

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodriguez
District 2

Victor Perez
District 3 / Mayor-Pro Tem

Vacant
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 16th DAY OF OCTOBER, 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.)

PROCLAMATIONS

5. **Proclamation** declaring October Breast Cancer Awareness Month. *Mayor Jesus Ruiz*
6. **Proclamation** declaring October National Bullying Prevention Month.
Mayor Jesus Ruiz

PRESENTATIONS

7. **Recognition** of Mr. Joe De Turo for his dedicated services to the City of Socorro.
Mayor and Council
8. **Presentation** by representatives of Santo Galope regarding horse project.
Mayor Jesus Ruiz
9. **Presentation** by Socorro High School seniors regarding community gift.
Mayor Jesus Ruiz
10. **Presentation** regarding Monthly Report by City Manager, Willie Norfleet, Jr.
Mayor Jesus Ruiz

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

11. **Excuse** absent Council Members.
Sandra Hernandez
12. **Approval** of Regular Council Meeting Minutes of October 2, 2014.
Sandra Hernandez
13. **Approval** of appointment and swearing in of *Cesar Nevarez* to the *Planning and Zoning Commission for Place 1*.
Sergio Cox
14. **Approval** of appointment and swearing in of *Cesar Nevarez* to the *Civil Service Commission for Place 1*.
Sergio Cox

15. **Approval** of travel for Miguel Rosas, Public Works Supervisor, to attend the Municipal Engineering Fundamental Conference in Las Vegas, Nevada, December 2-3, 2014. *Douglas Lobdell, Jr.*

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

16. **Introduction, First Reading and Calling for a Public Hearing** of Ordinance changing the zoning of Lots 6 and 7, Block 1, Three Missions Subdivision at 10570 and 10580 North Loop Drive from C-2 (General Commercial) to M-1 (Light Industrial). Planning and Zoning Commission recommends denial. *Sam Leony*
17. **Introduction, First Reading and Calling for a Public Hearing** of Ordinance 356, an Ordinance changing the zoning of Lot 1, Block 3, Las Milpas Subdivision at 10740 Mirisa Drive from LNC/R-2 (Legal Non-Conforming Medium Density Residential) to R-2 (Medium Density Residential). Planning and Zoning Commission recommends approval. *Sam Leony*

CITY CLERK DEPARTMENT

18. **Discussion and action** to approve the Records Management Plan. *Sandra Hernandez*

HUMAN RESOURCES DEPARTMENT

19. **Discussion and action** to approve Administrative Assistant job description. *Adriana Rodarte*
20. **Discussion and action** to approve Court Clerk job description. *Adriana Rodarte*
21. **Discussion and action** to approve Parks Supervisor amended job description. *Adriana Rodarte*

POLICE DEPARTMENT

22. **Discussion and action** to approve a Memorandum of Understanding (MOU) between City of Socorro Police Department and Socorro Independent School District (SISD) and Ysleta del Sur Pueblo Tribal Police Department (TPD) for the purpose of entering and maintaining records for a non-terminal agency agreement. *Chief Carlos Maldonado*

PLANNING AND ZONING DEPARTMENT

- 23. Discussion and action** on a certificate of appropriateness for the proposed roof project to the Rio Vista Complex (860 N. Rio Vista Road). The Historical Landmark Commission recommends approval. *Sam Leony*
- 24. Discussion and action** to request a traffic analysis from Texas Department of Transportation for a possible speed reduction on Socorro Road from the northside of the city limit to Bovee Road. The Historical Landmark Commission recommends approval. *Sam Leony*
- 25. Discussion and action** on approval of certificate of appropriateness of Art Academy on Lot 1, Block 1, Sombras De Misiones at 11400 Socorro Road. The Historical Landmark Commission recommends approval. *Sam Leony*
- 26. Discussion and action** on the proposed Burbridge Acres Replat "G" located at 12261 Cinnabar Street within the City of Socorro's Extraterritorial Jurisdiction. The Planning and Zoning Department recommends approval. *Sam Leony*

CITY MANAGER

- 27. Discussion and action** to amend capital improvement plan. *Willie Norfleet, Jr.*

MAYOR AND COUNCIL

- 28. Discussion and action** on employee performance evaluation for City Manager. *Mayor Jesus Ruiz*

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:

29. 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.***

30. 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.***

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

32. Discussion and action regarding employment of city manager. [551.074; 551.071]
James A. Martinez

33. Adjourn

DATED THIS 10th DAY OF OCTOBER 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 10th DAY OF OCTOBER 2014.

By: 

Sandra Hernandez, City Clerk

Agenda posted: 10-10-14 @ 9:15 AM

Removed: _____ Time: _____ By: _____

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3 / Mayor – Pro-Tem

Vacant
District 4

Willie Norfleet, Jr.
City Manager

PROCLAMATION BREAST CANCER AWARENESS MONTH

WHEREAS, breast cancer is the second most common diagnosed form of cancer for women in the United States and remains the second leading cause of cancer death among American women; and

WHEREAS, mammography is recognized as the single most effective method of detecting breast changes long before physical symptoms can be seen or felt. Early detection and improved treatment is believed to have significantly reduced the number of deaths caused by breast cancer; and

WHEREAS, during Breast Cancer Awareness month, we remember those living with breast cancer and their family and friends who provide them with love and support. Their courage and determination are an inspiration to us all; and

WHEREAS, we recognize the innovative, lifesaving work of doctors, researchers, and other medical professionals. Through their efforts to prevent, detect, and treat breast cancer, they are helping make a difference in the lives of our citizens. Our Nation leads the world in medical research, and through the dedicated efforts of Americans, we can build a healthier and more hopeful future for our citizens. Until we find a cure for breast cancer, we will continue to fight against the disease.

NOW, THEREFORE, BE IT RESOLVED, that Socorro City Council do hereby proclaim October 2014 as Breast Cancer Awareness Month.

PROCLAIMED AND SIGNED this 16th day of October 2014.

Mayor

ATTEST

City Clerk

Jesus Ruiz
Mayor

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At Large

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District 1



Gloria M. Rodríguez
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District 3 / Mayor – Pro-Tem

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City Manager

**PROCLAMATION
NATIONAL BULLYING PREVENTION MONTH**

WHEREAS, more than 13 million American kids a year are affected by bullying; and

WHEREAS, teens in grades 6 through 10 are the most likely to be involved in activities related to bullying; and

WHEREAS, approximately 30 percent of students in the United States are involved in bullying on a regular basis, either as a victim, bully or both; and

WHEREAS, as the civic leaders of City of Socorro, we can and must use our resources to affect positive change in our communities; and

WHEREAS, for Bullying Prevention Month in October 2014, Socorro City Council joined forces with the USCM and the Bully Project in the Mayors Campaign to End Bullying – which builds resolve for local communities to come together and improve school climate and create safer schools; and

WHEREAS, bullying still impacts far too many of our nation’s youth – about 1 in 4 children in the United States are bullied on a regular basis; and

WHEREAS, the City of Socorro is committed to continue to raise awareness about the issue of bullying and resolves to double their efforts to help eradicate this problem,

NOW, THEREFORE, BE IT RESOLVED, that Socorro City Council fully supports bullying prevention activities; and

BE IT FINALLY RESOLVED, that Socorro City Council will do all they can to call attention to the issue of bullying in schools, and work to develop city-wide programs to combat the problem and ensure that all students have access to a safe and secure educational environment.

PROCLAIMED AND SIGNED this 16th day of October 2014.

Mayor

ATTEST

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

DATE: 09/22/2014

TO: Council

FROM: Mayor Jesus Ruiz

SUBJECT: Presentation by representatives of Santo Galope

SUMMARY

Representatives of the group Santo Galope have requested time to present to the Council regarding the project with horses that they would like to start in Socorro.

BACKGROUND

n/a

STATEMENT OF THE ISSUE

See above

FINANCIAL IMPACT

none

ALTERNATIVE

Not allow them to present

COUNCIL MEMBER RECOMMENDATION

Allow the representative of Santo Galope to present.

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: 10/08/2014
TO: Council

FROM: Mayor Jesus Ruiz

SUBJECT: Presentation by SHS seniors regarding community gift

SUMMARY

A group of seniors from SHS has requested time to present to Council regarding their idea for a community gift.

BACKGROUND

n/a

STATEMENT OF THE ISSUE

See above

FINANCIAL IMPACT

none

ALTERNATIVE

Do not allow them to present

COUNCIL MEMBER RECOMMENDATION

I recommend that we allow them to present

Jesus Ruiz
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Willie Norfleet, Jr.
City Manager

DATE: 09/22/2014
TO: Council

FROM: Mayor Jesus Ruiz

SUBJECT: Monthly Report Presented by CM Willie Norfleet

SUMMARY

Council should receive the monthly report by CM Willie Norfleet. A monthly report is being request and he should be allowed to present.

BACKGROUND

n/a

STATEMENT OF THE ISSUE

See above

FINANCIAL IMPACT

none

ALTERNATIVE

Not allow him to present

COUNCIL MEMBER RECOMMENDATION

Allow Mr. Norfleet to present the monthly report

Jesus Ruiz
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Gloria M. Rodríguez
District 2
Victor Perez
District 3 / Mayor-Pro Tem
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Willie Norfleet, Jr.
City Manager

**REGULAR COUNCIL MEETING MINUTES
OCTOBER 2, 2014 at 6:00 P.M.**

MEMBERS PRESENT:

Mayor Jesus Ruiz
Victor Perez
Sergio Cox
Gloria M. Rodriguez

MEMBERS ABSENT:

Rene Rodriguez (*Arrived to the meeting at 6:13 p.m.*)

STAFF PRESENT:

Adriana Rodarte
Sandra Hernandez, City Clerk
Jim Martinez, City Attorney
Sam Leony, Planning and Zoning Director

4. PUBLIC COMMENT

Juan Castañeda, Suky Ramos, Salvador Vasquez, Luis Sigala, Sergio Jaime, Alfonso Gutierrez, Hernan Gutierrez, Ralph Duran, and Josefina Medina spoke during Public Comment.

Rene Rodriguez arrived to the meeting at 6:13 p.m.

PRESENTATIONS

**5. PRESENTATION BY REPRESENTATIVES OF SANTO GALOPE
REGARDING HORSE PROJECT. MAYOR JESUS RUIZ**

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *delete item number five (5)*. Motion passed.

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

CONSENT AGENDA

6. **EXCUSE ABSENT COUNCIL MEMBERS.** **SANDRA HERNANDEZ**
7. **APPROVAL OF REGULAR COUNCIL MEETING MINUTES OF SEPTEMBER 18, 2014 AND SPECIAL COUNCIL MEETING MINUTES OF SEPTEMBER 11, 2014 AND SEPTEMBER 26, 2014.** **SANDRA HERNANDEZ**

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *approve item number seven (7)*. Motion passed.

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

REGULAR AGENDA

ORDINANCES

8. **PUBLIC HEARING OF ORDINANCE 352, AN ORDINANCE CHANGING THE ZONING OF LEIGH CLARK SURVEY 298 ABST.6262, TRACT P-3 (OUT OF TRACT 15) AT 15495 GATEWAY BOULEVARD WEST FROM UNCLASSIFIED ZONING TO M-2 (HEAVY INDUSTRIAL) WITH A CONDITIONAL USE PERMIT FOR A JUNKYARD. PLANNING AND ZONING COMMISSION RECOMMENDS APPROVAL.** **SAM LEONY**

*Public Hearing Opened at 6:23 p.m.
Luis Delgado spoke during public hearing
Public Hearing Closed at 6:25 p.m.*

9. **SECOND READING AND ADOPTION OF ORDINANCE 352, AN ORDINANCE CHANGING THE ZONING OF LEIGH CLARK SURVEY 298 ABST.6262, TRACT P-3 (OUT OF TRACT 15) AT 15495 GATEWAY BOULEVARD WEST FROM UNCLASSIFIED ZONING TO M-2 (HEAVY INDUSTRIAL) WITH A CONDITIONAL USE PERMIT FOR A JUNKYARD. PLANNING AND ZONING COMMISSION RECOMMENDS APPROVAL.** **SAM LEONY**

A motion was made by Victor Perez seconded by Sergio Cox to *approve item number nine (9)*. Motion passed.

Sam Leony spoke on this item.

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

- 10. PUBLIC HEARING OF ORDINANCE 353, AN ORDINANCE CHANGING THE ZONING OF LOT 13, BLOCK B, VINEDO ACRES SUBDIVISION AT 376 TOKAY AVENUE FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO R-2 (MEDIUM DENSITY RESIDENTIAL). PLANNING AND ZONING COMMISSION RECOMMENDS APPROVAL. SAM LEONY**

*Public Hearing Opened at 6:29 p.m.
Lorenza Fraire spoke during public hearing
Public Hearing closed at 6:30 p.m.*

- 11. SECOND READING AND ADOPTION OF ORDINANCE 353, AN ORDINANCE CHANGING THE ZONING OF LOT 13, BLOCK B, VINEDO ACRES SUBDIVISION AT 376 TOKAY AVENUE FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO R-2 (MEDIUM DENSITY RESIDENTIAL). PLANNING AND ZONING COMMISSION RECOMMENDS APPROVAL. SAM LEONY**

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

Sam Leony spoke on this item.

Ayes: Rene Rodriguez and Sergio Cox
Nays: Victor Perez and Gloria M. Rodriguez
Abstain:
Mayor Ruiz breaks tie by voting yes

- 12. PUBLIC HEARING OF ORDINANCE 354, AN ORDINANCE CHANGING THE ZONING OF LOT 12, BLOCK 6, DELIP SUBDIVISION AT 845 DELHI DRIVE FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO C-1 (LIGHT COMMERCIAL). PLANNING AND ZONING COMMISSION RECOMMENDS APPROVAL. SAM LEONY**

*Public Hearing Opened at 6:39 p.m.
Suky Ramos and Lorenza Fraire spoke on this item.
Public Hearing Closed at 6:45 p.m.*

- 13. SECOND READING AND ADOPTION OF ORDINANCE 354, AN ORDINANCE CHANGING THE ZONING OF LOT 12, BLOCK 6, DELIP SUBDIVISION AT 845 DELHI DRIVE FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO C-1 (LIGHT COMMERCIAL). PLANNING AND ZONING COMMISSION RECOMMENDS APPROVAL. SAM LEONY**

A motion was made by Rene Rodriguez seconded by Sergio Cox to *deny the recommendation made by the Planning and Zoning Commission for item number thirteen (13)*. Motion passed.

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

Nays:

Abstain:

- 14. PUBLIC HEARING OF ORDINANCE 355, AN ORDINANCE CHANGING THE ZONING OF LOT 13, BLOCK 7, GURDEV SUBDIVISION AT 10391 NIRMAL DRIVE FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO C-1 (LIGHT COMMERCIAL). PLANNING AND ZONING COMMISSION RECOMMENDS APPROVAL. *SAM LEONY***

*Public Hearing opened at 6:54 p.m.
Lorenza Fraire and Juan Perez spoke on this item.
Public Hearing closed at 6:59 p.m.*

- 15. SECOND READING AND ADOPTION OF ORDINANCE 355, AN ORDINANCE CHANGING THE ZONING OF LOT 13, BLOCK 7, GURDEV SUBDIVISION AT 10391 NIRMAL DRIVE FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO C-1 (LIGHT COMMERCIAL). PLANNING AND ZONING COMMISSION RECOMMENDS APPROVAL. *SAM LEONY***

A motion was made by Rene Rodriguez seconded by Sergio Cox to *deny the recommendation made by the Planning and Zoning Commission for item number fifteen (15)*. Motion passed.

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

Nays:

Abstain:

PLANNING AND ZONING DEPARTMENT

- 16. DISCUSSION AND ACTION ON THE PRELIMINARY PLAT APPROVAL FOR CIELO DEL RIO SUBDIVISION UNIT 2, BEING ALL OF TRACT 1-X, LEIGH CLARK SURVEY 293. THE PLANNING AND ZONING COMMISSION RECOMMENDS APPROVAL WITH CONDITIONS. *SAM LEONY***

A motion was made by Sergio Cox to *deny item number sixteen (16)*. Motion dies for lack of second.

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *approve item number sixteen (16)*.

Rene Rodriguez withdrew his motion.

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *move item number sixteen (16) into Executive Session.* Motion passed.

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

Nays:

Abstain:

17. DISCUSSION AND ACTION TO WAIVE THE EVENT PERMIT FEE FOR THE MAKING STRIDES AGAINST BREAST CANCER BIKE GATHERING TO BE HELD AT 10750 NORTH LOOP DRIVE STE. A-1 ON OCTOBER 11, 2014. THE PLANNING AND ZONING DEPARTMENT RECOMMENDS APPROVAL. SAM LEONY

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

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

Nays:

Abstain:

18. DISCUSSION AND ACTION ON APPROVAL OF CERTIFICATE OF APPROPRIATENESS OF TRACT 3-D-1-A, BLOCK 27, SOCORRO GRANT FOR USED AUTO SALES BUSINESS AT THE INTERSECTION OF SOCORRO ROAD AND FRAY HOLGUIN ROAD. (NO ADDRESS AVAILABLE). HISTORICAL LANDMARK COMMISSION RECOMMENDS DENIAL. SAM LEONY

A motion was made by Sergio Cox seconded by Victor Perez to *follow the recommendation made by the Historical Landmark Commission to deny.* Motion passed.

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

Nays:

Abstain

MAYOR AND COUNCIL

19. DISCUSSION AND ACTION ON REVIEW PROCESS FOR PLACING STREET LIGHTS DURING FY 2014- 2015. MAYOR JESUS RUIZ

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *approve.*

Gloria M. Rodriguez amended her motion.

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *approve, recommend and initiate the decision process for street lights and direct the city manager to implement a plan of where the street lights can be placed.* Motion passed.

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

**20. DISCUSSION AND ACTION ON REVIEW PROCESS FOR STREETS THAT
WILL BE PAVED DURING FY 2014-2015. MAYOR JESUS RUIZ**

A motion was made Gloria M. Rodriguez seconded by Rene Rodriguez to *approve with the recommendation made by Public Works Director Doug Lobdell.* Motion passed.

Suky Ramos spoke on this item.

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

**21. DISCUSSION AND ACTION ON REVIEW PROCESS FOR PLACING
SIDEWALKS DURING FY 2014- 2015. MAYOR JESUS RUIZ**

A motion was made by Victor Perez seconded by Rene Rodriguez to *approve item number twenty-one (21).*

Victor Perez amended his motion.

A motion was made by Victor Perez seconded by Rene Rodriguez to *approve with the recommendation made by Mrs. Gloria M. Rodriguez and allot each district \$50,000.00.* Motion passed.

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

**22. DISCUSSION AND ACTION ON REVIEW PROCESS FOR
NEIGHBORHOOD SAFETY PROJECT DURING FY-2014-2015.
MAYOR JESUS RUIZ**

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *approve item number twenty-two (22).* Motion passed.

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

23. DISCUSSION AND ACTION ON FINDINGS AND RECOMMENDATIONS FROM THE FORENSIC AUDIT BY WEAVER LLP. *SERGIO COX*

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *approve item number twenty-three (23)*.

Suky Ramos and Ralph Duran spoke on this item.

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *approve and direct the forensic audit to the proper authorities*. Motion passed.

