

*Jesus Ruiz*  
Mayor

*Rene Rodriguez*  
At Large

*Sergio Cox*  
District 1



*Gloria M. Rodríguez*  
District 2

*Victor Perez*  
District 3 / Mayor-Pro Tem

*Joseph E. Bowling*  
District 4

*Willie Norfleet, Jr.*  
City Manager

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

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

.....  
NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF SOCORRO, TEXAS WILL BE HELD ON THURSDAY THE 3<sup>RD</sup> DAY OF JULY, 2014 AT 6:00 P.M. AT THE CITY HALL CHAMBERS, 860 N. RIO VISTA RD., SOCORRO, TEXAS AT WHICH TIME THE FOLLOWING WILL BE DISCUSSED:  
.....

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

**PRESENTATIONS**

5. **Presentation** by City Manager Willie Norfleet, Jr. regarding flood control plan.  
*Willie Norfleet, Jr.*

**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**

6. *Excuse* absent Council Members. *Sandra Hernandez*
7. *Approval* of Regular Council Meeting Minutes of June 19, 2014 and Special City Council Meeting Minutes of June 18, 2014. *Sandra Hernandez*

**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**

8. *Public Hearing* of Ordinance 334 Amendment No. 1, An Ordinance amending Ordinance 334 of the City of Socorro, establishing procedures for the operation of tow trucks in the city of Socorro; establishing fees and penalties; providing for severability and establishing an effective date and repealing Ordinance No. 222 as amended. *Gloria M. Rodriguez*
9. *Second Reading and Adoption* of Ordinance 334 Amendment No. 1, An Ordinance amending Ordinance 334 of the City of Socorro, establishing procedures for the operation of tow trucks in the city of Socorro; establishing fees and penalties; providing for severability and establishing an effective date and repealing Ordinance No. 222 as amended. *Gloria M. Rodriguez*

- 10. *Introduction, First Reading and Calling for a Public Hearing*** on Ordinance 295, Amendment No. 7, an Ordinance of the City of Socorro amending the organizational chart for the City of Socorro.  
*Adriana Rodarte*

### **CITY MANAGER**

- 11. *Discussion and action*** regarding Socorro Health Realty, LLC. Request for grant/assistance of \$50,000 for a “bridge” over the canal between Alameda and City of Socorro’s property.  
*Willie Norfleet, Jr.*

### **HUMAN RESOURCES DEPARTMENT**

- 12. *Discussion and action*** on amending job descriptions and salaries for Municipal Court Clerk and Court Clerk.  
*Adriana Rodarte*

### **PLANNING AND ZONING DEPARTMENT**

- 13. *Discussion and action*** on the proposed cleanup and demolition project on 741 Grijalva Drive, 9982 Melissa Circle, and 10228 Hatchett Road, as per Ordinance No. 25 of the City of Socorro, Texas relating to vacant and dilapidated properties.  
*Sam Leony*

- 14. *Discussion and action*** on the proposed temporary construction license for Texas Department of Transportation to utilize a portion of City of Socorro’s property located at Tract 16, Block 9, Socorro Grant (behind Walgreen’s- no address available).  
*Sam Leony*

### **MAYOR AND COUNCIL**

- 15. *Discussion and action*** approving evaluation procedures for City Manager, Willie Norfleet.  
*Mayor Jesus Ruiz*

- 16. *Discussion and action*** regarding implementing quarterly budget amendments.  
*Mayor Jesus Ruiz*

- 17. *Discussion regarding*** implementing a budget for City Council for FY 2015.  
*Mayor Jesus Ruiz*

- 18. *Discussion and action*** to direct City Manager to present to City Council a list of events coordinated by Parks and Recreation Departments for FY 2015.  
*Mayor Jesus Ruiz*

- 19. *Discussion and action*** to direct City Manager to coordinate a school fair for City of Socorro employees.  
*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:***

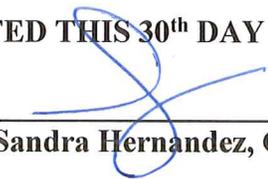
**20. Discussion and action** on advice received from City Attorney in closed session, and action to approve real estate transaction; authorize filing or settlement of legal action; authorize employment of expert witnesses and consultants, and employment of special counsel with respect to pending legal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

**21. 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.***

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

**23. Adjourn**

**DATED THIS 30<sup>th</sup> DAY OF JUNE 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 30<sup>th</sup> DAY OF JUNE 2014.**

By:   
Sandra Hernandez, City Clerk

Agenda posted: 6.30.14 @ 1:00pm  
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

*Joseph E. Bowling*  
District 4

*Willie Norfleet, Jr.*  
City Manager

**DATE: 06/26/2014**

**TO: Council**

**FROM: Mayor Jesus Ruiz**

**SUBJECT: Presentation by City Manager Willie Norfleet regarding flood control plan**

### **SUMMARY**

We recently had a meeting in which a broad flood control plan was talked about and we said that we would like to hear a more detailed version of what the department heads would be doing. City Manager Willie Norfleet will be giving that presentation on this agenda item.

### **BACKGROUND**

n/a

### **STATEMENT OF THE ISSUE**

We need to have a detailed flood control plan

### **FINANCIAL IMPACT**

**None**

**ALTERNATIVE**

none

**COUNCIL MEMBER RECOMMENDATION**

**Allow Mr. Norfleet to give a presentation regarding a flood control plan.**

**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*

**SPECIAL COUNCIL MEETING MINUTES  
JUNE 18, 2014 at 5:00 P.M.**

**MEMBERS PRESENT:**

Mayor Jesus Ruiz  
Rene Rodriguez  
Joseph E. Bowling  
Sergio Cox

**MEMBERS ABSENT:**

Victor Perez  
Gloria M. Rodriguez

**STAFF PRESENT:**

Willie Norfleet, Jr., City Manager  
David Mirazo, City Attorney  
Sam Leony, Planning and Zoning Director  
Doug Lobdell, Public Works Director  
Anibal Olague, Grants Director

**1. CALL TO ORDER**

The meeting was called to order at: 5:01 p.m.

**2. PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE**

Pledge of Allegiance was led by Mayor Jesus Ruiz

**3. ESTABLISHMENT OF QUORUM**

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

**4. PUBLIC COMMENT**

No speakers for Public Comment.

**5. DISCUSSION AND ACTION IMPLEMENTING A FLOOD CONTROL PLAN.  
MAYOR JESUS RUIZ**

Presentation made by Willie Norfleet, see Exhibit "A."

No action on this item.

**6. 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.**

**7. 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.**

**8. REGARDING PENDING LITIGATION AND RECEIVE STATUS REPORT REGARDING PENDING LITIGATION. WILLIE NORFLEET, JR.**

A motion was made by Rene Rodriguez seconded by Sergio Cox, to *delete items number six (6), seven (7), and eight (8)*. Motion passed.

Ayes: Rene Rodriguez, Joseph Bowling, and Sergio Cox

Nays:

Absent: Victor Perez and Gloria M. Rodriguez

**9. ADJOURN**

A motion was made by Rene Rodriguez seconded Joseph Bowling to *adjourn at 6:52 p.m.* Motion passed.

Ayes: Rene Rodriguez, Joseph Bowling, and Sergio Cox

Nays:

Absent: Victor Perez and Gloria M. Rodriguez

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**Jesus Ruiz, Mayor**

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Olivia Navarro  
Assistant City Clerk

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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

**Joseph E. Bowling**  
District 4

**Willie Norfleet, Jr.**  
City Manager

**SPECIAL COUNCIL MEETING MINUTES  
JUNE 19, 2014 at 6:00 P.M.**

**MEMBERS PRESENT:**

Victor Perez (*Mayor ProTem presided over the meeting in the absence of Mayor Ruiz*)  
Rene Rodriguez  
Joseph E. Bowling  
Sergio Cox  
Gloria M. Rodriguez

**MEMBERS ABSENT:**

Mayor Jesus Ruiz

**STAFF PRESENT:**

Willie Norfleet, Jr., City Manager  
Jim Martinez, City Attorney  
Sam Leony, Planning and Zoning Director  
Doug Lobdell, Public Works Director  
Miguel Rosas, Public Works Supervisor  
Victor Reta, Recreation Centers Supervisor  
Jessica Diaz, Parks Supervisor  
Karina Hagelsieb, CFO

**1. CALL TO ORDER**

The meeting was called to order at: 6:00 p.m.

**2. PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE**

Pledge of Allegiance was led by Sergeant Salinas.

**3. ESTABLISHMENT OF QUORUM**

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

**4. PUBLIC COMMENT**

No speakers for Public Comment.

**5. PRESENTATION BY OFFICER LINDA OLVERA FOR IMPLEMENTATION OF NATIONAL NIGHT OUT. *LT. EDMUNDO MONTOYA***

Presentation by Officer Linda Olvera, see Exhibit "A."

**6. PRESENTATION REGARDING THE 4<sup>TH</sup> OF JULY EVENT BY PARKS AND RECREATION CENTERS DIRECTORS. *MAYOR JESUS RUIZ***

Presentation made by Jessica Diaz, Parks Supervisor and Victor Reta, Recreation Centers Supervisor see Exhibit "B."

**7. MONTHLY REPORT BY CITY MANAGER *WILLIE NORFLEET, JR.***

Presentation made by Mr. Norfleet.

**CONSENT AGENDA**

**8. EXCUSE ABSENT COUNCIL MEMBERS. *SANDRA HERNANDEZ***

**9. APPROVAL OF REGULAR COUNCIL MEETING MINUTES OF JUNE 5, 2014 AND SPECIAL CITY COUNCIL MEETING MINUTES OF MAY 15, 2014, MAY 30, 2014, AND JUNE 5, 2014. *SANDRA HERNANDEZ***

**10. APPROVAL OF TRAVEL FOR CITY CLERK, ASSISTANT CITY CLERK AND PLANNING & ZONING CLERK, MYRNA WORKMAN TO ATTEND THE OMA, PIA, AGENDAS, MINUTES, PARLIAMENTARY PROCEDURE, & RECORDS MANAGEMENT SEMINAR IN FRISCO, TEXAS AUGUST 7-8, 2014. *SANDRA HERNANDEZ***

**11. APPROVAL OF TRAVEL FOR RECREATION STAFF TO ATTEND THE 2014 NPRA CONFERENCE IN CHARLOTTE, NORTH CAROLINA, OCTOBER 14-16, 2014. *VICTOR RETA***

**12. APPROVAL OF TRAVEL FOR PARKS AND RECREATION CENTERS STAFF TO ATTEND 2014 NATIONAL RECREATION AND PARKS CERTIFICATION IN WHEELING, WEST VIRGINIA, AUGUST 23-29, 2014. *VICTOR RETA***

**13. APPROVAL OF THE UNAUDITED FINANCIAL REPORTS FOR THE PERIOD ENDING MAY 31, 2014. *KARINA HAGELSIEB***

A motion was made by Sergio Cox seconded by Joseph Bowling to *pull items ten (10), eleven (11), twelve (12) and thirteen (13) out of the Consent Agenda and into the Regular Agenda.* Motion passed.

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

Nays:

Abstain:

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *approve the Consent Agenda*. Motion passed.

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

Nays:

Abstain:

**10. APPROVAL OF TRAVEL FOR CITY CLERK, ASSISTANT CITY CLERK AND PLANNING & ZONING CLERK, MYRNA WORKMAN TO ATTEND THE OMA, PIA, AGENDAS, MINUTES, PARLIAMENTARY PROCEDURE, & RECORDS MANAGEMENT SEMINAR IN FRISCO, TEXAS AUGUST 7-8, 2014.**  
**SANDRA HERNANDEZ**

A motion was made by Rene Rodriguez seconded by Sergio Cox to *approve the travel of City Clerk and Planning & Zoning Clerk*. Motion passed.

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

Nays:

Abstain:

**11. APPROVAL OF TRAVEL FOR RECREATION STAFF TO ATTEND THE 2014 NPRA CONFERENCE IN CHARLOTTE, NORTH CAROLINA, OCTOBER 14-16, 2014.**  
**VICTOR RETA**

A motion was made by Sergio Cox seconded by Joseph Bowling to *deny and bring back to council only if this training is available in Texas*. Motion passed.

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

Nays:

Abstain:

**12. APPROVAL OF TRAVEL FOR PARKS AND RECREATION CENTERS STAFF TO ATTEND 2014 NATIONAL RECREATION AND PARKS CERTIFICATION IN WHEELING, WEST VIRGINIA, AUGUST 23-29, 2014.**  
**VICTOR RETA**

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *approve item number twelve with one staff member to attend*. Motion passed.

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

Nays:

Abstain:

**13. APPROVAL OF THE UNAUDITED FINANCIAL REPORTS FOR THE PERIOD ENDING MAY 31, 2014. KARINA HAGELSIEB**

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

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

Nays:

Abstain:

**REGULAR AGENDA**

**ORDINANCES**

**14. INTRODUCTION, FIRST READING AND CALLING FOR A PUBLIC HEARING OF ORDINANCE 334 AMENDMENT NO. 1, AN ORDINANCE AMENDING ORDINANCE 334 OF THE CITY OF SOCORRO, ESTABLISHING PROCEDURES FOR THE OPERATION OF TOW TRUCKS IN THE CITY OF SOCORRO; ESTABLISHING FEES AND PENALTIES; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE AND REPEALING ORDINANCE NO. 222 AS AMENDED.**

**GLORIA M. RODRIGUEZ**

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

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

Nays:

Abstain:

**15. INTRODUCTION, FIRST READING AND CALLING FOR A PUBLIC HEARING ON ORDINANCE 295, AMENDMENT NO. 7, AN ORDINANCE OF THE CITY OF SOCORRO AMENDING THE ORGANIZATIONAL CHART FOR THE CITY OF SOCORRO. ADRIANA RODARTE**

This item will be discussed with item number twenty-four (24).

**16. PUBLIC HEARING OF ORDINANCE 330, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOCORRO, TEXAS, PROVIDING FOR THE ISSUANCE OF CITY OF SOCORRO, TEXAS COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION, SERIES 2014; LEVYING AD VALOREM TAXES AND PROVIDING FOR THE PAYMENT AND SECURITY OF THE CERTIFICATES OF OBLIGATION; APPROVING AN OFFICIAL STATEMENT AND AWARDED SALE OF SAID CERTIFICATES OF OBLIGATION; PROVIDING AN EFFECTIVE DATE; AND ENACTING OTHER PROVISIONS RELATING THERETO.**

**WILLIE NORFLEET, JR.**

***Public Hearing Opened at 7:12 p.m.  
No Speakers  
Public Hearing Closed at 7:13 p.m.***

**17. ADOPTION OF ORDINANCE 330, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOCORRO, TEXAS, PROVIDING FOR THE ISSUANCE OF CITY OF SOCORRO, TEXAS COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION, SERIES 2014; LEVYING AD VALOREM TAXES AND PROVIDING FOR THE PAYMENT AND SECURITY OF THE CERTIFICATES OF OBLIGATION; APPROVING AN OFFICIAL STATEMENT AND AWARDED SALE OF SAID CERTIFICATES OF OBLIGATION; PROVIDING AN EFFECTIVE DATE; AND ENACTING OTHER PROVISIONS RELATING THERETO.**

***WILLIE NORFLEET, JR.***

Tom Lawrence, Financial Advisor for the City of Socorro and Rodolfo Segura, bond attorney with McCall, Parkhurst and Horton, LLP spoke on this item.

