Ivy Avalos Mayor

Ruben Reyes
At Large

Cesar Nevarez,
District 1/Mayor ProTem



Ralph Duran
District 2

Victor Perez District 3

Yvonne Colon-Villalobos

District 4

Adriana Rodarte
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.

LA INSTALACIÓN ES ACCESIBLE PARA SILLAS DE RUEDAS Y HAY PLAZAS DE ESTACIONAMENTOS DISPONIBLES. LAS SOLICITUDES DE ADAPTACIÓN PARA SERVICIOS DE TRADUCCION DEBEN HACERSE 48 HORAS ANTES DE ESTA REUNIÓN. COMUNÍQUESE CON LA OFICINA DEL SECRETARIO DE LA CIUDAD AL (915) 858-2915 PARA OBTENER MÁS INFORMACIÓN

NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF SOCORRO, TEXAS WILL BE HELD ON THURSDAY THE 16TH, DAY OF SEPTEMBER, 2021 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:

THIS WRITTEN NOTICE, THE MEETING AGENDA, AND THE AGENDA PACKET, ARE POSTED ONLINE AT http://clsocorro.tx.us/city-clerk-public-notice THE PUBLIC CAN ALSO ACCESS THE MEETING BY CALLING TOLL FREE-NUMBER 844-854-2222 ACESS CODE 323610.

THE PUBLIC MAY CALL IN 844-854-2222 ACCESS CODE 323610 BY 5:30 PM MOUNTAIN STANDARD TIME (MST) ON SEPTEMBER 16, 2021 TO SIGN UP FOR PUBLIC COMMENT AND THE AGENDA ITEM THEY WISH TO COMMENT ON. THE PUBLIC THAT SIGNED UP TO SPEAK WILL BE CALLED UPON BY THE PRESIDING OFFICER DURING THE MEETING.

- 1. Call to order
- 2. Pledge of Allegiance and a Moment of Silence

3. Establishment of Quorum

PUBLIC COMMENT

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.)

PRESENTATION

5. Presentation on the City of Socorro Community Initiative (CSCI) 2021-2025 Strategic Plan.

Alejandra Valadez

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

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

6. Excuse absent council members.

Olivia Navarro

7. Approval of Regular Council Meeting Minutes of September 1, 2021.

Olivia Navarro

- 8. Introduction First Reading and Calling for a Public Hearing of an Ordinance for the proposed Conditional Use Permit to allow a child care facility in an R-3 zoning district located at Block 3, Sombras de Misiones, Lot 4, 10410 Carter Scott Place, Socorro, Texas 79927.

 Carlos Gallinar
- 9. Introduction First Reading and Calling for a Public Hearing of an Ordinance for the proposed Rezoning of 14 Country Green, Lot 10 located at 628 Milo Road, Socorro, Texas 79927 from R-1 (Single Family Residential) to R-2 (Medium Density Residential) zoning district with a Condition limiting the density to one duplex unit. Carlos Gallinar
- 10. Introduction First Reading and Calling for a Public Hearing of an Ordinance for the proposed Rezoning of 3 Socorro Track 4-K-6 located at 10883 Thunder Drive, Socorro, Texas 79927 from R-1 (Single Family Residential) to C-2 (General Commercial) zoning district.

 Carlos Gallinar
- 11. Introduction First Reading and Calling for a Public Hearing of an Ordinance amending Part I (Charter), Chapter 2 (Administration) and Chapter 46 (Zoning) to clarify the jurisdiction of the Planning and Zoning Commission in regards to zoning actions or requests and to introduce specifications for rezoning requests within the city of Socorro, Texas.

Carlos Gallinar

- 12. Introduction First Reading and Calling for a Public Hearing of an Ordinance amending Chapter 46 (Subdivisions) to update language in various sections to modify requirements for Master Plan submissions, to better specify time constraints for subdivision applications, and to clarifying requirements for Traffic Impact Analysis.

 Carlos Gallinar
- 13. Introduction First Reading and Calling For A Public Hearing of Ordinance 494 Amendment 4 amendment to decrease expenditures by \$209.00 fiscal year 2020-2021.

Adriana Rodarte

REGULAR AGENDA

PUBLIC HEARING/ORDINANCES

- 14. Public Hearing an Ordinance of the City of Socorro, Texas, approving Texas Gas Service, a division of One Gas, Inc.'s use of financial instruments for the 2019-2020 heating season; finding that the meeting complies with the open meetings act; declaring an effective date; repealing any prior ordinances inconsistent with this ordinance and requiring delivery of this ordinance to the company.

 Adriana Rodarte
- 15. Second Reading and Adoption an Ordinance of the City of Socorro, Texas, approving Texas Gas Service, a division of One Gas, Inc.'s use of financial instruments for the 2019-2020 heating season; finding that the meeting complies with the open meetings act; declaring an effective date; repealing any prior ordinances inconsistent with this ordinance and requiring delivery of this ordinance to the company.

 Adriana Rodarte

- **16.** *Public Hearing* of Ordinance No. 250 Amendment No. 2 Strategy and Investment Policy for the City of Socorro Texas. *Adriana Rodarte*
- **17.** Second Reading and Adoption of Ordinance No. 250 Amendment No. 2 Strategy and Investment Policy for the City of Socorro Texas.

 Adriana Rodarte

CITY CLERK DEPARTMENT

18. Discussion and action to ratify the Order Scheduling a Uniform Election to be held in the City of Socorro, Texas, on Tuesday November 2, 2021, for the purpose of electing District 1 and District 2, Representatives.

Olivia Navarro

HUMAN RESOURCES DEPARTMENT

- 19. Discussion and action on approving the revised job description for Grants Coordinator to City Development Director.

 Carol Candelaria
- 20. Discussion and action on approving the revised job description for Recreation and Public Information Director to City Communications Director / Historical Preservation Officer.

Carol Candelaria

- **21.** Discussion and action on approving the new job description for Multimedia Specialist Recreation Department.

 Carol Candelaria
- 22. Discussion and action on approving the new job description for Code Enforcement Lead.

 Carol Candelaria
- 23. Discussion and action on approving the new job description for Administrative Assistant Code Enforcement.

 Carol Candelaria
- **24.** Discussion and action on approving the new job description for Safety Technician for the Park and Public Works Department.

 Carol Candelaria
- 25. Discussion and action on approving the new job description for Deputy Chief for the Socorro Police Department.

 Carol Candelaria
- 26. Discussion and action on approving the revised job descriptions for Patrol Officer, Patrol Officer First Class, Senior Patrol Officer, Corporal, Corporal First Class, Senior Corporal, Sergeant, Staff Sergeant, Sergeant First Class, Master Sergeant, Detective Third Grade, Detective Second Grade, Detective First Grade for the Socorro Police Department.

Carol Candelaria

- **27.** *Discussion and action* on approving the new job description for Animal Control Officer for the Socorro Police Department.

 Carol Candelaria
- 28. Discussion and action on approving the New Job Description for a Part Time Animal Control Officer.

 Carol Candelaria

GRANTS DEPARTMENT

- 29. Discussion and action to approve the submission of a grant application to the Paso del Norte Health Foundation's 2021 Healthy Kids Initiative for the Socorro Youth in Culture Program (SY!C), and approve a \$21,600.00 local match.

 Alejandra Valadez
- **30.** Discussion and action to approve an Interlocal Cooperation Contract with Texas A&M Transportation Institute (TTI) for refinement of the City of Socorro Transportation Reinvestment Zone Value (TRZ) No. 3 Preliminary Assessment and Boundaries, and Implementation Guidance.

 Alejandra Valadez
- 31. Discussion and action to approve a Resolution of Support for the El Paso County Water Improvement District No. 1 (EPCWID1) grant application to the U.S. Bureau of Reclamation Water and Energy Efficiency Grants program for Fiscal Year 2022.

Alejandra Valadez

- **32.** Update and discussion and action on the Paso del Norte Trail Mission Trail Segment grant application to the Economic Development Administration.

 Alejandra Valadez
- 33. Discussion and action approval of the creation of a public-private partnership (PPP) committee to explore the development of a Fall 2022 large-scale cultural event along the Mission Trail.

 Alejandra Valadez

POLICE DEPARTMENT

- 34. Discussion and action on approving the written Policies for a Chaplain and Clergy Coalition Program.

 Chief David Burton
- 35. Discussion and action on approving a Memorandum of Understanding (MOU) with the Drug Enforcement Administration (DEA) for assigning a Police Officer to act as a Task Force Officer with the Gang Unit.

 Chief David Burton

CITY MANAGER

- 36. Discussion and action to approve agreement with Elite Ambulance Services starting October 1, 2021, in the amount of \$165,000.00 and authorize the city manager or her designee to execute contract.

 Adriana Rodarte
- **37.** Discussion and action to authorize City Manager or her designee to execute all necessary documents to start the redistricting process, including engagement of consultants and attorneys.

 Adriana Rodarte

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.

City of Socorro
Regular Council Meeting
September 16, 2021
Page 6
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:

- 38. 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.

 Adriana Rodarte
- **39.** *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.

Adriana Rodarte

40. Discussion and action regarding pending litigation and receive status report regarding pending litigation.

Adriana Rodarte

41. Adjourn

DATED THIS 13th DAY OF SEPTEMBER, 2021

By: Olivia Navarro, 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.

By:

Olivia Navarro, City Clerk

Agenda posted:

Removed:

Time:

by:

Ivy Avalos Mayor

Ruben Reyes
At Large

Cesar Nevarez District 1/Mayor Pro-Tem



September 10, 2021

ITEM 5

Ralph Duran
District 2

Victor Perez.
District 3

Yvonne Colon - Villalobos

District 4

Adriana Rodarte
City Manager

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Alejandra Valadez, Grants Coordinator, City of Socorro

SUBJECT:

Presentation on the City of Socorro Community Initiative (CSCI) 2021-2025 Strategic Plan

SUMMARY

The City of Socorro's non-profit affiliate organization, the CSCI, will provide a presentation on their newly adopted 2021-2025 Strategic Plan.

STATEMENT OF THE ISSUE

As an affiliate to the City of Socorro, the CSCI was created to assist in carrying out the City's mission to improve the Socorro community by focusing its efforts where consensus and collaboration between local government, key partners, and the community exists. The CSCI's work as an organization is focused on the confluence of history, art, culture, health and wellness.

Since its inception in 2019, the CSCI has been working towards the development of a collaborative and responsive strategic plan. The CSCI Board of Directors will present their newly adopted 2021-2025 Strategic Plan to the City of Socorro City Council.

FINANCIAL IMPACT

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

Funding Source: N/A

Amount: N/A

Co-op Agreement (Name/Contract#): N/A	
<u>ALTERNATIVE</u>	
N/A	
STAFF RECOMMENDATION	
N/A	
REQUIRED AUTHORIZATION	
1. City Manager	Date
2. CFO	Date
3. Attorney	Date

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



THE CITY OF SOCORRO COMMUNITY INITIATIVE

2021-2025

Strategic PLAN

History | Wellness | Culture



History
Wellness
Culture

CITY OF SOCORRO COMMUNITY INITIATIVE

Executive Summary

Recognizing an opportunity to better serve the residents of Socorro, Texas, and realizing the persistent lack of non-governmental organizations (NGOs) serving the Socorro community, the City Council of the City of Socorro approved the establishment of the City of Socorro Community Initiative (CSCI) in February 2019. The CSCI represents the convergence of diverse and passionate vested interests and the amplification of unified efforts pushing the Socorro community towards a brighter future.

As an affiliate to the City of Socorro, the CSCI assists in carrying out the City's mission to improve the Socorro community by focusing its efforts where consensus and collaboration between local government, key partners, and the community exists. The CSCI's work as an organization is focused on the confluence of history, art, culture, health, and wellness. Our projects and programs will aim to reflect the overlap between history, the arts, and our culture as a way to connect communities while promoting health and wellness in Socorro, Texas.

During Year 1 of its existence, the CSCI achieved the drafting and adoption of its formation documents and completed the foundational work of establishing a shared mission, vision, and values. During Year 2, and through the lens of the COVID-19 pandemic, the CSCI developed its four-year, data-driven Strategic Plan. The CSCI is eager to implement its Strategic Plan during Year 3, gather evidence of success, and cement itself as a trustworthy partner to the City of Socorro and the Socorro community.

The CSCI firmly believes in the power of partnerships and collaboration to achieve our shared mission and invites you to share in our current work and future success.

Claudia Garcia, Chairman of the Board, CSCI

Adriana Rodarte, President, CSCI



2025

Strategic Planning

A VISION AND ROADMAP FOR THE FUTURE

The CSCI believes in establishing a shared vision and strategic plan for our community that engages local leaders, stakeholders, and Socorro community members

A Collaborative Focus

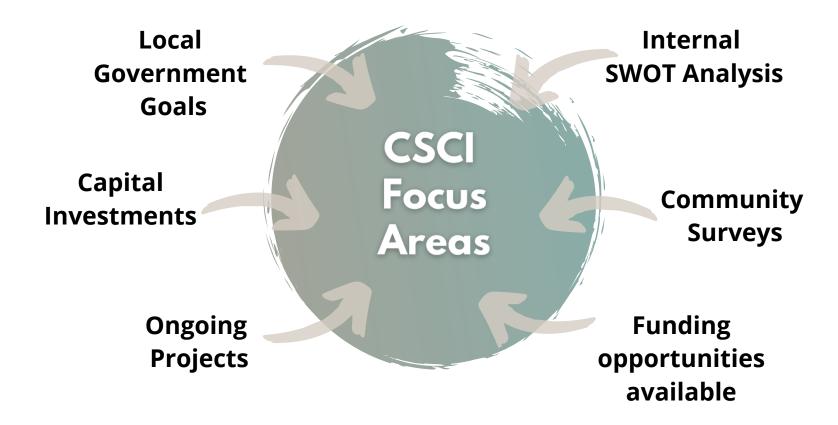
The CSCI began its strategic planning process in August 2019 with the goal of defining the CSCI's direction and priorities. Since then, the CSCI has worked towards a data-driven and consensus-building strategic plan that leverages existing resources, partners, and stakeholders to address the needs of the Socorro community. Through this process, the CSCI hopes to amplify existing efforts and resources to make a bigger impact. The CSCI conducted an internal S.W.O.T.

analysis, met with City leaders to identify existing capital projects and investments, identified available funding sources and gaps, and conducted an external S.W.O.T. analysis through the deployment of a community survey. This information was analyzed to identify the overlaps in existing efforts, gaps in resources, and the needs of our community.

The CSCI identified historic preservation and promotion, arts and culture, and health and wellness as its primary focus areas.



Feedback and Analysis



"Our strongest asset is our historical Mission and the history of Socorro. The best thing about living here is the people and its culture"

About Us

The City of Socorro Community Initiative, Inc. ("CSCI") was

developing arts & culture community projects, creating opportunities for health and wellness activities for youth and adults and supporting the designation, preservation, and promotion of local historic sites and

Although affiliated, the CSCI and the City of Socorro operate independently of each other. The CSCI is governed by its own Board of Directors. CSCI Directors are appointed to the Board by the City of Socorro City Council. In turn, the CSCI submits an annual report to the City of Socorro.



Mission, Vision & Values

MISSION

The mission of the City of Socorro Community Initiative is to promote a dynamic quality of life through advancements in cultural heritage, community development, and health and wellness in Socorro, Texas.

VISION

We envision a flourishing community where every individual can prosper within a ooperative environment to build a vibrant future.

CORE VALUES

Community Committed to continuous communication to bring

people together and invest in our community

through collaborative efforts.

Accountability Communicating progress towards measurable goals

> in a clear, consistent, and timely manner, sharing successes, and evaluating our strategic approach.

Collaboration Consistent outreach to the City, our partners, key

stakeholders, and the public to identify shared goals

and align key strategies.



CSCI Focus Areas

A COLLABORATIVE APPROACH

Through a responsive strategic planning process, the CSCI has identified the following three main Focus Areas. CSCI Focus Areas seek to connect people with our history and culture while creating opportunities for healthy living in Socorro, Texas



Priority Initiatives

- Preserve our local historic sites, assets, and culture
- Promote our local historic sites, assets, and culture
- **3.** Educate ourselves and others about our local historic sites, assets, and culture



Priority Initiatives

- **4.** Empower our community through arts and culture programs and partnerships
- **5.** Engage the public in interactive events, contests, and activities focused on arts & culture
- **6.** Transform the Socorro community through the arts & culture



Priority Initiatives

- **7.** Develop the social, economic, and built environments to support health & wellness
- **8.** Educate the community about active living and healthy eating
- **9.** Empower the community to live active lives and eat healthier

Preserve, Promote, Educate



Priority Initiative 1:

Preserve our local historic sites, assets, and culture

Goal 1: Increase the number of preservation projects that focus on our local historic sites, assets, and culture.

- Strategy 1: Support the preservation, full rehabilitation, and adaptive reuse of our local National Register sites and the Mission Trail.
 - Objective 1: Identify financial support and partnerships for the full rehabilitation and adaptive re-use of the Rio Vista Farm Historic District by September 30, 2025.
 - Objective 2: Establish collaborations with groups supporting preservation projects along the Mission Trail, such as the Socorro Mission, and identify ways in which the CSCI can support preservation projects and programs by September 30, 2022.
- Strategy 2: Update our local historic survey and nominate eligible sites for state and national recognition.
 - Objective 3: Fund and implement an updated historic survey for the Socorro community by September 30, 2023.
 - Objective 4: Nominate at least two (2) eligible historic sites identified through an updated historic survey for state or national recognition by September 30, 2025.
- Strategy 3: Increase the number of successful local preservation projects.
 - Objective 5: Develop and fund a Socorro Preservation Fund to provide capital, as well as capacity-building training, for local preservation projects by September 30, 2024.
 - Objective 6: Use partnerships to research, collect, and curate oral histories by September 30, 2023, and exhibit this collection via multimedia interactive exhibits by September 30, 2024.

Priority Initiative 2:

Promote our local historic sites, assets, and culture

Goal 2: To promote Socorro's historic sites, assets, and culture and create opportunities for the public to visit or interact with these sites, assets, and culture

- Strategy 4: To develop an interactive tour/scavenger hunt of Socorro's local historic places, incorporating places of interest (eats and drinks) in a print and multimedia format.
 - Objective 7: Develop a list of historic places, places of interest, and resources (videos, photographs, oral histories, websites) for the driving tour by April 30, 2022.
 - Objective 8: Secure funding to implement a pilot driving tour by September 30, 2022.

Goal 3: Increase the number of people visiting our local historic sites, assets, and cultural programs.

- Strategy 5: Increase the number of events and exhibits that focus on highlighting our local historical sites, assets, and culture
 - Objective 9: Develop at least one (1) annual local history event, symposium, or conference focused on our local history by September 30, 2023, in-person and/or virtually.
- Strategy 6: Identify and reduce barriers related to access to our historic sites (physical, informational, etc.)
 - Objective 10: Conduct a Historic Tourism feasibility study and action plan by September 30, 2023, and begin implementation by September 30, 2024.
 - Objective 11: Increase the online presence (content and information) of our local historic sites, assets, and culture, through the development and implementation of a marketing strategy (website, virtual tour, online newsletter, blog, podcast, video content, or other means), by September 30, 2022.