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

CITY ATTORNEY

24. DISCUSSION AND ACTION REGARDING OLD HUECO TANKS ROAD ROADWAY PROJECT, FUNDING MECHANISMS FOR SAME AND PARTICIPATION BY OTHER GOVERNMENTAL ENTITIES, INCLUDING THE CAMINO REAL REGIONAL MOBILITY AUTHORITY, THE STATE OF TEXAS, EL PASO COUNTY WATER IMPROVEMENT DISTRICT AND THE LOWER VALLEY WATER DISTRICT. *JAMES A. MARTINEZ*

A motion was made by Victor Perez seconded by Rene Rodriguez to *move this item into Executive Session*.

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

25. DISCUSSION AND ACTION REGARDING OPTIONS FOR ESTABLISHING LANDSCAPE ORDINANCE, TO PROVIDE DIRECTION TO STAFF RE VARIABLES AND STANDARDS TO INCLUDE IN ORDINANCE AND TO ESTABLISH A PROCEDURE AND TIMELINE FOR INVITING INPUT FROM PUBLIC AND PROPERTY OWNERS RE SAME.

WILLIE NORFLEET, JR.

A motion was made by Victor Perez seconded by Rene Rodriguez to *approve item number twenty-five (25)*.

Victor Perez amended his motion

A motion was made by Victor Perez to *postpone for the next Regular Meeting*

A motion was made by Victor Perez seconded by Rene Rodriguez to *bring back on a monthly basis for discussion and action*. Motion passed.

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

Nays:

Abstain

26. DISCUSSION AND ACTION TO DIRECT STAFF TO PREPARE AN ORDINANCE TO REGULATE PAY DAY LENDING, PAWN SHOPS, ALTERNATIVE SMALL CREDIT FACILITIES AND SIMILAR BUSINESSES IN THE CITY OF SOCORRO. JAMES A. MARTINEZ

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

Gloria M. Rodriguez amended her motion.

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *postpone for the 1st Regular Meeting of November*. Motion passed.

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

Nays:

Abstain

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

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

Nays:

Abstain

THE CITY COUNCIL CONVENED INTO EXECUTIVE SESSION AT 8:17 P.M.

EXECUTIVE SESSION

THE CITY COUNCIL RECONVENED BACK IN OPEN SESSION AT 9:02 P.M.

16. DISCUSSION AND ACTION ON THE PRELIMINARY PLAT APPROVAL FOR CIELO DEL RIO SUBDIVISION UNIT 2, BEING ALL OF TRACT 1-X, LEIGH CLARK SURVEY 293. THE PLANNING AND ZONING COMMISSION RECOMMENDS APPROVAL WITH CONDITIONS.

SAM LEONY

A motion was made by Rene Rodriguez seconded by Victor Perez to *approve with the following recommendations 1.) A consistent 76" ROW alignment on Stockyard shall be maintained, keeping the same proposed ROW for Cielo Del Rio Unit One. 2.) A 2.5% of the total area shall be provided for a Park. 3.) A retaining wall, and protection for water infiltration shall be provided on lots 22 to 39 of Block 1. 4.) Letter of Service availability from the utility companies: Lower Valley Water District, Texas Gas Service, and El Paso Electric Co. 5.) Follow all recommendations of drainage report prepared by Sitework Engineering that is submitted to the city.* Motion passed.

Enrique Escobar spoke on this item.

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

24. DISCUSSION AND ACTION REGARDING OLD HUECO TANKS ROAD ROADWAY PROJECT, FUNDING MECHANISMS FOR SAME AND PARTICIPATION BY OTHER GOVERNMENTAL ENTITIES, INCLUDING THE CAMINO REAL REGIONAL MOBILITY AUTHORITY, THE STATE OF TEXAS, EL PASO COUNTY WATER IMPROVEMENT DISTRICT AND THE LOWER VALLEY WATER DISTRICT.

JAMES A. MARTINEZ

A motion was made by Victor Perez seconded by Rene Rodriguez to *instruct the city attorney to inform TxDOT and RMA that the city will agree to the match funding as recommended.* Motion passed.

Ayes: Victor Perez, Rene Rodriguez, and Sergio Cox
Nays: Gloria M. Rodriguez
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.

30. BLACK SEA ACQUISITIONS, L.P. V. CITY OF SOCORRO, TEXAS, MAYOR JESUS RUIZ, REPRESENTATIVE RENE RODRIGUEZ, REPRESENTATIVE SERGIO COX, REPRESENTATIVE GLORIA RODRIGUEZ, REPRESENTATIVE VICTOR PEREZ AND REPRESENTATIVE J.E. BOWLING; CAUSE NO. 2014DCV1315; IN THE COUNTY COURT AT LAW NUMBER SIX OF EL PASO COUNTY, TEXAS [551.071].

JAMES A. MARTINEZ

A motion was made by Rene Rodriguez seconded by Victor Perez to *delete items twenty-seven (27), twenty-eight (28), twenty-nine (29), and thirty (30)*. Motion passed.

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

Nays:

Abstain

31. ADJOURN

A motion was made by Gloria M. Rodriguez seconded by Victor Perez to *adjourn at 9:12 p.m.* Motion passed.

Ayes: Victor Perez, Rene Rodriguez, 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. Rodríguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

District 4

Willie Norfleet, Jr.
City Manager

DATE: October 8, 2014

TO: City Clerk, Sandra Hernandez

FROM: District 1 Rep, Sergio Cox

SUBJECT: Agenda Item – Nomination of Cesar Nevarez to Civil Service and Planning and Zoning Commissions

SUMMARY

This request is due to the recent passing of former commissioner Mr. Joe De Toro. The vacancy needs to be filled.

BACKGROUND

Mr. Cesar Nevarez is a citizen in good standing of the City of Socorro, and has shown a desire to participate on these commissions.

STATEMENT OF THE ISSUE

Same as background and summary

FINANCIAL IMPACT

None

ALTERNATIVE

None

COUNCIL MEMBER RECOMMENDATION

I recommend the approval of this candidate.

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:9 October 2014

TO: Mayor and Council, City of Socorro, Texas

FROM: Douglas Lobdell Jr., Public Works Director

SUBJECT: Request for permission to attend conference

SUMMARY: Discussion and action on Public Works' supervisor (Miguel Rosas) attendance at a conference on Municipal Engineering Fundamentals.

BACKGROUND: Conference is either in Las Vegas in December or Madison in April. Work is slower in December and air travel to LV is less expensive, so recommend attendance in Vegas. Agenda attached.

STATEMENT OF THE ISSUE: While some topics are N/A for Socorro, the street planning and stormwater control sessions would be extremely valuable for our City.

FINANCIAL IMPACT

Account Code (GF/GL/Dept):05527 for conference fees, 05711 for travel/per diem.

Funding Source: Public Works budget

Amount: \$995 conference, est. \$300 travel/per diem

Quotes (Name/Commodity/Price): Sole source

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

ALTERNATIVE: Attend conference in April. More impact on operations (Spring schedule) and higher cost (conference is \$100 less but est. airfare is \$180-220 higher). Alternately, Council could send PW Director and Supervisor.

STAFF RECOMMENDATION: Council approve attendance.

REQUIRED AUTHORIZATION

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



Municipal Engineering Fundamentals for Non-Engineers

December 2–3, 2014 in Las Vegas, Nevada

April 7–8, 2015 in Madison, Wisconsin

Course Outline

Day 1

Welcome

Stephen Pudloski, PE

Program Director
Department of Engineering Professional
Development
University of Wisconsin–Madison

Overview of the Municipal Engineering Function

- What is municipal engineering?
- What is unique about municipal engineering?
- What are the challenges of designing, building, and managing municipal infrastructure systems?

Street Planning, Design, and Maintenance

- Planning and functional classification systems
- Urban vs. rural roadway geometric standards
- Intersections and sidewalks
- Soils, water, and pavement thickness design
- Pavement management systems
- Preventive maintenance and rehabilitation
- Traffic engineering and operation
- Traffic operations and control devices
- Traffic engineering studies

Water Supply Systems

- Projecting water system demand
- Calculating average demand
- Estimating peak demand
- Accommodating fire flows (hydrants)

Water Supply and Distribution Planning

- Water storage requirements
- Pumping capacity
- Treatment and distribution
 - groundwater source
 - surface water
- Metering and water loss
- Valves and hydrants
- Pipes
- Testing

Day 2

Plan Review

- Reading engineering plans
- Comprehensive plan elements
 - storm sewers
 - water system
 - sanitary sewers
 - land use and zoning
 - roadways and bikeways

Sanitary Sewerage Systems

- Projecting system capacity
- Preparing a facility plan
 - treatment plant size
 - network
 - standards
- Treatment processes
 - primary
 - secondary
 - tertiary
- Sewer collection system
 - materials
 - maintenance
 - design parameters
 - slopes

Storm Water Drainage and Control Systems

- Basic storm drainage concepts
 - understanding rainfall and runoff
 - the "Rational Formula"
- Drainage system design
 - choosing the design storm
 - primary system (low volume)
 - 100-year event
 - closed system/open system
- Flood control
 - detention and treatment
 - regional approaches
 - inlets and catch basins
- Water quantity and water quality
 - combined sewer overflow (CSOs)
 - EPA/NPDES

Summary and Answering Your Questions

Bring This Course to Your Site

Larger groups can have this course presented at a time and location of your choice. On-site courses reduce time away from the office and save travel costs.

To inquire about one of our courses at your site, or about other courses the University of Wisconsin–Madison offers on-site, call 800-462-0876 and ask for Corporate Education Director Carl Vieth (608-263-7424 direct or vieth@wisc.edu). Or see epd.engr.wisc.edu/onsite.

Course Schedule

Registration and course will be held at

December 2–3, 2014 Course

The Tropicana Las Vegas
3801 Las Vegas Boulevard South
Las Vegas, NV

April 7–8, 2015 Course

The Madison Concourse Hotel
One West Dayton Street
Madison, WI

Day 1

7:45 a.m. to 8:00 a.m. Registration

8:00 a.m. to 4:30 p.m. Class

Day 2

8:00 a.m. to 4:00 p.m. Class

Midmorning and midafternoon refreshment breaks and noon lunch will be provided both days.

Past Participants Say...

"I NEEDED AN OVERVIEW OF ENGINEERING ITEMS TO UNDERSTAND THE GENERAL FUNCTIONS AND COMPONENTS OF STORM WATER, STREETS, TRAFFIC, AND SEWER. THIS WAS EXACTLY WHAT I GOT. THANK YOU!"

Lydia Moorehead, City of Kent, Washington

"THIS WAS THE MOST VALUABLE TRAINING I'VE HAD... PRESENTERS WERE VERY KNOWLEDGEABLE AND WELCOMED THE OPPORTUNITY TO ANSWER QUESTIONS."

Roberta Strait, Seward County Planning & Zoning, Liberal, Kansas

"FOR A COMMUNITY DEVELOPMENT PLANNER WHO HAS RETURNED TO PUBLIC WORKS AFTER 25 YEARS, THIS HAS BEEN A GREAT OVERVIEW."

Gary Balmain, City of College Station, Texas

"ALTHOUGH I HAVE A GENERAL KNOWLEDGE OF MOST OF THE TOPICS, THIS CLASS EXPLAINED THE 'WHY' RATHER THAN THE 'WHAT' THAT I HAD ABSORBED OVER THE YEARS."

Eric Gainer, AQUA, Illinois

"YOU GUYS ROCK! GREAT CLASS. AFTER BEING ON THE JOB FOR SEVEN YEARS, THIS TIES IT ALL TOGETHER. IT'S WHAT I NEEDED."

Tim Hanson, City of Rockford, Illinois

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

DATE: October 16, 2014
TO: MAYOR AND CITY COUNCIL
FROM: Sam Leony, Planning and Zoning Director
CC: Willie Norfleet Jr., City Manager

SUBJECT:

First Reading and Calling for a Public Hearing on the proposed rezoning of Lots 6 & 7, Block 1, Three Missions Subdivision, from C-2 (General Commercial) to M-1 (Light Industrial).

SUMMARY:

The property matter of this request is located at 10570 & 10580 North Loop Dr., southeasterly located at 1200 feet from the intersection of North Loop Dr. and Rio Vista Rd. This property has an estimated area of 1.5082 acres, and it is owned by Viva Chaparral Properties, LLP.

BACKGROUND:

According to our Future Land Use map, the projected land use for this property is: Commercial.

According to the Flood Insurance Rate Maps, the referenced property lies within an area determined to be outside of the 500-year flood plain, more particularly described as **Zone X**; this classification is the safest area with the less possibility of being flooded (Community Panel # 480212 0236-B / FEMA, September 4, 1991).

The current use of the property is: storage of vehicles to be transported to Mexico.

The proposed use of the property: of vehicles to be transported to Mexico.

Adjacent Land Uses: North: C-2 (GC), South: C-2 (GC), East: A-1 (AGR), West: C-2 (GC).

STATEMENT OF THE ISSUE:

The current use of the property (storage of vehicles to be transported to Mexico) was initiated with no authorization from the City of Socorro.

ALTERNATIVE:

The only alternatives for them to continue with the proposed business is obtaining the M-1 classification, however, the main concern on this type of activities (storage of vehicles) is the potential appearance like a junk yard.

STAFF RECOMMENDATION:

The Planning and Zoning Commission recommends DENIAL.

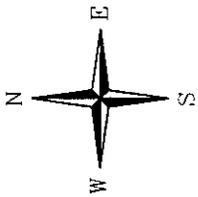
FINANCIAL IMPACT:

Not Applicable.

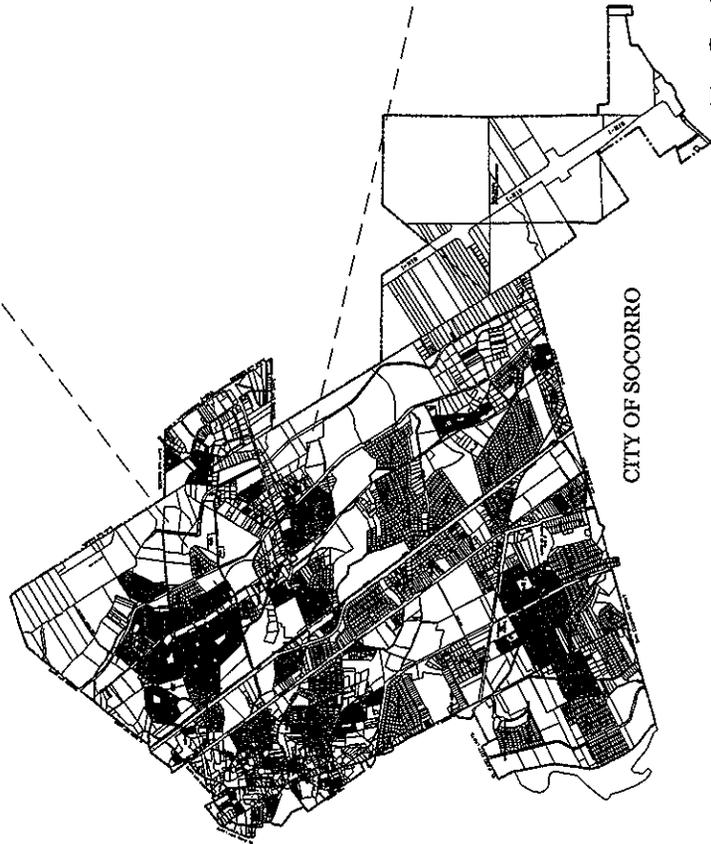
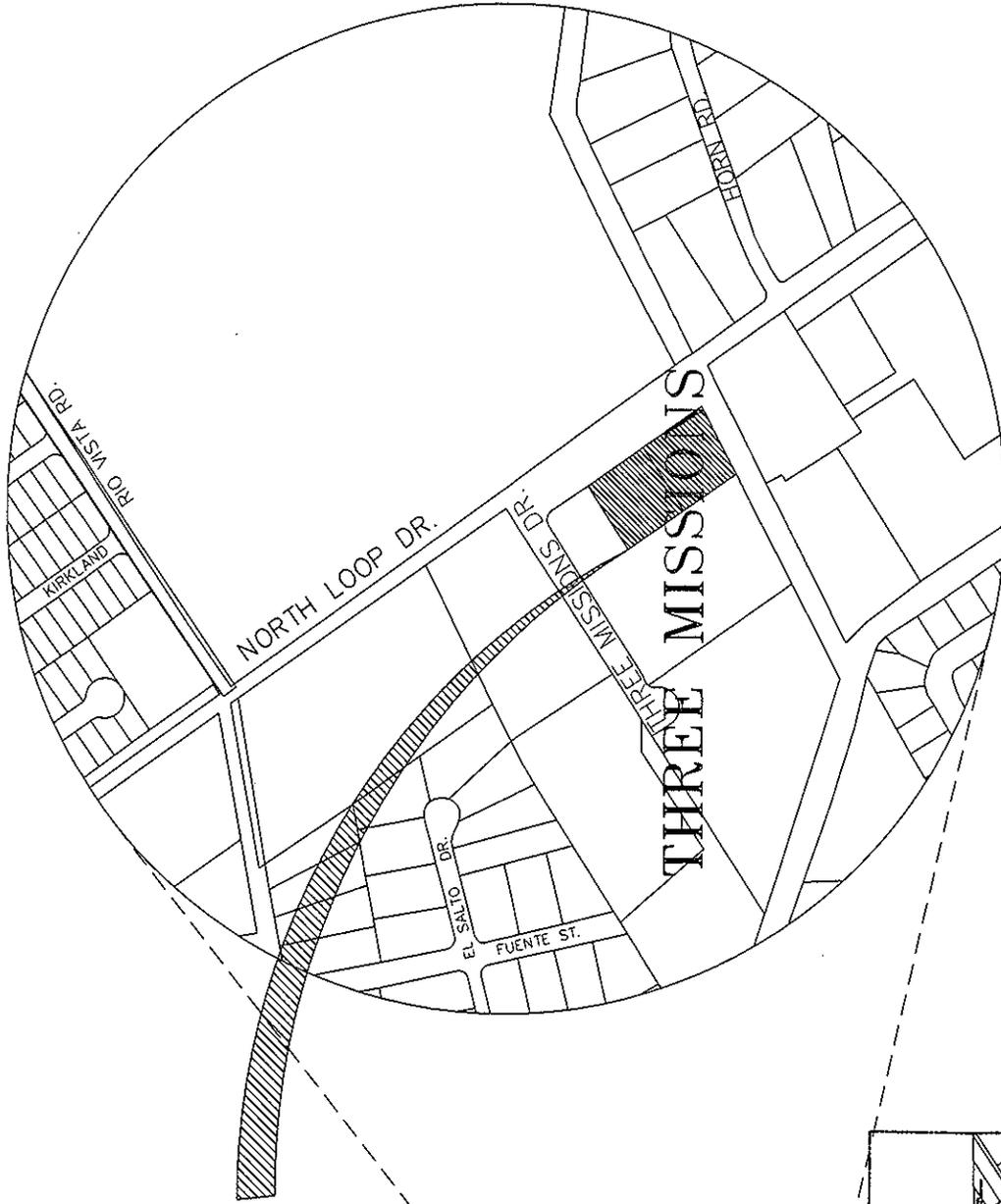
AUTHORIZATION:

1. City Manager: _____ Date: _____

2. Attorney: _____ Date: _____



PROJECT SITE:
10570 & 10580 NORTH LOOP
LOTS 6 & 7, BLOCK 1
THREE MISSIONS SUBDIVISION



Planning and Zoning Department
CITY OF SOCORRO, TEXAS

LOCATION MAP

Scale: N.T.S.