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

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

Nays:

Abstain:

A motion was made Rene Rodriguez seconded by Gloria M. Rodriguez to *call for a ten minute recess at this time*. Motion passed.

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

Nays:

Abstain:

**THE CITY COUNCIL CONVENED INTO A RECESS AT 7:31 P.M.**

**RECESS**

**THE CITY COUNCIL RECONVENED BACK IN OPEN SESSION AT 7:45 P.M.**

**18. PUBLIC HEARING OF ORDINANCE 339, AN ORDINANCE CHANGING THE ZONING OF LOT 6, BLOCK C, VINEDO ACRES SUBDIVISION (11176 PERLETTE STREET) FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO R-2 (MEDIUM DENSITY RESIDENTIAL). THE PLANNING AND ZONING COMMISSION RECOMMENDS APPROVAL WITH THE CONDITION OF NOT TO BUILD MORE THAN TWO DWELLINGS ON THE PROPERTY.**

***SAM LEONY***

*Public Hearing Opened at 7:46 p.m.*  
*No Speakers*  
*Public Hearing Closed at 7:46 p.m.*

- 19. SECOND READING AND ADOPTION OF ORDINANCE 339, AN ORDINANCE CHANGING THE ZONING OF LOT 6, BLOCK C, VINEDO ACRES SUBDIVISION (11176 PERLETTE STREET) FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO R-2 (MEDIUM DENSITY RESIDENTIAL). THE PLANNING AND ZONING COMMISSION RECOMMENDS APPROVAL WITH THE CONDITION OF NOT TO BUILD MORE THAN TWO DWELLINGS ON THE PROPERTY. *SAM LEONY***

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *approve item number nineteen (19)*. Motion passed.

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

- 20. PUBLIC HEARING OF ORDINANCE 341, AN ORDINANCE OF CHANGING THE ZONING OF TRACTS 2A1, 2A3, AND A PORTION OF TRACT 2A, BLOCK 28, SOCORRO GRANT (NO ADDRESS AVAILABLE) FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO R-2 (MEDIUM DENSITY RESIDENTIAL). THE PLANNING AND ZONING COMMISSION RECOMMENDS APPROVAL. *SAM LEONY***

*Public Hearing Opened at 7:48 p.m.*  
*No Speakers*  
*Public Hearing Closed at 7:48 p.m.*

- 21. SECOND READING AND ADOPTION OF ORDINANCE 341, AN ORDINANCE OF CHANGING THE ZONING OF TRACTS 2A1, 2A3, AND A PORTION OF TRACT 2A, BLOCK 28, SOCORRO GRANT (NO ADDRESS AVAILABLE) FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO R-2 (MEDIUM DENSITY RESIDENTIAL). THE PLANNING AND ZONING COMMISSION RECOMMENDS APPROVAL. *SAM LEONY***

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *approve item number twenty-one (21)*. Motion passed.

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

**CITY MANAGER**

**22. PRESENTATION BY LARRY S. PARKER REGARDING SOCORRO REHABILITATION AND HEALTHCARE PROJECT.**

***WILLIE NORFLEET, JR.***

Presentation made by Larry Parker, Manager of Socorro Health Realty, LLC,

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

***WILLIE NORFLEET, JR.***

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *move item number twenty-three (23) into Executive Session.* Motion passed.

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

Nays:

Abstain:

**HUMAN RESOURCES DEPARTMENT**

**15. INTRODUCTION, FIRST READING AND CALLING FOR A PUBLIC HEARING ON ORDINANCE 295, AMENDMENT NO. 7, AN ORDINANCE OF THE CITY OF SOCORRO AMENDING THE ORGANIZATIONAL CHART FOR THE CITY OF SOCORRO.**

***ADRIANA RODARTE***

**24. DISCUSSION AND ACTION ON AMENDING JOB DESCRIPTIONS AND SALARIES FOR MUNICIPAL COURT CLERK AND COURT CLERK.**

***ADRIANA RODARTE***

Adriana Rodarte spoke on this item.

A motion was made by Rene Rodriguez seconded by Joseph Bowling to *postpone items fifteen (15) and twenty-four (24) for the Regular Meeting of July 3, 2014.* Motion passed.

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

Nays:

Abstain:

**25. DISCUSSION AND ACTION ON CHIEF OF POLICE REASONABLE AND NECESSARY EXPENSES OF MOVING TO SOCORRO AND SPECIFICS OF HIRING AGREEMENT.**

***ADRIANA RODARTE***

Adriana Rodarte spoke on this item.

A motion was made by Sergio Cox seconded by Rene Rodriguez to *approve item number twenty-five (25) to include moving within a ten mile radius.* Motion passed.

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

Nays:

Abstain:

## **PLANNING AND ZONING DEPARTMENT**

**26. DISCUSSION AND ACTION ON THE PROPOSED DEDICATION OF LAND AGREEMENT TO ACQUIRE THE NECESSARY RIGHT OF WAY FOR SAN MIGUEL ROAD, BEING A PORTION OF TRACT 8A, BLOCK 22, SOCORRO GRANT. THE PLANNING AND ZONING DEPARTMENT RECOMMENDS APPROVAL. *SAM LEONY***

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

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

Nays:

Abstain:

**27. DISCUSSION AND ACTION ON THE PROPOSED BOUNDARY SURVEY TO FORMALIZE NANCY ROAD AS A PUBLIC ROAD OWNED BY THE CITY OF SOCORRO, BEING A PORTION OF TRACTS 5, 5-J-1, AND 5-N, LEIGH CLARK SURVEY 293. THE PLANNING AND ZONING DEPARTMENT RECOMMENDS APPROVAL. *SAM LEONY***

A motion was made by Gloria M. Rodriguez seconded by Sergio Cox to *approve item number twenty-seven (27).* Motion passed.

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

Nays:

Abstain:

**28. DISCUSSION AND ACTION ON THE PROPOSED CERTIFICATE OF APPROPRIATENESS FOR THE PROPOSED LANDSCAPING PROJECT FOR LA PURISIMA SOCORRO MISSION, LOCATED AT 328 S. NEVAREZ ROAD. THE HISTORICAL LANDMARK COMMISSION RECOMMENDS APPROVAL. *SAM LEONY***

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *approve item number twenty-eight (28).* Motion passed.

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

Nays:

Abstain:

**29. DISCUSSION AND ACTION ON THE OFFICIAL AUTHORIZATION TO USE THE PUBLIC RIGHT OF WAY AND BUILD A PERIMETER WALL AND GATES AT THE INTERSECTION OF NEVAREZ ROAD AND SOCORRO ROAD, BEING THIS INTERSECTION A CLOSED ACCESSED OWNED BY THE CITY OF SOCORRO (328 S. NEVAREZ ROAD). THE PLANNING AND ZONING DEPARTMENT RECOMMENDS APPROVAL.**

**SAM LEONY**

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *approve item number twenty-nine (29) with staff research.* Motion passed.

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

Nays:

Abstain:

**MAYOR AND COUNCIL**

**30. DISCUSSION AND ACTION TO DIRECT CITY MANAGER TO IMPLEMENT AN EVACUATION AND EMERGENCY PLAN FOR ALL OF THE CITY OF SOCORRO'S BUILDINGS.**

**MAYOR JESUS RUIZ**

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *delete item number thirty (31).* Motion passed.

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

Nays:

Abstain:

**31. DISCUSSION AND ACTION ON COMPLETING NEGOTIATIONS WITH EL PASO COUNTY WATER IMPROVEMENT DISTRICT NO. 1 REGARDING REOPENING A PORTION OF MESA DRAIN FOR FLOOD CONTROL AND AUTHORIZING PAYMENT TO THE DISTRICT OF THE AMOUNT OF \$28,579.70 AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO DOCUMENTS NECESSARY TO FINALIZE AN AGREEMENT.**

**SERGIO COX**

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *cease discussion and call for the question.* Motion passed.

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

Nays:

Abstain:

A motion was made by Sergio Cox seconded by Joseph Bowling to *approve the payment of \$28,579.70 and authorize the city manager to execute necessary documents.* Motion passed.

Ayes: Joseph Bowling and Sergio Cox  
Nays: Rene Rodriguez and Gloria M. Rodriguez  
Abstain:

Mayor ProTem Victor Perez breaks tie by voting aye.

**CITY ATTORNEY**

**32. DISCUSSION AND ACTION RE 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, EL PASO COMMUNITY COLLEGE, THE EL PASO COUNTY WATER IMPROVEMENT DISTRICT AND THE LOWER VALLEY WATER DISTRICT. JAMES A. MARTINEZ**

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

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

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

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

**THE CITY COUNCIL CONVENED INTO EXECUTIVE SESSION AT 8:42 P.M.**

**EXECUTIVE SESSION**

**THE CITY COUNCIL RECONVENED BACK IN OPEN SESSION AT 9:19 P.M.**

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

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *postpone for the July 3, 2014 meeting*. Motion passed.

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

Nays:

Abstain:

**32. DISCUSSION AND ACTION RE 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, EL PASO COMMUNITY COLLEGE, THE EL PASO COUNTY WATER IMPROVEMENT DISTRICT AND THE LOWER VALLEY WATER DISTRICT. *JAMES A. MARTINEZ***

**33. 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.***

**34. 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.***

**35. REGARDING PENDING LITIGATION AND RECEIVE STATUS REPORT REGARDING PENDING LITIGATION. *WILLIE NORFLEET, JR.***

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez, to *delete items number six (32), thirty-two (33) thirty-three, (34), thirty-four, and thirty-five (35).* Motion passed.

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

Nays:

Abstain:

**36. ADJOURN**

A motion was made by Gloria M. Rodriguez seconded Rene Rodriguez to *adjourn at 9:22 p.m.* Motion passed.

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

Nays:

Abstain:

---

**Jesus Ruiz, Mayor**

---

Olivia Navarro  
Assistant City Clerk

---

Date minutes approved

Exhibit "A"

Ms of 6-19-14



City of Socorro

First Annual National Night Out

October 7<sup>th</sup>, 2014

7p.m. - 10 p.m.

# National Night Out

Promotes involvement in crime prevention activities and police-community partnerships.

Began in 1984 in effort to send message to criminals that neighborhoods are organized and are willing to fight back against crime.

We would like all neighborhoods to plan on participating by turning on their front porch lights between the hours of **7:00 p.m.** and

**10:00 p.m.** If you are not part of a

Neighborhood Watch Program but would like to join or start one, arrange your first meeting on this date as it would make a great reason for your neighbors to attend. Please contact the Socorro Police Department if you have questions or would like to start a Neighborhood Watch Program.

Help us to celebrate our city and the partnerships that we have with each other in keeping it one of the safest cities in the nation.

Last year Socorro was ranked the 16<sup>th</sup> safest city in America.

# Partnerships

1. Neighborhood Watch Programs
2. Business Watch Programs
3. Park Watch Programs

# ACTIVITIES

- Porch lights
- Block parties
- Walk to local park (with flashlights)
- Porch vigils
- Cookouts / Pot luck gatherings
- Parades
- Neighborhood Meeting
- Ice Cream Socials
- Swimming Parties
- Other Events (youth events, safety demonstrations, fingerprinting, child safety, home safety, vehicle safety, etc.)

# Participants

- Mayor
- Council Members
- City Manager
- Department Heads
- Judge and Court personnel
- Police Department personnel
- Volunteer Fire Department personnel
- Emergency First Responders (Life Ambulance)
- Community Leaders
- Local Business Owners
- Civic Groups
- Tigua Community, Tribal Police and Residents

# Registration

- Communities must register with National Association of Town Watch to be included in recognition and participation. (AWARDS)
- Volunteers need to be documented (sign in forms)
- Newsletters online at [www.natw.org](http://www.natw.org)
- Event must be promoted by all involved
- Proclamation by City to acknowledge importance of event

EL PASO POLICE DEPARTMENT  
NATIONAL NIGHT OUT REGISTRATION FORM

(PLEASE PRINT ALL INFORMATION AND RETURN BY JULY 26th, 2008)

Block Captain's Name \_\_\_\_\_

Neighborhood Watch Group Street Names and Addresses \_\_\_\_\_

Block Captain's Contact Phone Numbers (home) \_\_\_\_\_ (cell) \_\_\_\_\_  
(other) \_\_\_\_\_

Did your NW group participate in last year's 2008 National Night Out? ( ) yes ( ) no  
Will your NW group participate in this year's 2009 National Night Out? ( ) yes ( ) no

If you checked yes, please check what type of activities your group is planning:

- traditional display of lights
- block party
- walk to local park
- flashlight walk / parade
- neighborhood walk
- porch vigil
- cookout
- parade
- pot luck get together
- neighborhood watch meeting
- ice cream social
- swimming party
- other / not listed (please explain)

Please fill out this form and return it ASAP. Remember, you can reply by any of the following ways: mail the form, fax it, drop it off at the MVR/C, e-mail your response, or you can phone the Crime Prevention Office at 872-3703. Thank you for your participation and attention to this matter. This will enable us to plan the sites we will attempt to visit on National Night Out.

Officer Linda Olvera  
Mission Valley Regional Command  
Crime Prevention Unit  
9011 Escobar, El Paso Texas 79907  
e-mail [OlveraLN@ci-el-paso.tx.us](mailto:OlveraLN@ci-el-paso.tx.us)  
fax 872-3620

# Veterans Groups



# Preparing for Pledge of Allegiance



# Neighborhood Watch Crime Prevention Tips



# Business Watch Programs and Crime Stoppers



## Tentative NNO Event Sites

- Local Parks (Riverside / Valle Romero), Bulldog Championship Park, Cougar Park, Rio Vista Park, Neighborhood Park in the Cielo's Community, Chris Forbes Park, Valle Rico Park, Moon City Park.
- Communities (Margaritas, Chris Forbes, the Estancias, the Valles, Moon City, Campestre, to name a few)

# Sponsors

- Local businesses and other Partners In Education
- Local Churches

# National Night Out

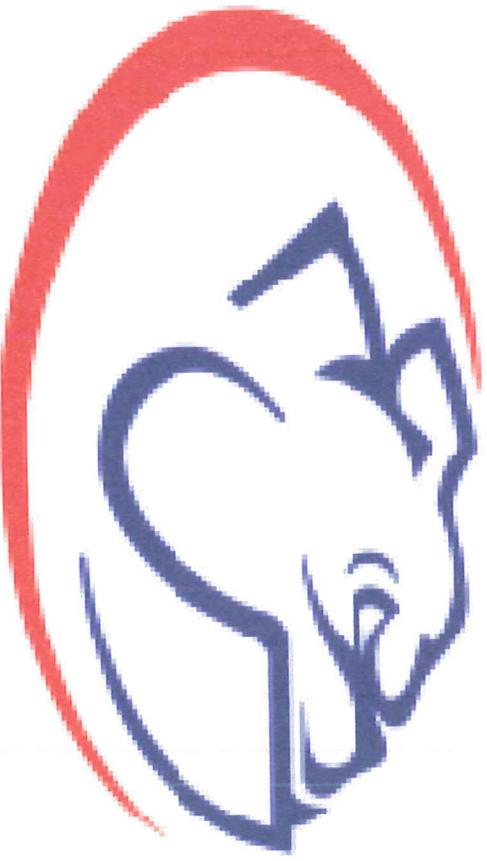
Not just a one night event, should carry on throughout the other 364 days of the year to make this a safer community for those who live and work in Socorro and for future residents.

