#25

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

April 9, 2015

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Adriana Rodarte

SUBJECT: Discussion and action Waters & Company Executive Recruitment/A Springsted Company ("WCER") recruitment proposal and an agreement for services for city manager recruitment for the City of Socorro.

SUMMARY

This action approves City of Socorro to hire Waters & Company Executive Recruitment / A Springsted Company ("WCER") for city manager recruitment.

STATEMENT OF THE ISSUE

City Manager Willie Norfleet Jr. resigned with an effective date of April 10, 2015. On April 02, 2015 City Council approved staff to receive a proposal for Water & Company Executive Recruitment

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 05520 / 001

Funding Source: General Fund

Amount: 23,500.00

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

Decline Proposal request an alternative option

STAFF RECOMMENDATION

Recommends hiring Water & Company Executive Recruitment

REQUIRED AUTHORIZATION

1. **City Manager** Willie Vaughn **Date** 4-9-15
2. **CFO** _____ **Date** _____
3. **Attorney** _____ **Date** _____

AGREEMENT FOR SERVICES

THIS AGREEMENT FOR SERVICES ("Agreement") is made as of the ___ day of April, 2015 ("Effective Date"), by and between the City of Socorro, Texas, ("Client"), and Waters & Company Executive Recruitment/A Springsted Company ("WCER").

WHEREAS, the Client wishes to retain the services of WCER on the terms and conditions set forth herein, and WCER wishes to provide such services; and

NOW THEREFORE, the parties hereto agree as follows:

SCOPE OF PROFESSIONAL SERVICES

WCER will provide professional services in the area of an executive recruitment for the position of City Manager. This Agreement includes WCER's commitment to provide all elements of the recruitment process, services, and conditions described in our proposal dated April 6, 2015, and attached as Exhibit A.

Phase	Description of Professional Services
Phase I	Task 1 – Candidate Profile Development/Advertising/Marketing (includes one day on site by Project Team Leader). Task 2 – Identify Quality Candidates.
Phase II	Task 3 – Screening of Applications and Submission of Recommended Semi-Finalists to Client. (includes one day onsite by Project Team Leader) Task 4 – Reference Checks, Background Checks, and Academic Verifications.
Phase III	Task 5 – Final Process/On-Site Interviews with Finalists (includes two days on site by Project Team Leader).
Conclusion	Acceptance of offer by candidate.

TERM

This Agreement shall be effective as of the Effective Date and shall remain in effect for the period necessary for successful completion of the project. This Agreement may be terminated upon thirty (30) days prior written notice to WCER. If the Client terminates, WCER is entitled to any portion of its fee so earned.

ALL-INCLUSIVE PROFESSIONAL FEE

1. The all-inclusive professional fee to conduct the recruitment is $23,500.00 and includes the cost of professional services by the Project Team Leader and the project support staff, and all project-related expenses such as advertising, printing, candidate background and reference checks, and travel expenses for on-site visits by the Project Team Leader. Travel expenses incurred by candidates for on-site interviews with the Client are not the responsibility of WCER and are handled directly by the client organization. The Client will make payments for the project upon receipt of an invoice submitted by WCER. Payment to WCER is due upon receipt. All invoices will be forwarded to the Client for processing unless otherwise directed. For reporting purposes, WCER's tax identification number is 47-1064404.

2. The all-inclusive professional fee will be billed in four installments; 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and the final 10% upon acceptance of offer by the candidate.

3. Additional work related to the recruitment process and as specifically requested by the Client which is outside the scope of this project (i.e. additional on-site visits) will include an additional fee. The fixed professional fee for this recruitment anticipates no more than three on-site visits which include four consulting days with one consultant. However, we would be pleased to provide additional on-site consulting visits for our standard daily rate of $1,500 plus expenses.

ADDITIONAL PLACEMENTS

If candidates from this recruitment process are selected for another position by the Client, within one year of the close of the recruitment, a fee of 50% of the above mentioned fee amount will be due to WCER.

TRIPLE GUARANTEE

1. A commitment to remain with the recruitment assignment until you have made an appointment for the fee and tasks quoted in the proposal. If you are unable to make a selection from the initial group of finalists, WCER will work to identify a supplemental group until you find a candidate to hire.
2. Your executive recruitment is guaranteed for 24 months against termination or resignation. Within the first two years following the date of hire, the replacement recruitment will be repeated with no additional professional fee, but only for project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of your state laws.
3. WCER will not solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.

DEVOTION OF TIME

WCER shall devote such time to the performance of its duties under this Agreement as is necessary for the completion of all project phases.

NOTICE

All notices hereunder shall be in writing and deemed to have been given when delivered, transmitted by first class, registered or certified mail, postage prepaid and addressed as follows:

If to Client:

City of Socorro

Attn: City Attorney

124 Horizon Boulevard

Socorro, Texas 79927

If to WCER:

Waters & Company Executive Recruitment

380 Jackson Street, Suite 300

Saint Paul, MN 55101

Attention: Managing Principal

ENTIRE AGREEMENT

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement that is not contained herein shall be valid or binding.

AMENDMENT

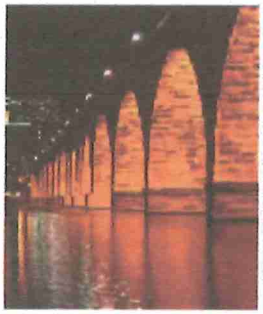
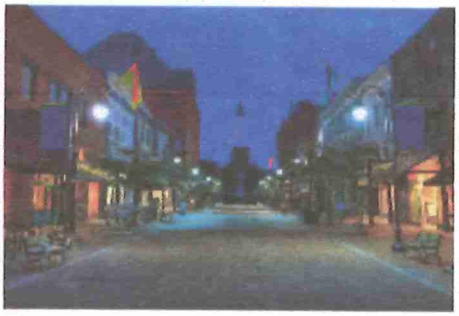
This Agreement may be amended by the mutual agreement of the parties hereto in writing and must be attached to and incorporated into this Agreement.

LEGAL CONSTRUCTION

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof and this Agreement shall be constructed as if such invalid, illegal, or unenforceable provision had never been contained herein.

Executed on the day and the year first written in this Agreement

_____ WATERS & COMPANY EXECUTIVE

Proposal

City of Socorro, Texas

Proposal to Provide Executive Recruitment Services

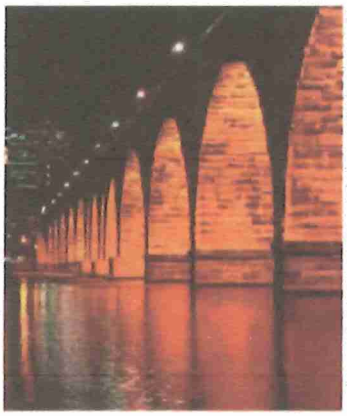
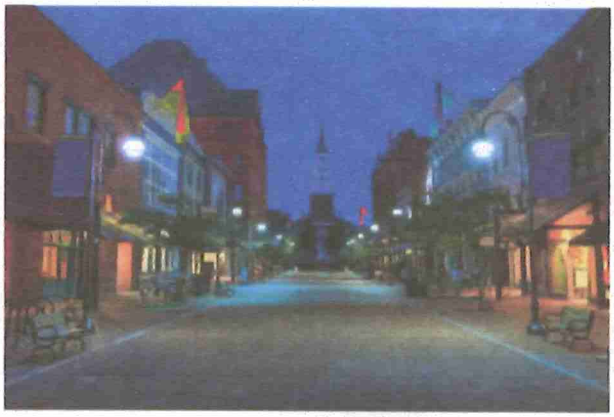
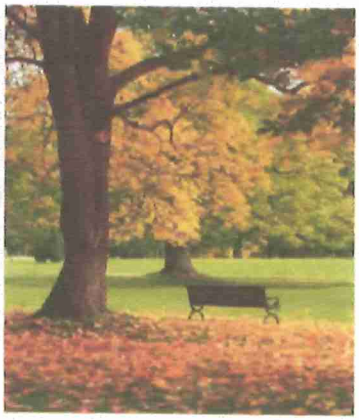
April 6, 2015

W&C | Waters & Company executive recruitment

A Springsted Company

APPENDIX A

Proposal

Proposal

City of Socorro, Texas

Proposal to Provide Executive Recruitment Services

April 6, 2015

W&C | Waters & Company
Executive Recruitment
A Springsted Company

Table of Contents

LETTER OF TRANSMITTAL

I GENERAL INFORMATION 1

II RESPONSE TO SCOPE OF WORK 2

III PROPOSED COSTS 8

IV FIRM EXPERIENCE 9

V QUALIFICATIONS AND EXPERIENCE OF ASSIGNED PERSONNEL 11

SAMPLE BROCHURE ..... APPENDIX I

W&C | Waters & Company Executive Recruitment

A Springsted Company

LETTER OF TRANSMITTAL

April 6, 2015

Ms. Adriana Rodarte, Human Resource Director
City of Socorro
124 South Horizon Boulevard
Socorro, Texas 79927

Re: **Request for Proposal to Provide Executive Recruitment Services**

Dear Ms. Rodarte,

I appreciate the opportunity to submit our proposal for executive recruitment services for the City of Socorro's next City Manager. Our extensive experience in providing executive recruitment services to cities, counties and other public sector organizations nationwide will be beneficial for this recruitment and allow us to find the ideal candidate for the City of Socorro. As the Project Team Leader on previous recruitments for the City of Socorro, I have insights into the community and the Socorro municipal organization.

