

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2 / Mayor-Pro Tem

Victor Perez
District 3

Anthony Gandara
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 15th DAY OF JANUARY, 2015 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 Willie Norfleet, Jr., City Manager, regarding monthly report.
Mayor Jesus Ruiz
6. **Presentation** by Anibal Olague regarding CDBG grant.
Mayor Jesus Ruiz

7. **Presentation** of certificates of appreciation for participating in the Socorro Police Department Induction Ceremony on December 5, 2014 to Mayor Jesus Ruiz, city manager Willie Norfleet, Jr., Councilman Sergio Cox and Judge Elia Garcia.

Chief Carlos Maldonado

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

8. **Excuse** absent Council Members. *Sandra Hernandez*
9. **Approval** of Regular Council Meeting Minutes of December 18, 2014 and Special Council Meeting Minutes of December 30, 2014. *Sandra Hernandez*
10. **Approval** for authorizing Civil Service Commissioners and Human Resources staff to attend the Texas Public Employer Labor Relations Association Annual Workshop and 29th Annual Civil Service Workshop in Sugarland, Texas February 12-30, 2015.

Adriana Rodarte

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

11. ***Introduction, First Reading and Calling for a Public Hearing*** of Ordinance 346, Amendment No. 1, An Ordinance of the City of Socorro, Texas, adopting an amended Budget to increase FY-2015 adopted budget. ***Karina Hagelsieb***

FINANCE DEPARTMENT

12. ***Discussion and action*** on approving the updated Purchasing Policy. ***Karina Hagelsieb***
13. ***Discussion and action*** on approving the updated Travel Policy. ***Karina Hagelsieb***
14. ***Discussion and action*** on approving the engagement letter with White, Samaniego, and Campbell, LLP for Fiscal Year 2014 Audit. ***Karina Hagelsieb***

HUMAN RESOURCES DEPARTMENT

15. ***Discussion and action*** on the Civil Service Commission recommendation to approve Employee Handbook revisions. ***Adriana Rodarte***

POLICE DEPARTMENT

16. ***Discussion and action*** to allow the Socorro Police Department to purchase Glock Model 22 .40 caliber handguns in order for the department to have a one weapon system and for them to be compatible in the event of a shooting incident. The cost is \$9,200.00 ***Chief Carlos Maldonado***
17. ***Discussion and action*** to allow the Socorro Police Department to purchase Bushmaster A3 M-4 rifles for every police officer. This will enhance our officers' capacity to protect our community members. The cost is \$33,000.00 ***Chief Carlos Maldonado***

PUBLIC WORKS DEPARTMENT

18. ***Presentation*** regarding Annual Streets Report. ***Douglas Lobdell, Jr.***
19. ***Discussion and action*** accepting the recommendation by Public Works Director regarding street overlay project to identify streets to be paved and priority listing for same. ***Douglas Lobdell, Jr.***

RECREATIONAL CENTER DEPARTMENT

20. Discussion and action regarding Mission Trail Association TABC License.

Victor Reta

PLANNING AND ZONING DEPARTMENT

21. Discussion and action on the approval of waiver request of fee for the Annual San Felipe De Jesus Catholic Church Kermes at 401 Passmore. The Planning and Zoning Commission recommends approval.

Sam Leony

CITY MANAGER

22. Discussion and action on the status report of Mauro Rosas Park.

Willie Norfleet, Jr.

23. Discussion and action on the update of the Capital Improvement Plan.

Willie Norfleet, Jr.

24. Discussion and action on approving the Unaudited General Fund Budget vs Revenues and Expenditures Report for the period ending December 31, 2014.

Willie Norfleet, Jr.

MAYOR AND CITY COUNCIL

25. Discussion and action to contribute funds to the Lower Valley School Nurses Association to support the 33nd Annual Lower Valley Health Fair for Socorro residents.

Mayor Jesus Ruiz

26. Discussion and action on directing City Manager to work with staff to provide a report on possible security additions to the City Administration Building.

Mayor Jesus Ruiz

27. Discussion and action to create a job description for a labor foreman and amend the organizational chart and to set salary.

Sergio Cox

28. Discussion and action to acquire right of way along Parker Road and Lippert Road located between Parker Road and Sparks Circle.

Sergio Cox

29. Discussion and action to acquire right of way acquisition of Rio Vista Road between Parker Road and Sparks Circle to Sheryl Circle.

Sergio Cox

30. Discussion and action regarding abandoned dwellings.

Gloria M. Rodriguez

- 31. Discussion and action** regarding policies and procedures for city employees to observe when citizens visit city offices, request information or documents or seek to meet with city employees and/or to direct the city manager or his designee to develop and enforce such policies and procedures. ***Gloria M. Rodriguez***
- 32. Discussion and action** regarding Ordinance 316, An Ordinance of the City of Socorro, Texas regulating street and house number signs for the use of emergency services. ***Gloria M. Rodriguez***
- 33. Discussion and action** to terminate current city attorney contract and to provide a 60 day notice effective January 16, 2015; and to solicit request for qualifications for a new city attorney immediately. ***Gloria M. Rodriguez***
- 34. Discussion and action** to amend the title and job description for the information technology specialist position to the director of information technology and to discuss a salary increase for the position. ***Gloria M. Rodriguez***
- 35. Discussion and action** on approving and reauthorizing all upgrades to Mauro Rosas Park as originally presented during initial construction; to include delegating and authorizing city staff to accept and approve all contracts, bids and/or any other documentation needed to complete Mauro Rosas Park without downgrades to original scope of work; including authorizing city staff to divert and prioritize funding for completion of Mauro Rosas Park. ***Anthony Gandara***

EXECUTIVE SESSION

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

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

Discussion on the following:

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

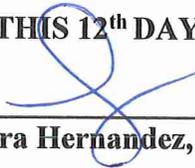
37. Discussion and action on qualifications of individuals for employment and for appointment to Boards & Commissions, job performance of employees, real estate acquisition and receive legal advice from City Attorney regarding legal issues affecting these matters.
Willie Norfleet, Jr.

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

39. Texas Gas Service rate adjustment procedures and methods, including GRIP and EPARR. [551.071].
James A. Martinez

40. Adjourn

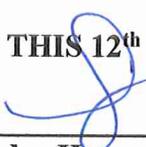
DATED THIS 12th DAY OF JANUARY 2015.

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 12th DAY OF JANUARY 2015.

By: 

Sandra Hernandez, City Clerk

Agenda posted: 1-12-15 @ 10:00am

Removed: _____ Time: _____ By: _____

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2 – Mayor Pro-Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: 01/07/2015

TO: Council

FROM: Mayor Jesus Ruiz

SUBJECT: Monthly Report Presented by CM Willie Norfleet

SUMMARY

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

BACKGROUND

n/a

STATEMENT OF THE ISSUE

See above

FINANCIAL IMPACT

none

ALTERNATIVE

Not allow him to present

COUNCIL MEMBER RECOMMENDATION

Allow Mr. Norfleet to present the monthly report

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2 – Mayor Pro-Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: 01/07/2015

TO: Council

FROM: Mayor Jesus Ruiz

SUBJECT: Presentation by Anibal Olague regarding CDBG grant

SUMMARY

The City of Socorro is applying for the CDBG grant after all the other entities gave up their respective amounts. We are in the process of applying and I would like our grant writer to inform everyone how the process is going.

BACKGROUND

n/a

STATEMENT OF THE ISSUE

Provide an update on the status of the grant

FINANCIAL IMPACT

None

ALTERNATIVE

none

COUNCIL MEMBER RECOMMENDATION

Allow Mr. Olague to give a presentation on the status of the CDBG grant.

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2 – Mayor Pro Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: January 8, 2015
TO: MAYOR AND CITY COUNCIL
FROM: CHIEF CARLOS R. MALDONADO

SUBJECT: TO PRESENT CERTIFICATES OF APPRECIATION FOR PARTICIPATING IN THE SOCORRO POLICE DEPARTMENT INDUCTION CEREMONY ON DECEMBER 5, 2014 TO: MAYOR JESUS RUIZ, CITY MANAGER WILLIE NORFLEET, COUNCILMAN SERGIO COX AND JUDGE ELIA GARCIA.

SUMMARY

N/A

BACKGROUND

N/A

STATEMENT OF THE ISSUE

N/A

FINANCIAL IMPACT

None

ALTERNATIVE

N/A

STAFF RECOMMENDATION

Chief Maldonado recommends we present certificates of appreciation and express our gratitude for the support to Mayor Jesus Ruiz, City Manager Willie Norfleet, Judge Elia Garcia and Councilman Sergio Cox during the commission ceremony.

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. Rodriguez
District 2 /Mayor ProTem

Victor Perez
District 3

Vacant
District 4

Willie Norfleet, Jr.
City Manager

**REGULAR COUNCIL MEETING MINUTES
DECEMBER 18, 2014 at 6:00 P.M.**

MEMBERS PRESENT:

Mayor Jesus Ruiz
Rene Rodriguez
Sergio Cox
Gloria M. Rodriguez
Victor Perez

STAFF PRESENT:

Willie Norfleet, Jr., City Manager
Sandra Hernandez, City Clerk
Jim Martinez, City Attorney
Sam Leony, Planning and Zoning Director
Doug Lobdell, Public Works Director
Karina Hagelsieb, CFO
Victor Reta, Recreation Supervisor
Omar Guevara
Adriana Rodarte, HR Director
Carlos Maldonado, Chief of Police

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Mayor Jesus Ruiz.

2. PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE.

The Pledge of allegiance was led by Douglas Lobdell, Public Works Director.

4. PUBLIC COMMENT

Ralph Duran spoke during Public Comment.

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *move up items nine (9) and ten (10)*. Motion passed.

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

Nays:

Abstain:

9. PUBLIC HEARING OF AMENDMENT #5 TO ORDINANCE 186 RELATING TO CIVIL SERVICE COMMISSION OF THE CITY OF SOCORRO, TEXAS.

BRUCE A. KOEHLER

*Public Hearing Opened at 6:04 p.m.
Ralph Duran spoke during Public Hearing
Public Hearing Closed at 6:08 p.m.*

10. SECOND READING AND ADOPTION OF AMENDMENT #5 TO ORDINANCE 186 RELATING TO CIVIL SERVICE COMMISSION OF THE CITY OF SOCORRO, TEXAS.

BRUCE A. KOEHLER

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *approve item number ten (10)*. Motion passed.

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

5. PRESENTATION BY CITY MANAGER REGARDING THE 2014 ANNUAL REPORT.

WILLIE NORFLEET, JR.

Presentation made by Willie Norfleet, Jr.

CONSENT AGENDA

6. EXCUSE ABSENT COUNCIL MEMBERS.

SANDRA HERNANDEZ

7. APPROVAL OF REGULAR COUNCIL MEETING MINUTES OF NOVEMBER 20, 2014.

SANDRA HERNANDEZ

8. APPROVAL TO AWARD INFORMAL BID SOLICITATION FOR THE PURCHASE OF TELEVISION PRODUCTION EQUIPMENT TO RESIDENT TECHNOLOGY IN THE AMOUNT OF \$12,702.81.

SANDRA HERNANDEZ

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

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

REGULAR AGENDA

ORDINANCES

- 11. PUBLIC HEARING OF ORDINANCE 358, AN ORDINANCE OF THE CITY OF SOCORRO, TEXAS, REGULATING AND DECLARING A NUISANCE THE COLLECTION OF WATER IN A MANNER IN WHICH MOSQUITOES BREED OR ARE LIKELY TO BREED AND CREATING AN OFFENSE.**

JAMES A. MARTINEZ

**Public Hearing opened 7:12 p.m.
No Speakers during Public Hearing
Public Hearing closed at 7:13 p.m.**

- 12. SECOND READING AND ADOPTION OF ORDINANCE 358, AN ORDINANCE OF THE CITY OF SOCORRO, TEXAS, REGULATING AND DECLARING A NUISANCE THE COLLECTION OF WATER IN A MANNER IN WHICH MOSQUITOES BREED OR ARE LIKELY TO BREED AND CREATING AN OFFENSE.**

JAMES A. MARTINEZ

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

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

- 13. PUBLIC HEARING OF ORDINANCE 359, AN ORDINANCE CHANGING THE ZONING OF TRACT 3-D-1-A, BLOCK 27, SOCORRO GRANT, FROM C-1 (LIGHT COMMERCIAL) TO C-2 (GENERAL COMMERCIAL). THE PLANNING AND ZONING DEPARTMENT RECOMMENDS APPROVAL.**

SAM LEONY

**Public Hearing opened 7:13 p.m.
No Speakers during Public Hearing
Public Hearing closed at 7:14 p.m.**

- 14. SECOND READING AND ADOPTION OF ORDINANCE 359, AN ORDINANCE CHANGING THE ZONING OF TRACT 3-D-1-A, BLOCK 27, SOCORRO GRANT, FROM C-1 (LIGHT COMMERCIAL) TO C-2 (GENERAL COMMERCIAL). 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 fourteen (14)*. Motion passed.

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

CITY CLERK DEPARTMENT

**15. DISCUSSION AND ACTION TO APPROVE PAYMENT TO KEY TO CITY
MANUFACTURING CO. IN THE AMOUNT OF \$639.35.**

SANDRA HERNANDEZ

A motion was Rene Rodriguez seconded by Gloria M. Rodriguez to *approve item number fifteen (15)*. Motion passed.

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

FINANCE DEPARTMENT

**16. DISCUSSION AND ACTION ON APPROVING THE UPDATED
PURCHASING POLICY.**

KARINA HAGELSIEB

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *postpone for the Regular Meeting of January 15, 2014*. Motion passed.

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

**17. DISCUSSION AND ACTION ON APPROVING THE UPDATED TRAVEL
POLICY.**

KARINA HAGELSIEB

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez to *postpone for the Regular Meeting of January 15, 2015*. Motion passed.

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

POLICE DEPARTMENT

- 18. DISCUSSION AND ACTION TO AUTHORIZE THE MAYOR, CITY ATTORNEY, AND CHIEF OF POLICE TO SIGN A MEMORANDUM OF UNDERSTANDING WITH IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE), HOMELAND SECURITY INVESTIGATIONS (HSI), OFFICE OF THE SPECIAL AGENT IN CHARGE FOR EL PASO, TEXAS, DATED DECEMBER 18, 2014, FOR THE PURPOSE OF THE REIMBURSEMENT OF COSTS INCURRED BY THE CITY OF SOCORRO POLICE DEPARTMENT IN PROVIDING RESOURCES TO JOINT OPERATIONS/TASK FORCES. *CHIEF CARLOS MALDONADO***

A motion was made by Rene Rodriguez seconded by Sergio Cox to *approve item number eighteen (18) to include paragraph IX as recommended by city attorney to read as follows: Each party paying for the performance of governmental services under this agreement will make such payments from available current revenues.* Motion passed.

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

- 19. DISCUSSION AND ACTION TO AUTHORIZE THE MAYOR, CITY ATTORNEY, AND CHIEF OF POLICE TO SIGN AN INTERLOCAL AGREEMENT WITH THE COUNTY OF EL PASO, THE CITY OF EL PASO, THE CITY OF ANTHONY, AND THE CITY OF HORIZON, TEXAS BETWEEN SAID PARTIES DATED OCTOBER 20, 2014, RELATING TO THE IMPLEMENTATION OF THE 2014 STONEGARDEN GRANT. *CHIEF CARLOS MALDONADO***

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

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

- 20. DISCUSSION AND ACTION TO AUTHORIZE THE CHIEF OF POLICE THE AUTHORITY TO SEND A POLICE OFFICER TO THE NATIONAL FORENSIC ACADEMY FOR TRAINING, UPON NOTIFICATION OF A VACANCY FROM THE DIRECTOR OF THE NATIONAL FORENSIC ACADEMY IN OAK RIDGE, TENNESSEE. *CHIEF CARLOS MALDONADO***

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *approve item number twenty (20).* Motion passed.

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

Nays:
Abstain

RECREATIONAL CENTER DEPARTMENT

21. *DISCUSSION AND ACTION* REGARDING REIMBURSEMENT TO MISSION TRAIL ASSOCIATION. *VICTOR RETA*

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

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

PUBLIC WORKS DEPARTMENT

22. *DISCUSSION AND ACTION* TO AWARD REQUEST FOR QUALIFICATIONS (RFQ) NO. 14-009 SPECIFICATIONS FOR TEXAS POLLUTANT DISCHARGE ELIMINATION SYSTEM (TPDES) PHASE II SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) TECHNICAL SUPPORT TO ESS, ENVIRONMENTAL AND SAFETY SOLUTIONS, TO NEGOTIATE CONTRACT, AND TO AUTHORIZE THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE A SERVICES AGREEMENT AND OTHER DOCUMENTS NECESSARY TO ENGAGE THE CONSULTANT AND COMPLETE ITS WORK.

DOUGLAS LOBDELL JR.

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

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

23. *DISCUSSION AND ACTION* TO APPROVE THE PURCHASE OF HERBICIDE FOR THE PUBLIC WORKS DEPARTMENT.

DOUGLAS LOBDELL, JR.

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

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

PLANNING AND ZONING DEPARTMENT

24. DISCUSSION AND ACTION ON THE APPROVAL OF THE CONDITIONAL USE PERMIT FOR A CAR LOT, BODY SHOP, AND IMPOUND LOT FOR LOT 1, BLOCK 1, LOPEZ AND ERVIN SUBDIVISION AT 339 N. MOON ROAD. THE PLANNING AND ZONING COMMISSION DID NOT MAKE A RECOMMENDATION. *SAM LEONY*

A motion was made by Gloria M. Rodriguez seconded by Victor Perez to *approve the conditional use permit for car lot, body shop and impound lot for item number twenty-four (24).*

A motion was made by Sergio Cox seconded by Victor Perez to *suspend the rule and allow the owner to speak.*

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

Arael Martinez spoke on this item.

An amended motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *accept the recommendation made by the Planning and Zoning Department to approve conditional use permit for a car lot and body shop.*

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

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *take a recess and reconvene at 8:30 p.m.*

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

THE CITY COUNCIL CONVENED INTO A RECESS AT 8:19 P.M.

RECESS

THE CITY COUNCIL RECONVENED BACK IN OPEN SESSION AT 8:32 P.M.

25. DISCUSSION AND ACTION ON THE APPROVAL OF THE CONDITIONAL USE PERMIT TO SELL BEER AND WINE FOR TRACT 4-D-13, BLOCK 3, SOCORRO GRANT AT 657 HORIZON BOULEVARD SUITES A, B, AND C. THE PLANNING AND ZONING COMMISSION RECOMMENDS APPROVAL. *SAM LEONY*

A motion was made by Victor Perez seconded by Sergio Cox to *approve item number twenty-five (25)*. Motion passed.

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

Nays:

Absent: Rene Rodriguez

26. DISCUSSION AND ACTION ON THE APPROVAL OF THE CONDITIONAL USE PERMIT FOR A COMMUNITY HOME WITH RELIGIOUS ACTIVITIES FOR LOT 18, BLOCK 1, ALJO ESTATES AT 134 TANTON ROAD. THE PLANNING AND ZONING COMMISSION RECOMMENDS APPROVAL. *SAM LEONY*

A motion was made by Gloria M. Rodriguez seconded by Victor Perez to *approve item number twenty-six*. Motion passed.

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

Nays:

Absent: Rene Rodriguez

CITY MANAGER

27. DISCUSSION AND ACTION TO AWARD BID NO. 14-008, DATA (FIBER OPTICS) AND VOICE SERVICES, TO AT&T IN THE AMOUNT OF \$4,200 PER MONTH WITH A THREE YEAR CONTRACT. *OMAR GUEVARA*

Rene Rodriguez walked in to the meeting at 8:36 p.m.

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

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

Nays:

Abstain

28. DISCUSSION AND ACTION ON APPROVING THE UNAUDITED GENERAL FUND BUDGET VS REVENUES AND EXPENDITURE REPORT FOR THE PERIOD ENDING NOVEMBER 30, 2014. *WILLIE NORFLEET, JR.*

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

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

Nays:

Abstain

29. DISCUSSION AND ACTION ON REQUEST FOR QUALIFICATIONS TO HIRE AN ENGINEERING FIRM TO DEVELOP THE DESIGN FOR SIDEWALKS AT THE FEDERAL GOVERNMENT STANDARDS AND CONDUCT ENVIRONMENTAL FOR THE CITY OF SOCORRO.

WILLIE NORFLEET, JR.

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

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

Nays:

Abstain

MAYOR AND CITY COUNCIL

30. DISCUSSION AND ACTION ON DIRECTING CITY MANAGER TO WORK WITH STAFF TO PROVIDE A REPORT ON THE POSSIBILITY OF ADDING MORE LIGHT POLES TO CITY PARKS. *MAYOR JESUS RUIZ*

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *approve item number thirty (30)*. Motion passed.

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

Nays:

Abstain

31. DISCUSSION REGARDING STREET SELECTION PROCESS.

MAYOR JESUS RUIZ

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *postpone for the Regular Meeting of January 15, 2014*. Motion passed.

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

Nays:

Abstain

32. DISCUSSION AND ACTION TO PRIORITIZE STREETS GIVEN A RATING OF 4 AND 5 FOR THE 2015 STREET OVERLAY PROJECT.

MAYOR JESUS RUIZ

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *approve item number thirty-two (32)*. Motion passed.

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

33. DISCUSSION AND ACTION ON REQUEST BY CONGRESSMAN ELECT WILL HURD TO USE OFFICE SPACE IN THE ADMINISTRATION BUILDING OF THE CITY OF SOCORRO. MAYOR JESUS RUIZ

A motion was made by Rene Rodriguez seconded by Victor Perez to *approve item number thirty-three (33)*. Motion approved.

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

Mayor Jesus Ruiz broke tie by voting aye.

34. DISCUSSION AND ACTION REGARDING MAURO ROSAS PARK. MAYOR JESUS RUIZ

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *authorize the city manager to solicit proposals for design parks*. Motion passed.

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

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

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

THE CITY COUNCIL CONVENED INTO EXECUTIVE SESSION AT 8:52 P.M.

EXECUTIVE SESSION

THE CITY COUNCIL RECONVENED BACK IN OPEN SESSION AT 9:33 P.M.

35. 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.

36. 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.

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

WILLIE NORFLEET, JR.

A motion was made by Rene Rodriguez seconded by Victor Perez to *delete items thirty-five (35), thirty-six (36), and thirty-seven (37)*. Motion passed.

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

Nays:

Abstain

38. DISCUSSION AND ACTION REGARDING OLD HUECO TANKS ROAD ROADWAY PROJECT, FUNDING MECHANISMS FOR SAME AND PARTICIPATION BY OTHER GOVERNMENTAL ENTITIES, INCLUDING THE CAMINO REAL REGIONAL MOBILITY AUTHORITY, THE STATE OF TEXAS, EL PASO COUNTY, EL PASO COMMUNITY COLLEGE, THE EL PASO COUNTY WATER IMPROVEMENT DISTRICT AND THE LOWER VALLEY WATER DISTRICT [551.071 AND 551.072].

JAMES A. MARTINEZ

A motion was made by Rene Rodriguez seconded by Sergio Cox to *authorize city attorney to proceed in accordance with Mr. Norfleet's recommendation*.

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

Nays:

Abstain

39. LAW ENFORCEMENT INVESTIGATION OF ISSUES RAISED IN THE REPORT OF FORENSIC INVESTIGATION PERFORMED BY WEAVER AND TIDWELL, LLP. [551.071] *JAMES A. MARTINEZ*

A motion was made by Rene Rodriguez *to approve city attorney's recommendation.*
Motion dies no second.

A motion was made by Sergio Cox seconded by Rene Rodriguez *to authorize the Mayor Ruiz to sign prosecution statement with the amendments described in Executive Session.* Motion passed.

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

40. DISCUSSION AND ACTION TO PURCHASE COUGAR PARK FROM THE CITY OF EL PASO AND TO DIRECT THE CITY ATTORNEY TO PREPARE NECESSARY DOCUMENTS FOR CLOSING. *WILLIE NORFLEET, JR.*

A motion was made by Rene Rodriguez seconded by Gloria M. Rodriguez *to authorize city attorney to negotiate the purchase of the land recommended by Mr. Norfleet in Executive Session and instruct the city attorney to prepare necessary documents and to authorize Mayor Ruiz to execute the necessary documents to close.*
Motion passed.

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

41. DISCUSSION AND ACTION ON THE PURCHASE OF RANGE WAR STREET FROM THE COUNTY OF EL PASO AND TO DIRECT THE CITY ATTORNEY TO PREPARE THE NECESSARY DOCUMENTS FOR THE TRANSACTION. *WILLIE NORFLEET, JR.*

A motion was made by Victor Perez seconded by Rene Rodriguez *to negotiate with the current land owners and make offer for the purchase of the property as discussed in Executive Session and authorize Mayor Ruiz to execute the necessary documents to close.* Motion passed.

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

42. DISCUSSION AND ACTION ON PURCHASING A PART OR A FULL RESIDENTIAL LOT IN WILTON CONNER'S WAY (LOT 3, BLOCK 1, CONNER SUBDIVISION) FOR THE DEVELOPMENT OF A PONDING AREA FOR THE SOCORRO BRIDGE. *WILLIE NORFLEET, JR.*

A motion was made by Rene Rodriguez seconded by Victor Perez to *authorize the city attorney to negotiate the purchase of the land for the maximum price recommended by Mr. Norfleet in Executive Session and authorize Mayor Ruiz to execute the necessary documents for the closing.* Motion passed.

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

43. ADJOURN

A motion was made by Gloria M. Rodriguez seconded by Rene Rodriguez to *adjourn at 9:39 p.m.* Motion passed.

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

Jesus Ruiz, Mayor

Olivia Navarro
Assistant City Clerk

Date minutes approved



Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1

Gloria M. Rodríguez
District 2 /Mayor-Pro Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

**SPECIAL COUNCIL MEETING MINUTES
DECEMBER 30, 2014 at 6:00 P.M.**

MEMBERS PRESENT:

Mayor Jesus Ruiz
Rene Rodriguez
Gloria M. Rodriguez
Victor Perez

MEMBERS ABSENT:

Sergio Cox

STAFF PRESENT:

Willie Norfleet, Jr., City Manager
Sandra Hernandez, City Clerk
Jim Martinez, City Attorney
Adriana Rodarte, Human Resources Director
Victor Reta, Recreation Supervisor

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Mayor Jesus Ruiz

2. PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE

Pledge of Allegiance was recited by Willie Norfleet, Jr.

3. ESTABLISHMENT OF QUORUM

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

4. PUBLIC COMMENT

None

REGULAR AGENDA

5. DISCUSSION AND ACTION ON CANVASS OF THE CERTIFIED RETURNS OF THE DECEMBER 20, 2014 SPECIAL ELECTION.

SANDRA HERNANDEZ

During this time Sandra Hernandez read the canvass results for the December 20, 2014 election.

Council Member District 4

Al Gutiérrez 45 votes

Teresa "Terry" Martinez 14 votes

Jose "Anthony" Gandara 62 votes

Motion made by Rene Rodriguez seconded by Gloria M. Rodriguez to *accept canvass and certifying votes from El Paso County Election Administrator.*

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

Nays:

Absent: Sergio Cox

6. SWEARING IN CEREMONY FOR DISTRICT 4 COUNCIL REPRESENTATIVE.

SANDRA HERNANDEZ

During this time Judge Ruben Lujan, Justice of the Peace, El Paso Precinct #6 swore in Jose Anthony Gandara.

EXECUTIVE SESSION

7. 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.

8. 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.

9. DISCUSSION AND ACTION 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 seven (7), eight (8), and nine (9)*. Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Anthony Gandara, and Gloria M. Rodriguez

Nays:

Abstain: Sergio Cox

10. ADJOURN

A motion was made by Victor Perez seconded by Rene Rodriguez to *adjourn at 6:06 p.m.*
Motion passed.

Ayes: Victor Perez, Rene Rodriguez, Anthony Gandara, and Gloria M. Rodriguez

Nays:

Abstain: Sergio Cox

Jesus Ruiz, Mayor

Sandra Hernandez
City Clerk

Date minutes approved

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodriguez
District 2 / Mayor Pro-Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

January 6, 2015

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Adriana Rodarte

SUBJECT: DISCUSSION AND ACTION ON CIVIL SERVICE TRAINING

SUMMARY

Approval for authorizing Commissioners and Staff to attend the TX Public Employer Labor Relations Association Annual Workshop and 29TH Annual Civil Service Workshop in Sugarland, Texas February 12-13, 2014

STATEMENT OF THE ISSUE

Texas Municipal Human Resources Association and the Texas Public employer Labor Relations Association conduct a workshop on administering the State Civil Service Law and provide the latest labor relations.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 05527/12

Funding Source: N/A

Amount: 1,074 per person (estimated amount for 4 individuals \$4,296.00)

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

Deny Training

STAFF RECOMMENDATION

HR recommends approval to attend training

REQUIRED AUTHORIZATION

1. City Manager Willie Boyles Date 1-6-15
2. CFO _____ Date _____
3. Attorney _____ Date _____



Texas Public Employer Labor Relations Association Annual Workshop

February 11, 2015

Co-Sponsored by the
Texas Public Employer Labor Relations Association
(TXPELRA)
and Texas Municipal Human Resources Association
(TMHRA)

in conjunction with the

29th Annual Civil Service Workshop

February 12-13, 2015

Sponsored by the
Texas Municipal Human Resources Association

**Sugar Land Marriott Town Square
10690 City Walk
Sugar Land, Texas**

TMHRA
Texas Municipal Human Resources Association

*The Texas Municipal Human Resources Association is an
affiliate of the Texas Municipal League.*


Texas Public Employer Labor Relations Association



Two Training Opportunities

A workshop on Public Employer Labor Relations will be held on February 11, 2015, prior to the 29th Annual Civil Service Workshop on February 12-13. Both workshops will be held at the Sugar Land Marriott Town Square Hotel. The programs are sponsored by the Texas Municipal Human Resources Association and the Texas Public Employer Labor Relations Association.

Enrollment for both workshops is limited to human resources professionals and management representatives from Texas municipal governments (for example, the city manager's office, the city attorney's office, civil service commissioners, the human resources department, police chiefs, and fire chiefs).

Benefits of Attending

The TXPELRA and Civil Service Workshops offer a broad developmental experience for all participants, no matter their level of knowledge or experience. There will be opportunities in each session to ask questions about administering the State Civil Service Law in your city and legislation on mandatory collective bargaining for public safety. In addition to the formal program, you will have the opportunity to network with others who share similar problems and challenges. The speakers are experts in their fields who have extensive experience in civil service, labor relations, and human resources management. This year's programs promise to be two of the best in the 29-year history of the workshops.

Who should attend?

- city managers
- compensation managers
- risk managers
- police chiefs
- assistant city managers
- human resource managers
- personnel professionals
- fire chiefs
- civil service commissioners
- attorneys
- city secretaries
- YOU!

29th Annual Civil Service Workshop

February 12-13, 2015

Sponsored by the Texas Municipal Human Resources Association

Tentative Agenda

Thursday, February 12

- 8:00 – 8:30 a.m. **Registration and Continental Breakfast**
- 8:30 – 8:45 a.m. **Welcome**
TMHRA President **Martha Butz**, Human Resource Director, City of Highland Village
- 8:45 – 10:00 a.m. **Alternative Promotional System**
How to get from LGC Chapter 143.032 to 143.035 and the benefits.
Gene Ellis, Police Chief, City of Belton
- 10:00 – 10:15 a.m. **Break**
- 10:15 – 11:30 a.m. **Testing Anomalies**
This session will include discussions on unique testing situations such as handling military issues, what happens when a test is accidentally destroyed, can an applicant appeal a psychological and other interesting testing faux fauxs, and how to move forward.
Vicki King, Retired, Assistant Police Chief, City of Houston; and Owner, Dynamic Policing Solutions
- 11:30 a.m. – 1:00 p.m. **Lunch (On Your Own)**
- 1:00 – 2:30 p.m. **Concurrent Sessions**
- Track 1: Getting Civil Servants Back To Work**
How can you best navigate federal FMLA, ADA, and USERRA laws when addressing employee return to work issues such as light duty, family and medical leave, military leave, workers' compensation, disability, etc.
Julia Gannaway, Partner, Lynn, Ross & Gannaway, LLP
- Track 2: Civil Service Termination and Arbitration Process**
Civil Service discipline from complaint to arbitration; a look at the process.
William S. Helfand, Shareholder, Chamberlain, Hrdlicka, White, William & Aughtry
- 2:30 – 2:45 p.m. **Break**
- 2:45 – 4:00 p.m. **Concurrent Sessions**
- Track 1: Off Duty Conduct and On-Duty Impact**
What are your employees doing today? This session will delve into the myriad of issues of off duty misconduct from violations of law and agency policies to privacy rights and social media. For example, civil service DUI's, first amendment issues, etc.
Brian J. Begle, Partner, Olson & Olson, LLP
- Track 2: Managing Generational Differences and Recruiting for Civil Service**
For the first time in history you are managing four different generations in the workplace at the same time. Differing values, perspectives, and priorities can create conflict unless it is managed properly. This session will provide you with greater understanding of the generational differences in your workplace.
Ron Holifield, Founder and CEO, Strategic Government Resources

4:00 p.m.

Adjourn - Reception immediately following

Co-sponsored by TMHRA and Lynn, Ross, & Gannaway LLP, Fort Worth

Friday, February 13

8:00 –8:30 a.m.

Continental Breakfast

8:30 – 10:15 a.m.