Questions ?

Exhibit "B"

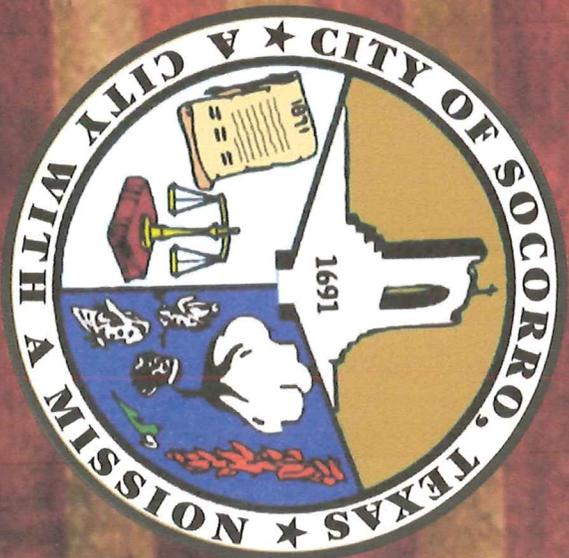
Mtg of 6-19-14

# CITY OF SOCCORRO



## PARKS & RECREATION DEPARTMENTS

2014  
INDEPENDENCE DAY  
CELEBRATION



# Festivities Begin

Saturday July 5<sup>th</sup> with:

- Parade
- Ceremony
- Activities
- Entertainment

## Parade:

- starts at 12 pm
- From la purisima to cougar park (1.3 miles)
- meets at park for ceremony

## Parade order:

- Veterans color guard
- School groups
- City council
- City manager
- horses
- Police department
- Commissions
- Fire department
- City departments

# Formal ceremonies:

- Presentation by city council & city manager
  - Brief speech
  - Honoring armed forces
  - Flag ceremony
- Presentation by veterans association

# Activities:

- GIVEAWAYS/PRIZES
- Jumping balloons
- Gyro
- Zip line
- Bungee
- Mega slide
- Face painting
- Games
- Pictures w/ uncle Sam

# Entertainment:

- Music throughout the day
- vendors selling food/drinks
- (3) 20 minute fire shows
- Stilt walkers
- A beautiful firework display



# BUDGET:

- GIVEN A \$20,000 BUDGET AT BEGINNING OF calendar YEAR
- FORGOED MEMORIAL EVENT DUE TO LOW PARTICIPATION (\$8,000)

# PLANNED BUDGET:

BUDGET \$21,331

ENTERTAINMENT  
\$14,415

SAFETY  
\$2,140

ADVERTISEMENT  
\$2,090

SANITATION & UTILITY  
\$1,986

# New this year:

- Fire shows
- New Inflatable
- Carnival games
- Barricades
- More tables/chairs
- Stilt walkers

# ENTERTAINMENT:

ENTERTAINMENT  
\$15,015

FIREWORKS  
\$5,000

GIVEAWAYS \$150

RIDES  
\$7,100

DJ  
\$765

FRESHSHOW \$1,250

# SAFETY:

SAFETY \$2,140

AMBULANCE  
\$585

SECURITY  
\$855

INSURANCE  
\$500

BARRICADES  
\$ 200

# ADVERTISEMENT:

ADVERTISEMENT\$2,090

TELEVISION\$1,550

BANNERS \$540

FLYERS \$0

SOCIAL MEDIA \$0

# SANITATION & UTILITY:

SANITATION &  
UTILITY \$19,86

PORTABLES \$490

TABLES/CHAIRS  
\$100

GENERATORS &  
LIGHTS \$1,246

DUMPSTERS  
\$150

# 4th of July Running Budget

\*Totals may change due to some pending pricing\*

Item	Cost	Sub Total	Description
<b>Entertainment</b>			
Rides	\$7,100.00		7 Inflatables
DJ	\$765.00		9 Hours of music (\$85/hr)
Fireworks	\$5,000.00		Western Enterprises- 10 Min. Show
*Singer	\$150.00		We will try and find someone in Socorro to perform for free
Fireshow	\$1,250.00		Odd Lab- (3) 20 minute fire shows
Stilt Walkers	\$600.00		Odd Lab- (2) stilt walkers for 3 hours
Parade Materials	\$750.00		Flags, ribbons, candy, decorations.
		\$15,615.00	
<b>Public Safety</b>			
Life ambulance	\$585.00		\$65.00 per hour x 9 hours
Security	\$855.00		Crowd Management - 6 staff members from 1 - 10:30
Insurance	\$500.00		TML
Barricades	\$200.00		(3) Large Apache Barricades
		\$2,140.00	
<b>Advertisement</b>			
Telemundo	\$1,550.00		25 Spots on Telemundo Network
Banners	\$540.00		Big Media
Flyers	\$0.00		Printed in House
		\$2,090.00	
<b>Sanitation &amp; Extra</b>			
Restrooms	\$490.00		3 Male, 3 Female, 1 Handicap, & 1 Wash Station
Dumpster	\$150.00		2 Large Dumpsters from Lower Valley Water
*Tables & Chairs	\$200.00		Party Time undergoing change of ownership 10 tables 100 chairs
Generators & Light Towers	\$1,246.00		*Pending final estimates (3) generators & (2) light towers
		\$2,086.00	

Total Spent                      \$21,931.00



*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: May 29, 2014**

**TO: Mayor and Council**

**FROM: Gloria M. Rodriguez, District 2 Representative**

**SUBJECT: Towing Ordinance**

### **SUMMARY**

*Introduction, First Reading and Calling for a Public Hearing* of Ordinance 334 Amendment No. 1, An Ordinance amending Ordinance 334 of the City of Socorro, establishing procedures for the operation of tow trucks in the city of Socorro; establishing fees and penalties; providing for severability and establishing an effective date and repealing Ordinance No. 222 as amended.

### **BACKGROUND/STATEMENT OF THE ISSUE**

The requirement for the annual inspection of each tow truck should be removed since this is redundant and the State should be conducting this. In addition, the requirement for the two drivers should also be removed since the ordinance is not requiring the business to have two tow trucks.

### **FINANCIAL IMPACT**

**Account Code (GF/GL/Dept): none**

**Funding Source:**

**Amount:**

**Quotes (Name/Commodity/Price)**

**Co-op Agreement (Name/Contract#)**

The financial impact is about \$300-\$400 to advertise the ordinance in El Paso Times

**ALTERNATIVE**

**STAFF RECOMMENDATION**

Approve ordinance.

**REQUIRED AUTHORIZATION**

1. City Manager \_\_\_\_\_ Date \_\_\_\_\_
2. CFO \_\_\_\_\_ Date: \_\_\_\_\_
3. Attorney \_\_\_\_\_ Date \_\_\_\_\_

*Jesus Ruiz*  
Mayor  
*Rene Rodriguez*  
At Large  
*Sergio Cox*  
District 1



*Gloria M. Rodríguez*  
District 2  
*Victor Perez*  
District 3 / Mayor-Pro Tem  
*J.E. "Chito" Bowling*  
District 4  
*Willie Norfleet, Jr.*  
City Manager

**ORDINANCE 334**  
**Amendment No. 1**

***AN ORDINANCE AMENDING ORDINANCE 334 OF THE CITY OF SOCORRO, ESTABLISHING PROCEDURES FOR THE OPERATION OF TOW TRUCKS IN THE CITY OF SOCORRO; ESTABLISHING FEES AND PENALTIES; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE AND REPEALING ORDINANCE NO. 222 AS AMENDED.***

***WHEREAS***, on May 15, 2014, the City adopted its current effective towing ordinance; and

***WHEREAS***, the City Council wishes to remove the requirement **a minimum of two (2) operator/drivers must be maintained to be eligible to be on rotation, and the inspection of tow trucks by the Socorro Police Department,**

WHEREAS, the City of Socorro, through its Police Department, requires the use of tow-truck services for the removal of vehicles from public roadways; and

WHEREAS, the City of Socorro Police Department is charged with the regulation of tow trucks within the city limits and recommends that procedures be established for the operation of such tow trucks.

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

**Ordinance 334 shall be revised in its entirety to read as follows:**

**TOW TRUCK AND VEHICLE STORAGE BUSINESS REGULATIONS**

**Definitions.**

*Consent tow* means any tow of a motor vehicle in which the tow truck is summoned by the owner or operator of the vehicle or by a person who has possession, custody or control of the vehicle. The term does not include an incident management tow or a private property tow.

**Non-consent tow** means any tow of a motor vehicle that is not a consent tow including:

(A) an incident management tow: and

(B) a private property tow.

**Incident** means an unplanned randomly occurring traffic event that adversely affects normal traffic.

**Incident Management Tow** Any tow of a vehicle in which the tow truck is summoned to the scene of a traffic accident or to an incident, including the removal of a vehicle, commercial cargo, and commercial debris from an accident or incident on the scene.

**Parking facility** means any public or private property used, in whole or in part, for restricted and/or paid parking of vehicles. The term includes a restricted space on a portion of an otherwise unrestricted parking facility, a commercial parking lot, a parking garage, and a parking area serving or adjacent to a business, church, school, home, apartment complex, property governed by a property owner's association, or government-owned property leased to a private person.

**Person** means an individual, a corporation, organization, business trust, estate, trust, partnership, joint venture, association, or another legal entity.

**Tow away** means a tow that is conducted from a parking facility and without the consent of the owner or operator of that vehicle, but with the parking facility's authorization.

**Tow business** means the business of towing or removing vehicles for compensation, or the expectation of compensation, regardless of whether the purpose of the towing is to remove, repair, wreck, store, trade, or purchase vehicles.

**Towing company** means a person operating a tow truck licensed with TDLR (Texas Department of Licensing and Regulation). The term includes the owner, operator, employee or agent of a towing company but does not include a political subdivision of the State.

**Tow rotation list** means a list prepared and maintained by the city police department of tow companies, which have requested and qualified to appear thereon.

**Light Duty Tow Truck** has a 15000lb GVW or greater, a boom capacity of 8000 minimum with dual winches and a wheel lift with at least 4000lb capacity. 100feet of 3/8 wire rope.

**Rollback/ Car carrier** rated for one vehicle has a 19000lb GVW; for two vehicles as a 25,500lb GVW) minimum requirements.

**Tow Truck** means any motor vehicle, including a wrecker, equipped with a mechanical device used to tow, winch, or otherwise move another vehicle. The term does not include:

- (A) a motor vehicle owned and operated by a governmental entity, including a public school district;
- (B) a motor vehicle towing;
  - (i) a race car;
  - (ii) a motor vehicle for exhibition; or
  - (iii) an antique motor vehicle
- (C) a recreational vehicle towing another vehicle;
- (D) a motor vehicle that is used in combination with a tow bar, tow dolly, or other mechanical device if the vehicle is not operated in the furtherance of a commercial enterprise;
- (E) a motor vehicle that is controlled or operated by a farmer or rancher and used for towing a farm vehicle;
- (F) a motor vehicle that:
  - (i) is owned or operated by an entity that the primary business of which is the rental of motor vehicles; and
  - (ii) only tows vehicles rented by the entity.

**Drop Fee** a fee that must be offered on a private property tow where the vehicle is hooked up and is ready for immediate transport. Any vehicle that is not hooked up completely and ready for immediate transport and the owner or operator of the vehicle arrives on the scene the vehicle must be released without a fee.

**Unauthorized Vehicle** means a vehicle parked, stored, or located on a parking facility without the consent of the parking facility owner.

**Vehicle** means a device in, on, or by which a person or property may be transported on a public roadway. The term includes an operable or inoperable automobile, truck, motorcycle, recreational vehicle, or trailer, but does not include a device moved by human power or used exclusively on a stationary rail or track.

**Vehicle storage facility (VSF)** means a facility operated by a Person licensed under Chapter 2303, Texas Occupational Code.

**Vehicle storage facility license** means the license issued by TDLR (Texas Department of Licensing and Regulation) authorizing a business to store vehicles.

**License required.**

It shall be unlawful for any person to engage in the tow business and make non-consent tows in the city unless such person possesses a current, valid tow truck license, issued by the State of Texas that lists each tow truck operated by that tow company.

**Vehicle storage facility.**

Each tow company performing non-consent tows shall utilize a licensed VSF located in the City limits or within the extra territorial jurisdiction of the city.

**Police inspection.**

Any tow truck performing non-consent tows within the city limits may be inspected by an official of the Socorro Police Department at any time the tow truck is being operated on the public streets as a tow truck. Such inspections may be conducted to ensure required licenses and compliance with this article and state law. Further, upon the request of the chief of police or his/her designee, a tow company performing non-consent tows within the city shall produce records from VSFs used for non-consent tows to ensure compliance with the maximum rates established under this article and other requirements of this article and state law.

**Tow rotation list.**

- (a) *Qualifications.* The city police department shall establish and maintain a tow rotation list. All towing companies are required to complete any and all applications and provide required information necessary to apply for the tow rotation list. To be eligible for the rotation list, the tow company is required to comply with all of the following requirements: To qualify, a company must maintain a twenty-four (24) hour tow service; have one (1) telephone number which is answered twenty-four (24) hours a day, seven (7) days a week; and uses a VSF that meets or exceeds the Texas Accessibility Standards (“TAS”) accessibility criteria, approved by the United States Department of Justice. To be eligible to be placed on the tow rotation list, a towing company shall certify in writing that the VSF meets or exceeds the criteria set forth by TAS, a copy of which will be provided by the city at the time the tow company applies for inclusion on the tow rotation list. Only those tow trucks that are included on the tow company's tow truck license and are permitted by the City are authorized to respond to an incident management rotation calls. Each tow company will maintain its own office within the City limits or the ETJ of the City of Socorro. A towing company may not substitute a tow truck from a different towing company or utilize drivers employed by another tow company that is on the City rotation list to respond to an incident management call. All conventional tow trucks must be equipped with hydraulic recovery boom and wheel lifts.
- (b) *Drivers.* Each towing company must submit and maintain a list of operator/drivers, ~~a minimum of two (2) operator/drivers must be maintained to be eligible to be on rotation;~~ which will be operating the tow trucks included on the company's license along with their address, phone number, Texas driver's license number and a criminal background for each driver. Drug related offenses, theft or crimes of morale turpitude can be grounds for denial. Each driver must possess a TDLR Incident Management license and submit to the City a copy of the license.

- (c) *License.* Each tow company, requesting placement on the tow rotation list must possess a tow truck license, issued by the State of Texas that lists each tow truck operated by that tow company.
- (d) *Forfeiture of calls.* Failure of any tow truck to check in route, by radio or phone, to the designated location within (10) ten minutes of dispatch making contact with the listed phone number of the tow company or arriving at the designated location dispatched by the city within (45) forty-five minutes of being called will result in the forfeiture of that call and shall be considered a violation of this article. Three (3) such forfeitures within twelve (12) months will result in removal from the rotation list. The Police Department will remove any towing company from the rotation list if the towing company refuses to respond to six (6) calls within a six (6) month period.
- (e) *Temporary removal from list.* Should a tow company wish to be removed from the tow rotation list for a specific period of time, the tow company shall notify the city police department dispatch, in writing, fax or e-mail, if the time off requested is twenty-four (24) hours or longer. It shall be the tow company's responsibility to notify dispatch in writing, fax or e-mail, when the tow company wishes to return to the tow rotation list.
- (f) *Unneeded calls.* If a tow company is called to respond to a scene by a police officer and subsequently is not needed, that tow company will be placed as "next in line" on the tow rotation list. If a tow truck responds and performs minor service that enables the vehicle to be driven, and for which no fee is charged, that Tow Company will be placed as "next in line" on the tow rotation list.
- (g) *Method of receiving payment.* Each qualified tow company must be able to accept cash or credit/debit card payments for services rendered.