PLANNING AND ZONING DEPARTMENT

Request for Rezoning

1. Name: VIVA CHAPARRAL PROPERTIES, LLP

Address: Phone:

Representative: ALISTON DENN, Jr, EPTEX REAL ESTATE

Address: 214 BALTIMORE Phone: 915/544-8131

2. Property Location: 10570 - 10580 Northloop dr.

Legal Description: 1 Three Missions, Lot 6 & 7

If legal description is not available, a metes and bounds description will be required.

Table with 3 columns: Area (Sq. ft. or Acreage), Current Zoning, Current Land Use, Proposed Zoning, Proposed Land Use. Values include 64,686 sq. ft., C-2, VACANT, M-1, and Auto Storage & Transfer.

3. All owners of record must sign document.

Signature line for ALISTON DENN, Jr.

Each item on this form must be completed and all exhibits must be submitted before this request can be scheduled for a public hearing.

Rezoning per parcel/tract: Less than one acre - \$650.00, 1 to 10 acres - \$750.00, 10 or more acres - \$750.00 + \$10.00 each additional acre

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

DATE: October 16, 2014
TO: MAYOR AND CITY COUNCIL
FROM: Sam Leony, Planning and Zoning Director
CC: Willie Norfleet Jr., City Manager

SUBJECT:

First Reading and Calling for a Public Hearing on the proposed rezoning of Lot 1, Block 3, Las Milpas Subdivision, from LNC/R-2 (Legal Non-Conforming Medium Density Residential) to a formal R-2 (Medium Density Residential).

SUMMARY:

The property matter of this rezoning is located at 10740 Mirisa Dr., northwesterly located at 185 from the intersection of Mirisa Dr. and Tassie Way. This property has an estimated area of 10,464 sf., and it is owned by Mr. Ramon Rodriguez, 10740 Mirisa Dr., Socorro, TX 79927.

BACKGROUND:

Las Milpas Subdivision was recorded in 1985 with 60 residential lots classified as R-1 (SFR) after the City's reactivation in 1986.

According to our Future Land Use map, the projected land use for this property is: Residential.

According to the Flood Insurance Rate Maps, the referenced property lies within an area determined to be outside of the 500-year flood plain, more particularly described as **Zone X**; this classification is the safest area with the less possibility of being flooded (Community Panel # 480212 0250-B / FEMA, September 4, 1991).

The current use of the property is: residential lot with two dwellings.

The proposed use of the property: To conclude one of the existing dwellings plus an expansion.

Adjacent Land Uses: North: R-1 (SFR), South: LNC R-2 (MDR), East: R-1 (SFR), West: R-1 (SFR).

STATEMENT OF THE ISSUE:

The property owner requested a building permit to conclude two rooms that have been unfinished for more than 20 yrs, this property has two existing dwellings classified as Legal Non-Conforming, now the owner wants to conclude what has been unfinished plus adding a new section to the same dwelling.

ALTERNATIVE:

The only way to approve a building permit to add more square footage to this property, which is classified as Legal Non-Conforming, is obtaining a formal R-2 (Medium Density Residential) due to the fact that the new expansion would affect the non-conformity protection forcing the property to be rezoned.

STAFF RECOMMENDATION:

The Planning and Zoning Commission recommends APPROVAL.

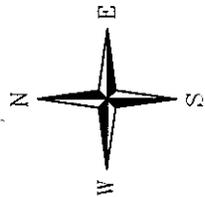
FINANCIAL IMPACT:

Not Applicable.

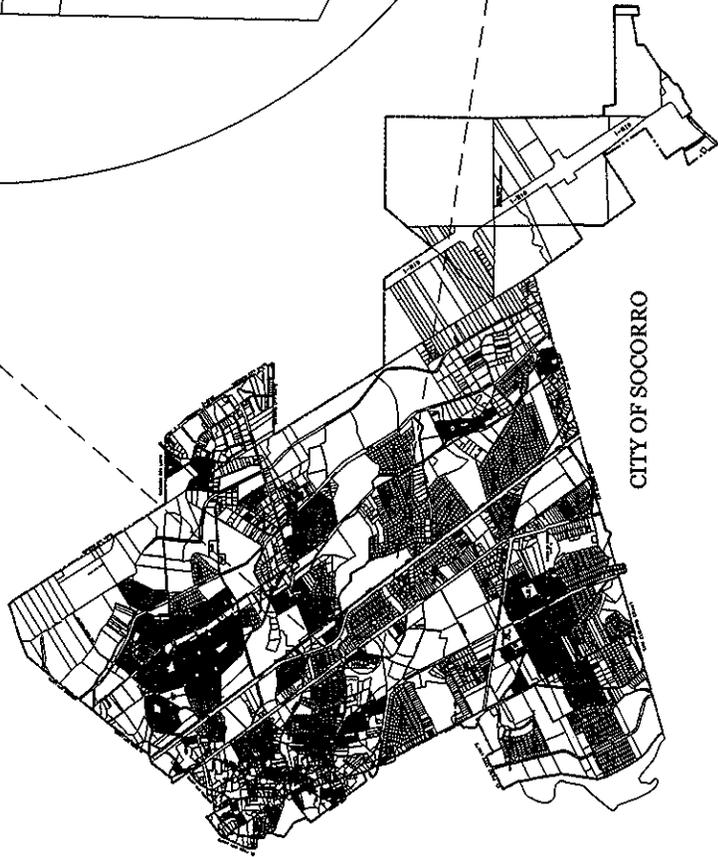
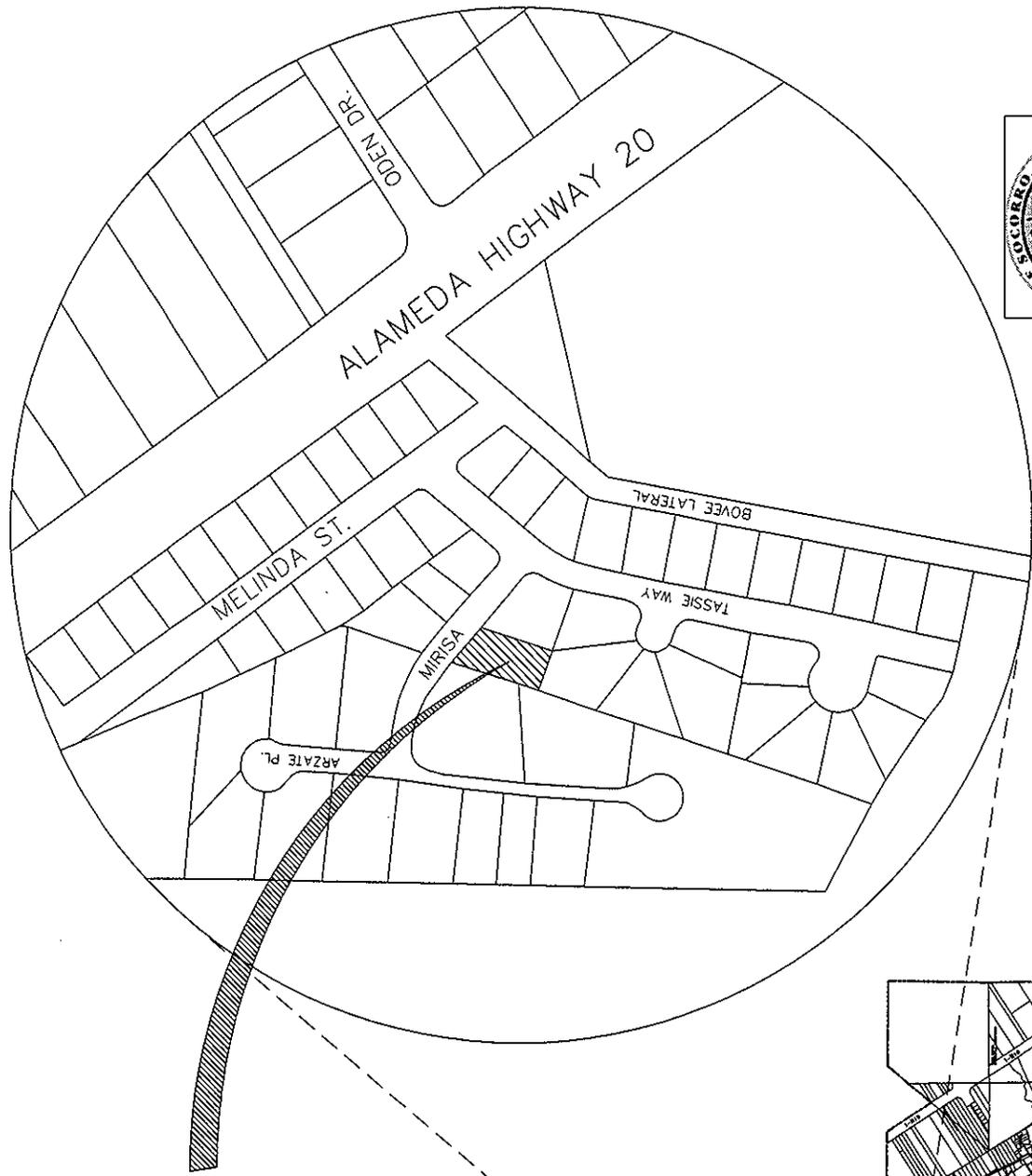
AUTHORIZATION:

1. City Manager: _____ Date: _____

2. Attorney: _____ Date: _____



PROJECT SITE:
10740 MIRISA
LOT 1, BLOCK 3
LAS MILPAS SUB.



CITY OF SOCORRO



Planning and Zoning Department
City of Socorro, Texas 78777

LOCATION MAP

Scale: N.T.S.



AUG 13 2014

LD

PLANNING AND ZONING DEPARTMENT

Request for Rezoning

- Name: RAMON RODRIGUEZ
 Address: 10740 MIRISA (REAR) Phone: (915) 860-7301
 Representative: JOSEFINA RODRIGUEZ
 Address: _____ Phone: 860-7301
- Property Location: 10740 MIRISA (REAR) 79927 SOCORRO TEX.
 Legal Description: LOT 1 BLOCK 3 LAS MILPAS

If legal description is not available, a metes and bounds description will be required.

_____	<u>R-1</u>	<u>2 VIVIENDAS</u>
Area (Sq. ft. or Acreage)	Current Zoning	Current Land Use
<u>R-2</u>		<u>TERMINAR LAS 2 VIVIENDAS</u>
Proposed Zoning		Proposed Land Use

- All owners of record must sign document.

X Josefinas Garcia _____

Each item on this form must be completed and all exhibits must be submitted before this request can be scheduled for a public hearing.

Rezoning per parcel/tract: Less than one acre - \$650.00
 1 to 10 acres - \$750.00
 10 or more acres - \$750.00 + \$10.00 each additional acre

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 No. 356

AN ORDINANCE CHANGING THE ZONING OF LOT 1, BLOCK 3, LAS MILPAS SUBDIVISION AT 10740 MIRISA DR., FROM LNC/R-2 (LEGAL NON-CONFORMING MEDIUM DENSITY RESIDENTIAL) TO A FORMAL R-2 (MEDIUM DENSITY RESIDENTIAL).

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

That pursuant to Chapter 50 of the Codification of Ordinances of the City of Socorro, Texas, Ordinance No. 76 Amendment 1A of the City of Socorro, as amended, the zoning of Lot 1, Block 3, Las Milpas Subdivision at 10740 Mirisa Dr., is changed from LNC/R-2 (Legal Non-Conforming medium Density Residential) to formal R-2 (Medium Density Residential).

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: October 16, 2014.

Second Reading and Adoption:

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3 – Mayor Pro Tem

Vacant
District 4

Willie Norfleet, Jr.
City Manager

DATE: October 8, 2014

TO: Mayor and Council

FROM: Sandra Hernandez, City Clerk

SUBJECT: Records Management Plan

SUMMARY

Discussion and action to approve Records Management Plan

BACKGROUND

Ordinance 314, an Ordinance providing a system of Records Retention, requires the city to establish and maintain a citywide Records Management Plan that will provide an orderly approach to managing the volume of municipal records throughout the City of Socorro.

STATEMENT OF THE ISSUE

The Records Management Plan provides direction for storage of inactive records, destruction of records, records retention plan, and disaster recovery plan.

FINANCIAL IMPACT

Account Code (GF/GL/Dept):

Funding Source: General Fund

Amount:

Quotes (Name/Commodity/Price)

Co-op Agreement (Name/Contract#)

ALTERNATIVE

None

STAFF RECOMMENDATION

Approve the records management plan.

REQUIRED AUTHORIZATION

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



CITY OF SOCORRO
RECORDS MANAGEMENT PLAN

OCTOBER 2014

Records Management Plan

Section I

PURPOSE

To establish and maintain a citywide Records Management Plan that will provide an orderly approach to managing the volume of municipal records throughout the City of Socorro as per Ordinance 314.

OBJECTIVE

1. Apply the use of Records Retention Schedules to maintain all records for the appropriate time period.
2. The elimination of duplicate records.
3. The identification and protection of vital records and archival records.
4. The rapid retrieval of information.
5. The timely transfer and/or destruction of inactive records.
6. Reduce the volume of inactive records held in departments.
7. Encourage efficient management of records in active files.
8. To provide for routine disposition of paperwork.

Storage of Inactive Records

Section II

Each department should have a designated area for the storage of inactive records. All records and boxes transferred to or retrieved from the designated areas will be monitored by the Records Management Officer.

The following procedures must be followed when storing records to the designated areas. Only those copies determined to be "record" copies of the department/division should be stored in the designated areas. Magazines, publications, "extra" copies, etc., are not permitted to be stored in the designated areas.

1. All records packed in a box must contain the same retention period. This is very important because contents of boxes will be destroyed intact and specific items will not be removed before destruction.
2. Do not overstuff the box. Leave one -inch of space so items may be retrieved easily if necessary. Keep all items in the same direction when packing the box.
3. All binders should be removed before packing.
4. Label the outside of the box with a list of the contents, inclusive dates and departmental box number (optional).
5. Complete a Records Storage Form.
6. If a box needs to be removed from the designated areas permanently, please notify the records management officer and reason for removal.

Destruction of Records

Section III

Once records have reached the retention period, the records management officer will send a list of records to the records liaison officer showing "List of Boxes Scheduled for Destruction On (date)." The records management officer will then proceed with the destruction of records in an appropriate manner as approved by the Texas State Library and Archives Commission. Lists of destroyed records will be maintained in the City Secretary's office.

1. Department may destroy nonessential records and non-record copies at their convenience.
2. Even though City records have been converted to a particular micrographic application, the originals of essential records cannot be destroyed without abiding by the appropriate procedures for destruction.
3. Electronic records may be destroyed only in accordance with Local Government Code Section 202.001.

Records Retention Schedules

Section IV

State Schedules EL, GR, HR, LC, PS, PW, TX and UT, as prescribed by the Texas State Library and Archives Commission, have been adopted and incorporated into the Records Management Program.

Departments should retain and purge records in accordance with the schedules. Only those records for which a particular division is assigned the "record copy" responsibility should be transferred to storage. "Record copy" is defined as the original (or copy) of a record that is required by law to be kept by a designated department. For example, the City Secretary's Office is designated to keep the record copy of all city ordinances, resolutions and Council minutes. Other departments may have copies of certain ordinances, resolutions or Council minutes for their own use, but should never store these items, as their department does not retain the "record copy".

Questions regarding the record retention schedules should be directed to the City Secretary.

LOCAL SCHEDULE EL

Retention Schedule for Records of Elections and Voter Registration

Department(s) with Record Copy Responsibility:

City Secretary

LOCAL SCHEDULE GR

Retention Schedule for Records Common to All Local Governments

Department(s) with Record Copy Responsibility: General Records (Common to all departments)

City Attorney

City Secretary

Finance Department

Grants Division

Human Resources Department

Municipal Court

Parks and Recreation Departments

Police Department

Planning and Zoning

Public Works

LOCAL SCHEDULE HR

Retention Schedule for Records of Public Health Agencies

Department(s) with Record Copy Responsibility: General Records (Common to all departments)

City Secretary

Grants Division

Planning and Zoning

LOCAL SCHEDULE LC

Retention Schedule for Records of Justice and Municipal Courts

Department(s) with Record Copy Responsibility:

Municipal Court

LOCAL SCHEDULE PS

Retention Schedule for Records of Public Safety Agencies

Department(s) with Record Copy Responsibility:

City Secretary

Planning and Zoning Department

Municipal Court

Parks and Recreation

Police Department

Public Works Department

LOCAL SCHEDULE PW

Retention Schedule for Records of Public Works and Services

Department(s) with Record Copy Responsibility:

Public Works Department

Finance Department

City Secretary

Planning and Zoning Department

Parks and Recreation Department

LOCAL SCHEDULE TX

Retention Schedule for Records of Property Taxation

Department(s) with Record Copy Responsibility:

City Secretary

Finance Department

LOCAL SCHEDULE UT

Retention Schedule for Records of Utility Services

Department(s) with Record Copy Responsibility:

Planning and Zoning Department

Finance Department

Public Works Department

Disaster Recovery Plan for City Records Section V

A. INTRODUCTION

This disaster Recovery Plan has been developed to ensure the continuity of city government by establishing procedures for records rescue in the event of a disaster. It describes the steps to be followed by the Disaster Recovery Team in ensuring the safety of team members, stabilizing the environment, assessing the damage, recovering damaged records, providing for restoration of those records, and minimizing loss to the City.

The recovery process outlined in this plan focuses mainly on the recovery of water-damaged records. Statistics show that ninety-five percent (95%) of all disasters will result in water-damaged records; action must be taken quickly to salvage damaged materials. Mold will develop within 48 to 72 hours when temperature exceeds 75° F and relative humidity exceeds sixty percent (60%). Action can be taken by an in-house Disaster Recovery Team to minimize water-damaged loss. Damage caused by heat, smoke, chemical spills, or infestation requires specialized salvage techniques; outside professional assistance is required for recovery from damage of this kind.

All City departments must take measures to prevent loss of their records. Preventive measures entail creating back-up copies of vital or important information, whether in the form of paper, microfilm, or magnetic media, and storing the copies off site. In case of disaster, a department can retrieve the backups and re-establish operation with minimum interruption.

B. INVENTORY/PRIORITY LISTS

Each department, office, and area should have a list of all materials located therein, showing priority for salvage should a disaster occur. Refer to the City's Records Management Plan for identification of permanent/historical records. To simplify this procedure, assign priorities as follows:

1. Priority 1 - Salvage at all costs;
2. Priority 2 - Salvage if time permits;
3. Priority 3 - Salvage as part of general clean-up.

The following questions may be helpful in determining priorities:

- a. Can the item be replaced? At what cost?
- b. Would the cost of replacement be less or more than restoration of the item?
- c. How important is the item to the collection?
- d. Is the item available elsewhere?

C. IN-HOUSE DISASTER RECOVERY TEAM MEMBERS

A disaster situation will require resources beyond those available in individual Departments. Therefore, a citywide Disaster Recovery Team is established to deal with disaster situations.

The following staff members should be called in the event of a disaster:

DISASTER RECOVERY TEAM:

- Team Chairman: City Secretary
- Asst. Chairman: Human Resources Coordinator
- Team Member: Police Records Supervisor

TEAM DUTIES INCLUDE THE FOLLOWING:

- Preparation and update of the Disaster Recovery Plan for City Records.
- Obtaining and maintaining Disaster Supply Kits at appropriate locations.
- Assessing damage to City Records following a disaster situation.
- Supervising the records recovery operations following disaster.
- Supervision of the records restoration process following disaster recovery operations.