Legal Update

Bettye Lynn, Partner, Lynn, Ross & Gannaway LLP

10:15 – 10:30 a.m.

Break

10:30 a.m. – Noon

Legal Update – Continued

Bettye Lynn, Partner, Lynn, Ross & Gannaway LLP

Noon

Adjourn

General Information

Who May Attend

Enrollment for both workshops is limited to human resources professionals and management representatives from Texas municipal governments (for example, city manager's office, the city attorney's office, civil service commissioners, the human resources department, police chiefs, and fire chiefs).

Continuing Education Credit

Individuals may submit program information to their certifying agency to determine if CEU's or other credits may be applied. TMHRA does not pre-certify sessions for credit. CEU forms will be available online at www.tmhra.org.

Cancellation and Substitution Policy

If you are registered and cannot attend, we encourage you to send a substitute. If you cannot send a substitute, a \$45 cancellation fee will be assessed if written cancellation is received by January 28. No refunds will be honored after January 28.

Hotel Accommodations

The conference will be held at the Sugar Land Marriott Town Square Hotel, located at 16090 City Walk in Sugar Land. To make reservations, please call the hotel toll free at 800-228-9290 and ask for the TMHRA TXPERLA and Civil Service Workshops room block. A rate of \$149 single/double per night is available until January 28, 2015, or until the block is full. Don't wait; reserve your room now! To register online please visit www.tmhra.org for a link to the hotel.

Dining

The registration fee includes continental breakfast, refreshment breaks, and lunch on Wednesday; continental breakfast, refreshment breaks, and reception on Thursday; and continental breakfast, and a refreshment break on Friday. Thursday lunch is on your own.

Sugar Land has many restaurants within walking distance of the hotel. Please visit <http://sugarlandtownsquare.com/dining/> to review the list of restaurants in the area.

Workshop Materials

All speaker papers will be posted on the TMHRA website at www.tmhra.org (under "Events") for attendees to download in advance.

Special Accommodations

WE WANT TO HELP! Let us know on the registration form if you need special assistance of any kind. In order to respond to any special request, we would appreciate as much advance notice as possible. Thank you.

Questions?

Contact the TML Affiliate Services Department at 512-231-7400 or tmhra@tml.org.

Texas Public Employer Labor Relations Association Annual Workshop

February 11, 2015

Co-Sponsored by the Texas Public Employer Labor Relations Association and Texas Municipal Human Resources Association

Tentative Agenda

Wednesday, February 11

- | | |
|--------------------|--|
| 8:00 – 8:30 a.m. | Registration and Continental Breakfast |
| 8:30 – 8:45 a.m. | Welcome
TXPELRA President Miguel Ozuna , Director of Human Resources, City of Cedar Park |
| 8:45 – 9:30 a.m. | NPELRA Update
NPELRA President Jim Parrish , Assistant City Manager, City of Plano |
| 9:30 – 10:45 a.m. | General Negotiation Skills
Ron Holifield , Founder and CEO, Strategic Government Resources |
| 10:45 – 11:00 a.m. | Break |
| 11:00 a.m. – Noon | Eliminating a Past Practice
Julia Gannaway , Partner, Lynn, Ross & Gannaway, LLP |
| Noon – 1:30 p.m. | Lunch (Provided) |
| 1:30 – 3:00 p.m. | Labor Relations Trends
This session will discuss labor relations trends including contract negotiation trends, collective bargaining units, etc.
TBD |
| 3:00 – 3:15 p.m. | Break |
| 3:15 – 5:00 p.m. | Labor Relations Legal Update
Betty Lynn , Partner, Lynn, Ross & Gannaway, LLP |

TXPERLA Annual Workshop

February 11, 2015

TMHRA 29th Annual Civil Service Workshop

February 12-13, 2015

Sugar Land Marriott Town Square
16090 City Walk
Sugar Land, Texas 77479

Registration Form

Your registration will not be processed until payment is received.

Enrollment for both workshops is limited to human resources professionals and management representatives from Texas municipal governments (for example, city manager's office, city attorney's office, civil service commissioners, human resources department, police chiefs, and fire chiefs).

Two Ways to Register

- (1) Register online with credit card payment at:
www.tml.org
www.tmhra.org
- (2) Mail this form with payment to:
TML Administrative Services
1821 Rutherford Lane, Suite 400
Austin, TX 78754-5128

Before January 28

- | | | |
|--------------------------|---|--------------|
| <input type="checkbox"/> | TXPERLA Workshop (February 11)
<i>includes lunch and refreshments</i> | \$125 |
| <input type="checkbox"/> | Civil Service Workshop (February 12-13)
<i>includes Thursday reception and refreshments both days</i> | \$175 |
| <input type="checkbox"/> | Both Workshops (February 11-13) | \$250 |

After January 28

- | | | |
|--------------------------|---|--------------|
| <input type="checkbox"/> | TXPERLA Workshop (February 11)
<i>includes lunch and refreshments</i> | \$200 |
| <input type="checkbox"/> | Civil Service Workshop (February 12-13)
<i>includes Thursday reception and refreshments both days</i> | \$250 |
| <input type="checkbox"/> | Both Workshops (February 11-13) | \$375 |

Total enclosed: _____

Cancellation and Substitution Policy

If you are registered and cannot attend, we encourage you to send a substitute. If you cannot send a substitute, a \$45 cancellation fee will be assessed if written cancellation is received by **January 28**. No refunds will be honored after **January 28**.

Your name badge and confirmation will be mailed to you in advance; please bring them with you to the workshops. If an email address is provided, you will receive an email confirmation.

Full Name: _____ Preferred Name: _____

Title: _____

Job Description: _____

City/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Fax: _____

I require the following special accommodations: _____

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

AMENDMENT NO. 1
ORDINANCE NO. 346

AN ORDINANCE OF THE CITY OF SOCORRO, TEXAS ADOPTING AN AMENDED BUDGET TO INCREASE FY-2015 ADOPTED BUDGET.

WHEREAS, IT APPEARS THAT IT IS NECESSARY AND DESIREABLE FOR THE CITY COUNCIL TO INCREASE THE CITY'S GENERAL FUND BUDGET IN THE AMOUNT OF \$175,126 AND \$734,674 FOR CAPITAL PROJECTS FUND (see Exhibit A); and,

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 BUDGET:

That the 1ST Amended Budget 2014-2015 for the City of Socorro, Texas which is attached hereto 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, Texas 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:

That 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 thereto and such is evidenced by the signatures affixed below.

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

Jesus Ruiz
Mayor

ATTEST:

Sandra Hernandez
City Clerk

APPROVED AS TO FORM:

City Attorney



Exhibit A

BUDGET AMENDMENT #1

ORDINANCE # 346

Presented by:

**Willie Norfleet, Jr.
January 15, 2015**

City of Socorro
Proposed Budget Amendment #1
Ordinance # 346
FY 2015
Summary

Increase

Revenues		Prior Year's Revenue	Sales Tax	Cert. Of Oblig.	Total
General Fund		75,126	100,000		175,126
Capital Projects				734,674	734,674
Total		75,126	100,000	734,674	909,800

Increase

Expenditures		Personnel	Operating	Cert. Of Oblig.	Total
General Fund		51,584	123,542		175,126
Capital Projects				734,674	734,674
Total		51,584	123,542	734,674	909,800



	GENERAL FUND EXPENDITURES DEPARTMENTS COMBINED	Adopted Budget FY 2014-2015	Amendment #1	Amended Budget FY 2014-2015
05101	Salaries	3,710,406	22,500	3,732,906
05103	Overtime	177,410	16,000	193,410
05111	FICA/Medicare Taxes	297,433	2,953	300,386
05112	T.W.C. Payroll Taxes	27,809	270	28,079
05113	Health Insurance Premiums	708,584	5,776	714,360
05114	Workers Compensation Insurance	124,771	80	124,851
05115	Deferred Compensation Benefits	58,620	3,700	62,320
05116	Life Insurance	6,675	65	6,740
05117	Dental Insurance Expense	23,920	195	24,115
05118	Vision Insurance Expense	5,520	45	5,565
	Total Personnel Cost	5,141,148	51,584	5,192,732
05201	Office Expense and Supplies	67,650	(3,540)	64,110
05202	Medical Supplies	500	-	500
05211	Postage	8,760	-	8,760
05212	Tools and Supplies	22,200	31,000	53,200
05213	Uniforms	38,120	1,000	39,120
05310	Building Modifications/ADA	500	-	500
05311	Building & Property Maintenance	49,400	(8,000)	41,400
05312	Street Maintenance	22,000	-	22,000
05313	Utilities	229,000	-	229,000
05314	Telephone	62,348	(7,000)	55,348
05317	Park Maintenance	24,000	-	24,000
05325	Recycling Center	4,200	-	4,200
05411	Legal Fees	375,000	-	375,000
05510	Property Insurance	24,089	1,020	25,109
05511	Advertising/Drug Testing	43,000	(3,000)	40,000
05512	Audit Fees	37,000	-	37,000
05513	Central Appraisal Fees	60,000	-	60,000
05515	County Elections	-	22,600	22,600
05516	Dues/Subscriptions	16,475	3,675	20,150
05517	Bank Charges	5,000	-	5,000
05518	Liability Insurance	84,737	1,776	86,513
05520	Service Contracts	290,146	38,490	328,636
05521	Support Activities	100,300	(2,408)	97,892
05522	Tax Collector Fees	11,000	-	11,000
05523	Equipment Rental/Lease	24,700	(7,000)	17,700
05525	Health Contract	466,000	18,279	484,279
05527	Seminars/Training/Workshops	27,750	8,500	36,250
05532	Miscellaneous Expense	500	(500)	-
05533	Travel/Mileage/Per Diem	850	(850)	-
05538	Late Charge	100	-	100
05539	Discretionary Fund-Mayor	1,000	-	1,000
05540	Discretionary Fund-District 2	1,000	-	1,000
05541	Discretionary Fund-District 1	1,000	-	1,000



	GENERAL FUND EXPENDITURES DEPARTMENTS COMBINED	Adopted Budget FY 2014-2015	Amendment #1	Amended Budget FY 2014-2015
05542	Discretionary Fund-District 3	1,000	-	1,000
05543	Discretionary Fund-District 4	1,000	-	1,000
05544	Discretionary Fund-At Large	1,000	-	1,000
05546	Marketing Exp	10,000	-	10,000
05610	Office Furniture	-	1,650	1,650
05611	Radio Communications and Maintenance	10,000	(5,000)	5,000
05612	Vehicle Repair & Maintenance	54,200	(10,000)	44,200
05613	Equipment Repair & Maintenance	36,050	(6,000)	30,050
05614	Vehicle Fuel	111,600	-	111,600
05711	Travel/Mileage/Per Diem	47,250	8,850	56,100
05810	Property and Equipment	16,000	40,000	56,000
05900	Emergency Aid and Assistance	5,000	-	5,000
05911	Contingency	5,000	-	5,000
06440	Grant Expense	78,780	-	78,780
	Total Operational Cost	2,475,205	123,542	2,598,747
	Total Expenses	7,616,353	175,126	7,791,479



GENERAL FUND REVENUES		Adopted Budget FY 2014-2015	Amendment #1	Amended Budget FY 2014-2015
04201	Property Taxes	4,217,911		4,217,911
04206	Delinquent Propert Taxes	150,000		150,000
04202	Sales Taxes	1,600,000	100,000	1,700,000
04203	Franchise Taxes	325,000		325,000
04404	Interest Earned	1,200		1,200
04500	Other Planning Fees (Fireworks)	3,000		3,000
04501	Building Permits	220,000		220,000
04502	Business Registration Permits	47,000		47,000
04503	Rezoning Fees	36,000		36,000
04505	Mobile Home Permits	3,000		3,000
04507	Muni Court Judgement/Fines	460,000		460,000
04604	Police Fees	7,000		7,000
04714	Park Fees	1,000		1,000
04903	Miscellaneous Income	4,000		4,000
04999	Prior Year's Revenue	541,242	75,126	616,368
	Total Revenues	7,616,353	175,126	7,791,479



GENERAL FUND EXPENDITURES		Adopted	Amendment	Amended
CITY MANAGER		Budget	#1	Budget
		FY 2014-2015		FY 2014-2015
05101	Salaries	193,488	22,500	215,988
05103	Overtime	800	5,000	5,800
05111	FICA/Medicare Taxes	14,861	2,104	16,965
05112	T.W.C. Payroll Taxes	810	270	1,080
05113	Health Insurance Premiums	23,106	5,776	28,882
05114	Workers Compensation Insurance	871	25	896
05115	Deferred Compensation Benefits	8,060		8,060
05116	Life Insurance	382	65	447
05117	Dental Insurance Expense	780	195	975
05118	Vision Insurance Expense	180	45	225
	Total Personnel Cost	243,338	35,980	279,318
05201	Office Expense and Supplies	10,000		10,000
05211	Postage	1,800		1,800
05310	Building Modifications/ADA	500		500
05311	Building & Property Maintenance	3,000		3,000
05313	Utilities	6,000		6,000
05314	Telephone	8,000		8,000
05411	Legal Fees	200,000	(12,600)	187,400
05510	Property Insurance	3,000		3,000
05516	Dues/Subscriptions	2,000	3,000	5,000
05518	Liability Insurance	36,000		36,000
05520	Service Contracts	70,786		70,786
05521	Support Activities	5,000	(2,408)	2,592
05523	Equipment Rental/Lease	6,000		6,000
05527	Seminars/Training/Workshops	1,000		1,000
05546	Marketing Exp	10,000		10,000
05613	Equipment Repair & Maintenance	3,000	(1,000)	2,000
05711	Travel/Mileage/Per Diem	13,000		13,000
05810	Property and Equipment	10,000	-	10,000
05900	Emergency Aid and Assistance	5,000		5,000
05911	Contingency	5,000		5,000
	Total Operational Cost	399,086	(13,008)	386,078
	Total Expenses	642,424	22,972	665,396



GENERAL FUND EXPENDITURES PUBLIC WORKS		Adopted Budget FY 2014-2015	Amendment #1	Amended Budget FY 2014-2015
05101	Salaries	514,987		514,987
05103	Overtime	17,000		17,000
05111	FICA/Medicare Taxes	40,702		40,702
05112	T.W.C. Payroll Taxes	4,590		4,590
05113	Health Insurance Premiums	130,934		130,934
05114	Workers Compensation Insurance	51,120		51,120
05115	Deferred Compensation Benefits	8,445		8,445
05116	Life Insurance	1,013		1,013
05117	Dental Insurance Expense	4,420		4,420
05118	Vision Insurance Expense	1,020		1,020
	Total Personnel Cost	774,231	-	774,231
05201	Office Expense and Supplies	3,300	(1,000)	2,300
05212	Tools and Supplies	6,500		6,500
05213	Uniforms	14,500	(5,000)	9,500
05311	Building & Property Maintenance	4,400		4,400
05312	Street Maintenance	22,000		22,000
05313	Utilities	180,000		180,000
05314	Telephone	3,000		3,000
05325	Recycling Center	4,200		4,200
05411	Legal Fees	-	10,000	10,000
05510	Property Insurance	7,604		7,604
05516	Dues/Subscriptions	500		500
05518	Liability Insurance	7,460		7,460
05520	Service Contracts	-	30,000	30,000
05523	Equipment Rental/Lease	3,200	(1,500)	1,700
05527	Seminars/Training/Workshops	1,500		1,500
05532	Miscellaneous Expense	500	(500)	-
05610	Office Furniture	-	1,000	1,000
05611	Radio Communications and Maintenance	2,000		2,000
05612	Vehicle Repair & Maintenance	18,000		18,000
05613	Equipment Repair & Maintenance	15,000		15,000
05614	Vehicle Fuel	46,000		46,000
05711	Travel/Mileage/Per Diem	2,500		2,500
05810	Property and Equipment	2,000		2,000
	Total Operational Cost	344,164	33,000	377,164
	Total Expenses	1,118,395	33,000	1,151,395



	GENERAL FUND EXPENDITURES POLICE	Adopted Budget FY 2014-2015	Amendment #1	Amended Budget FY 2014-2015
05101	Salaries	1,786,271		1,786,271
05103	Overtime	140,000		140,000
05111	FICA/Medicare Taxes	147,364		147,364
05112	T.W.C. Payroll Taxes	11,069		11,069
05113	Health Insurance Premiums	315,782		315,782
05114	Workers Compensation Insurance	55,775		55,775
05115	Deferred Compensation Benefits	23,230		23,230
05116	Life Insurance	3,262		3,262
05117	Dental Insurance Expense	10,660		10,660
05118	Vision Insurance Expense	2,460		2,460
	Total Personnel Cost	2,495,873	-	2,495,873
05201	Office Expense and Supplies	15,000		15,000
05202	Medical Supplies	500		500
05211	Postage	1,000		1,000
05212	Tools and Supplies	10,000	31,000	41,000
05213	Uniforms	15,000	6,000	21,000
05311	Building & Property Maintenance	15,000	(8,000)	7,000
05313	Utilities	22,000		22,000
05314	Telephone	15,000		15,000
05411	Legal Fees	2,000	12,000	14,000
05510	Property Insurance	5,010		5,010
05516	Dues/Subscriptions	1,000	500	1,500
05518	Liability Insurance	37,100		37,100
05520	Service Contracts	20,000	(5,000)	15,000
05521	Support Activities	1,500		1,500
05523	Equipment Rental/Lease	8,000	(4,000)	4,000
05527	Seminars/Training/Workshops	2,000	10,000	12,000
05611	Radio Communications and Maintenance	8,000	(5,000)	3,000
05612	Vehicle Repair & Maintenance	30,000	(10,000)	20,000
05613	Equipment Repair & Maintenance	10,000	(5,000)	5,000
05614	Vehicle Fuel	52,000		52,000
05711	Travel/Mileage/Per Diem	2,000	8,000	10,000
	Total Operational Cost	272,110	30,500	302,610
	Total Expenses	2,767,983	30,500	2,798,483



GENERAL FUND EXPENDITURES MUNICIPAL COURT		Adopted Budget FY 2014-2015	Amendment #1	Amended Budget FY 2014-2015
05101	Salaries	95,013		95,013
05103	Overtime	3,550	3,000	6,550
05111	FICA/Medicare Taxes	7,542	236	7,778
05112	T.W.C. Payroll Taxes	810		810
05113	Health Insurance Premiums	23,106		23,106
05114	Workers Compensation Insurance	415	15	430
05115	Deferred Compensation Benefits	1,720		1,720
05116	Life Insurance	207		207
05117	Dental Insurance Expense	780		780
05118	Vision Insurance Expense	180		180
	Total Personnel Cost	133,323	3,251	136,574
05201	Office Expense and Supplies	4,750		4,750
05211	Postage	2,750		2,750
05213	Uniforms	270		270
05311	Building & Property Maintenance	2,000		2,000
05314	Telephone	12,950		12,950
05411	Legal Fees	15,000		15,000
05510	Property Insurance	3,940		3,940
05516	Dues/Subscriptions	425		425
05518	Liability Insurance	252		252
05520	Service Contracts	61,800	3,000	64,800
05521	Support Activities	200		200
05523	Equipment Rental/Lease	5,000	(2,000)	3,000
05527	Seminars/Training/Workshops	1,250		1,250
05533	Travel/Mileage/Per Diem	850	(850)	-
05613	Equipment Repair & Maintenance	250		250
05711	Travel/Mileage/Per Diem	2,250	850	3,100
	Total Operational Cost	113,937	1,000	114,937
	Total Expenses	247,260	4,251	251,511



	GENERAL FUND EXPENDITURES PLANNING & ZONING	Adopted Budget FY 2014-2015	Amendment #1	Amended Budget FY 2014-2015
05101	Salaries	352,470		352,470
05103	Overtime	6,560		6,560
05111	FICA/Medicare Taxes	27,466		27,466
05112	T.W.C. Payroll Taxes	2,700		2,700
05113	Health Insurance Premiums	77,020		77,020
05114	Workers Compensation Insurance	2,603		2,603
05115	Deferred Compensation Benefits	8,920		8,920
05116	Life Insurance	667		667
05117	Dental Insurance Expense	2,600		2,600
05118	Vision Insurance Expense	600		600
	Total Personnel Cost	481,606	-	481,606
05201	Office Expense and Supplies	10,000	(1,640)	8,360
05211	Postage	2,500		2,500
05212	Tools and Supplies	700		700
05213	Uniforms	1,500		1,500
05311	Building & Property Maintenance	5,000		5,000
05313	Utilities	3,000		3,000
05314	Telephone	12,000	(7,000)	5,000
05411	Legal Fees	55,530		55,530
05510	Property Insurance	610		610
05511	Advertising/Drug Testing	3,000		3,000
05516	Dues/Subscriptions	2,000		2,000
05518	Liability Insurance	2,040		2,040
05520	Service Contracts	5,560	7,990	13,550
05521	Support Activities	100		100
05523	Equipment Rental/Lease	2,500		2,500
05527	Seminars/Training/Workshops	4,000		4,000
05610	Office Furniture		650	650
05612	Vehicle Repair & Maintenance	2,000		2,000
05613	Equipment Repair & Maintenance	1,700		1,700
05614	Vehicle Fuel	5,300		5,300
05711	Travel/Mileage/Per Diem	2,500		2,500
	Total Operational Cost	121,540	-	121,540
	Total Expenses	603,146	-	603,146



	GENERAL FUND EXPENDITURES HEALTH DEPARTMENT	Adopted Budget FY 2014-2015	Amendment #1	Amended Budget FY 2014-2015
05525	Health Contract	466,000	18,279	484,279
	Total Operational Cost	466,000	18,279	484,279
	Total Expenses	466,000	18,279	484,279



GENERAL FUND EXPENDITURES		Adopted Budget FY 2014-2015	Amendment #1	Amended Budget FY 2014-2015
GRANTS				
05201	Office Expense and Supplies	800		800
05211	Postage	300		300
05314	Telephone	500		500
05516	Dues/Subscriptions	250		250
05520	Service Contracts	80,000		80,000
05527	Seminars/Training/Workshops	1,000		1,000
05711	Travel/Mileage/Per Diem	500		500
06440	Grant Expense	78,780		78,780
	Total Operational Cost	162,130	-	162,130
	Total Expenses	162,130	-	162,130



	GENERAL FUND EXPENDITURES HUMAN RESOURCES	Adopted Budget FY 2014-2015	Amendment #1	Amended Budget FY 2014-2015
05101	Salaries	91,000		91,000
05103	Overtime	-	2,000	2,000
05111	FICA/Medicare Taxes	6,962	153	7,115
05112	T.W.C. Payroll Taxes	540		540
05113	Health Insurance Premiums	15,404		15,404
05114	Workers Compensation Insurance	410	10	420
05115	Deferred Compensation Benefits	1,160		1,160
05116	Life Insurance	154		154
05117	Dental Insurance Expense	520		520
05118	Vision Insurance Expense	120		120
	Total Personnel Cost	116,270	2,163	118,433
05201	Office Expense and Supplies	1,500		1,500
05211	Postage	210		210
05314	Telephone	350		350
05411	Legal Fees	75,000	-	75,000
05511	Advertising/Drug Testing	10,000	(3,000)	7,000
05516	Dues/Subscriptions	2,000		2,000
05520	Service Contracts	15,000	7,000	22,000
05521	Support Activities	3,000		3,000
05527	Seminars/Training/Workshops	7,000		7,000
05613	Equipment Repair & Maintenance	600		600
05711	Travel/Mileage/Per Diem	5,000		5,000
	Total Operational Cost	119,660	4,000	123,660
	Total Expenses	235,930	6,163	242,093



	GENERAL FUND EXPENDITURES COUNCIL	Adopted Budget FY 2014-2015	Amendment #1	Amended Budget FY 2014-2015
05101	Salaries	55,017		55,017
05111	FICA/Medicare Taxes	4,207		4,207
05112	T.W.C. Payroll Taxes	1,350		1,350
05114	Workers Compensation Insurance	247		247
	Total Personnel Cost	60,821	-	60,821
05201	Office Expense and Supplies	800	3,600	4,400
05314	Telephone	3,300		3,300
05411	Legal Fees	10,000	(10,000)	-
05516	Dues/Subscriptions	6,700		6,700
05527	Seminars/Training/Workshops	2,000		2,000
05539	Discretionary Fund-Mayor	1,000		1,000
05540	Discretionary Fund-District 2	1,000		1,000
05541	Discretionary Fund-District 1	1,000		1,000
05542	Discretionary Fund-District 3	1,000		1,000
05543	Discretionary Fund-District 4	1,000		1,000
05544	Discretionary Fund-At Large	1,000		1,000
05612	Vehicle Repair & Maintenance	200		200
05614	Vehicle Fuel	300		300
05711	Travel/Mileage/Per Diem	10,000		10,000
	Total Operational Cost	39,300	(6,400)	32,900
	Total Expenses	100,121	(6,400)	93,721



	GENERAL FUND EXPENDITURES CITY CLERK	Adopted Budget FY 2014-2015	Amendment #1	Amended Budget FY 2014-2015
05101	Salaries	83,000		83,000
05103	Overtime	500	3,000	3,500
05111	FICA/Medicare Taxes	6,390	230	6,620
05112	T.W.C. Payroll Taxes	540		540
05113	Health Insurance Premiums	15,404		15,404
05114	Workers Compensation Insurance	392	15	407
05115	Deferred Compensation Benefits	910		910
05116	Life Insurance	154		154
05117	Dental Insurance Expense	520		520
05118	Vision Insurance Expense	120		120
	Total Personnel Cost	107,930	3,245	111,175
05201	Office Expense and Supplies	6,000	(1,500)	4,500
05211	Postage	200		200
05314	Telephone	600		600
05411	Legal Fees	14,970		14,970
05511	Advertising/Drug Testing	30,000		30,000
05515	County Elections	-	22,600	22,600
05516	Dues/Subscriptions	600		600
05520	Service Contracts	5,000	1,500	6,500
05521	Support Activities	500		500
05527	Seminars/Training/Workshops	3,000	(1,500)	1,500
05711	Travel/Mileage/Per Diem	3,000		3,000
	Total Operational Cost	63,870	21,100	84,970
	Total Expenses	171,800	24,345	196,145



GENERAL FUND EXPENDITURES		Adopted	Amendment	Amended
FINANCE		Budget	#1	Budget
		FY 2014-2015		FY 2014-2015
05101	Salaries	140,000		140,000
05103	Overtime	1,000	3,000	4,000
05111	FICA/Medicare Taxes	10,787	230	11,017
05112	T.W.C. Payroll Taxes	810		810
05113	Health Insurance Premiums	23,106		23,106
05114	Workers Compensation Insurance	630	15	645
05115	Deferred Compensation Benefits	1,385	3,700	5,085
05116	Life Insurance	212		212
05117	Dental Insurance Expense	780		780
05118	Vision Insurance Expense	180		180
	Total Personnel Cost	178,890	6,945	185,835
05201	Office Expense and Supplies	4,500		4,500
05314	Telephone	648		648
05411	Legal Fees	2,500		2,500
05512	Audit Fees	37,000		37,000
05513	Central Appraisal Fees	60,000		60,000
05516	Dues/Subscriptions	1,000		1,000
05517	Bank Charges	5,000		5,000
05520	Service Contracts	7,000	1,000	8,000
05522	Tax Collector Fees	11,000		11,000
05527	Seminars/Training/Workshops	2,500		2,500
05538	Late Charge	100		100
05711	Travel/Mileage/Per Diem	2,000		2,000
	Total Operational Cost	133,248	1,000	134,248
	Total Expenses	312,138	7,945	320,083



	GENERAL FUND EXPENDITURES RECREATIONAL CENTER	Adopted Budget FY 2014-2015	Amendment #1	Amended Budget FY 2014-2015
05101	Salaries	129,700		129,700
05103	Overtime	2,000		2,000
05111	FICA/Medicare Taxes	10,077		10,077
05112	T.W.C. Payroll Taxes	1,620		1,620
05113	Health Insurance Premiums	23,106		23,106
05114	Workers Compensation Insurance	585		585
05115	Deferred Compensation Benefits	1,290		1,290
05116	Life Insurance	190		190
05117	Dental Insurance Expense	780		780
05118	Vision Insurance Expense	180		180
	Total Personnel Cost	169,528	-	169,528
05201	Office Expense and Supplies	8,000	(3,000)	5,000
05213	Uniforms	850		850
05311	Building & Property Maintenance	10,000		10,000
05313	Utilities	18,000		18,000
05314	Telephone	4,500		4,500
05510	Property Insurance	3,925		3,925
05516	Dues/Subscriptions		100	100
05518	Liability Insurance	1,885		1,885
05520	Service Contracts	10,000		10,000
05521	Support Activities	8,000		8,000
05523	Equipment Rental/Lease		500	500
05527	Seminars/Training/Workshops	2,500		2,500
05612	Vehicle Repair & Maintenance	2,000		2,000
05613	Equipment Repair & Maintenance	2,500		2,500
05614	Vehicle Fuel	3,000		3,000
05711	Travel/Mileage/Per Diem	2,200		2,200
05810	Property and Equipment	4,000	40,000	44,000
	Total Operational Cost	81,360	37,600	118,960
	Total Expenses	250,888	37,600	288,488



	GENERAL FUND EXPENDITURES PARKS	Adopted Budget FY 2014-2015	Amendment #1	Amended Budget FY 2014-2015
05101	Salaries	269,460		269,460
05103	Overtime	6,000		6,000
05111	FICA/Medicare Taxes	21,075		21,075
05112	T.W.C. Payroll Taxes	2,970		2,970
05113	Health Insurance Premiums	61,616		61,616
05114	Workers Compensation Insurance	11,723		11,723
05115	Deferred Compensation Benefits	3,500		3,500
05116	Life Insurance	434		434
05117	Dental Insurance Expense	2,080		2,080
05118	Vision Insurance Expense	480		480
	Total Personnel Cost	379,338	-	379,338
05201	Office Expense and Supplies	3,000		3,000
05212	Tools and Supplies	5,000		5,000
05213	Uniforms	6,000		6,000
05311	Building & Property Maintenance	10,000		10,000
05314	Telephone	1,500		1,500
05317	Park Maintenance	24,000		24,000
05411	Legal Fees	-	600	600
05510	Property Insurance	-	1,020	1,020
05516	Dues/Subscriptions	-	75	75
05518	Liability Insurance	-	1,776	1,776
05520	Service Contracts	15,000	(7,000)	8,000
05521	Support Activities	82,000		82,000
05612	Vehicle Repair & Maintenance	2,000		2,000
05613	Equipment Repair & Maintenance	3,000		3,000
05614	Vehicle Fuel	5,000		5,000
05711	Travel/Mileage/Per Diem	2,300		2,300
	Total Operational Cost	158,800	(3,529)	155,271
	Total Expenses	538,138	(3,529)	534,609



CAPITAL PROJECTS REVENUES	PROPOSED BUDGET FY 2014-2015	Amendment #1	Amended Budget FY 2014-2015
2001 CO'S Rio Vista Renovation	82,740	(34,404)	48,336
2008 CO's	-		-
2010 CO's	-		-
2011 CO's	-		-
2012 CO's	738,655	769,078	1,507,733
2014 CO's	6,400,000		6,400,000
General Fund Prior Year (Fund Reserve)			-
Total Revenues	7,221,395	734,674	7,956,069



EXPENDITURES	Adopted		Amended
CAPITAL PROJECTS	Budget FY 2014-2015	Amendment #1	Budget FY 2014-2015
2001 CO'S Rio Vista Renovation	82,740	(34,404)	48,336
2008 CO's	-		-
2010 CO's	-		-
2011 CO's	-		-
2012 CO's	738,655	769,078	1,507,733
2014 CO's	6,400,000		6,400,000
Total Expenses	7,221,395	734,674	7,956,069

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1 / Mayor Pro Tem



Gloria M. Rodriguez
District 2

Victor Perez
District 3

Vacant
District 4

Willie Norfleet, Jr.
City Manager

DATE: DECEMBER 18, 2014

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: WILLIE NORFLEET, JR.

SUBJECT: DISCUSSION AND ACTION ON APPROVING THE UPDATED PURCHASING POLICY.

SUMMARY

The purchasing policy was last amended on September 5, 2013. Some of the changes include allowing for alternate purchase order approver, new vendor set up procedures, designating an alternate requisition approver, and authorizing the City Manager to approve emergency travel expenditures.

STATEMENT OF THE ISSUE

FINANCIAL IMPACT

ALTERNATIVE

STAFF RECOMMENDATION

The staff recommends approving this item.

CITY OF SOCORRO PURCHASING POLICY MANUAL



ADOPTED: SEPTEMBER 5, 2013

UPDATED: DECEMBER 18, 2014

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PURCHASING POLICIES AND PROCEDURES

It is the City of Socorro's policy to institute controls on authorized spending for materials, supplies and services through the administration of the purchasing system and to describe the levels and limits of individual responsibility and authority and to conduct business activities in such a manner as to foster public confidence in the integrity of the City of Socorro.

No obligation shall be incurred nor shall any invoice be paid unless the following procedures are met. Purchases made in a manner not in accordance with the following procedures will be the financial responsibility of the person who made the purchase. Purchases shall be in accordance with each department's budgetary requirements.

In addition, the City of Socorro adheres to all State of Texas laws and regulations as set forth in the State of Texas Local Government Code ("LGC"). **Violation of this policy will be reviewed on a case by case basis and may result in disciplinary action up to and including termination.**

This policy supersedes all previous policies including Policy 58 as amended and is effective upon approval of the Mayor and Council.