### **Truck Permits Required for Rotation Non-Consent Tows**

- (a) *Unlawful to Operate Tow Trucks Without Permit.* It shall be unlawful for any person to engage in the Tow Truck business and make rotation non-consent and or police directed/initiated tows in the city of Socorro unless such a person possesses a current, valid permit for that tow truck issued by the City of Socorro Police Department.
- (b) *Truck Permits.* The permit shall be affixed to the front windshield so that it can be read from the exterior of the vehicle. Permits will be issued upon successful inspection of each vehicle according to prescribed standards and/or equipment listed in the application. Permits may be suspended and/or revoked by the Chief of Police or the designee.
- (c) *Issuance or Renewal of Truck Permits.* Permits, unless suspended or revoked, shall be issued/renewed by January 31<sup>st</sup> of each year and will expire the last day of January the following year. All tow truck inspections will be done in the month of January. Permits may be issued for tow

trucks added to the tow truck business during the course of the year provided all necessary paperwork is completed.

- (d) *Tow Truck Permit Fee.* The permit fee charged by the Socorro Police Department shall be (\$30.00) per tow truck, annually, to cover the cost of ~~inspections and~~ maintaining records regarding the ability to safely and adequately operate each tow truck.
  
- (e) *Paperwork Information.* Any applicant for a tow truck permit shall submit, on a form supplied by the Socorro Police Department, a verified application form containing or accompanied by the following:
  - (1) The true trade name, true owners name, address, and telephone number of the Tow Truck company
  - (2) A detailed description of each Tow Truck proposed to be operated, including Texas Tow Truck License Plate Number.
  - (3) A copy of the state issued tow truck license. (Cab card)
  - (4) The original Certificate of Insurance that lists Public liability, property damage, and any and all other amounts as prescribed by the State of Texas. Must show City of Socorro as Certificate Holder. The original will be returned to the owner after a photocopy has been made.
  - (5) A photocopy of the Vehicle Storage Facility License issued by the State of Texas which must include the physical address and phone number of the facility to be used. The VSF must be located within the ETJ of the City of Socorro and must be publicly listed with local telephone companies.
  - (6) Written proof that the VSF meets TAS standards.
  - (7) A copy of an updated non-consent tow fee schedule.
  - (8) If a tow company owner does not own a VSF, a letter from the proposed VSF storage facility granting permission to store vehicles, to that company owner/business, is required.

~~(e) *Inspection of Tow Trucks.* Every tow truck to be used by the applicant for incident management tows in the Tow Truck business shall be inspected annually by the Socorro Police Department delegate prior to the issuance of a permit to ascertain if it has met all state requirements along with the following items:~~

- ~~(1) — Current TDLR license (listing all trucks permitted with TDLR)~~
- ~~(2) — Current tow truck license plate registration~~
- ~~(3) — Current safety inspection certificate~~
- ~~(4) — The company name and phone number must be permanently displayed on both sides of the tow truck at least four inches (4") in height.~~
- ~~(5) — One (1) fire extinguisher, type ABC dry chemical, at least 10 lbs. or equivalent. Each extinguisher shall have a number permanently affixed that correlates with the truck it belongs on.~~

- ~~(6) — Light set sufficient to provide rear brake/turn lights and taillights for the towed load (tow lights).~~
- ~~(7) — Three (3) portable red emergency reflectors or reflective orange safety cones.~~
- ~~(8) — Broom and scoop along with a container to contain any and all debris removed from a scene. Each shall have a number permanently affixed that correlates with the truck it belongs on.~~
- ~~(9) — Amber colored overhead rotating/flashing lights that are to be used only while under the direction of a law enforcement officer at the scene of an accident or while assisting/hooks up to a disabled vehicle on a roadway.~~

It shall be unlawful for any permitted tow truck to operate at any time without the required equipment stipulated by state law or this ordinance.

**Maximum fees to be charged for non-consent tows.**

The maximum fees charged by tow companies for non-consent tows are hereby established by the City as set forth below and reflect fair value of towing services. Itemized receipts shall be provided to owners or operators at the time payment of tow related fees are made. Violations of this provision may result in suspension or removal from the tow rotation list, and criminal penalties against the offender. Towing fees may be reviewed by the City of Socorro bi-annually. A towing fee study shall be performed in conjunction with this review.

(Fees listed below are for Non-Consent tows)

(Fees listed below do not include any charges other than tow, to include the use of dollies, go-jacks and clean-up of debris when called for)

<b>Light-Duty Tow Trucks</b>	<b>Heavy-Duty Tow Trucks</b>
Incident Management \$150.00	Incident Management \$500.00
Private Property Tow \$150.00	Private Property Tow \$500.00
Drop Fee \$75.00	Drop Fee \$250.00
Stand-by Time over 1 hour - \$125.00 per additional hour	Stand-by Time over 1 hour - \$250.00 per additional hour

Fuel Surcharge – Due to the ever increasing prices of fuel a surcharge will be allowed for each cent past the price of \$3.50 per gallon of fuel. Once it is determined that the price of fuel has surpassed the price of \$3.50 the Police Department will, on a monthly basis, advise what amount can be added to a Towing invoice in the amount of \$0.30 for each cent over the amount of \$3.50 as a surcharge. The Police Department will base the price of fuel on the lowest price of two local Distributors at the beginning of each month once it is determined that the price is above \$3.50 per gallon.

**Driving tow trucks to scene of an incident prohibited.**

No tow company shall drive, or cause to be driven, a tow truck to or near the scene of an incident on a street within the city unless such tow company has been called to the scene by the city police department.

**Soliciting towing business on a city street prohibited.**

No tow company shall solicit in any manner, directly or indirectly, a person owning/operating any vehicle which is involved in an incident on a public street. This prohibition applies regardless of whether the solicitation is for the purpose of soliciting the business of towing, repairing, selling, or purchasing such vehicle.

**Impound tows.**

Any police officer investigating an accident or offense within the city may order the impoundment of any vehicle involved therein when, in the judgment of such officer, criminal prosecution will be involved as a result of such event, or when it is necessary to impound such vehicle to secure evidence, or when the owner or occupant of the vehicle is unable or fails to have such vehicle removed, or when the vehicle is stopped for a traffic violation, to effect an arrest, or is involved in an accident on a public roadway or public property and the vehicle's owner or operator fails to show proof of financial responsibility as required under Chapter 601 of the Texas Transportation Code, as amended. The fees to be charged for impound tows will not exceed the maximum rates allowed under this article or state law.

**Duties of tow companies.**

It shall be the obligation of all tow companies under this section to operate the tow business in a safe manner, to include but not be limited to the following:

- (1) *Taking direction from investigating officer.* Upon arrival at the scene of a collision within the city, tow truck operators shall take directions on when to engage or tow from the police officer investigating the collision.
- (2) *Removing debris of collision.* Tow truck operators that engage and tow any vehicle from the scene of a collision within the city shall remove all debris of the collision from the public street. This duty specifically includes the removal of vehicle parts, glass, and other debris. Such debris shall be disposed of in a lawful manner, which will keep it out of the gutters, storm sewers, streams, public rights-of-way, or property not belonging to the tow company.
- (3) *Disengaging.* A tow trucks that removes a vehicle from the original location shall not disengage from the vehicle until the vehicle has been deposited with the appropriate VSF except when the vehicle is released to the owner or operator or when the owner or operator specifies the location

of disengagement. This restriction is enacted to prohibit tow trucks from engaging an unauthorized vehicle in a parking facility and moving it to a close location, then returning for another unauthorized vehicle, ultimately towing all the relocated vehicles to a VSF.

(4) *Drops.* A tow truck that has hooked up to a vehicle for towing shall release the vehicle to its owner or operator upon receiving, a drop fee, payment and will not tow the vehicle, except when the vehicle is being taken into custody by a police officer. A vehicle is hooked up” if it is immediately ready for transport. A vehicle is not hooked up” unless it can be legally towed on a public roadway.

### **Report of towing of unauthorized vehicle to police dispatcher.**

The VSF that receives a vehicle from a tow truck that removed the vehicle from private or public property within city and on a non-consent basis, except on Police generated tows, shall notify the City of Socorro Police Department Dispatch office within one (1) hour of receiving the vehicle. The information to be provided in such notification shall include:

- (1) The general description (brand, model, color) of the vehicle towed, including the state and the license plate, if any;
- (2) The tow company name that towed the vehicle;
- (3) The location/address from which the vehicle was towed and reason;
- (4) The date and time the vehicle was removed from the location;
- (5) The date and time the vehicle was accepted at the VSF, and
- (6) The street address and phone number of the VSF where the vehicle is located.

Such reports shall be made by fax, e-mail or in person. A VSF must release vehicles during the time the VSF accepts vehicles. If the VSF accepts vehicles on a twenty-four (24) hour a day basis, it shall release vehicles on the same basis, with one (1) hour notice.

### **Administrative penalties for violations.**

In addition to the criminal penalties imposed for violations of state law or this article, any tow company on the tow rotation list that violates this article or state law may be subject to sanctions by the Chief of police or designee, depending upon the nature of infraction, number of infractions, and other circumstances. The sanctions shall range from written notification of violation with warning to, and including, removal from the tow rotation list.

### **Appeal of Sanctions.**

An individual who has been issued a sanction may appeal the Chief of police’s or designee’s decision by submitting a written request to the City manager no later than the

tenth (10<sup>th</sup>) day after the effective date of the decision. The individual must include a statement of the grounds for the appeal. The City manager shall schedule a hearing no later than the fifteenth (15<sup>th</sup>) day after receipt of the notice of appeal. The City manager shall give notice of the time and place set for the hearing to the Chief of police and the appellant not less than five (5) days before the hearing.

**Appeal Procedure.**

- (a) At the appeal hearing the Chief of Police and the appellant may present evidence, testimony, and argument.
- (b) The City manager's decision is final.

**READ, ADOPTED AND APPROVED** this 3<sup>RD</sup> day of July 2014.

CITY OF SOCORRO, TEXAS

\_\_\_\_\_  
Jesus Ruiz, Mayor

ATTEST:

\_\_\_\_\_  
Sandra Hernandez, City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
James A. Martinez  
Socorro City Attorney

\_\_\_\_\_  
Lt. Edmundo Montoya, Police Department

Introduction and First Reading: June 19, 2014

Second Reading and Adoption: July 3, 2014

*Jesus Ruiz*  
Mayor  
*Rene Rodriguez*  
At Large  
*Sergio Cox*  
District 1



*Gloria M. Rodríguez*  
District 2  
*Victor Perez*  
District 3 / Mayor-Pro Tem  
*J.E. "Chito" Bowling*  
District 4  
*Willie Norfleet, Jr.*  
City Manager

**ORDINANCE 334**  
**Amendment No. 1**

***AN ORDINANCE AMENDING ORDINANCE 334 OF THE CITY OF SOCORRO, ESTABLISHING PROCEDURES FOR THE OPERATION OF TOW TRUCKS IN THE CITY OF SOCORRO; ESTABLISHING FEES AND PENALTIES; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE AND REPEALING ORDINANCE NO. 222 AS AMENDED.***

**WHEREAS**, on May 15, 2014, the City adopted its current effective towing ordinance; and

**WHEREAS**, the City Council wishes to remove the requirement **a minimum of two (2) operator/drivers must be maintained to be eligible to be on rotation, and the inspection of tow trucks by the Socorro Police Department,**

**WHEREAS**, the City of Socorro, through its Police Department, requires the use of tow-truck services for the removal of vehicles from public roadways; and

**WHEREAS**, the City of Socorro Police Department is charged with the regulation of tow trucks within the city limits and recommends that procedures be established for the operation of such tow trucks.

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

**Ordinance 334 shall be revised in its entirety to read as follows:**

**TOW TRUCK AND VEHICLE STORAGE BUSINESS REGULATIONS**

**Definitions.**

*Consent tow* means any tow of a motor vehicle in which the tow truck is summoned by the owner or operator of the vehicle or by a person who has possession, custody or control of the vehicle. The term does not include an incident management tow or a private property tow.

**Non-consent tow** means any tow of a motor vehicle that is not a consent tow including:

(A) an incident management tow: and

(B) a private property tow.

**Incident** means an unplanned randomly occurring traffic event that adversely affects normal traffic.

**Incident Management Tow** Any tow of a vehicle in which the tow truck is summoned to the scene of a traffic accident or to an incident, including the removal of a vehicle, commercial cargo, and commercial debris from an accident or incident on the scene.

**Parking facility** means any public or private property used, in whole or in part, for restricted and/or paid parking of vehicles. The term includes a restricted space on a portion of an otherwise unrestricted parking facility, a commercial parking lot, a parking garage, and a parking area serving or adjacent to a business, church, school, home, apartment complex, property governed by a property owner's association, or government-owned property leased to a private person.

**Person** means an individual, a corporation, organization, business trust, estate, trust, partnership, joint venture, association, or another legal entity.

**Tow away** means a tow that is conducted from a parking facility and without the consent of the owner or operator of that vehicle, but with the parking facility's authorization.

**Tow business** means the business of towing or removing vehicles for compensation, or the expectation of compensation, regardless of whether the purpose of the towing is to remove, repair, wreck, store, trade, or purchase vehicles.

**Towing company** means a person operating a tow truck licensed with TDLR (Texas Department of Licensing and Regulation). The term includes the owner, operator, employee or agent of a towing company but does not include a political subdivision of the State.

**Tow rotation list** means a list prepared and maintained by the city police department of tow companies, which have requested and qualified to appear thereon.

**Light Duty Tow Truck** has a 15000lb GVW or greater, a boom capacity of 8000 minimum with dual winches and a wheel lift with at least 4000lb capacity. 100feet of 3/8 wire rope.

**Rollback/ Car carrier** rated for one vehicle has a 19000lb GVW; for two vehicles as a 25,500lb GVW) minimum requirements.

**Tow Truck** means any motor vehicle, including a wrecker, equipped with a mechanical device used to tow, winch, or otherwise move another vehicle. The term does not include:

- (A) a motor vehicle owned and operated by a governmental entity, including a public school district;
- (B) a motor vehicle towing;
  - (i) a race car;
  - (ii) a motor vehicle for exhibition; or
  - (iii) an antique motor vehicle
- (C) a recreational vehicle towing another vehicle;
- (D) a motor vehicle that is used in combination with a tow bar, tow dolly, or other mechanical device if the vehicle is not operated in the furtherance of a commercial enterprise;
- (E) a motor vehicle that is controlled or operated by a farmer or rancher and used for towing a farm vehicle;
- (F) a motor vehicle that:
  - (i) is owned or operated by an entity that the primary business of which is the rental of motor vehicles; and
  - (ii) only tows vehicles rented by the entity.

**Drop Fee** a fee that must be offered on a private property tow where the vehicle is hooked up and is ready for immediate transport. Any vehicle that is not hooked up completely and ready for immediate transport and the owner or operator of the vehicle arrives on the scene the vehicle must be released without a fee.

**Unauthorized Vehicle** means a vehicle parked, stored, or located on a parking facility without the consent of the parking facility owner.

