Retirement @10.77%) x \$74,926 = \$2,261.66</p> <p>APD:\$34,138 x[(FICA 7.65%)+(Retirement .73%)+(W/C 6.48%) or 14.86%]=\$4,936.72</p>	\$369,858.11
Travel, Lodging & Per Diem		\$-0-
General Equip.		\$-0-
Special Equipment:	<p>EPCSO: High Powered Hand-Held Lights Kits Includes battery, case, lens cover and adapter. \$6,929 each x 4 (AEL: 03OE-04-LTHE) = \$ 27,716.00</p> <p>Portable Area Lighting Includes rechargeable battery and battery charger. \$3,500 each x 6 (AEL: 03OE-03-LTPA) = \$ 21,000.00</p> <p style="text-align: right;">Equipment TOTAL \$ 48,716.00</p> <p>EPPD: Subtotal for EPPD -0-</p> <p>SPD: 1) Ford E-350 Van @ \$36,225 ea. = \$36,225 Equipment Cost & Supplies for (1) E-350 Van @ \$10,288 ea. = (6) Protech Titan Ballistic Vests complete sets @ 1,717 ea. Subtotal for SPD = approximately \$30,048</p>	\$159,670.13

	<p>HCPD: Equipment: 2013 Ford Interceptor Sedan AWD with Kustom Signal RP-1 with Dual Antenna for approximately \$30,048.00 Subtotal for HPD \$30,048.00</p> <p>APD:</p> <ul style="list-style-type: none"> 1 Ford Interceptor SUV All-wheel Drive.....26,281.67 1 Lightbar.....\$2,700.00 1 Gunlock for vehicle rack.....\$227.59 1 AK7 Radio Console.....\$695.05 1 Partition.....\$581.96 1 Tint.....\$100.00 1 Push Bumper:.....\$324.68 1 Dual-Band radar Unit.....\$1,575.00 1 2-way Radio\$2,500.00 1 installation fee (26 hrs @ \$65.00 per hr).....\$1,690.00 2 LED Lights (\$90.00 each).....\$180.00 1 Tail lightflasher.....\$54.75 2 Fuse Blocks (\$26.26 each)..... \$52.52 2 75 amp Relays (\$28.90 each).....\$57.80 1 Charge guard.....\$79.00 1 Shop Supplies and Freight\$351.75 <p style="text-align: right;">SUB-TOTAL APD EQUIPMENT: \$37,451.77</p>	
<p>Vehicles: Fuel Cost</p>	<p>EPCSO: Approximate operational cost of 5 vehicles x 98.4 miles x 2 shifts x 6 days x 12 months = 70,827 approx. miles/yr. x .555/mi = \$41,982.63</p> <p>EPPD: Vehicle use will depend on number of operations/surges throughout the year. However, the EPPD will make certain to stay within allotted budget of \$100,000 for year = \$34,800.10</p> <p>SPD: 4 vehicles x 25.8 miles x 9 days x 12 months/year = approx. 35,112 miles per year x 0.555 cents per mile = \$2,086.72</p> <p>HCPD: will use three units per operation at 50 miles per operation @ .555 x 22 days=approximately \$2,354.26</p> <p>APD: No vehicle operational costs.</p>	<p>\$81,223.71</p>
<p>TOTAL</p>		<p>\$2,099,639.71</p>

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE:1 August 2014

TO: Mayor and Council, City of Socorro, Texas

FROM: Douglas Lobdell Jr., Public Works Director

SUBJECT: Proposed Fuel Accountability Policy

SUMMARY

Discussion and action to approve a proposed Fuel Accountability Policy.

BACKGROUND

The City does not have a formal, written fuel accountability policy. The 2013 Independent Auditors Report recommended that the City adopt procedures to ensure fuel purchases and use is monitored in order to detect misappropriations.

STATEMENT OF THE ISSUE

The proposed policy is attached. The fuel tank and fuel monitoring software are both located at the Public Works facilities. The policy establishes recording of levels when deliveries are made and requires monthly reconciliation by Department Heads, with the results kept by Public Works. Any discrepancies will be reported to the City Manager, along with their resolution.

FINANCIAL IMPACT

Account Code (GF/GL/Dept):

Funding Source:

Amount:

Quotes (Name/Commodity/Price)

Co-op Agreement (Name/Contract#)

ALTERNATIVE

Council may suggest alternative procedures at any point in the policy.

STAFF RECOMMENDATION

The CFO has reviewed this proposal. Public Works and CFO recommend approval.