GENERAL GUIDELINES FOR ACQUISITION OF GOODS AND SERVICES

This policy imposes specific guidelines for purchases involving expenditure of less than \$50,000. These guidelines must be followed. However, for most all purchases exceeding \$49,999.99, the following procedure applies.

Generally, a city is required to follow the bidding or proposal procedures outlined in Local Government Code Chapter 252 when it plans to make an expenditure of more than \$50,000 in city funds. This requirement is equally applicable to purchases of insurance and high technology items.

A city may not avoid the application of competitive bidding or proposal laws by purposely dividing a single purchase into smaller components so that each component purchase is less than \$50,000. Chapter 252 of the Local Government Code prohibits the use of "separate, sequential, or component purchases" as a means of avoiding bidding requirements. A city may purchase items without competitive bidding if the total purchase amount will be below the \$50,000 threshold that requires bidding. However, if the city later wants to make additional purchases and these purchases would take the total purchase over the \$50,000 threshold, the city should follow competitive purchasing procedures as if the purchase exceeds \$50,000.

Caution should be exercised if individual city departments make separate purchases of office supplies, gasoline or other items without competitive bidding because each department's purchase amount will be below the \$50,000 threshold that requires bidding. If a city's total purchases for these items would be over the \$50,000 threshold, the city should use competitive purchasing procedures applicable for purchases over \$50,000.

To take bids or proposals on a purchase, the city must first publish notice of the time and place at which the bids or proposals will be publicly opened and read aloud. The city should prepare specifications detailing the requirements that must be met by the goods or services which the city intends to purchase. The published notice should include either a copy of these specifications or information on how a bidder may obtain a copy of the specifications. A city must publish a notice indicating the time and place at which the bids or proposals will be publicly opened and read aloud. The notice must be published at least once a week for two consecutive weeks. The first publication must appear before the 14th day before the date that the bids or proposals are publicly opened and read aloud. The notice must be placed in a newspaper that is published in the city. If there is no newspaper published in the city, the notice must be published in a newspaper of general circulation in the city and posted at city hall and on the city's website for 14 days before the date that the bids or proposals are publicly opened and read aloud.

If a city wishes to consider factors other than price in its selection, or other factors such as a bidder's previous performance or safety record in its selection, the city's bid specifications should clearly state that such factors will be considered. Also, the governing body of a city that is considering using a method other than competitive sealed bidding (e.g., competitive sealed proposals) must determine before notice is given the method of purchase that provides the best value for the city.

The city council must then award the contract to the lowest responsible bidder or (if previously noticed) the bidder that provides the best value to the city. In the alternative, the city may reject all bids.

PURPOSE

The purpose of this policy is to:

1. To establish a comprehensive purchasing system in order to obtain maximum economy and utilization of services, products, supplies, capital goods and related purchases;
2. To fix levels of responsibility and approvals for the expenditures of funds for such purchases;
3. To effect the greatest possible economy within the limits of acceptable specifications through competitive and quantity purchasing;
4. To afford an opportunity for consideration of the largest possible number of products within the limits of acceptable specification of an equitable basis; and
5. To provide a method of selecting services on a comparative basis.
6. To establish the procedures necessary to properly implement this purchasing policy.
7. To establish a method to match and reconcile actual purchase orders to actual invoices processed for disbursement.

PURCHASING ETHICS

All City staff engaged in procurement for the City shall comply with the following ethical standards:

1. **Personal Gain** – it shall be a breach of ethics to attempt to realize unauthorized personal gain through employment with the City or by any conduct inconsistent with the proper discharge of the employee’s duties.
2. **Influence of a Public Employee** – it shall be a breach of ethics to attempt to influence any public employee of the City to violate the standards of conduct set forth by the City.
3. **Participating in Procurement with Family or Friends** – it shall be a breach of ethics for any employee of the City to participate directly or indirectly in a procurement for the City when the employee knows that:
 - a. The employee or any member of the employee’s immediate family had a financial interest pertaining to the procurement;
 - b. A business or organization in which the employee, or any member of the employee’s immediate family, has a financial interest pertaining to the procurement; or
 - c. Any other person, business or organization with which the employee or any member of the employee’s immediate family is negotiating or has an arrangement concerning prospective employment involving the procurement.
4. **Gratuities / Kickbacks** – The following prohibition against gratuities and kickbacks shall be set forth in every contract and solicitation:

Socorro may at any time, without prior notice, terminate this Contract without any further responsibility to Contractor if any gratuities, whether in the form of entertainment, gifts, employment or otherwise, were offered or given by the Contractor or any agent or representative thereof to any employee, official, or representative of Socorro with a view toward securing favorable treatment with respect to the entry into or performance of this Contract.
5. **Confidential Information** – it shall be a violation for any employee of the City to knowingly use confidential information for actual or anticipated personal gain, or for actual or anticipated gain of any person.
6. **Private Purchases Through City Facilities** – no employee may use the purchasing power of the City of Socorro to make private purchases.

TAX EXEMPT STATUS

The City of Socorro is exempt from Federal, State, and Local taxes except in certain prescribed cases. An exemption certificate is available from the Finance Department and shall be furnished to any of the City's suppliers upon request.

SIGNATURE AUTHORITY

A Purchase Requisition or Purchase Order shall not be considered complete until signed by the proper authority.

1. Purchase Requisitions:

- A. **AUTHORIZE:** The Department Head of each department (electronically submitted).
- B. **APPROVE:** The Chief Financial Officer. The Accounting Technician, not involved with the accounts payable function, will approve requisitions in the absence of the Chief Financial Officer.
- C. The same authority MAY NOT Authorize AND Approve.
- D. All supporting documentation such as quotes for items or services being requested must be attached to the electronic requisition.
- E. Quantity amount and actual description must be stated.

2. Purchase Orders:

- A. **APPROVE:** The City Manager or his designee.

3. Payment Checks:

- A. **APPROVE:** City Council Members officially designated as signatories.

PROCEDURES

The following prescribed procedures shall be established to provide for the proper control for purchases and/or contracts. Approval of all purchase requisition will be done by an authorized individual as approved by council. The same person cannot authorize and approve the purchase requisition.

1. Purchase Requisitions

Except as provided in Section 3, Exceptions to Purchase Requisition, ALL purchases of goods and services require the completion of an electronic Purchase Requisition.

2. Responsibilities of the Department

- A. Department heads or their designated employee must submit an electronic purchase requisition to the Finance Department for approval. Chief Financial Officer will generate the purchase order upon approval. Once the requisition is scrutinized for appropriateness, a purchase order will be generated. The printed purchase order will serve as the approval of the electronic purchase requisition.
- B. Once the purchase order is verified and approved by the proper authority, copies of the signed purchase order will be distributed to the requestor.
- C. The Department Head or designated individual will be responsible for acknowledging the receipt of Purchase Order number before making any purchase of merchandise or service. The vendor's invoice or receiving receipt must reflect Purchase Order Number for the purchased amount of goods or service received.
- D. The Department Head or designated individual will inspect the merchandise delivered or picked up and will prepare the appropriate receiving report to be submitted to the Finance Department with the copy of purchase order and original receipt to properly process payment to vendor the day after merchandise or service is delivered or picked-up. The Department Head or designated individual will give the original receiving receipt or invoice to Finance Department the next working day.
- E. Department Heads or designated individuals shall be responsible for planning ahead and making sure a Purchase Order Number has been received before any purchase is made. Purchase requisitions must be submitted with enough time to be processed with Finance Department.

3. Levels of expenditure

PURCHASES BETWEEN \$3,000 AND \$24,999:

Purchases of goods or services between \$3,000 and \$24,999 must follow this procurement process:

- A. Solicit three (3) competitive quotes for the goods or services AND complete the Bid Quote and Comparison Worksheet. Section 252.0125 of the Local Government Code delineates the quotation process which must be followed regarding Historically Underutilized Businesses, as follows:

A municipality, in making an expenditure of more than \$3,000 but less than \$50,000, shall contact at least two historically underutilized businesses on a rotating basis, based on information provided by the comptroller pursuant to chapter 2161, Government Code. Please see mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp for HUB search.

- B. Review each quote for the best overall value (value is not solely determined by price, although the lowest bid should be recommended unless you can show reasons based on

bid specifications to disqualify the bid relating to past performances, poor references, etc.) Note that you will need to retain all quotes for Fiscal Year End + 3 years.

- C. Prepare a brief recommendation for the record to support the purchase.
- D. Submit electronic purchase requisition and submit to Chief Financial Officer.
- E. Once a Purchase Order is approved, proceed to ordering goods and services.
- F. Once you receive your goods and/or services, sign off on packing slip and forward the packing slip/receipt to AP.

PURCHASES BETWEEN \$25,000 AND \$49,999:

Purchases of goods or services between \$25,000 and \$49,999 must follow this process:

- A. Solicit three (3) competitive quotes for the goods or services AND complete the Bid Quote and Comparison Worksheet. Section 252.0125 of the Local Government Code delineates the quotation process which must be followed regarding Historically Underutilized Businesses, as follows:

A municipality, in making an expenditure of more than \$3,000 but less than \$50,000, shall contact at least two historically underutilized businesses on a rotating basis, based on information provided by the comptroller pursuant to chapter 2161, Government Code. Please see mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp for HUB search.

- B. Review each quote for overall value and select top three (3) quotes and conduct basic comparative analysis. Note that you will need to retain all quotes for Fiscal Year End + 3 years.
- C. Forward your recommendation along with at least three (3) quotes to the City Manager for approval.
- D. The City Manager will make the recommendation to City Council.
- E. Once recommendation has been approved by City Council, submit an electronic Purchase Requisition to Chief Financial Officer. The Requisition must include the City Council meeting date and agenda item number where the purchase was approved on the notes.

PURCHASES OVER \$50,000:

Provisions of the Texas Local Government Code shall be the governing authority for purchases over \$50,000. A bid or request for proposal must be submitted. The following process must be followed:

- A. Obtain approval from the City Manager to proceed with the sealed bid process.

- B. The specifications and bid notice shall be prepared, reviewed and signed off by the City Manager. Whenever possible the “Best Value” procurement method described in Chapter 252.043(b) of the Texas Local Government Code shall be used.
- C. The bid or RFP shall be advertised in a newspaper of general circulation a minimum of twice in a 14 day period. The originating department shall notify the City Clerk’s Office of the advertisement, the type of bid or proposal, the closing date for responses and the name of a knowledgeable contact. A complete copy of the bid/RFP package must be filed with the City Clerk’s Office.
- D. The closing date and time for the bid or RFP shall be clearly listed in the specifications and is final. Responses received after the closing date and time shall be returned to the proposer unopened.
- E. If an amendment to the specifications or an extension of the closing date and time for the bid or RFP is required it shall be made prior to the second advertisement being printed and included in the second advertisement.
- F. The City may provide by Charter or Policy for bidding threshold of less than \$50,000, but the City may not provide a higher threshold for bidding than is permitted under state law.
- G. Before making such purchases, the City must prepare specifications detailing the requirements for the goods and services, which the City proposes to purchase, and publish bid notice of time and place at which the bids or proposals for the specified goods and services, will be publicly opened and read aloud.
- H. If the City wishes to consider factors other than price in its selection, or other factors such as a bidder’s previous performance or safety records in its selection, the City’s bid specification should clearly state that such factors will be considered. Also, if the City is considering using a method other than competitive sealed bidding (ie. competitive sealed proposals) the City Council must determine before notice is given the method of purchase that provides the best value for the City.
- I. Additional procedures and requirements may be required by state law for purchases involving more than \$50,000.00.
- J. Contracts for the services of architects, engineers, land surveyors, certified public accountants and other professions must be awarded using procedures provided in the Texas Professional Services Procurement Act. TEX. GOV’T CODE ANN. §2254.001 et seq. (West 2008 & Supp. 2011) (Professional Services Procurement Act). Selection of certain services are exempt from competitive bidding requirements under Texas law as a “professional service.” TEX. LOC. GOV’T CODE ANN §252.022(a)(4) (West Supp. 2011); Op. Tex. Att’y Gen. No. JM-940 at 3 (1988), MW-344(1981). If there is not adequate time to publish RFQ for “professional services” as defined by this statute, the City Council may elect not to follow competitive bidding requirements.

- K. Except in the case of emergencies, defined as an unforeseen condition arising suddenly and unexpectedly, not caused by any neglect or omission which calls for immediate action. Lack of planning or preparation does not constitute an emergency, bidders or proposers shall have a minimum of 21 calendar days *except that in the event of extenuating circumstances this period may be reduced to 14 calendar days* from the date of first publication to respond to the bid or RFP.
- L. All responses to bids or RFPs shall be received by the City Clerk's Office where they will be date/time stamped and held un-opened. After the closing day and time for the receipt of proposals the City Clerk shall notify the originating department of the receipt of all bids or proposals and it shall be the responsibility of the department head to place the appropriate item on the agenda to open / award the responses.
- M. All responses shall be opened in public at the date and time stated in the specifications. Submitted bids or proposals are final and may not be altered. Vendors may, however, submit sealed alternate bids or proposals before closing time.
- N. Final award of a bid will be made by City Council to the lowest responsive bidder unless Council wishes to consider the location of the bidder's principal place of business as detailed in Section 271.905 of the Texas Local Government Code. In the event the City receives two or more bids that are identical in nature and amount, as the lowest and best bids, award shall be made pursuant to Section 271.901 of the Texas Local Government Code
- O. For an RFP, final award will be made to that response which best meets the stated selection criteria or, Council may direct that the City Manager conduct further negotiations with proposer(s).
- P. Council may table an award and direct staff to review and make recommendation to Council at another date.
- Q. Council may reject all bids or proposals and direct that new specifications be prepared and advertised.

Sole Source Vendor

Texas law provides for general exemptions to the procurement process, please refer to Section 252.022. More specifically section 252.022 (7-16) provides exemptions for sole source vendors as follows:

- (7) *a procurement of items that are available from only one source including:*
 - (A) *items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;*
 - (B) *films, manuscripts, or books;*
 - (C) *gas, water, and other utility services;*
 - (D) *captive replacement parts or components for equipment;*
 - (E) *books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials; and*

- (F) management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits;*
- (8) a purchase of rare books, papers, and other library material for a public library;*
- (9) paving drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements;*
- (10) a public improvement project, already in progress, authorized by the voters of the municipality, for which there is a deficiency of funds for completing the project in accordance with the plans and purposes authorized by the voters;*
- (11) a payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchapter C, Chapter 212;*
- (12) a personal property sold:*
- 1. at an auction by a state licensed auctioneer;*
 - 2. at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code;*
 - 3. by a political subdivision of the state, a state agency of this state, or an entity of the federal government; or*
 - 4. under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391;*
- (13) services performed by blind or severely disabled persons;*
- (14) goods purchased by a municipality for subsequent retail sale by the municipality;*
- (15) electricity; or*
- (16) advertising, other than legal notices.*

A Sole Source Affidavit, exhibit C, must be completed and signed by the vendor seeking to enter into a business transaction with the City and wants to claim the sole source exemption.

4. Exceptions to Purchase Requisition

- A. Utility Payments - To be reviewed by Finance
- B. Payroll taxes - To be reviewed by Finance.
- C. Debt Service Payments
- D. Petty Cash - see procedure on Petty Cash
- E. City Council Discretionary Fund purchases utilizing City Credit Card.
- F. Purchases not to exceed \$500 per transactions per vendor and not to exceed an aggregate amount of \$3,000 unencumbered payments per vendor in one fiscal year.
- G. Unencumbered payments, not to exceed 10% of the approved purchase order, for invoices that have exceeded the authorized purchase order amount.
- H. Refunds of revenue

5. Completing the Purchasing Requisition Form.

- A. Effective with the adoption of this policy ALL departments shall utilize the electronic Requisition Form.
- B. Type of Requisition:
 - 1. **Regular** - Purchase Order # will generally be issued within 48 hours.
 - 2. **Emergency** - Purchase order # will generally be issued the same day. (An emergency is defined as an unforeseen condition arising suddenly and unexpectedly, not caused by any neglect or omission which calls for immediate action. Lack of planning or preparation does not constitute an emergency.)
- C. Travel in excess of a 100 mile radius of the City of Socorro, Texas must be approved by Council in advance. Once approved a purchase requisition must be generated by the department. The individual is responsible for providing Finance Department with a travel recap and all receipts. Reimbursement for expenditures in excess of those originally authorized by Council will require further Council approval before they may be paid.
- D. Department Heads or designated individuals will review and approve form for completeness, accuracy and budgetary requirements.
- E. Purchase Requisitions received by facsimile WILL NOT be accepted by Finance Department for processing.

6. Open Purchase Orders:

- A. Departments may opt to request an open purchase order to cover a year's worth of planned expenditures which are routine expenditures such as fuel and office supplies. All procedures required for a regular purchase order must be followed for issuance of a blanket purchase order, and;
 - 1. The blanket purchase order may not exceed **\$24,999, except for fuel and road materials**, without a current bid/RFP/RFQ award (except utilities). Road material purchases exceeding \$50,000 during any fiscal year must comply with competitive purchasing procedures requiring publication for bids.
 - 2. Sufficient funds must be available to cover the entire purchase order amount.

7. Credit Card Purchases

A. Fuel Credit Cards

The City maintains fuel card accounts for the purchase of fuels for its rolling stock. Administration and accountability of the cards is the responsibility of the respective department heads in the departments where they are utilized.

1. Department heads will maintain an accurate list of all card numbers and their assignment and provide a copy to Finance. It is the department heads responsibility to update the list as required.
2. Department heads shall verify and approve all monthly credit card invoices prior to submitting a purchase requisition to Finance for payment.

B. Credit Cards Purchases

1. Finance Department maintains a credit card account for use by authorized city employees. This account is maintained to provide an efficient and expeditious method for making purchases via the Internet, travel and lodging reservations.
2. Department Heads wishing to use the credit card to make a purchase will submit a completed purchase requisition as outlined in this policy AND indicate on the comments section that the purchase is to be made via credit card
3. Finance Department will verify that the department has sufficient funds remaining in their budget to cover the proposed purchase. If sufficient funds are not available then the requisition will be returned to the originating department indicating insufficient funds.
4. If sufficient funds are available then Finance Department will issue the credit card to the requesting department head or designated individual. The department head or designated individual will be responsible for making the purchase, providing proof that the purchase was made at the price indicated on the requisition and all shipping receipts and invoices provided by the vendor. Finance will attach all receipts, etc., to the requisition. The department head or designated individual must return the credit card to Finance as soon as possible but no later than the next business day after making the approved purchase.
5. The credit card(s) will not be used to make purchases for meals, lodging, vehicle rental, airline reservations or any form of out of town travel without explicit prior approval by Council. The City Manager is authorized to approve emergency travel. An emergency is defined as an unforeseen condition arising suddenly and unexpectedly, not caused by any neglect or omission, and which calls for immediate action. Such travel will need to be placed as an item on the agenda immediately, no later than (5) working days, after returning from travel. A staffing report will need to

be submitted to the City Clerk with copies of all receipts, total cost, and a brief explanation of the emergency or unforeseeable event. Please refer to the Travel Manual for detailed requirements.

C. Council Member Credit Card Purchasing

The amount of discretionary funds available to Council members will be \$1,000 per each budget year for each Council member and the Mayor. Credit cards are authorized to be issued to all members of the City Council. Council members may use credit cards for purchase of goods and services, for which public funds may be expended and which is authorized by this policy, provided that the balance in the Council member's discretionary fund is sufficient to cover the purchase, subject to the following provisions:

1. All expenditures in compliance with this must be for public purchase and may not exceed \$1,000 per transaction.
2. The credit card receipt and description of goods and services purchased will be delivered to the Finance Department by the 10th of month. All receipts must be signed.
3. No purchase order requisition or purchase order will be required, the credit card receipt and description of goods and services will constitute adequate documentation of the purchase.
4. Each member shall confirm that the balance in the member's respective discretionary fund is sufficient to cover the purchase.
5. Serial purchases of the same or similar items for the purpose of avoiding the \$1,000.00 single purchase limit will not be permitted.
6. The City Council may, by Council action, remove a Council Member's purchasing authority for abuse of this policy.
7. The City Council may, by Council action, assess any amounts expended in violation of this policy against individual Council members with said funds to be reimbursed by the member.
8. Purchases made will be credited against the member's discretionary fund unless the expense is approved by the City Council to be paid from the City's general fund.
9. The Council member's credit card along with all receipts for purchases shall be delivered to the City Clerk or the City Manager before the member leaves office.

8. Receiving Purchases

The Department Head or designated individual will be responsible for acknowledging the receipt of merchandise and/or services purchased. The Department Head or designated individual will inspect the merchandise delivered or picked up.

- A. Originals of the receiving report or invoice will be sent to Finance Department and are to be used to signify actual receipt of the item(s). The Department Head or designated individual will deliver the original receiving receipt or invoice attached to purchase order to Finance the next working day after receipt.
- B. The Department Head of the department initiating the purchase shall be responsible for verifying its receipt, the condition of the goods received and for notifying Finance of any discrepancies, damage or back-orders that would affect payment to the vendor.
- C. Finance will match the receiving report / invoice to the Purchase Order.
- D. Upon receiving equipment (fixed asset over \$5,000.00) the Department Head shall complete a Fixed Asset Inventory Form and forward to Finance. Finance will issue inventory tags to all departments. The Department Head will be responsible for affixing the inventory tag to the asset.

9. Processing of Invoices

All invoices are to be forwarded or sent directly to Finance.

- A. When the proper documentation is received it shall be matched with the original purchase order and the original purchase requisition.
- B. If the invoice amount is greater than the purchase order, Finance will process payment up to 10% of the original purchase order amount without having to issue another purchase order (unencumbered). If the difference between the invoice and purchase order amount is greater than 10% each Department Head is responsible for submitting a written request to Council to increase the purchase order prior to the invoice being paid OR returning the merchandise to the vendor for proper invoicing.
- C. Accounts Payable will process invoice for payment when the stated procedures have been followed.
- D. If the invoice submitted for payment is for goods or services from a Council approved contract, BID/RFP/RFQ award or utilities the request for payment shall be processed and a check issued to the vendor. The payment will be listed on the accounts payable list presented to council as an informational item.

10. City Council Discretionary Funds

Discretionary funds are to be used at the discretion of the Mayor or member of the City Council. The funds must be utilized for a municipal purpose. Texas Constitution prohibits the donation of municipal funds. The City Attorney can assist in determining whether the use is considered municipal purpose.

Guidelines for expenditures are in the table below.

Category	Transaction Type	Guidelines
Alcohol	Alcoholic Beverages	Not Permitted
Awards	Employee Awards	Not Permitted
Cards	Holiday Greeting Cards	Not Permitted
Contributions	Donations – Includes any type of contribution, the purchase of a table, or advertising relating to charitable events or organization	Not Permitted
Dues	Governmental / Individual	Permitted
Flowers	Congratulatory Funeral / Illness Friends / Donors Administrative Professionals day	Not Permitted
Gifts	Employee / or any organization	Not Permitted
Meals	Entertaining official guests Working Lunch Community meetings in a public building Municipal meetings in a public building where municipal business or programs are discussed	Permitted
Postage / Flyers / Mail outs	To announce municipal activity or function	Permitted

11. Ratifications

Ratifications for the purchase of goods or services are prohibited unless a legitimate emergency or matter of public necessity exists. An emergency is defined as an unforeseen condition arising suddenly and unexpectedly, not caused by any neglect or omission, and which calls for immediate action. Lack of planning or preparation does not constitute an emergency.

12. Manual Checks

Manual checks shall be treated as an emergency expense. A purchase order will be issued along with the manual check. The purchase order must be attached to invoice and must be submitted to Finance the following work day.

13. Professional Service Agreements must be approved or authorized by City Council.

A “Request for City Council Agenda Item Form” must be completed and approved by council before any type of agreement is made, either verbal or written, for professional services. Examples: Attorneys, Auditors, Land Surveyors, Architects, Interior Designers, etc.

When “Professional Services” are not required to be procured under the Professional Services Procurement Act procedures, the City Council may elect any procurement procedure authorized by Texas Law when time constraints make compliance with Request for Qualifications Process difficult or imprudent.

14. New vendor process

Vendors requesting to engage in business transactions with the City will need to adhere to the processes in this policy. A Conflict of Interest Form (CIQ) and a W9 must be completed by each vendor before any business transactions can take place. The City employee requesting an addition to the vendor file will forward the completed forms to the Chief Financial Officer for input. A Vendor Identification Number will be issued by the Chief Financial Officer once the documentation is verified. The Chief Financial Officer will forward the CIQ form to the City Clerk for filing. The Accounts Payable clerk will file a copy of the CIQ and W9 form in the vendor file. Under no circumstances will the Accounts Payable Clerk issue a Vendor ID for any vendor. In the absence of the Chief Financial Officer, the Accounting Technician, not involved with the accounts payable function, will issue Vendor ID’s.

ACCOUNTS PAYABLE LIST

A report of the accounts payable shall be submitted to Mayor and Council for **informational** purposes.

CAPITAL EXPENDITURE REQUESTS

A purchase requisition form must be completed for each acquisition of equipment where the total cost is in excess of \$5,000.00 and has a life expectancy of year (1) or more years. Also a purchase requisition form must be prepared for each capital renovation project. Acquisition is defined as either outright purchase or a lease or rental of equipment. Total cost is defined as equipment cost, applicable taxes, freight, and projected installation and/or renovation costs. The various components of the total cost should be shown as indicated on the purchase requisition.

Annually, each department shall submit a budget request detailing equipment and/or projects exceeding \$5,000 (five thousand dollars) in total cost and having a life expectancy of 1 (one)

years or more. Each request must be supported by a needs assessment and a statement of benefits derived from the purchase of the equipment and/or completion of the project.

Cooperative Purchasing

Cooperative purchasing was created by legislation in 1979 for the benefits of providing volume purchasing power to local governments and assistance organizations in Texas while meeting competitive bidding requirements. The City can purchase through Cooperative agreements as follows: TxSmartBuy, Term Contract, TXMAS Program, Local Government Assistance, Region 19 and, TCPN.

Criminal Penalties and Removal

Section 252.062 of the Texas Local Government Code: CRIMINAL PENALTIES. (a) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly makes or authorizes separate, sequential, or component purchases to avoid the competitive bidding requirements of Section 252.021. An offense under this subsection is a Class B misdemeanor.(b) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates Section 252.021, other than by conduct described by Subsection (a). An offense under this subsection is a Class B misdemeanor. (c) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates this chapter, other than by conduct described by Subsection (a) or (b). An offense under this subsection is a Class C misdemeanor.

Violation of the Purchasing Policy will lead to disciplinary action to include termination of employment.



**CITY OF SOCORRO
 BID AND QUOTE COMPARISON WORKSHEET**

Date:

Department:

Employee Name:

Brief Description of Purchase:

Step 1: Solicit a minimum of three (3) quotes or bids

	Company	Phone Number	Website/Email
Vendor #1			
Vendor #2			
Vendor #3			
Vendor #4			
Vendor #5			

Step 2: Review each quote or bid for best overall value

	Price	Availability (Meet timeline)	Previous Experience	Rank
Vendor #1				
Vendor #2				
Vendor #3				
Vendor #4				
Vendor #5				

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

REVISED AND APPROVED BY THE CITY COUNCIL OF SOCORRO, TEXAS ON THIS
_____ DAY OF _____, 2014.

Mayor Jesus Ruiz

ATTEST:

Sandra Hernandez
City Clerk

APPROVED AS TO FORM:

City Attorney

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1 / Mayor Pro Tem



Gloria M. Rodríguez
District 2

Victor Perez
District 3

Vacant
District 4

Willie Norfleet, Jr.
City Manager

DATE: JANUARY 15, 2015

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: KARINA HAGELSIEB

SUBJECT: DISCUSSION AND ACTION ON APPROVING THE UPDATED TRAVEL POLICY.

SUMMARY

The travel policy has been amended to provide for more flexibility and/or guidance for business travel. Some of the issues added or amended are as follow:

- Allowing for emergency travel when approved by the City Manager.
- Disallowance for Mayor and Council business mileage reimbursements.
- Accountability for cancellation of travel.

STATEMENT OF THE ISSUE

The manual was also rewritten in certain areas to improve the grammatical composition. This is a work in progress and we will continue making revisions as needed.

FINANCIAL IMPACT

ALTERNATIVE

STAFF RECOMMENDATION

The staff recommends approving this item.

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1 / Mayor Pro-Tem



Gloria M. Rodríguez
District 2

Victor Perez
District 3 / Mayor Pro-Tem

Vacant
District 4

Willie Norfleet, Jr.
City Manager

TRAVEL, MILEAGE AND RELATED EXPENSE

POLICY NO. 37 Amendment No. 4

I. CASH ADVANCE

A) EMPLOYEES: A cash advancement (per diem) for meals and incidental expenses, such as parking fees, will be forwarded to staff and elected officials traveling out of town. Receipts for per diem are not required. Receipts for all other travel expense such as hotel, car rental, etc. are required. **Advanced funds** not used during travel (other than per diem) will be reimbursed to the Finance Department **immediately (no later than five (5) working days)** upon return. Per diem and mileage amounts disbursed will follow the current U.S. General Service Administration rates (www.gsa.gov).

II. AUTO RENTAL

A) Auto rentals need to be limited to small economical cars and passenger vans; depending on the number of people traveling together. **Luxury car rentals are not allowed.** Rentals are acceptable only when the area you are traveling to does not allow for a convenient and cost effective shuttle or taxi service. Rentals are also limited to City business and used only during the time allotted for the trip. A fuel **and parking** allowance will be issued for travel in the amount of \$100.00 per staff and council member. If the fuel allowance issued is not sufficient for the travel needs, the employee will be reimbursed for this expense **upon completion of the travel reconciliation form.** All receipts shall be attached to the request for reimbursement. If more than one person is traveling to the same destination the allowance will be issued to the person renting the vehicle.

III. AIRFARE

A) Airfare tickets may be purchased with the City credit card upon approval of the trip; however, at no time will airfare tickets be purchased for spouses or any individual who is not employed by the City of Socorro.

B) Where an air travel expense is to be reimbursed by a grant, a ticket reservation will be allowed prior to Council approval with an approved purchase requisition and purchase order. The corporate card, with the City Manager's or Mayor's (in absence of City Manager) written approval may be used to make the reservations.

IV. PERSONAL CARS

A) Use of personal cars for City business will be reimbursed as per the current U.S. General Services Administration (www.gsa.gov) mileage reimbursement rates in addition to tolls and reasonable documented parking fees. Mileage reimbursement will be issued only to the employee who furnishes the vehicle for transportation to the destination.

Car washing and other servicing is not reimbursable. Traffic/parking violations and all resulting fines are the employee's personal responsibilities and are not reimbursable by the City. Insurance coverage is the employee's responsibility.

B) Whenever possible, pooling arrangements should be made when employees and/or Council members are visiting the same location.

C) Personal car expenses are not reimbursable without explanation and approval by the City Manager or Mayor in the absence of the City Manager.

D) The use of a personal automobile for trips exceeding 1,400 miles round-trip is not permissible without prior approval from the employee's Department Head. In all cases, the maximum amount of reimbursement shall be the total cost of the most economical airfare rate, plus parking fees, plus ground transportation costs.

E) Local mileage reimbursements for staff will be capped not to exceed one-hundred twenty-five dollars (\$125 00) per month. A mileage log must accompany each and every mileage reimbursement request. Total mileage reimbursements shall not exceed the departmental annual budgeted amount. In the event the budget item for mileage reimbursement is depleted before the fiscal year ends, requests for budget amendments must be submitted to the City Manager. Commuting mileage reimbursements will not be issued.

V. TRAVEL, MILEAGE, AND RELATED EXPENSE FORM

- A) Travel Reconciliation and Mileage Forms are due in the Finance Department within five (5) working days upon arrival from the trip, including required receipts.

VI. APPROVAL PROCESS FOR TRAVEL

Out of town travel must be approved by City Council prior to making any arrangements. The City Manager is authorized to approve emergency travel without City Council approval. An emergency is defined as an unforeseen condition arising suddenly and unexpectedly, not caused by any neglect or omission, and which calls for immediate action.

VII. TRAVEL CANCELLATIONS

Travel cancellations are not reimbursable to the City. Credits issued by the airplane companies for cancellations must be utilized for the same person and expire if not utilized within a specific time frame. In addition, seminar fees are not usually reimbursed or credited to the City. Employees and Council members must be certain travel will take place before making travel arrangements. Emergency cancellations are expected; however, each cancellation will be reviewed by Finance and presented to Council for consideration.