**Vehicle** means a device in, on, or by which a person or property may be transported on a public roadway. The term includes an operable or inoperable automobile, truck, motorcycle, recreational vehicle, or trailer, but does not include a device moved by human power or used exclusively on a stationary rail or track.

**Vehicle storage facility (VSF)** means a facility operated by a Person licensed under Chapter 2303, Texas Occupational Code.

**Vehicle storage facility license** means the license issued by TDLR (Texas Department of Licensing and Regulation) authorizing a business to store vehicles.

**License required.**

It shall be unlawful for any person to engage in the tow business and make non-consent tows in the city unless such person possesses a current, valid tow truck license, issued by the State of Texas that lists each tow truck operated by that tow company.

**Vehicle storage facility.**

Each tow company performing non-consent tows shall utilize a licensed VSF located in the City limits or within the extra territorial jurisdiction of the city.

**Police inspection.**

Any tow truck performing non-consent tows within the city limits may be inspected by an official of the Socorro Police Department at any time the tow truck is being operated on the public streets as a tow truck. Such inspections may be conducted to ensure required licenses and compliance with this article and state law. Further, upon the request of the chief of police or his/her designee, a tow company performing non-consent tows within the city shall produce records from VSFs used for non-consent tows to ensure compliance with the maximum rates established under this article and other requirements of this article and state law.

**Tow rotation list.**

- (a) *Qualifications.* The city police department shall establish and maintain a tow rotation list. All towing companies are required to complete any and all applications and provide required information necessary to apply for the tow rotation list. To be eligible for the rotation list, the tow company is required to comply with all of the following requirements: To qualify, a company must maintain a twenty-four (24) hour tow service; have one (1) telephone number which is answered twenty-four (24) hours a day, seven (7) days a week; and uses a VSF that meets or exceeds the Texas Accessibility Standards (“TAS”) accessibility criteria, approved by the United States Department of Justice. To be eligible to be placed on the tow rotation list, a towing company shall certify in writing that the VSF meets or exceeds the criteria set forth by TAS, a copy of which will be provided by the city at the time the tow company applies for inclusion on the tow rotation list. Only those tow trucks that are included on the tow company's tow truck license and are permitted by the City are authorized to respond to an incident management rotation calls. Each tow company will maintain its own office within the City limits or the ETJ of the City of Socorro. A towing company may not substitute a tow truck from a different towing company or utilize drivers employed by another tow company that is on the City rotation list to respond to an incident management call. All conventional tow trucks must be equipped with hydraulic recovery boom and wheel lifts.
- (b) *Drivers.* Each towing company must submit and maintain a list of operator/drivers, which will be operating the tow trucks included on the company’s license along with their address, phone number, Texas driver’s license number and a criminal background for each driver. Drug related offenses, theft or crimes of morale turpitude can be grounds for denial. Each driver must possess a TDLR Incident Management license and submit to the City a copy of the license.

- (c) *License.* Each tow company, requesting placement on the tow rotation list must possess a tow truck license, issued by the State of Texas that lists each tow truck operated by that tow company.
- (d) *Forfeiture of calls.* Failure of any tow truck to check in route, by radio or phone, to the designated location within (10) ten minutes of dispatch making contact with the listed phone number of the tow company or arriving at the designated location dispatched by the city within (45) forty-five minutes of being called will result in the forfeiture of that call and shall be considered a violation of this article. Three (3) such forfeitures within twelve (12) months will result in removal from the rotation list. The Police Department will remove any towing company from the rotation list if the towing company refuses to respond to six (6) calls within a six (6) month period.
- (e) *Temporary removal from list.* Should a tow company wish to be removed from the tow rotation list for a specific period of time, the tow company shall notify the city police department dispatch, in writing, fax or e-mail, if the time off requested is twenty-four (24) hours or longer. It shall be the tow company's responsibility to notify dispatch in writing, fax or e-mail, when the tow company wishes to return to the tow rotation list.
- (f) *Unneeded calls.* If a tow company is called to respond to a scene by a police officer and subsequently is not needed, that tow company will be placed as "next in line" on the tow rotation list. If a tow truck responds and performs minor service that enables the vehicle to be driven, and for which no fee is charged, that Tow Company will be placed as "next in line" on the tow rotation list.
- (g) *Method of receiving payment.* Each qualified tow company must be able to accept cash or credit/debit card payments for services rendered.

### **Truck Permits Required for Rotation Non-Consent Tows**

- (a) *Unlawful to Operate Tow Trucks Without Permit.* It shall be unlawful for any person to engage in the Tow Truck business and make rotation non-consent and or police directed/initiated tows in the city of Socorro unless such a person possesses a current, valid permit for that tow truck issued by the City of Socorro Police Department.
- (b) *Truck Permits.* The permit shall be affixed to the front windshield so that it can be read from the exterior of the vehicle. Permits will be issued upon successful inspection of each vehicle according to prescribed standards and/or equipment listed in the application. Permits may be suspended and/or revoked by the Chief of Police or the designee.
- (c) *Issuance or Renewal of Truck Permits.* Permits, unless suspended or revoked, shall be issued/renewed by January 31<sup>st</sup> of each year and will expire the last day of January the following year. All tow truck inspections will be done in the month of January. Permits may be issued for tow

trucks added to the tow truck business during the course of the year provided all necessary paperwork is completed.

- (d) *Tow Truck Permit Fee.* The permit fee charged by the Socorro Police Department shall be (\$30.00) per tow truck, annually, to cover the cost of maintaining records regarding the ability to safely and adequately operate each tow truck.
- (e) *Paperwork Information.* Any applicant for a tow truck permit shall submit, on a form supplied by the Socorro Police Department, a verified application form containing or accompanied by the following:
  - (1) The true trade name, true owners name, address, and telephone number of the Tow Truck company
  - (2) A detailed description of each Tow Truck proposed to be operated, including Texas Tow Truck License Plate Number.
  - (3) A copy of the state issued tow truck license. (Cab card)
  - (4) The original Certificate of Insurance that lists Public liability, property damage, and any and all other amounts as prescribed by the State of Texas. Must show City of Socorro as Certificate Holder. The original will be returned to the owner after a photocopy has been made.
  - (5) A photocopy of the Vehicle Storage Facility License issued by the State of Texas which must include the physical address and phone number of the facility to be used. The VSF must be located within the ETJ of the City of Socorro and must be publicly listed with local telephone companies.
  - (6) Written proof that the VSF meets TAS standards.
  - (7) A copy of an updated non-consent tow fee schedule.
  - (8) If a tow company owner does not own a VSF, a letter from the proposed VSF storage facility granting permission to store vehicles, to that company owner/business, is required.
- (f) It shall be unlawful for any permitted tow truck to operate at any time without the required equipment stipulated by state law or this ordinance.

**Maximum fees to be charged for non-consent tows.**

The maximum fees charged by tow companies for non-consent tows are hereby established by the City as set forth below and reflect fair value of towing services. Itemized receipts shall be provided to owners or operators at the time payment of tow related fees are made. Violations of this provision may result in suspension or removal from the tow rotation list, and criminal penalties against the offender. Towing fees may be reviewed by the City of Socorro bi-annually. A towing fee study shall be performed in conjunction with this review.

(Fees listed below are for Non-Consent tows)

(Fees listed below do not include any charges other than tow, to include the use of dollies, go-jacks and clean-up of debris when called for)

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Incident Management \$150.00

Private Property Tow \$150.00

Drop Fee \$75.00

Stand-by Time over 1 hour -

\$125.00 per additional hour

**Heavy-Duty Tow Trucks**

Incident Management \$500.00

Private Property Tow \$500.00

Drop Fee \$250.00

Stand-by Time over 1 hour -

\$250.00 per additional hour

Fuel Surcharge – Due to the ever increasing prices of fuel a surcharge will be allowed for each cent past the price of \$3.50 per gallon of fuel. Once it is determined that the price of fuel has surpassed the price of \$3.50 the Police Department will, on a monthly basis, advise what amount can be added to a Towing invoice in the amount of \$0.30 for each cent over the amount of \$3.50 as a surcharge. The Police Department will base the price of fuel on the lowest price of two local Distributors at the beginning of each month once it is determined that the price is above \$3.50 per gallon.

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### **Duties of tow companies.**

It shall be the obligation of all tow companies under this section to operate the tow business in a safe manner, to include but not be limited to the following:

(1) *Taking direction from investigating officer.* Upon arrival at the scene of a collision within the city, tow truck operators shall take directions on when to engage or tow from the police officer investigating the collision.

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(3) *Disengaging.* A tow trucks that removes a vehicle from the original location shall not disengage from the vehicle until the vehicle has been deposited with the appropriate VSF except when the vehicle is released to the owner or operator or when the owner or operator specifies the location of disengagement. This restriction is enacted to prohibit tow trucks from engaging an unauthorized vehicle in a parking facility and moving it to a close location, then returning for another unauthorized vehicle, ultimately towing all the relocated vehicles to a VSF.

(4) *Drops.* A tow truck that has hooked up to a vehicle for towing shall release the vehicle to its owner or operator upon receiving, a drop fee, payment and will not tow the vehicle, except when the vehicle is being taken into custody by a police officer. A vehicle is hooked up” if it is immediately ready for transport. A vehicle is not hooked up” unless it can be legally towed on a public roadway.

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- (1) The general description (brand, model, color) of the vehicle towed, including the state and the license plate, if any;
- (2) The tow company name that towed the vehicle;
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- (5) The date and time the vehicle was accepted at the VSF, and

- (6) The street address and phone number of the VSF where the vehicle is located.

Such reports shall be made by fax, e-mail or in person. A VSF must release vehicles during the time the VSF accepts vehicles. If the VSF accepts vehicles on a twenty-four (24) hour a day basis, it shall release vehicles on the same basis, with one (1) hour notice.

**Administrative penalties for violations.**

In addition to the criminal penalties imposed for violations of state law or this article, any tow company on the tow rotation list that violates this article or state law may be subject to sanctions by the Chief of police or designee, depending upon the nature of infraction, number of infractions, and other circumstances. The sanctions shall range from written notification of violation with warning to, and including, removal from the tow rotation list.

**Appeal of Sanctions.**

An individual who has been issued a sanction may appeal the Chief of police’s or designee’s decision by submitting a written request to the City manager no later than the tenth (10<sup>th</sup>) day after the effective date of the decision. The individual must include a statement of the grounds for the appeal. The City manager shall schedule a hearing no later than the fifteenth (15<sup>th</sup>) day after receipt of the notice of appeal. The City manager shall give notice of the time and place set for the hearing to the Chief of police and the appellant not less than five (5) days before the hearing.

**Appeal Procedure.**

- (a) At the appeal hearing the Chief of Police and the appellant may present evidence, testimony, and argument.
- (b) The City manager’s decision is final.

**READ, ADOPTED AND APPROVED** this 3<sup>RD</sup> day of July 2014.

CITY OF SOCORRO, TEXAS

\_\_\_\_\_  
Jesus Ruiz, Mayor

ATTEST:

\_\_\_\_\_  
Sandra Hernandez, City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

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James A. Martinez  
Socorro City Attorney

---

Lt. Edmundo Montoya, Police Department

Introduction and First Reading: June 19, 2014  
Second Reading and Adoption: July 3, 2014

*Jesus Ruiz*  
Mayor

*Rene Rodriguez*  
At Large

*Sergio Cox*  
District 1



*Gloria M. Rodriguez*  
District 2

*Victor Perez*  
District 3/ Mayor Pro Tem

*J.E. "Chito" Bowling*  
District 4

*Willie Norfleet, Jr.*  
City Manager

**DATE: June 12, 2014**

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: Adriana Rodarte**

**SUBJECT: DISCUSSION AND ACTION ON AMMENDING THE CITY OF SOCORRO ORGANIZATIONAL CHART.**

**SUMMARY**

This action approves the amendment to the City of Socorro Organizational Chart in order to demonstrate operations structure.

**STATEMENT OF THE ISSUE**

1. **Court Coordinator changed to Municipal Court Clerk**

**FINANCIAL IMPACT**

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

**Funding Source: N/A**

**Amount: N/A**

**Quotes (Name/Commodity/Price) N/A**

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

**ALTERNATIVE**

**No changes to Organizational Chart**

*Jesus Ruiz*  
Mayor

*Rene Rodriguez*  
At Large

*Sergio Cox*  
District 1



*Gloria M. Rodriguez*  
District 2

*Victor Perez*  
District 3 / Mayor Pro-Tem

*Joseph E. Bowling*  
District 4

*Willie Norfleet, Jr.*  
City Manager

**ORDINANCE 295**  
**Amendment No. 7**

***AN ORDINANCE OF THE CITY OF SOCORRO, TEXAS ADOPTING AN AMENDED ORGANIZATIONAL CHART FOR THE CITY.***

***WHEREAS***, the City Manager has recommended that the City Council amend and update the City's Organizational Chart; and,

***WHEREAS***, it appears that is necessary and desirable for the City Council to amend the City's Organizational Chart as set for the below.

***NOW THEREFORE:***

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

***SECTION 1. FINDINGS.***

That the matters and facts stated in the preamble hereof be, and same are hereby found and adjudicated to be true and correct.

***SECTION 2. AMENDED ORGANIZATIONAL CHART.***

That the Organizational Chart for the City of Socorro, which is attached here as Exhibit "A" and incorporated herein for all purposes, is hereby approved and adopted by the City Council to be effective immediately.

***SECTION 3. REPEAL OF CONFLICTING ORDINANCES.***

That all Ordinances of the City of Socorro, or parts thereof, that conflict with this Ordinance are, to the extent of said conflict hereby repealed, but only to the extent of said conflict.

**SECTION 4. EFFECTIVE DATE.**

This Ordinance shall be in full force and effect from the date of adoption.

**SECTION 5. PREREQUISITES.**

That this ordinance was duly enacted with all requisites and formalities incident to the enactment of ordinances and any existing ordinance or amendments is hereby repealed and such is evidenced by the signatures below.