Priority Initiative 3:

Educate ourselves and others about our local historic sites, assets, and culture

Goal 4: To increase the community's and the general public's access to our local history and places

- Strategy 7: To establish a collection of local history resources (books, articles, publications, oral histories, photographic collections) in a public place that the public can access
 - Objective 12: Develop a budget and secure funding needed to purchase, procure, or obtain a minimum of ten (10) local history resources (books, articles, publications, oral histories, photographic collections) regarding significant historical events and time periods in Socorro, Texas by September 30, 2022
 - Objective 13: Identify two (2) potential locations where the "history library" can be housed both temporarily (while Rio Visa library is established) and in the long run and assess logistics (agreements, fees, curation, hours, accessibility, etc.) by February 28, 2023.

Goal 5: Educate the community and the general public about our local history through accessible, multimedia educational resources

- Strategy 8: To identify innovative and appropriate multimedia formats to reach different types of audiences and the general public (such as the Digital Wall)
 - Objective 14: Research and develop a proposal to include cost, location, and resources needed to implement a Digital Wall focused on Socorro's History by June 30, 2022.
 - Objective 15: Research and explore partnerships to fund and release two (2) virtual 360 tours focused on our local National Register sites, the Socorro Mission and the Rio Vista Community Center, by September 30th, 2022.

Arts & Culture

Empower, Engage, Transform



Priority Initiative 4:

Empower our community through arts and culture programs and partnerships

Goal 6: To increase arts & culture learning opportunities in Socorro, Texas

- Strategy 9: Increase the number of classes and programs focused on arts and culture for youth, adults, and seniors in Socorro, Texas.
 - Objective 16: Engage a minimum of 150 local youth ages 5-17 in a high-quality visual arts afterschool program (such as the Socorro Youth in Culture Program) by September 30, 2023.
 - Objective 17: Engage a minimum of 50 adults in arts or cultural programmings, such as art therapy classes, music instruction, or others, by September 30, 2024.
- Strategy 10: Increase the number of opportunities available to local artists, musicians, and artisans to develop their skills and talents locally
 - Objective 18: Establish one local artist residency program serving a minimum of two (2) local artists, musicians, or artisans annually by September 30, 2025.

Goal 7: Increase partnerships, collaboratives, and networks between local artists, musicians, and artisans, and the public, non-profit, and business sectors

- Strategy 11: Research, understand, and address the needs of local artists, musicians, artisans, and creatives and the barriers they face towards prosperity.
 - Objective 19: Recruit local artists, conduct a needs assessment, analyze needs, and identify funding sources and by September 30, 2023
 - Objective 20: Establish an Art Business Collaborative to address the identified needs of artists and provide capacity-building services to a minimum of ten (10) local artists by September 30, 2025.

Priority Initiative 5:

Engage the public in interactive events, contests, and activities focused on arts & culture

Goal 8: Increase opportunities for the public to engage with local arts & culture.

- Strategy 12: Increase the number of local arts & culture events that the public can attend each year.
 - Objective 21: Implement a Local Artists/Artisan Market to be held at least annually by September 30, 2023.
 - Objective 22: Develop and implement at least one (1) other arts or culture event annually along the Mission Trail by September 30, 2024.
- Strategy 13: Increase the number of ways the public can interact with local arts & culture each year.
 - Objective 23: Develop and implement an annual community-wide art, music, or artisan contest or exhibition by September 30, 2023, highlighting the work and talent of local Socorroans.
 - Objective 24: Identify, develop and implement one (1) additional way the public can interact with arts & culture on an annual basis by September 30, 2024, such as open mic nights, virtual galleries or newsletters, temporary public art installations, or written publications.

Goal 9: Increase opportunities for the public to engage with local arts & culture while increasing health and wellness in Socorro, Texas

- Strategy 14: Develop and implement programs that draw the public into the community to interact with local arts & culture through the use of sidewalks, trails, and parks.
 - Objective 25: Develop, fund, and recruit artists to implement a local Art Walk connecting local historic sites and points of interest via public art by September 30, 2025. Develop, fund, and implement Phase I of the Art Walk by September 30, 2023.

Priority Initiative 6:

Transform the Socorro community through the arts & culture

Goal 10: Transform and beautify public spaces in Socorro, Texas, through arts & culture components.

- Strategy 15: Increase the number of City projects, such as streets, sidewalks, trails, and other infrastructure that incorporate arts & culture components
 - Objective 26: Incorporate arts & culture components in at least two (2) City projects annually (such as the Passmore Shared-Use Path project) by September 30, 2023.
- Strategy 16: Increase the number of public art murals, sculptures, and installations accessible to the Socorro community.
 - Objective 27: Develop and fund a Socorro Public Art Fund to provide capital for local art by local artists, and local art by guest artists, by September 30, 2023.
 - Objective 28: Establish a selection committee and fund at least two (2) major public art projects annually by September 30, 2024.

Health & Wellness

Develop, Éducate, Enpower



Priority Initiative 7:

Develop the social, economic, and built environments to support health & wellness

Goal 11: To increase capacity in the built environment to support health & wellness activities in Socorro, Texas

- Strategy 17: Increase the number of facilities and structures that support health & wellness in Socorro, Texas
 - Objective 29: Develop a minimum of five (5) miles of bike/walk trails or paths connecting local historic sites, schools, and places of interest by September 30, 2025.
 - Objective 30: Develop at least one (1) additional facility for physical activity (outdoor gym, dance room, basketball court, etc.) by September 30, 2025.

Goal 12: To reduce barriers to health & wellness activities in Socorro, Texas

- Strategy 18: Increase accessibility and amenities that encourage people to live more active lives and eat healthier.
 - Objective 31: Increase accessibility and amenities in at least five (5) miles of bike/walk trails or paths to include shade, trees, lighting, wayfinders, art installations, or educational exhibits by September 30, 2025.
 - Objective 32: Increase accessibility to local foods by forming a coalition of local growers and producers (vegetable, fruits, dairy, etc.) that can supply local foods to new farmer's markets, restaurants, and grocery stores by September 30, 2023.

Priority Initiative 8:

Educate the community about active living and healthy eating

Goal 13: Create educational opportunities related to active living and healthy eating in Socorro, Texas

- Strategy 19: Increase the number of educational resources in the built environment
 - Objective 33: Incorporate mile-markers and interpretive signage along three (3) miles of bike/walk trails or paths in at least three (3) parks and all recreation centers that incorporate active living tips or educational materials by September 30, 2024.
 - Objective 34: Implement at least one (1) community garden to be used as an educational resource on native plants and pollinators, local vegetables and fruits, historical agricultural crops, and healthy culinary experiences by September 30, 2023.
- Strategy 20: Increase the number of educational programs related to active living, mental health, wellness, culinary arts, and nutrition in Socorro, Texas
 - Objective 35: Implement at least two (2) educational health programs in Socorro, Texas, by September 30, 2023, targeting mental health, active living, nutrition, culinary arts, or other wellness topics.

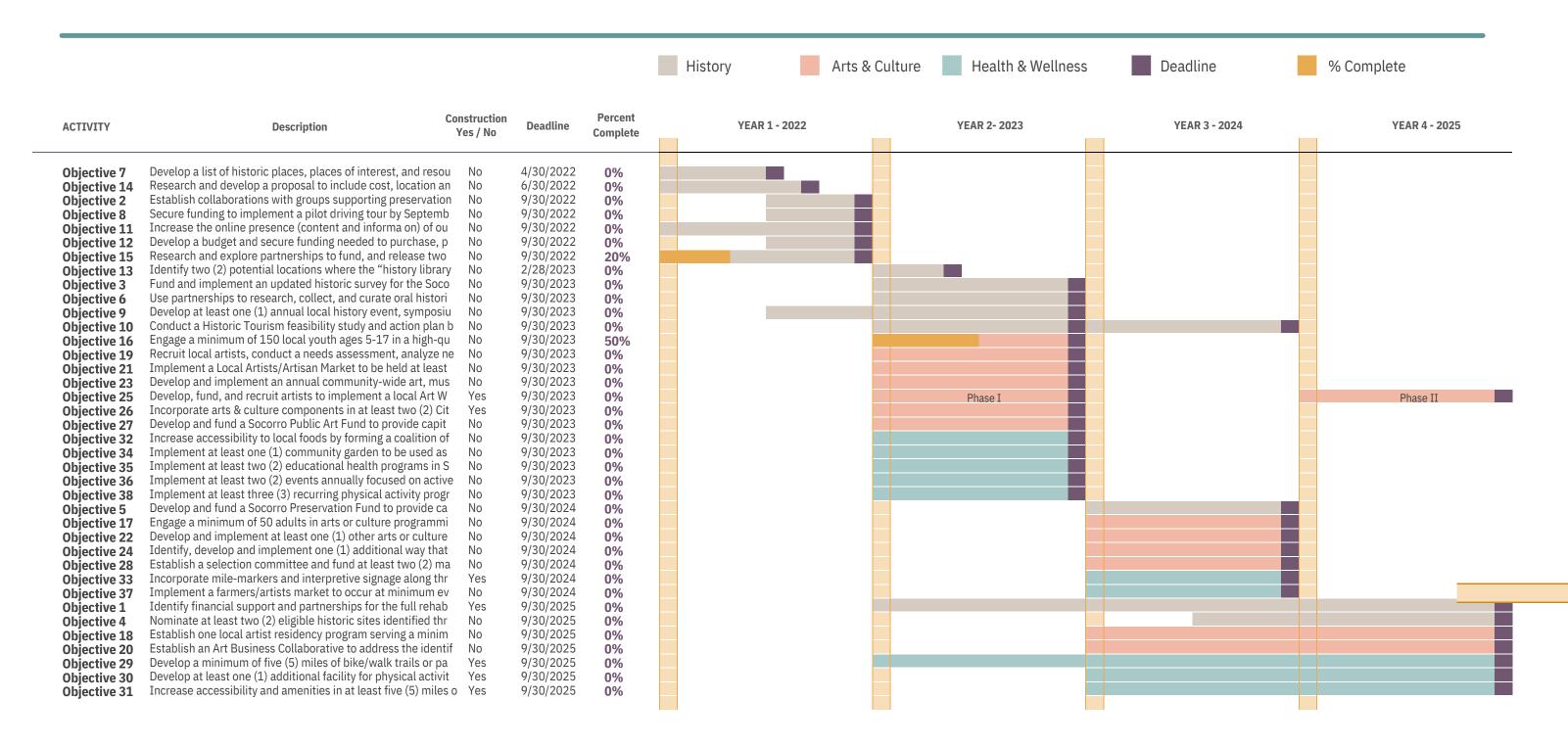
Priority Initiative 9:

Empower the community to live active lives and eat healthier

Goal 14: Create opportunities for active living and healthier eating in Socorro, Texas

- Strategy 21: Increase the number of community or regional events that incorporate opportunities for physical activity (dancing, walking, biking), healthy eating, and access to healthy local foods and produce
 - Objective 36: Implement at least two (2) events annually focused on active living (walk-a-thon, bike tour, Zumba-thon, etc.) by September 30, 2023.
 - Objective 37: Implement a farmers/artists market to occur at a minimum every quarter by September 30, 2024.
- Strategy 22: Increase the number of opportunities for physical activity in Socorro, Texas
 - Objective 38: Implement at least three (3) recurring physical activity programs (running club, yoga, sports league, Zumba, etc.) targeting all age groups by September 30, 2023.

Implementation Timeline



STRATEGIC PLAN 2021-2025

Key Projects

The CSCI has adopted a shortlist of key projects selected specifically because they embody the overlaps between the CSCI's Focus Areas and are supported both by the local government and the community. Each of these projects touches on two or more CSCI Focus Areas and seeks to connect people with our history and culture and create opportunities for healthy living in Socorro, Texas.



PASO DEL NORTE TRAIL

Supporting the extension of the countywide Paso del Norte Trail connecting Socorro, Texas to the surrounding communities.



RIO VISTA FARM REHABILITATION

The full rehabilitation of the Rio Vista Farm historic site for re-use as a public library, community hub, and resource center.



PASSMORE SHARED-USE PATH

A 12-foot shared-use path for pedestrians and bicyclists connecting neighborhoods to schools, the Mission Trail, and the Ysleta del Sur Pueblo reservation.



SOCORRO YOUTH IN CULTURE (SY!C) PROGRAM

A collaborative art program for Socorro youth focused on empowering young artists to connect with their community, history, and culture.



Next Steps

With the adoption of the CSCI 2021-2025
Strategic Plan, CSCI Directors and Officers
now turn their attention towards
implementation. In all areas, the CSCI
Board of Directors, Officers, and volunteers
will assess each action taken by the
initiative on their adherence with our Core
Values of *Community*, *Accountability*,
and *Collaboration*.

True to the nature of the CSCI, the initiative will continue to seek partnerships with the City of Socorro, key stakeholders, and the community to identify shared goals and align key strategies. With your support and collaboration, we will work towards elevating our local history, increasing opportunities for the arts and culture, and fostering health and wellness in Socorro, Texas.



CSCI BOARD OF DIRECTORS

Claudia M. Garcia **BOARD CHAIR**

Emil Chaparro

VICE-CHAIR

William Correa, P.E.

DIRECTOR

Marty Loya

DIRECTOR

Jesus Enriquez, CPA

DIRECTOR

CSCI LEADERSHIP

Adriana Rodarte
PRESIDENT

Charles Casiano, CPA

Alejandra Valadez

TREASURER SECRETARY / VICE-PRESIDENT





CITY OF SOCORRO COMMUNITY INITIATIVE
2021-2025 Strategic Plan

ITEM 7

Ivy Avalos Mayor

Ruben Reyes
At Large

Cesar Nevarez
District 1/Mayor Pro Tem



Ralph Duran
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

REGULAR COUNCIL MEETING MINUTES SEPTEMBER 1, 2021 @ 6:00 P.M.

MEMBERS PRESENT:

Mayor Ivy Avalos Ruben Reyes Cesar Nevarez Ralph Duran Victor Perez Yvonne Colon-Villalobos

STAFF PRESENT:

Adriana Rodarte, City Manager Olivia Navarro, City Clerk Merwan Bhatti, City Attorney

Estevan Gonzales, IT Director Diana Rodriguez, Recreation Leader Chief David Burton Alejandra Valadez, Grants Coordinator

1. CALL TO ORDER

The meeting was called to order at: 6:10 pm.

2. Pledge of Allegiance and a Moment of Silence

Pledge of Allegiance led by Adriana Rodarte.

3. Establishment of Quorum

Quorum was established with all council members present.

PUBLIC COMMENT

No speakers for Public Comment.

A motion was made by Victor Perez seconded by Yvonne Colon-Villalobos to move up items thirty-one (31), thirty-two (32) and thirty-three (33). Motion passed.

City of Socorro Regular Council Meeting September 1, 2021 @ 6:00 p.m.

Ayes: Ruben Reyes, Cesar Nevarez, Ralph Duran, Victor Perez and Yvonne Colon-Villalobos

Nays: Absent:

31. DISCUSSION AND ACTION TO APPROVE AN INTERLOCAL AGREEMENT WITH TIGUA FACILITY SERVICES INC. FOR ANIMAL WELFARE SERVICES TO THE CITY OF SOCORRO IN THE AMOUNT OF \$145,609.80 ANNUALLY AND TO AUTHORIZE CITY MANAGER OR HER DESIGNEE TO EXECUTE AGREEMENT.

ADRIANA RODARTE

A motion was made by Victor Perez seconded by Yvonne Colon-Villalobos to approve.

An amended motion was made by Victor Perez seconded by Yvonne Colon-Villalobos to allow staff to provide Tigua Facility Services, Inc., with a 30 day notice to terminate contract and pursue in house services. Motion passed.

Ayes: Ruben Reyes, Cesar Nevarez, Ralph Duran, Victor Perez and Yvonne Colon-Villalobos

Nays: Absent:

32. UPDATE, DISCUSSION, AND ACTION ON TXDOT'S DENIAL OF DECELERATION LANES AT RIO VISTA BRIDGE EXPANSION AND BOVEE BRIDGE REPLACEMENTS.

ADRIANA RODARTE

No action on this item.

33. UPDATE, DISCUSSION, AND ACTION ON APPROVAL ON THE OPTION FOR A PROPOSED OVERPASS OVER UNION PACIFIC RAILROAD OR AN "AT GRADE" OPTION FOR THE NUEVO HUECO TANKS ROAD EXTENSION PROJECT.

ADRIANA RODARTE

Presentation made by Jose Reyes, Engineer with Dannenbaum and Carlos Peralez, (joined virturally) Design Engineering with Dannenbaum.

A motion was made by Victor Perez seconded by Ralph Duran to approve the At Grade proposal, Option 2, without the bridge for 12 million. Motion passed.

Ayes: Ruben Reyes, Cesar Nevarez, Ralph Duran, Victor Perez and Yvonne Colon-Villalobos

Nays:

Absent:

PRESENTATION

5. *PRESENTATION* ON SPARKS ARROYO DRAINAGE SYSTEM PERFORMANCE DURING AUGUST 2021 FLOOD EVENTS.

ADRIANA RODARTE

Presentation made by Adriana Rodarte.

CONSENT AGENDA

6. EXCUSE ABSENT COUNCIL MEMBERS.

OLIVIA NAVARRO

- 7. APPROVAL OF REGULAR COUNCIL MEETING MINUTES OF AUGUST 19, 2021. OLIVIA NAVARRO
- 8. DISCUSSION AND ACTION ON APPROVING JULY 2021 ACCOUNTS PAYABLE REPORT. CHARLES CASIANO
- 9. DISCUSSION AND ACTION ON APPROVING JULY 2021 CASH RECEIPTS REPORT.

 CHARLES CASIANO
- 10. DISCUSSION AND ACTION ON APPROVING JULY 2021 UNAUDITED FINANCIAL REPORT.

 CHARLES CASIANO
- 11. INTRODUCTION, FIRST READING AND CALLING FOR A PUBLIC HEARING ON AN ORDINANCE AUTHORIZING THE ASSESSMENT AND COLLECTION OF PROPERTY TAXES WITHIN THE CITY OF SOCORRO, TEXAS AND FURTHER AUTHORIZING THE EL PASO CITY TAX OFFICE TO PERFORM THE ACTUAL ASSESSMENT AND COLLECTION OF SAID PROPERTY TAXES ON BEHALF OF THE CITY OF SOCORRO, TEXAS FOR THE FISCAL YEAR COMMENCING ON OCTOBER 1, 2021 AND ENDING ON SEPTEMBER 30, 2022.

 ADRIANA RODARTE
- 12. INTRODUCTION, FIRST READING AND CALLING FOR A PUBLIC HEARING ON AN ORDINANCE ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2021 AND ENDING ON SEPTEMBER 30, 2022.

 ADRIANA RODARTE
- 13. INTRODUCTION, FIRST READING AND CALLING FOR A PUBLIC HEARING ON AND ORDINANCE OF THE CITY OF SOCORRO, TEXAS ADOPTING THE AMENDED ORGANIZATIONAL CHART FOR THE CITY OF SOCORRO.