We know that you have options for using other recruitment firms. However, we believe that our approach sets us apart from our competitors in the following unique ways:

- If requested, our web-based survey can be used to determine the key attributes considered essential for the City Manager. This survey is completed by the organization's employees, community leaders and citizens. The results of the survey will provide the Mayor and City Council with important feedback for development of the profile for the ideal candidate;
- Management Style Assessment Analysis completed by the candidates to determine if a candidate's management style matches the approved profile for the ideal candidate;
- Video candidate interviews that can be made available to the Mayor and City Council to assist in the selection process; and
- Utilization of a proprietary online application system exclusively licensed to Waters & Company Executive Recruitment, *a Springsted Company* (WCER) to facilitate talent management. The system has been designed by WCER to customize applicant flow and tracking. It allows ease of communication with applicants and the ability to conduct database inquiries for candidates based on characteristics important to the City such as geographic location and specific experience, expertise and qualifications.

WCER is national in scope, with offices across the country, including Saint Paul, Los Angeles, Denver, Dallas, Milwaukee, Kansas City, Richmond, Des Moines and Cleveland. The proposal document will provide you the details about our approach, expertise, client references and pricing for this executive recruitment. If you have any questions, please contact me at 214-466-2436 or by email at crohre@waters-company.com. Our Team would consider it a professional privilege to provide these services to the City of Socorro.

Respectfully submitted,

Chuck Rohre

Chuck Rohre, Senior Vice President
Consultant

sml

City of Socorro, Texas
Proposal to Provide
Executive Recruitment Services

I. General Information

Waters & Company Executive Recruitment (WCER) recently merged with Springsted Incorporated, establishing one of the largest public sector executive recruitment and organizational management firms in the United States. Springsted Incorporated, the parent corporation, is a certified WBE. Three employee-owners lead the firms and their 70-member staff. Our headquarters are located in Saint Paul, Minnesota, with regional offices strategically located throughout the United States. Specifically, our regional offices include Dallas, Texas; Milwaukee, Wisconsin; Cleveland, Ohio; Des Moines, Iowa; Kansas City, Missouri; Richmond, Virginia; Denver, Colorado and Los Angeles, California.

WCER has a team of seven primary recruitment consultants available to meet your executive recruitment needs. Each consultant assigned to this recruitment has experience working with cities and the many different disciplines that comprise the City of Socorro organization. Our consultants bring an experienced, participatory and energetic perspective to each engagement; our unique approach and personal touch are reflected in our internal standard to provide outstanding services that exceed the City's expectations. Since 2010 our combined consultant team has conducted more than 350 executive recruitments.

The WCER Recruitment Project Team will partner with the Mayor, City Council and designated staff as your technical advisor to ensure that the recruitment process for your next City Manager is conducted in a thorough and professional manner. Our objective is to generate high-quality candidates and assist you with the screening and evaluation of these candidates.

We have structured the WCER Recruitment Project Team to draw upon Springsted's 50-plus years of service to the public sector and to leverage WCER's experience and capacity to focus nationwide to find the most qualified candidates.

Physical Address

Waters & Company Executive Recruitment, *a Springsted Company*
14285 Midway Road, Suite 340
Addison, Texas 75254
Office: 972-481-1950
Fax: 972-481-1951

Respectfully submitted,

Rollie D. Waters

Rollie Waters, Executive Vice President
Consultant

II. Response to Scope of Work

Task I: Recruitment Brochure Development and Advertising

The development of a comprehensive recruitment brochure that includes a profile of the ideal candidate is an important first step in the recruitment process. This profile includes the required qualifications, professional experience and leadership, management and personal characteristics related to the success of the candidate in the position of City Manager.

The recruitment brochure will also have a profile that captures the essence of the City as a highly-attractive venue for the successful candidate to live and work. To prepare the recruitment brochure, the Recruitment Project Team Leader will come on site to meet with the Mayor, City Council and designated staff to discuss the required background, experiences and management and leadership characteristics for your City Manager position. We will also request organizational charts, budgetary information, operational reports and other documentation describing the current issues and responsibilities of the position. We meet individually (or collectively depending upon your preference) with the Mayor and City Council to broaden our understanding of the position's leadership and management requirements, current issues, strategic priorities and to identify expectations for the City Manager. We also obtain input from department leaders to increase our understanding of the City's strengths and needs. [See example of a recruitment brochure in Appendix I.]

Information obtained from these meetings, coupled with our review of the job description and other City documents, is used to prepare a position and candidate profile. The completed profiles will be approved by the Mayor and City Council before recruitment begins. The position and candidate profile will be central to our recruitment strategy and outreach to candidates.

The Recruitment Project Team will also work with the City of Socorro to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates. Our Team will place ads in appropriate professional publications, websites and local print media. Additionally, WCER has a highly-accessed website that has a special location attracting many potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will include national, state, regional and local elements as determined during our initial meetings with the City's representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public sector conferences, will be utilized to further promote the position.

Project Milestone	Deliverables	Proposed Date
Position profile and recruitment brochure development.	• Onsite interview with the City. • WCER will receive information regarding the City's budgets, organizational charts, images, logos, etc. • Develop draft documents (Recruitment Brochure, Advertisement, Marketing Letter and Timeline).	April 27 – 28
Approve brochure, commence advertising and distribute marketing letter.	• Brochure sent to the City for final approval. • Commence advertising and distribution of recruitment brochure.	May 5

Task II: Execution of Recruitment Strategy and Identification of Quality Candidates

Utilizing the information developed in Task I, WCER will identify and reach out to individuals who will be outstanding candidates for the position of City Manager. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, if a potential candidate is presented with the opportunity directly and in the proper manner, he or she may apply. We take pride in our ability to locate highly qualified candidates across the nation based on the professional contacts and relationships we have developed and maintained over many years.

Our recruitment outreach emphasizes personal contacts with prospective candidates. We also contact ICMA-credentialed managers and managers who demonstrate an ongoing commitment to professional leadership development. Finally, we draw upon our knowledge of qualified local government managers from our database and from the professional network of our Team.

These efforts will be supplemented by the creation of an appropriate database utilizing our extensive, interactive applicant database for the City Manager position. This will provide the WCER Team with the ability to customize applicant flow and tracking, communication with applicants and the ability to conduct database inquiries for candidates based on characteristics important to the City such as geographic location, particular experience, expertise and credentials. WCER's commitment to customer service extends to the candidate as well as the client.

During this part of the process the Recruitment Project Team will work with the Mayor and City Council and designated staff to reach consensus on the leadership and management style for the ideal candidate. Our research will determine the key competencies, work values and leadership/management style for the position and match the candidates to each attribute. Each candidate submitting a resume is sent a timely acknowledgement by our Team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status in the process. We take pride in the many complimentary comments made by candidates regarding the level of communication and the professional manner in which they are treated during our recruitments.

Project Milestone	Deliverables	Proposed Date
Execution of recruitment strategy and candidate outreach.	• Online data collection and profile development. • Development of interactive searchable applicant database for recruitment of the City Manager. • WCER performs direct outreach to prospective candidates identified in the recruitment strategy. • Utilization of extensive applicant database to identify applications and review applicant pool for competencies/demographics.	May 6 – June 8

Task III: Screening of Applicants and Recommendation of Semi-Finalists

Our recruiting efforts in Task II are directed towards the quality of the candidates we contact, not the quantity. The minimum qualifications for the candidate will include the requisite experience and skills needed to successfully perform the position's duties. In Task III the Recruitment Project Team, under the direction of the Recruitment Project Team Leader, will screen the candidates against the criteria within the position and candidate profiles and develop a list of semi-finalists for recommendation to the Mayor and City Council.