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



CITY OF SOCORRO
Travel, Mileage, and Related Expense Form

EMPLOYEE INFORMATION

EMPLOYEE/COUNCILMEMBER NAME	
DESTINATION	
DATE LEAVING	
DATE RETURNING	
TRAINING/SEMINAR NAME	
CITY COUNCIL SEMINAR APPROVAL DATE	

TRAVEL INFORMATION

	PO #	PO Amt	Receipt Amt	Difference	Verified by: (Acctg.)
SEMINAR FEE					
PER DIEM*			N/A	N/A	
HOTEL					
TYPE OF TRANSPORTATION: (check below)					
<input type="checkbox"/> a). USING OWN VEHICLE/TAXI/SHUTTLE					
<input type="checkbox"/> b). FLYING/AIRFARE					
<input type="checkbox"/> c). CAR RENTAL					
FUEL/GAS/MILEAGE*					
PARKING FEES					
SEMINAR SUPPLIES/MATERIAL REQ'D					
OTHER COSTS					

CITY COUNCIL APPROVAL	<input type="checkbox"/> YES (see documentation attached) <input type="checkbox"/> PENDING <input type="checkbox"/> NOT REQUIRED-Using Discretionary Funds
-----------------------	--

- All travel must be approved by City Council
- All sections above require that a receipt be turned in to the Accounting Department upon return;
EXCEPT for per diem
- This form is due within five (5) working days from return of trip to the Accounting Department with all required accompanying receipts

SIGNATURE

DATE

*Per diem & mileage will change according to the US General Service Administration rates (www.gsa.gov)

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1 / Mayor Pro Tem



Gloria M. Rodríguez
District 2

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

D DATE: JANUARY 15, 2015

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: KARINA HAGELSIEB

SUBJECT: DISCUSSION AND ACTION ON APPROVING THE ENGAGEMENT LETTER WITH WHITE, SAMANIEGO, AND CAMPBELL, LLP FOR FISCAL YEAR 2014 AUDIT.

SUMMARY

This action approves the engagement letter with White, Samaniego & Campbell, LLP for the Fiscal Year 2014 audit.

STATEMENT OF THE ISSUE

The City of Socorro awarded the bid for audit services to White, Samaniego & Campbell, LLP. This action authorizes the execution of the engagement letter which is explicit in regards to level of services to be provided to the City of Socorro, the various areas of responsibility of management, and the fees associated with the yearly audit.

FINANCIAL IMPACT

ALTERNATIVE

Changes to the engagement letter can be negotiated with White, Samaniego & Campbell at the request of Mayor and Council.

STAFF RECOMMENDATION

The Staff is recommending the Approval of White, Samaniego & Campbell's engagement letter for audit services for fiscal year 2013.

December 22, 2014

The Honorable Jesus A. Ruiz
Mayor
City of Socorro
860 North Rio Vista Road
Socorro, Texas 79927

We are pleased to confirm our understanding of the services we are to provide the City of Socorro for the year ended September 30, 2014. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Socorro as of and for the year ended September 30, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Socorro's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Socorro's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Socorro's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

1) Combining financial statements

- 2) Individual fund budget comparison statements for remaining funds that have adopted a budget, including propriety fund, that did not appear as financial statement comparisons for the general fund, major special revenue funds, or as RSI as described above.

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City of Socorro's financial statements. Our report will be addressed to the Mayor and City Council of the City of Socorro. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we

will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Socorro’s compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We expect to begin our audit on approximately January 15, 2015 and to issue our reports no later than March 31, 2015. Roxie Samaniego is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

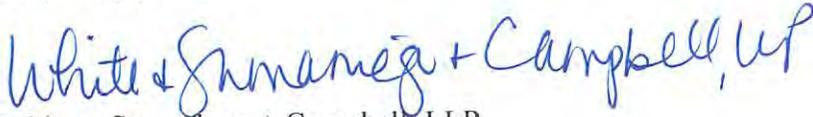
FY2014		
	Hours	Amounts
Financial statement audit	240	\$24,000
Financial statement preparation	80	8,000
Total Audit Cost	320	\$32,000

Our fee for these services will not exceed \$32,000. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2014 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the City of Socorro and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



White + Samaniego + Campbell, LLP

RESPONSE:

This letter correctly sets forth the understanding of the City of Socorro.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

System Review Report

To White & Samaniego & Campbell, LLP
and the Peer Review Committee of the Texas Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of White & Samaniego & Campbell, LLP (the firm) in effect for the year ended March 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed pursuant to *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of White & Samaniego & Campbell, LLP in effect for the year ended March 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. White & Samaniego & Campbell, LLP has received a peer review rating of *pass*.

Davis Kinard & Co, PC
Certified Public Accountants

September 17, 2014

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2 / Mayor Pro-Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

January 8, 2015

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Adriana Rodarte

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

SUMMARY

This action approves City of Socorro new Employee Handbook recommended by Civil Service Commission November 17, 2014.

STATEMENT OF THE ISSUE

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

Pg. 9 (city)

Pg.11(the)

Pg.14 (or City Manager of the City of Socorro, (915) 858-2915.)

Pg.15(During)

Pg.17 (Unemployment Insurance and will accrue sick leave benefits, but are not eligible for other employee benefits provided by City of Socorro.)

Pg.23 (director)

Pg.27 (Director of the City of Socorro with whom you feel comfortable, including the City Manager)

Pg.28 (Information Technology Technician with the City Manager approval)

Pg.34 (Upon termination of employment you may be entitled to receive PTO hours accrued, if your work hours are reduced, or if you are temporarily laid-off, or permanently terminated through no fault of your own. Individuals who are terminated for cause, or permitted to resign in lieu of termination will not be compensated any paid time off accrual)

Pg.35 (three) and (with no restrictions)

Pg.36 (and proof of attendance)

Pg.40 (The City of Socorro gives eligible employees many benefits. Some benefits are required by law and cover all employees. There are several factors that decide if you are eligible for a benefit. One important factor is your employment classification. See your supervisor or human resources department to find out which benefit programs are available and what you are eligible for.)

The following benefit programs are available to eligible regular full-time employees:

- Health Insurance
- Dental Insurance
- Vision Care Insurance
- Life Insurance

You may have to pay part or all of the cost for some benefits but the City of Socorro fully pays for many of them.)

Pg.41 (When a holiday falls on a day a full time regular employee is not scheduled to work, the employee will observe the equivalent time off during their next regular schedule day) and (calendar year)

Pg.42 (calendar year)

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

FINANCIAL IMPACT

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

Funding Source: General Fund

Amount:

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

Keep the current Employee Handbook.

STAFF RECOMMENDATION

HR recommends Civil Service Commission recommendation to Approve Employee Handbook Revisions.

REQUIRED AUTHORIZATION

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

CURRENT COPY

EMPLOYEE HANDBOOK



Dear Employee:

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

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

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

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

Again, welcome!

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

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

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

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

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

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

Assigned Employee Printed Name

Date

Assigned Employee Signature

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

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INTRODUCTION

A.01 Welcome, Employee Handbook Purpose

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

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

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

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

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

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

A.03 Revision and Changes in Policies

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

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

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

WORKPLACE PRACTICES

B.01 Our Way of Doing Business

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

B.02 Employment Reference Check

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

B.03 Application, Selection and Employment

Filing of Applications for Employment.

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

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

Falsification of Application

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

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

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

Employment Qualifications/Requirements.

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

Refusal to Examine

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

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

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

Application on File

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

Applications Not to be Returned

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

Unused Application

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

Disqualification from Examination.

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

Fees

No fees will be charged for any examination.

Processing Applications.

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

Interviewing Applicants.

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

Notification of Conditional Hire to Successful Applicant.

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

Physicals and Drug Screening.

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

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

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

Entry Pay Rates.

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

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

B.04 **Immigration and Employment Eligibility**

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

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

B.05 **Orientation Period**

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

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

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

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

B.06 **Performance Evaluation**

Introduction of Performance Appraisal.

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

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

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

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

Applicability

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

Process

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

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

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

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

Responsibility and Procedure for Performance Appraisal.

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

Department Responsibility.

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

Supervisor Responsibility.

The supervisor shall be responsible for:

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

Satisfactory Appraisals.

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

Below Average or Poor Appraisals.

If an employee should receive an overall evaluation of "Below Average" or "Poor", the department head shall initiate a special review sixty (60) days from the date of the original evaluation. If the employee receives an unsatisfactory rating on the special review, the employee shall be placed on one hundred twenty (120) days probation. The department head must send a letter to the employee stating that the probation is in force. Immediately after notifying the employee, copies of the letter and the "Below Average" or "Poor" appraisal form must be sent to the Human Resources Director's office for processing.

Probationary Appraisals.

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

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

Supervisor Transfer or Termination - "Forced" Appraisal.

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

Performance Appraisal Forms.

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

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

Appeals

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

B.07 New Hire Policies

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

B.08 Personnel Files

Upon employment with the City of Socorro, you will be required to complete applicable tax forms (W-4 tax withholding information); any other required state forms if applicable, and a Form I-9. It is extremely important that you immediately complete the entire *New Hire Packet* and other forms pertaining to applicable benefits and employment. This information is used for calculation of your paycheck, any

benefits that might be offered, and for governmental reporting purposes. It is extremely important that you be very careful when filling out this information to avoid errors.

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

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

B.09 Equal Employment Opportunity Employer

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

B.10 Violence Prevention

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

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

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

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

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

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

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

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

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

B.11 Anti-Harassment Policy

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

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

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

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

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

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

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

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

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

B.12 Retaliation Prohibited

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

B.13 Reporting Harassment / Discrimination or Retaliation & Investigation

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

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

All Employees, supervisors, managers, directors and officers have a responsibility to comply with this strict policy and are required to report any observation of harassment or discrimination. All claims of discrimination and/or harassment will be discreetly investigated. Confidentiality of complaints will be maintained to the extent reasonably possible, consistent with the need to conduct a full investigation and

resolve the matter. To the extent possible, your confidentiality of any witnesses and alleged harasser will be protected against unnecessary disclosure.

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

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

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

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

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

B.15 Drugs and Alcohol (Substance Abuse) Policy

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

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

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

1. There is a reasonable suspicion that an Employee may be violating any part of this policy;
2. during any physical examination required or conducted by the City of Socorro;
3. After any accident requiring outside medical attention or treatment, and/or after any accident causing damage to the City of Socorro property or injury to another person;
4. When deemed advisable by the City of Socorro because of unusual behavior;

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

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

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

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

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

B.16 Smoking

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

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

ON THE JOB

C.01 Attendance and Lateness

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

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

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

C.02 Classification of Employees

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C.04 **Dealing with Vendors, Suppliers and Customers**

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

C.05 **Conflicts of Interest**

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

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

An employee may not:

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

C.06

Nepotism Prohibited Degrees of Relationship for City Employment

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

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

Prohibited degrees of relationship are defined in the following chart:

CONSANGUINITY (BLOOD) KINSHIP CHART

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

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

CONSANGUINITY (BLOOD) KINSHIP CHART

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

C.07

Personal Relationships in the Workplace

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

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

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

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

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

C.08 Outside Employment

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

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

C.09 Misuse of Position and Government Resources

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

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

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

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

C.10 Dress & Personal Appearance Standards

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

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

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

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

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

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

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

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

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

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

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

C.12 **Care of Equipment and Facilities**

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

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

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

C.13 **Bulletin Boards**

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

C.14 **Standards of Conduct**

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

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

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

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

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

C.15 No Solicitation & Distribution Policy

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

C.16 Transfers and Promotions

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

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

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

C.17 Social Media Policy

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

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

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

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

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

OPEN COMMUNICATION & PROBLEM SOLVING

D.01 **Open Door Policy and Problem Solving**

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

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

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

D.02 **Procedures to Resolve Problems or Complaints**

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

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

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

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

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

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

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

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

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

SAFETY

E.01 Safety Policies

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

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

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

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

E.02 Observance of Safety Standards / Rules

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

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

E.03 Hazardous Chemicals & Materials

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

E.04 Work related Accidents and Emergencies

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

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

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

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

E.05 Workers' Compensation Benefits

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

E.06 Workers' Compensation Managed Care Network

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

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

E.07 Important Notice -- Workers' Compensation Fraud

All properly enrolled employees are entitled to receive medical care and indemnity benefits for legitimate injury or illness on the job. It is a felony to knowingly make, or cause to be made, false or fraudulent claims of injury for the purposes of obtaining workers' compensation benefits. The City of Socorro will vigorously prosecute workers' compensation fraud to the fullest extent of the law. If you suspect that

someone is committing workers' compensation fraud, please call our Human Resources Director immediately at (915) 858-2915.

E.08 **Prohibited Actions**

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

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

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

COMPENSATION

F.01 **Payroll Information**

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

F.02 **Hours of Work**

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

F.03 **Meal Periods and Breaks**

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

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

F.04 Overtime Pay and Shift Differentials

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

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

F.05 Recording Work Hours

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

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

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

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

F.06 Payday & Holiday Pay

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

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

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

F.07 **Direct Deposit**

Direct deposit is an increasingly popular and safe method of receiving your paycheck. Employees may be paid by direct deposit of funds to either a savings or checking account at the bank of their choice. To activate direct deposit, a direct deposit authorization form must be completed, signed and returned to the payroll department. You may obtain a direct deposit authorization form from either *City of Socorro's* website (www.CityofSocorro.com, click on "direct deposit form") or from *City of Socorro's* Human Resources Department. **Please attach a voided personal check** from the account into which you wish to have your paycheck deposited. Completed forms must be submitted before the end of the pay period in which the employee wished to begin direct deposit.

F.08 **Payroll Advances**

Absolutely no payroll advances or loans will be made.

F.09 **Payroll Deductions**

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

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

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

TIME OFF

G.01 **Paid Time off**

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

- Regular full-time employees

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

- Upon initial eligibility the employee is entitled to 10 paid time off days each year, accrued biweekly at the rate of 3.08 hours per pay period.

- The start of five (5) years of eligible service the employee is entitled to 15 paid time off days each year, accrued biweekly at the rate of 4.62 hours per pay period.
For example: Hire date: 11/01/2010

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

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

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

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

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

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

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

G.02 **Sick Leave**

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

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

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

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

Employees who are unable to report to work because of illness (or for any reason) must personally notify their immediate Supervisor directly, **every morning of their illness**, no later than **one (1) hour before**

their normal report time so that arrangements can be made to cover your position. Please do not report your illness or absence from work to a receptionist, administrative assistant, answering service, and co-worker or to your Director through his/her voice mail system. Except in the case of an emergency, contact by anyone other than the employee to his/her immediate supervisor or another senior director of the City of Socorro, will not constitute notification.

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

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

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

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

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

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

G.03 Failure to Give Notice (Job Abandonment)

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

G.04 Bereavement Leave

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

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

- Regular full-time employees

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

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

Paid bereavement leave is granted according to the following schedule:

Employees are allowed up to one week off from regularly scheduled duty with three (3) days paid by the City of Socorro and two (2) days may be charged against employee's paid time off or personal holiday in the event of the death of the employee's spouse, child, father, mother, sister or brother.

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

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

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

G.05 **Jury Duty/Civil Leave**

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

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

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

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

G.06 **Employee Hospitalization**

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

G.07 **Medical and Family Leave of Absence**

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

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

In compliance with the Family and Medical Leave Act (FMLA), City of Socorro will grant employees who have completed one year of service to City of Socorro, and who have worked at least 1250 hours in the preceding 12 months, a leave of absence for: (1) the care of a child after birth or adoption, or placement with the employee for foster care, (2) the care of a covered family member (spouse, child or parent) with a serious health condition, or (3) in the event of an employee's own serious health condition.

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

Child / Family Care Leave

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

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

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

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

Leave to Care For a Family Member

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

Leave for Employee's Own Serious Health Condition

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

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

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

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

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

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

Exigency Leave:

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

- A. is designated by the Secretary of Defense as an operation in which members of the armed forces are or become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or,

- B. results in the call or order to, or retention on, active duty of members of the uniformed services under other provisions of law during a war or during a national emergency declared by the President or Congress; or,
- C. could include child care issues related to deployment, assistance in preparation of deployment, attendance at deployment-related briefings and other related information sessions.

Service member Family Leave:

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

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

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

Certification:

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

Combined Total Leave Entitlement:

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

Reinstatement Following FMLA Leave

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

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

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

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

G.08 Military Leave

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

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

EMPLOYEE BENEFITS

H.01 Holidays

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

- New Year's Day
- Martin Luther King, Jr. Day

- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving
- Day after Thanksgiving
- Christmas
- Day after Christmas

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

- Regular full-time employees

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

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

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

H.02 Worker's Compensation

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

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

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

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

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

H.03 Workers' Compensation Benefits

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

H.04 Unemployment Insurance

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

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

H.05 Social Security / Medicare Benefits

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

Leaving City of Socorro

I.01 Resignation of Employment

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

employment relationship after the employee gives notice, and ask the employee to leave prior to the end of the employee's two-week notice.

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

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

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

1.02 Employee Exit – Final Paycheck

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

1.03 COBRA

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

1.04 Employment References and Verifications

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

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

1.05

Re-Employment with City of Socorro

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

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

Approved by Civil Service 7/28/14:

Ralph Duran, Chair

Approved by City Council _____:

Jesus Ruiz, Mayor

EMPLOYEE HANDBOOK



Dear Employee:

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

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

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

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

Again, welcome!

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

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

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

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

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

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

Assigned Employee Printed Name

Date

Assigned Employee Signature

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INTRODUCTION

A.01 Welcome, Employee Handbook Purpose

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

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

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

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

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

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

A.03 Revision and Changes in Policies

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

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

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

WORKPLACE PRACTICES

B.01 Our Way of Doing Business

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

B.02 Employment Reference Check

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

B.03 Application, Selection and Employment

Filing of Applications for Employment.

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

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

Falsification of Application

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

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

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

Employment Qualifications/Requirements.

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

Refusal to Examine

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

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

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

Application on File

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

Applications Not to be Returned

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

Unused Application

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

Disqualification from Examination.

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

Fees

No fees will be charged for any examination.

Processing Applications.

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

Interviewing Applicants.

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

Notification of Conditional Hire to Successful Applicant.

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

Physicals and Drug Screening.

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

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

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

Entry Pay Rates.

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

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

B.04 Immigration and Employment Eligibility

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

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

B.05 Orientation Period

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

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

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

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

B.06 **Performance Evaluation**

Introduction of Performance Appraisal.

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

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

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

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

Applicability

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

Process

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

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

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

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

Responsibility and Procedure for Performance Appraisal.

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

Department Responsibility.

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

Supervisor Responsibility.

The supervisor shall be responsible for:

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

Satisfactory Appraisals.

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

Below Average or Poor Appraisals.

If an employee should receive an overall evaluation of "Below Average" or "Poor", the department head shall initiate a special review sixty (60) days from the date of the original evaluation. If the employee receives an unsatisfactory rating on the special review, the employee shall be placed on one hundred twenty (120) days probation. The department head must send a letter to the employee stating that the probation is in force. Immediately after notifying the employee, copies of the letter and the "Below Average" or "Poor" appraisal form must be sent to the Human Resources Director's office for processing.

Probationary Appraisals.

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

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

Supervisor Transfer or Termination - "Forced" Appraisal.

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

Performance Appraisal Forms.

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

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

Appeals

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

B.07 New Hire Policies

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

B.08 Personnel Files

Upon employment with the City of Socorro, you will be required to complete applicable tax forms (W-4 tax withholding information); any other required state forms if applicable, and a Form I-9. It is extremely important that you immediately complete the entire *New Hire Packet* and other forms pertaining to applicable benefits and employment. This information is used for calculation of your paycheck, any

benefits that might be offered, and for governmental reporting purposes. It is extremely important that you be very careful when filling out this information to avoid errors.

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

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

B.09 Equal Employment Opportunity Employer

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

B.10 Violence Prevention

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

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

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

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

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

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

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

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

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

B.11 Anti-Harassment Policy

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

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

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

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

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

(with or without sexual conduct), national origin, physical handicap or disability, religion, veteran status, marital status or any other status protected by applicable state or federal law, including the exercise of statutory rights such as those available under workers' compensation laws. For purposes of this policy, "harassment" includes the making of slurs and any other offensive remarks or jokes, and other verbal, graphic, or physical conduct. "Harassment" also includes *unwelcomed* sexual advances, requests for sexual favors, *unwelcomed* or offensive touching and other verbal, graphic or physical conduct of a sexual nature.

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

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

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

B.12 Retaliation Prohibited

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

B.13 Reporting Harassment / Discrimination or Retaliation & Investigation

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

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

All Employees, supervisors, managers, directors and officers have a responsibility to comply with this strict policy and are required to report any observation of harassment or discrimination. All claims of discrimination and/or harassment will be discreetly investigated. Confidentiality of complaints will be maintained to the extent reasonably possible, consistent with the need to conduct a full investigation and

resolve the matter. To the extent possible, your confidentiality of any witnesses and alleged harasser will be protected against unnecessary disclosure.

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

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

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

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

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

B.15 Drugs and Alcohol (Substance Abuse) Policy

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

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

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

1. There is a reasonable suspicion that an Employee may be violating any part of this policy;
2. **During** any physical examination required or conducted by the *City of Socorro*;
3. After any accident requiring outside medical attention or treatment, and/or after any accident causing damage to the *City of Socorro* property or injury to another person;
4. When deemed advisable by the *City of Socorro* because of unusual behavior;

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

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

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

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

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

B.16 Smoking

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

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

ON THE JOB

C.01 **Attendance and Lateness**

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

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

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

C.02 **Classification of Employees**

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

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

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

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

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

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

for full time employees) to determine the employee's "regular rate"; for all hours actually worked over 40 in a work week, the employee is entitled to receive one and one-half (1½) times this "regular rate" in addition to their salary for that week.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C.04 Dealing with Vendors, Suppliers and Customers

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

C.05 Conflicts of Interest

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

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

An employee may not:

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

C.06 Nepotism Prohibited Degrees of Relationship for City Employment

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

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

Prohibited degrees of relationship are defined in the following chart:

CONSANGUINITY (BLOOD) KINSHIP CHART

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

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

CONSANGUINITY (BLOOD) KINSHIP CHART

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

C.07 Personal Relationships in the Workplace

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

City of Socorro desires to avoid the conflicts of interest in its employees, as well as morale problems and concerns about favoritism and possible harassment that can arise as a result of close relationships between employees in managerial or supervisory positions and other employees in the City of Socorro. Accordingly, managers and supervisors are prohibited from exercising any management or supervisory authority (making or participating in personnel decisions of any type including, but not limited to, wages, benefits, work assignment, promotional opportunity or any confidential information) with respect to any person with whom they have a romantic, sexual, or familial relationship.

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

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

C.08 Outside Employment

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

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

C.09 Misuse of Position and Government Resources

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

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

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

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

C.10 Dress & Personal Appearance Standards

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

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

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

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

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

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

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

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

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

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

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

C.12 **Care of Equipment and Facilities**

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

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

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

C.13 **Bulletin Boards**

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

C.14 **Standards of Conduct**

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

1. Criminal, immoral or indecent conduct on City of Socorro's property or which, in the City of Socorro's judgment, will interfere with the Employee's ability to perform his or her job;
2. Excessive absences, tardiness, or failing to timely and personally call in, **every day** of your absence (or intended tardiness), to your immediate supervisor or another **director** of the City of Socorro, **only**, without acceptable reason.
3. Quitting or leaving work before your specified time without authorization;
4. Possession or use of intoxicating beverages or an illegal drug substance or unauthorized use of prescription medication on City of Socorro's property, or while operating a City of Socorro vehicle at any time, or coming to work under the influence of intoxicating beverages or illegal drugs;
5. Violating City of Socorro's confidentiality policy;

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

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

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

C.15 No Solicitation & Distribution Policy

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

C.16 Transfers and Promotions

City of Socorro encourages employees to assume higher-level positions or lateral transfers for which they qualify. Toward this end, you may have a job-posting program that offers employees the opportunity to apply for certain positions with the City of Socorro. Generally, however, employees must be in their current job for at least a one-year period before applying for a change in position. In addition, employees must have good work performance, attendance and punctuality and must meet the minimum requirements (education, skills, training and experience) of the position.

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

C.17**Social Media Policy**

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

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

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

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

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

OPEN COMMUNICATION & PROBLEM SOLVING

D.01 Open Door Policy and Problem Solving

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

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

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

D.02 Procedures to Resolve Problems or Complaints

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

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

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

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

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

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

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

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

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

SAFETY

E.01 Safety Policies

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

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

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

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

E.02 Observance of Safety Standards / Rules

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

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

E.03 Hazardous Chemicals & Materials

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

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

E.04 Work related Accidents and Emergencies

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

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

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

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

E.05 Workers' Compensation Benefits

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

E.06 Workers' Compensation Managed Care Network

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

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

E.07 Important Notice -- Workers' Compensation Fraud

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

E.08 Prohibited Actions

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

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

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

COMPENSATION

F.01 Payroll Information

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

F.02 Hours of Work

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

F.03 Meal Periods and Breaks

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

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

F.04 Overtime Pay and Shift Differentials

When you are hired, you will be classified as either exempt or non-exempt. This is necessary to comply with the Fair Labor Standards Act ("FLSA") and any applicable state laws. In certain types of jobs, employees are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek. These Employees are referred to as "non-exempt". This means that they are not exempt from the

overtime pay provisions of the FLSA, and will receive overtime pay. Employees who qualify as management, administrative, executive or professional Employees, within the guidelines of the state and federal wage and hour laws, are exempt from overtime pay and are not subject to this policy.

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

F.05 Recording Work Hours

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

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

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

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

F.06 Payday & Holiday Pay

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

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

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

F.07 Direct Deposit

Direct deposit is an increasingly popular and safe method of receiving your paycheck. Employees may be paid by direct deposit of funds to either a savings or checking account at the bank of their choice. To activate direct deposit, a direct deposit authorization form must be completed, *signed and returned to the payroll department.* You may obtain a direct deposit authorization form from either *City of Socorro's* website (www.CityofSocorro.com, click on "direct deposit form") or from *City of Socorro's* Human Resources Department. **Please attach a voided personal check** from the account into which you wish to have your paycheck deposited. Completed forms must be submitted before the end of the pay period in which the employee wished to begin direct deposit.

F.08 **Payroll Advances**

Absolutely no payroll advances or loans will be made.

F.09 **Payroll Deductions**

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

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

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

TIME OFF

G.01 **Paid Time off**

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

- Regular full-time employees

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

- Upon initial eligibility the employee is entitled to 10 paid time off days each year, accrued biweekly at the rate of 3.08 hours per pay period.
- The start of five (5) years of eligible service the employee is entitled to 15 paid time off days each year, accrued biweekly at the rate of 4.62 hours per pay period.
For example: Hire date: 11/01/2010

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

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

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

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

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

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

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

Upon termination of employment you may be entitled to receive PTO hours accrued, if your work hours are reduced, or if you are temporarily laid-off, or permanently terminated through no fault of your own. Individuals who are terminated for cause, or permitted to resign in lieu of termination will not be compensated any paid time off accrual.

G.02 **Sick Leave**

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

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

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

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

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

The City of Socorro reserves the right to request a certification from a licensed doctor when absent for more than **three (3)** consecutive workdays. Your supervisor may also request a similar statement for other sick leave absences of less than three days. Before you can return to work after a sick leave absence of 30 calendar days or more, you must provide your supervisor with a doctor's statement that you may safely return to work **with no restrictions**.

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

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

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

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

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

G.03 Failure to Give Notice (Job Abandonment)

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

G.04 Bereavement Leave

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

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

- Regular full-time employees

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

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

Paid bereavement leave is granted according to the following schedule:

Employees are allowed up to one week off from regularly scheduled duty with three (3) days paid by the City of Socorro and two (2) days may be charged against employee's paid time off or personal holiday in the event of the death of the employee's spouse, child, father, mother, sister or brother.

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

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

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

G.05 Jury Duty/Civil Leave

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

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

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

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

G.06 Employee Hospitalization

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

G.07 Medical and Family Leave of Absence

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

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

In compliance with the Family and Medical Leave Act (FMLA), City of Socorro will grant employees who have completed one year of service to City of Socorro, and who have worked at least 1250 hours in the preceding 12 months, a leave of absence for: (1) the care of a child after birth or adoption, or placement with the employee for foster care, (2) the care of a covered family member (spouse, child or parent) with a serious health condition, or (3) in the event of an employee's own serious health condition.

Employees who do not meet the length of service and hours requirement, or who have exhausted their leave under FMLA, may apply for a leave of absence subject to the conditions described in Part B of this

policy. Leaves under FMLA will be granted for a maximum period of up to twelve (12) weeks in any rolling twelve-month period. This means that the City of Socorro will measure backwards twelve months from the date the employee uses FMLA leave to determine the amount of leave to which the employee is entitled, up to a maximum of twelve weeks in any twelve-month period. FMLA leaves for married couples, for the birth, adoption, or placement of a child for foster care or care for a covered family member with a serious health condition, are limited to a combined total of twelve weeks.

Child / Family Care Leave

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

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

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

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

Leave to Care For a Family Member

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

Leave for Employee's Own Serious Health Condition

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

1. If the leave is planned in advance, you must provide us with at least thirty (30) days' notice prior to the anticipated leave date;
2. If the leave is unexpected, you should notify your supervisor as far in advance of the anticipated leave as is possible. (Normally, this should be within two (2) business days of when the need for the leave becomes known to the employee).

3. Anytime that you expect to be, or are absent for more than three consecutive work days, as a result of your own serious health condition (illness or injury, whether work related or not, including injuries covered by workers' compensation and pregnancy that involves inpatient care in a hospital, or continuing treatment by a healthcare provider), you will be required to submit appropriate medical certification from your physician. Such certification must include, at a minimum; (1) the date the condition began, (2) a diagnosis, and, (3) the probable date of your return to work.
4. Leave taken for the Employee's own serious health condition may be taken consecutively, intermittently, or on a reduced work / leave schedule based on certified medical necessity.

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

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

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

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

Exigency Leave:

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

- A. is designated by the Secretary of Defense as an operation in which members of the armed forces are or become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or,
- B. results in the call or order to, or retention on, active duty of members of the uniformed services under other provisions of law during a war or during a national emergency declared by the President or Congress; or,
- C. could include child care issues related to deployment, assistance in preparation of deployment, attendance at deployment-related briefings and other related information sessions.

Service member Family Leave:

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member may take a total of twenty-six (26) weeks of service-member family leave during any consecutive twelve (12) month period to care for the service member for an injury or illness incurred by the service member in the line of duty on active duty in the armed forces. A covered service-member is a member of the armed

forces, including members of the National Guard or Reserve, who is undergoing outpatient treatment, recuperation, or therapy, or is on the temporary disability retired list, for a serious injury or illness that may render the service-member unfit to perform the duties of the service member's office, grade, rank or rating.

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

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

Certification:

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

Combined Total Leave Entitlement:

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

Reinstatement Following FMLA Leave

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

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

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

1. Leave requests must be made at least thirty (30) days in advance of the date that the Employee would like the leave to begin, or, in an emergency situation, with as much advance notice as is possible. (Normally this should be within two (2) business days of when the need for the leave becomes known to the Employee).
2. The certification requirements and the conditions for required use of accrued time off, benefits accrual, and continuation of group health insurance during the leave set forth in Part A apply to all leave requests;
3. Unless otherwise required by law, leaves for reasons other than an Employee's own health condition or military service, will be limited to a thirty-day (30 day) maximum duration;

4. Leave for the Employee's own serious health condition, including on-the-job injuries covered by workers' compensation, will generally be granted for the period of disability, up to a maximum of six (6) months. Any absence from work for any reason, other than military leave (including time spent on FMLA leave, on workers' compensation, or any other absence) in excess of six (6) months, will be administratively terminated. This six (6) month limit on leaves of absence is not interrupted by a return to work unless the Employee is released to full duty, and works at least 30 consecutive days. Employees terminated due to any absence in excess of six (6) months, who were administratively terminated, may reapply for employment.
5. If on leave under Part B of this Policy are not guaranteed reinstatement to their former job. When released to work, such Employees will be reinstated to any vacant job they are qualified to perform based upon the needs of the City of Socorro at the time the Employee is released. If no jobs are available, the Employee will be terminated and can reapply for employment when positions become available.
6. We will provide reasonable accommodations as required by the Americans with Disabilities Act.

G.08 Military Leave

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

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

EMPLOYEE BENEFITS

H.01 Benefits

The City of Socorro gives eligible employees many benefits. Some benefits are required by law and cover all employees. There are several factors that decide if you are eligible for a benefit. One important factor is your employment classification. See your supervisor or human resources department to find out which benefit programs are available and what you are eligible for.

The following benefit programs are available to eligible regular full-time employees:

- Health Insurance
- Dental Insurance
- Vision Care Insurance
- Life Insurance

You may have to pay part or all of the cost for some benefits but the City of Socorro fully pays for many of them.

H.02

Holidays

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

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

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

- Regular full-time employees

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

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

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

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

H.03 Worker's Compensation

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

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

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

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

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

H.04 Workers' Compensation Benefits

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

H.05 Unemployment Insurance

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

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

H.06 Social Security / Medicare Benefits

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

Leaving City of Socorro

I.01 Resignation of Employment

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

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

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

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

I.02 Employee Exit – Final Paycheck

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

I.03 COBRA

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

I.04

Employment References and Verifications

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

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

I.05

Re-Employment with City of Socorro

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

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

Approved by Civil Service 11/17/14:

Ralph Duran, Chair

Approved by City Council _____:

Jesus Ruiz, Mayor

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2 – Mayor Pro Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: January 8, 2015

TO: MAYOR AND CITY COUNCIL

FROM: CHIEF CARLOS R. MALDONADO

SUBJECT: DISCUSSION AND ACTION TO ALLOW THE SOCORRO POLICE DEPARTMENT TO PURCHASE GLOCK MODEL 22 .40 CALIBER HANDGUNS IN ORDER FOR THE DEPARTMENT TO HAVE A ONE WEAPON SYSTEM AND FOR THEM TO BE COMPATIBLE IN THE EVENT OF A SHOOTING INCIDENT.

SUMMARY

Research regarding officer involved shooting incidents over the years, supports the necessity to equip officers with identical firearms to enhance officer safety, improve firearm proficiency and finally reduce liability.

BACKGROUND

N/A

STATEMENT OF THE ISSUE

The implementation of a one weapon system will enhance officer safety and improve the Socorro Police Department’s capacity to protect the members of our community.