 ADRIANA RODARTE

14. INTRODUCTION, FIRST READING AND CALLING FOR A PUBLIC HEARING OF AN ORDINANCE OF THE CITY OF SOCORRO, TEXAS, APPROVING TEXAS GAS SERVICE, A DIVISION OF ONE GAS, INC.'S USE OF FINANCIAL INSTRUMENTS FOR THE 2019-2020 HEATING SEASON; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; DECLARING AN EFFECTIVE DATE; REPEALING ANY PRIOR ORDINANCES INCONSISTENT WITH THIS ORDINANCE AND REQUIRING DELIVERY OF THIS ORDINANCE TO THE COMPANY.

15. INTRODUCTION, FIRST READING AND CALLING FOR A PUBLIC HEARING OF ORDINANCE NO. 250 AMENDMENT NO. 2 STRATEGY AND INVESTMENT POLICY FOR THE CITY OF SOCORRO TEXAS.

ADRIANA RODARTE

ADRIANA RODARTE

A motion was made by Victor Perez seconded by Ruben Reyes to approve the Consent Agenda. Motion passed.

Ayes: Ruben Reyes, Cesar Nevarez, Ralph Duran, Victor Perez and Yvonne Colon-Villalobos

Nays: Absent:

REGULAR AGENDA

PUBLIC HEARING/ORDINANCES

16. SECOND PUBLIC HEARING ON CITY OF SOCORRO'S PROPERTY TAX RATE.

ADRIANA RODARTE

Public Hearing opened at 7:06 pm.

No speakers for Public Hearing

Public Hearing closed at 7:06 pm

17. PUBLIC HEARING REGARDING THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM AND APPROVE RESOLUTION 646 PURSUANT TO SECTIONS 5.08 AND 5.09 OF THE SOCORRO CITY CHARTER.

ADRIANA RODARTE

Public Hearing opened at 7:07 pm

No speakers for Public Hearing

Public Hearing closed at 7:07 pm

18. PUBLIC HEARING OF ORDINANCE 494 AMENDMENT 3 AMENDMENT TO DECREASE EXPENDITURES BY \$20,506.00 FISCAL YEAR 2020-2021.

ADRIANA RODARTE

Public Hearing opened at 7:07 pm

No speakers for Public Hearing

Public Hearing closed at 7:08 pm

19. SECOND READING AND ADOPTION OF ORDINANCE 494 AMENDMENT 3 AMENDMENT TO DECREASE EXPENDITURES BY \$20,506.00 FISCAL YEAR 2020-2021.

ADRIANA RODARTE

A motion was made by Victor Perez seconded by Ralph Duran to approve item number nineteen (19). Motion passed.

Ayes: Ruben Reyes, Cesar Nevarez, Ralph Duran, Victor Perez and Yvonne Colon-Villalobos

Nays:

Absent:

20. PUBLIC HEARING OF AN ORDINANCE OF THE CITY OF SOCORRO, TEXAS TO AMEND CHAPTER 14 (ENVIRONMENT) ARTICLE II (FLOOD PREVENTION AND CONTROL) TO INTRODUCE SPECIFICATIONS FOR FLOOD PREVENTION AND CONTROL IN THE CITY OF SOCORRO, TEXAS.

CARLOS GALLINAR

Public Hearing opened at 7:09 pm

No speakers for Public Hearing

Public Hearing closed at 7:10 pm

21. SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY OF SOCORRO, TEXAS TO AMEND CHAPTER 14 (ENVIRONMENT) ARTICLE II (FLOOD PREVENTION AND CONTROL) TO INTRODUCE SPECIFICATIONS FOR FLOOD PREVENTION AND CONTROL IN THE CITY OF SOCORRO, TEXAS.

CARLOS GALLINAR

Richie Hernandez (joined virturally), with the Texas Water Development Board spoke on this item.

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

Ayes: Ruben Reyes, Cesar Nevarez, Ralph Duran, Victor Perez and Yvonne Colon-Villalobos

Nays:

Absent:

HUMAN RESOURCES DEPARTMENT

22. DISCUSSION AND ACTION ON APPROVING THE REVISED JOB DESCRIPTION FOR GRANT COORDINATOR TO CITY DEVELOPMENT DIRECTOR.

CAROL CANDELARIA

- 23. DISCUSSION AND ACTION ON APPROVING THE REVISED JOB DESCRIPTION FOR PRESERVATION AND RECREATION DIRECTOR TO CITY COMMUNICATIONS DIRECTOR / HISTORICAL PRESERVATION OFFICER.

 CAROL CANDELARIA
- 24. DISCUSSION AND ACTION ON APPROVING THE NEW JOB DESCRIPTION FOR SAFETY TECHNICIAN FOR THE PARKS AND PUBLIC WORKS DEPARTMENT.

 CAROL CANDELARIA
- 25. DISCUSSION AND ACTION ON APPROVING THE REVISED JOB DESCRIPTIONS FOR BASIC PATROL OFFICER, PATROL OFFICER, PATROL OFFICER, PATROL OFFICER, CORPORAL, CORPORAL FIRST CLASS, SENIOR CORPORAL, SERGEANT, STAFF SERGEANT, SERGEANT FIRST CLASS AND MASTER SERGEANT FOR THE SOCORRO POLICE DEPARTMENT.

 CAROL CANDELARIA
- 26. DISCUSSION AND ACTION ON APPROVING THE NEW JOB DESCRIPTION FOR DEPUTY CHIEF FOR THE SOCORRO POLICE DEPARTMENT.

 CAROL CANDELARIA
- 27. DISCUSSION AND ACTION ON APPROVING THE JOB DESCRIPTION FOR CODE ENFORCEMENT LEAD.

 CAROL CANDELARIA
- 28. DISCUSSION AND ACTION ON APPROVING THE JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT CODE ENFORCEMENT.

 CAROL CANDELARIA

A motion was made by Victor Perez seconded by Yvonne Colon-Villalobos to *delete* items twenty-two (22) through twenty-eight (28). Motion passed.

Ayes: Ruben Reyes, Cesar Nevarez, Ralph Duran, Victor Perez and Yvonne Colon-Villalobos

Nays: Absent:

CITY MANAGER

29. PRESENTATION AND DISCUSSION REGARDING TAX RATE CALCULATIONS, REVENUES AND EXPENDITURES FOR THE CITY OF SOCORRO'S PROPOSED BUDGET FOR FISCAL YEAR 2021.

ADRIANA RODARTE

No action on this item.

30. DISCUSSION AND ACTION TO ANNOUNCE THE DATE ON WHICH CITY COUNCIL WILL TAKE FINAL ACTION THE TAX RATE AND ON THE MUNICIPAL BUDGET. ADRIANA RODARTE

A motion was made by Victor Perez seconded by Ralph Duran to announce September 9, 2021 at 6:00 pm the date on which the city council will take final action on the tax rate and municipal budget. Motion passed.

Ayes: Ruben Reyes, Cesar Nevarez, Ralph Duran, Victor Perez and Yvonne Colon-

Villalobos

Nays: Absent:

CITY ATTORNEY

34. DISCUSSION AND ACTION REGARDING REDISTRICTING PROCEDURES. JAMES A. MARTINEZ

A motion was made by Victor Perez seconded by Ralph Duran to allow the city manager to pursue redistricting procedures. Motion passed.

Ayes: Ruben Reyes, Cesar Nevarez, Ralph Duran, Victor Perez and Yvonne Colon-

Villalobos

Nays: Absent:

- 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. ADRIANA RODARTE
- 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.

ADRIANA RODARTE

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

ADRIANA RODARTE

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

City of Socorro Regular Council Meeting September 1, 2021 @ 6:00 p.m. Page 8 Ayes: Ruben Reyes, Cesar Nevarez, Ralp Villalobos Nays: Absent:	oh Duran, Victor Perez and Yvonne Colon
38. ADJOURN	
A motion was made by Victor Perez sadjourn at 7:32 pm. Motion passed.	seconded by Yvonne Colon-Villalobos to
Ayes: Ruben Reyes, Cesar Nevarez, Ralı Villalobos Nays: Absent:	oh Duran, Victor Perez and Yvonne Colon
Ivy Avalos, Mayor	
Olivia Navarro, City Clerk	Date minutes were approved

ITEM 8

Ivy Avalos Mayor

Ruben Reyes Representative At Large

Cesar Nevarez
District 1
Mayor Pro-Tem



Ralph Duran
District 2

Victor Perez.
District 3

Yvonne Colon-Villalobos

District 4

Adriana Rodarte
City Manager

DATE: September 16, 2021 **TO:** Mayor and Council

FROM: Interim City Planner, Carlos Gallinar CC: City Manager, Adriana Rodarte

SUBJECT:

Introduction First Reading and Calling for a public hearing of an Ordinance for the proposed Conditional Use Permit to allow a child care facility in an R-3 zoning district located at Block 3, Sombras de Misiones, Lot 4, 10410 Carter Scott Place, Socorro, Texas 79927.

SUMMARY:

Applicant is requesting a Conditional Use Permit to allow a child care facility in an R-3 zoning district.

BACKGROUND:

- Property is 5,070SF.
- Property has a single-family structure.
- Land is zoned R-3.
- R-3 allows certain uses through a Conditional Use Permit.
- Per the Future Land Use Map, the projected land use for this property is: Residential.

Please see attached location and zoning map.

STATEMENT OF THE ISSUE:

The property is currently zoned R-3 High Density Residential District. The R-3 allows a "child care homes, childcare group homes, and day care center," through a Conditional Use permit.

STAFF RECOMMENDATION:

The Planning and Zoning Department recommends APPROVAL of the zoning request.

BOARD RECOMMENDATION:

Planning and Zoning Commission recommenda	tion PENDING.
FINANCIAL IMPACT	
Account Code (GF/GL/Dept): N/A	
Funding Source:	
Amount:	
Quotes (Name/Commodity/Price)	
Co-op Agreement (Name/Contract#)	
<u>ALTERNATIVE</u>	
Deny	
REQUIRED AUTHORIZATION	
1. City Manager	Date
2. CFO	Date
3. Attorney	Date

Ivy Avalos Mayor

Ruben Reyes
Representative
At Large

Cesar Nevarez
District 1
Mayor Pro-Tem

2021 Second Reading and Adoption:



Ralph Duran
District 2

Victor Perez.
District 3

Yvonne Colon-Villalobos

District 4

Adriana Rodarte
City Manager

ORDINANCE

AN ORDINANCE TO PROVIDE A CONDITIONAL USE PERMIT ALLOWING FOR A CHILD CARE FACILITY IN AN R-3 (HIGH DENSITY RESIDENTIAL DISTRICT) IN BLOCK 3, SOMBRAS DE MISIONES, LOT 4 AT 10410 CARTER SCOTT PLACE, SOCORRO, TEXAS 79927.

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

That pursuant to Chapter 46 of the Codification of Ordinances of the City of Socorro, Texas, the Zoning Ordinance of the City of Socorro, the property at Block 3, Sombras de Misiones, Lot 4 located at 10410 Carter Scott Place is granted a Conditional Use Permit to allow for a child care facility in an R-3 (High Density Residential District) zoning district.

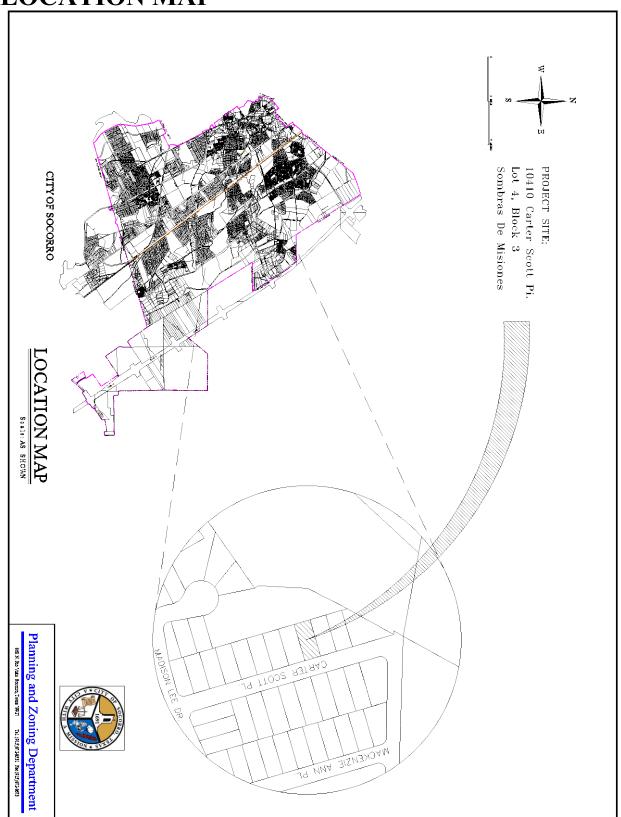
READ, APPROVED AND ADOPTED this	day of 2021.
	CITY OF SOCORRO, TEXAS
ATTEST:	Ivy Avalos, Mayor
Olivia Navarro, City Clerk	
APPROVED AS TO FORM:	
James A. Martinez Socorro City Attorney	
Introduction and First Reading: September 16,	



CU21-0002

	CONDITIONAL USE PERMIT REQUEST 19
1.	Name: hosa Isela + raire Date: Agosto 06, 2021
	Name: Posa Isela + raire Date: Agosto 06, 2021 Address: 10410 Carter Scot. Pl. Phone: 915) 240-4470
	Representative:
	Address: Phone:
2.	Property Location: 10410 Carter Scott Pl.
	Legal Description: Block 3, Sombras de Misiones, Lot 4
	If legal description is not available, a metes and bounds description will be required.
	Some Sq. ft. or Acreage) Residencial Current Zoning Current Land Use
	Proposed Zoning Proposed Land Use
3.	The state of the s
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3.	All owners of record must sign document. BOX A MUST BE COMPLETED AND ALL EXHIBITS MUST BE SUBMITTED
3.	All owners of record must sign document. BOX A MUST BE COMPLETED AND ALL EXHIBITS MUST BE SUBMITTED
3.	All owners of record must sign document. BUS A EACH ITEM ON THIS FORM MUST BE COMPLETED AND ALL EXHIBITS MUST BE SUBMITTED BEFORE THIS FEOURST CAN BE SCHEDULED FOR A PUBLIC HEARING BOOK A DOCUMENT OF THE STREET OF THE STRE

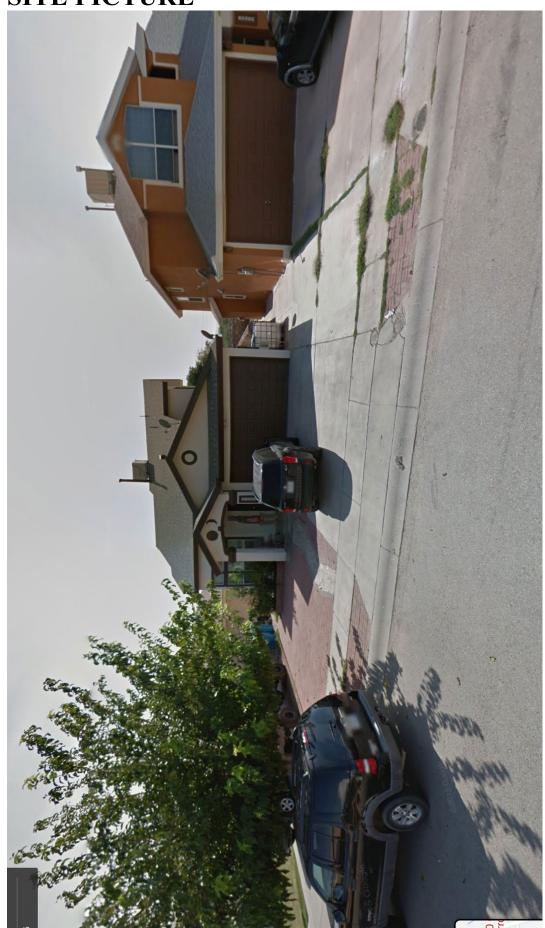
LOCATION MAP



ZONING MAP



SITE PICTURE



Page 7 of 11

AERIAL PHOTO



NOTIFICATION LETTER

Ivy Avalos Mayor

Ruben Reyes At Large



Raiph Duran

vonne Colon-Villalobos

September 8, 2021

Dear property owner,

You are hereby notified that a Planning and Zoning Commission meeting has been scheduled to hold a PUBLIC HEARING on September 21, 2021 at 5:30 p.m. BROADCASTED FROM CITY HALL CHAMBERS, 860 RIO VISTA RD., SOCORRO, TEXAS VIA TELEPHONE CONFERENCE AND LIVE STREAMED. The purpose of the Public Hearing is to receive public comments on the following:

Public hearing request on the proposed Conditional Use Permit to allow a childcare facility in a R-3 zoning district at 10410 Carter Scott Place, Block 3 Sombras de Misiones, Lot 4 in Socorro, Texas 79927.

You have been notified because you own a property located within the 200-foot radius mandated by Municode Chapter 46-53 (c).

Although you are not obligated to attend, interested parties are advised to attend the hearing to voice their concerns and/or comments. If you are unable to attend the hearing, your written comments will be considered. Written comments must be delivered to the City of Socorro Planning and Zoning Department during regular working hours, on or before the day of the hearing.

The public must call 844-854-2222 and use access code 579797 by 5:00 p.m. mountain standard time (MST) on September 21, 2021 to join the meeting and to sign up to speak on the public hearing, the speaker will be called upon by the presiding officer during the public hearing.

Please contact our office the day of the scheduled meeting to confirm that the meeting will be held.

Respectfully.

Judith Rodriguez Judith Rodriguez Planning & Zoning Commission Secretary

860 N. Rio Vista Rd., Socorro, Texas 79927 Tel. (915) 872-8531 Fax (915)872-8724

Ivy Avalos Ruben Reyes Representative At Large

Cesar Nevarez District I Mayor Pro Tem



Ralph Duran

Victor Perez

Adriana Rodarte

8 de Septiembre, 2021

Estimado dueño(a) de propiedad,

Se le notifica que habrá una AUDIENCIA PUBLICA durante la junta de la Comisión de Planeación y Zonificación el 21 de Septiembre del año 2021 a las 5:30 p.m. TRANSMITIDO DESDE CÁMARAS DE AYUNTAMIENTO, SOR RIO VISTA RD., SOCORRO, TEXAS A TRAVÉS DE LA CONFERENCIA TELLEFÓNICA Y EN VIVO POR MEDIO VIRTUAL. El propósito de la audiencia pública es para recibir comentarios u opiniones del público sobre lo efenciarte.

Solicitud de audiencia pública en el Permiso de Uso Condicional propuesto para permitir una instalacion de cuidado infantil en un distrito de zonificacion R-3 en 10410 Carter Scott Place, Bloque 3 Sombras de Misiones, Lote 4 en Socorro, Texas 79927

Usted ha sido notificado porque es dueño(a) de una propiedad ubicada dentro del radio de 200 pies de la propiedad en cuestión, dispuesto por el Capitulo 46-53 (e) de el Codigo Municipal.