REQUIRED AUTHORIZATION

1. City Manager _____ Date _____
2. CFO _____ Date _____
3. Attorney _____ Date _____



City of Socorro Policy and Procedure: Fuel Accountability

1. Proper fuel accountability is important to protect the City's investment in gasoline, diesel, vehicles, and equipment. All departments will follow these procedures to ensure we account for fuel delivery and consumption.
2. Fuel Deliveries:
 - a. Public Works will monitor fuel levels and request refill from our fuel provider when needed.
 - b. Public Works will note fuel levels on the fuel tank log (Annex A) before and after the tank is filled, and will observe the tank being filled. The before and after difference will be calculated to determine how much fuel was delivered. This will be compared with the deliverer's meter. Any difference will be reconciled at the time of delivery if possible. The invoice will also be reconciled when it is received.
 - c. The Public Works Director will establish a list of persons authorized to use the computerized fuel system, run reports, log levels, and receive fuel.
3. Fuel Consumption
 - a. The Public Works Department will issue a fuel card to every employee who has been authorized to receive one by their department head. Fuel cards must be used for fueling. Public Works will keep a log of all employees who have been issued a fuel card.
 - b. When employees leave the City staff, Department Heads will collect their fuel cards and turn them in to Public Works so they can be removed from the system. If the fuel card cannot be collected, Public Works will still be notified. Semiannually, Public Works will audit the Fuel Cards in the system versus the list of authorized fuel system users to ensure that no outstanding cards remain for people no longer employed by the City.
 - c. The automated fuel system records names (associated with each fuel card), amounts, dates, and times of fueling.
 - d. Every employee will also record fuel usage in a log that will be kept in each vehicle (Annex B). For non-vehicle equipment that uses fuel, departments may keep a master log for all equipment, or a separate log for each piece of machinery.
 - e. Not later than the 7th of each month, Public Works will run two reports for the previous month. These will be provided to each department that has refilled a vehicle in the past month.
 - Transaction Summary Information By Account (Our fuel system's summary report listing total fuel used and cost, by department)
 - Activity Detail Report by Account for Single Cards (This report lists all fuel dispensed from the tank at Public Works, by department and individual user)
 - Departments with no recorded activity will be provided a negative report.
 - f. Department Heads will compare these reports to the Fuel Usage Logs and account for each refill. Ensure that all fuel from the reports is accounted for in the logs. Also be on the lookout for potential fraud indicators, such as:
 - One person doing a lot of refilling
 - Filling a vehicle more than once a day or on consecutive days
 - Not enough mileage to justify amount of fuel used
 - Personnel on the day shift fueling after regular duty hours



City of Socorro
Policy and Procedure: Fuel Accountability

- g. Discrepancies will be investigated and, if not explained adequately, reported to the City Manager.
- h. Not later than the 15th of each month, each Department Head will certify that fuel was reconciled or that discrepancies were found, with explanations and resolution. See sample certification, Annex C.
- i. Also by the 15th, Public Works will reconcile the starting fuel balance, deliveries, and fuel consumed as reported.
- j. Public Works will provide a roll-up report of fuel usage and certifications to the City Manager at the end of each month, for the previous month.
- k. Records will be kept available for audit. Public Works will keep a record of all reports and certifications. Each department will keep vehicle fuel logs.

Approved

Willie Norfleet Jr.
City Manager



City of Socorro
Policy and Procedure: Fuel Accountability

Certification:

I have reviewed the fuel usage for the Public Works department for the month of May 2014. There were no discrepancies between the reports and vehicle logs.

Douglas Lobdell Jr.
Public Works Director

Or

Certification:

I have reviewed the fuel usage for the Public Works department for the month of April 2014. The following discrepancies were found:

- 4/3, illegible employee name on log for PW #5. Asked employees, no one remembers who filled #5 on that day. Conducted class for department on importance of legible logs.
- 4/27, Julio Iglesias filled PW #37. Fuel tank for #37 holds 15.5 gallons, but 16.5 gallons logged. When questioned, Mr. Iglesias admitted also filling the Public Works Lawn Mower at the same time. We have created a separate log for the mower that will be kept in the Supervisor's office.

Douglas Lobdell Jr.
Public Works Director



**City of Socorro
Policy and Procedure: Fuel Accountability**

Date _____

**Fuel Delivery Report
Gasoline**

Tank Reading Before _____ inches _____ gallons (from Watco chart)

Tank Reading After _____ inches _____ gallons (from Watco chart)

Gallons Received _____ gallons Calculated from tank meter

Gallons Received _____ gallons Supplier metered number

Difference ± _____ gallons Positive is free gas,
negative is overcharge

Diesel

Tank Reading Before _____ inches _____ gallons (from Watco chart)

Tank Reading After _____ inches _____ gallons (from Watco chart)

Gallons Received _____ gallons Calculated from tank meter

Gallons Received _____ gallons Supplier metered number

Difference ± _____ gallons Positive is free gas,
negative is overcharge

Reconciliation/Notes:

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE:1 August 2014

TO: Mayor and Council, City of Socorro, Texas

FROM: Douglas Lobdell Jr., Public Works Director

SUBJECT: Public Works Disposal Plan

SUMMARY

Public works has significant amounts of scrap metal and vehicles not economically feasible to repair. The City does not have a disposal policy. Recommend Council authorize disposal.