The most promising applicants will receive a candidate essay questionnaire to complete that will provide additional information about the candidates' background and experience. We will then narrow the list to a group of 10-15 semifinalists for your review and to select finalists.

Another unique aspect of our recruitment process is our use of online recorded interviews for the screening process. Responses are timed and questions are not provided in advance. This tool allows our Team to develop a more comprehensive understanding of the candidate's ability to think "on their feet" as well as their personal and professional demeanor.

Our Team will provide an online link for the Mayor, City Council and others designated, who have input into the hiring decision, allowing them to review and rate the recorded responses. This provides the organization with additional candidate assessments that can be customized to fit the unique needs of your City.

Throughout the process, you will have access to our Master Applicant List (MAL), which will provide pertinent data about each applicant.

Project Milestone	Deliverables	Proposed Date
Applicant screening and recommendation of semi-finalists.	• WCER compares applications to the approved candidate profile developed in our searchable applicant database. • WCER develops customized candidate questionnaire & due diligence questionnaire to provide to applicants who most closely meet the candidate profile. • Top 10-15 candidates identified as semi-finalists. • Semi-Final Report is prepared, including the brochure, master applicant list, cover letter, resume and completed questionnaire of candidates to be considered. • WCER and the City review and rate video interviews. • WCER sends links to City to review the aggregate responses and ratings. • Semi-finalists complete candidate management style assessment, responses are reviewed and interview questions are developed. • Recruitment Project Team Leader meets with Mayor and City Council to review recommended semi-finalists. Mayor and City Council select finalists for on-site interviews.	June 8 – 18

Task IV: Conducting Background Checks, Reference Checks and Academic Verifications

When the Mayor and City Council approve of a group of finalists for on-site interviews, WCER will begin the process of conducting reference checks, background checks and academic verifications. Contact is then made with references to complete our understanding of the management and leadership characteristics and professional work performance of the finalists.

For the background checks, WCER will develop information on the candidates in the following areas:

- Consumer Credit
- City/County Criminal
- City/County Civil Litigation
- Judgment/Tax Lien
- Motor Vehicle
- Bankruptcy
- State District Superior Court Criminal
- State District Superior Court Civil Litigation
- Federal District Criminal
- Federal District Civil Litigation

To ensure that our quality standards are maintained, we require a minimum of ten business days between the time that you select the finalists for on-site interviews and when we submit the candidate documentation for your final interview process.

Project Milestone	Deliverables	Proposed Date
Finalists complete supplemental work products.	- Finalists complete narrative of their two most significant professional achievements and a critical problem analysis.	June 24
Design final process with City Council for on-site interviews with finalists.	- WCER confirms interviews with candidates. - Travel logistics are scheduled for the candidates.	June 24 – 25
Background checks, reference checks and academic verification.	- WCER completes background checks, reference checks and academic verifications for finalists.	July 1

Task V: Final Interview Process

Upon completion of Task IV, we will work with you to develop the final interview process. We will provide documentation on each of the finalists which will provide the highlights of their professional experience and leadership/management profile (Gap Analysis) as well as a summary of the results of the reference checks, background checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The Recruitment Project Team Leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. In addition, if the City requests the service, we will assist you with the development of a compensation package and related employment considerations and assist with the negotiation of an employment agreement.

Project Milestone	Deliverables	Proposed Date
Finalist Report prepared and delivered to City.	• Final Report is prepared, including brochure, interview schedule, cover letter, resume, candidate questionnaire, two examples of candidates' most significant professional achievements, suggested interview questions, candidate assessment form and management style probing questions.	July 2
On-site interviews with finalists.	• Interviews are scheduled. • Recruitment Project Team Leader attends client interviews and is available to participate during deliberations of candidates.	Week of July 6
Offer made / accepted.	• If requested, WCER participates in candidate employment agreement negotiations. • WCER notifies candidates of decision. • WCER confirms final process close out items with the City of Socorro.	Week of July 13

Strategy for Recruitment of Diverse Candidates

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We have established strong and credible networks with minority and female leaders nationwide. In addition, we are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Hispanic Network and are on their National Corporate Advisory Council. We participate in their membership events on a regular basis.

To that end, we take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. In this recruitment, we will use our established networks to make direct and personal contacts with prospective minority and female candidates and encourage them to consider the City of Socorro's City Manager position. Because of our performance record in presenting a diverse applicant pool, these prospective candidates know they will be fairly considered in the process.

Waters & Company Executive Recruitment, *a Springsted Company*, is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. As a leader in the executive recruitment industry, we take positive actions to prevent and to remedy any discriminatory effects of business and employment practices.

Springsted Incorporated, our parent company, is a certified WBE.

Timeline

Below is an estimated Timeline for the executive recruitment process. You will be asked during the first on-site meeting to review and approve a Timeline for the recruitment project. It is our intent to conduct the recruitment expeditiously, but not at the expense of finding high-quality candidates for you.

CITY OF SOCORRO, TEXAS EXECUTIVE RECRUITMENT PRELIMINARY TIMELINE		
The following Timeline represents a preliminary schedule for your executive recruitment based on a commencement date of April 26. Actual target dates will be developed in consultation with and approved by the Mayor and City Council.		
Project Milestone	**Deliverables**	**Target Date**
Profile development, advertising and candidate outreach.	• WCER completes on-site interviews to develop candidate profile and recruitment brochure; the City approves ad placement schedule and timeline. • WCER sends draft recruitment brochure to the City. • The City returns draft recruitment brochure (with edits) to WCER. • WCER commences executive recruitment advertising and marketing. • Online data collection and profile development.	April 26 – June 8
Applicant screening and assessment and recommendation of semi-finalists.	• WCER commences formal review of applications and sends most promising applicants a Candidate Questionnaire to provide additional information about background and experience. Candidates complete recorded interview online. • WCER completes formal review of applications and sends selected resumes and questionnaire responses to the City for review. Also candidates' recorded interviews are presented. • Semi-finalists complete candidate management style assessment and responses are reviewed and interview questions are developed. • WCER meets with the City and recommends semi-finalists; the City selects finalists for on-site interviews.	June 9 – 26
Comprehensive background check and reference checks completed for finalists.	• WCER completes reference checks/background checks/ academic verification on finalists.	July 1
On-site Interviews with finalists.	• WCER sends documentation for finalists to the City. • The City conducts on-site interviews with finalists.	Week of July 6
Employment offer made / accepted.	• The City extends employment offer to selected candidate.	Week of July 13

III. Proposed Costs

The all-inclusive professional fee to conduct the recruitment is provided below and includes the cost of professional services by the Recruitment Project Team Leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Travel expenses incurred by candidates for on-site interviews with the client are not the responsibility of WCER and are handled directly by the client organization.

The all-inclusive professional fee will be billed in four installments: 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and 10% upon acceptance of an offer by the candidate. We are open to negotiate an alternative payment schedule if selected for this recruitment.

If candidates from this recruitment process are selected for another position within your organization within one year of the close of the recruitment, a fee of 50% of the following proposal amount will be due to Waters & Company Executive Recruitment, *a Springsted Company*.

All questions regarding the professional fees and project-related expenses should be directed to Chuck Rohre, Senior Vice President at crohre@waters-company.com or via phone at 214-466-2436.

PHASE	DESCRIPTION OF PROFESSIONAL SERVICES	FEES
Phase I	Task 1 – Candidate Profile Development/Advertising/Marketing (includes one day on site by Recruitment Project Team Leader) Task 2 – Identify Quality Candidates	
Phase II	Task 3 – Screening of Applications and Submission of Recommended Semi-Finalists to Client (includes one day on site by the Recruitment Project Team Leader) Task 4 – Reference Checks, Background Checks and Academic Verifications	
Phase III	Task 5 – Final Process/On-Site Interviews with Finalists (includes two days on site by Project Team Leader)	
Conclusion	Acceptance of offer by candidate	
	TOTAL ALL-INCLUSIVE PROFESSIONAL FEE	***$23,500***

OPTIONAL SERVICES FOR CONSIDERATION	FEES
Additional work related to the search process and as specifically requested by the City that is outside of the scope of this project (i.e. additional onsite meetings) is additional. The fixed professional fee for this recruitment anticipates no more than three onsite consulting days with one consultant. However, we would be pleased to provide additional onsite consulting visits for our standard daily rate of $1,500 plus expenses.	***$1,500*** per day plus expenses

Triple Guarantee

Our Triple Guarantee is defined as: (1) A commitment to remain with the recruitment assignment until you have made an appointment for the fees and tasks quoted in this proposal. If you are unable to make a selection from the initial group of finalists, WCER will work to identify a supplemental group until you find a candidate to hire. (2) Your executive recruitment is guaranteed for 24 months against termination or resignation. The replacement recruitment will be repeated with no additional professional fee, but only for project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of your state laws. (3) WCER will not directly solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.