Usted no está obligado(a) a asistir, pero si tiene algun comentario u opinión se le recomienda asistir a la audiencia. Si no puede asistir a la audiencia, se tendrán en cuenta sus observaciones por escrito. Los comentarios escritos deben ser entregados al Departamento de Planeación y Uso de Suelo durante las horas de trabajo regulares, antes o en el día de la audiencia.

El público debe llamar al 844-854-2222 y usar el código de acceso 579797 antes de las 5:00 p.m. del 21 de Septiembre del año 2021 para unirse a la reunión e inscribirse para hablar durante la audiencia pública. El official conduciendo la reunión llamará la person para comentar en su artículo

Por favor póngase en contacto con nuestra oficina el día de la junta para confirmar que la junta se llevará a cabo.

Guðith Roðriguez Judith Rodriguez Secretaria de la Comision de Planeación y Zonificación

860 N. Rio Vista Rd., Socorro, Texas 79927 Tel. (915) 872-8531 Fax (915)872-8724

NOTIFICATION MAP



NOTIFICATION ADDRESSES

FILE_AS_NA	ADDR_LINE2	ADDR_CITY	ADI	ADDR_ZIP
ALANIS ULISES	10430 CARTER SCOTT PL	EL PASO	TX	79927-3915
VALLES JORGE M	10429 CARTER SCOTT PL	EL PASO	TX	79927-3915
PEDRAZA ALVARO I	10426 CARTER SCOTT PL	EL PASO	TX	79927-3915
ZAMORA MANUEL P & CASTORENA KARINA	10432 MADISON LEE DR	EL PASO	TX	79927-3912
BRIONES LUIS E	10425 CARTER SCOTT PL	EL PASO	TX	79927-3915
GONZALEZ MARIA & CANO CHRISTIAN M	10422 CARTER SCOTT PL	EL PASO	TX	79927-3915
MEDINA WILFREDO L	10421 CARTER SCOTT PL	EL PASO	TX	79927-3915
PARGA-DAVIS MARIA I	10418 CARTER SCOTT PL	EL PASO	TX	79927-3915
ALFEREZ JOSHUA	10417 CARTER SCOTT PL	SOCORRO	TX	79927-3915
HERNANDEZ JAIME	10414 CARTER SCOTT PL	EL PASO	TX	79927-3915
RIVERA MARISELA	10420 MAC KENZE ANN PL	SOCORRO	TX	79927-3913
DRIGGERS A R	6207 MONTANA AVE	EL PASO	TX	79925-2023
FRAIRE GERARDO A	10410 CARTER SCOTT PL	EL PASO	TX	79927-3915
VASQUEZ LUIS & MEDINA VERONICA	10416 MACKENZIE ANN PL	ELPASO	TX	79927-3913
DURAN ARMIDA	10409 CARTER SCOTT PL	EL PASO	TX	79927-3915
DE LEON CRISTINA H S D	10406 CARTER SCOTT PL	EL PASO	TX	79927-3915
MARQUEZ ADRIANA	10412 MACKENZIE ANN PL	SOCORRO	ΤX	79927-3913
CITY OF SOCORRO	124 HORIZON BLVD	SOCORRO	ΤX	79927-2620
RUIZ LUIS C	10402 CARTER SCOTT PL	EL PASO	TX	79927-3915
LAGUNAS MELISSA	10405 CARTER SCOTT PL	SOCORRO	TX	79927-3915
BAZAN VICENTE	10408 MAC KENZE ANN PL	EL PASO	TX	79927-3913
GUAJARDO JESSE J & AYALA REBECCA	10401 CARTER SCOTT PL	SOCORRO	TX	79927-3915
GASTELUM ARMANDO F	10404 MAC KENZE ANN PL	EL PASO	TX	79927-3913
PESINA FELICIA M	10400 MACKENZIE ANN PL	SOCORRO	ΤX	79927-3913
CASTANEDA PATRICIA	10397 CARTER SCOTT PL	SOCORRO	TX	79927-3914
SOTELO DANIEL	10398 CARTER SCOTT PL	EL PASO	ΤX	79927-3914
BELTRAN MARIANO	425 GALLAGHER ST	EL PASO	TX	79915-3133

Ivy Avalos Mayor

Ruben Reyes Representative At Large

Cesar Nevarez
District 1
Mayor Pro-Tem



Ralph Duran
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos

District 4

Adriana Rodarte
City Manager

DATE: September 16, 2021 **TO:** Mayor and Council

FROM: Interim City Planner, Carlos Gallinar CC: City Manager, Adriana Rodarte

SUBJECT:

Introduction First Reading and Calling for a public hearing of an Ordinance for the proposed Rezoning of 14 Country Green, Lot 10 located at 628 Milo Road, Socorro, Texas 79927 from R-1 (Single Family Residential) to R-2 (Medium Density Residential) zoning district with a Condition limiting the density to one duplex unit.

SUMMARY:

Applicant is requesting a Rezoning request to allow for a duplex unit.

BACKGROUND:

- Property is 13,181 SF.
- Property has a vacant mobile home.
- Land is zoned R-1.
- R-1 does not allow for a duplex development.
- Per the Future Land Use Map, the projected land use for this property is: Residential.

Please see attached location and zoning map.

STATEMENT OF THE ISSUE:

The property is currently zoned R-1 (Single Family Residential District). The zoning district does not allow for a duplex. Applicant is requesting the R-2 (Medium Density Residential District).

STAFF RECOMMENDATION:

The Planning and Zoning Department recommends APPROVAL of the zoning request.

BOARD RECOMMENDATION:

Planning and Zoning Commission recomm	endation PENDING.	
FINANCIAL IMPACT		
Account Code (GF/GL/Dept): N/A		
Funding Source:		
Amount:		
Quotes (Name/Commodity/Price)		
Co-op Agreement (Name/Contract#)		
<u>ALTERNATIVE</u>		
Deny		
REQUIRED AUTHORIZATION		
1. City Manager	Date	
2. CFO	Date	

3. Attorney _____ Date ____

Ivy Avalos Mayor

Ruben Reyes
Representative
At Large

Cesar Nevarez
District 1
Mayor Pro-Tem



Ralph Duran
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

AN ORDINANCE CHANGING THE ZONING DESIGNATION OF 14 COUNTRY GREEN, LOT 10 LOCATED AT 628 MILO ROAD, SOCORRO, TEXAS 79927 FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO R-2 (MEDIUM DENSITY RESIDENTIAL) WITH A CONDITION TO LIMIT THE DENSITY TO ONE DUPLEX UNIT.

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

That pursuant to Chapter 46 of the Codification of Ordinances of the City of Socorro, Texas, the Zoning Ordinance of the City of Socorro, the property at 14 Country Green, Lot 10 located at 628 Milo Road, Socorro, Texas 79927 has been changed from R-1 (Single Family Residential) to R-2 (Medium Density Residential) zoning district with a Condition limiting the density to one duplex unit.

dorrof

2021

DEAD ADDDOVED AND ADODTED this

Introduction and First Reading: September 16, 2021

Second Reading and Adoption:

KEAD, AIT KOVED AND ADOITED uns	day 01 2021.
	CITY OF SOCORRO, TEXAS
ATTEST:	Ivy Avalos, Mayor
Olivia Navarro, City Clerk	
APPROVED AS TO FORM:	
James A. Martinez Socorro City Attorney	



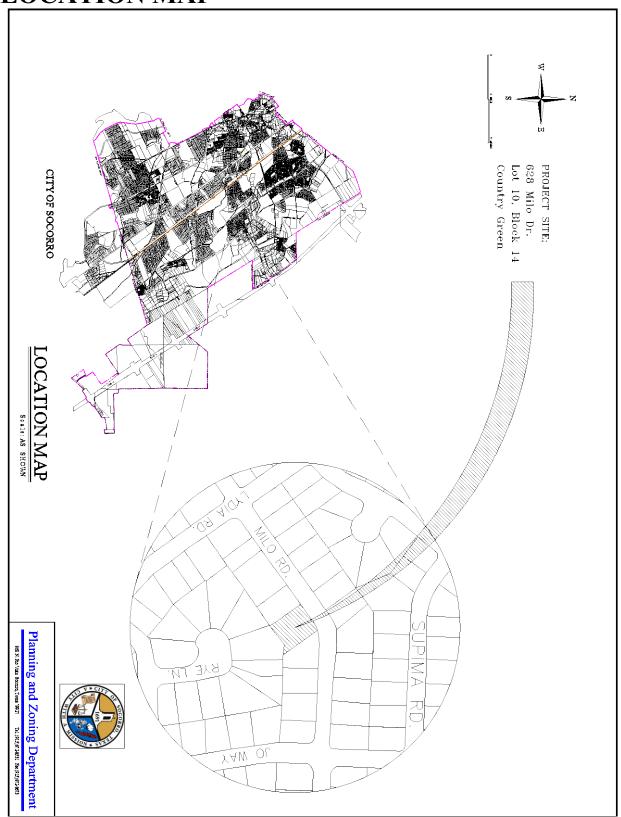
PLANNING AND ZONING DEPARTMENT REZONING APPLICATION **CITY OF SOCORRO**

1. Name: Eminent Ventures	
Address: 11949 Tres Caballos	915 - 538 Phone:
Representative Day of Fstrasl	
Address:	Phone:
Email Address: david es trade 12	egmil.com
Property Location: 628 Milo	
Legal Description: 14 Country Gre	en Lot 10
If legal description is not available, a metes and bou	
13, 182 sg Ff Area (Sq. ft. or Acreage) R-1 Current Zoning	
^	Proposed Land Use
Proposed Zoning	Proposed Land Use
All owners of record must sign document. David Estrusta Jan	Eminent Ventures
e: Each item on this form must be completed and all nitted before this request can be scheduled for a publication.	supporting documentation must be ic hearing.
Representative/Owner	8.23.2021
•	Date
FEES ARE NON-REFUNDABLE / NO GUARANT	

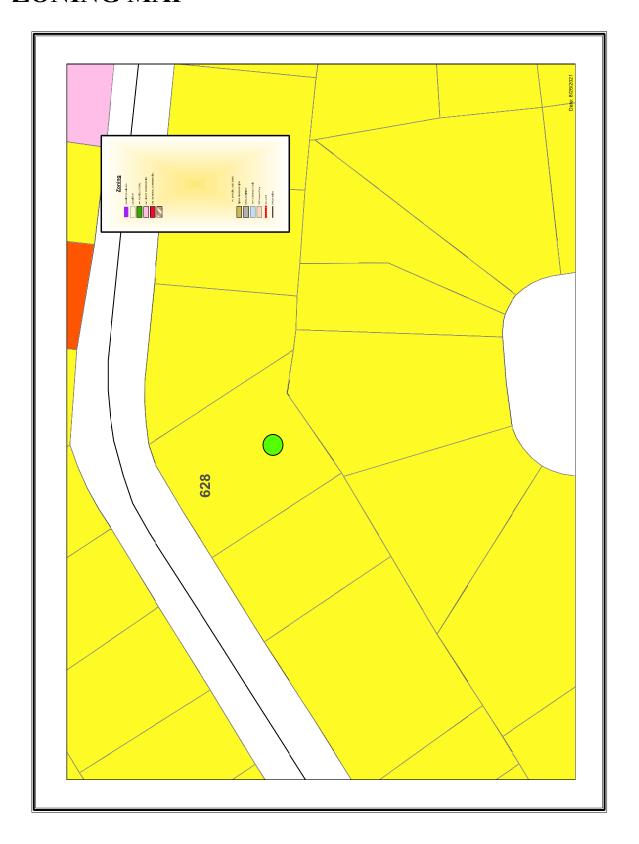
<u>ABLES / NINC</u> <u>APROBARÁ</u>

860 N. Rio Vista, Socorro, Texas 79927 (915) 872-8531 Fax (915) 872-8673 02/15 PZ Form REZ

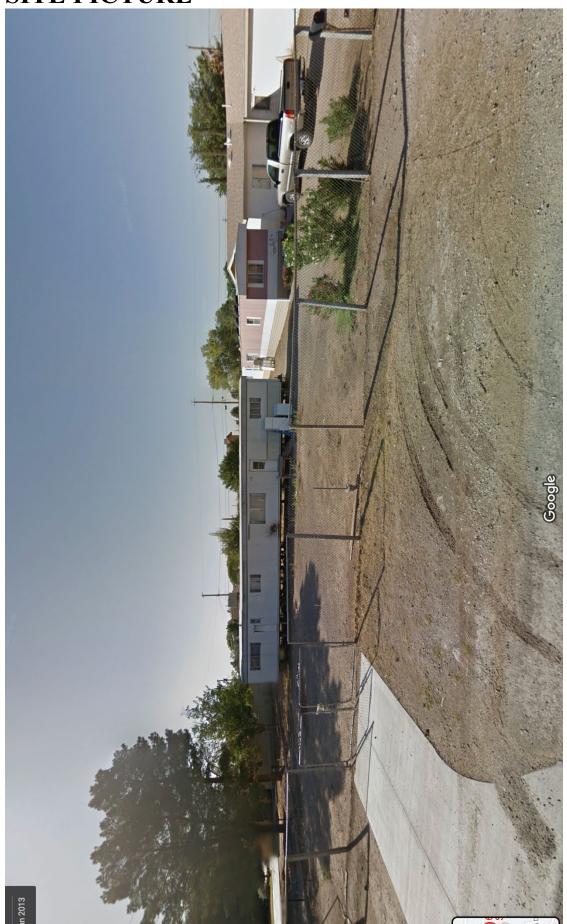
LOCATION MAP



ZONING MAP



SITE PICTURE



Page 7 of 11

AERIAL PHOTO



NOTIFICATION LETTER

Ivy Avalos Mayor

Ruben Reyes
Representative

Cesar Nevarez
District 1
Mayor Pen Tem



Ralph Duran
Diarries 2

Victor Perez
Dutries 3

Yvonne Colon-Villalobos
Diarries 4

Adriana Rodarte City Monager

September 8, 2021

Dear property owner,

You are hereby notified that a Planning and Zoning Commission meeting has been scheduled to hold a PUBLIC HEARING on September 21, 2021 at 5:30 p.m. BROADCASTED FROM CITY HALL CHAMBERS, 860 RIO VISTA RD-SOCORRO, TEXAS VIA TELEPHONE CONFERENCE AND LIVE STREAMED. The purpose of the Public Hearing is to receive public comments on the following:

Public hearing request on the proposed amendment to the City of Socorro's Master Plan and Rezoning of Lot 10, Country Green, Block 14, located at 628 Milo Road, from R-I (Single Family Residential) to R-2 (Medium Density Residential).

You have been notified because you own a property located within the 200-foot radius mandated by Municode Chapter 46-53 (c).

Although you are not obligated to attend, interested parties are advised to attend the hearing to voice their concerns and/or comments. If you are unable to attend the hearing, your written comments will be considered. Written comments must be delivered to the City of Socorro Planning and Zoning Department during regular working hours, on or before the day of the hearing.

The public must call 844-854-2222 and use access code 879797 by 5-00 p.m. mountain standard time (MST) on September 21, 2021 to join the meeting and to sign up to speak on the public hearing, the speaker will be called upon by the presiding officer during the public hearing.

Please contact our office the day of the scheduled meeting to confirm that the meeting will be held.

Respectfully,

Judith Rodriguez Judith Rodriguez Planning & Zoning Commission Secretary

> 860 N. Rio Vista Rd., Socorro, Texas 79927 Tel. (915) 872-8531 Fax (915)872-8724 www.cl.socorro.tx.us

Ivy Avalos Mayor Ruben Reyes

At Large

Cesar Nevarez

District J



Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
Cite Management

8 de Septiembre, 2021

Estimado dueño(a) de propiedad,

Se le notifica que habrá una AUDIENCIA PUBLICA durante la junta de la Comisión de Planeación y Zonificación el 21 de Septiembre del año 2021 a las 5-30 p.m. TRANSSUTURO DESDE CAMARAS DE AUTIVAMIENTO, SON ELO VISTAS END. SOCIORED, TEXAS A TRAVÉS UEL AL CONFERENCIA TELEBUSICA Y EN VIVO POR MEDIO VIRCUAL El propósito de la audiencia pública es para recibir comentarios o equiniones del público sobre lo siguiente:

Solicitud de audiencia pública sobre enmienda propuesta al Plan Maestro de la Ciudad de Socorro y la rezonificacion del Lote 10, Country Green, Bloque 14, ubicado en 628 Milo Road, desde R-1 (Residencial unifamiliar) a R-2 (Residencial de densidad media).

Usted ha sido notificado porque es dueño(a) de una propiedad ubicada dentro del radio de 200 pies de la propiedad en cuestión, dispuesto por el Capitulo 46-53 (c) de el Codigo Municipal.

Usted no está obligado(a) a asistir, pero si tiene algun comentario u opinión se le recomienda asistir a la audiencia. Si no puede asistir a la audiencia, se tendrán en cuenta sus observaciones por escrito. Los comentarios escritos deben ser entregados al Departamento de Planeación y Uso de Suelo durante las horas de trabajo regulares, antes o en el día de la audiencia.

El público debe llamar al 844-854-2222 y usar el código de acceso 579797, antes de las 5:00 p.m. del 21 de Septiembre del año 2021 para unirse a la reunión e inscribirse para hablar durante la audiencia pública. El official conduciendo la reunión llamará la person para comentar en su artículo.

<u>Por favor póngase en contacto con nuestra oficina el día de la junta para confirmar que la junta se llevarrá a cabo.</u>

Atentamente,

Judith Rodriguez Judith Rodriguez Secretaria de la Comision de Planeación y Zonificación

> 850 N. RIO VIMA R.E., SOCOTTO, TEXIS 79927 Tecl. (913) 872-8331 Fux (913)872-8724 www.cl.socotto.tx.us

NOTIFICATION MAP



NOTIFICATION ADDRESSES

FILE_AS_NA	ADDR_LINE2	ADDR_CITY	ADD	ADDR_ZIP
CARREON JOSE	2919 RICHMOND AVE	EL PASO	TX	79930-3315
SAENZ EFRAIN	11730 FLOR DEL RIO ST	SOCORRO	TX	79927-3316
FLORES ENRIQUE	10925 RYE LN	SOCORRO	TX	79927-4452
CARDONA JOSE D	10950 JO WAY	EL PASO	TX	79927
MIRELES JOEL A & BERENICE	508 HARVEST DR	ELPASO	TX	79927-3553
AGUILERA SERGIO & ELDA	10921 RYE LN	SOCORRO	TX	79927-4452
PUENTES LETICIA	10916 RYE LN	SOCORRO	TX	79927-4904
SOLANO ABEL A	620 MILO DR	SOCORRO	TX	79927-4441
GARCIA ROBERTO & GRACIELA	502 RIVERVIEW CIR	EL PASO	TX	79915-4834
JAIME SERGIO & MARGARITA & 4	654 MILO DR	SOCORRO	TX	79927-4441
MORALES DAVID & MARGARET N	650 MILO DR	SOCORRO	TX	79927-4441
MORALES ENRIQUE (CS)	9148 CANANEA LN	EL PASO	TX	79907-6804
SOLANO MARIA E	638 MILO DR	SOCORRO	TX	79927-4441
ORTIZ MARTHA (LE) & FRY JO A &	:609 MILO	EL PASO	TX	79927-4483
TORRES PETRA	615 MILO DR	SOCORRO	TX	79927-4483
GARCIA JOSE G & ESTHER	621 MILO DR	SOCORRO	TX	79927-4483
CASTANEDA JUAN FDO & MARIA	627 MILO DR	SOCORRO	TX	79927-4483
SOLIS GRISELDA	649 MILO DR	SOCORRO	TX	79927-4483
LOMELI MARIA L	366 ROSLYN DR	HORIZON CIT	XT.	79928-6427
HERNANDEZ RAUL & EMMA	616 SOYA DR	EL PASO	TX	79927-4450
MAESE FRANCISCO & MARIA E	643 MILO DR UNIT A	SOCORRO	TX	79927-4908
VARGAS RICARDO III & VALERIE	218 PASODALE RD	EL PASO	TX	79907-5911
TINAJERO ROSA M	620 SOYA DR	EL PASO	TX	79927-4450
ORTEGA ROBERT & ANGELICA	1808 MIKE HILL DR	EL PASO	TX	79936-4210
RUELAS GUILLERMO R & ALICI	662 SUPIMA DR	EL PASO	TX	79927-4447
RUELAS GUILLERMO R & ALICIA	662 SUPIMA DR	EL PASO	TX	79927-4447

Ivy Avalos Mayor

Ruben Reyes Representative At Large

Cesar Nevarez
District 1
Mayor Pro-Tem



ITEM 10

Ralph Duran
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos

District 4

Adriana Rodarte
City Manager

DATE: September 16, 2021 **TO:** Mayor and Council

FROM: Interim City Planner, Carlos Gallinar

CC: City Manager, Adriana Rodarte

SUBJECT:

Introduction First Reading and Calling for a public hearing of an Ordinance for the proposed Rezoning of 3 Socorro Track 4-K-6 located at 10883 Thunder Drive, Socorro, Texas 79927 from R-1 (Single Family Residential) to C-2 (General Commercial) zoning district.