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

*This \_\_\_\_\_ day of June 2014.*

---

*Jesus Ruiz, Mayor*

***ATTEST:***

---

*Sandra Hernandez, City Clerk*

***APPROVED AS TO FORM:***

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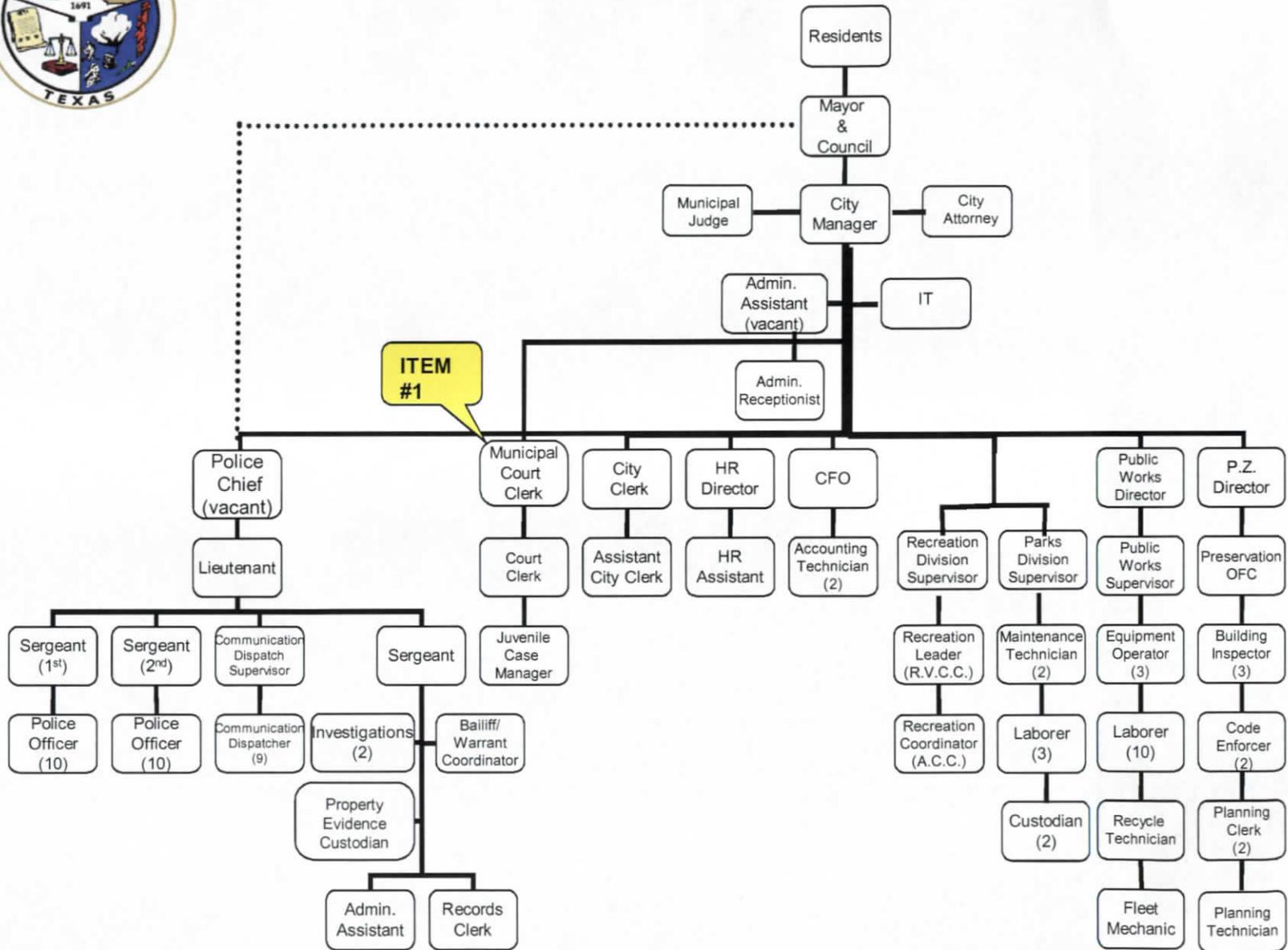
*James A. Martinez*

***First Reading: June 19, 2014***

***Second Reading: July 03, 2014***



# CITY OF SOCORRO, TX. F.Y. 2014 ORGANIZATIONAL CHART



**STAFF RECOMMENDATION**

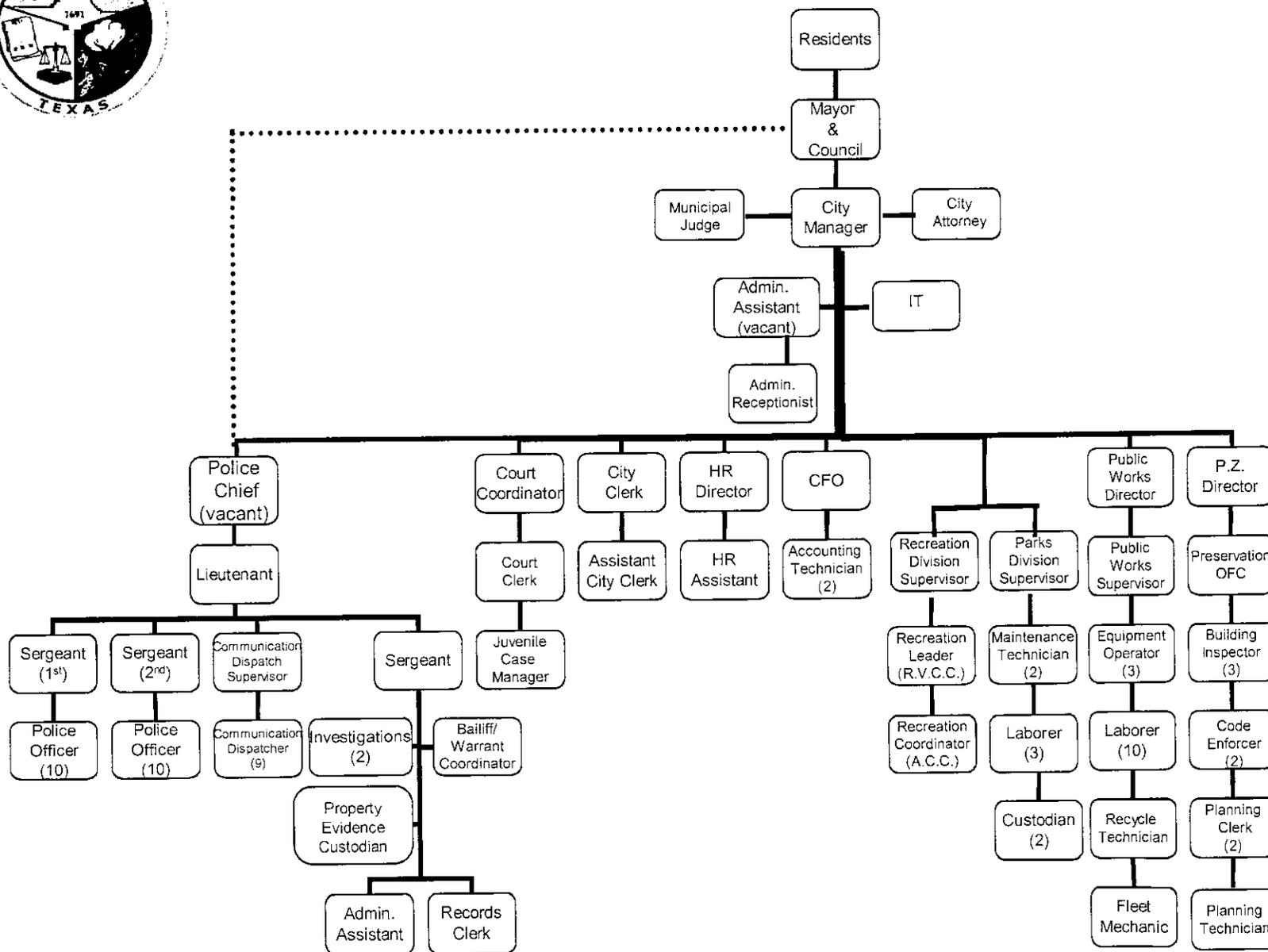
**HR is recommending the approval of amending and updating the Organizational Chart.**

**REQUIRED AUTHORIZATION**

1. City Manager Willie Norflet Date 6-10-14
2. CFO \_\_\_\_\_ Date \_\_\_\_\_
3. Attorney \_\_\_\_\_ Date \_\_\_\_\_

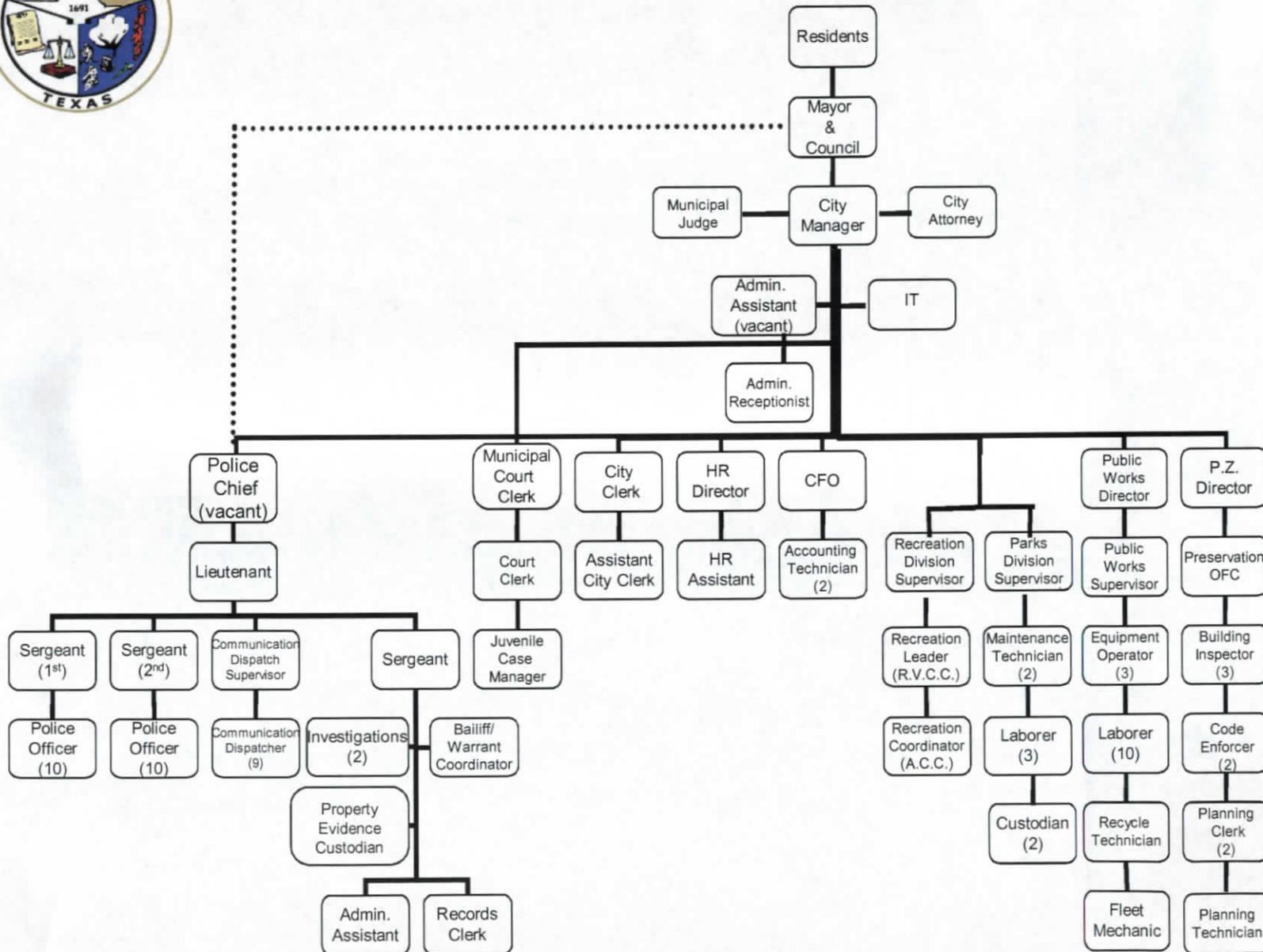


# CITY OF SOCORRO, TX. F.Y. 2014 ORGANIZATIONAL CHART





# CITY OF SOCORRO, TX. F.Y. 2014 ORGANIZATIONAL CHART





*Jesus Ruiz*  
Mayor

*Rene Rodriguez*  
At Large

*Sergio Cox*  
District 1



*Gloria M. Rodriguez*  
District 2

*Victor Perez*  
District 3/ Mayor Pro Tem

*J.E. "Chito" Bowling*  
District 4

*Willie Norfleet, Jr.*  
City Manager

**DATE: June 12, 2014**

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: Adriana Rodarte**

**SUBJECT: DISCUSSION AND ACTION ON AMMENDING JOB DESCRIPTIONS AND SALARIES FOR MUNICIPAL COURT CLERK AND COURT CLERK.**

**SUMMARY**

This action approves the amending of the City of Socorro Municipal Courts, job descriptions, titles and salaries.

**STATEMENT OF THE ISSUE**

The following items will provide clarification on the organization of the City of Socorro Municipal Courts, meeting both our City Charter and Government Code.

**Municipal Judge** (Elia Garcia) – will remain the same  
**Court Coordinator** is being changed to **Municipal Court Clerk** (Rosa I. Gonzalez) – Job description is being amended please see attached proposed job description with salary change. This position will be Municipal Courts Department Head. (CFO will no longer be supervising Municipal Courts)

**Court Clerk** will remain the same (vacant) - please see attached proposed job description and salary adjustment.

**Juvenile Case Manager** (Cynthia Chaparro) - will remain the same

**FINANCIAL IMPACT**

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

**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
Municipal Court Clerk	\$ 47,008	\$22.60	3,596	270	7,702	260	60	96	212	59,203
Court Clerk	\$ 25,000	\$12.02	1,913	270	7,702	260	60	48	113	35,365

**Amount: 94,568.00**

**Quotes (Name/Commodity/Price) N/A**

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

**ALTERNATIVE**

**Maintain Municipal Courts Operation the same**

**STAFF RECOMMENDATION**

**Human Resources is recommending approval on job titles and job descriptions**

**REQUIRED AUTHORIZATION**

1. City Manager Willie Norfleet Date 6-10-14
2. CFO Karina Lopez Date 6-10-14
3. Attorney \_\_\_\_\_ Date \_\_\_\_\_



**JOB TITLE:** Court Coordinator  
**DEPARTMENT:** Municipal Court  
**REPORTS TO:** City Manager

**CIVIL SERVICE:** \_\_\_\_\_ **NON-CIVIL SERV.:** X **City Council Approved:** \_\_\_/\_\_\_/2013  
**COMPETITIVE:** X **NON-COMPETITIVE:** \_\_\_\_\_  
**EXEMPT:** X **NON-EXEMPT:** \_\_\_\_\_  
**FULL TIME:** X **PART-TIME:** \_\_\_\_\_

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**JOB SUMMARY:**

Under direct supervision, the Court Coordinator will supervise, review and participate in the work of all Court Personnel and coordinate court functions with the Municipal Judge; ensure work quality and adherence to established policies and procedures.

---

**ESSENTIAL JOB FUNCTIONS:**

- Supervise and execute policies and procedures of the Municipal court; implement goals for development and growth; file court documents; handle fines, fees and bond payments; balance and reconcile daily payment receipts; enter payment information in automated payment system and ensure accuracy of the system; respond to inquiries from legal and law enforcement community and general public; research and maintain automated and hard-copy files for case status information; generate court documents; draft correspondence upon request; maintain jury management process; maintain logs and records and prepare statistical reports; and handle constituent work as needed.
- Must coordinate court functions with the Municipal Judge and establish consistency to ensure the procedures of the department.
- In addition, the Court Coordinator performs the duties of a Clerk. The Court Coordinator performs a variety of difficult, complex, and confidential duties in support of court operations and functions. The Court Coordinator 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; assist in court proceedings.
- 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 with 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.
- Direct and supervise work of assigned employees. Assign, schedule, guide and monitor work. Appraise employee performance and review evaluations by subordinates. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Participate in interviewing applicants and hiring, termination, transfers, discipline, merit pay or other employee status changes; realign organization structures for improved efficiency including staffing levels and job design. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Establish and maintain effective working relationships with coworkers, officials, customer departments, regulatory agencies and the general public.
- Knowledge of the following: State & Local fee schedules & relevant automated fee program; local court rules; Federal, State, & Local laws or ordinances; legal terminology; jury management system; court records maintenance, retention and destruction; local community services; English grammar; computer hardware and software; general office equipment and procedure.
- 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.