BACKGROUND

See attached presentation

STATEMENT OF THE ISSUE

See attached presentation

FINANCIAL IMPACT: *Note proposed action is zero cost and will generate revenue.*

Account Code (GF/GL/Dept):

Funding Source:

Amount:

Quotes (Name/Commodity/Price)

Co-op Agreement (Name/Contract#)

ALTERNATIVE

For about \$17,000 the grader and old pickup could be repaired and put to limited use by the Public Works department.

STAFF RECOMMENDATION

Recommend approval per attached presentation.

REQUIRED AUTHORIZATION

1. City Manager _____ Date _____
2. CFO _____ Date _____
3. Attorney _____ Date _____



Public Works Disposal Plan





For Council Decision

Please move to



- Approve Public Works Disposal Plan as is,
or
- Approve Public Works Disposal Plan with modifications

The City currently has no property disposal ordinance, so Council approval is needed prior to scrapping or selling excess or unusable material or equipment.



Problem Statement



The Public Works yard and facilities have excessive amounts of scrap metal and unusable equipment and vehicles.

3 Categories

- *Unrecoverable scrap*
- *Vehicles & equipment not economical to repair or no longer usable*
- *Vehicles that can be repaired but are of borderline utility*



Situation



- Unusable scrap



We have sorted & recovered usable parts and material





Situation

- Vehicles and equipment no longer usable

John Deere Tractor



Brush Hog



Towed Scraper



Towed Broom





Situation

- Vehicles and equipment no longer usable

Lift Forks



Bucket Loader



Pneumatic Roller



Trailer





Situation



- Vehicles and equipment no longer usable

Military Pickup

Forest Service Pickup





Situation



- Vehicles and equipment no longer usable

Fort F350 with custom flatbed





Situation



- Vehicles that could be repaired but are limited use

Grader

- + Good engine
- + Potential use 2-3 months/year
- Bad master cylinder
- 2 bad tires
- Windshields gone/cracked
- Est \$15,000 to repair





Situation



- Vehicles that could be repaired but are limited use

Toyota Classic Pickup

- + +++
- + Could use operationally
- + Great parade vehicle!
- Tires bad
- Wiring cut
- Tune-up
- Est \$1,500 to repair





Recommendation



- Sell all non-recoverable scrap metal
- Sell (as scrap) vehicles that are not economically feasible to repair
- Sell borderline usable vehicles
- Fund 2% PW raise (=\$10,200) with funds raised
- Remainder to City general fund

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE:1 August 2014

TO: Mayor and Council, City of Socorro, Texas

FROM: Douglas Lobdell Jr., Public Works Director

SUBJECT: Proposed Change to City Code – Annual Streets Report Date

SUMMARY

Recommend a change to the required date for submission of the Annual Streets Report to sync with the new Annual Calendar.

BACKGROUND

Socorro City Code, Sec 36-24, requires the Public Works Director to submit a report to Council on or about 1 August. The report is to list conditions of the streets and roads of the City and recommend maintenance for the coming year.

STATEMENT OF THE ISSUE

The 1 August submission date is in the middle of paving and flood control seasons, when things are in a state of flux. The proposed Public Works Annual Calendar sets aside time toward the end of the year for an annual streets inspection. It makes sense to submit the annual report upon completion of that inspection. This still allows plenty of time for Council to approve the proposed maintenance (primarily overlays) plan well before work is programmed to begin.

FINANCIAL IMPACT None.

Account Code (GF/GL/Dept):

Funding Source:

Amount:

Quotes (Name/Commodity/Price)

Co-op Agreement (Name/Contract#)

ALTERNATIVE

Leave the report date 1 August, although this will be in the middle of a period not focused on streets evaluation.

STAFF RECOMMENDATION

Recommend moving the Annual Streets Report date to 1 January.

REQUIRED AUTHORIZATION

1. City Manager _____ Date _____
2. CFO _____ Date _____
3. Attorney _____ Date _____

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Item 26

Gloria M. Rodríguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE:4 August 2014

TO: Mayor and Council, City of Socorro, Texas

FROM: Douglas Lobdell Jr., Public Works Director

SUBJECT: Public Works Annual Calendar

SUMMARY

Request Council approval of Public Works Annual Calendar

BACKGROUND

Public Works does not yet have an Annual Plan. The Planning Calendar, once approved, will serve as the basis for more detailed planning and programming of maintenance, repairs, and flood preparation.