SUMMARY:

Applicant is requesting a Rezoning request to create options for commercial development on his property.

BACKGROUND:

- Property is 73,180.8 SF or 1.68 Acres
- Property is vacant.
- Land is zoned R-1.
- Per the Future Land Use Map, the projected land use for this property is: Public/Institutional.

Please see attached location and zoning map.

STATEMENT OF THE ISSUE:

The property is currently zoned R-1 (Single Family Residential District). Applicant is requesting the C-2 (General Commercial).

STAFF RECOMMENDATION:

The Planning and Zoning Department recommends APPROVAL of the zoning request.

BOARD RECOMMENDATION:

Planning and Zoning Commission recomme	endation PENDING.	
FINANCIAL IMPACT		
Account Code (GF/GL/Dept): N/A		
Funding Source:		
Amount:		
Quotes (Name/Commodity/Price)		
Co-op Agreement (Name/Contract#)		
<u>ALTERNATIVE</u>		
Deny		
REQUIRED AUTHORIZATION		
1. City Manager	Date	
2. CFO	Date	
3 Attomosy	Data	

Ivy Avalos Mayor

Ruben Reyes
Representative
At Large

Cesar Nevarez
District 1
Mayor Pro-Tem

Second Reading and Adoption:



Ralph Duran
District 2

Victor Perez.
District 3

Yvonne Colon-Villalobos

District 4

Adriana Rodarte
City Manager

AN ORDINANCE CHANGING THE ZONING DESIGNATION OF 3 SOCORRO TRACK 4-K-6 LOCATED AT 10883 THUNDER ROAD, SOCORRO, TEXAS 79927 FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO C-2 (GENERAL COMMERCIAL).

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

That pursuant to Chapter 46 of the Codification of Ordinances of the City of Socorro, Texas, the Zoning Ordinance of the City of Socorro, the property at 3 Socorro Track 4-K-6 located a 10883 Thunder Road, Socorro, Texas 79927 has been changed from R-1 (Single Family Residential) to C-2 (General Commercial) zoning district.

READ, APPROVED AND ADOPTED this	day of 2021.
	CITY OF SOCORRO, TEXAS
ATTEST:	Ivy Avalos, Mayor
Olivia Navarro, City Clerk	
APPROVED AS TO FORM:	
James A. Martinez Socorro City Attorney	
Introduction and First Reading: September 16, 2021	



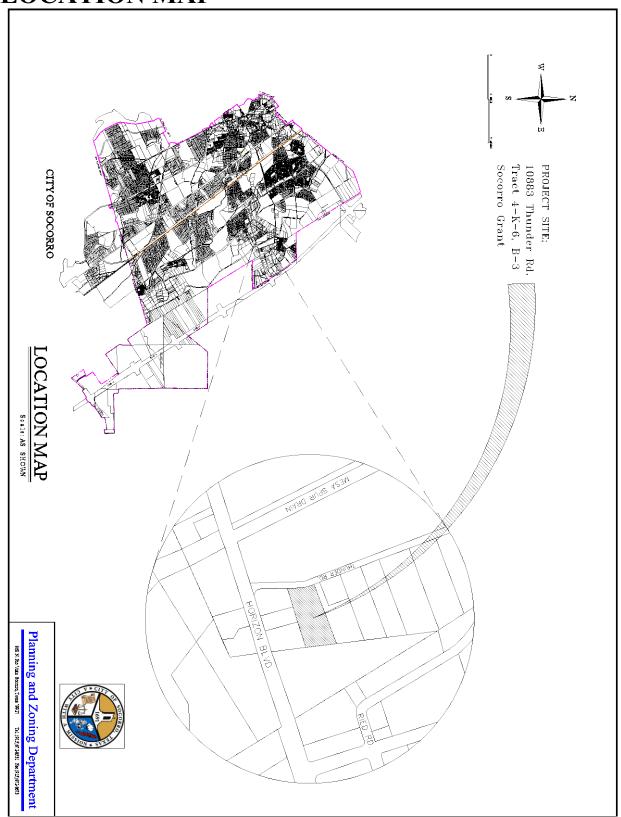
PLANNING AND ZONING DEPARTMENT REZONING APPLICATION CITY OF SOCORRO

1.	Name: CARLOS S. CISNEROS
	Address: 1670 DOUG OLSON Phone: 915)274-4600
	Representative:
	Address:Phone:
	Email Address:
2.	Property Location: 10883 THUNDER RD
	Property Location: 10883 THUNDER RD Legal Description: 3 SOCORRO TR 4-K-6
	If legal description is not available, a metes and bounds description will be required.
	1,68 AC R1 Area (Sq. ft. or Acreage) Current Zoning Current Land Use
	C 2 W/A
	Proposed Zoning Proposed Land Use
3.	All owners of record must sign document.
	te: Each item on this form must be completed and all supporting documentation must be omitted before this request can be scheduled for a public hearing.
	Carlos 1. Comme 08/25/2021
	Representative/Owner Date

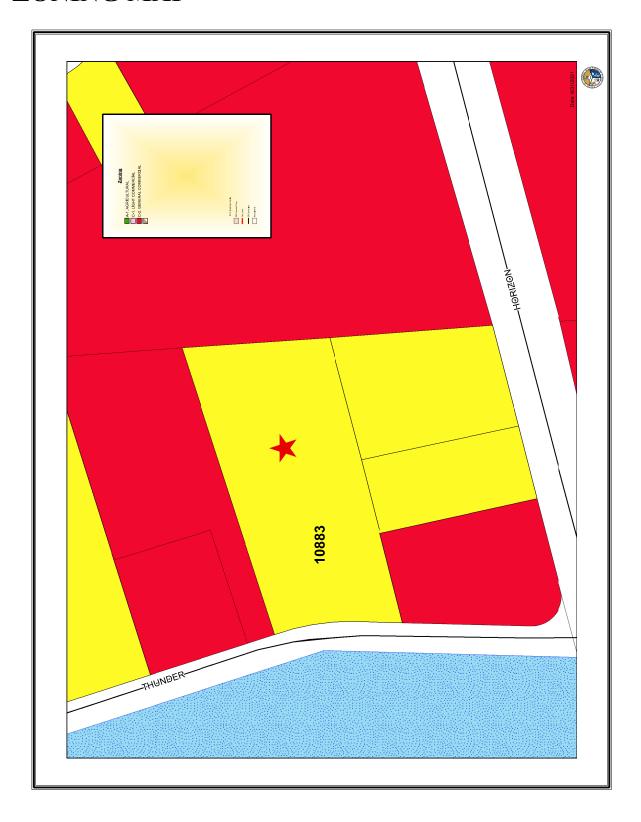
ALL FEES ARE NON-REFUNDABLE / NO GUARANTEE IS MADE IT WILL BE APPROVED
LAS TARIFAS NO SON REEMBOLSABLES / NINGUNA GARANTÍA SE HACE QUE SE
APROBARÁ

860 N. Rio Vista, Socorro, Texas 79927 (915) 872-8531 Fax (915) 872-8673 02/15 PZ Form REZ

LOCATION MAP



ZONING MAP



SITE PICTURE



AERIAL PHOTO



NOTIFICATION LETTER

Ivy Avalos Mayor Ruben Reyes

Cesar Nevarez District 1



Ralph Duran District 2 Victor Perez District 3

Yvonne Colon-Villalobos

Adriana Rodarte

September 8, 2021

Dear property owner,

You are hereby notified that a Planning and Zoning Commission meeting has been scheduled to hold a PUBLIC HEARING on September 21, 2021 at 5:30 p.m. BROADCASTED FROM CITY HALL CHAMBERS, 860 RIO VISTA RD., SOCORRO, TEXAS VIA TELEPHONE CONFERENCE AND LIVE STREAMED. The purpose of the Public Hearing is to receive public comments on the following:

Public hearing request on the proposed amendment to the City of Socorro's Master Plan and Rezoning of Tract 4-K-6, Socorro Grant, Block 3, located at 10883 Thunder Drive from R-1 (Single Family Residential) to C-2 (General Commercial).

You have been notified because you own a property located within the 200-foot radius mandated by Municode Chapter 46-53 (c).

Although you are not obligated to attend, interested parties are advised to attend the hearing to voice their concerns and/or comments. If you are unable to attend the hearing, your written comments will be considered. Written comments must be delivered to the City of Socorro Planning and Zoning Department during regular working hours, on or before the day of the hearing.

The public must call 844-854-2222 and use access code 579797 by 5:00 p.m. mountain standard time (MST) on September 21, 2021 to join the meeting and to sign up to speak on the public hearing, the speaker will be called upon by the presiding officer during the public hearing.

Please contact our office the day of the scheduled meeting to confirm that the meeting will be held.

Respectfully,

Judith Rodriguez Judith Rodriguez Planning & Zoning Commission Secretary

860 N. Rio Vista Rd., Socorro, Texas 79927 Tel. (915) 872-8531 Fax (915)872-8724

Ivy Avalos Mayor

Ruhen Reyes Representative At Large

Cesar Nevarez District I Mayor Pro Tem



Ralph Duran District 2 Victor Perez District 3

Yvonne Colon-Villalobos

Adriana Rodarte

8 de Septiembre, 2021

Estimado dueño(a) de propiedad,

Se le notifica que habrá una AUDIENCIA PUBLICA durante la junta de la Comisión de Planeación y Zonificación el 21 de Septiembre del año 2021 a las 5:30 p.m. TRANSMITIDO DESDE CÁMARAS DE AVINTAMIENTO, 860 RIO VISTA RD., SOCORRO, TEXAS A TRAVÉS DE LA CONFERENCIA TELEFÓNICA Y EN VIVO POR MEDIO VIRTUAL. El propósito de la audiencia pública es para recibir comentarios u opiniones del público sobre lo siguiente:

Solicitud de audiencia pública sobre enmienda propuesta al Plan Maestro de la Ciudad de Socorro y la rezonificacion del Tracto 4-K-6 Socorro Grant, Bloque 3, ubicado en 10883 Thunder Drive desde R-1 (Residencial unifamiliar) a C-2 (General Comercial).

Usted ha sido notificado porque es dueño(a) de una propiedad ubicada dentro del radio de 200 pies de la propiedad en cuestión, dispuesto por el Capitulo 46-53 (e) de el Codigo Municipal.

Usted no está obligado(a) a asistir, pero si tiene algun comentario u opinión se le recomienda asistir a la audiencia. Si no puede asistir a la audiencia, se tendrán en cuenta sus observaciones por escrito. Los comentarios escritos deben ser entregados al Departamento de Planeación y Uso de Suelo durante las horas de trabajo regulares, antes o en el día de la audiencia.

El público debe llamar al 844-854-2222 y usar el código de acceso 579797 antes de las 5:00 p.m. del 21 de Septiembre del año 2021 para unirse a la reunión e inscribirse para hablar durante la audiencia pública. El official conduciendo la reunión llamará la person para comentar en su artículo.

Por favor póngase en contacto con nuestra oficina el día de la junta para confirmar que la junta se llevará a cabo.

Atentamente,

Judith Rodriguez Judith Rodriguez Secretaria de la Comision de Planeación y Zonificación

860 N. Rio Vista Rd., Socorro, Texas 79927 Tel. (915) 872-8531 Fax (915)872-8724

NOTIFICATION MAP



NOTIFICATION ADDRESSES

FILE_AS_NA	ADDR_LINE2	ADDR_CITY	ADI	ADDR_ZIP
HERNANDEZ EULALIO	PO BOX 290835	EL PASO	TX	79929-0835
LOPEZ ARACELI	1081 HORIZON BLVD	SOCORRO	TX	79927-4426
LOPEZ MARY L	1083 HORIZON BLVD	SOCORRO	TX	79927-4426
CISNEROS CARLOS S	1670 DOUG OLSON DR	EL PASO	TX	79936-5618
AZUCENA BRISA	10232 VALLE RICO DR	EL PASO	TX	79927-3925
VAQUERA RAUL JR	10839 THUNDER RD	EL PASO	TX	79927-4836
GOMEZ RICARDO B	PO BOX 258	GROVER BEACH	CA	93483-0258
BURRUS LEE ANN C	PO BOX 685	WINDSOR	CO	80550-0685
CITY OF SOCORRO	124 HORIZON BLVD	SOCORRO	TX	79927-2620
CITY OF SOCORRO	124 HORIZON BLVD	SOCORRO	TX	79927-2620

Ivy Avalos Mayor

Ruben Reyes Representative At Large

Cesar Nevarez
District 1
Mayor Pro-Tem



ITEM 11

Ralph Duran
District 2

Victor Perez.
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

DATE: September 16, 2021 **TO:** Mayor and Council

FROM: Interim City Planner, Carlos Gallinar

CC: City Manager, Adriana Rodarte

SUBJECT:

Introduction First Reading and Calling for a public hearing of an Ordinance amending Part I (Charter), Chapter 2 (Administration) and Chapter 46 (Zoning) to clarify the jurisdiction of the Planning and Zoning Commission in regards to zoning actions or requests and to introduce specifications for rezoning requests within the city of Socorro, Texas.

SUMMARY:

These include minor modifications to the City of Socorro's Municipal Code, Chapter 2 and Chapter 46. These modifications will clarify the role of the Planning and Zoning Commission and clarify application requirements for rezoning requests.

BACKGROUND:

- City of Socorro Municipal Code, Chapters 2 and 46 contains conflicting information as to the roles of the Planning and Zoning Commission and the Board of Adjustments.
- Zoning applications require various items for rezoning requests. These items are not codified in the Municipal Code.

STATEMENT OF THE ISSUE:

City of Socorro Municipal Code often requires amendments, minor tweaks, or revisions. These amendments clarify various items and makes planning and development processes clearer for staff and the public/applicants.

STAFF RECOMMENDATION:

The Planning and Zoning Department recommends APPROVAL of the request.

BOARD RECOMMENDATION:

Planning and Zoning Commission recomm	endation PENDING.	
FINANCIAL IMPACT		
Account Code (GF/GL/Dept): N/A		
Funding Source:		
Amount:		
Quotes (Name/Commodity/Price)		
Co-op Agreement (Name/Contract#)		
<u>ALTERNATIVE</u>		
Deny		
REQUIRED AUTHORIZATION		
1. City Manager	Date	
2. CFO	Date	
3 Attorney	Date	

Ivy Avalos Mayor

Ruben Reyes Representative At Large

Cesar Nevarez
District 1
Mayor Pro-Tem



Ralph Duran
District 2

Victor Perez
District 3

Yvonne Colon-VillalobosDistrict 4

Adriana Rodarte
City Manager

ORDINANCE	
-----------	--

AN ORDINANCE TO AMEND PART I (CHARTER), CHAPTER 2 (ADMINISTRATION), AND CHAPTER 46 (ZONING)

WHEREAS the City of Socorro desires to and believes it is in the best interest of the City to amend Chapter 46 (Zoning) to clarify the jurisdiction of the Planning and Zoning committee in regards to zoning actions or requests and introduce specifications for rezoning requests within the City of Socorro, Texas.

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

(Deletions of the current text are noted in red strike through font and additions are noted in blue underline font)

Section 2: That Chapter 46 (Zoning), be revised as follows:

PART I – CHARTER

ARTICLE XII. - PLANNING AND ZONING COMMISION

Sec. 12.03. – Board of Adjustment.

The City Council shall by ordinance establish a Board of Adjustment which shall, to the extent provided by ordinance or State Law, have the power to hear and determine appeals from the refusal of building permits, appeals resulting from administrative decisions and to permit an authorized exception to or variation from the zoning regulations. Members of such board shall hold no other City office and no former member of the City Council shall serve as a member of the Board of Adjustment until one (1) year after completion of his or her City Council term.

Chapter 2 – ADMINISTRATION

ARTICLE IV. – BOARDS, COMMISIONS, AGENCIE

S AND AUTHORITES

DIVISION 3 – BOARD OF ADJUSTMENT

Sec. 2-174. Authority, jurisdiction and quorum.

- (a) The board of adjustment may:
 - 1) Hear and decide an appeal that alleges error in an order, requirement, decision, or determination made by an administrative official in the enforcement of the zoning ordinance.
 - 2) Hear and decide special exceptions to the terms of the zoning ordinance when the ordinance requires the board to do so.

- 3) Authorize, in specific cases, a <u>variance deviation</u> from the terms of the zoning ordinance if the <u>variance deviation</u> is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done.
- (b) In exercising its authority, the board of adjustment may reverse or affirm, in whole or in part, or modify the administrative official's order, requirement, decision, or determination from which an appeal is taken and make the correct order, requirement, decision or determination, and for that purpose the board has the same authority as the administrative official.
- (c) All cases presented to the board of adjustment shall be heard by at least six members or alternates. The concurring vote of six members and alternates shall be necessary to reverse any order, requirement, decisions or determination of any administrative official of the city or to decide in favor of any applicant on any matter, or to authorize a variance from the terms of the zoning ordinance.
- (d) The concurring vote of 75 percent of the members (six members) of the board is necessary to reverse an order, requirement, decision, or determination of an administrative official; decide in favor of an applicant on a matter on which the board is required to pass under a zoning ordinance; or authorize a variation from the terms of a zoning ordinance.

Chapter 46 – Zoning.