FINANCIAL IMPACT

Amount: \$9,000.00 for Handguns
 \$200.00 for .40 caliber ammunition

Total: \$9200.00

Vendor: GT Distributors
 2545 Brockton Dr. Suite 100
 Austin, TX 78758

ALTERNATIVE

N/A

STAFF RECOMMENDATION

Chief Maldonado recommends we purchase the handguns for the Police Department.

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 – Mayor Pro Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: January 8, 2015

TO: MAYOR AND CITY COUNCIL

FROM: CHIEF CARLOS R. MALDONADO

SUBJECT: DISCUSSION AND ACTION TO ALLOW THE SOCORRO POLICE DEPARTMENT TO PURCHASE BUSHMASTER A3 M-4 RIFLES FOR EVERY POLICE OFFICER. THIS WILL ENHANCE OUR OFFICERS CAPACITY TO PROTECT OUR COMMUNITY MEMBERS.

SUMMARY

Unprecedented levels of violence along the U.S./Mexican border require that law enforcement personnel be equipped with adequate means of protection.

BACKGROUND

Drug cartels and local area gangs have developed tactics and have equipped themselves with tactical gear equivalent to the best equipped law enforcement agencies in the country.

STATEMENT OF THE ISSUE

This will greatly enhance the Socorro Police Department's ability to protect our citizens from any potential threat.

FINANCIAL IMPACT

Amount: \$30,000.00 for Bushmaster A3 M-4 Rifles
\$3,000.00 for .223 caliber ammunition

Total: \$33,000.00

Vendor: GT Distributors
2545 Brockton Dr. Suite 100
Austin, TX 78758

ALTERNATIVE

N/A

STAFF RECOMMENDATION

Chief Maldonado recommends we purchase the rifles for the Socorro Police Department.

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

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: 9 January 2015

TO: Mayor and Council, City of Socorro, Texas

FROM: Douglas Lobdell Jr., Public Works Director

SUBJECT: *Presentation* of Annual Streets Report.

SUMMARY: Public Works will make a short presentation summarizing the contents of the annual streets report.

BACKGROUND

The city public works department and planning department shall annually, on or about August 1, submit to the city council an annual report prioritizing city streets and roads in need of construction, maintenance and repair which report shall include an approximate cost estimate.

Sec. 36-24 b. City of Socorro Code of Ordinances (MuniCode), 2014

On August 7, 2014, City Council approved changing the report date to 1 January.

STATEMENT OF THE ISSUE

The report

- **Presents an overall summary of the streets of Socorro**
- **Rates all streets from 1 (excellent) to 5 (serious problems)**
- **Lists possible Council actions for funding repairs, with a Public Works recommendation.**

FINANCIAL IMPACT Estimated costs are presented as directed by code. Total to repair all category 4 and 5 streets, plus one special project, would be approximately \$1.25 million. The report presents alternative approaches for Council consideration.

Account Code (GF/GL/Dept):

Funding Source:

Amount:

Quotes (Name/Commodity/Price).

Co-op Agreement (Name/Contract#)

ALTERNATIVE: The report presents three alternatives. Council can of course direct any of these with or without changes, or direct an alternate course of action.

STAFF RECOMMENDATION

Included in the presentation

REQUIRED AUTHORIZATION

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



Annual Streets Report

1 Jan 2015

Authority:

The city public works department and planning department shall annually, on or about August 1, submit to the city council an annual report prioritizing city streets and roads in need of construction, maintenance and repair which report shall include an approximate cost estimate.

Sec. 36-24 b. City of Socorro Code of Ordinances (MuniCode), 2014

On August 7, 2014, City Council approved changing the report date to 1 January.

Method: The Public Works Department has evaluated each street of Socorro in order to prioritize repairs, overlays, and new paving for 2015. Streets were evaluated subjectively on a 1-5 scale, as follows:

Criteria	Description
1	Recently paved, or excellent condition. No/very few cracks or holes
2	Good condition with some raveling. Minor longitudinal cracks
3	Moderate condition. Areas with some alligator cracking; some potholes
4	Good candidate for paving. Many cracks and potholes, patches on patches
5	Must repave ASAP. Serious cracking/breakage/potholing. Possible auto damage

Overview :

	Streets		Paved		Unpaved		Planned*
	#	Miles	#	Miles	#	Miles	
Total	474	155.7	430	144.5	44	11.2	33
Dist 1	146	58.1	125	52.3	23	6.4	22
Dist 2	64	26.9	All		None		None
Dist 3	125	51.6	116	49.5	13	2.1	10
Dist 4	151	54.3	142	50.6	8	2.6	1

*Note: *Planned streets include*

- *Those indicated on regional planning maps or publicly accessible maps such as Google, but are not yet physically present.*
- *Streets in neighborhoods under development that have not transferred to the City yet.*
- *Streets owned privately, not yet dedicated to the City.*

Planned streets are included in the totals above.

Socorro Streets owned/maintained by other government entities:

TXDOT

Alameda Ave.	4.6 mi.
Horizon Blvd.	4.0 mi.
North Loop Dr.	5.4 mi.

Socorro Rd. 4.2 mi.
El Paso County Water Improvement District #1
 Mesa Drain Rd. 1.3 mi.

Note that these 19.5 miles of streets are included in the chart above. Socorro Public Works acts as an interface with TXDOT for issues on these streets. We have partial responsibility for Horizon between North Loop and Alameda until the widening is complete and responsibility fully transferred to TXDOT.

Street Evaluation Summary

Does not include planned streets or streets maintained by others

Condition:	5	4	3	2	1
Total	17	42	119	171	87
Dist 1	15	15	31	43	18
Dist 2	0	3	10	28	22
Dist 3	1	9	42	102	9
Dist 4	1	15	42	53	37

Worst streets of Socorro:

Condition 5

STREET NAME	MILES	DISTR #
ANDY CT.	0.06	1
CARBAJAL RD.	0.15	3
DONNA MARIE DR.	0.66	1
JERVIS DR.	0.25	1
JEWEL DR.	0.31	1
JIM BEAN DR.	0.38	1
JIMMY DON CT.	0.06	1
JUSTIN CT.	0.06	1
LE LOIS ST.	0.2	1
MARK MABON CT.	0.07	1
MCADOO DR.	0.3	1
PIRO COURT	0.39	4
REESE CT.	0.06	1
RON ST.	0.12	1
RUSS RD.	0.34	1
WESLEY ST.	0.06	1
WILTON PL.	0.13	1

Condition 4

STREET NAME	Miles	DISTR #
BUNDALA DR.	0.23	1
BURT RD.	0.7	1
CARRILLO LN.	0.24	3
CORINTH CT.	0.03	3
FIGUEROA RD.	0.28	4
FRESQUEZ DR.	0.16	3
GAIL PL.	0.05	2
GALLEON LN.	0.15	3
HASKELL PL.	0.04	1
HOLGUIN RD.	0.19	3
HOVEY DR.	0.14	3
JOLLA DEL VALLE DR.	0.14	4
JUANITA DURAN RD.	0.08	3
KASEY WAY	0.1	1
LARK RD.	0.16	1
LOS MAGOS CIR.	0.36	1
MCKESSON ST.	0.15	1
MILO RD.	0.48	1
N. NEVAREZ RD.	0.6	2
NIRMAL DR.	0.38	1
OLD HUECO TANKS RD.	1.48	2
PAGE ST.	0.14	3
PORCEL DR.	0.32	1
PRITAM DR.	0.36	1
SAMUEL ST.	0.06	3
SCARLET CT.	0.04	1
SHERYL CIR.	0.18	1
TORTUGAS	0.08	1
VALLE BUENAVIDA DR.	0.15	4
VALLE DEL CARMEN DR.	0.2	4
VALLE DEL CENTRO DR.	0.36	4
VALLE DEL ESTE DR.	0.15	4
VALLE DEL PASEO DR.	0.48	4
VALLE DEL RIO DR.	0.19	4
VALLE HERMOSO DR.	0.19	4

VALLE LINDO DR.	0.51	4
VALLE LOS NOGALES DR.	0.3	4
VALLE PALOS VERDES DR.	0.34	4
VALLE PINTOR ESCO DR.	0.2	4
VALLE ROJO DR.	0.37	4
VALLE VIEJO DR.	0.13	4
ZACH RD.	0.19	1

Analysis

1. Top priority should be streets in McAdoo Acres already released by the Lower Valley Water District (LVWD). Council has already allocated \$100K to this project. As of the report date (1 Jan) PW has completed the following streets in McAdoo Acres:

Street	Cost
Jimmy Don	\$7,545
Andy	\$7,456
Wesley	\$5,462
Russ (partial)	\$17,964

These streets have also been released by LVWD and will be paved as soon as weather allows:

Street	Est. Cost
Le Lois (partial)	\$12,904
Justin	\$,4,623

Total estimated Phase 1 cost is \$56,043

Once LVWD releases the remaining streets they should be completed.

Street	Est. Cost
Le Lois (remaining)	\$6,096
Russ (remaining)	\$15,517
Jervis	\$20,805
Jewel	\$25,507
Jim Bean	\$31,682
Mark Mabon	\$5,969
McAdoo	\$25,112
Reese	\$4,987

Cost for phase 2, completing the streets in the McAdoo subdivision, is estimated at \$135,675. Total cost to overlay that area, including streets already paved, will be about \$191,718.

2. Remaining condition 5 streets:

Street	Est. Cost
CARBAJAL RD.	\$12,540
DONNA MARIE DR.	\$25,634
PIRO COURT	\$32,604
RON ST.	\$10,032
WILTON PL.	\$10,868

Note: Donna Marie is calculated from Wilton to Regina.

Total to overlay condition 5 streets: \$91,678

3. Condition 4 streets:

Street	Est. Cost
BUNDALA DR.	\$19,228
BURT RD.	\$58,520
CARRILLO LN.	\$20,064
CORINTH CT.	\$ 2,508
FIGUEROA RD.	\$23,408
FRESQUEZ DR.	\$13,376
GAIL PL.	\$ 4,180
GALLEON LN.	\$12,540
HASKELL PL.	\$ 3,344
HOLGUIN RD.	\$15,884
HOVEY DR.	\$11,704
JOLLA DEL VALLE DR.	\$11,704
JUANITA DURAN RD.	\$ 6,688
KASEY WAY	\$ 8,360
LARK RD.	\$13,376
LOS MAGOS CIR.	\$30,096
MCKESSON ST.	\$12,540
MILO RD.	\$40,128
N. NEVAREZ RD.	\$50,160
NIRMAL DR.	\$31,768
OLD HUECO TANKS RD.	\$55,813

PAGE ST.	\$11,704
PORCEL DR.	\$26,752
PRITAM DR.	\$30,096
SAMUEL ST.	\$ 5,016
SCARLET CT.	\$ 3,344
SHERYL CIR.	\$15,048
TORTUGAS	\$ 6,688
VALLE BUENAVIDA DR.	\$12,540
VALLE DEL CARMEN DR.	\$16,720
VALLE DEL CENTRO DR.	\$30,096
VALLE DEL ESTE DR.	\$12,540
VALLE DEL PASEO DR.	\$40,128
VALLE DEL RIO DR.	\$15,884
VALLE HERMOSO DR.	\$15,884
VALLE LINDO DR.	\$42,636
VALLE LOS NOGALES DR.	\$25,080
VALLE PALOS VERDES DR.	\$28,424
VALLE PINTOR ESCO DR.	\$16,720
VALLE ROJO DR.	\$30,932
VALLE VIEJO DR.	\$10,868
ZACH RD.	\$15,884

Note: Old Hueco Tanks is calculated only from N. Loop to Moon; the remainder is planned for a major rebuild by TXDOT.

Total to overlay condition 4 streets: \$926,288

Special Project:

Recommend we consider re-establishing base and replacing asphalt with reinforced concrete in two 100' sections at Stockyard. Trucks coming out of Petro create severe potholes and ruts as deep as 3" in the asphalt. Cost of this project would be approximately \$20,500.

Recommendation

Public Works offers the following possible courses of action (COA) for consideration by Council:

COA 1:

- Allocate \$60,000 for streets that have been released by LVWD in McAdoo Acres. Hold off funding the remaining paving until those streets are released by LVWD.
- Allocate \$95,000 for condition 5 streets
- Allocate \$300,000 for the next worst neighborhood (Hacienda del Valle/Valle del Sol/Santa Martina, all near Welletka Dr.). This neighborhood has 13 condition 4 streets.
- Allocate \$21,000 for repairs to Stockyard near Petro.
- Allocate \$110,000 for Old Hueco Tanks, N. Nevarez, and Gail in District 2
- Allocate \$100,000 for Carrillo, Corinth, Fresquez, Galleon, Holguin, Hovey, Juanita Duran, Page, and Samuel in District 3.
- **Total required: \$686,000**, with the remaining \$14,000 for potholes and curb repair. Remaining condition 4 streets and remainder of McAdoo to be funded in future years.

COA 2:

- Allocate additional funds and overlay all condition 4 and 5 streets, as well as the Stockyard repairs, as a two-year project.
- **Total Required: \$301,000 cond 5 (incl McAdoo); \$927,000 cond 4; \$21,000 Stockyard, total \$1,250,000**

COA 3:

- Allocate \$100,000 to be prioritized per member of the City Council, with an additional \$100,000 to be dedicated in McAdoo Acres.

Public Works recommends Course of Action #1.

Respectfully submitted.



Douglas Lobdell Jr.
Public Works Director
City of Socorro

915-493-1114
publicworks@ci.socorro.tx.us

STREET NAME	MILES	FEET	DISTRICT	PAVED	Subdivision	Signalization	Condition
AAKER ST.	0.14	722	1	Y	Los Robles del Valle		2
ABEJENO	0.06	306	4	Y	EL Campestre		2
ALAMEDA AVE.	4.58	24166	3-4	Y	Alameda		1
ALBREGHT	0.03	157	1	N	Grijalva Gardens		X
ALDRIN CIR.	0.36	1903	2	Y	Moon	S*	1
ALLISON DR.	0.33	1719	1	Y	Rio Grande Estates		3
ALMA WAY	0.03	181	3	Y	Sunhaven		2
ALYSSA RD.	0.22	1158	1	Y	Stockyard		1
AMADO PL.	0.08	402	3	Y	Alameda		2
ANAHEIM LN.	0.26	1396	4	Y	Roseville	S	2
ANAHI CT.	0.07	383	3	Y	Anahi		3
ANDERSON RD.	0.4	3700	1	Y	Quail Mesa		2
ANDY CT.	0.06	325	1	Y	McAdoo		5
ANGUS RD.	0.38	2018	3	Y	Bovee Road Colonia		3
ANTIGUA DR.	0.06	319	4	Y	Rancho Miraval		3
APODACA RD.	0.69	3655	3	Y	Socorro Mission		3
ARDILLA RD.	0.23	1187	4	Y	Rosa Azul		3
ARLENE DR.	0.21	1098	1	Y	Hilcrest Minor		3
ARMSTRONG DR.	0.34	1789	2	Y	Moon	S*	1
ARTEMEDIANO RD.	0.15	768	3	Y	Socorro Village		2
ARTESANO RD.	0.16	850	4	Y	EL Campestre		3
ARVANA CT.	0.05	276	3	Y	Bauman Estates		3
ARZATE PL.	0.13	711	3	Y	Las Milpas Colonia		3
AUTUMN BLAZE	0.03	167	1	N			X
AVONDALE ST.	0.08	404	1	Y	Mellward Place		2
BAIN PL.	0.1	522	3	Y	Sombras De Misiones		2
BAKERSFIELD RD.	0.36	1914	4	Y	Roseville	S	2
BANDOLINA DR.	0.42	2214	3	Y	Villa Espana Colonia		2
BARNHART DR.	0.35	1850	1	Y	Bauman Estates	S	2
BARZON ST.	0.19	1004	3	Y	Socorro Mission		3
BAUMAN RD.	1.08	5704	1-4	Y	McAdoo/Bauman	S	2
BEAN CT.	0.13	661	2	Y	Moon		1
BEJAR DR.	0.26	1373	4	Y	Bejar Estates		3
BELEN RD.	0.09	487	3	Y	Adobe Colonia		3
BERNICE CT.	0.16	855	1	Y	Mary Lou Park Colonia		2
BHOPINDER CT.	0.02	123	1	Y	Gordey		3
BLUE MOON	0.15	809	2	Y	Las Lunas		2
BOTHWELL ST.	0.09	475	2	Y	Ellen Park		3
BOVEE RD.	1.87	9878	3	Y	Bovee Road Colonia		3
BRANGUS DR.	0.14	728	3	Y	Socorro Mission		2
BRISA DEL VALLE DR.	0.25	1327	4	Y	Valle Real Colonia		2
BROOKE LAUREN PL.	0.22	1184	3	Y	Sombras De Misiones		3
BROWN RD.	0.48	2510	1	Y	Mellward Place	S	3
BUFORD RD	1.10	5825	3	Y	Buford EstatesView		3
BUNDALA DR.	0.23	1230	1	Y	Mesa Estates		4
BURMA PL.	0.2	1058	2	Y	Delip Colonia		2
BURT RD.	0.7	3706	1	Y	Cottonwood Cove Burt		4
CABEZA DE VACA	0.32	1703	4	Y	Mesa Verde Colonia		3
CALCUTTA DR.	0.37	1954	1	Y	Calcutta Colonia		2
CALLISTO COURT	0.31	1642	2	Y	Las Lunas		2
CAMICHIN	0.09	482	4	Y	EL Campestre		3
CAMPECHE RD.	0.11	603	4	Y	EL Campestre		2
CARABLANCA RD.	0.41	2139	3	Y	Socorro Mission		2
CARBAJAL RD.	0.15	774	3	Y	Cougar Park		5
CARR RD.	1.02	5377	1	N	Cougar Park		X
CARRETA LN.	0.19	993	3	Y	Spanish Trail		3
CARRILLO LN.	0.24	1270	3	Y	Bovee Road Colonia		4
CARTER SCOTT PL.	0.12	640	3	Y	Sombras De Misiones		2
CASTLE FIN CIR.	0.47	2492	1	Y	Lateral Estates		2
CASTLE FIN DR.	0.22	1140	1	Y	Lateral Estates		2
CELEDON ST.	0.26	1379	3	Y	La Junta Addition		2
CERRITO CT.	0.04	195	3	Y	Coronado Country Club		2
CHISOLM TRAIL DR.	0.45	2356	4	Y	Rio Grande Estates		1
CHRIS FORBES CIR.	0.82	4355	2	Y	Las Lunas		2
CIELO AZUL DR.	0.38	1990	1	Y	Cielo Azul	S	2
CIELO LINDO DR.	0.1	536	1	Y	Cielo Azul		1
CIELO MISTICO DR.	0.15	766	1	Y	Cielo Azul		2
COKER RD.	1.01	5333	1	N	Lateral Estates		X
CONQUISTADOR DR.	0.44	2308	3	Y	Spanish Trail		3
CONRAD CT.	0.1	513	2	Y	Moon		1
CORINTH CT.	0.03	163	3	Y	Spanish Trail		4
CORNELIO CIR.	0.02	111	1	N			X
CORONA DEL MAR	0.04	201	4	Y	San Ysidro		3
CORRINA RD.	0.31	1652	1	Y	Lateral Estates		2
COTTON CLOUD	0.13	675	1	N	Hidden Valley		X
CPL. ANGEL MONAREZ RD.	0.06	338	3	N	Villas del Valle		X
CPL. RIGO GUTIERREZ RD.	0.22	1175	3	N	Villas del Valle		X
CROWELL DR.	0.48	2543	1	Y	Bauman Estates		3
DALJIT CT.	0.06	333	1	Y	Mesa Estates		3
DAMACIO COLMENERO	0.13	670	4	Y	Ysleta Del Sur		1
DATSUN RD.	0.81	4282	4	Y	Friedman Estates		3
DE LUCIO RD.	0.15	774	4	Y	San Ysidro		2
DE VACA CT.	0.04	219	3	Y	Spanish Trail		3
DELANO DR.	0.32	1686	4	Y	Roseville	S	2
DELHI DR.	1.01	5333	1-2	Y	Calcutta Colonia		3
DELILAH AVE.	0.48	2521	1	Y	Cottonwood Cove Burt		2
DIJON PL.	0.04	224	2	Y	Moon		1
DINDINGER RD.	1.21	6371	4	Y	Gran valle		3
DINI ROZI DR.	0.33	1718	4	Y	Angie Colonia		2

STREET NAME	MILES	FEET	DISTRICT	PAVED	Subdivision	Signalization	Condition
DONNA MARIE DR.	0.66	3499	1	Y	Belen Plaza Colonia		5
DORIS RD.	0.27	1411	4	Y	Friedman Estates		2
DRAMMEN WAY	0.03	153	2	Y	Delip Colonia		2
DUMAS DR.	0.12	618	2	Y	Ellen Park		2
EAGLES DEN LN.	0.31	1645	1	N	Warren Allen Colonia		X
EL CID DR.	0.4	2094	3	Y	Villa Espana Colonia		2
EL SALTO DR.	0.2	1063	2	Y	Three Mission		1
ELBA MARGARITA CIR.	0.19	992	3	Y	El Campanario		2
ELIGIO DR.	0.41	2164	1	Y	Grijalva Gardens		1
ELLEN DR.	0.24	1252	4	Y	Friedman Estates		2
ELLEN SUE ST.	0.15	799	3	Y	Ellen Park		2
END ISLAND RD.	0.05	248	1	Y			1
ENSENADA WAY	0.13	698	3	Y	Spanish Trail		2
EPHESUS CT.	0.08	441	2	Y	Bagge Estates		2
EPISO RD.	0.15	813	4	Y	San Ysidro		1
ERNEST RD.	0.63	3307	4	Y	Friedman Estates		3
ESCALANTE DR.	0.81	4260	3	Y	Alameda		3
ESCONDIDO PL.	0.11	593	3	Y	Adobe Colonia		2
ESCUDO RD.	0.19	1027	3	Y	Spanish Trail		3
ESTANCIA CLARA LN.	0.16	820	3	Y	Adobe Colonia		2
ESTANCIA WAY	0.05	240	1	Y	Delip Colonia		3
ETHYL HART ST.	0.19	1006	1	Y	Los Robles del Valle		2
F.E. JACKSON RD.	0.51	2719	3	Y	Vinedo Acres		2
FAENA LN.	0.15	771	3	Y	Villa Espana Colonia		2
FALK ST.	0.12	617	2	Y	Ellen Park		3
FAVILA RD.	0.48	2544	4	Y	Las margaritas		2
FIGUEROA RD.	0.28	1457	4	Y	Angie Colonia		4
FLACA LN.	0.12	623	3	Y	Socorro village		2
FLOR ACACIA LN.	0.05	257	4	Y	Flor del Rio		1
FLOR ACHILLEA DR.	0.2	1042	4	N	Flor del Rio		1
FLOR AMARILLA AVE.	0.18	928	4	Y	Flor del Rio		2
FLOR AZUCENA DR.	0.23	1202	4	Y	Flor del Rio		1
FLOR BLANCA AVE.	0.17	905	4	Y	Flor del Rio		2
FLOR BONITA AVE.	0.56	2949	4	Y	Flor del Rio		2
FLOR CELOSIA DR.	0.42	2203	4	N	Flor del Rio		1
FLOR DEL RIO ST.	0.61	3223	4	Y	Flor del Rio	S	2
FLOR DEL SOL ST.	0.58	3039	4	Y	Flor del Rio		2
FLOR DEL SUR ST.	0.16	864	4	Y	Flor del Rio		2
FLOR EUCHARIS DR.	0.13	674	4	Y	Flor del Rio		1
FLOR FREESIA DR.	0.31	1642	4	Y	Flor del Rio		1
FLOR GENTIANA DR.	0.47	2462	4	Y	Flor del Rio		1
FLOR GLORIOSA DR.	0.83	4363	4	N	Flor del Rio		1
FLOR IRIS CT.	0.07	366	4	N	Flor del Rio		1
FLOR LIATRIS DR.	0.64	3399	4	Y	Flor del Rio		1
FLOR MARGARITA BLVD.	0.63	3338	4	N	Flor del Rio		1
FLOR MARSHA ST.	0.14	724	4	N	Flor del Rio		2
FLOR MENTHA LN.	0.04	215	4	N	Flor del Rio		1
FLOR MORADA RD.	0.08	425	4	Y	Flor del Rio		2
FLOR PRECIOSA LN.	0.26	1355	4	Y	Flor del Rio		2
FLOR PRUNUS LN.	0.1	521	4	Y	Flor del Rio		1
FLOR RUBUS CT.	0.02	118	4	Y	Flor del Rio		1
FLOR SCABIOSA DR.	0.23	1235	4	Y	Flor del Rio		1
FLOR TULIPAN ST.	0.1	528	4	Y	Flor del Rio		2
FLOR VERONICA DR.	0.14	743	4	Y	Flor del Rio		1
FLORALIA ST.	0.11	595	2	Y	Bauman Estates		3
FORSAN DR.	0.22	1142	3	Y	Bauman Estates		3
FRAY VARGAS DR.	0.36	1902	4	Y	Rosa Azul		1
FREDONA ST.	0.21	1098	3	Y	Vinedo Acres		3
FRESQUEZ DR.	0.16	828	3	Y	Socorro village		4
FRIONA DR.	0.16	840	3	Y	Bauman Estates		3
FUENTE ST.	0.17	886	2	Y	Three Mission		1
FULL MOON WAY	0.03	139	2	Y	Las Lunas		2
GAIL PL.	0.05	254	2	Y	Lynn Park		4
GALLEON LN.	0.15	767	3	Y	Spanish Trail		4
GANADO DR.	0.18	966	3	Y	Socorro Mission		3
GENEVIEVE CIR.	0.18	957	1	Y	Cottonwood Cove Burt		1
GEORGE JEAN LN.	0.05	266	3	Y	Marina Estates		2
GIDEON CIR.	0.36	1907	2	Y	Moon		1
GOHMAN ST.	0.1	549	2	Y	Ellen Park		3
GORDA DR.	0.03	146	3	N	Frank		X
GRIJALVA DR.	0.57	3008	1	Y	Grijalva Gardens	S	2
GUERRA CT.	0.07	376	3	N	Algodon Colonia		X
GURDEV CIR.	0.47	2493	1	Y	Gordey		2
HALF MOON PASS	0.14	746	2	Y	Las Lunas		2
HANEY RD.	0.33	1720	4	Y	Jones		3
HARVEST DR.	0.35	1863	1	Y	Bauman Estates	S	3
HARVEST GROVE	0.14	731	1	N	Hidden Valley		X
HASKELL PL.	0.04	217	1	Y	Pauma Estates		4
HATCHET RD.	0.17	901	1	Y	Calcutta Colonia		3
HAYNES RD.	0.47	2359	3	Y	Spanish Trail		3
HESSE DR.	0.15	794	1	Y	Delip Colonia		2
HIDDEN GARDENS	0.14	738	1	N	Hidden Valley		X
HODAKA WAY	0.14	727	4	Y			3
HOLGUIN RD.	0.19	1017	3	Y	Adobe Colonia		4
HOLSTEIN RD.	0.44	2344	3	Y	Socorro Mission		2
HOMAN DR.	0.22	1184	2	Y	Ellen Park		2
HORIZON BLVD.	3.99	21077	1-2-3	Y			T
HORN DR.	0.44	2325	1	Y	Eastern Hills		1
HOVEY DR.	0.14	721	3	Y	Bauman Estates		4
HUEREQUE DR.	0.53	2823	4	Y	Santa Martina		2

STREET NAME	MILES	FEET	DISTRICT	PAVED	Subdivision	Signalization	Condition
INDIA CT.	0.14	717	1	Y	Delip Colonia		3
INSBRUCK AVE.	0.22	1148	2	Y	Moon		1
IRON HOLLOW	0.21	1105	1	N	Hidden Valley		X
ISABEL WAY	0.18	954	4	Y	San Ysidro		2
JACK WAY	0.04	201	4	Y	Friedman Estates		2
JAIME ST.	0.28	1502	1	Y	Wilcat Colonia		2
JARRITO	0.04	202	4	Y	San Ysidro		3
JENNY DR.	0.25	1299	4	Y	Friedman Estates		2
JERVIS DR.	0.25	1314	1	Y	McAdoo		5
JEWEL DR.	0.31	1611	1	Y	McAdoo		5
JIM BEAN DR.	0.38	2001	1	Y	McAdoo		5
JIMENEZ LN.	0.18	926	3	Y	Alameda		3
JIMMY DON CT.	0.06	304	1	Y	McAdoo		5
JO WAY	0.39	2069	1	Y	Country Green Colonia		3
JOE PLISE	0.6	332	1	Y	Cottonwood Cove Burt		1
JOLLA DEL VALLE DR.	0.14	756	4	Y	Valle Real Colonia		4
JON KOPING ST.	0.07	345	2	Y	Moon		1
JORGE RD.	0.11	598	4	Y	Mesa Verde Colonia		3
JUANITA DURAN RD.	0.08	430	3	Y	Socorro village		4
JUDY LN.	0.13	682	1	Y	Mary Lou Park Colonia		3
JUSTIN CT.	0.06	292	1	Y	McAdoo		5
KARACHI WAY	0.16	828	1	Y	Delip Colonia		2
KARON ST.	0.13	663	1	Y	Mellward Place		2
KASEY WAY	0.1	552	1	Y	Delip Colonia		4
KEAGLE RD.	0.17	884	3	Y	Adobe Colonia		1
KENDRICK CIR.	0.53	2784	3	Y	Spanish Trail		2
KENNSTROM CT.	0.19	983	1	N	Wayside Estates		X
KHALSA WY.	0.09	473	1	Y	Gordey		3
KIRKLAND ST.	0.18	948	1	Y	Los Robles del Valle		2
KLEPPIN CT.	0.09	452	4	Y	Angie Colonia		3
KONYA PL.	0.04	208	2	Y	Moon		1
KHYBER RD.	0.14	713	1	Y			2
KUPECK RD.	0.12	647	3	N	Sombras De Misiones		X
LA CIENEGA DR.	0.5	2637	3	Y	La Jolla Colonia		2
LA FOGATA DR.	0.34	1796	4	Y	EL Campestre		1
LA POBLANA DR.	0.42	2210	4	Y	EL Campestre		1
LA PUENTE	0.09	468	4	Y	Roseville		1
LAGRIMAS DR.	0.13	668	4	Y	EL Campestre		1
LAINY RD.	0.17	898	4	Y	EL Campestre		3
LANZA LN.	0.1	547	3	Y	Spanish Trail		3
LARK RD.	0.16	844	1	Y	Eastern Hills		4
LAURIE JO LN.	0.25	1323	2	Y	Tejano		2
LE LOIS ST.	0.2	1036	1	Y	McAdoo		5
LEOPOLDO CRUX	0.02	125	1	N	Hilcrest Minor		X
LETONA ST.	0.27	1429	3	Y	La Junta Addition		2
LIHONA DR.	0.39	2042	1-3	Y	Bauman Estates		1
LICO LN.	0.2	1076	1	Y	Grijalva Gardens		3
LISA DIANE RD.	0.24	1276	4	Y	Angie Colonia		2
LORETTA KEN ST.	0.08	446	3	Y	Marina Estates		2
LOS ADOBES	0.12	621	4	Y	Rancho Miraval		2
LOS MAGOS CIR.	0.36	1922	1	Y	Belen Plaza Colonia		4
LOS ROBLES	0.15	775	1	Y	Los Robles del Valle		2
LOS VIENTOS	0.07	347	4	Y	Rancho Miraval		2
LOZANO LN.	0.1	508	4	Y	EL Campestre		3
LT. JOE MAGALLANES RD.	0.36	1890	3	N	Villas del Valle		X
LT. LUIS PERALTA RD.	0.25	1308	3	N	Villas del Valle		X
LUCKNOW RD.	0.2	1043	1	Y	Calcutta Colonia		3
LUPE ANNA LN.	0.32	1664	1	Y	Grijalva Gardens		1
LYDIA RD.	0.87	4619	1	Y	Mary Lou Park Colonia		2
MACKENZIE ANN LN.	0.09	500	3	Y	Sombras De Misiones		2
MADISON LEE DR.	0.19	1002	3	Y	Cougar Park		2
MADRIGAL RD.	0.2	1051	4	Y	EL Campestre		2
MANDY WAY	0.06	317	1	Y	Delip Colonia		3
MANKATO	0.07	371	1	Y	Athena West		1
MANUEL ORTEGA AVE.	0.28	1498	4	Y	Ysleta Del Sur		1
MANZANA DR.	0.25	1322	3	Y	Alameda		2
MARK MABON CT.	0.07	377	1	Y	McAdoo		5
MARQUEZ RD.	0.31	1635	3	Y			2
MAURICE RD.	0.06	320	3	Y	Algodon Colonia		1
MAXINE DR.	0.26	1357	1	Y	Mary Lou Park Colonia		1
MCADOO DR.	0.3	1586	1	Y	McAdoo		5
MCKESSON ST.	0.15	794	1	Y	Mesa Estates		4
MEDALLA ST.	0.09	483	4	Y			3
MELLENDEZ DR.	0.49	2609	3	Y	Villa Espana Colonia		2
MELINDA ST.	0.22	1184	3	Y	Las Milpas Colonia		3
MELISSA CIR.	0.29	1551	2	Y	Moon		3
MELLWARD RD.	0.27	1400	1	Y	Mellward Place		2
MELTON RD.	0.21	1097	4	Y	Melton Place		3
MENTONE DR.	0.32	1704	1-3	Y	Bauman Estates		1
MERELES CT.	0.11	567	3	Y	Alameda		3
MESA DRAIN RD.	1.36	7191	1	N	Cotton Valley		E
MIDDLE DRAIN RD.	2.45	13662	1-3-4	Y	Alameda		3
MIDNIGHT SUN DR.	0.36	1909	4	Y	Aldama Estates		3
MIGUEL PEDRAZA SR. ST.	0.14	752	4	Y	Ysleta Del Sur		1
MIKE CARBAJAL RD.	0.12	657	3	Y	Socorro Village		2
MILL VALLEY DR.	0.08	418	1	Y	Valley Ridge		2
MILO RD.	0.48	2520	1	Y	Country Green Colonia		4
MINNESOTA CT.	0.04	221	2	Y	Valle hermoso		2
MIRISA ST.	0.09	450	3	Y	Las Milpas Colonia		3