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

- Bachelor's Degree in Business Administration, Public Administration, Accounting, or related field.
- Three years experience in Court Case Management.
- Five years of administrative or clerical experience; requiring two years of experience in the capacity of a Supervisory Role.
- Incumbents currently in this job class will not be required to meet the educational requirements of his/her respective job class provided that the incumbent was permanently employed in the respective job class on March 2013. All employees hired into the Job class after March 2013 are required to meet the educational requirement of the respective job class.
- Possess a valid Texas class "C" Drivers License.

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**EQUIPMENT:**

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

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**PHYSICAL REQUIREMENTS:**

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

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**CONDITIONS OF EMPLOYMENT:**

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

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**Mayor / Mayor Pro Tem**

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**Employee Signature**

---

**Date**

**City of Socorro  
Job Description**

**Position**

Job Title: <b>Municipal Court Clerk</b>	Department: Municipal Court
FLSA Status: <b>Exempt</b>	Salary: \$22.60 / 47,008.00
Approved: Pending	Last Revised: 2013

**General Purpose and Description:**

Under direct supervision, The Municipal Court Clerk will supervise, review and participate in the work of all Court Personnel and coordinate court functions with the Municipal Judge; ensure work quality and adherence to established policies and procedures.

**Duties, Functions and Responsibilities:**

- Supervise and execute policies and procedures of the Municipal court; implement goals for development and growth; file court documents; handle fines, fees and bond payments; balance and reconcile daily payment receipts; enter payment information in automated payment system and ensure accuracy of the system; respond to inquiries from legal and law enforcement community and general public; research and maintain automated and hard-copy files for case status information; generate court documents; draft correspondence upon request; maintain jury management process; maintain logs and records and prepare statistical reports; and handle constituent work as needed.
- Must coordinate court functions with the Municipal Judge and establish consistency to ensure the procedures of the department.
- In addition, The Municipal Court Clerk performs the duties of a Clerk. The Municipal Court Clerk performs a variety of difficult, complex, and confidential duties in support of court operations and functions. The Municipal Court 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; assist in court proceedings.
- 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 with 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.
- Direct and supervise work of assigned employees. Assign, schedule, guide and monitor work. Appraise employee performance and review evaluations by subordinates. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Participate in interviewing applicants and hiring, termination, transfers, discipline, merit pay or other employee status changes; realign organization structures for improved efficiency including staffing levels and job design. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Establish and maintain effective working relationships with coworkers, officials, customer departments, regulatory agencies and the general public.
- Knowledge of the following: State & Local fee schedules & relevant automated fee program; local court rules; Federal, State, & Local laws or ordinances; legal terminology; jury management system; court records maintenance, retention and destruction; local community

**City of Socorro  
Job Description**

**Position**

services; English grammar; computer hardware and software; general office equipment and procedure.

- 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:**

- A candidate must possess a Bachelor's Degree in Business Administration, Public Administration, and Accounting with related experience. In lieu of a degree a candidate must possess four years' experience in the job field, must possess four years' experience in Court Case Management and five years of administrative or clerical experience; requiring two years of experience in the capacity of a 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:**

- 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



**JOB TITLE:** Court Clerk  
**DEPARTMENT:** Municipal Court  
**REPORTS TO:** Court Coordinator  
**CIVIL SERVICE:** X  
**COMPETITIVE:** X  
**EXEMPT:**  
**FULL TIME:** X

**NON-CIVIL SERV.:**  
**NON-COMPETITIVE:**  
**NON-EXEMPT:** X  
**PART-TIME:**

City Council Approved: \_\_\_ / \_\_\_ /2013

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**JOB SUMMARY:**

Under general supervision, the Court Clerk will handle general or specialized case management functions.

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**ESSENTIAL JOB FUNCTIONS:**

- Manage the docket for the Municipal Judge; keep record of court proceedings; support the operations of the courtroom; schedule specialized trials, general trials or other hearings; manage and organize exhibits used in court proceedings; attend court sessions; assist with the orderly flow of proceedings to include setting up the courtroom and assure presence of all necessary participants; take notes of proceedings, rulings and notices; review cases or reports for necessary actions; keep judge and necessary staff informed of case progress; assist Judge and Court Coordinator in jury selection and maintain records of jury selection and attendance; draft orders, legal documents, and judgments for the judge's approval; and assist Juvenile Case Manager with Juvenile docket.
- In addition, under supervision of the Court Coordinator, the Court Clerk performs the duties of a Clerk. 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.
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- Responsible for any assignments issued by the City of Socorro.

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

- 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.

---

**PHYSICAL REQUIREMENTS:**

- Must be able to lift a minimum of 25 pounds.
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---

**CONDITIONS OF EMPLOYMENT:**

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

---

Mayor / Mayor Pro Tem

---

Employee Signature

---

Date

**City of Socorro  
Job Description**

**Position**

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

**General Purpose and Description:**

Under general supervision, the Court Clerk will handle general or specialized case management functions.

---

**Duties, Functions and Responsibilities:**

- Manage the docket for the Municipal Judge; keep record of court proceedings; support the operations of the courtroom; schedule specialized trials, general trials or other hearings; manage and organize exhibits used in court proceedings; attend court sessions; assist with the orderly flow of proceedings to include setting up the courtroom and assure presence of all necessary participants; take notes of proceedings, rulings and notices; review cases or reports for necessary actions; keep judge and necessary staff informed of case progress; assist Judge and Court Coordinator in jury selection and maintain records of jury selection and attendance; draft orders, legal documents, and judgments for the judge's approval; and assist Juvenile Case Manager with Juvenile docket.
- In addition, under supervision of the Municipal Court Clerk, the Court Clerk performs the duties of a Clerk. 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.
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- Responsible for any assignments issued by the City of Socorro.
- Attendance is an essential function of the job.

**City of Socorro  
Job Description**

**Position**

**Minimum Qualifications:**

- 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.

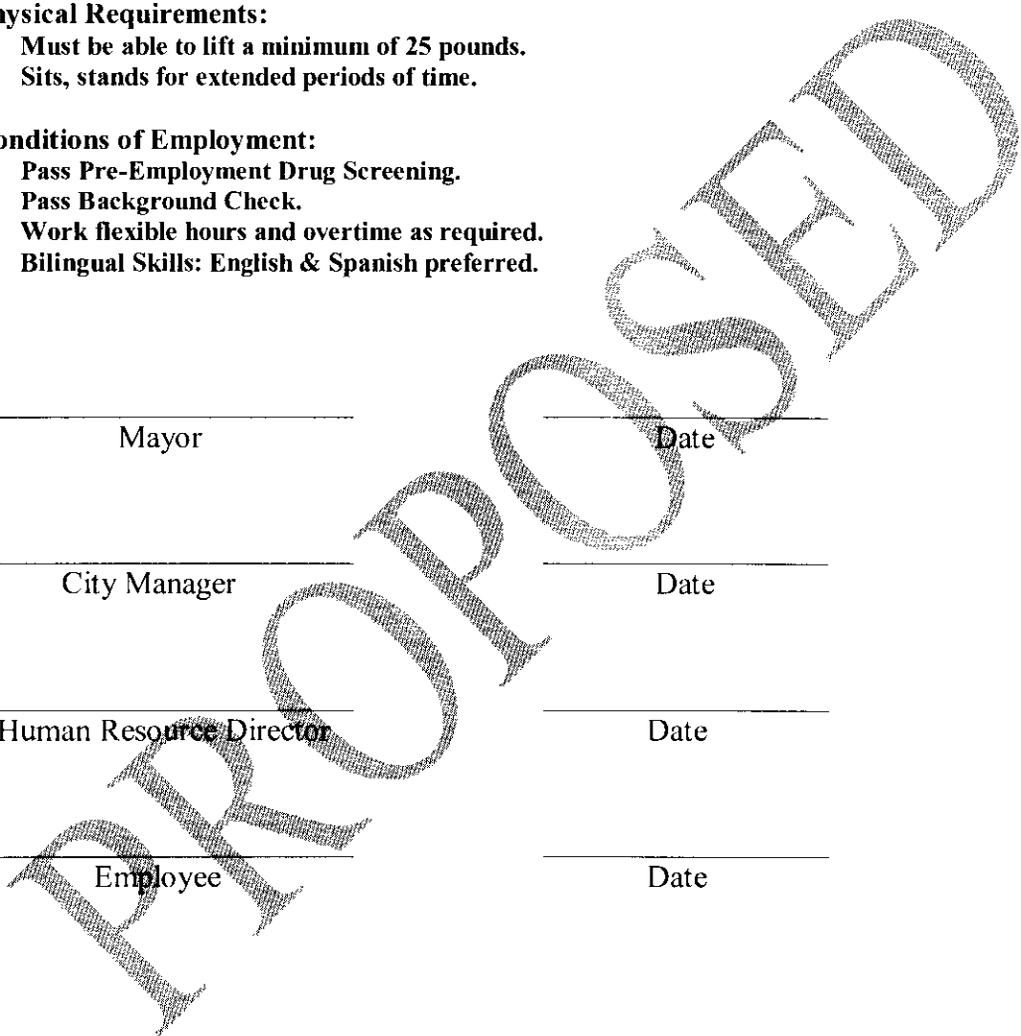
**Physical Requirements:**

- 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 Resources Director	Date
_____	_____
Employee	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

*Joseph E. Bowling*  
District 4

*Willie Norfleet Jr.*  
City Manager

**DATE:** July 3, 2014.  
**TO:** MAYOR AND CITY COUNCIL  
**FROM:** Sam Leony, Planning and Zoning Director.  
**CC:** Willie Norfleet Jr., City Manager

**SUBJECT:**

Proposed Cleanup and Demolition project on 741 Grijalva Dr., 9982 Melissa Cir., and 10228 Hatchett Rd., as per City Ordinance # 25 related to vacant and dilapidated properties.

**SUMMARY:**

The Planning and Zoning Department conducted a bid process requesting competitive estimates to perform the cleanup and demolition activities on the aforementioned properties. The lowest bidders turned out to be: AAC Trucking Co. and Armando Mejia Trucking and Construction Co.

**BACKGROUND:**

In an effort to protect the health, safety, and welfare for its residents, the City of Socorro has adopted an ordinance that tends to encourage the owners to clean and maintain their properties, avoiding the adverse impact upon property owners by adjoining properties poorly maintained.

**STATEMENT OF THE ISSUE:**

The Planning And Zoning Department has tried to make contact, without positive results, with the property owners by the following ways:

- a) By posting the Notice of Violation on the fence or near the front entrance to the property,
- b) By sending notifications via certified mail to the official owner's address as recorded in the Central Appraisal District's records, and
- c) By publishing the notice on the newspaper.

**ALTERNATIVE:**

There is no other alternative.

**STAFF RECOMMENDATION:**

The Planning and Zoning Department recommends APPROVAL, filling a lien to the property in order to recoup the expenses incurred by the City of Socorro as a result of this action.

**FINANCIAL IMPACT:**

Account Code (GF/GL/Dept): 07550/400/00007

Funding Source: 2012 CO's - 400

Amount: \$30,600 plus landfill charges.

Quotes (Name/Commodity/Price): Cost estimates for cleanup & demo of dilapidated properties.

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

**AUTHORIZATION:**

1. City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

2. Attorney: \_\_\_\_\_ Date: \_\_\_\_\_

3. CFO: \_\_\_\_\_ Date: \_\_\_\_\_



## PLANNING AND ZONING DEPARTMENT

### CLEANUP AND DEMOLITION OF DILAPIDATED PROPERTIES

#### BID ANALYSIS

DATE: June 25, 2014

TO: Willie Norfleet Jr., City Manager

FROM: Sam Leony, Planning Director

RE: CLEANUP AND DEMOLITION OF DILAPIDATED PROPERTIES

PROPERTY	BIDDER	SCOPE OF WORK	AMOUNT
741 Grijalva Dr.	Lujan Trucking Inc.	a) Inside and outside cleanup: b) House demolition:	\$6,700 \$5,250
9982 Melissa Cir.	Lujan Trucking Inc.	a) Inside and outside cleanup: b) House demolition:	\$9,900 \$6,250
10228 Hatchett Rd.	Lujan Trucking Inc.	a) Total demolition & cleanup:	\$12,100
741 Grijalva Dr.	AAC Trucking Co.	a) Inside and outside cleanup: b) House demolition:	\$5,900 \$4,900 ✓
9982 Melissa Cir.	AAC Trucking Co.	a) Inside and outside cleanup: b) House demolition:	\$5,900 \$4,900 ✓
10228 Hatchett Rd.	AAC Trucking Co.	a) Inside and outside cleanup: b) House demolition:	\$5,900 \$4,900
741 Grijalva Dr.	Jorge Mejia Jr. T&C	a) Inside and outside cleanup: b) House demolition:	\$6,000 \$6,750
9982 Melissa Cir.	Jorge Mejia Jr. T&C	a) Inside and outside cleanup: b) House demolition:	\$6,000 \$6,750
10228 Hatchett Rd.	Jorge Mejia Jr. T&C	a) Total demolition & cleanup:	\$9,000 ✓



*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:** July 3, 2014.  
**TO:** MAYOR AND CITY COUNCIL  
**FROM:** Sam Leony, Planning and Zoning Director.  
**CC:** Willie Norfleet Jr., City Manager

**SUBJECT:**

Proposed Temporary Construction License for the Texas Department of Transportation (TXDOT) to utilize a portion of City's property located at Tract 16, Block 9, Socorro Grant, westerly located at 700 feet from the intersection of North Loop Dr. and Horizon Blvd.

**SUMMARY:**

The Texas Department of Transportation is requesting permission to the City of Socorro to park their construction equipment and vehicles at the north side of the aforementioned property, on an area of 12,000 sq. ft. (40'X300') abutting Horizon Blvd., while they perform construction activities leveling and adjusting the existing irrigation ditch located right adjacent to City's property.

**BACKGROUND:**

The Horizon-Buford widening project requires to make utility relocations and Right-Of-Way adjustments along the project, and these construction works on the irrigation ditch are part of those necessary adjustments.

**STATEMENT OF THE ISSUE:**

The proposed temporary construction license shall cease on the 9th day of December, 2014, or on the date of completion of the highway activities, whichever occurs first.

**ALTERNATIVE:**

There is no other alternative.

**STAFF RECOMMENDATION:**

The Planning and Zoning Department recommends APPROVAL.

**FINANCIAL IMPACT:**

No financial impact is expected.

**AUTHORIZATION:**

1. City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

2. Attorney: \_\_\_\_\_ Date: \_\_\_\_\_

3. CFO: \_\_\_\_\_ Date: \_\_\_\_\_

**TEMPORARY CONSTRUCTION LICENSE**

**KNOW ALL MEN BY THESE PRESENTS:**

That **City of Socorro** referred to as, "Grantors", in consideration of \$10.00 and other good and valuable consideration paid by the Texas Department of Transportation, does hereby grant to The State of Texas, its agents, contractors, successors and assigns, hereinafter referred to as "State", a temporary construction license for the purpose of leveling off the community ditch in, along, upon and across the property located in the County of El Paso, State of Texas, more fully described in Exhibit "A" attached hereto and made a part hereof for any and all purposes.

For the consideration above recited and the mutual covenants and conditions herein contained the parties further agree as follows:

Following completion of work within the temporary construction license area described in Exhibit "A", if State has removed or damaged improvements, herbage, or landscaping within said license area or otherwise on Grantor's property, State shall at its expense restore properties injured by State's activities to the substantially the same condition as existed previous to State's entry upon the particular property.