ARTICLE II. – ADMINISTRATION AND ENFORCEMENT

Division 2. – Planning and Zoning Commission

Sec. 46-52. Variances.

A variance shall be defined as a variation in the numerical requirements of this chapter. Use variances to the provisions of this chapter shall not be permitted unless specifically recommended by the board of adjustment or by the planning and zoning commission with respect to the type of variance. Application fees for commercial variances shall be in the amount provided in the city fee schedule.

Sec. 46-53. – Public hearing and notice requirements.

- (a) The planning and zoning commission shall hold a public hearing on all requests for zone changes and initial zonings and shall submit a report of the hearing along with its recommendations to the city council for final action. A planning and zoning commission recommendation for approval of a requested zone change or initial zoning shall be placed on the city council consent agenda for passage unless removed from the consent agenda by a two-thirds vote of the city council, or unless appealed to the city council.
- (b) Upon receiving an application for a zoning change, zoning text amendment, future land use plan change, conditional use permit, annexation, or initial zoning, the planning and zoning commission shall review the application in conjunction with the standards set forth in this section. After due investigation and review, if the application is tentatively approved, a public hearing shall be authorized and conducted as provided in this section.
- (c) The planning and zoning commission shall hold a public hearing on the application within 60 days after its receipt. Written notice of the hearing shall be given to the applicant and to all persons who own property within 200 feet of the proposed conditional use. A notice of the hearing shall be published at least 15 days prior to the hearing in a newspaper of general circulation in the city. All notices shall be at the applicant's expense.
- (d) Within 30 days after the public hearing, the conditional use permit shall be granted or denied. In granting the conditional use permit, the planning and zoning commission shall be authorized to permit the use applied for the subject to such reasonable conditions as it may impose. These conditions may contain such requirements for improving, maintaining, operating, and screening the condition use as will protect the character of the surrounding property. City council has final permit approval authority and may use the recommendations of the planning and zoning commission to determine whether to approve or deny the application.

Sec. 46 - 59. – Request to amend zoning map requirements

(a) Material to be submitted with the application:

- (1) If the property to be rezoned is occupied by an existing structure(s), one copy of a detailed site development plat at a scale of not less than 40 feet to the inch showing the following is required:
 - a. Lot lines with dimensions;
 - b. Location of structure(s) within lot;
 - c. Size and use of structure(s) including number of dwellings units in multi- family structure(s);
 - d. Required setbacks;
 - e. Utility rights-of-way and easements;
 - f. Storm water drainage;
 - g. On-site parking areas, loading and unloading berths (if applicable);
 - 1. Number and size of parking spaces;
 - 2. Lighting of parking areas;
 - h. Curb cuts and driveways;
 - i. Pedestrian ways;
 - j. Open spaces, where applicable;
 - k. Size and design of exterior signs;
 - 1. Architectural design of building(s);
- (2) If property is vacant or raw land, one copy of a generalized plot plan showing the following is required:
 - a. <u>Dimensions of the areas and legal description thereof;</u>
 - b. Location of streets and ingress and egress to the property;
 - c. General features or concept of the development;
- (3) <u>Submit the necessary legal documents and provide proof of ownership, including a copy of the Warranty Deed or Certificate of Title.</u>
- (4) A copy of deed restrictions, existing or proposed, or a statement from the Title Company certifying that deed restrictions do not exist.
- (5) A copy of the City Tax Certificate for each parcel described on the rezoning application. Delinquent taxes must be paid in full before application is considered.
- (6) After application is accepted, any outstanding fees become due and are non-refundable.
- (b) <u>Applications will be accepted on a first come first serve basis and the Planning and Zoning Commission reserves the right to limit the amount of zoning cases heard each month.</u>
- (c) Dismissal for want of Prosecution If an applicant fails to appear or be represented at the time their case is being heard, the Commission can, at their discretion, postpone or hear the case with or without the applicants being represented. The applicant's case shall be automatically dismissed for want of prosecution. Failure to receive the notice by certified mail will not excuse failure to appear.
- (d) Fill out the Request for Rezoning form.

Sec. 46-60. – Discretion of the City Manager or Designee.

The city manager or designee has the discretion to waive any of the requirements listed in Section 46-59.

Secs. 46-59 46-89. - Reserved. Secs. 46-61 – 46-89. - Reserved.

ARTICLE III. – NONCONFORMING STRUCTURES AND USES Sec. 46-139. Lots of record.

- (a) In any district in which single-family dwellings are permitted, a single-family dwelling and customary accessory buildings may be erected on any single lot of record at the effective date of adoption of this chapter. Such lots must be in separate ownership. This provision shall apply even though such lots fail to meet the requirements for the area, width, or both, that are generally applicable in the district, provided that yard dimensions and requirements other than those applying to area, width, or both, of the lot shall conform to the regulations for the district in which such lot is located.
- (b) Variance of <u>yard area</u> requirements shall be obtained only through action of <u>the planning and zoning</u> commission board of adjustment. All commercial nonconforming lots structures and uses shall apply for a business registration in order to maintain their nonconforming status.

- (c) All commercial nonconforming lots structures and uses shall apply for a business registration in order to maintain their nonconforming status. As detailed in Chapter 46. Zoning, ARTICLE III. NONCONFORMING STRUCTURES AND USES.
- (d) If two or more lots or combinations of lots and portions of lots with continuous frontage in single ownership are of record at the time of passage or amendment of this chapter, and if all or part of the lots do not meet the requirements established for lot width and area, the lands involved shall be considered to be an undivided parcel for the purposes of this chapter, and no portion of the parcel shall be used or sold in a manner which diminishes compliance with lot width and area requirements established by this chapter, nor shall any division of any parcel be made which creates a lot with width or area below the requirements stated in this chapter.

Sec. 46-140. Uses.

- (a) If lawful use involving individual structures, or structures and premises in combination, exists at the effective date of adoption or amendment of terms of this chapter, the lawful use may be continued until the compliance date as established by the board of adjustment. The use must cease on that date and it may not operate thereafter unless it becomes a conforming use.
- (b) The <u>planning and zoning commission</u> board of adjustment shall, in accordance with the law, provide a compliance date for the nonconformity under a plan whereby the owner's actual investment before the time that the nonconformity was created can be amortized within a definite time period. The comission will consider the following factors in determining a reasonable amortization period:
 - (1) The owners capital investment in nonconforming structures, fixed equipment and other assets (excluding inventory and other assets that may be feasibly transferred to another site) on the property before the time the nonconformity was created by passage of this chapter or an amendment to it.
 - (2) Any costs that are directly attributable to the establishment of compliance date, including demolition expenses, relocation expenses, termination of leases, and discharge of mortgages.
 - (3) Any return on investment since inception of the use, including net income and depreciation.
 - (4) The anticipated annual recovery of investment, including net income and depreciation.

ARTICLE IV. – DISTRICT REGULATIONS

DIVISION 1. - GENERALLY

Sec. 46-173. Rules for interpretation of uncertain boundaries.

- (a) Where uncertainty exists as to the boundaries of districts as shown on the official zoning map, the following rules shall apply:
 - (1) Boundaries shall be construed as the centerline of existing, future, or vacated streets, highways, railroads, alleys, or irrigation canals or other public rights-of-way.
 - (2) Where property has been subdivided into block and lot, the boundaries shall be construed to be the lot line
 - (3) Where property is not otherwise designated, divided, or subdivided, the boundary line shall be determined by the scaled distance shown on the official zoning district map.
 - (4) Where due to the scale, lack of detail, or illegibility of the official zoning map, there is any uncertainty, contradiction, or conflict as to the intended location of any district boundaries shown thereon, interpretation concerning the exact location of a zone district boundary line shall, upon a written request submitted to the planning department, be determined by the board of adjustment.
- (b) The <u>planning and zoning commission</u> board of adjustment is authorized to interpret the zoning map and rule upon disputed questions of lot lines or district boundary lines and similar questions. An application for a map interpretation shall be submitted to the <u>board of adjustment planning and zoning commission</u> by filing a copy of the application with the administrator in the planning department. The application shall contain sufficient information to enable the <u>board</u>—commission-to make the necessary interpretation.

Sec. 46-642. Performance standards.

- (a) Generally. Unless otherwise stated, no land, building or structure in any district must be used or occupied to create any dangerous condition or dangerous element that might adversely affect the surrounding area. Permitted uses as set forth in this chapter must be undertaken and maintained only if they conform to the regulations of the section. Examples of dangerous conditions:
 - (1) Injurious conditions.
 - (2) Noxious use.
 - (3) Fire/explosion.
 - (4) Noise/vibration.
 - (5) Smoke/dust or other form of air pollution.
 - (6) Heat/cold/dampness.
 - (7) Electrical or other substance.
- (b) Performance standard regulations. The following development standards apply within the various zoning districts as indicated:
 - (1) Exterior noise. For the purpose of determining compliance with the noise standards in this section, noise levels are to be measured at any residential property line within any permanent residential zoning district.
 - a. For noise emanating from a property located within any residential zoning district, the maximum allowable noise levels will be as follows:

Time Interval	Allowable Exterior Noise Level
10:00 p.m. to 8:00 a.m.	50 dB(A)
8:00 a.m. to 10:00 p.m.	55 dB(A)

b. For noise emanating from a property located within any commercial zoning district, the maximum allowable noise levels shall be as follows:

Time Interval	Allowable Exterior Noise Level
10:00 p.m. to 8:00 a.m.	65 dB(A)
8:00 a.m. to 10:00 p.m.	70 dB(A)

- c. For noise emanating from a property located within the M-1 light industrial zoning district, the maximum allowable noise levels shall be 70 dB(A).
- d. For noise emanating from a property located within the M-2 heavy industrial zoning district, the maximum allowable noise levels shall not exceed 75 dB(A).
- (2) Exceeding noise levels. Noise emanating from a property within any zoning district may exceed:
 - a. The allowable noise level plus up to five dB(A) for a cumulative period of no more than 30 minutes in any hour;
 - b. The allowable noise level plus six to ten dB(A) for a cumulative period of 15 minutes in any hour;

- c. The allowable noise level plus 11 to 15 dB(A) for a cumulative period of five minutes in any hour; or
- d. The allowable noise level plus 16 or more dB(A) for a cumulative period of one minute in any hour.

In the event that existing ambient noise levels exceed the allowable noise levels in subsection (b)(2) of this section, the maximum allowable noise levels for the property in question can be increased to allow the uses for which the property is zoned.

- (3) Exempted noise sources. For the purpose of determining compliance with the noise standards in this section, the following noise sources will not be included:
 - a. Noises not directly under control of the property owner, lessor, or operator of the premises.
 - b. Noises emanating from construction, grading, repair, remodeling, or any maintenance actives between the hours of 8:00 a.m. and 8:00 p.m.
 - c. Noises of safety signal, warning devices, and emergency pressure relief valves.
 - d. Transient noise of mobile sources, including automobiles, trucks airplanes and railroads.
 - e. Occasional outdoor gatherings, pursuant to a permit or license issued by the appropriate jurisdiction relative to the staging of the events.
- (4) *Measurements*. For the purpose of determining compliance with the noise standards in this section, noise levels are to be measured at any residential property line within any permanent residential zoning district.
- (5) *Vibrations*. No vibration from any use within any zoning district must be permitted which is perceptible without instruments at the property line of any residentially zoned or used property.
- (6) Lighting and glare.
 - a. It will be unlawful for anyone to control any lighting including, but not limited to, spotlights, floodlights, or similar illuminating devices not on the owner's property. Those which project a glare or brightness in excess of the standards described in this subsection, directly or indirectly, upon a lot, tract, or parcel of land other than upon which such lighting is situated must also be disallowed if they annoy, disturb, injure, or endanger the comfort, repose, health, peace or safety of other, within the limits of the city.
 - b. All lighting in the city consisting of spotlights, floodlights or similar illuminating devices must be installed, hooded, regulated and maintained by the owner or person in control thereof in such a manner that the direct beam of any light does not glare upon any lot, tract, parcel of land other than that upon which it is situated, and so that it will not create any illumination from direct or indirect lighting in, on or over the ground beyond the boundary of the lot, parcel, or tract above the following levels: one footcandle where the adjacent development is zoned for nonresidential uses, one-quarter footcandle where the adjacent development is zoned for residential uses.

(7) *Shielding required.*

a. All exterior light sources visible to pedestrian or vehicular off-premises traffic are required to be shielded, except as provided in subsection (b)(7)b of this section, so that the light source is not visible to the pedestrian or vehicular traffic. Lights elevated on standards, for example in parking areas, shall be side shielded on off-premises pedestrian or vehicular travel sides. Lighting mounted on low standards (such as bollard lights) is the preferred method for illuminating smaller parking areas and walkways.

b. Exceptions.

1. Unshielded lighting facing off-premises pedestrian or vehicular sides of the property will be permitted provided the light source is not in excess of 1,700 lumens.

- 2. Historical style or architectural lighting visible or pedestrian or vehicular off-premises traffic must be permitted provided that the fixture does not cause or permit any illumination in, on or over the ground at or beyond the boundary of the lot, parcel, or tract above the following levels: one footcandle where the adjacent development is zoned for nonresidential uses, one-quarter footcandle where the adjacent development is zoned for residential uses.
- (8) Particulate air contaminants. No emissions, dust, fumes, vapors, gases or other forms of air pollution shall be permitted in violation of the rules and regulations of the state air control board, the environmental protection agency or any other laws pertaining to environmental protection.
- (c) Compliance required. This article will apply to all new facilities upon adoption and publication as required by law. All existing facilities with lighting in place on the date of adoption shall comply with the requirements herein 24 months after the effective date of the ordinance from which this division is derived by installing shielding, redirecting lights, or other steps necessary for compliance. The commission may grant a one time extension of up to an additional 24 months if the property owner or one time extension of up to an additional 24 months if the property owner or agent can demonstrate hardship, including undue expense related to the time required for the facilities replacement. Further, existing publicly owned facilities would be required to comply with the requirements herein before the 24-month limit is reached if the facilities undergo renovation to the exterior or the overall renovation exceeds 50 percent of the costs of construction of the existing facilities.
- (d) Exceptions from performance standards. The owner or operator of any building, structure, operation or use which violates any performance standard may file an application for a variance from the provisions thereof wherein the applicant shall set forth all actions taken to comply with the provisions and the reasons why immediate compliance cannot be achieved. The planning and zoning commission board of adjustment within the city may grant a variance with respect to time of compliance, subject to terms, conditions, and requirements, as it may deem reasonable to achieve maximum feasible compliance with the provisions of this section.

(Ord. No. 76, § 18, 5-1-1989; Ord. of 10-19-1992; Ord. of 11-7-2002, § 18)

<u>Section 3</u>. Except as expressly herein amended, Chapter 46 (Zoning) of the Code of Ordinances of the City of Socorro, Texas, shall remain in full force and effect.

Section 4. Savings/Repealing Clause.

This Ordinance shall be cumulative of all other Ordinances and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance. Ordinances or parts thereof in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance. Provided however, that any complaint, action, claim or lawsuit which has been initiated or has arisen under or pursuant to such Ordinance on the date of adoption of this Ordinance shall continue to be governed by the provisions of that Ordinance and for that purpose the Ordinance shall remain in full force and effect.

Section 5. Severability Clause.

Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly

provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City of Socorro hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences clauses and phrases be declared unconstitutional or invalid.

Section 3. Publication/Effective Date.

This ordinance shall take effect immediately from and after is passage and publication of the caption, as required by law.

READ, APPROVED AND ADO	PTED this day of 2021.
	CITY OF SOCORRO, TEXAS
ATTEST:	Ivy Avalos, Mayor
Olivia Navarro, City Clerk	
APPROVED AS TO FORM:	
James A. Martinez Socorro City Attorney	
Introduction and First Reading: September Second Reading and Adoption:	er 16, 2021 , 2021

Ivy Avalos Mayor

Ruben Reyes Representative At Large

Cesar Nevarez
District 1
Mayor Pro-Tem



Ralph Duran
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

DATE: September 16, 2021 **TO:** Mayor and Council

FROM: Interim City Planner, Carlos Gallinar

CC: City Manager, Adriana Rodarte

SUBJECT:

Introduction First Reading and Calling for a public hearing of an Ordinance amending Chapter 46 (Subdivisions) to update language in various sections to modify requirements for Master Plan submissions, to better specify time constraints for subdivision applications, and to clarifying requirements for Traffic Impact Analysis.

SUMMARY:

These include minor modifications to the City of Socorro's Municipal Code, Chapter 38. These modifications will improve Subdivision processes and application timelines.

BACKGROUND:

 City of Socorro Municipal Code, Chapter 38 can utilize minor modification to make application processes more efficient.

STATEMENT OF THE ISSUE:

City of Socorro Municipal Code often requires amendments, minor tweaks, or revisions. These amendments clarify various items and makes planning and development processes clearer for staff and the public/applicants.

STAFF RECOMMENDATION:

The Planning and Zoning Department recommends APPROVAL of the request.

BOARD RECOMMENDATION:

Planning and Zoning Commission recommendation PENDING.

FINANCIAL IMPACT		
Account Code (GF/GL/Dept): N/A		
Funding Source:		
Amount:		
Quotes (Name/Commodity/Price)		
Co-op Agreement (Name/Contract#)		
<u>ALTERNATIVE</u>		
Deny		
REQUIRED AUTHORIZATION		
1. City Manager	Date	
2. CFO	Date	

3. Attorney _____ Date ____

Ivy Avalos Mayor

Ruben Reyes Representative At Large

Cesar Nevarez
District 1
Mayor Pro-Tem



Ralph Duran
District 2

Victor Perez
District 3

Yvonne Colon-VillalobosDistrict 4

Adriana Rodarte City Manager

ORDINANCE	
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AN ORDINANCE TO AMEND CHAPTER 38 (SUBDIVISIONS)

WHEREAS the City of Socorro desires to and believes it is in the best interest of the City to amend Chapter 38 (Subdivision) to update language in various sections to better specify time constraints for any subdivision applications within the City of Socorro, Texas.

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

(Deletions of the current text are noted in red strike through font and additions are noted in blue underline font)

Section 2: That Chapter 38 (Subdivisions), be revised as follows:

Chapter 38 - Subdivisions ARTICLE I. – IN GENERAL

Sec. 38-7.3. Master plan—Required.

A master plan shall be required when any of the following criteria apply:

- (1) A development is to be divided into two three or more phases.;
- (2) A development application is proposing multiple zoning changes, or a zoning change of property over five acres in size-;
- (3) A request for annexation is made.; or
- (4) An application is for the single development of $\frac{50}{200}$ or more lots.

Sec. 38-7.7. Master plan—Information.

A master plan shall include the following information:

- (1) Name of master plan.
- (2) Detailed area/vicinity map clearly showing the surrounding area and the proposal's relationship to existing road networks, and existing natural and/or man-made features that may impact the development or may be impacted by the development. Detail must be sufficient so that the subject property can be located in the field using the map.