D. AUTHORITY/RESPONSIBILITY OF DISASTER RECOVERY TEAM CHAIRMAN

1. Starting the procedure for notification of other team members.
2. Staying in contact with appropriate department heads and assigned staff.
3. Staying in contact with outside consultants and agencies.
4. Making certain that the initial disaster has been dealt with and that cleanup crews have begun their work. (The crew's responsibilities should be clearly defined.)
5. Maintaining Disaster Supply Kits and making sure additional supplies are on the way.
6. By being available to the Disaster Recovery Team and to the overall recovery operation to answer questions, to initiate subsequent phases of the recovery operation, and to determine other remedial steps.
7. Ensuring that Team members do not enter a facility until permission is granted by appropriate emergency personnel.

(The Assistant Team Chairman is responsible for the Team Chairman's duties in his/her absence).

E. DISASTER SUPPLY KIT

1. A disaster supply kit should be located in each City facility to allow the Disaster Team to begin work immediately after a disaster. The Disaster Recovery Team Chairman should keep a list of supply kits for each building and their locations.
2. The following items should be included in the Disaster Supply Kit:
 - Absorbent paper: (Do not use newspaper for archival or permanent records).
 - Wax paper or freezer paper;
 - Roll of plastic sheeting or plastic drop cloths;
 - Sharp knife;
 - Large screwdriver;
 - Distilled water: 1 gallon;
 - Formalin;
 - Flashlight with extra batteries (replace batteries every six months);
 - Protective clothing;
 - Rubber gloves: 4 pair;
 - Large, strong plastic garbage bags;
 - Paper tags with string or wire holders;
 - Scissors, 12";
 - Clean lint-free rags or paper towels;
 - Cubic foot boxes or plastic milk crates;
 - Lidded containers: 2 or 3; and
 - Sponges.

F. STABILIZATION OF ENVIRONMENT

1. The environment must be stabilized within 48-72 hours to prevent the growth of mold
2. Departmental Staff are responsible for the following actions:
 - a. Contact the Finance Department to obtain emergency funding account.
 - b. Obtain pumps for removal of large quantities of standing water, if necessary. (Extreme caution must be taken, as standing water can conceal hazards).
 - c. Use portable generators in case of power failure.
 - d. Run fans constantly to circulate air and expel humidity from the area.
 - e. Use thermometers to work toward attaining the ideal condition of 65° F.
3. Fire Department will be responsible for the following actions:
 - a. Spell out the dangers associated with disaster recovery.
 - b. Electrical shock hazards.
 - c. The handling of file cabinets that have been damaged by fire and that have retained heat.
 - d. Strong fumigants used to kill molds and fungus.
 - e. Other hazards to safety of employees and property.
 - f. After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned.
 - g. Walls, floors, ceilings, and all furniture and equipment must be scrubbed with soap and water and a fungicide.
 - h. Carpeting and especially the padding under it should be carefully examined, as

- i. mold will develop rapidly.
- i. Removal of smoke odor and fogging with fungicides or insecticides should be performed only by professionals.

G. ASSESSMENT OF DAMAGE

1. In the event of a major disaster, do not enter the building until it has been declared safe to do so by Planning and Zoning Department, Fire Chief or Emergency Management Personnel.
2. Planning and Zoning Department will survey the entire area and take extensive notes (use a pencil, ink will run).The department will take pictures and video footage.
3. Disaster Recovery Team Chairman will assess the extent of damage as soon as possible. This action should be done with a minimal amount of physical handling. Photographs taken by Planning and Zoning Department will support information on damage.

Determination of records damage will include:

- How much damage has occurred?
- What kind of damage is it? (Fire, smoke, soot, clean water, dirty water, heat, humidity).
- Is the damage confined to one area or is the entire building damaged?
- How much of the collection of records has been affected?
- What type of records have been damaged? (Documents, books, microforms, computer disks).
- Are any damaged records vital?
- Are the damaged items easily replaced or are they irreplaceable?
- Can the records be salvaged by an in-house recovery team, or will outside help be required?

Notify the members of the Disaster Recovery Team.

- Contact any outside emergency agency or company that is needed.
- Initiate recovery procedures for water-damaged records.
- Create an inventory as records are moved.

H. RECOVERY PROCEDURES FOR WATER-DAMAGED RECORDS

The following procedures should be conducted by departments with the supervision of the Disaster Recovery Team Chairman.

PAPER RECORDS

Volumes to be frozen

- Clean the floor and aisles first.
- Take action within 48 hours to prevent the development of mold and mildew.
- Begin with the wettest materials. Handle wet paper carefully and as little as possible -- it is fragile.
- Dirt and mold should be removed and treated before freezing. If time does not permit these activities, dirty and/or moldy books may be frozen (mud will easily brush off when it is dry). Silt should be washed out immediately, as it is almost impossible to remove

- when it is dry.
- Pack materials on-site, if possible. Pack loose papers, files, or books spine down for minimum damage. Wrap freezer paper around each volume (waxed side next to the volume) and place in plastic crates.
 - If books are stuck together, do not attempt to separate them, but pack them as one volume.
 - Pack crates one layer only, snugly enough that volumes will not slide or lean.
 - Wrap open books as found. Do not attempt to close open volumes or open closed volumes that are wet. Do not place more than one open volume in a container.
 - Freeze as quickly as possible to stabilize materials.
 - Keep accurate records of each container's contents and label that container.
 - If containers are sent to more than one freezer, note which container numbers are sent where.
 - Keep records of damaged items and discarded items.
 - Materials should be placed in a freezer facility as quickly as possible to prevent the growth of mold. Care should be taken that containers do not fall over during transport, as further damage may result. Materials should be placed in refrigerated trucks if they cannot be frozen within forty-eight (48) hours.
 - Records already stored in boxes should not be re-boxed unless absolutely necessary.
 - Tip the boxes gently to allow excess water to drain out. Then quick-freeze the entire box.

Volumes to be Air-Dried

- Washing procedure (to be performed off-site only).
- Keep books tightly closed and hold under cold, clean, running water.
- Remove as much mud as possible from the binding by dabbing gently with a sponge.
- Do NOT rub or use brushes and do NOT sponge the pages or edges, as these actions can force the mud into the spine or the wet pages, causing further damage to the volume. Let the motion of the running water clean off the dirt.
- Squeeze the book gently and with even pressure to remove excess water and to reshape the binding.
- Do NOT wash:
 - Open or swollen volumes.
 - Vellum or parchment bindings or pages.
 - Full or partial leather bindings.
 - Fragile or brittle materials.
 - Works of art on paper.
 - Water-soluble components (inks, tempera, watercolors, dyes, charcoal, etc.)
 - Manuscripts.

Saturated Volumes

- Do not open saturated volumes-- wet paper tears easily!
- Set volumes on their heads on absorbent paper. Pages tend to droop within the binding when a volume is shelved upright, so setting it on its head will counteract this tendency. Plastic sheeting should be placed under the paper toweling or unprinted newsprint to protect tabletops. Turn the volumes right side up when changing the paper beneath them. Their position should be reversed each time the paper is changed and the wet paper is removed from the area.

- Covers may be opened to support the volume.
- Aluminum foil may be placed between the cover and the end leaf to prevent staining from the binding dyes.
- When most of the water has drained, proceed as for "Damp Volumes", below.

Damp Volumes

- Very carefully open the book (not more than a 30° angle).
- Keep the volume in an upright position.
- Place interleaving sheets at intervals of twenty-five leaves (fifty pages), unless they will distort the volume.
- Change interleaving frequently.

Slightly Damp Volumes with Only Wet Edges

- Stand volume on its head and fan open slightly. Paperback books may support each other with a barrier between them or they may be wedged with Styrofoam pieces. Position volume in the path of circulating air.
- When almost dry, lay the volumes flat and place weights (NOT other drying books) on them to minimize distortion. Do not stack wet volumes.
- Lightweight volumes (less than six pounds) may be hung on lines to dry.
- Use monofilament nylon lines, not more than 1/32" diameter, not more than five or six feet long, spaced approximately one-half inch apart.
- Do NOT line-dry a saturated volume as the monofilament will cut through the wet paper.

Volumes with Coated Stock Paper

Wet coated stock paper should be handled with care, as the print will slide off the wet page if it is rubbed. DO NOT allow wet books with coated stock paper to dry in a closed state as the pages will permanently bond together. Almost all attempts to separate stuck pages by rewetting them have failed. Vacuum freeze-drying of coated stock volumes is rarely successful. Keep volumes submerged until the pages can be separated. The only chance of saving such materials is to interleave every page and air dry.

Documents/Unbound Materials

Freeze as found

- Do not remove from file cabinet drawers, document cases, or folders.
- Do not turn containers upside down to empty or drain. If possible, gently tip file cabinets and boxes to allow excess water to drain out.

Separation of wet sheets

- Place a sheet of polyester film on top of a stack of wet, unbound papers (or the first

- page of a bound volume).
- Rub gently with a bond folder-- surface friction will cause the wet paper to adhere to the film.
 - Peel back the top sheet and place it on top of a piece of polyester web, non-woven interfacing, such as Pelion, is most effective.
 - Remove the polyester film.
 - Place another piece of polyester web on top of the wet sheet.
 - Repeat the entire process, separating the wet sheets one at a time and interleaving them with polyester web. (Materials may be frozen at this stage.)
-
- Air dry the sheets (supported by the polyester web) by placing them on absorbent paper on tables, on drying racks, or on top of closely spaced monofilament lines.

Air in the room should be kept circulating, but fans should not blow directly on the materials.

- The papers may be flattened when they are almost dry by placing them between two sheets of blotting paper (to remove excess moisture) and applying even pressure with weights.

PHOTOGRAPHIC MATERIALS

Photographic materials (prints, negatives, slides, film) should not be allowed to dry untreated after they become wet, as they will stick to their enclosures or to each other. Any attempt to separate them after they have dried together may result in damage to the emulsion or the image. Remove materials from their enclosures and wash off any mud or dirt under cold, clean, running water.

Do not expect to salvage color photographs, as the colored layers will separate and the dyes will fade quickly. However, if you wish to try, air dry immediately or freeze them.

Color films and photographs:

- Keep wet. Freeze if professional help must be delayed longer than 48 hours.
- Transport to or have picked up by photographic laboratory.
- Silver emulsion films and photographs: Keep wet.
- Wash off any mud or dirt under cool, clean, running water.

TAPES (AUDIO, VIDEO, COMPUTER) AND FLOPPY DISKETTES:

Such records are among the easiest to duplicate and store off-site, thus making a backup system an invaluable alternative to recovery. Water is especially damaging to magnetic materials. The longer they have been wet the greater the damage will be. Do not attempt to play any damaged tapes or disks, as they can damage the equipment on which they are being played. The following procedures are recommended if you wish to attempt to salvage tapes:

- Break open the cassettes. Remove floppy disks from their cases.
- Wash in clean or distilled water.
- Air dry, dry with cheesecloth, run through a tape cleaner or winder, or gently separate the reel flanges with spacers (such as inert grommets) to allow water to run off, promote air flow, and prevent tape-to-flange adhesion. Do not dry with heated airflow, as it will promote humidity, resulting in adhesion of the media.
- Store upright and without crowding in distilled, room-temperature water. (May be stored this way for up to two weeks).

OTHER MAGNETIC MEDIA:

Obtain professional advice from one of the consultants listed in the Team Chairman's files, or contact the Texas State Library for a list of vendors.

RESTORATION OF WATER-DAMAGED RECORDS

A number of options are available for treating water-damaged materials. The choice of treatment will depend upon the extent and type of damage incurred, and the manpower, expertise, and facilities available.

PAPER RECORDS

The period of time during which items are frozen can be used to decide which records are worth restoring and which can be discarded without further processing and expense.

VACUUM DRYING

Vacuum drying involves the placement of wet materials in a chamber that pulls the moisture by means of a vacuum. This method is NOT recommended as the heat involved is damaging to paper (especially bound paper) and photographic materials. Microwave ovens should not be used for the same reason. In addition, the rapid evaporation of water in the microwave can cause vapor explosions in the covers and inside pages of coated stock.

If frozen materials are vacuum dried, most of the water will pass through the liquid state before vaporizing. As a result, water-soluble inks and dyes may bleed.

FREEZING

Freezing wet materials will stabilize them and provide you with time to determine your course of action. Mold will not grow and further deterioration from water will not occur when materials are in a frozen state. Books have been left in a freezer for ten years and successfully thawed and air-dried with no resultant damage. Freezing will also help to eliminate smoke odor from materials.

Rapid freezing is recommended to minimize damage from ice crystals (the faster the materials are frozen, the smaller the ice crystals will be).

Freezing is an intermediate stage. After materials have been removed from the freezer, they must be placed in a vacuum freeze dryer or air-dried.

AIR-DRYING

Air-drying is labor intensive and requires a great deal of space, but it is tried, true and inexpensive. It also offers security, as it can be done in-house and materials can be watched.

Air-drying should be performed only in a stable environment to inhibit the growth of mold. The ideal environment for air-drying is 50°-60°F and 25-35% RH. This process is NOT recommended for coated stock materials.

PHOTOGRAPHIC MATERIAL

Color film and photographs: Obtain professional assistance with restoration.

Silver or emulsion film and photographs:

- Air dry (if not too many and if time permits) either flat or on lines.
- If too many to air-dry, store in cold water (64°F or below) for up to three (3) days.
- Formaldehyde may be added to water at a ration of 15 ml. to liter.
- Transport to or have picked up by a professional photography laboratory within twenty-four (24) hours.
- If time does permit air-drying or transporting to a professional laboratory, freeze quickly. (Less damage is caused by freezing than by delaying treatment).

TAPES (AUDIO, VIDEO, COMPUTER) AND FLOPPY DISKETTES

If the diskette itself has been damaged (by melting, creasing, etc.), restoration is very difficult and probably incomplete at best. If there is a loss of access to data due to foreign material on the surface, this type of damage more readily allows restoration. To remove a contaminant, follow these procedures:

- Carefully remove diskette from jacket and sleeve.
- Agitate the exposed diskette in multiple baths of cool, distilled water.
- Dry with lint-free towels or air dry.
- Insert diskette into new jacket.
- Copy data to new diskette.
- Clean copy equipment drive heads often to avoid permanent damage to heads.

OTHER MAGNETIC MEDIA

Have professionally cleaned and dried by an outside agency.

RECOVERY PROCEDURES FOR OTHER TYPES OF DAMAGE (FIRE AND SMOKE)

PAPER

If records are not fragile, trim charred edges and clean the surface with a soft bristled brush and rub gently with art gum eraser, mildly abrasive drawing paper, or wallpaper cleaner. Typed material should first be tested to determine if correctable ribbon was used; if so, do not use paper cleaner.

If records are too fragile, enclose in Mylar folder and copy, using either paper or microfilm.

Discard the original, keeping a record of such action. Smoke damaged records can be quick frozen to remove smoke smell. Consult restoration and microfilm specialists.

PHOTOGRAPHIC MATERIALS

High temperatures of 125°F and above melt the film emulsion and even the base media. The results of fire damage include sticky surfaces, melted layers and severe image distortion. The assistance of a professional restorer will be required in the recovery process.

MAGNETIC MEDIA

High temperatures of 125°F and above destroy magnetic tapes, disks and diskettes. Determine how much information is available elsewhere for reconstruction of data. If recovery is necessary, contact the Team Chairman.

ATMOSPHERIC POLLUTANTS AND CHEMICAL SPILLS

Damage varies with each chemical spill or pollutant. Contact restoration specialists to assist in salvage.

RODENT, MOLD OR INSECT INFESTATION

Contact restoration specialists to fumigate and clean records and de-acidify if needed.

Retention and Disposition of E-Mail Records

Section VI

E-MAIL POLICY

Information created or received by a City employee or officer as electronic mail is a local government record if it meets the definition in the Local Government Records Act:

Any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business.

As an e-mail may be considered a public record it is important that City employees remember the following:

- The records must be retained in accordance with the retention schedules in the City's adopted Records Management Plan based on the content of the e-mail communication.
- A local government record must be available to the public upon request unless the records fits an exception to disclosure described in Texas Government Code, Sections 552.101 – 552.123.
- An electronic mail system should not be used for transmittal of confidential information unless the system provides security measures to control access so that confidential information is protected. Before any e-mail records are released pursuant to a public information request, any exempt information should be redacted from the e-mail, and in some circumstances requires a request to the Attorney General regarding the information withheld.

What types of e-mails are NOT required to be kept?

- If an e-mail message is sent within a local government and six staff members are copied, the six identical copies are not records and should not be retained. The Records Management Plan should be consulted to ascertain who has responsibility for saving the record copy (if required) and the retention period from that record series.
- Records of temporary usefulness that are required only for a limited period of time for the completion of an action by an official or employee of the agency. The purpose of

temporary or transitory e-mail communications are fulfilled almost immediately upon receipt and may be destroyed after the immediate purpose of that records has been fulfilled. It is only when an e-mail requires action on your part that you may need to retain the e-mail as a record.

- Personal emails.

Examples of temporary or transitory e-mail include:

- City wide communications
- Drafts/revisions of documents
- Meeting reminders
- Deadline reminders
- Routing Messages
- Reading Materials
- Reference Materials
- FYI e-mail of information that does not require a response
- Other routine messages used for communication, but not for documentation of any specific transaction.

Examples of personal e-mails include:

- Jokes
- Family Messages
- Commercial Mailings

Caution – *Generally, employees should not consider e-mail to be private.* Even though personal e-mail exchanges are not covered by the City's records retention schedule, personal e-mails stored on City equipment are subject to discovery under the Public Information Act and by legal subpoena.

Responsibilities of Department Heads:

Each department head should instruct and educate the employees in their department regarding the Records Management Plan and its retention schedule, especially as it relates to e-mails.

- Advise that the prompt deletion of duplicate copies from the electronic mail system will make it easier to manage, if they are not responsible for retaining the records. If the department is responsible it should be forwarded to the appropriate individual.
- Coordinate the retention and destruction of electronic records through the Records Management Officer and disposal in a manner that ensures protection of any confidential information.
- Advise that employees should organize folders on their hard drive or network drive according to your own filing system. Use a hierarchy of folders, subfolders, and file names.

Public Access to E-mail:

Like other local government records, copies of e-mails sent or received by City employees or officers must be made available to the public upon request unless the record fits an exception to disclosure described in Texas Government Code, Sections 552.101 - 552.123. The Public Information Act also protects the confidentiality of records with restricted access by establishing criminal penalties for distribution of confidential information. An electronic mail system should not be used for transmittal of confidential information unless the system provides security measures to control access so that confidential information is protected. Before any e-mail records are released pursuant to a public information request, any exempt information should be deleted from the e-mail.

Identification of Records

Electronic documents meeting the legal definition of a local government record are subject to all records management requirements set forth in this Records Management Plan, including City related work conducted on personal computers from any location.

All features of e-mail systems including messages, calendars, directories, distribution lists, attachments such as word processing documents and messages sent or received over external communication systems such as Internet should be evaluated to identify documentary materials that satisfy the definition of a local government record.

Retention of E-mail

Email records, which are comparable to any other records of the City maintained for a specific period of time on paper or other electronic medium, must be kept for the minimum retention period identified in Section III, Records Control Schedules, of this Records Management Plan.