STATEMENT OF THE ISSUE

The Annual Calendar will serve as a guideline for programming work, ensure that work is sequenced properly (e.g., schedule ditch and culvert maintenance well before flood season), and prevent trying to do everything at once.

FINANCIAL IMPACT None

Account Code (GF/GL/Dept):

Funding Source:

Amount:

Quotes (Name/Commodity/Price)

Co-op Agreement (Name/Contract#)

ALTERNATIVE

Public Works could continue programming major projects and scheduling work ad hoc.

STAFF RECOMMENDATION

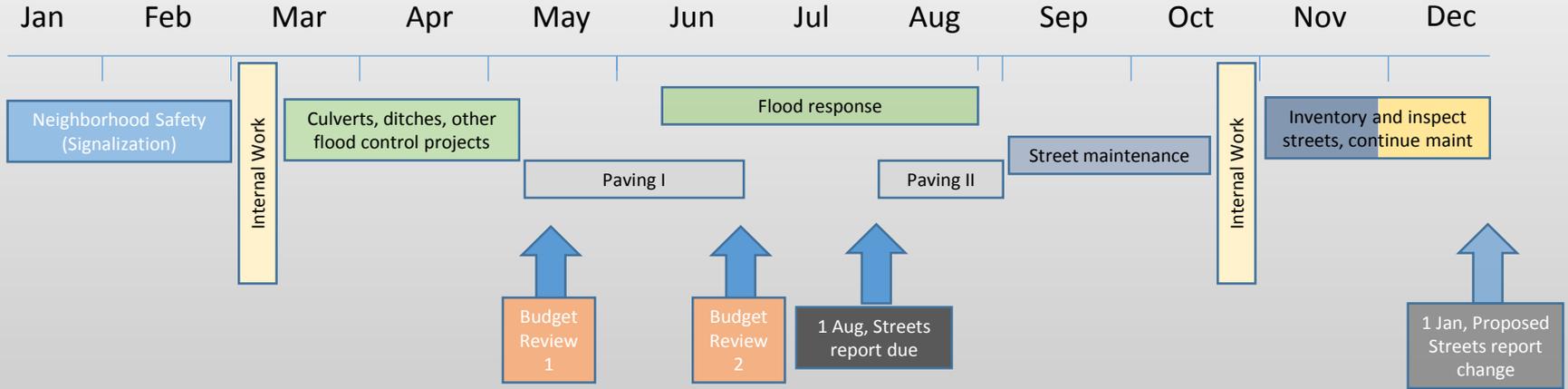
Recommend approval.

REQUIRED AUTHORIZATION

1. City Manager _____ Date _____
2. CFO _____ Date _____
3. Attorney _____ Date _____



Annual Calendar



- X Speed bumps and stop signs. Previously called Signalization, change name to Neighborhood Safety
- X Cleaning, inventorying, renovating, constructing Public Works facilities, equipment yard, etc.
- X Flood readiness. Clearing culverts and drainage ditches. Preparing and improving berms and ponds. Other stormwater projects as directed.
- X 2015 overlay/new pavement. Funded at \$600K, est 3 months. Plan for two phases to work around flood response.
- X Flood response. *Flex dates as needed.* Pump water, earthwork, maintain culverts, ditches, and berms.
- X Sweeping, striping, mowing, shoulder maintenance and cleaning, guard rail and traffic control repairs
- X Continue street maint, add inspect streets and inventory all traffic controls (signage, guard rails, crosswalks, etc.). Prioritize locations for Neighborhood Safety program (stop signs and speed bumps). Update street and road master plan (City Code 36-24)
- X Review expenses, recommend amendments, draft input for following year's budget

Jesus A. Ruiz
Mayor

Rene Rodriguez
At Large

Maria Reyes
District 1 / Mayor Pro-Tem



Gloria M. Rodriguez
District 2

Mary B. Garcia
District 3

Joseph E. Bowling
District 4

Willie Norfleet Jr.
City Manager

DATE: August 7, 2014.

TO: MAYOR AND CITY COUNCIL

FROM: Sam Leony, Planning and Zoning Director

CC: Willie Norfleet, City Manager

SUBJECT:

Approval request to waive the Event Permit Fee for the Annual Homecoming Parade to benefit over 500 students, teachers, administrators, sponsors, and advisors of the SISD.

ORGANIZER:

SHS Student Activity Department, Rebekah Rojas 937-2134 / 252-9035.

EVENT ROUTE:

Beginning at 657 Horizon Blvd., and ending at 10150 Alameda Ave.