STREET NAME	MILES	FEET	DISTRICT	PAVED	Subdivision	Signalization	Condition
MONTE RUBIO CT.	0.12	647	3	Y	Monte Rosales		2
MONTECARLO PL.	0.26	1368	3	Y	Monte Rosales		2
MONTECRISTO	0.06	320	3	Y	Monte Rosales		3
MONTELL DR.	0.48	2512	1	Y	Bauman Estates	S	3
MONTEMAYOR DR.	0.31	1611	3	Y	Monte Rosales		3
MONTEVIDEO ST.	0.3	1577	3	Y	El Campanario/Monte Rosales		3
MONTREAL CIR.	0.97	5099	2	Y	Bagge Estates		2
MOON RD.	2.17	11473	1-2-3	Y	Moon		3
MOROCCO CIR.	0.4	2090	2	Y	Moon		1
MOSHER WAY	0.17	901	4	Y	Las margaritas		1
MURO WAY ST.	0.07	379	4	Y	San Ysidro		3
MUSCAT ST.	0.27	1423	3	Y	Vinedo Acres		2
N. NEVAREZ RD.	0.6	3177	2	Y	Sunshines Estates		4
NALDA CANDELARIA LN.	0.05	280	3	Y			1
NANCY DR.	0.32	1703	1	Y	Panorame Estates		3
NICHOLAS RD.	0.45	2383	3	Y	Adobe Colonia		3
NIRMAL DR.	0.38	1984	1	Y	Gordey		4
NOOCH RD.	0.34	1811	4	Y	Rio Grande Estates	S	2
NORTH LOOP DR.	5.39	28451	1	Y	Bagge Estates		T
NUEVA MISSION RD.	0.25	1327	4	Y	San Ysidro		2
ODEN DR.	0.87	4611	3	Y	Poole Colonia		2
OLANO CT.	0.09	475	3	Y	La Junta Addition		2
OLD HUECO TANKS RD.	1.48	7808	2	Y			4
ORTIZ LN.	0.17	880	3	Y	Socorro Village		2
OSLO DR.	0.39	2068	2	Y	Delip Colonia		3
OVALO WAY	0.04	233	3	Y	Bauman Estates		3
PABLINO LN.	0.06	337	3	Y	Alameda		2
PABLO SILVAS SR. ST.	0.3	1592	4	Y	Alameda		1
PAGE ST.	0.14	737	3	Y	Poole Colonia		4
PAMELA RAYE RD.	0.64	3337	1	Y	Cotton Valley		2
PANAHI RD.	0.28	1499	4	Y	Cotton Valley		1
PANDORA RD.	0.02	128	2	Y	Sunrise Acres		2
PASSMORE RD.	1.25	6623	4	Y	Mesa Verde Colonia		3
PATTY JO DR.	0.24	1257	1	Y	Hilcrest Minor		2
PAUL JASON DR.	0.07	391	4	Y	Mesa Verde Colonia		2
PERLETTE ST.	0.33	1755	3	Y	Vinedo Acres		3
PETERS RD.	0.82	4313	4	Y	Mesa Verde Colonia		2
PHILIP RD.	0.24	1276	4	Y	Friedman Estates		3
PIN OAK	0.05	290	1	N	Pinecrest		X
PIONEER	0.04	230	2	Y	Moon		2
PIRO COURT	0.39	2046	4	Y	Rosa Azul		5
PLACE RD.	1.14	5995	3	Y	Marina Estates		2
POLEP WAY	0.11	581	4	Y	Friedman Estates		2
POONA RD.	0.22	1163	1	Y	Delip Colonia		2
PORCEL DR.	0.32	1689	1	Y	Wilton Acres Colonia		4
PORVENIR CT.	0.04	200	3	Y	Alameda		2
POTENCIA DR.	0.23	1193	3	Y	Alameda		3
PRETTY ACRES LN.	0.17	921	4	Y	Bejar Estates		3
PRITAM DR.	0.36	1926	1	Y	Gordey		4
PUNJAB DR.	0.54	2853	1	Y	Mesa Estates		2
PURPLE ASH	0.04	189	1	N			X
PVT JUAN GARCIA RD.	0.16	855	3	N	Villas del Valle		1
QUAIL MESA	0.31	1629	1	Y	Quail Mesa		1
RACHEL RD.	0.4	2129	2	Y	Lynn Park		1
RAINCLOUD DR.	0.12	660	1	Y			1
RAMIRO RUBALCAVA	0.2	1048	1	N	Pinecrest		X
RANCHO MIRAVAL	0.08	419	4	Y	Rancho Miraval		2
RANCHO VIEJO DR.	0.66	3468	4	Y	Rancho Miraval		2
RANKIN DR.	0.66	3503	1-3	Y	Bauman Estates		2
RAYMUNDO RD.	0.12	656	3	Y	Sombras De Misiones		3
RED MOON	0.1	502	2	Y	Las Lunas		1
REESE CT.	0.06	315	1	Y	McAdoo		5
REGINA DR.	0.28	1455	1	Y	Belen Plaza Colonia		3
REID RD.	0.57	2992	1	Y	Leigh Clark		2
REVELS WAY	0.18	953	4	Y	San Ysidro		3
RHUTAN RD.	0.25	1312	1	Y	Delip Colonia		3
RICHARDSON RD.	0.26	1378	1	Y	Cotton Valley		2
RIO VISTA RD.	2.49	13122	1-2-3	Y			2
RIVERSIDE RD.	0.33	1719	4	Y	Gran Valle I		2
ROBIN RD.	0.48	2513	1	Y	Leigh Clark		1
RODEN RD.	0.21	1111	4	Y	San Ysidro		2
RODRIGUEZ RD.	0.17	901	3	Y	Socorro Village		2
RON ST.	0.12	611	1	Y	Mesa Estates		5
ROSA AZUL DR.	0.33	1720	4	Y	Rosa Azul		2
ROSA BLANCA DR.	0.33	1729	4	Y	Rosa Azul		2
ROSA M. RICHARDSON AVE.	0.25	1322	2	Y	Tejano		2
ROSEVILLE DR.	0.53	2781	4	Y	Roseville		2
RUSS RD.	0.34	1773	1	Y	McAdoo		5
RYE LN.	0.06	303	1	Y	Country Green Colonia		3
S. NEVAREZ RD.	0.33	1735	3	Y			1
SAMALAYUCA	0.19	981	4	Y	Jones		2
SAMUEL ST.	0.06	291	3	Y	Algodon Colonia		4
SAN MIGUEL	0.11	568	3	Y	San Ysidro		3
SAN YSIDRO RD.	0.33	1741	4	Y	San Ysidro		1
SANDIA WAY	0.03	162	3	Y	Marina Estates		2
SANTA GERTRUDES DR.	0.65	3439	3	Y	Socorro Mission		3
SANTA MARTINA DR.	0.47	2478	4	Y	Santa Martina		2
SANTA PAULA DR.	0.63	3341	3	Y	Villa Espana Colonia		2
SANTORINI CIR.	0.08	424	2	Y	Bagge Estates		2

STREET NAME	MILES	FEET	DISTRICT	PAVED	Subdivision	Signalization	Condition
SANTOS SANCHEZ ST.	0.33	1765	4	Y	Ysleta Del Sur		1
SAWTOOTH OAK	1.07	5637	1	N	Pinecrest	S	X
SCARLET CT.	0.04	214	1	Y	Wilton Acres Colonia		4
SEARS WAY	0.16	828	4	Y	Las Margaritas		2
SETH CIR.	0.09	463	1	Y	Mellward Place		2
SETTLER RD.	0.15	805	3	Y	Wiseman Estates		2
SGT. JOSE GONZALEZ RD.	0.09	454	3	N	Villas del Valle		X
SHADY VALLEY DR.	0.17	923	1	Y	Valley Ridge		2
SHANDA DR.	0.28	1494	3	Y	Poole Colonia		3
SHEFFIELD DR.	0.6	3182	3	Y	Bauman Estates		2
SHERYL CIR.	0.18	973	1	Y	Hilcrest Minor		4
SHUMARD OAK	0.09	477	1	N	Hidden Place		X
SILENT PLACE	0.13	708	1	N	Hidden Place		X
SILVIA DR.	0.15	768	4	Y	Mesa Verde Colonia		3
SKOV RD.	0.28	1490	4	N	Bejar Estates		X
SKYLIGHT CIR.	0.17	890	2	Y			2
SOCORRO RD.	4.25	22450	3-4	Y			T
SOTO LN.	0.19	1025	4	Y	Roseville		3
SOYA DR.	0.56	2940	1	Y	Country Green Colonia		1
SPARKS DR.	0.78	4119	1	Y	Helen Acres		3
SPRING VALLEY DR.	0.33	1766	1	Y	Valley Ridge		2
STACI DR.	0.39	2062	3	Y	Poole Colonia		2
STEDHAM CIR.	0.83	4360	1-2	Y	Delip Colonia		3
STEVIE LN.	0.04	192	1	Y	Cotton Valley		2
STOCKYARD DR.	0.99	5243	1	Y	Leigh Clark		2
SUDAN DR.	0.34	1808	1	Y	Country Green Colonia		3
SUMMER'S RED	0.09	481	1	N			X
SUN RAY WAY	0.1	523	4	Y	Aldama Estates		2
SUNHAVEN DR.	0.23	1203	1	Y	Bauman Estates		3
SUNNYBROOK LN.	0.25	1331	3-4	Y	Aldama Estates		2
SUPIMA RD.	0.28	1463	1	Y	Country Green Colonia		3
SUZI WAY	0.04	224	4	Y	Friedman Estates		2
SYLVIA CT.	0.34	1778	4	Y	Valle Real Colonia		1
TANIA RD.	0.35	1852	2	Y	Lynn Park		1
TANTON RD.	0.34	1806	4	Y	Real Estates	S	2
TASSIE WAY	0.21	1115	3	Y	Las Milpas Colonia		3
TELOP ROAD	0.79	4169	4	Y	Las Margaritas		3
THREE MISSIONS DR.	0.13	665	2	Y	Three Mission		2
THUNDER RD.	0.69	3637	1	Y	Valley Ridge	S	2
TITO DR.	0.09	466	1	Y	Grijalva Gardens		3
TIWA BLVD.	0.22	1166	4	Y			1
TOKAY AVE.	0.29	1522	3	Y	Vinedo Acres		2
TOMAS GRANILLO ST.	0.48	2536	4	Y	Ysleta Del Sur		1
TOREADOR LN	0.15	780	3	Y	Alameda		2
TORTUGAS	0.08	435	1	Y	Helen Acres		4
TOYOTA RD.	0.27	1425	4	Y	Friedman Estates		3
TREJO RD.	0.28	1464	3	Y	Trejo Estates		3
TRES CABALLOS	0.08	417	4	Y	Rancho Miraval		2
TULIP POPLAR	0.03	139	1	N			X
ULULANI DR.	0.31	1643	1	Y	Belen Plaza Colonia		1
URRUNAGA ST.	0.05	242	3	Y	La Junta Addition		2
VALLE AZUL DR.	0.17	917	2	Y	Valle Del Sol		1
VALLE BAJO RD.	0.33	1720	4	Y	Gran Valle I		3
VALLE BLANCO DR.	0.33	1731	2	Y	Valle Del Sol		1
VALLE BONITO RD.	0.33	1713	4	Y	Gran Valle I		3
VALLE BUENAVIDA DR.	0.15	794	4	Y	Hacienda del Valle		4
VALLE CALIDO DR.	0.31	1618	2	Y	Valle Del Sol		2
VALLE CHROMO WAY	0.05	250	2	Y	Valle Del Sol		1
VALLE DE ORO DR.	0.51	2686	2	Y	Valle Del Sol		1
VALLE DEL CARMEN DR.	0.2	1077	4	Y	Hacienda del Valle		4
VALLE DEL CENTRO DR.	0.36	1880	4	Y	Hacienda del Valle		4
VALLE DEL ESTE DR.	0.15	817	4	Y	Hacienda del Valle		4
VALLE DEL MAR DR.	0.86	4455	2	Y	Valle Del Sol		2
VALLE DEL PASEO DR.	0.48	2537	4	Y	Hacienda del Valle		4
VALLE DEL RIO DR.	0.19	1021	4	Y	Valle Del Sol		4
VALLE DORADO RD.	0.33	1721	4	Y	Gran Valle I		3
VALLE FERTIL DR.	0.64	3366	2	Y	Valle Del Sol		2
VALLE FLORIDO	0.19	1018	4	Y	Santa Martina		3
VALLE FRONDOSO RD.	0.33	1719	4	Y	Gran Valle I		3
VALLE GRANDE	0.09	478	4	Y	Gran Valle		3
VALLE HERMOSO DR.	0.19	1004	4	Y	Hacienda del Valle		4
VALLE KOKI DR.	0.54	2876	2	Y	Valle Del Sol		1
VALLE LINDO DR.	0.51	2685	4	Y	Santa Martina		4
VALLE LISO LN.	0.08	402	2	Y	Valle Del Sol		2
VALLE LOS CORONADOS	0.13	712	4	Y	Hacienda del Valle		3
VALLE LOS NOGALES DR.	0.3	1590	4	Y	Valle Del Sol		4
VALLE NEGRO DR.	0.33	1735	2	Y	Valle Del Sol		2
VALLE OLIVIA	0.1	531	4	Y	Gran Valle I		3
VALLE PALOMAR RD.	0.33	1720	4	Y	Gran Valle I		3
VALLE PALOS VERDES DR.	0.34	1817	4	Y	Hacienda del Valle		4
VALLE PINTOR ESCO DR.	0.2	1060	4	Y	Hacienda del Valle		4
VALLE PLATA WAY	0.09	453	2	Y	Valle Del Sol		1
VALLE RICO DR.	0.7	3672	2	Y	Valle Del Sol		1
VALLE ROJO DR.	0.37	1974	4	Y	Hacienda del Valle		4
VALLE ROMERO DR.	0.59	3125	4	Y	Gran Valle		1
VALLE RUBIO DR.	0.19	978	2	Y	Valle Del Sol		2
VALLE SUAVE DR.	0.82	4342	2	Y	Valle Del Sol		3
VALLE TILA DR.	0.13	692	2	Y	Valle Del Sol		2
VALLE VERDE RD.	0.17	923	4	Y	Gran Valle I		3
VALLE VIEJO DR.	0.13	668	4	Y	Santa Martina		4
VALLEY DALE	0.12	613	1	Y	Valley Ridge		2

STREET NAME	MILES	FEET	DISTRICT	PAVED	Subdivision	Signalization	Condition
VALLEY RIDGE DR.	0.28	1470	1	Y	Valley Ridge		2
VAN NUYS DR.	0.27	1417	4	Y	Roseville	S	3
VARA CT.	0.15	779	3	Y			X
VERA DR.	0.1	504	1	Y	Cottonwood Cove Burt		1
VILLA DEL MAR	0.34	1793	4	Y	EL Campestre		2
VILLAS DEL ESTE RD.	0.25	1316	3	N	Villas del Valle		X
VILLAS DEL SOL RD.	0.11	571	3	N	Villas del Valle		1
VILLAS DEL SUR RD.	0.02	124	3	N	Villas del Valle		1
VILLAS DEL VALLE RD.	0.37	1943	3	N	Villas del Valle		1
VISA RD.	0.26	1366	1	Y	Leigh Clark		2
WALCOTT DR.	0.64	3358	4	Y	Gran Valle		3
WELLETKA DR.	1.05	5537	4	Y	Rio Estates Colonia		2
WELLMAN DR.	0.25	1297	1-3	Y	Bauman Estates		3
WESLEY ST.	0.06	339	1	Y	McAdoo		5
WETUMKA LN.	0.19	993	4	Y	Rio Estates Colonia		1
WEWOKA DR.	0.25	1328	4	Y	Rio Estates Colonia		1
WHITE PINE	0.04	203	1	N	Pincrest		X
WILLOW OAK	0.1	526	1	N	Pincrest		X
WILTON PL.	0.13	683	1	Y	Wilton Acres Colonia		5
WINN RD.	0.28	1487	3	Y	Socorro Village		1
WISCONSIN CT.	0.06	302	2	Y	Bagge Estates		2
WISEMAN CIR.	0.47	2461	3	Y	Wiseman Estates		3
WORSHAM RD.	0.89	4703	1	Y	Warren Allen Colonia		1
YAMAHA DR.	0.41	2163	4	Y	Friedman Estates		2
ZACH RD.	0.19	981	1	Y	Rio Rancho Estates		4
ZEBU RD.	0.59	3122	3	Y	Socorro Mission		3
	155.71	820,597					

Notes

Parker part city, part private
Lippert not yet deeded



Annual Streets Report





Agenda



- Authority
- Rating criteria
- Overview
- Evaluation Summary
- McAdoo Focus
- Recommendation



Authority



The city public works department and planning department shall annually, on or about August 1, submit to the city council an annual report prioritizing city streets and roads in need of construction, maintenance and repair which report shall include an approximate cost estimate.

Sec. 36-24 b. City of Socorro Code of Ordinances (MuniCode), 2014

On August 7, 2014, City Council approved changing the report date to 1 January.



Rating Criteria



1. Recently paved, or excellent condition. No/very few cracks or holes
2. Good condition with some raveling. Minor longitudinal cracks
3. Moderate condition. Areas with some alligator cracking; some potholes
4. Good candidate for paving. Many cracks and potholes, patches on patches
5. Must repave ASAP. Serious cracking/breakage/potholing. Possible auto damage



Overview of Socorro Streets



	Streets		Paved		Unpaved		Planned*
	#	Miles	#	Miles	#	Miles	
Total	474	155.7	430	144.5	44	11.2	33
Dist 1	146	58.1	125	52.3	23	6.4	22
Dist 2	64	26.9	All		None		None
Dist 3	125	51.6	116	49.5	13	2.1	10
Dist 4	151	54.3	142	50.6	8	2.6	1

Streets maintained by others:

- Alameda
- Horizon
- North Loop
- Socorro



TXDOT

- Mesa Drain

-

El Paso County Water Improvement District #1



Other (Special Project Candidate)



- **East Stockyard**

Heavy truck traffic creates severe potholing and ruts in the asphalt as deep as 3”.

Recommend re-establish base + replace asphalt with 8” reinforced concrete in two sections.



Est. cost:
\$20,500



Street Evaluation Summary



Condition:	5	4	3	2	1
Total	17	42	119	171	87
Dist 1	15	15	31	43	18
Dist 2	0	3	10	28	22
Dist 3	1	9	42	102	9
Dist 4	1	15	42	53	37

Cost analysis:

- All cond 5 streets: \$300,960
- All cond 5 minus McAdoo: \$121,220
- Released section of McAdoo: \$55,532 (actual as of 7 Jan)
- Cost to complete McAdoo: \$124,208
- Cost to complete cond 4 streets: \$926,288
- All cond 4+5, plus special project: \$1.25M



Alternatives



- **Course of Action 1**

- Allocate \$60,000 for streets that have been released by LVWD in McAdoo Acres. Hold off funding the remaining paving until those streets are released by LVWD.
- Allocate \$95,000 for condition 5 streets
- Allocate \$300,000 for the next worse neighborhood (Hacienda del Valle/Valle del Sol/Santa Martina, all near Welletka Dr.). This neighborhood has 13 condition 4 streets.
- Allocate \$21,000 for repairs to Stockyard near Petro.
- Allocate \$110,000 for Old Hueco Tanks, N. Nevarez, and Gail in District 2
- Allocate \$100,000 for Carrillo, Corinth, Fresquez, Galleon, Holguin, Hovey, Juanita Duran, Page, and Samuel in District 3.
- **Total required: \$686,000**



Alternatives



- COA 2
 - Allocate additional funds and overlay all condition 4 and 5 streets, as well as the Stockyard repairs, as a two-year project.
 - Total Required: \$301,000 cond 5 (incl McAdoo); \$927,000 cond 4; \$21,000 Stockyard, total \$1,250,000
- COA 3
 - Allocate \$100,000 to be prioritized per member of the City Council, with an additional \$100,000 to be dedicated in McAdoo Acres.

Public Works recommends COA #1

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: 1/8/25015

TO: Sandra Hernandez, City Clerk

FROM: Victor Reta, Recreations Centers Supervisor

SUBJECT: Discussion & Action Regarding Mission Trail Association TABC License

SUMMARY: Upon signing over the rights to the Chile War Festival; the Mission Trail Association is requesting that the City of Socorro pay half of the cost for a Texas Alcoholic Beverage Commission Event License.

BACKGROUND: The City of Socorro & Mission Trail Association have been in discussion about procuring the rights to the Chile War Festival. In 2014 the Mission Trail Association ran the beer booth at the event purchasing 100% of the license & keeping 100% of the profits; this year the profit split will be 50/50.

STATEMENT OF THE ISSUE: This item is being taken to council to present an opportunity for discussion; based on the history of this topic the Recreation Center Supervisor felt this would be in the best interest for the sake of clarity & transparency.

FINANCIAL IMPACT:

Account Code (GF/GL/Dept.): 05521 Recreation Parks Dept.

Funding Source: Recreation Parks Support Activities

Amount: \$115.50

ALTERNATIVE

Not paying for the license.

STAFF RECOMMENDATION

Recreation Centers Recommends Approval to pay the fee as requested upon receiving the signed contract from the Mission Trail Association.

REQUIRED AUTHORIZATION

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



El Paso Mission Trail Assoc; Inc.
9065 Alameda Ave. P.O. Box 71038
El Paso, Texas 79907 (915) 851-9997

Below is an account of the beer sales resulting from the 7th Annual Red & Green Chile Festival, 2014.

EXPENSES

L&F Distributors (Budweiser Beer, Wine Coolers)	30 cases	\$732.15
Vicencio Ice Truck (50 bags rec'd 27 bags used)	27 (40 lb bags)	\$135.00
TABC License (to sell beer)		\$231.00
Total Expenses		\$1,098.15 *

INCOME

Income	Beer Sales	\$1,569.00
	Total Income	\$1,569.00
Profit		\$470.85 *

Respectfully,


Cathe Apodaca
Secretary

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



Gloria M. Rodriguez
District 2 / Mayor Pro-Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet Jr.
City Manager

DATE: January 15, 2015

TO: MAYOR AND CITY COUNCIL

FROM: Sam Leony, Planning and Zoning Director

CC: Willie Norfleet, City Manager

SUBJECT: Approval request to waive the Event Permit fee for the Annual Bazaar of San Felipe de Jesus Catholic Church.

EVENT LOCATION:
401 Passmore Rd.,
Socorro, Texas 79927

DATE OF EVENT:
May 22, 23 and 24, 2015.

APPLICANT:
Rev. Celimo Osorio
401 Passmore Rd.,
Socorro, Texas 79927
(915) 479-3874

RECOMMENDATION:

The Planning and Zoning Department recommends APPROVAL contingent to the following:

The facilities designated for the Bazaar shall pass the necessary inspections (electrical, plumbing, and fire) performed by the Socorro Planning Department and the El Paso County Fire Marshal (El Paso County E.S.D. # 2).



JAN 05 2015

WAIVER REQUEST FORM

Applicant's Name: Father, Ralph Solis

Applicant's Address: 401 Passmore

City: El Paso State: TX Zip: 79827

Address of Proposed Waiver: 401 Passmore, El Paso TX

Reason for request and circumstance causing conflict: This request is for the waiver of fee for the San Felipe de Jesus Catholic Church Annual Kermes due to the fact that the is in humble and low socioeconomic community and collections are minimal at best.

Rw. Ralph M. Solis
Applicant's Signature

1-5-15
Date

City Council Action: Approved _____ Disapproved _____

Date: _____

Planning and Zoning Director: _____



JAN 05 2015

Event Permit # _____

- 1. Applicant's Name: Father Ralph Solis
- 2. Applicant's Address: 401 Passmore El Paso Tx. 79827
- 3. Date of Event: May 22,23,24, 2015
- 4. Address of Event: 401 Passmore
- 5. Phone Number: 915 851-3039 / 881-7252
- 6. Legal Description Subdivision: Socorro Grant
 Tract: 20 Lot: A1 Block: 13
- 7. Zoning: A-2

This permit is issued on the express condition that the event authorized shall be in compliance with the provision set forth in Ordinance #48, and all amendments to said ordinance.

This application becomes a permit upon receipt of the permit fee and signed approvals.

Father Ralph M. Solis
Applicant's Signature

Date

\$ _____
Fee

Planning Department Approval

Date

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Item 22

Gloria M. Rodríguez
District 2-Mayor Pro Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: January 15, 2015

TO: Mayor and City Council

FROM: Willie Norfleet, Jr.

SUBJECT: Discussion and action on the status report of Mauro Rosas Park

SUMMARY

The City of Socorro has authorized the continuance development of Mauro Rosas Park for \$300,000.

BACKGROUND

The City of Socorro prior to May 2013 approved a purchase order for Mauro Rosas Park for \$1,793,661. There was a change order for \$40,856. The new purchase order totaled \$1,834,517. The purchase order did not include the cost of playground equipment of \$734,067 nor the architect design fee of \$216,297. The playground equipment was to be purchased separately by the City. The total obligation for the park was an estimated \$2,784,891.

STATEMENT OF THE ISSUE

The City Council after May 2013 did not approve of the purchase order for the playground equipment of \$734,067. There was a change order to reduce the cost of Mauro Rosas Park by a net of \$670,420. The new construction contract for Mauro Rosas Park was reduced \$1,164,097. Mauro Rosas Park was discontinued after spending \$478,305 of the construction contract, leaving a balance of \$685,792 to complete the park.

I have contacted the architect to design Mauro Rosas Park for an estimate of \$400,000 to include playground equipment.

FINANCIAL IMPACT

The financial impact to the City would be the cost of the architect to redesign the park, rebid the project and serve as project manager plus \$400,000 as an estimated construction cost.

ALTERNATIVE

The City could determine what level of a park will be created and adjust the Capital Improvement Plan.

CITY MANAGER RECOMMENDATION

I recommend that the City of Socorro review the proposed park design for an estimate of \$400,000 before determine whether or not to increase the allocation for Mauro Rosas Park.

CITY OF SOCORRO
 WORK IN PROGRESS
 AS OF 09/30/2014

MAURO ROSAS PARK

Public Works	AMEC ENVIRONMENT & INFRASTRUCT	01/04/2013 X15717952	5,760.00
Public Works	BLAIR HALL	8/26/2013 03-7114-12.4	39,799.01
Public Works	BLAIR HALL	7/24/2013 03-7114-12.02	43,196.50
Public Works	BLAIR HALL	5/25/2013 03-7114-12.01	65,207.25
Public Works	BLAIR HALL	11/19/2013 17211-FY13	7,873.52
Public Works	BLAIR HALL	8/2/2013 3-117.12-03	1,394.04
Public Works	BLAIR HALL	11/19/2013 17211-FY14	320,835.07
	BLAIR HALL Total		478,305.39
Public Works	C Q C	10/1/2013 13-290	1,086.45
Public Works	C Q C	11/30/2013 13-437	536.00
	C Q C Total		1,622.45
Public Works	PARKHILL, SMITH, COOPER	11/21/2013 03711412.00-11	4,143.24
Public Works	PARKHILL, SMITH, COOPER	8/1/2014 03711412.00-12	1,226.00
Public Works	PARKHILL, SMITH, COOPER	7/2/2013 03711412.00-6	6,863.13
Public Works	PARKHILL, SMITH, COOPER	4/1/2013 03711412.00-4	10,192.26
Public Works	PARKHILL, SMITH, COOPER	5/22/2013 037114212.00-3	14,293.73
Public Works	PARKHILL, SMITH, COOPER	8/20/2013 03711412.00-7	14,904.00
Public Works	PARKHILL, SMITH, COOPER	8/20/2013 03711412.00-8	15,199.76
Public Works	PARKHILL, SMITH, COOPER	11/21/2012 03711412.00-1	57,315.15
Public Works	PARKHILL, SMITH, COOPER	3/20/2013 03711412.00-2	96,855.59
Public Works	PARKHILL, SMITH, COOPER	9/30/2013 03711412.00-10	11,130.98
Public Works	PARKHILL, SMITH, COOPER	9/30/2013 03711412.00-9	7,300.09
	PARKHILL, SMITH, COOPER Total		239,423.93
Public Works	SANCHEZ WROUGHT IRON	11/26/2012 PO20964-DWN.PYMT.40	19,800.00
Public Works	SANCHEZ WROUGHT IRON	1/23/2013 PO21170-FINAL.PYMT	29,700.00
	SANCHEZ WROUGHT IRON Total		49,500.00
	Grand Total		774,611.77

Jesus Ruiz
Mayor
Rene Rodriguez
At Large
Sergio Cox
District 1



Gloria M. Rodríguez
District 2-Mayor Pro Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: January 15, 2014

TO: Mayor and City Council

FROM: Willie Norfleet, Jr.

SUBJECT: Discussion and action on the update of the Capital Improvement Plan

SUMMARY

The City of Socorro has three major sources for capital funding: 2001, 2012, and 2014 Certificate of Obligations. The City General Fund Reserves can also be used for Capital Purchases.

BACKGROUND

The City of Socorro has started to make adjustments in the Capital Improvement Plan. The estimated balances in the various Certificate of Obligations are listed on the attached charts for your review as well as the General Fund Reserve Fund Balance.

STATEMENT OF THE ISSUE

The City Council is being provide the amounts of funds that are available and the proposed usages for the various Certificates of Obligations.

FINANCIAL IMPACT

None

ALTERNATIVE

Does not apply.

CITY MANAGER RECOMMENDATION

There is no action required by the City Council.

CO BALANCE 12.11.14.xlsx

From: Karina Hagelsieb

Sent: Thu, Dec 11, 2014 at 3:05 pm

To: 'Willie Norfleet Jr.'

[CO BALANCE 12.11.14.xlsx](#) (27.3 KB)

Mr. Norfleet,

Please let me know if you have any questions.

The CO 2014 balance is the whole amount of \$9,830,337. Thank you.