IV. Firm Experience

References

City of Fort Worth, Texas Former Mayor Moncrief
mike@moncriefinvestments.com
817-338-1225
Project: *Selection of City Manager and Assistant City Manager*

New Braunfels, Texas
Ms. Julie O'Connell, *former Human Resources Director, now Human Resources Director City of Huntsville*
joconnell@huntsvilletx.gov
936-291-5436
Project: *Selection of City Manager and Department Directors*

Town of Marana, Arizona
Ms. Suzanne Machain, *Human Resources Director*
snmachain@marana.com
520-382-1920
Project: *Selection of Deputy Town Manager and Police Chief*

City of Irving, Texas
Dr. Ike Obi, *Human Resources Director*
iobi@cityofirving.org
972-721-2665
Project: *Selection of Assistant City Manager, and Department Directors*

City of Charlotte, North Carolina
Ms. Cheryl Brown, *Director of Human Resources*
clbrown@ci.charlotte.nc.us
704-336-5703
Project: *Selection of City Manager*

City of Westminster, Colorado
Ms. Debbie Mitchell, *Administrative Services Director*
dmitchell@cityofwestminster.us
303-658-2155
Project: *Selection of City Manager*

City of Denton, Texas
Mr. George Campbell, *City Manager*
george.campbell@cityofdenton.com
940-349-8307 or
Ms. Carla Romine-Hagmark, *Human Resources Director*
carla.romine@cityofdenton.com
940-349-8344
Project: *Selection of Director of Engineering Services, Assistant City Manager and various department directors*

Experience

The following is a partial list of other Executive Recruitments:

List of Administration Executive Recruitments 2012 – Present				
Year	**Client**	**State**	**Recruitment**	**Population**
2012	Albertville	MN	City Administrator-Phase One Only	7,044
2012	Brainerd	MN	City Administrator	13,517
2012	Charlotte	NC	City Manager	792,862
2012	Eau Claire	WI	City Manager	61,704
2012	Exmore	VA	Town Manager	1,458
2012	Fairview	TX	Town Manager	8,148
2012	Martinsville	VA	City Manager	15,416
2012	Morehead City	NC	City Manager	9,203
2012	Ocean City	MD	City Manager	7,092
2012	Rockville	MD	City Manager	47,388
2012	Scandia	MN	City Administrator	3,936
2012	Sun Prairie	WI	City Administrator	29,364
2012	Thief River Falls	MN	City Administrator	8,661
2012	Winchester	VA	City Manager	27,216
2012	Windsor Heights	IA	City Administrator	4,860
2013	Justin	TX	City Manager	3,333
2013	Bayport	MN	City Administrator	3,496
2013	Belle Plaine	MN	City Administrator	6,804
2013	Bellevue	WI	Village Administrator	14,570
2013	Burnsville	MN	City Manager	60,828
2013	City of Alexandria	MN	City Administrator	11,549
2013	City of International Falls	MN	City Administrator	6,357
2013	City of Sherburn	MN	City Administrator	1,128
2013	Clinton	NC	City Manager	8,676
2013	East Grand Forks	MN	City Administrator	8,602
2013	Irving	TX	City Manager	228,653
2013	Litchfield	MN	City Administrator	6,671
2013	Manassas	VA	Director of Finance and Administration	37,821
2013	Montgomery	MN	City Administrator	2,933
2013	Moose Lake	MN	City Administrator	2,753
2013	Muskegon	MI	City Manager	37,213
2013	Newport News	VA	City Manager	179,611
2013	Norwood Young America	MN	City Administrator	3,583
2013	Raleigh	NC	City Manager	423,179
2013	Roseville	MN	City Manager	34,666
2013	Watertown	MN	City Administrator	4,239
2013	West Saint Paul	MN	City Manager	19,708
2014	Atlantic Beach	FL	City Manager	12,864
2014	Bloomington	MN	City Manager	86,033
2014	Boone	NC	Town Manager	17,774
2014	Eustis	FL	City Manager	19,214
2014	Hutchinson	MN	City Administrator	13,929
2014	Irving	TX	City Manager	225,427
2014	Lakeville	MN	City Administrator	57,342

List of Administration Executive Recruitments 2012 – Present				
Year	Client	State	Recruitment	Population
2014	Lexington	VA	City Manager	6,998
2014	Lower Merion	PA	Township Manager	59,850
2014	Midlothian	TX	City Manager	19,891
2014	Narberth Borough	PA	Borough Manager	4,295
2014	Novi	MI	City Manager	57,960
2014	Springfield	MN	City Manager	2,114
2014	Town of Cape Charles	VA	Town Manager	990
2015	Bemidji	MN	City Manager	14,435
2015	Castle Rock	CO	Town Manager	53,063
2015	Oakdale	MN	City Administrator	27,780
2015	Westminster	CO	City Manager	109,169

V. Qualifications and Experience of Assigned Personnel

Mr. Rollie Waters, Executive Vice President
Direct Phone: (214) 466-2424
Email: rwaters@waters-company.com

Recruitment Project Team Leader
Mr. Chuck Rohre, Senior Vice President,
Direct Phone: (214) 466-2436
Email: crohre@waters-company.com

Mr. Chuck Anderson, Senior Vice President
Direct Phone: (817) 965-3911
Email: canderson@waters-company.com

Ms. Regan Brown, Project Coordinator
Direct Phone: (214) 466-2445
Email: rbrown@waters-company.com

Rollie Waters
Executive Vice President

Rollie O. Waters is an Executive Vice President of Waters & Company Executive Recruitment, *a Springsted Company*. Since 1976, Rollie has been a management consultant to private and public sector clients. He has consulted with national and international clients in the area of HR Management system design and strategic management. He has given various lectures and seminars for organizations in the areas of compensation as it relates to performance management. He is viewed on a national level as one of the foremost authorities in succession planning and performance management system design for the public sector. He has spoken before such organizations as the International City/County Managers Association, American Management Association, The Alliance for innovation, Southern Methodist University, the University of Maryland, National Forum of Black Public Administrators, California Institute of Technology, the Texas Municipal League (TML), the International Personnel Management Association (IPMA-HR), several international companies in Great Britain and various other U.S. public and private sector agencies and organizations.

Rollie has been actively involved in the development of competency-based knowledge selection and development tools over the past twenty years. He has been instrumental in ensuring the proprietary profiles that he has designed attract the right candidates that fit the organization's needs. In addition, Rollie's extensive knowledge of performance management solidifies matching the management style most compatible with the organization's success. His research on succession planning has led him and his team to be able to help shape the future of organizations through their executive recruitment activities.

Rollie has been widely published in national journals and magazines focusing on human resource challenges. His publications include a research article in the Public Personnel Management Journal titled "The Impact of Behavioral Traits on Performance Appraisal." Prior to founding W&C, Rollie held an executive position with Dun & Bradstreet Co., Inc., and a management position with Owens Corning Fiberglass.

Areas of Expertise

- Executive Recruitment
- Web- Based Compensation Support
- Management Development
- Organizational Strategy
- Mentoring Programs
- Performance Management
- Competency-based Systems and Development Systems
- Succession Planning

Professional Accomplishments and Education

Rollie is a member of Mensa, a Strategic Partner with the International City/County Managers Association, International Management Consultants, and Alliance for Innovation, a member of the National Corporation Advisory Council of the National Forum for Black Public Administrators, and numerous other professional groups. He has also appeared in several professional directories such as Who's Who in the World, Who's Who in Finance and History, and many others. Rollie has an extensive background in the behavioral sciences and strategic planning. He received his MBA at Pepperdine University and his Bachelor of Science degree in Psychology from the University of South Carolina. In addition, he is a Certified Management Consultant (CMC); CMC is a certification mark awarded by the Institute of Management Consultants USA and represents evidence of the highest standards in consulting and adherence to the ethical canons of the profession.