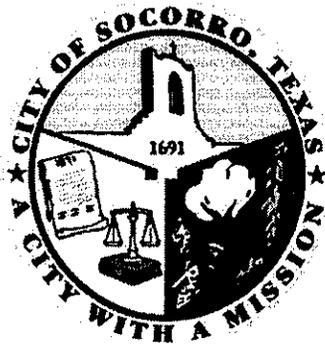
DATE OF EVENT:

Wednesday September 10, 2014, @ 6:00 pm.

RECOMMENDATION:

The Planning and Zoning Department recommends APPROVAL contingent to the following:

- 1) The applicant shall provide traffic control and safety for the public attending the event.



WAIVER REQUEST FORM

Applicant's Name: REBEKAH ROJAS

Applicant's Address: 10150 ALAMEDA AVE

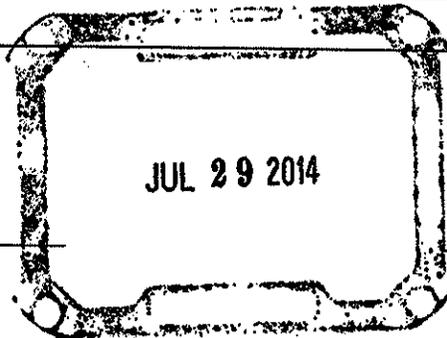
City: SOCORRO State: TX Zip: 79927

Address of Proposed Waiver: START 657 HORIZON / END: 10150 ALAMEDA

Reason for request and circumstance causing conflict: _____

CITY EVENT ALL FEEDER SCHOOLS
AND MEMBERS OF COMMUNITY
PARTICIPATE

Applicant's Signature



7/28/14

Date

City Council Action: Approved _____ Disapproved _____

Date: _____

Planning and Zoning Director: _____

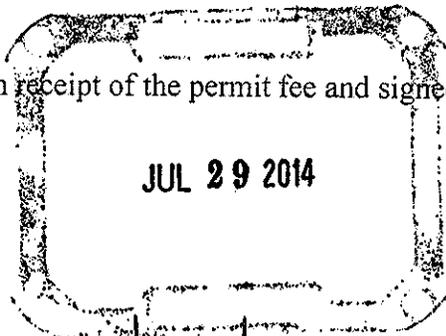


Event Permit # _____

1. Applicant's Name: REBEKAH ROJAS
2. Applicant's Address: 10150 ALAMEDA AVE
3. Date of Event: SEPTEMBER 10, 2014
4. Address of Event: START: 657 HORIZON END: 10150 ALAMEDA
5. Phone Number: 937.2134 / 252.9035
6. Legal Description Subdivision: _____
 Tract: _____ Lot: _____ Block: _____
7. Zoning: _____

This permit is issued on the express condition that the event authorized shall be in compliance with the provision set forth in Ordinance #48, and all amendments to said ordinance.

This application becomes a permit upon receipt of the permit fee and signed approvals.