Records must be maintained for the full retention period by the department responsible for maintaining the record copy. Security measures should be taken to protect e-mail records from unauthorized alterations or deletions. Messages stored on-line should be regularly backed up to off-line media to guard against system failures or inadvertent erasures. Procedures for backing up electronic mail systems should be coordinated with the destruction of e-mail records so that no copies are maintained after the retention periods for the records expire.

DISPOSITION OF E-MAIL RECORDS

Apply the Records Management Plan for disposition of e-mail records as it would be applied to paper records or records stored on other electronic media. E-mail records should be disposed of in accordance with the Records Control Schedules included in Section III of this Plan.

NOTE: Local Schedule GR: Record Series 1000-26, correspondence and internal memoranda, states that routine correspondence and internal memoranda, such as letters of transmittal, requests for publications, internal meeting notices and similar routine matters should only be kept as long as administratively valuable (AV - after purpose of record is no longer deemed administratively valuable).

Electronic Records Standards and Procedures

Section VII

ELECTRONIC RECORDS

Local Government Code Chapter 205, Electronic Storage of Records, and Texas Administrative Code, Title 13, Chapter 7 (Electronic Records Standards and Procedures), and as subsequently amended, are hereby adopted and incorporated by reference into the Records Management Plan for those city departments that wish to become a "paperless" office and adhere to the following procedures:

- have approval of the Records Officer and the Records Management Committee of the City;
- must give the Records Officer the username and password of the computer that will be used for the documents each time the password is changed;
- ensure that only authorized personnel have access to electronic records;
- must perform backup files in a media chosen by the Records Management Committee as often as the Committee requires and store this backup off site;
- documents must be destroyed as per the schedule for the same documents in paper form;
- should an Open Records request be received that requires redacting of information, a new document file must be made and kept along with the original showing this redaction;
- ensure that personnel are trained to safeguard confidential electronic records;
- carefully audit the electronic files against the paper files before destroying the paper files; and,
- follow the Local Government Bulletin B, titled Electronic Records Standards and Procedures, from the Texas State Library and Archive Commission.

The electronic recordkeeping system shall not be an impediment to access to public records

Vacant
Mayor

Vacant
At Large

Maria Reyes
District 1



Gloria M. Rodriguez
District 2/Mayor ProTem

Mary B. Garcia
District 3

Vacant
District 4

Willie Norfleet, Jr.
City Manager

ORDINANCE NO. 314

AN ORDINANCE PROVIDING FOR A SYSTEM OF RECORDS RETENTION, RETRIEVAL, DESTRUCTION, AND REPEALING ORDINANCE NO. 121

WHEREAS, Title 6, subtitle C, Local Government Code (Local Government Records Act) provides that a municipality must establish by ordinance an active and continuing records management program to be administered by a Records Management Officer; and

WHEREAS, the City of Socorro desires to adopt an ordinance for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOCORRO:

SECTION 1. DEFINITION OF MUNICIPAL RECORDS.

All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the City of Socorro or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the City of Socorro and shall be created, maintained as required by this Ordinance.

SECTION 2. ADDITIONAL DEFINITIONS.

- (1) "Department head" means the officer who by ordinance, order, or administrative policy is in charge of an office of the City of Socorro that creates or receives records.
- (2) "Essential record" means any record of the City of Socorro necessary to the resumption or continuation of operations of the City of Socorro in an emergency or disaster, to the recreation of the legal and financial status of the City of Socorro, or to the protection and fulfillment of obligations to the people of the state.
- (3) "Permanent record" means any record of the City of Socorro for which the retention period on a records control schedule is given as permanent.
- (4) "Records control schedule" means a document prepared by or under the authority of the Records Management Officer listing the records maintained by the City of

Socorro, their retention periods, and other records disposition information that the records management program may require.

(5) "Records management" means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

(6) "Records liaison officers" mean the persons designated under Section 10 of this Ordinance.

(7) "Records management committee" means the committee established in Section 6 of this Ordinance.

(8) "Records management officer" means the person designated in Section 5 of this Ordinance.

(9) "Records management plan" means the plan developed under Section 7 of this Ordinance.

(10) "Retention period" means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

SECTION 3. MUNICIPAL RECORDS DECLARED PUBLIC PROPERTY.

All Municipal records as defined in Sec. 1 of this Ordinance are hereby declared to be the property of the City of Socorro. No municipal official or employee has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

SECTION 4. POLICY.

It is hereby declared to be the policy of the City of Socorro to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all municipal records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Texas Local Government Records Act and accepted records management practice.

SECTION 5

DESIGNATION OF RECORDS MANAGEMENT OFFICER.

The Socorro City Manager shall designate an individual, employed by the City of Socorro, to serve as Records Management Officer for the City of Socorro. In the event of the resignation, retirement, dismissal, or removal by action of the city of the individual so designated, the Socorro City Manager shall promptly designate another individual to serve as Records Management Officer. The individual designated as Records Management Officer shall file his or her name with the director and librarian of the Texas State Library within thirty days of the date of designation, as provided by state law.

SECTION 6. ESTABLISHMENT OF RECORDS MANAGEMENT COMMITTEE; DUTIES.

A Records Management Committee consisting of the Chief Financial Officer, Human Resources Director, Municipal Judge, City Secretary and the City Manager is hereby established. The committee shall:

(a) assist the Records Management Officer in the development of policies and procedures governing the records management program;

(b) review the performance of the program on a regular basis and propose changes and improvements if needed;

(c) review and approve records control schedules submitted by the Records Management Officer;

(d) give final approval to the destruction of records in accordance with approved records control schedules; and

(e) actively support and promote the records management program throughout the City of Socorro.

SECTION 7. RECORDS MANAGEMENT PLAN TO BE DEVELOPED; APPROVAL OF PLAN; AUTHORITY OF PLAN.

(a) The Records Management Officer and the Records Management Committee shall develop a records management plan for the City of Socorro for submission to the Socorro City Council. The plan must contain policies and procedures designed to reduce the costs and improve the efficiency of recordkeeping, to adequately protect the essential records of the City of Socorro, and to properly preserve those records of the City of Socorro that are of historical value. The plan must be designed to enable the Records Management Officer to carry out his or her duties prescribed by state law and this Ordinance effectively.

(b) Once approved by the Socorro City Council the records management plan shall be binding on all offices, departments, divisions, programs, commissions, bureaus,

boards, committees, or similar entities of the City of Socorro and records shall be created, maintained, stored, microfilmed, or disposed of in accordance with the plan.

(c) State law relating to the duties, other responsibilities, or record keeping requirements of a department head do not exempt the department head or the records in the department head's care from the application of this Ordinance and the records management plan adopted under this Ordinance and may not be used by the department head as a basis for refusal to participate in the records management program of the City of Socorro.

SECTION 8. DUTIES OF RECORDS MANAGEMENT OFFICER.

In addition to other duties assigned in this Ordinance, the Records Management Officer shall:

(1) administer the records management program and provide assistance to department heads in its implementation;

(2) plan, formulate, and prescribe records disposition policies, systems, standards, and procedures;

(3) in cooperation with department heads identify essential records and establish a disaster plan for each municipal office and department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;

(4) develop procedures to ensure the permanent preservation of the historically valuable records of the city;

(5) establish standards for filing and storage equipment and for recordkeeping supplies;

(6) study the feasibility of and, if appropriate, establish a uniform filing system and a forms design and control system for the City of Socorro;

(7) provide records management advice and assistance to all city departments by preparation of a manual or manuals of procedure and policy and by on-site consultation;

(8) monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the records management program and the city's records control schedules are in compliance with state regulations;

(9) disseminate to the City Council and department heads information concerning state laws and administrative rules relating to local government records;

(10) instruct Records Liaison Officers and other personnel in policies and procedures of the records management plan and their duties in the records management program;

(11) direct Records Liaison Officers or other personnel in the conduct of records inventories in preparation for the development of records control schedules as required by state law and this Ordinance.

(12) ensure that the maintenance, preservation, microfilming, destruction, or other disposition of the City of Socorro records is carried out in accordance with the policies and procedures of the records management program and the requirements of state law;

(13) maintain records on the volume of records destroyed under approved records control schedules, the volume of records microfilmed or stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;

(14) report annually to the City Council on the implementation of the records management plan in each department of the City of Socorro, including summaries of the statistical and fiscal data compiled under Subsection (13); and

(15) bring to the attention of the City Council non-compliance by department heads or other municipal personnel with the policies and procedures of the records management program or the Local Government Records Act.

SECTION 9. DUTIES AND RESPONSIBILITIES OF DEPARTMENT HEADS.

In addition to other duties assigned in this Ordinance, department heads shall:

(1) cooperate with the Records Management Officer in carrying out the policies and procedures established in the City of Socorro for the efficient and economical management of records and in carrying out the requirements of this Ordinance;

(2) adequately document the transaction of government business and the services, programs, and duties for which the department head and his or her staff are responsible; and

(3) maintain the records in his or her care and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the records management program of the City of Socorro and the requirements of this Ordinance.

SECTION 10. DESIGNATION OF RECORDS LIAISON OFFICERS.

Each department head shall designate a member of his or her staff to serve as Records Liaison Officer for the implementation of the records management program in the department.

If the Records Management Officer determines that in the best interests of the records management program more than one Records Liaison Officer should be designated for a department, the department head shall designate the number of Records Liaison Officers specified by the Records Management Officer. Persons designated as Records Liaison Officers shall be thoroughly familiar with all the records created and maintained by the department. In the event of the resignation, retirement, dismissal, or removal by action of the department head of a person designated as a Records Liaison Officer, the department

head shall promptly designate another person to fill the vacancy. A department head may serve as Records Liaison Officer for his or her department.

SECTION 11. DUTIES AND RESPONSIBILITIES OF RECORDS LIAISON OFFICERS.

In addition to other duties assigned in this Ordinance, Records Liaison Officers shall:

(a) conduct or supervise the conduct of inventories of the records of the department in preparation for the development of records control schedules;

(b) in cooperation with the Records Management Officer coordinate and implement the policies and procedures of the records management program in their departments; and

(c) disseminate information to department staff concerning the records management program.

SECTION 12. RECORDS CONTROL SCHEDULES TO BE DEVELOPED; APPROVAL; FILING WITH STATE.

(a) The Records Management Officer, in cooperation with department heads and Records Liaison Officers, shall prepare records control schedules on a department by department basis listing all records created or received by the department and the retention period for each record. Records control schedules shall also contain such other information regarding the disposition of municipal records as the records management plan may require.

(b) Each records control schedule shall be monitored and amended as needed by the Records Management Officer on a regular basis to ensure that it is in compliance with records retention schedules issued by the state and that it continues to reflect the recordkeeping procedures and needs of the department and the records management program of the City of Socorro.

(c) Before its adoption a records control schedule or amended schedule for a department must be approved by the department head and the members of the Records Management Committee.

(d) Before its adoption a records control schedule must be submitted to and accepted for filing by the director and librarian as provided by state law. If a schedule is not accepted for filing, the schedule shall be amended to make it acceptable for filing. The Records Management Officer shall submit the records control schedules to the director and librarian.

SECTION 13. IMPLEMENTATION OF RECORDS CONTROL SCHEDULES; DESTRUCTION OF RECORDS UNDER SCHEDULE.

(a) A records control schedule for a department that has been approved and adopted under Section 12 shall be implemented by department heads and Records Liaison Officers according to the policies and procedures of the records management plan.

(b) A record whose retention period has expired on a records control schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending law suit, or the department head requests in writing to the Records Management Committee that the record be retained for an additional period.

(c) Prior to the destruction of a record under an approved records control schedule, authorization for the destruction must be obtained by the Records Management Officer from the Records Management Committee.

SECTION 14. DESTRUCTION OF UNSCHEDULED RECORDS.

A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule and the Records Management Officer has submitted to and received back from the director and librarian an approved destruction authorization request.

SECTION 15. RECORDS CENTER.

A records center, developed pursuant to the plan required by Section 7, shall be under the direct control and supervision of the Records Management Officer. Policies and procedures regulating the operations and use of the records center shall be contained in the records management plan developed under Section 7.

SECTION 16. MICROGRAPHICS.

Unless a micrographics program in a department is specifically exempted by order of the City Council, all microfilming of records will be centralized and under the direct supervision of the Records Management Officer. The records management plan will establish policies and procedures for the microfilming of municipal records, including policies to ensure that all microfilming is done in accordance with standards and procedures for the microfilming of local government records established in rules of the Texas State Library and Archives Commission. The plan will also establish criteria for determining the eligibility of records for microfilming, and protocols for ensuring that a microfilming program that is exempted from the centralized operations is, nevertheless, subject to periodic review by the records management officer as to cost-effectiveness, administrative efficiency, and compliance with commission rules.

SECTION 17. REPEALER

All Ordinances or parts of Ordinances in conflict herewith shall be and the same are hereby repealed, but only to the extent of such conflict.

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



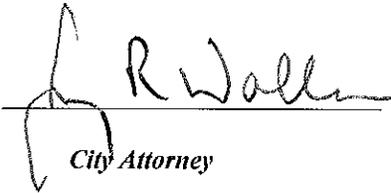
Mayor / Mayor Pro Tem

ATTEST:



*Sandra Hernandez
City Clerk*

APPROVED AS TO FORM:



City Attorney

Introduction, First Reading : April 22, 2013
Second Reading and Adoption: May 16, 2013

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

DATE: June 12, 2014

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Adriana Rodarte

SUBJECT: DISCUSSION AND ACTION ON APPROVING JOB DESCRIPTIONS FOR ADMINISTRATIVE ASSISTANT, COURT CLERK AND PW SUPERVISOR.

SUMMARY

This action approves the new job descriptions of the City of Socorro P&Z Administrative Assistant, Court Clerk and Parks Supervisor.

STATEMENT OF THE ISSUE

City Council Approved 2014 – 2015 Budget with the following additions. (please see attached job descriptions

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 001 / 05101 / 00007

Account Code (GF/GL/Dept): 001 / 05101 / 00006

Account Code (GF/GL/Dept): 001 / 05101 / 00017

Funding Source: General Fund

Position	Annual Salary	Hourly Salary	FICA	SUTA	Health Ins Annually	Dental Ins Annually	Vision Ins Annually	Life Ins Annually	W/C	Sub Totals
Administrative Assistant	\$30,000	\$14.00	\$2295	270	7,702	260	60	96	203	\$40,886
Court Clerk	\$25,000	\$12.02	1,913	270	7,702	260	60	48	113	\$35,365
Parks Supervisor	\$40,000	\$19.00	3060	270	7,702	260	60	141	4216	\$55,707

Amount: 131,958.00

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

STAFF RECOMMENDATION

Human Resources is recommending approval on job descriptions

REQUIRED AUTHORIZATION

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

**City of Socorro
Job Description**

Position

Job Title:: Administrative Assistant	Department: Planning & Zoning
FLSA Status: Non -Exempt	Salary: \$14.42 / 30,000.00
Approved: Pending	Last Revised: 2013

General Purpose and Description:

Under direction, perform administrative functions to provide general office services, budgetary and secretarial support to the planning and zoning department.

Duties, Functions and Responsibilities:

- Coordinate department office services. Includes participating in long and short term planning which includes activities such as providing data and procedural advice, recording approved planning projects and establishing systematic follow-up practices; monitoring project progress, reporting discrepancies and progress to supervisor and assisting with administrative problem solution, including advising on clerical employee performance and training needs. Preparing studies, reports and related documents; conducting interviews and research, analyzing data and making recommendations for programs, projects, grants, assisting with budget projections, materials and equipment needs; reviewing and analyzing routine, office procedures and recommending and effecting administrative process improvements and cost reductions; analyzing and recommending modifications of report contents and distribution; setting up and maintaining office files; maintaining operating inventories, collecting requests and ordering materials and supplies, verifying receipt, reviewing usage and reporting variances to supervisor; monitoring department clerical and administrative work loads, providing feedback to supervisor, redistributing work as directed; answering common inquiries from employees and the public on assigned departmental projects and other activities.
- Assist the Planning and Zoning Director with overall consolidation, assembly or other more complex technical aspects of standard department budget and related financial document preparation. Involves: discussing program proposals and expenditures with department supervisors; preparing financial, statistical and operating reports; retrieving data from financial reports; interpreting information to produce financial schedules and budget forms in spreadsheet and graphic form; running process control reports for budget and position control balance determination; requesting system management reports; determining balance status of budget files; verifying that information is balanced and in correct form; compiling data and narratives, organizing budget formats, editing and finalizing department budget documents; acting as department resource on budget preparation and administration procedures which includes responding to inquiries and providing additional data for justifications, monitoring expenditures against budget, recording and analyzing expenditures, reporting variances and taking and advising on corrective actions as directed; researching and documenting information for grant requests, compiling data, drafting, finalizing and submitting approved requests, conferring with functional financial professionals or management for guidance on new or unusual methods or deviations from policy.
- Provides secretarial services for department head or other assigned personnel. Involves: scheduling and maintaining calendar of appointments and activities, making travel arrangements and preparing itineraries, screening calls and visitors for department management; independently composing correspondence as delegated on behalf of and for signature of supervisor; transcribing or taking dictation of correspondence, reports and memoranda; arranging meetings and conferences and assuring required materials are prepared and available; arranging, recording, taking and preparing formal minutes of department, inter-department meetings and board meetings as needed; coordinating interdependent activities with other departments; assisting and arranging coordination of project activities for other managers in department on request.
- Comprehensive knowledge of office and record management procedures and regulations. Considerable knowledge of budget preparation concepts. Good knowledge of computer applications including, but not limited to, office, record management, and design.

**City of Socorro
Job Description**

Position

- Serve as a representative of the City of Socorro demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and the public. Provide customer service in assigned areas. Welcome and greet customers. Communicate in person, over the telephone or by correspondence. Direct and deal effectively with irate people to avoid conflict. Highly organized, dependable, and ability to keep matters confidential. Clear, concise oral and written communication to present reports.
- Ability to: Compile and analyze a wide variety of data and written information; prepare narrative and statistical reports; apply arithmetic and accounting methods for budget preparation and control; express oneself clearly in writing and orally; provide information to other departments, supervisors, employees and the public; organize and control office procedures and work flow; comprehend supervisory techniques and procedures, establish and maintain effective working relationships with coworkers, subordinates, managers, officials, vendors and the general public.
- Perform related duties as assigned. Involves: substituting for own supervisor, coworkers or subordinates as qualified by acting on specified administrative matters to maintain continuity of normal operations and services.
- Responsible for any assignments issued by the City of Socorro.
- Attendance is an essential function of the job.

Minimum Qualifications:

- High School Diploma or GED.
- Associate's Degree or Bachelor's Degree from an accredited college or university with major coursework in Business Management, Administration or a related field preferred.
- Minimum of three years general administration support.
- Possess a valid Texas class "C" Drivers License.

Equipment:

- Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.

Physical Requirements:

- Must be able to lift a minimum of 25 pounds.
- Sits, stands for extended periods of time.

Conditions of Employment:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.

Mayor	Date
City Manager	Date
Human Resource Director	Date
Employee	Date

**City of Socorro
Job Description**

Position

Job Title:: Court Clerk	Department: Municipal Court
FLSA Status: Non -Exempt	Salary: \$12.02 / 25,000.00
Approved: Pending	Last Revised: 2013

General Purpose and Description:

Under general supervision, the Court Clerk performs a variety of administrative and clerical duties requiring independent judgment to enhance efficient courtroom operation.