Chuck Rohre
Senior Vice President

Chuck Rohre is a Senior Vice President of Waters & Company Executive Recruitment, *a Springsted Company*. In this role, he is responsible for managing and conducting executive recruitment engagements for the firm to insure their integrity, timeliness and adherence to budget parameters. Chuck has more than 35 years of experience in managing and consulting in both the private and public sectors. He has served as Police Chief and Director of Public Safety for North Texas municipalities with populations ranging from 9,000 to 200,000 plus. Prior to beginning his consulting career, Mr. Rohre served for three years as Police Chief of Plano, Texas.

Chuck joined the firm in January 2006 following a 13-year engagement with another nationally recognized public sector search firm where he managed the Texas and Southwestern operations. He has an extensive and successful track record of completed recruitments across the nation, especially in the Midwestern and Southwestern states. Among others, he has led recruitment processes for City and Assistant City Managers, Police Chiefs, Fire Chiefs, Library Directors, Chief Information Officers, City/County Attorneys, Parks & Recreation Directors, Finance Directors and Public Works Directors. The clients range from as small as 2,500 to as large as 700,000 in population. He has also conducted management consulting assignments in a number of areas including public safety, career development and strategic planning. He has written and presented training in a variety of subject areas including personnel assessment, leadership and management skills, and career development for public sector employees.

Areas of Expertise

- Executive Recruitment
- Background Investigations
- Assessment Centers
- Career Development
- Strategic Planning
- Organizational Assessment

Professional Accomplishments and Education

Chuck received his bachelor's degree in Career Development from the Dallas campus of Abilene Christian University and his master's degree in Human Relations and Management from the same institution. He has completed advanced management training at the Institute for Law Enforcement Administration and now serves on its adjunct faculty and advisory board. Chuck completed the Federal Bureau of Investigation's prestigious LEEDS course at Quantico, Virginia. He is a veteran of the United States Army, serving in the United States and the Republic of Viet Nam.

Charles (Chuck) Anderson
Senior Vice President

Charles (Chuck) S. Anderson is a Senior Vice President of Waters & Company Executive Recruitment, *a Springsted Company.* Prior to joining the Waters & Co., Chuck worked for local governments and non-profit organizations, including City Manager for Dallas, Texas; Executive Director for the Dallas Area Rapid Transit (DART) and Executive Director for the Michigan Education Association.

Chuck also served as Director for Local Government Reform for the International City/County Association (ICMA), managing a U.S. government contract for the planning and delivery of technical assistance to local governments in Central and Eastern Europe. His last assignment in this role with ICMA was to recruit and supervise a team of technical consultants to assist in re-building local governments in Bosnia following agreement on the Dayton Accords.

During his service with the Michigan Education Association, Chuck also served as Senior Consultant for Urban Planning and Management for Michigan State University's Institute for Public Policy and Social Research.

Areas of Expertise

- Executive Recruitment
- Leadership/Management Development
- Organizational Design
- Organizational Development

Professional Accomplishments and Education

Chuck received a Bachelor of Arts degree in political science and human resources management and a Masters of Public Administration degree from the University of Kansas. He received the prestigious L.P. Cookingham Award for Development of Young Professionals from the International City/County Management Association (ICMA) and the Minority and Women Advancement Award from the American Public Transit Association (APTA). He was also recognized as Public Administrator of the Year by the American Society of Public Administration (ASPA) and Outstanding Management Innovator (Honorable Mention) by ICMA. Chuck was recognized in 2007 with the Lifetime Achievement Award from his Public Administration Alumni Association at the University of Kansas.

Regan Brown
Project Coordinator

Regan Brown is the Project Coordinator at Waters & Company Executive Recruitment, *a Springsted Company*. She is responsible for supporting the lead consultants throughout the entire scope of the recruiting process, as well as providing administrative support to the Executive Vice President, Rollie Waters.

In this role, Regan coordinates communications with candidates, the handling of resumes and the distribution of candidate questionnaires. She is also responsible for providing support to candidates regarding technical and logistic issues. She assists the consultants in scheduling the semifinalist interviews, submitting profiles for background checks and education verifications and notifying the finalists. Her responsibilities extend to editing presentations and proposals, advertisement placements and general office administration.

Professional Accomplishments and Education

Previously, Regan worked in Residential Real Estate and as the Operations Manager for a publically held subprime financial services company. Coordinating between board members, executive staff and operations employees, she implemented executive initiatives at all levels of the company. Regan also served as ISO 9001 Management Representative for Halo Financial Services, LLC.; her attention to detail and her passion for efficiency allowed for a perfect audit record three years in a row. Her service leadership attitude ensures an exceptional customer service experience.

APPENDIX I
Sample Brochure

THE CITY OF SACHSE (TEXAS) SEEKS AN EXPERIENCED, HIGHLY MOTIVATED AND VISIONARY LEADER TO SERVE AS THE NEXT...

COMMUNITY OVERVIEW

City of Sachse Vision:

"Sachse is a friendly, vibrant community offering a safe and enjoyable quality of life to all who call Sachse home."

Sachse, "Hard to Say, Easy to Love," is a rapidly developing community within the greater Dallas area, adjacent to Garland and Wylie and is growing into a more urbanized setting. The growth has accelerated as Highway 190, the President George Bush Turnpike, extends through the southern part of the city. Sachse is mostly residential in character; however, retail and commercial businesses are beginning to rapidly develop along Highway 78. City officials and the Sachse Economic Development Corporation are confident that quality restaurants and retail establishments will develop along Highway 190.

With the adoption of the updated Comprehensive Plan, the city is poised for future growth within the realm of its ideal "country living" atmosphere. Sachse, at the crossroads of development within northern Dallas County and southern Collin County, is poised for success and offers an outstanding environment for the next City Manager to make a difference. Sachse is located approximately 20 miles northeast of downtown Dallas on Highway

CITY MANAGER

ORGANIZATION AND GOVERNANCE

The City of Sachse is an incorporated municipality within Collin and Dallas Counties with a Home Rule Charter. According to the Charter, the City operates under the Council-Manager form of government, with policy-making and legislative authority vested in a governing body, the City Council, consisting of the Mayor and six at-large members, all elected on a non-partisan basis.

Under direction of the appointed City Manager, the City of Sachse offers a full range of services including: public safety (police, fire protection, and EMS), streets, sanitation, water and sanitary sewer utilities, environmental services, library, parks and recreation, engineering, planning and zoning, building inspection and code enforcement, and general administrative services. For Fiscal Year 2014-15, the City has a full-time staff of 133 full time and 42 part time employees, with a General Fund Budget of $12.82 million, and an all-funds budget of $25.89 million.

In January 2015 the City Council adopted an updated Strategic Plan and Vision for the community. Sachse holds a AA rating from Standard and Poor's. The City has a half-cent sales tax dedicated to economic development (Type B Corporation) and the City Council appoints the seven members of the Sachse Economic Development Corporation (SEDC) for staggered, two-year terms. To learn more about the municipal organization visit http://www.cityofsachse.com.

POSITION PROFILE

The vacancy for the City Manager position was created by resignation of the incumbent after eight years of service to the City, with three years of service as City Manager. A former Director of Finance is serving as Interim City Manager on a contractual basis. The City Council appoints a City Manager to serve as the chief administrative officer and manage the day-to-day affairs under the guidelines and policies established by the Council and the provisions of the City Charter and applicable statutes. The City Manager is a vital component of the governance of the City of Sachse, responsible for the appointment and supervision of staff, preparation and recommendation of the annual budget, and providing recommendations to the City Council concerning

COMMUNITY OVERVIEW (Continued)

78 and Highway 190, which provides quick and easy access to Plano, Richardson, Garland, North Dallas, Central Expressway, and eastward to Rockwall County and beyond. The most recent estimated census lists the population as 23,000 (2014 Est.). Sachse's land area is approximately 9.8 square miles.

Sachse offers a variety of activities and cultural opportunities both in and around the community. Sachse Fallfest, an annual event that draws over 10,000 people from surrounding areas, is an annual arts and crafts country fair and the City hosts an outstanding fireworks show on Independence Day. The Sachse Public Library contains over 20,000 volumes. Because of its close proximity, Sachse has ready access to all of the cultural amenities in the Dallas/Fort Worth Metroplex, including museums, professional and intercollegiate athletics, professional and local amateur theater, and historical attractions. The educational needs of the community are served by two award-winning public school systems, the Garland Independent School District and the Wylie Independent School District. Continuing education is served by a wide variety of universities and community colleges in both Dallas and Collin counties, several within a short commute.