[Handwritten Signature]
Applicant's Signature

7/29/14
Date

\$ _____
Fee

Planning Department Approval

Date

Homecoming Parade

Date: Wednesday, September 10, 2014

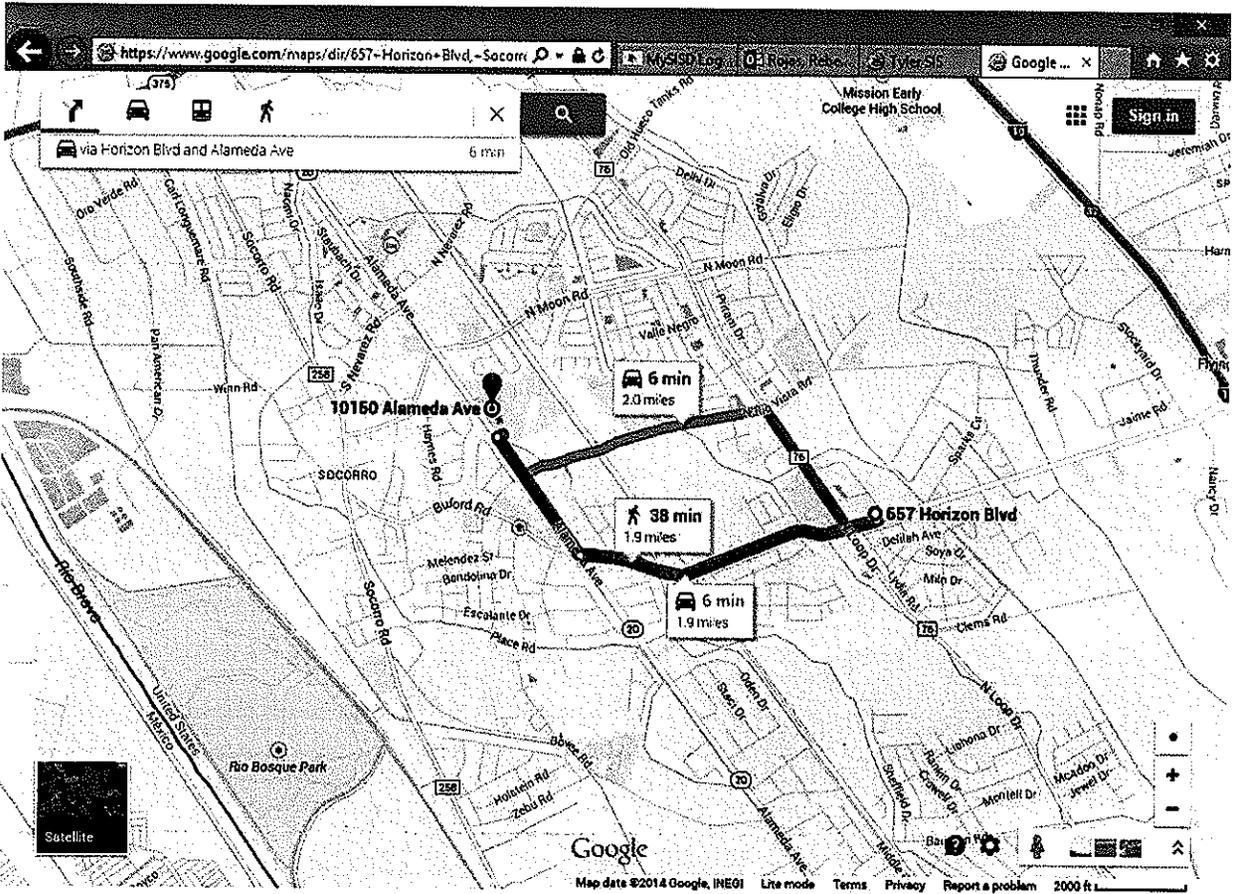
Time: 6:00PM

Route: Beginning at 657 Horizon Blvd. /
Ending at 10150 Alameda Ave.(Please see
attached map.

Approximate number of students
attending/participating: 500

Approximate number of adults
attending/participating: (i.e. Administrators,
Teachers, Coaches, Sponsors and Advisors):
50

Ratio: 1 Adult per 10 Students



Jesus A. Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Item 28

Gloria M. Rodriguez
District 2

Victor Perez
District 3 / Mayor Pro-Tem

Joseph E. Bowling
District 4

Willie Norfleet Jr.
City Manager

DATE: August 7, 2014.
TO: MAYOR AND CITY COUNCIL
FROM: Sam Leony, Planning and Zoning Director.
CC: Willie Norfleet, City Manager

SUBJECT:

Proposed 380 POLICY related to incentives for new businesses in the City of Socorro.

SUMMARY:

In order to promote the flourish of economic development in local governments, the Chapter 380 of the Texas Local Government Code provides a legal mechanism to provide the private investors with official incentives encouraging the establishment of the new businesses in the City.

BACKGROUND:

The 380 Policy has been successfully adopted by different communities to promote the investment of the private sector in their communities. This Policy establishes not only the conditions the investors need to comply with in order to be granted with any type of incentives, but also the type of businesses the City is interested on, seeking the benefit of the community and projecting our heritage.

STATEMENT OF THE ISSUE:

The proposed 380 POLICY has been customized for the City of Socorro, giving to the City Council the full control of who should receive the benefit of the incentives.

ALTERNATIVE:

There is no other feasible alternative.

STAFF RECOMMENDATION:

The Planning and Zoning Department recommends APPROVAL.

FINANCIAL IMPACT:

Not Applicable.

AUTHORIZATION:

1. City Manager: _____ Date: _____

2. Attorney: _____ Date: _____

3. CFO: _____ Date: _____



Socorro, Texas

380 Incentives Policy





A Powerful Tool

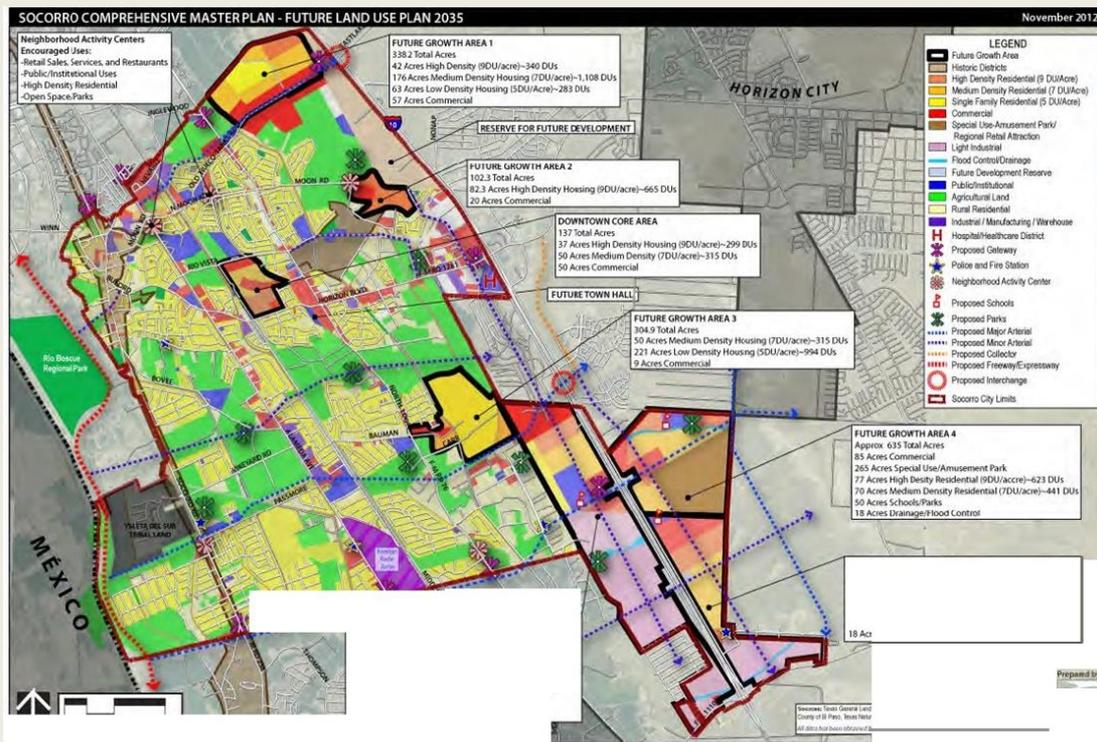
Chapter 380 Agreements allow cities to attract development by refunding a portion of property and sales tax that the project generates, back to the developer under a long-term contract.





Looking Towards the Future

A number of Texas cities have used sales tax incentives authorized under Chapter 380 of the Local Government Code to develop commercial and retail projects.





Successes

Fountains at Farah





Successes

The Outlet Shoppes at El Paso





Successes

Montecillo





Successes

Geltmore Aldea





Advantages

These agreements are win-win for the developer and the city. The developer receives assistance to make the project viable, and the city benefits from growth in sales tax revenue, property taxes and new jobs.

Adopting and promoting this policy costs absolutely nothing.

Funding partnership with El Paso County

Incentive Analyses and Business Attraction will be carried out in conjunction with EP County and EP City staff.



Key Guidelines - Protection

Cities should place a limit on both the percentage of sales tax granted to the developer and the total amount of the grant.

The agreement should have a termination date depending in part on the developer's total investment.

Milestones and deadlines should be included in the agreement to ensure that the developer completes the project according to the city's expectations.

The city should consider including terms in the contract to remedy adverse impacts caused by the development.

Payment of grants under the agreement should be based on the net sales tax allocation.



Incentives

What types of incentives are we talking about?

- **Sales Tax Rebates**
- **Incremental Property Tax Rebates**
- **Expedited Permitting process**
- **Waivers on Permit costs**

The City of Socorro is under no obligation to approve any requested incentive and no right to these incentives is neither intended nor implied.



Socorro 380 Criteria

Category 1 – Quality Jobs:

- 80% of jobs must be at or above \$12.25/hr. (or the prevailing median county wage, whichever is higher).

Category 2- Targeted Location:

- Within the City of Socorro's portion of the Historic Mission Trail
- Recognized Historic Sites within the city of Socorro
- Alameda Street
- *(North Loop and/or Old Hueco Tanks Road)*
- Future Growth Areas #4, #5 and #6, as identified in Figure 11: "Future Land Use Map" within the City of Socorro's 2013 Comprehensive Master Plan.

Category 3 • Business Type:

Category 4 - Capital Intensive Project:

- Capital Investment = \$30M - \$50M



Why Now?

- More and more companies are looking to the region to either expand or commence operations.
- Other County municipalities already have 380 policies in place. **The El Paso County, as whole, also has a similar, 381 policy.**
- If Socorro has no incentive policy, it is at a **huge** disadvantage.

You have already adopted a good plan, why not also adopt a policy that will help you make that plan a reality?



THANK YOU

ANY QUESTIONS?