This temporary construction license shall be in full force and effect at all times during the accomplishment and completion of the construction activities described above. Said temporary construction license shall terminate and the license land area shall revert to the Grantor, their heirs, and assigns, and all interest conveyed herein shall cease on the **9th day of December, 2014**, or on the date of completion of construction of the highway facility activities described above, whichever occurs first.

**IN WITNESS WHEREOF**, the parties hereto have executed this instrument this \_\_\_\_day of

\_\_\_\_\_.

**CITY OF SOCORRO**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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**Corporate Acknowledgement**

State of Texas  
County of El Paso

This instrument was acknowledged before me on \_\_\_\_\_

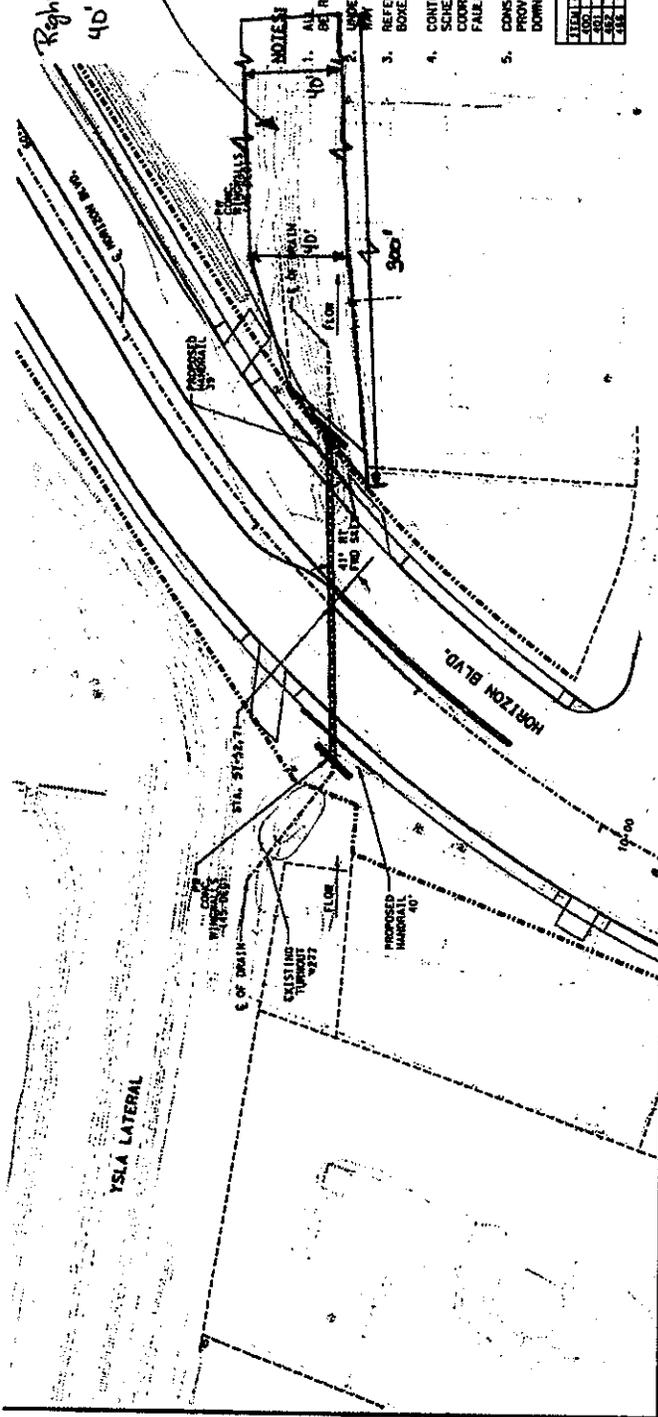
by \_\_\_\_\_,

of \_\_\_\_\_, a \_\_\_\_\_

corporation, on behalf of said corporation.

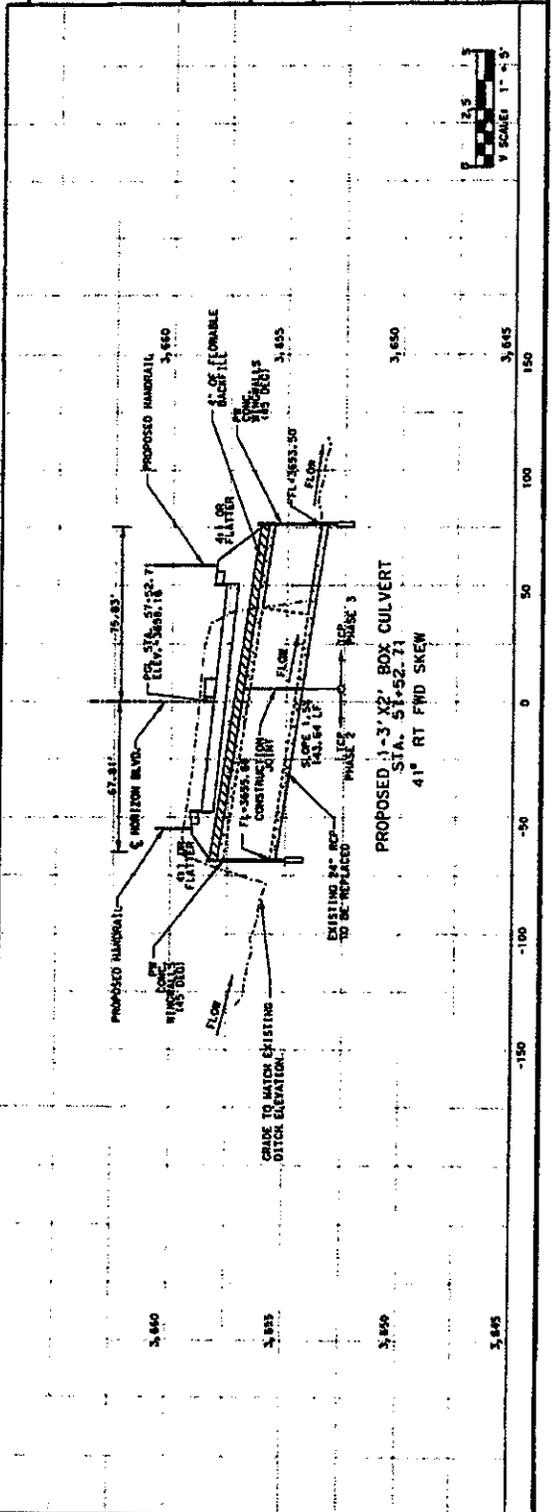
\_\_\_\_\_  
Notary Public's Signature

Right of Entry Total Area:  
 $40' \times 300' = 12,000 \text{ ft}^2$



- NOTES**
1. ALL EXISTING PIPE CROSSINGS AND HEADWALLS/PIPING SHALL BE REMOVED AS SPECIFIED IN THE REMOVAL PLAN SHEETS.
  2. UNDER NO CIRCUMSTANCES MAY STORM WATER FROM THE RIGHT OF WAY BE DISCHARGED INTO CANALS.
  3. REFER TO TPOOT STANDARDS FOR FURTHER DETAILS ON CULVERT BOXES AND HEADWALLS/PIPING.
  4. CONTRACTOR SHALL CONTACT ALCALDE FOR DITCH TO DETERMINE SCHEDULE FOR IRRIGATION DELIVERY. CONTRACTOR SHALL COORDINATE WITH ALCALDE FOR DITCH AT TURNOUT #277--TOMMY FAULKNER (915) 630-8514 OR (915) 858-0636.
  5. CONSTRUCT CULVERT WHEN NO IRRIGATION IS SCHEDULED OR PROVIDE PUMP AND TEMPORARY PIPE TO CONVEY WATER DOWNSTREAM. THIS IS SUBSIDIARY TO VARIOUS ITEMS.

ITEM NO.	DESCRIPTION	UNIT	QUANTITY
100	200' 2" BOX CULVERT	LF	1
101	200' 2" BOX CULVERT	LF	1
102	200' 2" BOX CULVERT	LF	1
103	200' 2" BOX CULVERT	LF	1
104	200' 2" BOX CULVERT	LF	1
105	200' 2" BOX CULVERT	LF	1
106	200' 2" BOX CULVERT	LF	1
107	200' 2" BOX CULVERT	LF	1
108	200' 2" BOX CULVERT	LF	1
109	200' 2" BOX CULVERT	LF	1
110	200' 2" BOX CULVERT	LF	1



3/21/69

**HUITZOLARS**  
 MULTI-DISCIPLINE, INC. ENGINEERING & ARCHITECTURE  
 3407 CHASE ST., SUITE 210, EL PASO, TEXAS 79913

**Texas Department of Transportation**  
 © 2008

**BUFORD RD. / HORIZON BLVD. WIDENING**

**CULVERT LAYOUT**  
 IRRIGATION DITCH  
 STA. 51+52.71

FEDERAL AID PROJECT NO.	STATE PROJECT NO.	CONTRACT NO.	SHEET NO.
			266

SHEET 3 OF 4



*Jesus Ruiz*  
Mayor

*Rene Rodriguez*  
At Large

*Sergio Cox*  
District 1



*Gloria M. Rodríguez*  
District 2

*Victor Perez*  
District 3 – Mayor Pro Tem

*Joseph E. Bowling*  
District 4

*Willie Norfleet, Jr.*  
City Manager

**DATE: 03/26/2014**

**TO: Council**

**FROM: Mayor Jesus Ruiz**

**SUBJECT: Agenda item regarding evaluation procedures for City Manager Willie Norfleet**

### **SUMMARY**

**The contract for City Manager Willie Norfleet was just approved and I feel that we need to put in a procedure on how to evaluate Mr. Norfleet. The extension of the contract will allow Mr. Norfleet to be with the City of Socorro through 2016. This means that this Council will hopefully remain the same one until then. We need to determine a way to evaluate the performance that Mr. Norfleet has over the next two years so that we can make a sound decision in two years. We can go ahead and evaluate Mr. Norfleet twice a year or four times a year.**

### **BACKGROUND**

n/a

### **STATEMENT OF THE ISSUE**

**We currently do not have a procedure in place on how to evaluate the performance of Mr. Norfleet.**

**FINANCIAL IMPACT**

**None**

**ALTERNATIVE**

**Continue to not have a procedure on how to evaluate Mr. Norfleet**

**COUNCIL MEMBER RECOMMENDATION**

**I recommend that Council votes to either approve an evaluation of Mr. Norfleet and that we do this either semi annually or quarterly.**

*Jesus Ruiz*  
Mayor

*Rene Rodriguez*  
At Large

*Sergio Cox*  
District 1



*Gloria M. Rodríguez*  
District 2

*Victor Perez*  
District 3 – Mayor Pro Tem

*Joseph E. Bowling*  
District 4

*Willie Norfleet, Jr.*  
City Manager

**DATE: 06/15**

**TO: Council**

**FROM: Mayor Jesus Ruiz**

**SUBJECT: Discussion and action regarding implementing quarterly budget amendments**

### **SUMMARY**

We have gone to several trainings in the past year and one of the themes that are very common is the use of budget amendments by other cities. Most cities do budget amendments every quarter in order to adjust revenues and expenditures. Other cities budget in one year for the next three years. We typically do not follow either one of these strategies and I believe that we should in order to continue to keep our finances in order. Our City Manager should present quarterly budget amendments so that we know where our revenues and expenditures are throughout the year.

### **BACKGROUND**

n/a

### **STATEMENT OF THE ISSUE**

We need to have a better understanding of what the financial status of the city is throughout the year.

**FINANCIAL IMPACT**

**none**

**ALTERNATIVE**

**none**

**COUNCIL MEMBER RECOMMENDATION**

**Direct City Manager to present quarterly amendments to Council beginning in FY 2014**

*Jesus Ruiz*  
Mayor

*Rene Rodriguez*  
At Large

*Sergio Cox*  
District 1



*Gloria M. Rodríguez*  
District 2

*Victor Perez*  
District 3 – Mayor Pro Tem

*Joseph E. Bowling*  
District 4

*Willie Norfleet, Jr.*  
City Manager

**DATE: 06/15**

**TO: Council**

**FROM: Mayor Jesus Ruiz**

**SUBJECT: Discussion regarding implementing a budget for Council for FY 2014**

### **SUMMARY**

The City Council needs to discuss its budget for FY 2014 like any department. We need to discuss what we want to see included in our budgets and submit our budget to our City Manager

### **BACKGROUND**

n/a

### **STATEMENT OF THE ISSUE**

Council needs to present a budget to the City Manager so that it may be included with the rest of the departments

### **FINANCIAL IMPACT**

**none**

**ALTERNATIVE**

none

**COUNCIL MEMBER RECOMMENDATION**

**Discuss a budget for City Council**

*Jesus Ruiz*  
Mayor

*Rene Rodriguez*  
At Large

*Sergio Cox*  
District 1



*Gloria M. Rodríguez*  
District 2

*Victor Perez*  
District 3 – Mayor Pro Tem

*Joseph E. Bowling*  
District 4

*Willie Norfleet, Jr.*  
City Manager

**DATE: 06/15**

**TO: Council**

**FROM: Mayor Jesus Ruiz**

**SUBJECT: Discussion and action to direct City Manager to present to Council a list of events coordinated by Parks and Recs Departments for FY 2014**

### **SUMMARY**

The City of Socorro had several events for the community this year and we should continue to plan ahead for next year. The City Manager should meet with the Parks and Recs directors to put together a list of events with budgets for the FY 2014. The City Manager should present the list to Council for comments and final approval by the July 17<sup>th</sup> Council Meeting.

### **BACKGROUND**

n/a

### **STATEMENT OF THE ISSUE**

The City of Socorro needs to have a schedule of events for FY 2014

### **FINANCIAL IMPACT**

**none**

**ALTERNATIVE**

**none**

**COUNCIL MEMBER RECOMMENDATION**

**Direct City Manager to present a list of events to Council for approval by the July 17<sup>th</sup> Meeting**

*Jesus Ruiz*  
Mayor

*Rene Rodriguez*  
At Large

*Sergio Cox*  
District 1



*Gloria M. Rodríguez*  
District 2

*Victor Perez*  
District 3 – Mayor Pro Tem

*Joseph E. Bowling*  
District 4

*Willie Norfleet, Jr.*  
City Manager

**DATE: 06/15**

**TO: Council**

**FROM: Mayor Jesus Ruiz**

**SUBJECT: Discussion and action to direct City Manager to coordinate a School Fair for City of Socorro employees**

### **SUMMARY**

Education is key to our city continuing to grow and becoming more professional. Only about 7% of residents in Socorro have a college degree and over 50% do not have a high school diploma or GED. A school fair for our employees would encourage them to continue to seek education and set the example for our community. We could invite the local colleges and Universities such as EPCC, UTEP, Park, University of Phoenix and NMSU to hand out information to our employees. The City Manager would direct his staff as he sees fit to coordinate the event for a date of their choosing.

### **BACKGROUND**

n/a

### **STATEMENT OF THE ISSUE**

Provide our employees with options and information so that they may continue their education

**FINANCIAL IMPACT**

**none**

**ALTERNATIVE**

**none**

**COUNCIL MEMBER RECOMMENDATION**

**Approve directing the City Manager to coordinate a school fair for City of Socorro employees.**