- (3) North arrow, date of preparation, written and graphic scale.
- (4) A general legal description that shall include:
 - Approximate survey ties;
 - b. Approximate acreage.
- (5) Name and address of the consultant preparing the master plan.
- (6) Name and address of the subdivider.
- (7) Boundary lines of the master plan, with approximate lengths of lines.
- (8) Proposed land use, by parcel or phase. Residential parcels shall provide gross density range.
- (9) Present zoning and proposed zoning (if applicable).
- (10) Contours at 20-foot intervals. In instances whereby 20-foot intervals are not appropriate or applicable, contours may be provided at an appropriate interval that adequately presents the elevation differences of the land as determined by the planning and zoning department.
- (11) Adjacent land use and zoning district identification.
- (12) Transportation system: Proposed approximate location, length, width and point of intersection of all transportation systems, which include any and all roadways, bikeways, trails and any other transportation lines. Identify existing and proposed roads as per city design standards.
- (13) Significant natural features, such as arroyos and approximate floodplains.
- (14) Adjacent roads and other transportation routes.
- (15) Easements, existing and proposed.
- (16) Tabular information.
 - a. Land use of each phase or parcel.
 - b. Approximate acreage for each parcel or phase.
 - c. Total number of residential dwelling units, minimum and maximum range.
 - d. Dwelling units per acre for each parcel or phase.
 - e. Approximate acreage proposed for open space, facilities, and right-of-way.
 - f. Approximate additional population to be generated by development, based on census data.
 - g. Approximate additional traffic estimated to be generated by development, utilizing ITE trip generation information, as amended.
- (17) Conceptual utilities plan. The conceptual utilities plan shall contain enough information to provide a general outline of the proposed utility-routing plans for the development, including locations and sizes existing and proposed utilities to be provided to the development. Actual size and location of utilities to be determined at time of development and subject to change based on utility needs of the surrounding area.
- (18) Master draining plan and report and post development drainage.
 - a. The master drainage plan and report shall contain enough information to provide an understanding of how drainage issues will be addressed by the development. The proposed development shall take into consideration drainage issues on the site of the proposed development and any issues of the adjacent properties.
 - b. Total surface street runoff from the proposed improved subdivision into existing or possible future developments shall not exceed the runoff from that area of land before development or the downstream capabilities, whichever is less. The engineer may utilize regional detention ponds,

underground storm sewers, drainage channels or any other means that may be deemed appropriate in order to restrict or divert runoff to accomplish this task.

(19) Traffic impact analysis (TIA). A TIA will be required from the subdivider where 50 or more new inbound and/or outbound trips are generated by the subdivision during an adjacent street's peak hour or at the discretion of the city. Smaller developments may warrant a study if there are issues, as determined by the city, over traffic safety or the development is located in an already congested area. For the purposes of this section, the development of 50 single-family dwelling units; 100 multi-family dwelling units; 5,000 square feet (gross) retail; 30,000 square feet (gross) office; or 75,000 square feet (gross) manufacturing or a combination thereof to equal or surpass 50 peak hour trips will require a study.

Sec. 38-7.9. Master plan—Commission review and recommendation.

- (a) The commission shall decide whether to recommend approval, approval with conditions, or deny the master plan application within 30 days after the date the complete master plan application was filed with the planning and zoning department.
- (b) Prior to the decision, the commission shall be provided with a full copy of the master plan and all related documents that are needed to make a decision as to compliance with this chapter.
- (c) Where the commission conditionally approves or disapproves a master plan application, the commission shall provide the subdivider a written statement of the conditions for the conditional approval or reasons for disapproval that clearly articulates each specific condition for the conditional approval or reason for disapproval. Each condition or reason specified in the written statement must:
 - (1) Be directly related to the requirements in this chapter; and
 - (2) Include a citation to the law, including a statute or municipal ordinance, that is the basis for the conditional approval or disapproval; and
 - (3) May not be arbitrary.
- (d) After the conditional approval or disapproval of the master plan, the subdivider may resubmit the master plan to the planning and zoning department along with a written response that clearly articulates how each condition for conditional approval or other reason for disapproval has been remedied.
- (e) The commission shall determine whether to approve or disapprove the subdivider's previously conditionally approved or disapproved master plan within 15 days of receipt of resubmission and written response.
- (f) It shall be the responsibility of the subdivider to ensure that the master plan satisfies all the requirements of the city code and any other regulatory requirement.

Sec. 38-8.4. Preliminary plat—Commission review and recommendation.

- (a) The commission shall decide whether to recommend to the city council approval, approval with conditions, or deny the preliminary plat application within 30 days after the date the complete preliminary plat application was file-with the planning and zoning department.
- (b) Prior to the decision, the commission shall be provided with a full copy of the preliminary plat and all related documents that are needed to make a decision as to compliance with this chapter.
- (c) Where the commission conditionally approves or disapproves a preliminary plat application, the commission shall provide the subdivider a written statement of the conditions for the conditional approval or reasons for disapproval that clearly articulates each specific condition for the conditional approval or reason for disapproval. Each condition or reason specified in the written statement must:
- (1) Be directly related to the requirements in this chapter;
- (2) Include a citation to the law, including a statute or municipal ordinance, that is the basis for the conditional approval or disapproval; and
- (3) May not be arbitrary.

- (d) After the conditional approval or disapproval of the preliminary plat, the subdivider may resubmit to the planning and zoning department the preliminary plat along with a written response that clearly articulates how each condition for conditional approval or other reason for disapproval has been remedied.
- (e) The commission shall determine whether to approve or disapprove the subdivider's previously conditionally approved or disapproved preliminary plat within 15 days of receipt of resubmission and written response.

After the initial review, the preliminary plat application package shall be taken to the next available commission meeting for their consideration and the commission. The commission shall make a recommendation to the city council to (1) approve the preliminary plat; (2) disapprove the preliminary plat; or (3) approve the preliminary plat with conditions.

Sec. 38-9.5. Final plat—Commission review and recommendation.

- (a) Review and determination. The commission shall review all final plat applications, findings of the staff, and findings of the city engineer regarding compliance with staff recommendations, and any other information available. From all such information, the commission shall determine whether the preliminary plat as shown on the application meets the standards of this chapter.
- (b) Approval or denial. The commission shall decide whether to recommend approval, approval with conditions, or deny the final plat application within 30 days after the date the complete final plat application was filed-with the planning and zoning department. The action of the commission shall be entered in the minutes of the commission and the subdivider shall be notified of the results.
- (1) All changes or conditions required by the commission as part of the final plat approval shall be made a part of the record and any final plat or final subdivision improvement plans shall meet those required changes or conditions.
- (2) Where the commission recommends conditional approval or disapproval of a final plat application, the commission shall provide the subdivider a written statement of the conditions for the conditional approval or reasons for disapproval that clearly articulates each specific condition for the conditional approval or reason for disapproval. Each condition or reason specified in the written statement must:
 - a. Be directly related to the requirements in this chapter;
 - b. Include a citation to the law, including a statute or municipal ordinance, that is the basis for the conditional approval or disapproval; and
 - c. May not be arbitrary.
- (3) After the conditional approval or disapproval of the final plat application, the subdivider may resubmit the plat to the planning and zoning department along with a written response that clearly articulates how each condition for conditional approval or each reason for disapproval has been remedied.
- (4) The commission shall determine whether to approve or disapprove the subdivider's previously conditionally approved or disapproved preliminary plat within 15 days of receipt or resubmission and written response.
- (5) It shall be the responsibility of the subdivider to ensure that the final plat satisfies all the requirements of the city code and any other regulatory requirement.

ARTICLE III. - TRAFFIC IMPACT ANALYSIS.

Sec. 38-59.2 – Applicability.

- (a) A traffic impact analysis (TIA), in adherence to standards contained within this chapter shall be required under the following criteria:
 - For all proposed developments within the city limits and within the city's extraterritorial
 jurisdiction where the development is expected to generate traffic in excess of 1,000 500 average
 daily trips.
 - 2) If a development project will generate more than 50 100 peak hour trips.
- (b) The number of trips generated by the proposed development shall be based on land uses and intensities according to the latest edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual

- or locally approved trip generation rates. The daily trip generation rate shall be computed based upon the maximum land use intensity allowed under the proposed new zoning.
- (c) Exceptions. A subdivider applicant may request that the commission waive the requirement for a TIA. The requirement for a TIA may be waived under the following criteria:
 - 1) The commission determines that a TIA is not needed due to traffic analysis or traffic studies already completed;
 - 2) Improvements are already, constructed that will serve and support the new development; or
- (d) An subdivider may request to the planning supervisor that the submittal of the traffic impact analysis be deferred to the subdivision stage of the development; the request shall be approved provided that the following requirements are met:
 - 1) The property proposed for rezoning has not yet been platted; and
 - 2) The proposed development generates less than 500 peak hour trips.
- (d) <u>Alternative method of calculating traffic impact.</u> An <u>applicant</u> may request that the commission allow an alternate method for calculating the TIA under the following criteria:
 - 1) In lieu of a traffic impact analysis, the developer or applicant may request that the city accept an alternative method of calculating the impact that the new development will have on traffic and thoroughfare rights-of-way.
 - 2) Factors to consider in determining whether to accept an alternate method of calculating the traffic impact are:
 - a. The proposed development generates less than five hundred peak hour trips; and
 - b. The existing roadway segments within ½-mile radius level of service is an A, B, C, or D, based on the latest version of the Highway Capacity Manual; and
 - c. Existing intersections within ½-mile radius level of service is an A, B, C, or D based on the latest version of the Highway Capacity Manual; and
 - d. There are no existing safety problems (sight distance, high crash incidence rate, etc.)
 - e. Whether the data used in the calculation is no older than one year.
 - 3) Upon review and analysis of the data and information provided by the applicant or developer, the city manager or designee may accept the calculation and base any mitigation required or proportionate share or contribution on the calculations submitted by the developer.

<u>Section 3</u>. Except as expressly herein amended, Chapter 38 (Subdivisions) of the Code of Ordinances of the City of Socorro, Texas, shall remain in full force and effect.

Section 4. Savings/Repealing Clause.

This Ordinance shall be cumulative of all other Ordinances and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance. Ordinances or parts thereof in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance. Provided however, that any complaint, action, claim or lawsuit which has been initiated or has arisen under or pursuant to such Ordinance on the date of adoption of this Ordinance shall continue to be

governed by the provisions of that Ordinance and for that purpose the Ordinance shall remain in full force and effect.

Section 5. Severability Clause.

Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City of Socorro hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences clauses and phrases be declared unconstitutional or invalid.

Section 3. Publication/Effective Date.

This ordinance shall take effect immediately from and after is passage and publication of the caption, as required by law.

READ, APPROVED AND ADOPTED thi	s day of 2021.
	CITY OF SOCORRO, TEXAS
ATTEST:	Ivy Avalos, Mayor
Olivia Navarro, City Clerk	
APPROVED AS TO FORM:	
James A. Martinez Socorro City Attorney	
Introduction and First Reading: September 16, 202 Second Reading and Adoption: 2021	21

Ivy Avalos Mayor

Ruben Reyes
At Large

Cesar Nevarez
District 1 / Mayor Pro-Tem



September 13, 2021

Ralph Duran
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: City Manager, Adriana Rodarte

SUBJECT: INTRODUCTION FIRST READING AND CALLING FOR A PUBLIC HEARING OF ORDINANCE # 494 AMENDMENT # 4 AMENDMENT TO DECREASE EXPENDITURES BY \$209.00 FISCAL YEAR 2020-2021.

SUMMARY

Introduction and first reading for budget amendment number 4 of FY 2020-2021.

STATEMENT OF THE ISSUE

FINANCIAL IMPACT

Account Code (GF/GL/Dept):

Funding Source: General Fund

Amount: Decrease \$ 209.00

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

Deny budget amendment

STAFF RECOMMENDATION

Approve budget amendment

REQUIRED AUTHORIZATION

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

Ivy Avalos Mayor

Ruben Reyes
At-Large

Cesar Nevarez
District 1/Mayor ProTem



Ralph Duran
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos

District 4

ORDINANCE NO. 494 AMENDMENT NO. 4

AN ORDINANCE OF THE CITY OF SOCORRO, TEXAS ADOPTING AN AMENDED BUDGET TO DECREASE FY 2020 - 2021 ADOPTED BUDGET

WHEREAS, it appears that it is necessary and desireable for the City Council to balance the City's General Fund Budget to decrease expenditures by \$209.00 (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 this is the 4th Amended Budget for 2020-2021 of 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 was duly enacted with all requisites and formalities incident thereto and such is evidenced by the signature affixed below.

PASSED AND APPROVED SOCORRO, TEXAS, This		OF	THE	CITY	OF
Ivy Avalos, Mayor	_				
ATTEST:					
Olivia Navarro, City Clerk					
APPROVED AS TO FORM:					
James Martinez, City Attorney					

Introduction, First Reading and Calling for a Public Hearing Second Reading and Adoption:

September 16, 2021

001 - GENERAL FUND

00002 - City Manager

GL Code	GL Title	Revised Budget	Increase	Decrease	Amended	Actual	Encumbrance	Available Budget	Expended %
05101	Salaries	416,853.00		(5,000.00)	411,853.00	382,155.08	0.00	29,697.92	92.79%
05103	Overtime	7,000.00			7,000.00	4,881.57	0.00	2,118.43	69.74%
05111	FICA/Medicare Taxes	32,889.00			32,889.00	28,550.32	0.00	4,338.68	86.81%
05112	T.W.C. Payroll Taxes	2,700.00			2,700.00	2,595.35	0.00	104.65	96.12%
05113	Health Insurance Premiums	79,000.00			79,000.00	60,733.95	0.00	18,266.05	76.88%
05114	Workers Compensation Insurance	14,900.00			14,900.00	10,758.00	0.00	4,142.00	72.20%
05115	Deferred Compensation Benefits	10,200.00	2,500.00		12,700.00	11,856.86	0.00	843.14	93.36%
05116	Life Insurance	1,362.00			1,362.00	1,100.03	0.00	261.97	80.77%
05117	Dental Insurance Expense	2,923.00			2,923.00	2,442.55	0.00	480.45	83.56%
05118	Vision Insurance Expense	630.00			630.00	525.98	0.00	104.02	83.49%
05201	Office Expense and Supplies	9,000.00			9,000.00	7,195.67	1,581.77	222.56	97.53%
05211	Postage	2,805.00			2,805.00	1,008.50	491.50	1,305.00	53.48%
05212	Tools and Supplies	6,000.00			6,000.00	4,535.35	0.00	1,464.65	75.59%
05213	Uniforms	5,500.00			5,500.00	3,149.64	442.98	1,907.38	65.32%
05310	Building Modifications/A.D.A.	500.00			500.00	0.00	0.00	500.00	0.00%
05311	Building & Property Maintenanc	5,500.00			5,500.00	3,971.18	1,378.25	150.57	97.26%
05313	Utilities	3,100.00	300.00		3,400.00	3,134.99	0.00	265.01	92.21%
05314	Telephone	35,000.00			35,000.00	30,926.21	0.00	4,073.79	88.36%
05411	Legal Fees	70,000.00			70,000.00	63,392.32	0.00	6,607.68	90.56%
05510	Property Insurance	1,310.00			1,310.00	1,210.00	0.00	100.00	92.37%
05516	Dues/Subscriptions	12,500.00	500.00		13,000.00	12,724.88	0.00	275.12	97.88%
05518	Liability Insurance	580.00			580.00	374.00	0.00	206.00	64.48%
05520	Service Contracts	120,000.00		(15,000.00)	105,000.00	70,605.45	11,992.95	22,401.60	78.67%
05521	Support Activities	11,500.00			11,500.00	4,871.34	0.00	6,628.66	42.36%
05523	Equipment Rental/Lease	13,000.00			13,000.00	5,196.37	2,145.34	5,658.29	56.47%
05527	Seminars/Training/Workshops	3,500.00			3,500.00	692.49	0.00	2,807.51	19.79%
05546	Marketing Exp	5,000.00			5,000.00	867.00	0.00	4,133.00	17.34%
05612	Vehicle Repair & Maintenance	3,000.00			3,000.00	2,105.48	0.00	894.52	70.18%
05613	Equipment Repair & Maintenance	2,000.00			2,000.00	30.00	0.00	1,970.00	1.50%
05614	Vehicle Fuel	5,000.00			5,000.00	4,655.63	0.00	344.37	93.11%
05711	Travel Lodg Airf Mil	8,000.00			8,000.00	7,057.78	0.00	942.22	88.22%
05810	Property and Equipment	31,000.00			31,000.00	16,722.54	13,600.40	677.06	97.82%
05900	Emergency Aid and Assistance	10,000.00	0.00	(10,000.00)	0.00	0.00	0.00	0.00	#DIV/0!
03700	Emergency And and Assistance		0.00	(10,000,00)	0.00	<u> </u>	<u></u>	<u>0.00</u>	# DIV /0:
	Balance 00002 - City Manager	932,252.00	3,300.00	(30,000.00)	905,552.00	750,026.51	31,633.19	123,892.30	<u>86.32%</u>
			0000	3 - Public Works					
GL Code	GL Title	Revised Budget	Increase	Decrease	Amended	Actual	Encumbrance	Available Budget	Expended %
05101	Salaries	661,962.00			661,962.00	633,051.42	0.00	28,910.58	95.63%
05103	Overtime	42,000.00			42,000.00	34,930.59	0.00	7,069.41	83.17%
05111	FICA/Medicare Taxes	52,238.00			52,238.00	49,915.32	0.00	2,322.68	95.55%