**City of Socorro
Capital Program**

Actual Captial Outlays as 12/11/2014	(CO 2012)
	Budget
Building and Improvements	2015
Mauro Rosas Park	\$ 300,000
301 Place Park Improvements	\$ 50,000
Bull Dog Champ. Park-Rock Wall	\$ 40,000
Rio Vista Buildings	\$ 28,971
Infrastructure	
Street Overlay	\$ 90,893
Street Overlay-Macadoo	\$ 100,000
Fray Olguin	\$ 93,251
Land	
Land Acquisitions	\$ 66,929
Land Acquisitions	\$ 126,517
TOTAL	\$ 896,561

City of Socorro

Capital Program

Plan 1 May 15, 2014

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

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

City of Socorro
Fy 14 Fund Balance Calculation
as of December 11, 2014

Beginning Fund Balance 10/01/2013	4,544,704.00
Revenues	7,064,094.86
Expenditures	<u>7,221,140.28</u>
Ending Fund Balance 9/30/2014	<u><u>4,387,658.58</u></u>

Expenses

Row Labels	Sum of Actual
Advertising/Drug Testing	43,854.43
Audit Fees	164,982.92
Bank Charges	13,915.21
Building & Property Maintenan	59,093.07
Building Modifications/A.D.A.	-
Central Appraisal Fees	63,173.99
County Elections	21,039.34
Deferred Compensation Benefits	7,465.23
Dental Insurance Expense	16,987.35
Discretionary District 1	182.85
Discretionary District 2	-
Discretionary District 3	-
Discretionary District 4	-
Discretionary District At Lrg	-
Discretionary Fund/Mayor	500.00
Dues/Subscriptions	21,994.15
Emergency Aid and Assistance	2,458.50
Equipment Rental/Lease	19,071.30
Equipment Repair & Maintenance	22,545.52
Fees & Penalties	9,469.62
FICA/Medicare Taxes	268,017.27
Grant Expense	30.00
Health Contract	427,077.87
Health Insurance Premiums	467,669.87
Late Charge	35.38
Legal Fees	361,248.62
Liability Insurance	71,186.41
Life Insurance	5,469.35
Marketing Exp	5,130.00
Medical Supplies	244.70
Miscellaneous Expense	51.00
Office Expense and Supplies	89,868.96
Office Furniture	27,164.21
Overtime	200,288.02
Park Maintenance	29,190.38
Postage	5,023.78
Property and Equipment	4,822.90
Property Insurance	30,360.41
Radio Communications and Maint	13,154.24
Recycling Center	4,298.24
Salaries	3,280,328.10
Seminars/Training/Workshops	21,276.77
Seminars-Council	-
Service Contracts	410,344.35
Settlements	133,692.00
Settlement-Salary Exp	43,923.00
Street Improvements	24,333.62

Street Maintenance	20,614.66
Support Activities	79,602.28
T.W.C. Payroll Taxes	30,167.05
Tax Collector Fees	10,612.91
Telephone	68,137.17
Tools and Supplies	33,862.99
Travel/Mileage/Per Diem	42,690.38
Travel/Mileage-Council	995.08
Uniforms	31,769.10
Utilities	249,646.58
Vehicle Fuel	122,300.00
Vehicle Repair & Maintenance	58,325.70
Vision Insurance Expense	3,946.78
Workers Compensation Insurance	77,506.67
	7,221,140.28

Revenues

AdmMisc-Copies,City Clrk Prmt	29.20
Auction Revenue	-
Balance 001 - GENERAL FUND	21,900.48
Building Permits	261,946.63
Business Registration Permits	43,781.61
Cash overage or shortage	0.78
City Clerk Fees/Permits	270.00
Delinquent Prop Tax Rev	240,911.46
Franchise Taxes	435,617.06
Grant Reimbursement	9,841.67
Interest Earned	4,623.10
Juvenile Case Management Fee	16,794.03
Miscellaneous Income	9,827.62
Mobile Home Permits	2,607.50
Muni. Court Judgements/Fines	475,744.11
Municipal Court Technology	(24.00)
Municipal Court Warrants	740.72
Other Planning Fees(Fireworks)	3,778.50
Other Revenue	37,188.44
Park Fees	825.00
Police Fees	7,952.01
Prior Years Revenue	-
Property Taxes	3,695,018.66
Reimbursed cost	33,088.98
Rental Income	2,505.00
Rezoning Fees	50,827.18
Sale of Fixed Assets	2,180.00
Sales Taxes	1,706,119.12
(blank)	-
Grand Total	7,064,094.86

City of Socorro
2012 & 2001 Co Balances as of
December 11, 2014

	Budget	FY14 Actual Expense	Fy15 Actual Expense	Balance
07150 (RIO VISTA)	82,740.00	34,404.00	19,364.80	28,971.20
07550 (2012 CO'S)	2,916,444.00	1,409,989.41	638,865.25	867,589.34
Balance	2,999,184.00	1,444,393.41	658,230.05	-
	896,560.54			



EXPENDITURES	Adopted		Amended
CAPITAL PROJECTS	Budget FY 2014-2015	Amendment #1	Budget FY 2014-2015
2001 CO'S Rio Vista Renovation	82,740	(34,404)	48,336
2008 CO's	-		-
2010 CO's	-		-
2011 CO's	-		-
2012 CO's	738,655	769,078	1,507,733
2014 CO's	6,400,000		6,400,000
Total Expenses	7,221,395	734,674	7,956,069

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1 / Mayor Pro Tem



Gloria M. Rodríguez
District 2

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: JANUARY 15, 2015

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: WILLIE NORFLEET JR.

**SUBJECT: DISCUSSION AND ACTION ON APPROVING THE UNAUDITED
GENERAL FUND BUDGET VS REVENUES AND EXPENDITURE REPORT
FOR THE PERIOD ENDING DECEMBER 31, 2014
SUMMARY**

This action approves the unaudited revenue & expenditure report for the general fund for the period ending December 31, 2014.

STATEMENT OF THE ISSUE

Section 3.12 (E) of the City of Socorro's Charter states

The City Council shall, at the end of each month, prepare or have prepared under its direction, a statement as to financial receipts and disbursements for that particular month, and shall have such statement no later than the 25th day of the following month and shall have a copy of said statement available in the office of the City Secretary for examination and a copy will be made, at a reasonable charge, for those who request one.

FINANCIAL IMPACT

None

ALTERNATIVE

None

STAFF RECOMMENDATION

The Staff is recommending the approval of this item.

City of Socorro
Unaudited General Fund
Budget Vs Revenues & Expenditures
for the period ending December 31, 2014

Summary of Revenues vs Expenditures

	Original Budget	October	November	December	YTD Actual	Budgeted Balance	Percent of Budget
Total Revenues	7,616,353	134,679.30	198,308.42	1,557,163.13	1,890,150.85	(5,726,202.15)	25%
Total Expenditures	7,616,353	388,067.29	429,373.56	555,377.65	1,372,818.50	(6,243,534.50)	18%
Total Excess (Deficit)	-	(253,387.99)	(231,065.14)	1,001,785.48	517,332.35	517,332.35	7%

Account Code	Revenues Account Title	Original Budget	October	November	December	YTD Actual	Budgeted	Percent of
							Balance	Budget
04504	AdmMisc-Copies,City Clrk Prmt		1.10	4.50		5.60	5.60	
04501	Building Permits	220,000	21,340.50	10,475.00		31,815.50	(188,184.50)	0.14
04502	Business Registration Permits	47,000	1,548.38	1,120.55		2,668.93	(44,331.07)	0.06
04203	Franchise Taxes	325,000			2.72	2.72	(324,997.28)	0.00
04404	Interest Earned	1,200	6.59	74.60		81.19	(1,118.81)	0.07
04511	Juvenile Case Management Fee		1,564.47	1,114.13		2,678.60	2,678.60	
04903	Miscellaneous Income	4,000		2,136.20	213.92	2,350.12	(1,649.88)	0.59
04505	Mobile Home Permits	3,000	105.00	210.00		315.00	(2,685.00)	0.11
04507	Muni. Court Judgements/Fines	460,000	42,286.82	31,596.53	(9.57)	73,873.78	(386,126.22)	0.16
04512	Municipal Court Technology		1,100.89	768.11		1,869.00	1,869.00	
04500	Other Planning Fees(Fireworks)	3,000	360.00	145.00		505.00	(2,495.00)	0.17
04714	Park Fees	1,000	(60.00)	(180.00)	(60.00)	(300.00)	(1,300.00)	(0.30)
04604	Police Fees	7,000	502.00	531.00		1,033.00	(5,967.00)	0.15
04999	Prior Years Revenue	541,242					(541,242.00)	
04201	Property Taxes	4,217,911	47,005.09	114,177.84	1,442,336.17	1,603,519.10	(2,614,391.90)	0.38
04206	Property Taxes-Delinquent	150,000	13,918.46	17,331.44	25,914.23	57,164.13	(92,835.87)	0.38
04713	Reimbursed cost			10,663.52		10,663.52	10,663.52	
04503	Rezoning Fees	36,000	5,000.00	8,140.00	(750.00)	12,390.00	(23,610.00)	0.34
04202	Sales Taxes	1,600,000			89,515.66	89,515.66	(1,510,484.34)	0.06
		7,616,353	134,679.30	198,308.42	1,557,163.13	1,890,150.85	(5,726,202.15)	0.25

City of Socorro
Unaudited General Fund
Budget Vs Revenues & Expenditures
for the period ending December 31, 2014

00002 - City Manager

Account Code	Expenditures Account Title	Original Budget	October	November	December	YTD Actual	Budgeted	Percent of
							Balance	Budget
05101	Salaries	193,488	12,695.48	14,985.36	14,928.29	42,609.13	150,878.87	22%
05103	Overtime	800	399.51	412.80	646.59	1,458.90	(658.90)	182%
05111	FICA/Medicare Taxes	14,861	911.17	510.28	523.80	1,945.25	12,915.75	13%
05112	T.W.C. Payroll Taxes	810	0.00	0.00	0.00	0.00	810.00	0%
05113	Health Insurance Premiums	23,106	1,545.54	1,545.54	1,724.82	4,815.90	18,290.10	21%
05114	Workers Compensation Insurance	871	38.00	38.00	38.00	114.00	757.00	13%
05115	Deferred Compensation Benefits	8,060	538.46	538.46	538.46	1,615.38	6,444.62	20%
05116	Life Insurance	382	0.00	16.64	16.64	33.28	348.72	9%
05117	Dental Insurance Expense	780	56.10	56.10	49.92	162.12	617.88	21%
05118	Vision Insurance Expense	180	12.78	12.78	12.78	38.34	141.66	21%
05201	Office Expense and Supplies	10,000	432.53	84.35	432.71	949.59	9,050.41	9%
05211	Postage	1,800	0.00	0.00	0.00	0.00	1,800.00	0%
05310	Building Modifications/A.D.A.	500	0.00	0.00	0.00	0.00	500.00	0%
05311	Building & Property Maintenan	3,000	58.00	172.09	348.33	578.42	2,421.58	19%
05313	Utilities	6,000	277.85	180.44	502.39	960.68	5,039.32	16%
05314	Telephone	8,000	579.71	200.72	2,873.64	3,654.07	4,345.93	46%
05411	Legal Fees	200,000	0.00	0.00	12,990.60	12,990.60	187,009.40	6%
05510	Property Insurance	3,000	165.00	165.00	165.00	495.00	2,505.00	17%
05516	Dues/Subscriptions	2,000	0.00	2,093.00	110.00	2,203.00	(203.00)	110%
05518	Liability Insurance	36,000	972.00	972.00	972.00	2,916.00	33,084.00	8%
05520	Service Contracts	70,786	0.00	2,635.40	12,461.52	15,096.92	55,689.08	21%
05521	Support Activities	5,000	56.19	0.00	0.00	56.19	4,943.81	1%
05523	Equipment Rental/Lease	6,000	378.00	0.00	1,070.94	1,448.94	4,551.06	24%
05527	Seminars/Training/Workshops	1,000	0.00	0.00	0.00	0.00	1,000.00	0%
05546	Marketing Exp	10,000	0.00	0.00	0.00	0.00	10,000.00	0%
05613	Equipment Repair & Maintenance	3,000	0.00	0.00	475.00	475.00	2,525.00	16%
05711	Travel/Mileage/Per Diem	13,000	64.80	887.70	768.56	1,721.06	11,278.94	13%
05810	Property and Equipment	10,000	0.00	0.00	0.00	0.00	10,000.00	0%
05900	Emergency Aid and Assistance	5,000	0.00	0.00	0.00	0.00	5,000.00	0%
05911	Contingency	5,000	0.00	0.00	0.00	0.00	5,000.00	0%
	Total-City Manager	642,424	19,181.12	25,506.66	51,649.99	96,337.77	546,086.23	15%

City of Socorro
Unaudited General Fund
Budget Vs Revenues & Expenditures
for the period ending December 31, 2014

00003 - Public Works

Account Code	Expenditures Account Title	Original Budget	October	November	December	YTD Actual	Budgeted	Percent of
							Balance	Budget
5101	Salaries	514,987	33,632.87	37,442.55	39,094.33	110,169.75	404,817.25	21%
05103	Overtime	17,000	999.53	576.52	315.12	1,891.17	15,108.83	11%
05111	FICA/Medicare Taxes	40,702	2,649.40	2,908.46	3,014.82	8,572.68	32,129.32	21%
05112	T.W.C. Payroll Taxes	4,590	0.00	0.00	0.00	0.00	4,590.00	0%
05113	Health Insurance Premiums	130,934	8,063.40	8,041.97	9,773.98	25,879.35	105,054.65	20%
05114	Workers Compensation Insurance	51,120	2,636.00	2,636.00	2,636.00	7,908.00	43,212.00	15%
05115	Deferred Compensation Benefits	8,445	614.01	624.22	641.52	1,879.75	6,565.25	22%
05116	Life Insurance	1,013	0.00	78.20	75.20	153.40	859.60	15%
05117	Dental Insurance Expense	4,420	292.68	291.91	282.88	867.47	3,552.53	20%
05118	Vision Insurance Expense	1,020	66.68	66.50	72.42	205.60	814.40	20%
05201	Office Expense and Supplies	3,300	669.86	148.00	252.47	1,070.33	2,229.67	32%
05212	Tools and Supplies	6,500	1,118.67	1,859.59	809.52	3,787.78	2,712.22	58%
05213	Uniforms	14,500	0.00	487.45	347.81	835.26	13,664.74	6%
05311	Building & Property Maintenance	4,400	140.35	3,328.52	431.43	3,900.30	499.70	89%
05312	Street Maintenance	22,000	0.00	3,695.82	3,020.22	6,716.04	15,283.96	31%
05313	Utilities	180,000	9,642.23	10,436.23	12,197.12	32,275.58	147,724.42	18%
05314	Telephone	3,000	246.89	205.36	367.67	819.92	2,180.08	27%
05325	Recycling Center	4,200	0.00	0.00	240.86	240.86	3,959.14	6%
05411	Legal Fees				4,632.78	4,632.78	(4,632.78)	
05510	Property Insurance	7,604	741.00	741.00	741.00	2,223.00	5,381.00	29%
05516	Dues/Subscriptions	500	0.00	0.00	115.00	115.00	385.00	23%
05518	Liability Insurance	7,460	709.00	709.00	709.00	2,127.00	5,333.00	29%
05520	Service Contracts		144.56	9,657.72	10,569.56	20,371.84	(20,371.84)	
05523	Equipment Rental/Lease	3,200	0.00	0.00	0.00	0.00	3,200.00	0%
05527	Seminars/Training/Workshops	1,500	0.00	0.00	0.00	0.00	1,500.00	0%
05532	Miscellaneous Expense	500	0.00	0.00	0.00	0.00	500.00	0%
05547	Fees & Penalties		0.00	197.27	0.00	197.27	(197.27)	
05610	Office Furniture				(949.98)	(949.98)	949.98	
05611	Radio Communications and Maint	2,000	0.00	0.00	0.00	0.00	2,000.00	0%
05612	Vehicle Repair & Maintenance	18,000	17.00	79.34	226.66	323.00	17,677.00	2%
05613	Equipment Repair & Maintenance	15,000	81.46	4,065.76	413.79	4,561.01	10,438.99	30%
05614	Vehicle Fuel	46,000	2,618.55	0.00	0.00	2,618.55	43,381.45	6%
05711	Travel/Mileage/Per Diem	2,500	0.00	245.38	0.00	245.38	2,254.62	10%
05810	Property and Equipment	2,000	0.00	0.00	0.00	0.00	2,000.00	0%
07100	Street Improvements		1,479.00	1,126.07	1,453.50	4,058.57	(4,058.57)	
	Total-Public Works	1,118,395	66,563.14	89,648.84	91,484.68	247,696.66	870,698.34	22%

City of Socorro
Unaudited General Fund
Budget Vs Revenues & Expenditures
for the period ending December 31, 2014

00005 - Police Department

Account Code	Expenditures Account Title	Original Budget	October	November	December	YTD Actual	Budgeted	Percent of
							Balance	Budget
05101	Salaries	1,786,271	110,287.23	126,372.79	133,185.73	369,845.75	1,416,425.25	21%
05103	Overtime	140,000	8,034.33	8,967.45	13,510.50	30,512.28	109,487.72	22%
05111	FICA/Medicare Taxes	147,364	9,051.59	10,353.59	11,222.29	30,627.47	116,736.53	21%
05112	T.W.C. Payroll Taxes	11,069	33.47	138.00	369.90	541.37	10,527.63	5%
05113	Health Insurance Premiums	315,782	17,812.02	18,498.55	19,318.77	55,629.34	260,152.66	18%
05114	Workers Compensation Insurance	55,775	3,401.00	3,401.00	3,401.00	10,203.00	45,572.00	18%
05115	Deferred Compensation Benefits	23,230	218.72	334.96	333.95	887.63	22,342.37	4%
05116	Life Insurance	3,262	0.00	237.76	238.59	476.35	2,785.65	15%
05117	Dental Insurance Expense	10,660	646.54	671.46	559.12	1,877.12	8,782.88	18%
05118	Vision Insurance Expense	2,460	147.28	152.96	143.15	443.39	2,016.61	18%
05201	Office Expense and Supplies	15,000	595.31	375.50	2,731.18	3,701.99	11,298.01	25%
05202	Medical Supplies	500	0.00	0.00	0.00	0.00	500.00	0%
05211	Postage	1,000	0.00	0.00	0.00	0.00	1,000.00	0%
05212	Tools and Supplies	10,000	0.00	0.00	200.84	200.84	9,799.16	2%
05213	Uniforms	15,000	0.00	0.00	2,451.75	2,451.75	12,548.25	16%
05311	Building & Property Maintenan	15,000	58.00	393.00	185.36	636.36	14,363.64	4%
05313	Utilities	22,000	682.65	2,123.14	1,783.08	4,588.87	17,411.13	21%
05314	Telephone	15,000	1,105.44	614.50	1,804.99	3,524.93	11,475.07	23%
05411	Legal Fees	2,000	0.00	0.00	2,947.50	2,947.50	(947.50)	147%
05510	Property Insurance	5,010	508.00	508.00	508.00	1,524.00	3,486.00	30%
05516	Dues/Subscriptions	1,000	630.00	0.00	510.00	1,140.00	(140.00)	114%
05518	Liability Insurance	37,100	2,431.00	2,431.00	2,431.00	7,293.00	29,807.00	20%
05520	Service Contracts	20,000	186.15	88.30	1,192.00	1,466.45	18,533.55	7%
05521	Support Activities	1,500	0.00	0.00	47.90	47.90	1,452.10	3%
05523	Equipment Rental/Lease	8,000	0.00	562.50	405.94	968.44	7,031.56	12%
05527	Seminars/Training/Workshops	2,000	430.00	0.00	1,177.66	1,607.66	392.34	80%
05611	Radio Communications and Maint	8,000	0.00	0.00	0.00	0.00	8,000.00	0%
05612	Vehicle Repair & Maintenance	30,000	368.00	744.90	479.45	1,592.35	28,407.65	5%
05613	Equipment Repair & Maintenance	10,000	0.00	0.00	0.00	0.00	10,000.00	0%
05614	Vehicle Fuel	52,000	3,991.70	0.00	0.00	3,991.70	48,008.30	8%
05711	Travel/Mileage/Per Diem	2,000	800.00	81.83	0.00	881.83	1,118.17	44%
	Total-Police Officer	2,767,983	161,418.43	177,051.19	201,139.65	539,609.27	2,228,373.73	19%

City of Socorro
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00006 - Municipal Court

Account Code	Expenditures Account Title	Original Budget	October	November	December	YTD Actual	Budgeted	Percent of
							Balance	Budget
05101	Salaries	95,013	5,067.44	5,654.88	5,761.00	16,483.32	78,529.68	17%
05103	Overtime	3,550	1,483.64	1,444.81	1,418.22	4,346.67	(796.67)	122%
05111	FICA/Medicare Taxes	7,542	501.17	543.11	549.22	1,593.50	5,948.50	21%
05112	T.W.C. Payroll Taxes	810	0.00	0.00	0.00	0.00	810.00	0%
05113	Health Insurance Premiums	23,106	1,030.36	1,030.36	1,149.88	3,210.60	19,895.40	14%
05114	Workers Compensation Insurance	415	38.00	38.00	38.00	114.00	301.00	27%
05115	Deferred Compensation Benefits	1,720	0.00	0.00	0.00	0.00	1,720.00	0%
05116	Life Insurance	207	0.00	11.52	11.20	22.72	184.28	11%
05117	Dental Insurance Expense	780	37.40	37.40	33.28	108.08	671.92	14%
05118	Vision Insurance Expense	180	8.52	8.52	8.52	25.56	154.44	14%
05201	Office Expense and Supplies	4,750	0.00	20.20	755.15	775.35	3,974.65	16%
05211	Postage	2,750	0.00	0.00	0.00	0.00	2,750.00	0%
05213	Uniforms	270	0.00	0.00	148.00	148.00	122.00	55%
05311	Building & Property Maintenan	2,000	0.00	0.00	21.53	21.53	1,978.47	1%
05314	Telephone	12,950	1,022.20	0.00	1,162.70	2,184.90	10,765.10	17%
05411	Legal Fees	15,000	0.00	0.00	2,310.00	2,310.00	12,690.00	15%
05510	Property Insurance	3,940	246.00	246.00	246.00	738.00	3,202.00	19%
05516	Dues/Subscriptions	425	0.00	0.00	15.00	15.00	410.00	4%
05518	Liability Insurance	252	36.00	36.00	36.00	108.00	144.00	43%
05520	Service Contracts	61,800	1,280.00	4,821.66	4,741.66	10,843.32	50,956.68	18%
05521	Support Activities	200	0.00	0.00	199.58	199.58	0.42	100%
05523	Equipment Rental/Lease	5,000	0.00	0.00	647.37	647.37	4,352.63	13%
05527	Seminars/Training/Workshops	1,250	0.00	0.00	0.00	0.00	1,250.00	0%
05533	Travel/Mileage-Council	850	0.00	0.00	0.00	0.00	850.00	0%
05613	Equipment Repair & Maintenance	250	0.00	0.00	225.00	225.00	25.00	90%
05711	Travel/Mileage/Per Diem	2,250	0.00	0.00	0.00	0.00	2,250.00	0%
	Total-Municipal Court	247,260	10,750.73	13,892.46	19,477.31	44,120.50	203,139.50	18%

City of Socorro
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for the period ending December 31, 2014

00007 - Planning and Zoning

Account Code	Expenditures Account Title	Original Budget	October	November	December	YTD Actual	Budgeted	Percent of
							Balance	Budget
05101	Salaries	352,470	22,101.01	23,876.78	24,675.89	70,653.68	281,816.32	20%
05103	Overtime	6,560	336.81	722.83	186.72	1,246.36	5,313.64	19%
05111	FICA/Medicare Taxes	27,466	1,716.50	1,881.84	1,902.03	5,500.37	21,965.63	20%
05112	T.W.C. Payroll Taxes	2,700	113.43	92.05	50.57	256.05	2,443.95	9%
05113	Health Insurance Premiums	77,020	4,636.62	4,636.62	5,174.46	14,447.70	62,572.30	19%
05114	Workers Compensation Insurance	2,603	341.00	341.00	341.00	1,023.00	1,580.00	39%
05115	Deferred Compensation Benefits	8,920	687.52	736.56	736.56	2,160.64	6,759.36	24%
05116	Life Insurance	667	0.00	43.18	47.68	90.86	576.14	14%
05117	Dental Insurance Expense	2,600	168.30	168.30	149.76	486.36	2,113.64	19%
05118	Vision Insurance Expense	600	38.34	38.34	38.34	115.02	484.98	19%
05201	Office Expense and Supplies	10,000	336.16	26.20	771.16	1,133.52	8,866.48	11%
05211	Postage	2,500	0.00	0.00	0.00	0.00	2,500.00	0%
05212	Tools and Supplies	700	0.00	0.00	0.00	0.00	700.00	0%
05213	Uniforms	1,500	0.00	0.00	0.00	0.00	1,500.00	0%
05311	Building & Property Maintenan	5,000	0.00	75.00	20.00	95.00	4,905.00	2%
05313	Utilities	3,000	281.30	341.80	341.80	964.90	2,035.10	32%
05314	Telephone	12,000	213.43	256.70	239.40	709.53	11,290.47	6%
05411	Legal Fees	55,530	0.00	0.00	10,848.01	10,848.01	44,681.99	20%
05510	Property Insurance	610	44.00	44.00	44.00	132.00	478.00	22%
05511	Advertising/Drug Testing	3,000	0.00	329.82	117.86	447.68	2,552.32	15%
05516	Dues/Subscriptions	2,000	29.95	0.00	1,145.70	1,175.65	824.35	59%
05518	Liability Insurance	2,040	169.00	169.00	169.00	507.00	1,533.00	25%
05520	Service Contracts	5,560	0.00	0.00	5,000.00	5,000.00	560.00	90%
05521	Support Activities	100	0.00	0.00	0.00	0.00	100.00	0%
05523	Equipment Rental/Lease	2,500	0.00	0.00	280.57	280.57	2,219.43	11%
05527	Seminars/Training/Workshops	4,000	0.00	0.00	0.00	0.00	4,000.00	0%
05610	Office Furniture		0.00	639.74	0.00	639.74	(639.74)	
05612	Vehicle Repair & Maintenance	2,000	0.00	0.00	10.00	10.00	1,990.00	1%
05613	Equipment Repair & Maintenance	1,700	0.00	0.00	0.00	0.00	1,700.00	0%
05614	Vehicle Fuel	5,300	240.62	0.00	0.00	240.62	5,059.38	5%
05711	Travel/Mileage/Per Diem	2,500	0.00	46.00	0.00	46.00	2,454.00	2%
	Total-Planning & Zoning	603,146	31,453.99	34,465.76	52,290.51	118,210.26	484,935.74	20%

City of Socorro
Unaudited General Fund
Budget Vs Revenues & Expenditures
for the period ending December 31, 2014

0008 - Health Department

Account Code	<i>Expenditures</i>		October	November	December	YTD Actual	Budgeted	Percent of Budget
	Account Title	Original Budget					Balance	
05525	Health Contract	466,000	0.00	0.00	3,000.00	3,000.00	463,000.00	1%
	Total-Health	466,000	0.00	0.00	3,000.00	3,000.00	463,000.00	1%

00010 - Grants and Special Projects

Account Code	<i>Expenditures</i>		October	November	December	YTD Actual	Budgeted	Percent of Budget
	Account Title	Original Budget					Balance	
05201	Office Expense and Supplies	800	0.00	60.88	0.00	60.88	739.12	8%
05211	Postage	300	0.00	0.00	0.00	0.00	300.00	0%
05314	Telephone	500	0.00	0.00	0.00	0.00	500.00	0%
05516	Dues/Subscriptions	250	0.00	0.00	0.00	0.00	250.00	0%
05520	Service Contracts	80,000	6,153.84	6,153.84	6,153.84	18,461.52	61,538.48	23%
05527	Seminars/Training/Workshops	1,000	0.00	0.00	0.00	0.00	1,000.00	0%
05711	Travel/Mileage/Per Diem	500	0.00	0.00	0.00	0.00	500.00	0%
06440	Grant Expense	78,780	0.00	0.00	0.00	0.00	78,780.00	0%
	Total-Special Projects	162,130	6,153.84	6,214.72	6,153.84	18,522.40	143,607.60	11%

City of Socorro
Unaudited General Fund
Budget Vs Revenues & Expenditures
for the period ending December 31, 2014

00012 - Human Resources

Account Code	Expenditures Account Title	Original Budget	October	November	December	YTD Actual	Budgeted	Percent of
							Balance	Budget
05101	Salaries	91,000	4,223.53	4,692.80	4,692.80	13,609.13	77,390.87	15%
05103	Overtime		0.00	104.26	0.00	104.26	(104.26)	
05111	FICA/Medicare Taxes	6,962	323.09	366.96	358.99	1,049.04	5,912.96	15%
05112	T.W.C. Payroll Taxes	540	0.00	0.00	0.00	0.00	540.00	0%
05113	Health Insurance Premiums	15,404	515.18	532.41	574.94	1,622.53	13,781.47	11%
05114	Workers Compensation Insurance	410	19.00	19.00	19.00	57.00	353.00	14%
05115	Deferred Compensation Benefits	1,160	0.00	3.85	0.00	3.85	1,156.15	0%
05116	Life Insurance	154	0.00	8.00	8.00	16.00	138.00	10%
05117	Dental Insurance Expense	520	18.70	19.32	16.64	54.66	465.34	11%
05118	Vision Insurance Expense	120	4.26	4.40	4.26	12.92	107.08	11%
05201	Office Expense and Supplies	1,500	0.00	0.00	0.00	0.00	1,500.00	0%
05211	Postage	210	0.00	0.00	0.00	0.00	210.00	0%
05314	Telephone	350	0.00	51.34	0.00	51.34	298.66	15%
05411	Legal Fees	75,000	0.00	0.00	5,394.20	5,394.20	69,605.80	7%
05511	Advertising/Drug Testing	10,000	(524.54)	250.00	1,836.85	1,562.31	8,437.69	16%
05516	Dues/Subscriptions	2,000	0.00	0.00	35.00	35.00	1,965.00	2%
05520	Service Contracts	15,000	1,250.00	1,250.00	4,812.50	7,312.50	7,687.50	49%
05521	Support Activities	3,000	0.00	0.00	0.00	0.00	3,000.00	0%
05527	Seminars/Training/Workshops	7,000	0.00	0.00	0.00	0.00	7,000.00	0%
05613	Equipment Repair & Maintenance	600	0.00	0.00	0.00	0.00	600.00	0%
05711	Travel/Mileage/Per Diem	5,000	0.00	0.00	0.00	0.00	5,000.00	0%
	Total-Human Resources	235,930	5,829.22	7,302.34	17,753.18	30,884.74	205,045.26	13%

City of Socorro
Unaudited General Fund
Budget Vs Revenues & Expenditures
for the period ending December 31, 2014

00013 - Mayor and City Council

Account Code	Expenditures Account Title	Original Budget	October	November	December	YTD Actual	Budgeted	Percent of
							Balance	Budget
05101	Salaries	55,017	3,115.82	3,462.02	3,462.02	10,039.86	44,977.14	18%
05111	FICA/Medicare Taxes	4,207	238.38	264.83	264.85	768.06	3,438.94	18%
05112	T.W.C. Payroll Taxes	1,350	53.10	36.97	0.00	90.07	1,259.93	7%
05114	Workers Compensation Insurance	247	0.00	0.00	0.00	0.00	247.00	0%
05201	Office Expense and Supplies	800	949.95	37.49	99.90	1,087.34	(287.34)	136%
05314	Telephone	3,300	0.00	308.04	0.00	308.04	2,991.96	9%
05411	Legal Fees	10,000	0.00	0.00	0.00	0.00	10,000.00	0%
05516	Dues/Subscriptions	6,700	4,044.00	0.00	0.00	4,044.00	2,656.00	60%
05527	Seminars/Training/Workshops	2,000	0.00	0.00	0.00	0.00	2,000.00	0%
05539	Discretionary Fund/Mayor	1,000	50.00	0.00	0.00	50.00	950.00	5%
05540	Discretionary District 2	1,000	0.00	0.00	0.00	0.00	1,000.00	0%
05541	Discretionary District 1	1,000	267.10	69.00	225.00	561.10	438.90	56%
05542	Discretionary District 3	1,000	0.00	0.00	0.00	0.00	1,000.00	0%
05543	Discretionary District 4	1,000	0.00	0.00	0.00	0.00	1,000.00	0%
05544	Discretionary District At Lrg	1,000	50.00	0.00	0.00	50.00	950.00	5%
05612	Vehicle Repair & Maintenance	200	0.00	0.00	0.00	0.00	200.00	0%
05614	Vehicle Fuel	300	0.00	0.00	0.00	0.00	300.00	0%
05711	Travel/Mileage/Per Diem	10,000	0.00	92.00	46.00	138.00	9,862.00	1%
	Total-Mayor & Council	100,121	8,768.35	4,270.35	4,097.77	17,136.47	82,984.53	17%

City of Socorro
Unaudited General Fund
Budget Vs Revenues & Expenditures
for the period ending December 31, 2014

00014 - City Clerk

Account Code	Expenditures Account Title	Original Budget	October	November	December	YTD Actual	Budgeted	Percent of
							Balance	Budget
05101	Salaries	83,000	5,980.73	6,730.08	6,384.00	19,094.81	63,905.19	23%
05103	Overtime	500	0.00	0.00	797.72	797.72	(297.72)	160%
05111	FICA/Medicare Taxes	6,390	457.53	514.87	549.41	1,521.81	4,868.19	24%
05112	T.W.C. Payroll Taxes	540	0.00	0.00	0.00	0.00	540.00	0%
05113	Health Insurance Premiums	15,404	952.25	956.45	1,149.88	3,058.58	12,345.42	20%
05114	Workers Compensation Insurance	392	9.00	9.00	9.00	27.00	365.00	7%
05115	Deferred Compensation Benefits	910	97.87	98.81	115.36	312.04	597.96	34%
05116	Life Insurance	154	0.00	12.80	12.80	25.60	128.40	17%
05117	Dental Insurance Expense	520	34.57	34.72	33.28	102.57	417.43	20%
05118	Vision Insurance Expense	120	7.87	7.91	8.52	24.30	95.70	20%
05201	Office Expense and Supplies	6,000	115.23	190.18	284.30	589.71	5,410.29	10%
05211	Postage	200	0.00	0.00	0.00	0.00	200.00	0%
05314	Telephone	600	0.00	51.34	0.00	51.34	548.66	9%
05411	Legal Fees	14,970	0.00	0.00	285.00	285.00	14,685.00	2%
05511	Advertising/Drug Testing	30,000	0.00	1,204.53	1,367.85	2,572.38	27,427.62	9%
05515	County Elections		16,939.88	0.00	0.00	16,939.88	(16,939.88)	
05516	Dues/Subscriptions	600	0.00	0.00	0.00	0.00	600.00	0%
05520	Service Contracts	5,000	50.00	50.00	1,546.48	1,646.48	3,353.52	33%
05521	Support Activities	500	0.00	0.00	0.00	0.00	500.00	0%
05527	Seminars/Training/Workshops	3,000	0.00	0.00	0.00	0.00	3,000.00	0%
05711	Travel/Mileage/Per Diem	3,000	0.00	0.00	0.00	0.00	3,000.00	0%
	Total-City Clerk	171,800	24,644.93	9,860.69	12,543.60	47,049.22	124,750.78	27%

City of Socorro
Unaudited General Fund
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for the period ending December 31, 2014