Sachse's retail trade area (within a 12 minute drive) consists of 180,500 residents in 60,000 households, with an average household income of $89,079. Assessed value of property within the city totals $1.41 billion.

POSITION PROFILE (Continued)

fiscal and policy issues. As provided in the City Charter, the City Manager serves at the will and pleasure of the Council, subject to the provisions contained within an employment agreement. The City Charter requires the City Manager to reside within the corporate limits of the City of Sachse.

CURRENT ISSUES AND CHALLENGES

Following is a list of current issues and challenges that the new City Manager will need to address during their first twelve to twenty four months. This listing is intended to be representative and not all-inclusive.

- Economic Development and Marketing Planning - The City Manager will work with the SEDC Board and City Council to update the marketing plan last reviewed in 2011 and assist in the adoption and implementation of a viable and effective economic development vision for Sachse.

- Sachse's land area is extensively developed and the community is "landlocked" by adjacent cities. Its primary economic future lies in continued development of dining and retail along Highway 78, which has a daily traffic count in excess of 39,000 vehicles, and the development that will occur along Highway 190, the President George Bush Turnpike. Highway 190 extends through Rowlett and Garland and connects with Interstate 30 in Garland. The City Manager must provide expertise and leadership to insure that development within these two key sectors is high quality and in the community's best long-term interests.

- With a tax base that is primarily residential, the financial pressure on Sachse homeowners to fund municipal services is increasing. The City Manager must continue to explore diversification of the tax base and work closely and harmoniously with the City Council, the Chamber of Commerce and development interests to foster high quality commercial development.

- Community Identity - Sachse is surrounded by communities with extensive retail and dining offerings. Garland (with Firewheel Mall and the Bass Pro Development), Wylie, Murphy and Rockwall are strong competitors for commercial development. The close proximity of these more commercially developed communities has presented a challenge to attract quality dining and retail operations when there are similar outlets in these close-by communities. The City Manager will work with the City Council, Economic Development Board and Chamber of Commerce to identify the unique offering of Sachse and potential niches within these retail, dining and commercial sectors to serve the Sachse community and allow the businesses to succeed.

- As the municipal organization continues to evolve, the City Manager must constantly strive to maintain staff development at all levels of the organization with an emphasis on delivery of high quality customer service and cost effectiveness as he/she reviews all aspects of the municipal organization.

- Working with the staff, the City Manager will be expected to provide expert technical knowledge and guidance to the City Council as it develops fiscal and economic policies to maintain the long-term financial vitality of the community.

2015 Strategic Plan Goals:

1. Strategically invest in the City's *existing and future* infrastructure to ensure those needs are met.
2. Be a model of financial stewardship through growth management, responsible investment and financial transparency.
3. Provide a high quality environment for families, individuals, businesses, and other organizations in Sachse.
4. Make Sachse more prosperous through job creation and quality development that adds community value.
5. Meet the public safety needs of growing citizen, student and business population.
6. Provide excellent governmental services to Sachse's citizens.

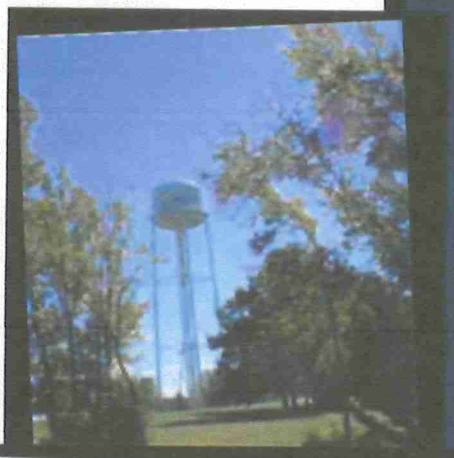
MANAGEMENT STYLE/PERSONAL CHARACTERISTICS

Prepared in consultation with the Mayor and members of the City Council, the following listing reflects the management style and personal characteristics of the ideal candidate:

- Outstanding personal leadership, management and administrative skills.
- Highly developed financial management and budgetary skills.
- High personal energy and a positive approach.
- An approachable, friendly, open and participatory management style.
- The ability to work with and communicate effectively with all levels of the organization and all elements of the community on a fair and equitable basis.
- A willingness to communicate effectively and equitably with all members of the City Council in an accurate and timely fashion.
- The ability to maintain positive, productive relationships with the City Council, the general public, the business and commercial community, and development interests;
- The ability to maintain effective working relationships with department heads and other City employees while maintaining a high level of accountability and productivity. The City Manager should oversee development of personnel policies and procedures to insure opportunity for the staff to advance based on their ability and skills;
- A strong commitment to teamwork, customer service and excellence.
- A willingness to maintain a high degree of visibility in the community, both on and off the job. The successful candidate will have the desire to enter into a long-term relationship with the City and the community.

Other required personal characteristics include:

- Outstanding written, oral and presentation/communications skills.
- Outstanding interpersonal and "people" skills.
- The tenacity to work through complex, long-term and often difficult issues and projects.
- Initiative, resourcefulness, creativity and problem-solving ability.
- An understanding of the political process while avoiding personal involvement in political issues.
- A visionary approach to Sachse's future.



#26

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: 04/08/2015
TO: Council

FROM: Mayor Jesus Ruiz

SUBJECT: Discussion regarding City of Socorro flood plan

SUMMARY

We are approaching the summer season and with it, the rains that cause water run off to enter Socorro. We need to discuss the plan and make any possible changes to it. We can also discuss what we have done since last year and how we are prepared this year.

BACKGROUND

n/a

STATEMENT OF THE ISSUE

See above

FINANCIAL IMPACT

None

ALTERNATIVE

none

COUNCIL MEMBER RECOMMENDATION

There is no recommendation as this is not an action item

JUNE 18, 2014
CITY OF SOCORRO
FLOOD PLAN

WHEN IT RAINS

When it rains for 1/2 hour, the Police Department will to notify the Public Works Director, Public Works Supervisor, Planning and Zoning Director and City Manager to meet at Stockyard Road arroyo barrier within 1 hour of the call in order to evaluate the potential water accumulation and flow. The Police Department will make notification on weekends and between 5:00 P.M. and 8:00 A. M. during the week day.

The water flow from the first two culverts at I-10 will to be reviewed. The water flow from the second culvert needs to be flowing west to the bridge on Stockyard. If not, there will be damage to properties south of Reid Road.

The berm on Rio Vista and Thunder Road will be the next area to review. A determination must be made of the berm if it is going to fill up and/or breach.

If the berm is going to fill up and possible breach, preparations will be made to open the berm and allow the water to fill the empty lot at Rio Vista and Thunder Road. Before opening the berm, a barrier should be created across Thunder Road to direct the water flow from the berm to the empty lot.

Before the berm is opened, Thunder Road will be closed off from Rio Vista Road and Horizon Blvd. The closing of the Thunder Road will be the Police Department's duty.

Public Works staff will to review the Mesa Spur Drain going east of Rio Vista Road and across Horizon Blvd to determine if the water in the drain is following. The staff is to try to locate any obstruction by driving the length of the drain, if possible. If the appears to be any obstruction in the flow of water the El Paso Water Irrigation District Number 1 is to be notified to remove the obstruction.

A second Public Work staff needs to review the Mesa Spur Drain at the Coker and Worsham area to determine if the water flowing. If the water is not flowing, they are to contact the El Paso County Water Irrigation District Number 1, Socorro Police Department, Parks Department, and Fire Department. The Socorro Police Department, and Fire Department are to notify the residence on the north side of the drain to evacuate or help them to evacuate. It will be the Police Department responsibility to evacuate the residents from that area.

The Parks Department is to open the Rio Vista Community Center so people can be transported there.

EVACUATION SITE

The Rio Vista Community Center, 901 Rio Vista Road will be the evacuation site to relocate people from the potential flood.

People can be transported to the Rio Vista Community Center until a shelter is declared by the Red Cross.

The Border Patrol can be involved with the evacuation of people in the Coker and Worsham area, if necessary.

PUBLIC RELATION OFFICER

If a decision is made to open the berm or evacuate people, the Public Relation Officer needs to be noticed of the situation. The Public Relation Officer needs to start notifying the press and the City Council of what is happening. Residents are to be notified of the situation.

EMERGENCY OPERATION CENTER

The City Council Chamber at 860 Rio Vista Road will become the Emergency Operation Center. The City Council Chambers will be open by the Parks Department.

SAND BAGS

The filled sand bags will be at the Socorro Recycling Center, 241 Old Hueco Tanks Road.