Duties, Functions and Responsibilities:

- Under supervision of the Municipal Court Clerk (Court Coordinator). As Clerk, the Court Clerk performs a variety of difficult, complex, and confidential duties in support of court operations and functions. The Clerk handles client intake; provides clients with basic information regarding court programs, policies, and procedures; responds to basic inquiries in person and by telephone; refers those making inquiries to appropriate source(s) as necessary; receives, compiles, and organizes information for the preparation of documents, records, reports, and correspondence as assigned; files various information; maintains confidentiality of information; collects and logs payments from clients; prepares basic client information for client pleadings and enters information into relevant computer system; handles warrant process as needed; assists with community service process; assists all Court Personnel as necessary; and performs other duties as assigned.
- Knowledge of the following: court and/or courtroom procedures; State & Local fee schedules & relevant automated fee program; local court rules; Federal, State, & local laws or ordinances; legal terminology; court records maintenance; English grammar; computer hardware and software; general office equipment and procedure.
- Maintain filing system, records, telephone logs and keep reports. Enter client's call information into database for call-tracking, follow-up and reporting. Enter assigned data in to computer databases. Perform general clerical support. Organize and maintain complex technical filing system; ensures storage of departmental records is secure at all times, and maintain records and forms. Attend workshops/trainings as required. Protect confidential information by preventing unauthorized release, both verbal and/or written.
- Serve as a representative of the City of Socorro demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and the public. Provide customer service in assigned areas. Welcome and greet customers. Communicate in person, over the telephone or by correspondence. Direct and deal effectively with irate people to avoid conflict. Highly organized, dependable, and ability to keep matters confidential. Clear, concise oral and written communication to present reports. Establish and maintain effective working relationships with department, directors or supervisors, employees, and coworkers.
- Responsible for any assignments issued by the City of Socorro.
- Attendance is an essential function of the job.

Minimum Qualifications:

- High School Diploma or GED.
- Associate's Degree or Bachelor's Degree from an accredited college or university with major coursework in Criminal Justice, Government or a related field preferred.
- Minimum of three years clerical experience in a legal setting.
- Possess a valid Texas class "C" Drivers License.

Equipment:

- Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.

**City of Socorro
Job Description**

Position

Physical Requirements:

- Must be able to lift a minimum of 25 pounds.
- Sits, stands for extended periods of time.

Conditions of Employment:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.

Mayor

Date

City Manager

Date

Human Resource Director

Date

Employee

Date

PROPOSED

**City of Socorro
Job Description**

Position

Job Title: Parks Supervisor	Department: Public Works
FLSA Status: Non-exempt	Salary: \$19.23 / \$40,000
Approved: Pending	Last Revised: October 02, 2014

General Purpose and Description:

Under general supervision, coordinate and supervise laborers, maintenance and custodians of the City's property, grounds, parks, building maintenance and irrigation systems.

Duties, Functions and Responsibilities:

- Plan, schedule, oversee and control designated general services to support operations and projects at various locations. Involves: Accept and prioritize work and related repair and maintenance needs. Oversee preparation of work schedules involving multiple shifts and locations. Assign repair, maintenance and other work to staff. Supervises and leads work activities of laborers, building maintenance and custodians. Review, evaluate and assess work undertaken with Department Head. Prepare activity and status reports. Maintain inventory of materials, supplies and equipment. Answer questions from public and respond to complaints.
- Undertake and perform a variety of administrative tasks. Involves; Develop, present, and monitor budget. Prepare departmental reports. Draft, review and approve requisitions, bid packages and related financial documents and participate in the procurement process. Oversee the maintenance and repair of all assigned equipment.
- Identify work processes or other areas needing improvement. Recommend techniques, supplies, materials and/or suggestions to assist staff and/or contractors. Identify and provide staff training. Plan, schedule, select or approve, and requisition necessary equipment and related supplies. Oversee all work in progress to completion to ensure quality, timeliness and safety. Support and actively promote the City's safety programs. Works both indoors and outdoors in extreme temperatures including heat, cold, temperature swings, and inclement weather. Exposure to dust, odor, electrical, mechanical, and toxic hazards using proper safety precautions.
- Plan, organize and oversee park maintenance, program and activities. Involves: Scheduling reservations, registering participants for activities and programs. Accept fees for activities and programs. Schedule site activities. Monitor equipment usage and care, including signing in and out equipment. Oversee park including opening and closing and performing some custodial duties as needed. Meet with participants to identify needs. Analyze feedback to plan and implements programs and services for recreation parks.
- Application of some knowledge of fertilizers, insecticides and pesticides used in parks maintenance. Establish and maintain effective working relationships with coworkers, contractors and the general public.
- Perform duties of subordinate personnel as necessary to ensure continuity of operations during absences. Assist or participate in performing maintenance and repair work as necessary.
- Supervisor insures that all parks employees, laborers, building maintenance and custodians receive appropriate safety training, and that the employees observe appropriate safety standards and precautions. Conduct safety briefings and instruction as required.
- Assist Recreations Supervisor with staff and confer with other department staff before planning event. Assist set up or arrange for set up of event depending on the size and scope of the event. Assist and monitor special events held or in progress at assigned parks. Presence will be required for functions.
- Responsible for any assignments issued by the City of Socorro.
- Attendance is an essential function of the job.

Minimum Qualifications

- Associate of Arts or Bachelor degree in Business Management, Administration, or a related field.
- Two to four years of supervisory experience performing work activities in construction, maintenance, and/or repair work related to this field.
- Possess a valid Texas class "C" Drivers License.

**City of Socorro
Job Description**

Position

EQUIPMENT:

- Use and handle a variety of tools, equipment, cleaning supplies, chemicals and materials, building and grounds maintenance procedures, hazardous materials, waste and chemical handling and disposal.
- Safely operate City vehicles, equipment, and tools and work in potentially hazardous areas, around moving equipment and in a variety of work areas.
- May be required to operate motor and / or other equipment in and through City traffic and / or work in a heavy traffic conditions.

PHYSICAL REQUIREMENTS:

- Lift and/or carry heavy, bulky items, material and/or supplies weighing up to 100 pounds.
- Pulls, pushes, or drags up to 150 pounds.
- Climbs, crawls, kneels, squats, stoops and twists for extended periods of time while performing repairs.
- Works in trenches and confined spaces, using proper safety gear.
- Sits or stands for extended periods of time while performing maintenance or repair work.
- Works in constant and extreme noise levels.
- Potential occasional exposure to inclement weather conditions, infectious diseases, physical harm, and high dust levels, insects, reptiles, vermin and dangerous chemicals and moving machinery, equipment and vehicles.

CONDITIONS OF EMPLOYMENT:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.

City Manager	Date
Mayor	Date
Human Resource Director	Date
Employee	Date



JOB TITLE: Recreation Parks Director
DEPARTMENT: Recreation Parks
REPORTS TO: City Manager

CIVIL SERVICE: NON-CIVIL SERV.: X City Council Approved: 8 / 16 /2012
COMPETITIVE: X NON-COMPETITIVE:
EXEMPT: X NON-EXEMPT:
FULL TIME: X PART-TIME:

JOB SUMMARY:

Under direction, coordinate special events and recreation activities of City parks and facilities.

ESSENTIAL JOB FUNCTIONS:

- Plan, organize and oversee park maintenance, special events, programs and activities. Involves: Scheduling reservations, registering participants for activities and programs. Accept fees for activities and programs. Schedule site activities. Monitor equipment usage and care, including signing in and out equipment. Oversee park including opening and closing and performing some custodial duties as needed. Develop plans, goals and objectives for assigned recreation programs. Meet with participants to identify needs. Analyze feedback to plan and implements programs and services for recreation parks.
- Coordinate special events. Confer with other department staff before planning event. Determine scope of event. Prepare resolutions for each event and submit to Legal department for approval. Prepare materials and present to City Manager, Mayor and City Council. Set up or arrange for set up of event depending on the size and scope of the event. Assist and Monitor special events held or in progress at assigned parks. Presence will be required for functions and will include organizing and promoting activities on major holidays.
- Provide, plan, develop, implement and coordinate recreational and informational activities for parks. Recruit entertainers; meet with government and health officials, educators, and vendors to provide entertainment/activities at the parks. Provide assistance for recreation programs. Involves: Answer telephones and greet public. Answer questions; provide information regarding recreation programs and activities. Resolve participant complaints and problems using center or program rules. Refer questions or policy exceptions to other recreation center director as needed.
- Prepare activity and status reports. Maintain inventory of materials, supplies and equipment. Answer questions from public and respond to complaints.
- Application of some knowledge of fertilizers, insecticides and pesticides used in parks maintenance. Establish and maintain effective working relationships with coworkers, contractors and the general public.
- Responsible for any assignments issued by the City of Socorro.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

- A High school diploma or GED.
- Associate's degree in business or public administration, marketing, public relations, art education, fine arts, history or related field preferred.
- Two years of special event planning experience or supervisory role.
- Possess a valid Texas class "C" Drivers License.

EQUIPMENT:

- Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.

PHYSICAL REQUIREMENTS:

- Lift and/or carry heavy, bulky items, material and/or supplies weighing up to 40 pounds.
- Pulls, pushes, or drags up to 40 pounds.
- Bend, climb and work on ladders, lift and/or carry heavy, bulky items, materials and/or supplies weighing 25 to 40 pounds.
- Potential occasional exposure to inclement weather conditions, infectious diseases, physical harm, high dust levels, insects, reptiles, vermin and dangerous chemicals and moving machinery, equipment and vehicles.

CONDITIONS OF EMPLOYMENT:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.

Floria Rodriguez Dist. 2
Mayor / Mayor Pro Tem

Employee Signature

Date

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: October 16, 2014

TO: MAYOR AND CITY COUNCIL

FROM: CHIEF CARLOS MALDONADO

SUBJECT: DISCUSSION AND ACTION TO ALLOW THE SOCORRO POLICE DEPARTMENT TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH SOCORRO INDEPENDENT SCHOOL DISTRICT (SISD) AND YSLETA DEL SUR PUEBLO TRIBAL POLICE DEPARTMENT (TPD) FOR THE PURPOSE OF ENTERING AND MAINTAINING RECORDS FOR A NON-TERMINAL AGENCY AGREEMENT.

SUMMARY

The non-terminal agencies do not have the staff or capability to enter information into the NCIC/TCIC databases. They are asking the Socorro Police Department (SPD) to enter and maintain these records for them. There is no liability for the SPD in entering these records.

BACKGROUND

Previous Chiefs have entered into same type of agreement with SISD. TPD is now asking for the same cooperation and agreement.

STATEMENT OF THE ISSUE

This is a great opportunity to better the partnerships that are already established with these two agencies.

FINANCIAL IMPACT: None

Account Code (GF/GL/Dept):

Funding Source:

Amount:

Quotes (Name/Commodity/Price)

Co-op Agreement (Name/Contract#)

ALTERNATIVE

No participation.

STAFF RECOMMENDATION

Chief Maldonado recommends approval to sign MOUs.

REQUIRED AUTHORIZATION

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

STATE OF TEXAS

CITY OF SOCORRO

MEMORANDUM OF AGREEMENT

COUNTY OF EL PASO

THIS AGREEMENT, entered into this _____ day of _____, 2014, between the Socorro Police Department, herein referred to as SPD and the Socorro Independent School District, herein referred to as SISD PD.

WHEREAS, the SISD PD desires to access various system managed by the FBI CJIS Division through the SPD using their own ORI. This would enable SISD PD to request information on existing records in NCIC/TCIC. Using SPD personnel, SISD PD will be able to enter, modify, supplement, clear and cancel NCIC/TCIC records.

WHEREAS, the implementation of this service benefits both departments and the City of Socorro.

NOW THEREFORE, the parties agree as follows:

1. SPD will enter records into NCIC/TCIC and maintain file for validation, modification, supplementation, clearance and cancellation.
2. SISD PD will provide copies of reports concerning records to be entered.
3. All entries must meet criteria for entry.
4. SISD PD shall be responsible for all their dispatchers and officers to receive adequate NCIC/TCIC certification and training.
5. Any pursuant investigation and follow up will be the responsibility of SISD PD personnel.
6. Any equipment needed to implement this service will be provided by SISD PD.
7. There are no fees or cost to participate in this agreement other than those specified in item #6.
8. LAWS GOVERNING AGREEMENT. For purposes of determining the place of the Agreement and the laws governing the same, it is agreed that this MOU is entered in the County of El Paso, state of Texas, and shall be governed by the laws of the State of Texas.
9. DURATION OF AGREEMENT. The term of the agreement is one calendar year from the _____ day of _____, 2014 and may be renewed with a written 20 day advance notice. SPD and SISD PD both reserve the right to cancel this agreement upon giving a 10 day written notice to the other party. In

the event of an early termination, any equipment provided to SPD by SISD PD under this agreement will be returned as is.

10. ENTIRE AGREEMENT. The Memorandum of Agreement constitutes and expresses the entire agreement of the parties hereto and references the services provided.

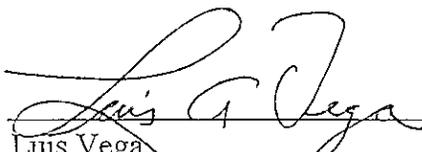
This agreement shall be construed in accordance with the laws of the State of Texas. All obligations of the parties are performable in El Paso County, Texas. If one or more of the provisions of this agreement shall be held invalid, illegal, or unenforceable, such validity, illegality or enforceability shall not affect any other provision and this agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been included.

EXECUTE this _____ day of _____, 2014

ATTEST:



Carlos R. Maldonado
Chief of Police
Socorro Police Department
ORI: TX0711600



Luis Vega
Chief of Police
Socorro ISD Police
ORI: TX0712200

NON-TERMINAL AGENCY AGREEMENT

This document constitutes an agreement between SOCORRO POLICE DEPARTMENT
hereinafter called the Terminal Agency, and SISD POLICE DEPARTMENT
hereinafter called the Non-Terminal Agency.

The Terminal Agency agrees to provide the Non-Terminal Agency with access to the Texas Law Enforcement Telecommunications System (TLETS), the Texas Crime Information Center (TCIC), and the National Crime Information Center (NCIC), and associated systems on a 24-hour, 7 day per week basis.

The Non-Terminal Agency agrees to abide by all laws of the United States and the state of Texas, and all present or hereafter approved rules, policies and procedures of TLETS, NLETS, TCIC, NCIC and any other systems now or in the future associated with TLETS concerning the collection, storage, processing, retrieval, dissemination and exchange of information for criminal justice purposes.

The Terminal Agency reserves the right to suspend service to the Non-Terminal Agency, which may include canceling of records entered for the Non-Terminal Agency, when applicable policies are violated. The Terminal Agency may reinstate service following such instances upon receipt of satisfactory assurances that such violations have been corrected.

In order to comply with NCIC policies established by the NCIC Advisory Policy Board, the Non-Terminal Agency agrees to maintain accurate records of all TCIC/NCIC entries made through the Terminal Agency and to immediately notify the Terminal Agency of any changes in the status of those reports, to include the need for cancellation, additions, deletion or modification of information. The Terminal Agency agrees to enter, update and remove all records for the Non-Terminal agency on a timely basis, as defined by NCIC.

In order to comply with NCIC hit confirmation requirement the agencies agreed to the following:

If wanted person records are to be entered with the Terminal Agency's ORI, the Non-Terminal Agency **must** deliver to the Terminal Agency the original warrants to be held on file until such time as the record is canceled/cleared.

If property and missing person records are to be entered with the Terminal Agency's ORI, the Non-Terminal Agency **must** deliver case reports to the Terminal Agency to be held on file until such time as the records is cancelled/cleared.

If the records are to be entered with the Non-Terminal Agency's ORI, the Terminal Agency agrees to immediately forward all request for hit confirmation that might be received at the terminal to the Non-Terminal Agency. The Non-Terminal Agency agrees to comply with the NCIC hit confirmation policy.

If the Non-Terminal Agency is a non-24 hour agency, the records must be entered with the Terminal Agency's ORI, and case reports and original warrants must be held at the Terminal Agency for hit confirmation purposes.

In order to comply with NCIC Validation requirements, the Non-Terminal Agency agrees to perform all validation procedures as required by NCIC on all records entered through the Terminal Agency.

Criminal History information obtained from the TLETS terminal of the Terminal Agency will be handled according to TCIC/NCIC guidelines by the Non-Terminal Agency.

Either the Terminal Agency or the Non-Terminal Agency may, upon thirty days written notice, discontinue this agreement.

(Non-Terminal Agency Agreement)

To the extent allowed by the laws of the State of Texas, the Non-Terminal Agency agrees to indemnify and save harmless the Terminal Agency as well as the DPS, its Director and employees from and against all claims, demands, actions and suits, including but not limited to any liability for damages by reason of or arising out of any false arrests or imprisonment or any cause of the Non-Terminal Agency or its employees in the exercise of the enjoyment of this Agreement.

The Terminal Agency agrees to make available to the Non-Terminal Agency all TLETS/NLETS and TCIC/NCIC publications and policies as are available to it so that the Non-Terminal Agency may comply with the policies of TLETS/NLETS and TCIC/NCIC.

This agreement becomes effective on the _____ day of _____, 20_____.

In witness whereof, the parties here to cause this agreement to be executed by the proper officers and officials.

Terminal Agency

By: C. R. Maldonado

Title: CHIEF

Date: 9-24-14

Non-Terminal Agency

By: Luis A. Vega

Title: Chief of Police SISO

Date: 9-24-2014

NON-ENTERING TWENTY-FOUR HOUR TERMINAL AGENCY AGREEMENT

This document constitutes an agreement between SOCORRO POLICE DEPARTMENT hereinafter called the Entering Twenty-Four Hour Terminal Agency and SISD POLICE DEPARTMENT hereinafter called the Non-Entering Twenty-Four Hour Terminal Agency.

The Entering Twenty-Four Hour Terminal Agency agrees to make entries into the Texas Crime Information Center (TCIC) and the National Crime Information Center (NCIC) computers for the Non-Entering Twenty-Four Hour Terminal Agency.

All records must be entered with the Entering Twenty-Four Hour Terminal Agency's ORI, and all case reports and original warrants must be held at the Entering Twenty-Four Hour Terminal Agency for hit confirmation purposes.

The Non-Entering Twenty-Four Hour Terminal Agency agrees to abide by all laws of the United States and the State of Texas and all present or hereafter approved rules, policies and procedures of TLETS, NLETS, TCIC, NCIC and any other system now or in the future associated with TLETS concerning the collection, storage, processing, retrieval, dissemination and exchange of information for criminal justice purposes.

The Entering Twenty-Four Hour Terminal Agency reserves the right to suspend service to the Non-Entering Twenty-Four Hour Terminal Agency which may include canceling of records entered for the Non-Entering Twenty-Four Hour Terminal Agency when applicable policies are violated. The Entering Twenty-Four Hour Terminal Agency may reinstate service following such instances upon receipt of satisfactory assurances that such violations have been corrected.

In order to comply with NCIC policies established by the NCIC Advisory Policy Board, the Non-Entering Twenty-Four Hour Terminal Agency agrees to maintain accurate records of all TCIC/NCIC entries made through the Entering Twenty-Four Hour Terminal Agency and to immediately notify the Entering Twenty-Four Hour Terminal Agency of any changes in the status of those reports to include the need for cancellation, addition, deletion or modification of information. The Entering Twenty-Four Hour Terminal Agency agrees to enter, update and remove all records for the Non-Entering Twenty-Four Hour Terminal Agency on a timely basis, as defined by NCIC.

In order to comply with NCIC Validation requirements, the Non-Entering Twenty-Four Hour Terminal Agency agrees to perform all validation procedures as required by NCIC on all records entered through the Entering Twenty-Four Hour Terminal Agency.