00015 - Finance Department

Account Code	Expenditures Account Title	Original Budget	October	November	December	YTD Actual	Budgeted	Percent of
							Balance	Budget
05101	Salaries	140,000	9,809.37	10,872.34	10,837.89	31,519.60	108,480.40	23%
05103	Overtime	1,000	437.32	1,051.00	819.78	2,308.10	(1,308.10)	231%
05111	FICA/Medicare Taxes	10,787	783.88	912.15	891.80	2,587.83	8,199.17	24%
05112	T.W.C. Payroll Taxes	810	0.00	0.00	0.00	0.00	810.00	0%
05113	Health Insurance Premiums	23,106	1,545.54	1,545.54	1,724.82	4,815.90	18,290.10	21%
05114	Workers Compensation Insurance	630	29.00	29.00	29.00	87.00	543.00	14%
05115	Deferred Compensation Benefits	1,385	538.42	538.42	538.42	1,615.26	(230.26)	117%
05116	Life Insurance	212	0.00	17.60	17.60	35.20	176.80	17%
05117	Dental Insurance Expense	780	56.10	56.10	49.92	162.12	617.88	21%
05118	Vision Insurance Expense	180	12.78	12.78	12.78	38.34	141.66	21%
05201	Office Expense and Supplies	4,500	0.00	541.96	123.50	665.46	3,834.54	15%
05314	Telephone	648	0.00	51.34	0.00	51.34	596.66	8%
05411	Legal Fees	2,500	0.00	0.00	1,235.00	1,235.00	1,265.00	49%
05512	Audit Fees	37,000	0.00	0.00	0.00	0.00	37,000.00	0%
05513	Central Appraisal Fees	60,000	0.00	0.00	20,027.81	20,027.81	39,972.19	33%
05516	Dues/Subscriptions	1,000	0.00	0.00	0.00	0.00	1,000.00	0%
05517	Bank Charges	5,000	147.14	793.27	1,739.63	2,680.04	2,319.96	54%
05520	Service Contracts	7,000	0.00	0.00	7,301.25	7,301.25	(301.25)	104%
05522	Tax Collector Fees	11,000	0.00	0.00	0.00	0.00	11,000.00	0%
05527	Seminars/Training/Workshops	2,500	0.00	0.00	129.00	129.00	2,371.00	5%
05538	Late Charge	100	0.00	0.00	0.00	0.00	100.00	0%
05711	Travel/Mileage/Per Diem	2,000	0.00	0.00	0.00	0.00	2,000.00	0%
	Total-Finance Department	312,138	13,359.55	16,421.50	45,478.20	75,259.25	236,878.75	24%

City of Socorro
Unaudited General Fund
Budget Vs Revenues & Expenditures
for the period ending December 31, 2014

00016 - Recreation Centers

Account Code	Expenditures Account Title	Original Budget	October	November	December	YTD Actual	Budgeted	Percent of
							Balance	Budget
05101	Salaries	129,700	10,018.52	11,153.39	11,339.45	32,511.36	97,188.64	25%
05103	Overtime	2,000	224.59	0.00	155.96	380.55	1,619.45	19%
05111	FICA/Medicare Taxes	10,077	783.60	853.23	879.42	2,516.25	7,560.75	25%
05112	T.W.C. Payroll Taxes	1,620	0.00	0.00	0.00	0.00	1,620.00	0%
05113	Health Insurance Premiums	23,106	1,545.54	1,545.54	1,724.82	4,815.90	18,290.10	21%
05114	Workers Compensation Insurance	585	29.00	29.00	29.00	87.00	498.00	15%
05115	Deferred Compensation Benefits	1,290	0.00	0.00	0.00	0.00	1,290.00	0%
05116	Life Insurance	190	0.00	18.24	15.84	34.08	155.92	18%
05117	Dental Insurance Expense	780	56.10	56.10	49.92	162.12	617.88	21%
05118	Vision Insurance Expense	180	12.78	12.78	12.78	38.34	141.66	21%
05201	Office Expense and Supplies	8,000	358.80	0.00	321.99	680.79	7,319.21	9%
05213	Uniforms	850	0.00	0.00	810.00	810.00	40.00	95%
05311	Building & Property Maintenan	10,000	605.75	118.89	104.54	829.18	9,170.82	8%
05313	Utilities	18,000	948.69	699.84	787.87	2,436.40	15,563.60	14%
05314	Telephone	4,500	143.64	276.11	221.14	640.89	3,859.11	14%
05510	Property Insurance	3,925	329.00	329.00	329.00	987.00	2,938.00	25%
05516	Dues/Subscriptions				15.00	15.00	(15.00)	
05518	Liability Insurance	1,885	156.00	156.00	156.00	468.00	1,417.00	25%
05520	Service Contracts	10,000	1,292.60	1,614.19	132.95	3,039.74	6,960.26	30%
05521	Support Activities	8,000	15.00	0.00	2,905.51	2,920.51	5,079.49	37%
05523	Equipment Rental/Lease		135.32	0.00	0.00	135.32	(135.32)	
05527	Seminars/Training/Workshops	2,500	0.00	0.00	0.00	0.00	2,500.00	0%
05612	Vehicle Repair & Maintenance	2,000	0.00	0.00	105.52	105.52	1,894.48	5%
05613	Equipment Repair & Maintenance	2,500	0.00	0.00	0.00	0.00	2,500.00	0%
05614	Vehicle Fuel	3,000	122.70	0.00	0.00	122.70	2,877.30	4%
05711	Travel/Mileage/Per Diem	2,200	0.00	0.00	0.00	0.00	2,200.00	0%
05810	Property and Equipment	4,000	0.00	0.00	0.00	0.00	4,000.00	0%
	Total-Recreation Centers	250,888	16,777.63	16,862.31	20,096.71	53,736.65	197,151.35	21%

City of Socorro
Unaudited General Fund
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00017 - Recreation Parks

Account Code	Expenditures Account Title	Original Budget	October	November	December	YTD Actual	Budgeted	Percent of
							Balance	Budget
05101	Salaries	269,460	15,765.69	16,213.03	16,837.25	48,815.97	220,644.03	18%
05103	Overtime	6,000	755.11	457.31	675.95	1,888.37	4,111.63	31%
05111	FICA/Medicare Taxes	21,075	1,263.83	1,275.30	1,339.74	3,878.87	17,196.13	18%
05112	T.W.C. Payroll Taxes	2,970	150.22	113.57	143.24	407.03	2,562.97	14%
05113	Health Insurance Premiums	61,616	3,606.26	3,348.67	3,449.64	10,404.57	51,211.43	17%
05114	Workers Compensation Insurance	11,723	121.00	121.00	121.00	363.00	11,360.00	3%
05115	Deferred Compensation Benefits	3,500	100.00	130.00	100.00	330.00	3,170.00	9%
05116	Life Insurance	434	0.00	28.64	28.96	57.60	376.40	13%
05117	Dental Insurance Expense	2,080	130.90	121.55	99.84	352.29	1,727.71	17%
05118	Vision Insurance Expense	480	29.82	27.69	25.56	83.07	396.93	17%
05201	Office Expense and Supplies	3,000	146.88	0.00	10.00	156.88	2,843.12	5%
05212	Tools and Supplies	5,000	0.00	0.00	0.00	0.00	5,000.00	0%
05213	Uniforms	6,000	0.00	182.25	109.90	292.15	5,707.85	5%
05311	Building & Property Maintenan	10,000	0.00	0.00	0.00	0.00	10,000.00	0%
05314	Telephone	1,500	0.00	178.66	0.00	178.66	1,321.34	12%
05317	Park Maintenance	24,000	306.93	1,905.21	2,421.72	4,633.86	19,366.14	19%
05411	Legal Fees				157.50	157.50	(157.50)	
05510	Property Insurance		85.00	85.00	85.00	255.00	(255.00)	
05516	Dues/Subscriptions				45.00	45.00	(45.00)	
05518	Liability Insurance		148.00	148.00	148.00	444.00	(444.00)	
05520	Service Contracts	15,000	0.00	219.72	433.68	653.40	14,346.60	4%
05521	Support Activities	82,000	0.00	3,226.14	3,724.00	6,950.14	75,049.86	8%
05612	Vehicle Repair & Maintenance	2,000	132.76	0.00	256.23	388.99	1,611.01	19%
05613	Equipment Repair & Maintenance	3,000	0.00	95.00	0.00	95.00	2,905.00	3%
05614	Vehicle Fuel	5,000	423.96	0.00	0.00	423.96	4,576.04	8%
05711	Travel/Mileage/Per Diem	2,300	0.00	0.00	0.00	0.00	2,300.00	0%
	Total-Recreational Parks	538,138	23,166.36	27,876.74	30,212.21	81,255.31	456,882.69	15%
Total-All Departments		7,616,353	388,067.29	429,373.56	555,377.65	1,372,818.50	6,243,534.50	18%

Gloria M. Rodríguez
District 2 - Mayor Pro Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager



Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1

DATE: January 8, 2015
TO: Mayor and Council
FROM: Mayor Jesus Ruiz
SUBJECT: Nurses Association

SUMMARY

Discussion and action to contribute funds to the Lower Valley School Nurses Association to support the 33rd Annual Lower Valley Health Fair for Socorro residents.

BACKGROUND

N/A

STATEMENT OF THE ISSUE

City of Socorro donates to the Lower Valley Nurses Association every year. The association is requesting a donation for 2015.

FINANCIAL IMPACT

Account Code (GF/GL/Dept):

Funding Source:

Total Amount:

Quotes (Name/Commodity/Price)

Co-op Agreement (Name/Contract#)

ALTERNATIVE

COUNCIL RECOMMENDATION

Approve the donation

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 – Mayor Pro Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: 01/07/2015
TO: Council

FROM: Mayor Jesus Ruiz

SUBJECT: Discussion and action on directing City Manager to work with staff to provide a report on possible security additions to the City Administration Building

SUMMARY

Our current City Administration building has no security aside from cameras and the need for a key fob to enter. We don't have any security personnel there to protect the employees should anyone decide to enter forcefully. We don't have a scanner to see what someone is bringing in. The City of El Paso and the County of El Paso both have security at their respective official buildings. While the cameras and fobs provide a degree of security for the building, we should look for ways to improve it. The improvements should be recommended by the City Manager after meeting with his select staff and advise of any possible expenses.

BACKGROUND

n/a

STATEMENT OF THE ISSUE

Improve the security at City Hall

FINANCIAL IMPACT

None

ALTERNATIVE

none

COUNCIL MEMBER RECOMMENDATION

Approve directing City Manager to work with staff to provide a report on possible security additions to the City Administration Building. The report should be ready by one of the two meetings in February.

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2– Mayor Pro Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: January 8, 2015

TO: Sandra Hernandez, City Clerk

FROM: Sergio Cox, Dist. 1 Rep

SUBJECT: Job Description for a Labor Foreman

SUMMARY – This request is due to the fact that Mr. David Gonzalez is, for all intents and purposes, the informal leader of the crew. Mr. Gonzalez has been very dependable and in the past, had no problem in this role. I am requesting a change in the organizational chart to include a labor foreman with the adjustment in pay.

BACKGROUND – Mr. Gonzalez has already been in this role in the City of Socorro's hour of need. An example is the flooding conditions we have had to live with the past few years. His command presence and experience has been exhibited numerous times and the men working under him respond well to him.

STATEMENT OF THE ISSUE – Mr. Gonzalez has shown that he is deserving of the title and pay of a supervisor. It would be a disservice to the tax payers and the City of Socorro to lose an employee like Mr. Gonzalez to another employer who is willing to pay more.

FINANCIAL IMPACT – I am suggesting a pay increase of \$2,000 which would be 6.25%. This would come from the Reserve Account unless there are other options available.

ALTERNATIVE – By not rewarding deserving employees with pay that is comparable and competitive, the City of Socorro would continue to be seen in a negative light and will continue to lose good employees to other employers.

COUNCIL MEMBER RECOMMENDATION – It is my recommendation that we recognize the hard work and effort of Mr. David Gonzalez by awarding him with the title and pay he is deserving of.

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2– Mayor Pro Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: January 8, 2015

TO: Sandra Hernandez, City Clerk

FROM: Sergio Cox, Dist. 1 Rep

SUBJECT: Lippert Road, Parker Road, Sparks Circle Right of Way

SUMMARY – The City of Socorro needs to acquire right of way along Parker Road and Lippert Road located between Parker Road and Sparks Circle.

BACKGROUND – The City of Socorro does not have legal right of way along Parker Road and Lippert Road located between Parker Road and Sparks Circle, due to the fact that it is legally still private property.

STATEMENT OF THE ISSUE - The City of Socorro cannot perform needed improvement to the roadway along Parker Road and Lippert Road located between Parker Road and Sparks Circle. Citizens who are utilizing this road are not aware that it is private property which keeps the City of Socorro from being able to perform the upkeep that it does on other roads. This portrays badly on the image of the City of Socorro.

FINANCIAL IMPACT – The cost is estimated to be between \$80,000 and \$100,000 for paving this section of road. In addition the cost to purchase this property from the owners will be determined through negotiations. An example of a recent negotiation is the purchase of right of way on Friar Holguin Road.

ALTERNATIVE – There is not a good alternative. Leaving this as is would continue to reflect badly on the City of Socorro because of the potholes and condition of this stretch of road. For the City of Socorro to work on this access way would be to violate the law of spending public monies on private property.

COUNCIL MEMBER RECOMMENDATION – I recommend that we get the City Manager or our attorney to enter into negotiations with the owners of the private property to purchase it and acquire the right of way.

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2– Mayor Pro Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: January 8, 2015

TO: Sandra Hernandez, City Clerk

FROM: Sergio Cox, District 1 Rep

SUBJECT: Right of way acquisition of Rio Vista Road and Sparks Circle

SUMMARY - The City of Socorro needs to acquire right of way on Rio Vista Road between Parker Road and Sparks Circle and Sparks Circle from Rio Vista Road to Sheryl Circle.

BACKGROUND – The City of Socorro does not have legal right of way on Rio Vista Road between Parker Road and Sparks Circle and Sparks Circle from Rio Vista Road to Sheryl Circle, due to the fact that it is legally still private property.

STATEMENT OF THE ISSUE - The City of Socorro cannot perform needed improvement to the roadway along Rio Vista Road between Parker Road and Sparks Circle and Sparks Circle from Rio Vista Road to Sheryl Circle. Citizens who are utilizing this road are not aware that it is private property which keeps the City of Socorro from being able to perform the upkeep that it does on other roads. This portrays badly on the image of the City of Socorro.

FINANCIAL IMPACT - The cost is estimated to be between \$80,000 and \$100,000 for paving this section of road. In addition the cost to purchase this property from the owners will be determined through negotiations. An example of a recent negotiation is the purchase of right of way on Friar Holguin Road.

ALTERNATIVE – There is not a good alternative. Leaving this as is would continue to reflect badly on the City of Socorro because of the potholes and condition of this stretch of road. For the City of Socorro to work on this access way would be to violate the law of spending public monies on private property.

COUNCIL MEMBER RECOMMENDATION – I recommend that we get the City Manager or our attorney to enter into negotiations with the owners of the private property to purchase it and acquire the right of way.

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2 - Mayor Pro Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: January 6, 2015
TO: Mayor and Council
FROM: Gloria M. Rodriguez
SUBJECT: Abandoned Dwellings

SUMMARY

Discussion and action regarding abandoned dwellings.

BACKGROUND

N/A

STATEMENT OF THE ISSUE

I would like a status report regarding how many citations have been issued and what steps have been taken to notify homeowners that have abandoned their property.

FINANCIAL IMPACT

Account Code (GF/GL/Dept):

Funding Source: Public Educational and Government Access (PEG)

Total Amount:

Quotes (Name/Commodity/Price)

Co-op Agreement (Name/Contract#)

ALTERNATIVE

STAFF RECOMMENDATION

Will be discussed at meeting.

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 - Mayor Pro Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: January 6, 2015
TO: Mayor and Council
FROM: Gloria M. Rodriguez
SUBJECT: Policies and Procedures for visitors

SUMMARY

Discussion and action regarding policies and procedures for city employees to observe when citizens visit city offices, request information or documents or seek to meet with city employees and/or to direct the city manager or his designee to develop and enforce such policies and procedures.

BACKGROUND

N/A

STATEMENT OF THE ISSUE

Will be discussed at meeting.

FINANCIAL IMPACT

Account Code (GF/GL/Dept):

Funding Source:

Total Amount:

Quotes (Name/Commodity/Price)

Co-op Agreement (Name/Contract#)

ALTERNATIVE

STAFF RECOMMENDATION

Set policies and procedures

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 - Mayor Pro Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: January 6, 2015
TO: Mayor and Council
FROM: Gloria M. Rodriguez
SUBJECT: Street and House Number Signs

SUMMARY

Discussion and action regarding Ordinance 316, An Ordinance of the City of Socorro, Texas regulating street and house number signs for the use of emergency services.

BACKGROUND

N/A

STATEMENT OF THE ISSUE

The Ordinance was approved June 6, 2013. It's been a year and half since implementation and there are still houses without proper signage. I would like a status report regarding how many citations have been issued and what steps have been taken to notify homeowners that do not have addresses in place.

FINANCIAL IMPACT

Account Code (GF/GL/Dept):

Funding Source: Public Educational and Government Access (PEG)

Total Amount:

Quotes (Name/Commodity/Price)

Co-op Agreement (Name/Contract#)

ALTERNATIVE

STAFF RECOMMENDATION

Will be discussed at meeting.

REQUIRED AUTHORIZATION

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

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Maria Reyes
District 1 / Mayor Pro-Tem



Gloria M. Rodriguez
District 2

Mary B. Garcia
District 3

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

ORDINANCE NO. 316

AN ORDINANCE OF THE CITY OF SOCORRO, TEXAS REGULATING STREET AND HOUSE NUMBER SIGNS FOR THE USE OF EMERGENCY SERVICES

WHEREAS, a 911 address contains a uniform number, the street name, and the city all of which are associated with phone numbers in the Automatic Location Information database to assist in responding to emergency calls; and,

WHEREAS, accurate and properly displayed street number signs assists in expediting the appropriate responders to emergency situations when time is of the essence; and,

WHEREAS, emergency response personnel regularly experience difficulty and delay locating homes and residences because addresses are poorly marked or not present at all; and,

WHEREAS, individuals who suffer from a heart attack have as little as six minutes to live unless life saving assistance is delivered through the 911 system [*USA Today – In-SungYoo 2008*]; and,

WHEREAS, improved efficiency in the 911 response system for fire and medical emergencies brings aid to the needy more quickly and can save lives and property [*USA Today – In-SungYoo 2008*]; and,

WHEREAS, the provisions of this Ordinance are intended as a minimum standard for the protection of the public health, safety and welfare of the citizens of Socorro.

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

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. PURPOSE AND CONTENT.

The purpose of this Ordinance is to enhance public safety and security, and generally protect the public health, safety and welfare by improving the ability of emergency response personnel to navigate streets and locate dwellings and other structures in the City of Socorro, and to provide for the convenience of the general public. This Ordinance:

1. Provides the authority to the City of Socorro City Council to assign road names to all public and private roads in the City to eliminate duplicates and confusion.
2. Requires conformance to the street addressing system established by El Paso County for the 911 emergency call system.
3. Establishes a uniform system for street names and house and structure number signs.

SECTION 3. STREET NAMES.

A. Street Names Required

All public and private streets, driveways and access roads in the City, which serve two (2) or more principal structures, shall be named and posted with a street name sign in accord with this Ordinance.

B. Street Name Assignment

The Socorro City Council shall have the sole authority to assign names to all public and private streets, driveways and access roads in the City in accord with the rules and regulations of the El Paso County 911 Emergency Call System, and to change such names if deemed necessary to achieve the purposes of this Ordinance. In the case of new subdivisions and land developments, the road names shall be included on the plans required by the Socorro Subdivision and Land Development Ordinance. It shall be the duty of the Planning and Zoning Director to check street names for duplication and to correct same in advance of submitting any subdivision plat for approval.

C. Street Name Duplication

No street name sign shall be posted on any public or private street, driveway or access road unless the City has approved such name in order to avoid duplication of names.

SECTION 4. STREET ADDRESSES.

All street addresses in the City of Socorro shall conform to the street addressing system established by the El Paso Board of Managers for the 911 emergency call system, and all occupied structures shall have a street number sign conforming to the requirements of this Ordinance.

SECTION 5. STREET NAME SIGNS-HOUSE NUMBER SIGNS.

The street name sign standards in this section are intended to conform to the recommendations of the National Committee on Uniform Traffic Control Devices and Texas law, including the use of the term *street name sign*, and shall be interpreted to comply with Texas law. Signage for all Texas highways shall be under the jurisdiction and control of the Texas Department of Transportation.

A. Responsibility for Sign Installation

1. It shall be the responsibility of the owner and/or whoever is responsible for maintenance of any street, which has been assigned a name by the City to install and maintain a street name sign, which conforms to the requirements of this Ordinance. City of Socorro shall be responsible for maintaining street name signs on City streets. Subdivision developers shall be responsible for erecting street name signs in compliance with this Ordinance in all subdivisions.
2. It shall be the responsibility of the owner of any occupied structure in the City to install and maintain a house number sign, which conforms to the requirements of this Ordinance.

B. Street Name Sign Construction and Appearance

1. All street name sign blades shall be a minimum of six (6) inches high and shall be long enough to contain the street name.
2. All street name signs shall have a background, which shall distinctly contrast with the lettering color.
3. All lettering shall be of a color to distinctly contrast with the background color and shall be made of a reflective material a minimum of four (4) inches high in a plain blocked uppercase font.

4. Signposts, post foundations, and sign mountings shall be so constructed as to hold signs in a proper and permanent position, and to resist displacement by wind or vandalism. Whenever a private road intersects a public road signposts shall, at minimum, meet the standards of the most current TexDOT Publication. If used, concrete bases shall be flush with the ground. Trees shall not be used as signposts.

C. Street Name Sign Placement and Coverage

1. Street name signs shall be placed at all intersections.
2. Obstructions shall be removed to permit the sign to be visible for a distance of not less than two hundred and fifty (250) feet from the intersection in all directions of travel where a public road is involved, and one hundred and fifty (150) feet where only private roads are involved.
3. The bottom of the sign blade shall be no less than six (6) feet and no more than eight (8) feet above the edge of the street. The post shall generally be offset six (6) feet from the edge of the road, to insure visibility of the sign.

D. House Number Signs

1. All principal structures in the City of Socorro shall have a house number sign containing the address assigned by El Paso County for the 911 emergency call system in Arabic numerals.
2. All house number sign blades shall be a minimum of four (4) inches and a maximum of nine (9) inches in height and the lettering shall be a minimum of three (3) inches high, in a reflective material in contrast to the background color of the sign.
3. Obstructions shall be removed to permit the sign to be visible for a distance of not less than fifty (50) feet (or the distance from the road or street providing public access to the property; whichever is greater) from the sign in both directions.
4. House number signs may be mounted flat on the wall of the principal structure facing the addressed street or no more than fifty (50) feet from the edge of the street shoulder, whichever is closer to the street, and the sign is plainly visible from the addressed street and/or may be mounted:
 - a. On a stand-alone post or pole;
 - b. Atop a mailbox, only if the mailbox is located on the same side of the street as the driveway entrance;

- c. Mounted on top of any other type of mounting device;
 - d. Horizontally or vertically;
 - e. Contain the building number and no other information;
 - f. Be located between four (4) and six (6) feet above the ground elevation where the sign is mounted; and
 - g. Must be clearly visible from the street.
5. The Socorro Public Works department shall, upon written request of any property owner, supply to said property owner a house number sign fully assembled in compliance with the requirements of this Ordinance at a cost not to exceed City of Socorro's actual cost for materials and labor necessary for the fabrication of said sign. Replacement signs will be supplied at cost plus twenty-five percent (25%).

SECTION 6. ENFORCEMENT.

A. Enforcement

This Ordinance shall be enforced by the Zoning Code Enforcement Officers, the Police Department and such other officials as may be designated by the City Council.

B. House Number Signs; Certificate of Use

No zoning permit and no certificate of use shall be issued for any existing or proposed structure until a house number sign has been installed on the property in accord with this Ordinance.

SECTION 7. IMPLEMENTATION.

A. Street Name Signs

All street name signs placed, replaced, modified or maintained after the effective date of this Ordinance shall conform to the requirements of this Ordinance.

B. House Number Signs

All house number signs shall be installed in compliance with this Ordinance and all nonconforming number signs shall be brought into compliance within ninety (90) days of official notice that the number has been assigned by El Paso County 911 or official notice from the City of Socorro setting out the deficiency.

C. Beginning on the day of enactment of this Ordinance, the City Manager shall conduct a public information campaign designed to inform Socorro residents of the requirements of this Ordinance and the overall importance of appropriate signage to the health and welfare of citizens during fire or medical emergency.

D. Socorro Code Enforcers and the Socorro Police Department shall issue warning citations only beginning on the ninety-first (91) day and ending on the 180th day after final adoption of this Ordinance.

SECTION 8. MODIFICATION OF REQUIREMENTS.

A. Intent

The provisions of this Ordinance are intended as a minimum standard for the protection of the public health, safety and welfare. If the literal compliance with this Ordinance is shown by a person responsible for the installation of a sign to be unreasonable or to cause an undue hardship as it applies to a particular sign, the City Council may grant a waiver from such provision. However, the granting of a modification shall not have the effect of making null and void the intent and purpose of this Ordinance.

B. Conditions

In granting modifications the City Council may impose such conditions as will, in its judgment, secure the objectives of the standards of this Ordinance.

C. Procedure

All requests for modifications shall be in writing and shall include reference to the specific sections of the Ordinance in question, provisions for alternatives to the requirements and documentation, including but not limited to photographs of said proposed sign and location. The City Council shall make a determination within thirty (30) days following the date of submission of application in question.

SECTION 9. VIOLATIONS, PENALTIES & REMEDIES.

A. Violations; Penalties

A violation of this Ordinance shall constitute an offense and any person who violates this Ordinance shall, upon conviction before a Municipal Court, be subject to a fine of up to \$50.00.

B. Equitable and Other Remedies

In addition to fines and penalties prescribed herein, the City may enforce this Ordinance by equitable, injunctive and other remedies at law, and shall recover from the violator(s) reasonable attorney's fees, court costs and other costs incurred by the City in enforcing this Ordinance.

C. No fines or penalties other than warning citations shall be assessed under this Ordinance until 180 days after its enactment.

SECTION 10. SEVERABILITY.

The provisions of this Ordinance are severable. If any sentence, clause or section is for any reason found to be unconstitutional, illegal or invalid, such decision shall not affect the validity of any of the remaining provisions of this Ordinance. It is hereby declared as the legislative intent that this Ordinance would have been adopted had such unconstitutional, illegal or invalid provisions had not been included herein.

SECTION 11. REPEALER

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

SECTION 12. EFFECTIVE DATE

This ordinance shall be effective from and after final adoption by City Council.

ENACTMENT

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

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

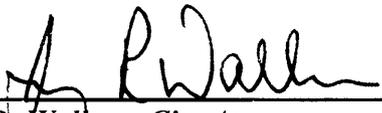
This 6 day of June, 2013.

Mayor

ATTEST:

Sandra Hernandez, City Clerk

APPROVED AS TO FORM:



Jerry R. Wallace, City Attorney

Introduction, First Reading: May 23, 2013
Second Reading and Adoption: June 6, 2013

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2 - Mayor Pro Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: January 7, 2015
TO: Mayor and Council
FROM: Gloria M. Rodriguez
SUBJECT: City Attorney

SUMMARY

Discussion and action to terminate current city attorney contract and to provide a 60 day notice effective today, January 15, 2015; and to solicit request for qualifications for a new city attorney immediately.

BACKGROUND

N/A

STATEMENT OF THE ISSUE

Will be discussed at meeting.

FINANCIAL IMPACT

Account Code (GF/GL/Dept):

Funding Source:

Total Amount:

Quotes (Name/Commodity/Price)

Co-op Agreement (Name/Contract#)

ALTERNATIVE

STAFF RECOMMENDATION

To be determined

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 - Mayor Pro Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: January 6, 2015
TO: Mayor and Council
FROM: Gloria M. Rodriguez
SUBJECT: Information Technology Specialist

SUMMARY

Discussion and action to amend the title and job description for the information technology specialist position to the director of information technology and to discuss a salary increase for the position.

BACKGROUND

N/A

STATEMENT OF THE ISSUE

The information technology specialist position is underpaid and the employee is going above and beyond the current job description. The employee recommends and makes a lot of important decisions and has implemented many positive changes for the city. The duties the employee is performing are at a director capacity.

FINANCIAL IMPACT

Account Code (GF/GL/Dept):

Funding Source:

Total Amount:

Quotes (Name/Commodity/Price)

Co-op Agreement (Name/Contract#)

ALTERNATIVE

STAFF RECOMMENDATION

Amend the position to director along with a salary increase.

REQUIRED AUTHORIZATION

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

Director of Information Technology

JOB SUMMARY

Directs and manages all functions of the Information Technology department. The Director of IT is responsible for management of projects, supervision of departmental staff members and recommendations to Administration regarding IT policy and procedures.

QUALIFICATIONS

- Bachelor's in information systems, computer science or Associates Degree in an equivalent program of study combined with relevant work experience;
- Minimum three years' experience in network administration with Windows services; to include knowledge of TCP/IP, network security, antivirus and anti-spam techniques;
- Experience with Windows Servers and Windows workstations in a Windows domain;
- Minimum of three years' experience in coordination and implementation of computer and peripheral systems, to include planning, specifications development, purchasing, installation, training, trouble shooting, and repair;
- In-depth knowledge of a Windows servers including; Active Directory, Exchange, and Microsoft SQL;
- In-depth knowledge of VMware ESXi, vCenter and view.
- Ability to work independently, as well as in a team environment
- Advanced computer hardware and software knowledge and skills;
- Analytical and problem-solving abilities, with keen attention to detail;
- Self-motivated and direct, with the ability to effectively prioritize and execute tasks in a high-pressure environment;
- Supervisory experience;
- Strong customer-service orientation;
- Sitting for extended periods of time;
- Dexterity of hands and fingers to operate a computer keyboard, mouse, hand and power tools, and to handle other computer components;
- Lifting and transporting of heavy to moderately heavy objects such as computers and peripherals.

RESPONSIBILITIES

1. Supervise the Desktop Technician and Network Administrator
2. Monitor, manage, maintain and administer the server environment including; Active Directory, Exchange, SQL database, EX (ERP) and JICS (CRM).
3. Secure all servers.
4. Prepare and monitor a disaster recovery, including backups of servers.
5. Provide repair and upgrades for hardware, networks and software.
6. Install, setup, and maintain appropriate software on servers.
7. Maintain accuracy and quality in any and all written materials developed.
8. Maintain a limited inventory of parts and materials.
9. Remain current in the utilization of technology in the field of education by attending training sessions, seminars and workshops.
10. Manage all telecommunication services.

To: Mayor, Council Members and City Manager

From: Omar Guevara

Subject: Salary Request and Job Title Promotion

I appreciate the opportunity I have had during the last year and a half serving for the City of Socorro. This past year has been an especially challenging business environment, but my accomplishments have continued to build on my earlier achievements, and I have high expectations for this success to continue in the future. As you may know, my job demands and responsibilities have changed tremendously, which merits a position of leadership to guide the Information Technology projects.

Here are some highlights of how I have helped the City of Socorro in the past year:

- **(Email). Deleted unused email accounts to save the City money.**
- **Eliminated Contractors.**
- **Establish a new business account with Best Buy to acquire an extra 10% off on all equipment.**
- Upgrade all existing XP systems to Windows 7 Edition.
- Update the Web Page for the City of Socorro, including a new video section for public access for City Council Meetings.
- **Transfer the Scofflaw files from the City of Socorro to El Paso County FTP Server. Possible revenue for the City of Socorro.**
- Setup Council members with desktops, laptops and smart phones.
- Install phone and network lines for current and new employees.
- Maintain Servers and Computers updated and protected with new polices and antivirus.
- Protected Network by changing old passwords, and applying administrative restrictions to users.
- Repaired the Camera system in Bulldog Championship Park and Public Works.
- Proposed new projects, and completed all new tasks and assignments when requested to do so.
- New Network and Infrastructure for all the City's buildings.
- **New Government contract with AT&T, which will provide Fiber and Voice Service services to all City's buildings.**

The above accomplishments have had a positive impact for the City of Socorro and have set the ground for a New Network Infrastructure that will provide a fast, secure and reliable work environment. I look forward to continue playing a key role within the City of Socorro, and I am confident that you will offer a job title and a salary increase that reflects the effort of my job duties.

Salary research studies in the area suggest an annual salary that ranges from \$45,000 to \$50,000 annually.

Sincerely,

Omar Guevara BSIT/NTC
IT City of Socorro, TX.
oguevara@ci.socorro.tx.us

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodríguez
District 2 - Mayor Pro Tem

Victor Perez
District 3

Anthony Gandara
District 4

Willie Norfleet, Jr.
City Manager

DATE: January 8, 2015
TO: Mayor and Council
FROM: Anthony Gandara
SUBJECT: Mauro Rosas Park

SUMMARY

Discussion and Action on approving and reauthorizing all upgrades to Mauro Rosas Park as originally presented during initial construction; to include delegating and authorizing city staff to accept and approve all contracts, bids and/or any other documentation needed to complete Mauro Rosas park without downgrades to original scope of work; including authorizing city staff to divert and prioritize funding for completion of Mauro Rosas Park.

BACKGROUND

N/A

STATEMENT OF THE ISSUE

To be discussed at the meeting.

FINANCIAL IMPACT

Account Code (GF/GL/Dept):

Funding Source:

Total Amount:

Quotes (Name/Commodity/Price)

Co-op Agreement (Name/Contract#)

ALTERNATIVE

STAFF RECOMMENDATION

To be discussed at the meeting.

REQUIRED AUTHORIZATION

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