The Public Works Department is responsible for issuing out sand bags during and after heavy rains. This process should start after 2 hours of heavy rain. There should be at least two staff members issuing bags. The oldest bags shall be issued out first.

The City of Socorro shall maintain at least 2,000 sand bags filled at all time.

The City of Socorro shall have at least 3,000 empty sand bags at all times.

The Volunteer Fire Fighters can be assist with issuing sand bags.

STREET REVIEW

There are several streets that needs to be reviewed each time it rains. When it rains several streets are low and accumulate water. This list needs to be expanded each time there are requests made to remove water.

When the rain stops and when it is day light, the following streets are to be reviewed:

Nancy Road
Arlene Circle
Arlene Drive
Patty Jo Drive
Stedham Circle
Telop Road
Favila Road
Fray Vargas
Lisa Diana
Valley Ridge
Buford in front of Bulldog Champions Park
Horizon right of way north of the City Hall
Alameda at the Distribution Center will need sand bags. This is a TxDOT Street
Soya near Paradise Park

Each time there a heavy rain Nancy Road fills with sand that has be removed for traffic flow. It will require the tractor to move the sand from the street.

With the liquid vacuum truck, water truck, street sweepers, and pumps with hoses start removing standing water from the streets and right of ways.

The parking lot on south side North Loop that serving shopping plaza will fill with water. The owner will noticed by Code Enforcement to remove the water.

SHELTERS

The Red Cross is to be notified to declare and open up shelters.

After the shelters close there may be a need to provide additional housing, The Grant Administrator will be responsible for helping to coordinate housing.

To receive an apartment with the help of the Housing Acquisition Corp., a subsidiary of the Housing Authority of the City of El Paso. The Housing Acquisition Corp. will help financially qualifying families that are referred to it by the America Red Cross.

EMERGENCY MANAGEMENT CENTER

If El Paso County declare the opening of the Emergency Management Center. The Mayor will be required to go to the Emergency Management Center. The address is 200 North Kanas, El Paso, Texas.

Emergency Management Coordinator of El Paso City and County Emergency Management phone number is 838-3263.

Mr. Ricardo Gonzalez, Lieutenant, EMC Assistant Coordinator phone number is 838-3266. The cell number is 240-3172.

Mr. Steve Cordova, Ysleta Del Sur Pueblo, Emergency Management Planner phone number is 859-7913. The cell number is 487-5777.

DISASTER DECLARATION

Issuing a declaration of emergency allows you to receive State and Federal assistance. To get funds from the Federal Government there must be $25 million worth of damage to public property. To get funds from the State there must be $2.8 million of damage to public property. This declaration allows the City to work on private Streets like Coker, Worsham, Kennstrom and Fray Olguin for a 7 day period. The Mayor has 10 days of the incident to declare an emergency.

REASONS FOR DECLARING

A local disaster may be declared for any of the following reasons:
To exercise extraordinary powers; To formally implement provisions of emergency plans; To provide additional liability protection to government agencies and special or volunteer emergency workers; To formally request general assistance from the state and federal governments; and To activate prepared ness, response, and recovery aspects of any and all applicable local emergency
Management plans.

EFFECTS OF DECLARING

Economic stabilization measures such as price, wage, and rent controls; Curfews; Commandeering of facilities, equipment, materials, etc.
Controlling access to specific geographical areas; Issuing time warrants for the payment of the cost of any equipment, construction, or improvements; and Suspension of selected codes and ordinances.

DAMAGE ASSESSMENT

To receive federal and state grant you must have a damage assessment. The damage assessment starts the second day of when a storm ends. The Parks Department will provide a damage assessment of the buildings and the Public Works Department will provide an assessment of the Damage to the Streets. The Grant administrator, Chief Financial Officer, and Director of Planning and Zoning will be sure that the format is proper for reimbursements and grants.

Damage to private property should be called the Administrative Office of the City Hall. The City Clerk will maintain the list of damage to private property.

AFTER THE STORM

The Parks Department will review the status of the various ponding area. Which ponding area are nearly filled? Which ponding areas can Public Works deposit water into, if need be? Ponds with standing water needs to be spayed for mosquitoes.

The streets are to be reviewed for potholes that developed because of the storm. The staff should document the problems.

The Public Works staff will repair the berms and move out debris.

The Public Works Department will clean the vacant lot at Rio Vista and Thunder Road.

The Public Works Department fill sand bags until there 2000 bags on hand.

The Public Works Department will order bags to maintain 3000 bags on hand.

The Public Works Department, Planning and Zoning Department and the Parks Department will proceed with damage assessment.

The City Manager will conduct a meeting with all departments involved to determine what went well or not and what adjustments has to be made to the Flood Policy.

The Communication list must be updated.

Prepare a report for the next City Council meeting concerning the update of the Storm.

Quick Reference Sheet

If your home is uninhabitable, please do not stay in your home.
Call your insurance company to confirm your coverage, and document your damages.
For general information on available social services, dial 2-1-1
Emergency Issues, dial 9-1-1:

Emergency Shelter
Call the Red Cross 915- 592-0208 x223 or City Hall at 858-2915. For updated shelter information – Dial 2-1-1.

SANDBAG DISTRIBUTION SITES

Northeast
Storm water Operations Center
4801 Fred Wilson Ave. (map)
Mon-Fri 8 am – 8 pm
Sat-Sun 2 – 8 pm

West
Central Haskell R. Street
Wastewater Treatment Plant
913 S. Boone St. (map)
Mon-Sun 2 – 8 pm

East
Album Park
Corner of Wedgwood Drive and Lockerbie Ave. (map)
Mon-Sun 2 – 8 pm

Mission Valley
Blackie Chester Park
9292 Escobar Drive (map)
Mon-Sun 2 – 8 pm

City of Socorro
Socorro Street Department
241 Old Hueco Tanks Road

Fabens Area
El Paso County
1331 N. Fabens

Sat until 7p.m.
Property Damage
Citizens are asked to report private property damages to the Red Cross at the Shelter or call 915- 592-0208 x223. In Socorro, also contact City Hall at 915-858-2916 to report damage.

Casework/Assistance
Red Cross caseworkers will be available at the Shelter between the hours of 9am and 6pm until it closes. After that, please call the Red Cross at 915-592-0208 x223.

Supplies for Clean-up
Mops, brooms and other bulk supplies, and guide books in English and Spanish, are available contact American Red Cross 915-592-0208 x226.

Property Clean up
Cleaning teams will be available soon. Staff will assess needs on a case-by-case basis. Contact Jim Conway, Texas Baptist Men – 915-252-5939, or txirishmen@iglide.net

Pumping water out of property: Please be advised that government entities are not authorized to go into private property (i.e. homes, businesses) to pump water out of a building. Government is only responsible for public rights of way and structures. Non-Governmental or Private organizations are able to perform this service for private property.

For helpful tips in selecting a contractor for this service, contact the Better Business Bureau – 915-577-0191 or elpaso.bbb.org.

Emergency Alerts
Sign up for emergency alerts at www.elpasotexas.gov, click on Emergency Preparedness.
Download free Red Cross apps to your smartphone at Google Play or the iTunes Store.

Basic Needs:
For basic needs, such as food, clothing, personal hygiene and other supplies – stop by the Shelter or contact one of the agencies providing assistance:
Red Cross at 915-592-0208 x223
Salvation Army 915-544-9811
St. Vincent de Paul 915-564-4357 or 915-872-8407 x3.

Safe and Well: People looking for missing loved ones can check at the Red Cross SAFE AND WELL site. www.redcross.org/safe-and-well

Donation and Volunteer Information:

American Red Cross: Monetary donations are requested; click, text, call or come by:
Click www.redcross.org to make a secure online donation
Text RED CROSS to 90999 to make a $10.00 contribution (added to your cell phone bill).
Call 1-800-733-2767 or 915-592-0208 x231
Come by the local American Red Cross at 3620 Admiral Street, El Paso, TX 79925. We have a blue Goodwill bin outside the front door of our office for donations of clothing. We are not accepting any other goods at this time.
Volunteers: begin your application and orientation in Volunteer Connection at www.redcross.org/tx/el-paso/volunteer. Please call the office at 915-592-0208 x222 after you have completed your orientation so we can expedite your application.