Either the Entering Twenty-Four Hour Terminal Agency or the Non-Entering Twenty-Four Hour Terminal Agency may, upon thirty days written notice, discontinue this agreement.

To the extent allowed by the laws of the State of Texas, the Non-Entering Twenty-Four Hour Terminal Agency agrees to indemnify and save harmless the Entering Twenty-Four Hour Terminal Agency as well as the DPS, its Director and employees from and against all claims, demands, actions and suits, including but not limited to any liability for damages by reason of or arising out of any false arrests or imprisonment or any cause of the Non-Entering Twenty-Four Hour Terminal Agency or its employees in the exercise of the enjoyment of this Agreement.

This agreement becomes effective on the _____ day of _____, 20_____.

In witness whereof, the parties hereto caused this agreement to be executed by the proper officers and officials.

Entering Twenty-Four Hour Terminal Agency

Non-Entering Twenty-Four Hour Terminal Agency

By: C. R. Maldonado

By: Luis A. Vega

Title: CHIEF

Title: Chief of Police SISD

Date: 9-24-04

Date: 9-24-2014

NON-TERMINAL AGENCY AGREEMENT

This document constitutes an agreement between Socorro Police Department hereinafter called the Terminal Agency, and Ysleta Del Sur Pueblo Tribal Police Department hereinafter called the Non-Terminal Agency.

The Terminal Agency agrees to provide the Non-Terminal Agency with access to the Texas Law Enforcement Telecommunications System (TLETS), the Texas Crime Information Center (TCIC), and the National Crime Information Center (NCIC), and associated systems on a 24-hour, 7 day per week basis.

The Non-Terminal Agency agrees to abide by all laws of the United States and the state of Texas, and all present or hereafter approved rules, policies and procedures of TLETS, NLETS, TCIC, NCIC and any other systems now or in the future associated with TLETS concerning the collection, storage, processing, retrieval, dissemination and exchange of information for criminal justice purposes.

The Terminal Agency reserves the right to suspend service to the Non-Terminal Agency, which may include canceling of records entered for the Non-Terminal Agency, when applicable policies are violated. The Terminal Agency may reinstate service following such instances upon receipt of satisfactory assurances that such violations have been corrected.

In order to comply with NCIC policies established by the NCIC Advisory Policy Board, the Non-Terminal Agency agrees to maintain accurate records of all TCIC/NCIC entries made through the Terminal Agency and to immediately notify the Terminal Agency of any changes in the status of those reports, to include the need for cancellation, additions, deletion or modification of information. The Terminal Agency agrees to enter, update and remove all records for the Non-Terminal agency on a timely basis, as defined by NCIC.

In order to comply with NCIC hit confirmation requirement the agencies agreed to the following:

If wanted person records are to be entered with the Terminal Agency's ORI, the Non-Terminal Agency **must** deliver to the Terminal Agency the original warrants to be held on file until such time as the record is canceled/cleared.

If property and missing person records are to be entered with the Terminal Agency's ORI, the Non-Terminal Agency must deliver case reports to the Terminal Agency to be held on file until such time as the records is cancelled/cleared.

If the records are to be entered with the Non-Terminal Agency's ORI, the Terminal Agency agrees to immediately forward all request for hit confirmation that might be received at the terminal to the Non-Terminal Agency. The Non-Terminal Agency agrees to comply with the NCIC hit confirmation policy.

If the Non-Terminal Agency is a non-24 hour agency, the records must be entered with the Terminal Agency's ORI, and case reports and original warrants must be held at the Terminal Agency for hit confirmation purposes.

In order to comply with NCIC Validation requirements, the Non-Terminal Agency agrees to perform all validation procedures as required by NCIC on all records entered through the Terminal Agency.

Criminal History information obtained from the TLETS terminal of the Terminal Agency will be handled according to TCIC/NCIC guidelines by the Non-Terminal Agency.

Either the Terminal Agency or the Non-Terminal Agency may, upon thirty days written notice, discontinue this agreement.

(Non-Terminal Agency Agreement)

To the extent allowed by the laws of the State of Texas, the Non-Terminal Agency agrees to indemnify and save harmless the Terminal Agency as well as the DPS, its Director and employees from and against all claims, demands, actions and suits, including but not limited to any liability for damages by reason of or arising out of any false arrests or imprisonment or any cause of the Non-Terminal Agency or its employees in the exercise of the enjoyment of this Agreement.

The Terminal Agency agrees to make available to the Non-Terminal Agency all TLETS/NLETS and TCIC/NCIC publications and policies as are available to it so that the Non-Terminal Agency may comply with the policies of TLETS/NLETS and TCIC/NCIC.

This agreement becomes effective on the 11th day of September, 2014.

In witness whereof, the parties here to cause this agreement to be executed by the proper officers and officials.

Terminal Agency

Non-Terminal Agency

By: Carlos R. Maldonado

By: 
Raul Candelaria, Jr.

Title: Chief Of Police

Title: Chief Of Police

Date: _____

Date: 9/11/14

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



Gloria M. Rodriguez
District 2
Victor Perez
District 3 / Mayor Pro Tem
Vacant
District 4
Willie Norfleet Jr.
City Manager

DATE: October 16, 2014
TO: MAYOR AND CITY COUNCIL
FROM: Sam Leony, Planning and Zoning Director
CC: Willie Norfleet Jr., City Manager

SUBJECT:

Certificate of Appropriateness for the proposed Roof Improvement project for the Rio Vista Complex located at 860 N. Rio Vista Rd., Socorro Texas, 79927.

SUMMARY:

The proposed improvements includes the removal of the existing shingle type roof, the metal edge, and the damaged fascia on the roof. The shingle roof will be in brown color, and the fascia will be painted in color "Crispy Gingersnap", both colors are approved as historical colors.

BACKGROUND:

The proposed project is a necessary maintenance project to protect the integrity of our historical municipal facility.

STATEMENT OF THE ISSUE:

The Planning Department considers that the proposed project does not represent an adverse impact to the Historical District, the proposed colors and construction elements are technical and historically approved to perform the project.

ALTERNATIVE:

Not Applicable.

STAFF RECOMMENDATION:

The Historical Landmark Commission recommends APPROVAL.

FINANCIAL IMPACT:

The estimated cost of the project is \$48,412 that will covered by the insurance company (\$39,937.33) and the rest (\$8,474.67) will be covered by the City.

AUTHORIZATION:

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

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



Gloria M. Rodriguez
District 2
Victor Perez
District 3 / Mayor Pro Tem
Vacant
District 4
Willie Norfleet Jr.
City Manager

DATE: October 16, 2014
TO: MAYOR AND CITY COUNCIL
FROM: Sam Leony, Planning and Zoning Director
CC: Willie Norfleet Jr., City Manager

SUBJECT:

Authorization to request a Traffic Analysis to the Texas Department of Transportation for a possible speed limit reduction on Socorro Rd., from the northern city limit to Bovee Rd.

SUMMARY:

The Planning and Zoning Department has received calls from property owners, business owners, and the Socorro Mission officials, requesting a speed limit reduction on Socorro Rd. on the above referenced area in order to protect the pedestrians and the integrity of the historical places along our Historical Corridor.

BACKGROUND:

Socorro Rd. is one of our mayor thoroughfares owned and maintained by the State, therefore, the proposed speed reduction requires a traffic analysis will determine the feasibility of the request.

STATEMENT OF THE ISSUE:

The Socorro Rd. has recently experienced a considerable increment of traffic that, in addition to the reduced Right-Of-Way, create an unsafe condition to the residents in that area. Creating a pedestrian friendly area would promote our historical places, encouraging the private investment as well.

ALTERNATIVE:

Not Applicable.

STAFF RECOMMENDATION:

The Historical Landmark Commission recommends APPROVAL.

FINANCIAL IMPACT:

Not Applicable.

AUTHORIZATION:

1. City Manager: _____ Date: _____
2. Attorney: _____ Date: _____

Jesus A. Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodriguez
District 2

Victor Perez
District 3 / Mayor Pro Tem

Vacant
District 4

Willie Norfleet Jr.
City Manager

DATE: October 16, 2014
TO: MAYOR AND CITY COUNCIL
FROM: Sam Leony, Planning and Zoning Director
CC: Willie Norfleet Jr., City Manager

SUBJECT:

Certificate of Appropriateness for the proposed Art Academy to be located at Tract 8, Block 23, Socorro Grant.

SUMMARY:

The property matter of this request is located at 10400 Socorro Rd., right at the intersection of Socorro Rd. and Nicholas Rd. This property has an estimated area of 9.6 acres, and will be operated by Ms. Lorena Armenta, 10400 Socorro Rd., Socorro, TX 79927.

BACKGROUND:

The property matter of this request was previously operated by the Texas A&M Research Center.

STATEMENT OF THE ISSUE:

Based upon the information provided by the applicant, the proposed use of the property will be for art academy including modern dance, choreography, ballet, photography, and architect office.

ALTERNATIVE:

Not Applicable.

STAFF RECOMMENDATION:

The Historical Landmark Commission recommends APPROVAL.

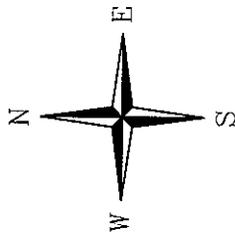
FINANCIAL IMPACT:

Not Applicable.

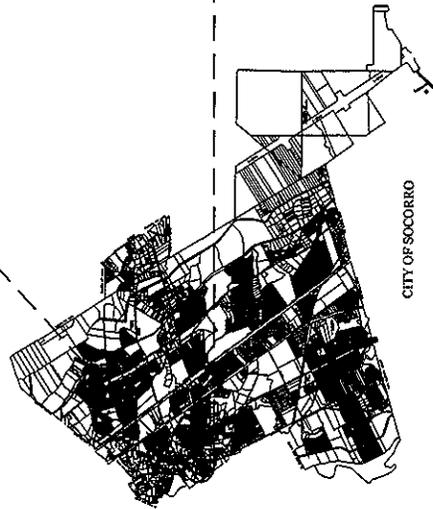
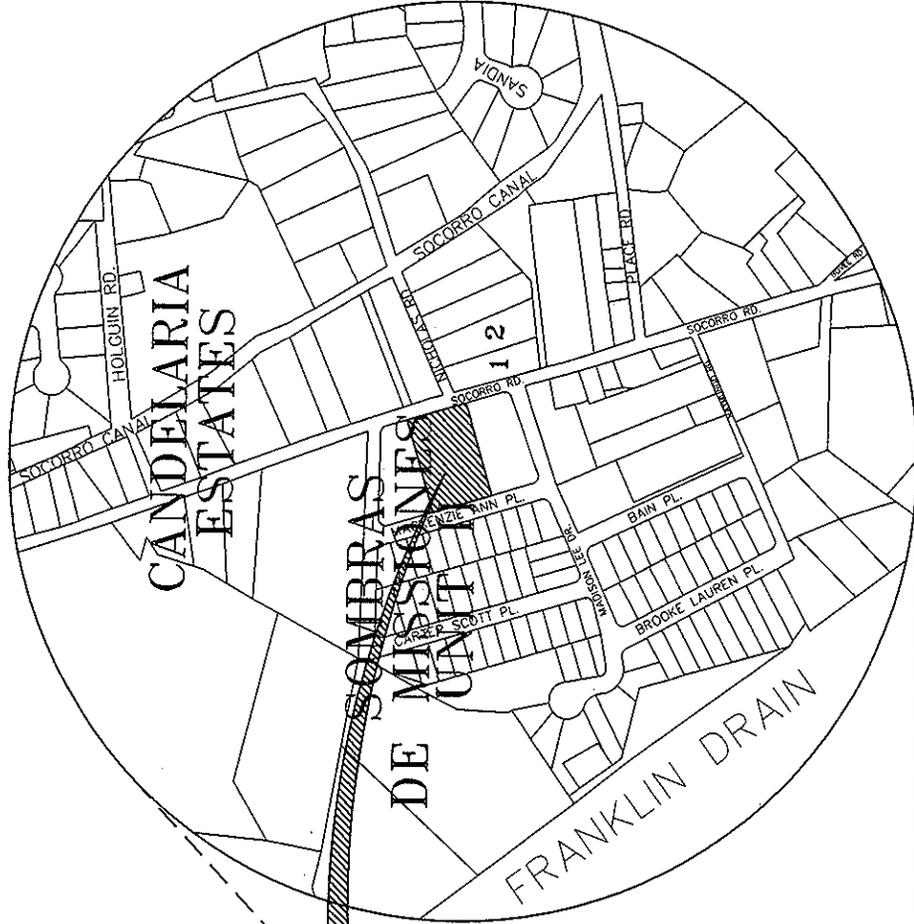
AUTHORIZATION:

1. City Manager: _____ Date: _____

2. Attorney: _____ Date: _____



PROJECT SITE:
10400 SOCORRO RD.
LOT 1, BLOCK 1
SOMBRAS DE MISSIONES
SUBDIVISION



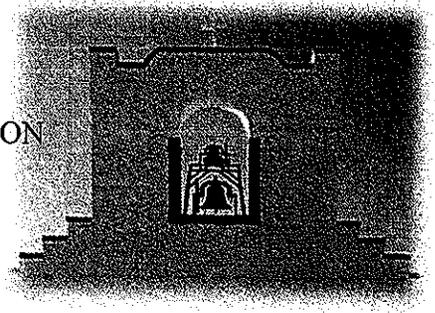
Planning and Zoning Department
100 N. Pecos Street, Socorro, NM 87901
Tel: 505.835.2200 Fax: 505.835.2201

LOCATION MAP

Scale: N.T.S.



CITY OF SOCORRO
HISTORICAL LANDMARK COMMISSION
860 N. RIO VISTA
SOCORRO, TX. 79927



REQUEST FOR CERTIFICATE OF APPROPRIATENESS

Name: LORENA ARMENTA Email Address lorena.lopez3@y2hoo.com
Address: 10400 SOCORRO RD Phone: (915) 892-8122
Name of Representative: _____
Address: _____ Phone: _____

Reason for request: OPENING AN ART ACADEMY
Legal Description: _____
Plans included: YES ___ NO / ___ Color Selection: _____

Coren Arment _____ 9/12/14 _____
Applicant's or Representative's Signature Date

Commission Use

Zoning District _____ District No. _____

Field Investigation

Inspector: _____ Date: _____

Comments: _____

Approved: _____ Denied: _____

HLC Signature

HLS Signature

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

DATE: October 16, 2014.
TO: MAYOR AND CITY COUNCIL
FROM: Sam Leony, Planning and Zoning Director
CC: Willie Norfleet, City Manager

SUBJECT:

Plat approval for Burbridge Acres Replat "G", being a replat of Lot 8, Block 9, Burbridge Acres Subdivision, El Paso County, Texas, creating 7 lots plus one lot for ponding area.

SUMMARY:

The property matter of this request is located at Cinnabar Street, northerly located at 1200 feet from the intersection of Cinnebar St. and Burbridge Rd.

This property is located at 3,300 feet from the corporate limits of the City of Socorro within our 5 miles of Extra Territorial Jurisdiction (ETJ), under Texas Local Government Code 212.001

BACKGROUND:

This proposed Replat was introduced to the El Paso County in 2009 but it could not be recorded due to the subdivision moratorium that the City of Socorro was exercising. The proposed replat will not create a new street or access, nor modification of existing utilities.

STATEMENT OF THE ISSUE:

According to the information provided by the owner, the property will not be developed nor prepared to be sold, it will continue having the actual farmland and rural use, but the lots will be dedicated to his sons and daughters.

ALTERNATIVE:

No alternative.

STAFF RECOMMENDATION:

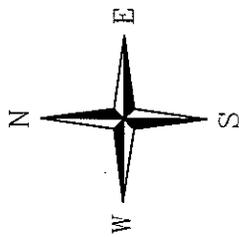
The Planning and Zoning Commission recommends APPROVAL.

FINANCIAL IMPACT:

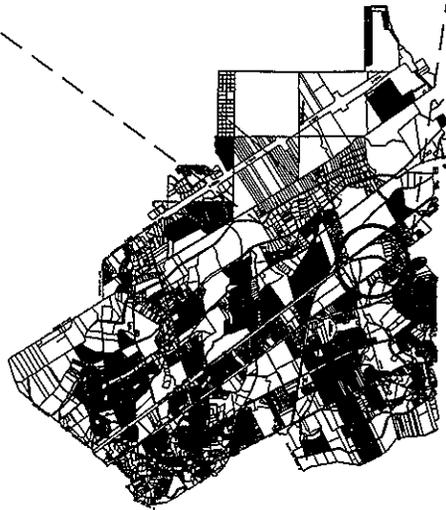
No impact.

AUTHORIZATION:

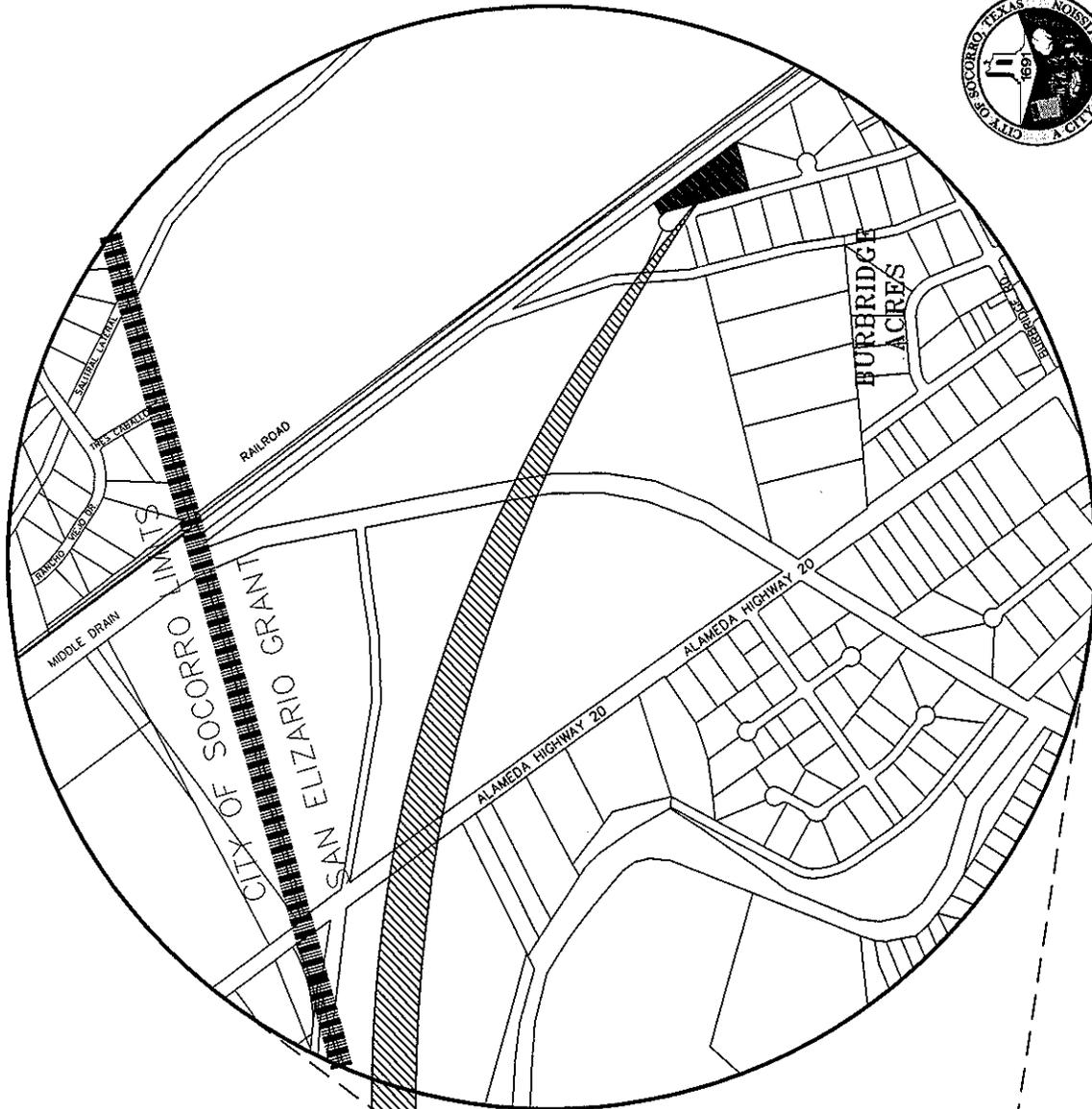
1. City Manager: _____ Date: _____
2. Attorney: _____ Date: _____



**PROJECT SITE:
12251 CINNABAR ST.
LOT 8, BLOCK 9
BURBRIDGE SUBDIVISION**



CITY OF SOCORRO



TOTAL AREA: 1,800 ACRES
DATE: July 2013

Planning and Zoning Department

LOCATION MAP

Scale: N.T.S.