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: 03/26/2014

TO: Council

FROM: Mayor Jesus Ruiz

SUBJECT: Agenda item regarding evaluation procedures for City Manager Willie Norfleet

SUMMARY

The contract for City Manager Willie Norfleet was just approved and I feel that we need to put in a procedure on how to evaluate Mr. Norfleet. The extension of the contract will allow Mr. Norfleet to be with the City of Socorro through 2016. This means that this Council will hopefully remain the same one until then. We need to determine a way to evaluate the performance that Mr. Norfleet has over the next two years so that we can make a sound decision in two years. We can go ahead and evaluate Mr. Norfleet twice a year or four times a year.

BACKGROUND

n/a

STATEMENT OF THE ISSUE

We currently do not have a procedure in place on how to evaluate the performance of Mr. Norfleet.

FINANCIAL IMPACT

None

ALTERNATIVE

Continue to not have a procedure on how to evaluate Mr. Norfleet

COUNCIL MEMBER RECOMMENDATION

I recommend that Council votes to either approve an evaluation of Mr. Norfleet and that we do this either semi annually or quarterly.

Item 30

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: 06/15

TO: Council

FROM: Mayor Jesus Ruiz

SUBJECT: Discussion and action to direct City Manager to present to Council a list of events coordinated by Parks and Recs Departments for FY 2014

SUMMARY

The City of Socorro had several events for the community this year and we should continue to plan ahead for next year. The City Manager should meet with the Parks and Recs directors to put together a list of events with budgets for the FY 2014. The City Manager should present the list to Council for comments and final approval by the July 17th Council Meeting.

BACKGROUND

n/a

STATEMENT OF THE ISSUE

The City of Socorro needs to have a schedule of events for FY 2014

FINANCIAL IMPACT

none

ALTERNATIVE

none

COUNCIL MEMBER RECOMMENDATION

Direct City Manager to present a list of events to Council for approval by the July 17th Meeting

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: 07/30/2014
TO: Council

FROM: Mayor Jesus Ruiz

SUBJECT: Discussion and action regarding becoming a member of the Greater El Paso Chamber of Commerce

SUMMARY

Socorro has been approached by the El Paso Chamber of Commerce to become a member. The City of Horizon, City of El Paso, County of El Paso, and the Ysleta Del Sur Pueblo are all members.

BACKGROUND

n/a

STATEMENT OF THE ISSUE

See above

FINANCIAL IMPACT

The lowest amount of membership is \$500 and the max is \$5000

ALTERNATIVE

none

COUNCIL MEMBER RECOMMENDATION

Approve the item so that the City of Socorro becomes a member of the Greater El Paso Chamber of Commerce

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Item 32
Gloria M. Rodríguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: 07/30/2014

TO: Council

FROM: Mayor Jesus Ruiz

SUBJECT: Discussion and action regarding purchasing ad space on the Greater El Paso Magazine

SUMMARY

In our last Council meeting, we were given a presentation by a representative informing us of the costs to purchase ad space in the Greater El Paso magazine. This magazine is published once a year and 10,000 of these issues are published and distributed. The price that was quoted to us was \$5,025 for the inside cover. That would mean that we would spend approximately \$2 per magazine

BACKGROUND

n/a

STATEMENT OF THE ISSUE

This would be a great opportunity to promote Socorro within the El Paso region. El Paso is growing very rapidly and we have many great things that people can come and do. At one point, Council made a video promoting Socorro for \$50,000 and this would be much cheaper and efficient way to promote Socorro in our region.

FINANCIAL IMPACT

The cost would be \$5,025

ALTERNATIVE

Not approve the purchase

COUNCIL MEMBER RECOMMENDATION

Approve purchasing the recommended ad space in the Greater El Paso magazine.

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: 07/30/2014

TO: Council

FROM: Mayor Jesus Ruiz

SUBJECT: Discussion and action on directing City Manager to do cost analysis of purchasing recycling bins for all parks and City of Socorro buildings.

SUMMARY

Council approved an item to start the process of going paperless for our Council meetings. Another positive in promoting a green environment is by installing recycling bins in all of our parks and buildings. When we have events at our parks, people throw the trash in the same bins. Plastic bottles, cans, cardboard, and paper can all be recycled, but since we don't have bins they get thrown away. While some buildings already have recycling bins, others don't and we need to be consistent about this. Mr. Norfleet should look into the types of bins available and provide us with a cost estimate.

BACKGROUND

n/a

STATEMENT OF THE ISSUE

See above

FINANCIAL IMPACT

pending

ALTERNATIVE

Not approve the cost analysis

COUNCIL MEMBER RECOMMENDATION

Direct CM Willie Norfleet to do a cost analysis on purchasing recycling bins for all parks and City of Socorro buildings.