Salvation Army:
Monetary donations: Please send to: Salvation Army, P.O. Box 10756, El Paso, TX 79905
To volunteer to help with client services, please call 915-544-9811
Accepting rebuilding supplies (i.e. dry wall, roofing shingles, and clean-up supplies) only
Online donations: please go to www.salvationarmyelpasotx.org

Texas Baptist Men:
Monetary donations: please go online to www.texasbaptistmen.org, or email mickey.lenamon@texasbaptistmen.org for info
To volunteer to help with client services, please call 915-252-5939.

El Paso VOAD (Voluntary Organizations Active in Disaster) – Long-Term Recovery Assistance:
Please mail checks to El Paso VOAD, P.O. Box 972236, El Paso, TX 79997-2236

SAMPLE DISASTER DECLARATION
DECLARATION OF DISASTER

WHEREAS, the CITY OF SOCORRO on the (DAY) of (MONTH), (YEAR), has suffered widespread or severe damage, injury, or loss of life or property (or there is imminent threat of same) resulting from

(BRIEFLY DESCRIBE THE DISASTER SITUATION) And

WHEREAS, the MAYOR of CITY OF SOCORRO has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property,

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF CITY OF SOCORRO:

That a local state of disaster is hereby declared for CITY OF SOCORRO pursuant to 418.108(a) of the Texas Government Code.

Pursuant to 418.108(b) of the Texas Government Code, the state of disaster shall continue for a period of not more than seven days from the date of this declaration unless continued or renewed by the CITY COUNCIL OF CITY OF SOCORRO.

Pursuant to 418.018(c) of the Texas Government Code, this declaration of a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the CITY CLERK.

Pursuant to 418.018(d) of the Texas Government Code this declaration of a local state of disaster activates the CITY OF SOCORRO emergency management plan.

That this proclamation shall take effect immediately from and after its issuance.

ORDERED this (DAY) of (MONTH), (YEAR).

MAYOR

#27

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

April 10, 2015

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Gloria Rodriguez

SUBJECT: DISCUSSION AND ACTION ON APPROVING BASKETBALL COURT ADDITION TO MONTREAL PARK

SUMMARY

Montreal Park is in need of a basketball court.

STATEMENT OF THE ISSUE

Montreal Park does not have a basketball court

FINANCIAL IMPACT

Account Code (GF/GL/Dept): CO 2014

Funding Source: Capital

Amount: 10,000

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

Deny basketball court

STAFF RECOMMENDATION

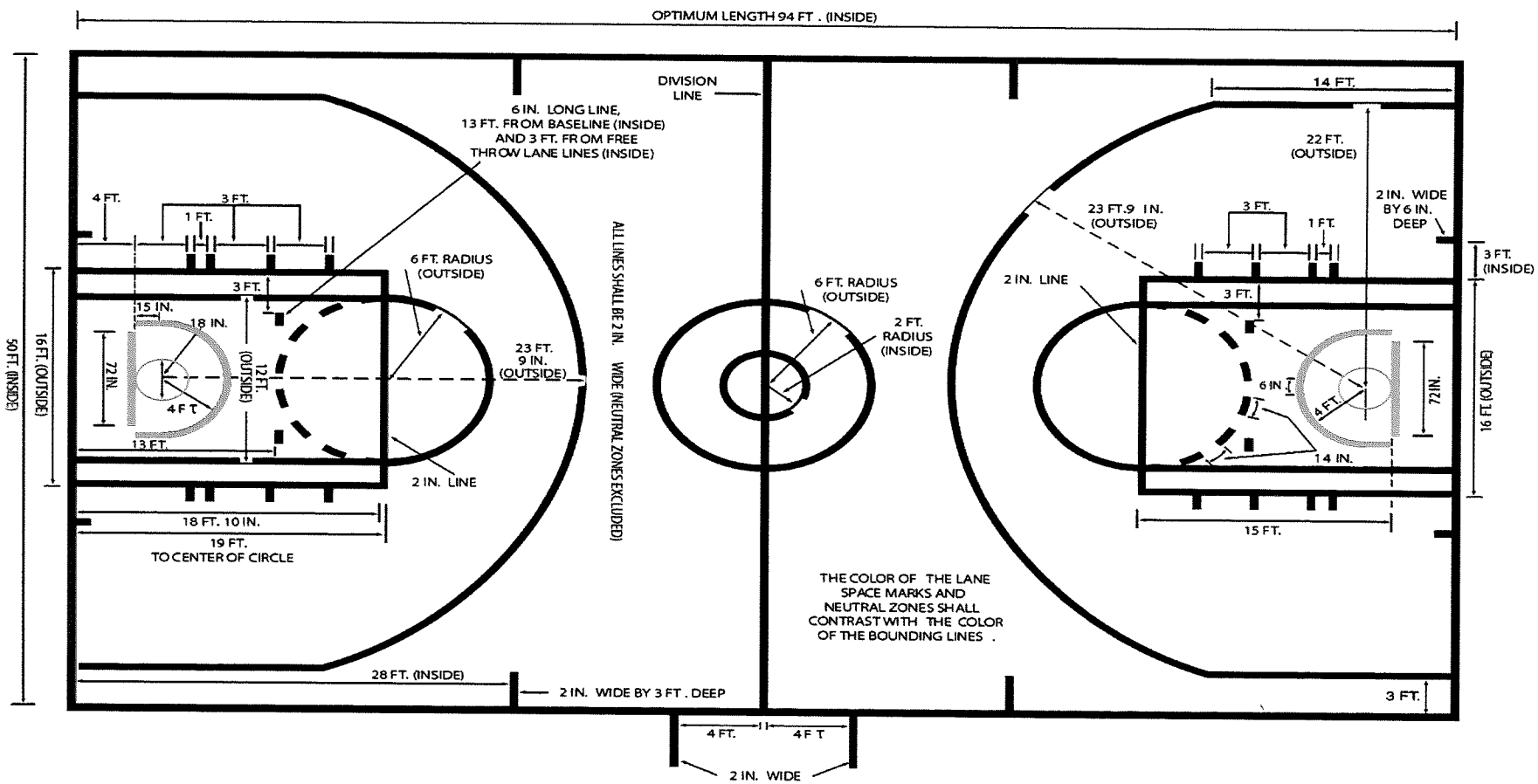
District 2 Gloria Rodriguez recommends approval

REQUIRED AUTHORIZATION

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

BASKETBALL COURT ADDITITON FOR MONTREAL PARK

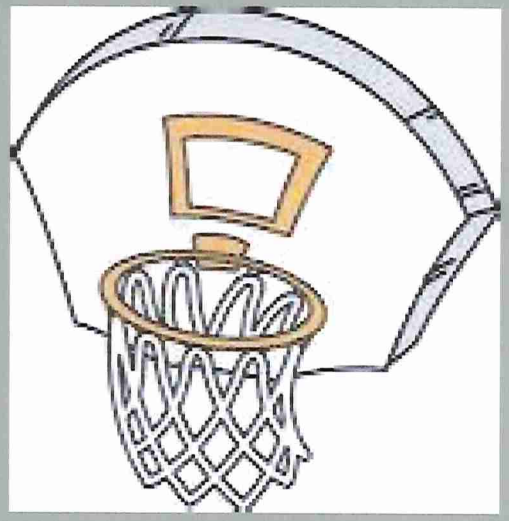
BASKETBALL COURT TYPICAL LAYOUT



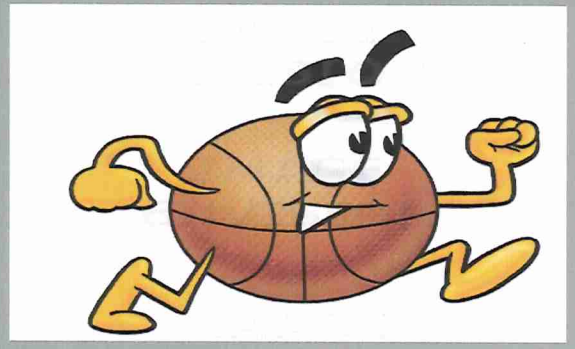
COST ESTIMATE

- Concrete Approximately 80 yards @ $76/ yd $6080
- Basket ball hoop set up @$1000 ea. $2000
- Striping Paint @ $60 per gallon $250
- 20% contingency $1666

- Total cost for this project is that of $10000 for all materials and any contingencies that might arise.



TIME LINE

Site preparation	1 day
Formwork and placement of reinforcement	1 day
Pouring and finishing of concrete work	1 day
Installation of basketball hoop setups	1 Day
Stripping of basketball court layout	1 Day

Total of 5 day s are required for this project to be completed weather permitting and not taking in consideration if any emergency situations arise.