SUBDIVISION SUMMARY PROCEDURE
ORDINANCE NO. 77, SECTION 15

Note: The Council may approve a subdivision as a combined preliminary and final plat in any case where no public purposes would be served by separate steps. Such summary approval shall be given only when one or both of the following conditions exist:

1. The subdivision contains no more than two (2) lots;
2. Revision of subdivision, where the combination or recombination or portions of previously platted lots does not increase the total number of lots.

In all cases, the subdivision plat being considered for approval under this summary procedure shall be prepared according to the standards for plans and data for both preliminary and final plats as contained herein.

ORDINANCE NO. 77, SECTION 9

Note: Whenever there is no need for dedication of streets or easements as described in Section II of these regulations, the City Council may waive the requirements for topography, street, utility and/or storm drainage as set forth.

LOT SPLIT APPLICATION

Date: 07/17/13

Name of Subdivider: Santiago Garcia

Home Address: 12251 Cinnerbar

Phone Number: (915) 422-5193⁵⁷⁻⁹³

1. Legal description of property to be subdivided: _____

Burbridge Acres Replat "6" Lot 8 Block 9

2. Present zoning: _____ Area (Sq. Ft.) _____ Present Land Use _____

3. Proposed land division:

Lot 1 Area: 8 Lots _____ Acres

Lot 2 Area: _____ Acres

Total Area: 82,217.5 Sq. ft. _____ Acres

4. Is dedication of easement required? No X. If yes, appropriate letter from utilities is required.

Property tax Certificate - Wells Fargo del Centro

DOCUMENTS REQUIRED

1. Plat of proposed subdivision done by a registered land surveyor showing existing easements.
2. Title guarantee by a Certified Abstractor showing that the subdivider owns or controls the proposed property and that the property is free from any liens or other encumbrances.
3. Property deed of proposed subdivision.
4. Location of existing structures and septic systems on the proposed subdivision. Future development requires the appropriate permits.
5. Documents from government agencies.

FEES

Application Fee:	\$150.00
Preliminary Plat Review:	\$100.00
Final Plat Review:	\$100.00
Engineering Report Review:	\$200.00
Capital Improvement Fee:	\$400.00 (Per lot) Generated (2,800)
Total of	\$ 950.00 (non-refundable) = 3,350

Under the Environmental Protection Agency's (EPA) regulations, construction sites larger than five (5) acres are required to have a storm water run-off plan and maintain detailed records during the project's operation.


Applicant's Signature

07-17-13
Date

18986

DATE 3/12/14

\$ 3,350.00
DOLLARS

CITY OF SOCORRO PLANNING DEPARTMENT

860 N. RIO VISTA ROAD
SOCORRO, TEXAS 79927
(915) 872-6831

RECEIVED FROM Santiago Gonzalez
Three thousand three hundred fifty dollars
FOR Baybridge Avenue

Thank You

BY M. Wolk

CASH
 CHECK
 M.O.

AMOUNT OF ACCOUNT	3,350		
THIS PAYMENT	3,350		
BALANCE DUE	0		

18987

CITY OF SOCORRO PLANNING DEPARTMENT

33601

The State of Texas, }

Know All Men by These Presents:

County of EL PASO

That LETTUNICH FARMS, a Partnership,

of the County of El Paso, State of Texas, for and in consideration of the sum of TEN AND NO/100 (\$10.00) -----

-----DOLLARS

and other good and valuable consideration, to It in hand paid by SANTIAGO GARCIA, hereinafter referred to as "GRANTEE", receipt of which is hereby acknowledged,

XXXXXXXXXX

have Granted, Sold and Conveyed, and by these presents do Grant, Sell and Convey unto the said SANTIAGO GARCIA,

of the County of El Paso, State of Texas, all that certain tract or parcel of real estate situated in El Paso County, Texas, more particularly described as follows, to-wit:

Lot 8, Block 9, BURBRIDGE ACRES, in El Paso County, Texas, according to the plat thereof on file in Book 42, Page 28, Plat Records, El Paso County, Texas.

SUBJECT TO: Easements, restrictions and reservations of record or running with the land. Taxes for 1976 and thereafter. Water charges, construction charges, and all matters emanating from contracts with the El Paso County Water Improvement District No. 1. Rights of way for roads and ditches on, around and/or across said property.

TO HAVE AND TO HOLD the above described premises, together with all and singular the rights and appurtenances thereto in anywise belonging unto the said Grantee, his

said Partnership does heirs and assigns forever and / ~~am~~ hereby bind itself, its Successors, ~~executors~~ executors and administrators, to Warrant and Forever Defend, all and singular the said premises unto the said Grantee, his

heirs and assigns, against every person whomsoever lawfully claiming, or to claim the same, or any part thereof.

WITNESS my hand at El Paso, Texas, this day of 19 80.

Witnesses at Request of Grantor:

1083-0364

LETTUNICH FARMS

BY: *Martin C. Lettunich*
MARTIN C. LETTUNICH, Managing Partner



TRUE AND CORRECT COPY OF THE ORIGINAL FILED IN
EL PASO COUNTY TEXAS
Dora Brinson, COUNTY CLERK

SINGLE ACKNOWLEDGMENT

THE STATE OF TEXAS,
COUNTY OF EL PASO

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared MARTIN C. LETTUNICH,

known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE,
this the 27th day of April A. D. 19 80.



Martin C. Lettunich
Notary Public in and for El Paso County, Texas

SINGLE ACKNOWLEDGMENT

THE STATE OF TEXAS,
COUNTY OF

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared

known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE,
this the _____ day of _____ A. D. 19 _____

(L. S.)

FILED FOR RECORD
33601
1980 MAY 19 PM 3:09
COUNTY OF EL PASO
NOTARY PUBLIC
I hereby certify that this instrument was filed for record in the public records of El Paso County, Texas, on the _____ day of _____, 19____, at _____ o'clock _____ M., and was duly recorded by me on the _____ day of _____, 19____, at _____ o'clock _____ M., in Vol. _____, page _____ of the Records of said County.

THE STATE OF TEXAS,
COUNTY OF

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared

known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE,
this the _____ day of _____ A. D. 19 _____

(L. S.)

Notary Public in and for _____ County, Texas

THE STATE OF TEXAS,
COUNTY OF

I HEREBY CERTIFY that the foregoing instrument of writing with its certificate of authentication, was filed for record in my office on the _____ day of _____, A. D. 19 _____ at _____ o'clock _____ M., and was duly recorded by me on the _____ day of _____, A. D. 19 _____ in Vol. _____, page _____ of the Records of said County.

WITNESS MY HAND and the Seal of the County Court of said County, at my office in the day and year last above written.

(L. S.)

County Clerk _____ County, Texas

By _____ Deputy.

126

Warranty Deed

FROM _____ TO _____

FILED FOR RECORD

This _____ day of _____, A.D. 19 _____ at _____ o'clock _____ M.

By _____ County Clerk

Deputy _____

A. D. 19 _____

In _____ of Page _____

In Book _____

By _____ County Clerk

Deputy _____

Recording Fee \$ _____

This instrument should be filed immediately with the County Clerk for Record.

E. O. Davis

5980-8801

The Other Computer, Publishers, Writers



TRUE AND CORRECT COPY OF THE ORIGINAL FILED IN
EL PASO COUNTY TEXAS
Doris Brinson, COUNTY CLERK

TAX CERTIFICATE

DAVID CHILDS, PH.D.
CITY TAX ASSESSOR-COLLECTOR
221 N. KANSAS, STE. 300
EL PASO, TX 79901

PHONE NO.: (915) 541-4054
FAX NO.: (915) 541-4603
www.elpasotexas.gov



OFFICIAL
EL PASO CONSOLIDATED TAX OFFICE

VICTOR A. FLORES
COUNTY TAX ASSESSOR-COLLECTOR

Issued To:
GARCIA SANTIAGO
PO BOX 455
CLINT, TX 79836-0455

Legal Description:
9 BURBRIDGE ACRES LOT 8 (0.59 AC)

> --
Account Number: B830-000-0090-0087
Certificate No: 216396474
Certificate Fee: \$10.00

Parcel Address: 12251 CINNABAR ST
Legal Acres: .5900
Print Date: 07/15/2013
Paid Date: 07/15/2013
Issue Date: 07/15/2013
Operator ID: OLAYA

< --

TAX CERTIFICATES ARE ISSUED WITH THE MOST CURRENT INFORMATION AVAILABLE. ALL ACCOUNTS ARE SUBJECT TO CHANGE PER SECTION 26.15 OF THE TEXAS PROPERTY TAX CODE. THIS IS TO CERTIFY THAT ALL TAXES DUE ON THE ABOVE DESCRIBED PROPERTY HAVE BEEN EXAMINED, UP TO AND INCLUDING THE YEAR 2012. ALL TAXES ARE PAID IN FULL.

Exemptions:

Certified Owner:
GARCIA SANTIAGO
PO BOX 455
CLINT, TX 79836-0455

2012 Value:	15,200
2012 Levy:	\$357.50
2012 Levy Balance:	\$0.00
Prior Year Levy Balance:	\$0.00
Total Levy Due:	\$0.00
P&I + Attorney Fee:	\$0.00
Total Amount Due:	\$0.00

Certified Tax Unit(s):
6 COUNTY OF EL PASO
7 EL PASO COMMUNITY COLLEGE
8 UNIVERSITY MEDICAL CENTER OF E
10 CLINT ISD
25 LWR VALLEY WTR DISTRICT
27 EMERG. SERVICES DIST. #2

Reference (GF) No: N/A

Issued By: *Olaya Garcia*
DAVID CHILDS, PH.D.
CITY OF EL PASO TAX ASSESSOR-COLLECTOR
915 541-4054

TAX DOCUMENT

TAX CERTIFICATE

DAVID CHILDS, PH.D.
CITY TAX ASSESSOR-COLLECTOR
221 N. KANSAS, STE. 300
EL PASO, TX 79901

PHONE NO.: (915) 541-4054
FAX NO.: (915) 541-4603
www.elpasotexas.gov



OFFICIAL
EL PASO CONSOLIDATED TAX OFFICE

VICTOR A. FLORES
COUNTY TAX ASSESSOR-COLLECTOR

Issued To:
GARCIA SANTIAGO
PO BOX 455
CLINT, TX 79836-0455

Legal Description:
9 BURBRIDGE ACRES LOT 8 (0.70 AC)

>--
Account Number: B830-000-0090-0085
Certificate No: 216396473
Certificate Fee: \$10.00

Parcel Address: 12251 CINNABAR
Legal Acres: .7000
Print Date: 07/15/2013
Paid Date: 07/15/2013
Issue Date: 07/15/2013
Operator ID: OLAYA

<--

TAX CERTIFICATES ARE ISSUED WITH THE MOST CURRENT INFORMATION AVAILABLE. ALL ACCOUNTS ARE SUBJECT TO CHANGE PER SECTION 26.15 OF THE TEXAS PROPERTY TAX CODE. THIS IS TO CERTIFY THAT ALL TAXES DUE ON THE ABOVE DESCRIBED PROPERTY HAVE BEEN EXAMINED, UP TO AND INCLUDING THE YEAR 2012. ALL TAXES ARE PAID IN FULL.

Exemptions:
OPEN SPACE I-D-1

Certified Owner:
GARCIA SANTIAGO
PO BOX 455
CLINT, TX 79836-0455

2012 Value: 14,000
2012 Levy: \$9.81
2012 Levy Balance: \$0.00
Prior Year Levy Balance: \$0.00
Total Levy Due: \$0.00
P&I + Attorney Fee: \$0.00
Total Amount Due: \$0.00

Certified Tax Unit(s):
6 COUNTY OF EL PASO
7 EL PASO COMMUNITY COLLEGE
8 UNIVERSITY MEDICAL CENTER OF E
10 CLINT ISD
25 LWR VALLEY WTR DISTRICT
27 EMERG. SERVICES DIST. #2

Reference (GF) No: N/A

Issued By: *Olaya Garcia*
DAVID CHILDS, PH.D.
CITY OF EL PASO TAX ASSESSOR-COLLECTOR
915 541-4054

TAX DOCUMENT

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1 / Mayor Pro Tem



Gloria M. Rodríguez
District 2

Victor Perez
District 3

J.E. "Chito" Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: OCTOBER 16, 2014

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: WILLIE NORFLEET, JR.

SUBJECT: DISCUSSION AND ACTION ON APPROVING THE UPDATED CAPITAL IMPROVEMENT PLAN.

SUMMARY

This action approves the appropriation of FY12 Certificate of Obligation funds as follows:

- Sewer lines extension in the amount of \$93,251 on Fray Olguin.
- McAdoo Subdivision Street repairs of \$100,000.

In addition it approves the re-appropriation of FY14 Certificate of Obligation:

- From year four (FY18) to year one (FY15) in the amount of \$100,000 for sidewalk construction and repair.

STATEMENT OF THE ISSUE

- The sewer line extension on Fray Olguin would help expedite sewer service for the Socorro Grant Subdivision.
- Due to the extensive flooding of prior years, the McAdoo Subdivision Streets have been severely damaged. This is creating undue hardship to the residents of this area. Appropriating funds to repair and overlay streets in this subdivision would allow immediate construction and reconstruction of several streets.
- Year one capital improvement plan has an original allocation of \$200,000 for sidewalks throughout various parts of the City. Since there is an immediate need

for additional sidewalks, this request is to accelerate the sidewalk addition/or repairs to year one instead of year four of the capital improvement plan.

FINANCIAL IMPACT

The financial impact would be to liquidate the remaining funds of the 2012 Certificate of Obligation in the amount of \$193,251. The re-appropriation of the sidewalk construction and repair would increase the capital expenses from FY18 to FY15. The monies are available for expensing immediately since the Certificate of Obligation funds have been issued and funded.

ALTERNATIVE

The alternative is to continue with the same capital improvement plan.

STAFF RECOMMENDATION

This is a council decision.

City of Socorro

Capital Program

Plan 1 May 15, 2014

	FIVE YEARS	YEAR ONE	YEAR TWO	YEAR THREE	YEAR FOUR	YEAR FIVE
Building and Improvements						
Old Hueco Tanks Road	\$ 1,500,000	\$ 1,500,000				
Flood Improvements	\$ 600,000	\$ 600,000				
General Park Improvements	\$ 600,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	
Repair Rio Vista Buildings	\$ 500,000	\$ 250,000	\$ 250,000			
Signalization Program	\$ 160,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	
Library	\$ 600,000		\$ 600,000			
Infrastructure						
Sidewalks	\$ 800,000	\$ 300,000	\$ 200,000	\$ 200,000	\$ 100,000	
Leadership Bridge	\$ 1,200,000	\$ 1,200,000				
Street Overlay	\$ 2,400,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	
Street Lights	\$ 240,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	
Street Projects-Local Share	\$ 1,200,000	\$ 1,200,000				
Machinery and Equipment						
Vehicles						
Software						
TOTAL	\$ 9,800,000	\$ 5,900,000	\$ 1,900,000	\$ 1,050,000	\$ 950,000	\$ -

Capital in red agreed by City Council the total is 9.8 million

**City of Socorro
Capital Program**

Actual Capital Outlays 08/27/2014

	YEAR ONE	2012 CO Budget	ACTUALS 2014	Variance
Building and Improvements				
Mauro Rosas Park	\$ 300,000	\$ 627,827	\$ 327,826.76	\$ 300,000
301 Place Park Improvements	\$ 50,000	\$ 50,000	\$ -	\$ 50,000
Signalization Program	\$ 40,000	\$ 40,000	\$ 38,694.71	\$ 1,305
Bull Dog Champ. Park-Rock Wall	\$ 40,000	\$ 40,000	\$ -	\$ 40,000
Rio Vista Buildings	\$ 273,225	\$ 273,225		\$ 273,225
Final Payment for Bulldog Champ.	\$ 15,000	\$ 35,090	\$ 35,090.00	\$ -
Trees for City Hall Property	\$ 6,000	\$ 6,000		\$ 6,000
Council Chamber Improvements	\$ 25,000	\$ 25,000		\$ 25,000
Infrastructure				
Street Overlay	\$ 400,000	\$ 400,000	\$ 309,107.45	\$ 90,893
Street Lights	\$ 30,000	\$ 30,000	\$ 9,513.00	\$ 20,487
Driveway Payment	\$ 47,131	\$ 47,131	\$ 47,130.79	\$ 0
Safe Routes To School	\$ 30,000	\$ 34,943	\$ 34,942.94	\$ -
Old Hueco Tanks Expansion		\$ 60,314	\$ 60,314.40	\$ -
Leadership Bridge		\$ 117,130	\$ 117,130.00	\$ (0)
Old Buford Utility Relocation		\$ 222,810	\$ 222,809.98	\$ -
Fray Olguin	\$ 93,251	\$ 3,200	\$ 3,200.00	\$ -
McAdoo Subdivision	\$ 100,000			
Machinery and Equipment				
Vacuum Truck	\$ 280,000	\$ 135,549	\$ 135,549.00	\$ -
Street Sweeper	\$ 50,000	\$ 47,676	\$ 47,676.00	\$ -
Street Striper	\$ 12,000	\$ 10,670	\$ 10,670.00	\$ -
Sand Bag Machine	\$ 20,000	\$ 19,530	\$ 19,529.65	\$ -
Camera at Bulldog Championship	\$ 7,000	\$ 4,397	\$ 4,396.80	\$ -
Police Radios		\$ 15,312	\$ 15,312.46	\$ -
Vehicles				
Planning and Zoning Vehicles	\$ 51,000	\$ 32,260	\$ 32,259.98	\$ -
				\$ -
Land				
Land Acquisitions	\$ 527,869	\$ 527,869	\$ -	\$ 527,869
				\$ -
Software				
Update IT Systems and Website	\$ 125,000	\$ -	\$ -	\$ -
TOTAL	\$ 2,522,476	\$ 2,805,933	\$ 1,471,153.92	\$ 1,334,779
Less Total Budget		\$ 2,805,933		\$ 2,805,933
Total Available		\$ (0)		\$ (0)