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05112	T.W.C. Payroll Taxes	6,350.00	500.00		6,850.00	6,721.78	0.00	128.22	98.13%
05113	Health Insurance Premiums	195,000.00			195,000.00	181,856.29	0.00	13,143.71	93.26%
05114	Workers Compensation Insurance	56,900.00		(5,000.00)	51,900.00	31,479.00	0.00	20,421.00	60.65%
05115	Deferred Compensation Benefits	20,400.00			20,400.00	18,431.87	0.00	1,968.13	90.35%
05116	Life Insurance	1,371.00			1,371.00	1,181.28	0.00	189.72	86.16%
05117	Dental Insurance Expense	7,300.00			7,300.00	5,649.58	0.00	1,650.42	77.39%
05118	Vision Insurance Expense	1,575.00			1,575.00	1,167.73	0.00	407.27	74.14%
05201	Office Expense and Supplies	8,500.00	1,500.00		10,000.00	9,291.23	0.00	708.77	92.91%
05212	Tools and Supplies	40,500.00			40,500.00	22,345.52	0.00	18,154.48	55.17%
05213	Uniforms	20,500.00			20,500.00	13,939.27	129.00	6,431.73	68.63%
05311	Building & Property Maintenanc	24,500.00			24,500.00	6,964.81	0.00	17,535.19	28.43%
05312	Street Maintenance	115,000.00			115,000.00	81,592.00	0.00	33,408.00	70.95%
05313	Utilities	275,000.00			275,000.00	258,093.98	0.00	16,906.02	93.85%
05314	Telephone	22,500.00			22,500.00	5,509.54	0.00	16,990.46	24.49%
05317	Park Maintenance	29,000.00			29,000.00	28,174.88	0.00	825.12	97.15%
05325	Recycling Center	12,000.00	4,000.00		16,000.00	15,492.75	0.00	507.25	96.83%
05411	Legal Fees	38,000.00	3,500.00		41,500.00	39,541.56	0.00	1,958.44	95.28%
05510	Property Insurance	20,000.00	2,200.00		20,000.00	18,062.00	0.00	1,938.00	90.31%
05516	Dues/Subscriptions	600.00			600.00	0.00	0.00	600.00	0.00%
05518	Liability Insurance	18,000.00			18,000.00	14,702.06	0.00	3,297.94	81.68%
05520	Service Contracts	70,000.00		(15,000.00)	55,000.00	16,099.32	0.00	38,900.68	29.27%
05523	Equipment Rental/Lease	9,000.00		(13,000.00)	9,000.00	3,291.42	0.00	5,708.58	36.57%
05527	Seminars/Training/Workshops	4,000.00			4,000.00	615.29	0.00	3,384.71	15.38%
05610	Office Furniture	500.00			500.00	0.00	0.00	500.00	0.00%
05611	Radio Communications and Maint	500.00			500.00	0.00	0.00	500.00	0.00%
05612		20,000.00			20,000.00	10,238.64	0.00	9,761.36	51.19%
05613	Vehicle Repair & Maintenance	42,000.00			42,000.00	30,205.31	0.00	11,794.69	71.92%
05614	Equipment Repair & Maintenance Vehicle Fuel	29,000.00	8,000.00			33,989.68		3,010.32	91.86%
			8,000.00		37,000.00		0.00	,	
05711	Travel Lodg Airf Mil	1,500.00			1,500.00	8.96	0.00	1,491.04	0.60%
05810	Property and Equipment	18,000.00	0.00	0.00	18,000.00	11,382.95	0.00	6,617.05	63.24%
05900	Emergency Aid and Assistance	<u>5,000.00</u>	<u>0.00</u>	0.00	5,000.00	<u>1,216.26</u>	0.00	<u>3,783.74</u>	<u>24.33%</u>
	Balance 00003 - Public Works	1,868,696.00	17,500.00	(20,000.00)	1,866,196.00	1,585,142.29	129.00	280,924.71	<u>84.95%</u>
			00004 -	Fire and Ambulance					
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GL Code	GL Title	Revised Budget	Increase	Decrease	Amended	Actual	Encumbrance	Available Budget	Expended %
05201	Office Expense and Supplies	150.00			150.00	137.48	0.00	12.52	91.65%
05311	Building & Property Maintenanc	2,000.00			2,000.00	687.55	0.00	1,312.45	34.38%
05313	Utilities	4,000.00	1,200.00		5,200.00	4,526.01	0.00	673.99	87.04%
05525	Health/Ambulance Contract	140,000.00	1,200.00		140,000.00	82,500.00	0.00	57,500.00	58.93%
05614	Vehicle Fuel	10,000.00			10,000.00	9,762.62	0.00	237.38	97.63%
05810	Property and Equipment	4,500.00			4,500.00	0.00	0.00	4,500.00	0.00%
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	Balance 00004 - Fire and Ambulance	160,650.00	1,200.00	0.00	161,850.00	97,613.66	0.00	64,236.34	60.31%
			00005	Police Department					
			00003 -	Police Department					
GL Code	GL Title	Revised Budget	Increase	Decrease	Amended	Actual	Encumbrance	Available Budget	Expended %

05101	Salaries	2,304,749.00			2,304,749.00	2,234,778.79	0.00	69,970.21	96.96%
05103	Overtime	300,000.00			300,000.00	275,515.94	0.00	24,484.06	91.84%
05111	FICA/Medicare Taxes	201,731.00			201,731.00	184,722.62	0.00	17,008.38	91.57%
05112	T.W.C. Payroll Taxes	15,700.00			15,700.00	14,211.35	0.00	1,488.65	90.52%
05113	Health Insurance Premiums	450,800.00			450,800.00	421,199.15	0.00	29,600.85	93.43%
05114	Workers Compensation Insurance	63,100.00			63,100.00	32,291.00	0.00	30,809.00	51.17%
05115	Deferred Compensation Benefits	66,000.00			66,000.00	57,014.72	0.00	8,985.28	86.39%
05116	Life Insurance	5,636.00			5,636.00	5,059.48	0.00	576.52	89.77%
05117	Dental Insurance Expense	18,104.00			18,104.00	15,505.24	0.00	2,598.76	85.65%
05118	Vision Insurance Expense	3,906.00			3,906.00	2,870.51	0.00	1,035.49	73.49%
05201	Office Expense and Supplies	22,000.00			22,000.00	20,684.70	0.00	1,315.30	94.02%
05202	Medical Supplies	750.00			750.00	704.39	0.00	45.61	93.92%
05211	Postage	2,000.00			2,000.00	1,530.21	0.00	469.79	76.51%
05212	Tools and Supplies	87,000.00			87,000.00	75,269.06	11,564.62	166.32	99.81%
05213	Uniforms	52,000.00			52,000.00	34,959.22	0.00	17,040.78	67.23%
05311	Building & Property Maintenanc	30,000.00	500.00		30,500.00	30,248.95	0.00	251.05	99.18%
05313	Utilities	39,000.00	5,000.00		44,000.00	40,467.09	0.00	3,532.91	91.97%
05314	Telephone	78,000.00	11,000.00		89,000.00	82,160.42	0.00	6,839.58	92.32%
05411	Legal Fees	13,000.00			13,000.00	2,348.89	0.00	10,651.11	18.07%
05510	Property Insurance	12,000.00			12,000.00	11,033.00	0.00	967.00	91.94%
05516	Dues/Subscriptions	2,000.00			2,000.00	1,761.00	0.00	239.00	88.05%
05518	Liability Insurance	70,000.00			70,000.00	37,869.00	0.00	32,131.00	54.10%
05520	Service Contracts	45,000.00			45,000.00	44,655.88	0.00	344.12	99.24%
05521	Support Activities	2,500.00			2,500.00	1,017.45	0.00	1,482.55	40.70%
05523	Equipment Rental/Lease	9,700.00			9,700.00	8,763.15	0.00	936.85	90.34%
05527	Seminars/Training/Workshops	75,000.00			75,000.00	49,470.71	14,657.00	10,872.29	85.50%
05611	Radio Communications and Maint	4,000.00			4,000.00	1,218.66	0.00	2,781.34	30.47%
05612	Vehicle Repair & Maintenance	63,000.00			63,000.00	55,418.67	0.00	7,581.33	87.97%
05613	Equipment Repair & Maintenance	6,000.00			6,000.00	2,700.74	0.00	3,299.26	45.01%
05614	Vehicle Fuel	52,000.00	12,000.00		64,000.00	59,183.37	0.00	4,816.63	92.47%
05711	Travel Lodg Airf Mil	20,000.00	,		20,000.00	10,966.59	0.00	9,033.41	54.83%
05810	Property and Equipment	512,000.00	0.00	0.00	512,000.00	215,771.66	289,738.48	6,489.86	98.73%
			· <u></u>					<u></u>	<u></u>
	Balance 00005 - Police Department	4,626,676.00	28,500.00	0.00	4,655,176.00	4,031,371.61	315,960.10	307,844.29	93.39%

00006 - Municipal Court

GL Code	GL Title	Revised Budget	Increase	Decrease	Amended	Actual	Encumbrance	Available Budget	Expended %
05101	Salaries	203,008.00			203,008.00	188,550.36	0.00	14,457.64	92.88%
05103	Overtime	9,000.00			9,000.00	5,487.90	0.00	3,512.10	60.98%
05111	FICA/Medicare Taxes	15,913.00			15,913.00	14,640.83	0.00	1,272.17	92.01%
05112	T.W.C. Payroll Taxes	1,350.00			1,350.00	1,259.98	0.00	90.02	93.33%
05113	Health Insurance Premiums	42,000.00			42,000.00	30,096.90	0.00	11,903.10	71.66%
05114	Workers Compensation Insurance	1,885.00			1,885.00	396.00	0.00	1,489.00	21.01%
05115	Deferred Compensation Benefits	4,200.00			4,200.00	3,485.72	0.00	714.28	82.99%
05116	Life Insurance	501.00			501.00	410.12	0.00	90.88	81.86%
05117	Dental Insurance Expense	1,460.00			1,460.00	1,368.92	0.00	91.08	93.76%
05118	Vision Insurance Expense	315.00			315.00	269.84	0.00	45.16	85.66%
05201	Office Expense and Supplies	12,500.00	750.00		13,250.00	13,074.85	0.00	175.15	98.68%

05211	Postage	4,500.00			4,500.00	4,390.50	0.00	109.50	97.57%
05213	Uniforms	1,500.00			1,500.00	1,500.00	0.00	0.00	100.00%
05311	Building & Property Maintenanc	2,000.00			2,000.00	761.76	0.00	1,238.24	38.09%
05314	Telephone	11,450.00			11,450.00	8,036.28	0.00	3,413.72	70.19%
05411	Legal Fees	28,000.00	2,500.00		30,500.00	29,297.65	0.00	1,202.35	96.06%
05510	Property Insurance	4,100.00			4,100.00	3,498.00	0.00	602.00	85.32%
05516	Dues/Subscriptions	1,500.00			1,500.00	463.00	0.00	1,037.00	30.87%
05518	Liability Insurance	570.00			570.00	363.00	0.00	207.00	63.68%
05520	Service Contracts	60,000.00			60,000.00	40,777.80	10,624.98	8,597.22	85.67%
05521	Support Activities	3,000.00			3,000.00	2,933.18	0.00	66.82	97.77%
05523	Equipment Rental/Lease	2,750.00			2,750.00	2,632.63	0.00	117.37	95.73%
05527	Seminars/Training/Workshops	1,300.00			1,300.00	0.00	0.00	1,300.00	0.00%
05610	Office Furniture	1,500.00			1,500.00	0.00	0.00	1,500.00	0.00%
05613	Equipment Repair & Maintenance	800.00			800.00	0.00	0.00	800.00	0.00%
05711	Travel Lodg Airf Mil	1,600.00			1,600.00	4.19	0.00	1,595.81	0.26%
05810	Property and Equipment	4,000.00	700.00	0.00	4,700.00	4,694.90	0.00	<u>5.10</u>	<u>99.89%</u>
	Balance 00006 - Municipal Court	420,702.00	3,950.00	0.00	424,652.00	358,394.31	10,624.98	55,632.71	<u>86.90%</u>

00007.	. Plann	ino an	d Zoning	

GL Code	GL Title	Revised Budget	Increase	Decrease	Amended	Actual	Encumbrance	Available Budget	Expended %
05101	Salaries	403,294.00		(30,000.00)	373,294.00	345,627.44	0.00	27,666.56	92.59%
05103	Overtime	13,000.00			13,000.00	8,226.23	0.00	4,773.77	63.28%
05111	FICA/Medicare Taxes	35,896.00			35,896.00	26,042.46	0.00	9,853.54	72.55%
05112	T.W.C. Payroll Taxes	2,800.00			2,800.00	2,666.79	0.00	133.21	95.24%
05113	Health Insurance Premiums	74,000.00			74,000.00	60,026.66	0.00	13,973.34	81.12%
05114	Workers Compensation Insurance	2,030.00			2,030.00	1,320.00	0.00	710.00	65.02%
05115	Deferred Compensation Benefits	16,800.00			16,800.00	10,821.05	0.00	5,978.95	64.41%
05116	Life Insurance	553.00	200.00		753.00	685.19	0.00	67.81	90.99%
05117	Dental Insurance Expense	2,920.00			2,920.00	2,343.03	0.00	576.97	80.24%
05118	Vision Insurance Expense	630.00			630.00	419.51	0.00	210.49	66.59%
05201	Office Expense and Supplies	13,000.00	2,000.00		15,000.00	14,022.06	0.00	977.94	93.48%
05211	Postage	6,500.00			6,500.00	4,935.50	0.00	1,564.50	75.93%
05212	Tools and Supplies	2,300.00			2,300.00	2,001.85	0.00	298.15	87.04%
05213	Uniforms	3,750.00			3,750.00	3,748.69	0.00	1.31	99.97%
05311	Building & Property Maintenanc	41,000.00			41,000.00	32,217.85	0.00	8,782.15	78.58%
05313	Utilities	4,000.00			4,000.00	686.26	0.00	3,313.74	17.16%
05314	Telephone	18,000.00			18,000.00	12,256.52	0.00	5,743.48	68.09%
05411	Legal Fees	60,000.00			60,000.00	47,666.94	0.00	12,333.06	79.44%
05510	Property Insurance	1,800.00			1,800.00	1,617.00	0.00	183.00	89.83%
05511	Advertising/Drug Testing	6,000.00			6,000.00	2,270.45	0.00	3,729.55	37.84%
05516	Dues/Subscriptions	3,700.00			3,700.00	3,608.49	0.00	91.51	97.53%
05518	Liability Insurance	4,900.00			4,900.00	3,102.00	0.00	1,798.00	63.31%
05520	Service Contracts	250,000.00			250,000.00	218,198.21	8,005.00	23,796.79	90.48%
05521	Support Activities	1,000.00			1,000.00	0.00	0.00	1,000.00	0.00%
05523	Equipment Rental/Lease	10,500.00			10,500.00	8,716.50	0.00	1,783.50	83.01%
05527	Seminars/Training/Workshops	1,250.00			1,250.00	771.00	0.00	479.00	61.68%
05610	Office Furniture	1,000.00			1,000.00	0.00	0.00	1,000.00	0.00%
05612	Vehicle Repair & Maintenance	3,300.00			3,300.00	2,312.19	0.00	987.81	70.07%

City of Socorro Detail Budget/Actual Transactions

From 10/1/2020 Through 9/12/2021

			F10111 10/1/20)20	<u>. T</u>				
05613	Equipment Repair & Maintenance	5,000.00			5,000.00	0.00	0.00	5,000.00	0.00%
05614	Vehicle Fuel	6,000.00			6,000.00	2,519.35	0.00	3,480.65	41.99%
05711	Travel Lodg Airf Mil	500.00			500.00	0.00	0.00	500.00	0.00%
05810	Property and Equipment	5,000.00	0.00	0.00	5,000.00	2,811.36	0.00	2,188.64	56.23%
					0.00				<u></u>
	Balance 00007 - Planning and Zoning	1,000,423.00	2,200.00	(30,000.00)	972,623.00	821,640.58	8,005.00	142,977.42	85.30%
			_,	(20100000)			<u> </u>		83.30 /6
			00008 - 1	Health Department					
GL Code	GL Title	Revised Budget	Increase	Decrease	Amended	Actual	Encumbrance	Available Budget	Expended %
05525	Health/Ambulance Contract	600,000.00	0.00	0.00	600,000.00	282,974.63	5,833.33	311,192.04	48.13%
			<u></u>					,	40.13 / 0
	Balance 00008 - Health Department	600,000.00	0.00	<u>0.00</u>	600,000.00	282,974.63	<u>5,833.33</u>	311,192.04	48.13%
			00010 Cva	nts and Special Projects					
			00010 - Gran	us una speciai Frojecis					
GL Code	GL Title	Revised Budget	Increase	Decrease	Amended	Actual	Encumbrance	Available Budget	Expended %
05101	Salaries	70,520.00			70,520.00	64,145.43	0.00	6,374.57	90.96%
05101	Overtime	600.00			600.00	169.29	0.00	430.71	28.22%
05105	FICA/Medicare Taxes	6,007.00			6,007.00	4,538.29	0.00	1,468.71	75.55%
05111 05112	T.W.C. Payroll Taxes	620.00	1.00		621.00	620.31	0.00	0.69	99.89%
05112	Health Insurance Premiums	13,800.00	1.00		13,800.00	10,870.02	0.00	2,929.98	78.77%
05114	Workers Compensation Insurance	290.00			290.00	0.00	0.00	290.00	0.00%
05115	Deferred Compensation Benefits	3,180.00			3,180.00	2,348.79	0.00	831.21	73.86%
05116	Life Insurance	300.00			300.00	129.61	0.00	170.39	43.20%
05117	Dental Insurance Expense	584.00			584.00	390.38	0.00	193.62	66.85%
05117	Vision Insurance Expense	126.00			126.00	76.48	0.00	49.52	60.70%
05201	Office Expense and Supplies	1,000.00			1,000.00	678.22	0.00	321.78	67.82%
05211	Postage	300.00			300.00	11.30	0.00	288.70	3.77%
05211	Uniforms	300.00			300.00	0.00	0.00	300.00	0.00%
05314	Telephone	500.00			500.00	341.40	0.00	158.60	68.28%
05411	Legal Fees	1,000.00			1,000.00	0.00	0.00	1,000.00	0.00%
05511	Advertising/Drug Testing	1,500.00			1,500.00	0.00	0.00	1,500.00	0.00%
							0.00	1,500.00	94.82%
05516	Dues/Subscriptions	2,050.00			2,050.00	1,943.87			83.61%
05527	Seminars/Training/Workshops	3,000.00			3,000.00	2,508.25	0.00	491.75	
05711	Travel Lodg Airf Mil	1,000.00			1,000.00	79.48	0.00	920.52	7.95%
05810	Property and Equipment	2,450.00			2,450.00	166.98	0.00	2,283.02	6.82%
06440	Grant Expense	1,000.00	0.00	<u>0.00</u>	1,000.00	0.00	0.00	1,000.00	0.00%
	Balance 00010 - Grants and Special Projects	110,127.00	1.00	0.00	110,128.00	89,018.10	0.00	21,109.90	80.83%
			00012 -	Human Resources					
GL Code	GL Title	Revised Budget	Increase	Decrease	Amended	Actual	Encumbrance	Available Budget	Expended %
						-			

05101	Salaries	39,320.00	5,000.00		44,320.00	41,003.34	0.00	3,316.66	92.52%
05111	FICA/Medicare Taxes	4,614.00			4,614.00	3,105.99	0.00	1,508.01	67.32%
05112	T.W.C. Payroll Taxes	270.00			270.00	254.82	0.00	15.18	94.38%
05113	Health Insurance Premiums	3,900.00	750.00		4,650.00	4,540.48	0.00	109.52	97.64%
05114	Workers Compensation Insurance	144.00			144.00	0.00	0.00	144.00	0.00%
05115	Deferred Compensation Benefits	2,119.00			2,119.00	980.00	0.00	1,139.00	46.25%
05116	Life Insurance	220.00			220.00	135.25	0.00	84.75	61.48%
05117	Dental Insurance Expense	292.00			292.00	161.70	0.00	130.30	55.38%
05118	Vision Insurance Expense	63.00			63.00	31.50	0.00	31.50	50.00%
05119	Employee Assistance Program	5,100.00			5,100.00	4,820.00	0.00	280.00	94.51%
05201	Office Expense and Supplies	1,500.00			1,500.00	1,303.99	0.00	196.01	86.93%
05211	Postage	210.00			210.00	0.00	0.00	210.00	0.00%
05314	Telephone	710.00			710.00	188.29	0.00	521.71	26.52%
05411	Legal Fees	16,000.00			16,000.00	10,103.60	0.00	5,896.40	63.15%
05510	Property Insurance	48.00			48.00	44.00	0.00	4.00	91.67%
05511	Advertising/Drug Testing	5,000.00	750.00		5,750.00	5,378.76	0.00	371.24	93.54%
05516	Dues/Subscriptions	1,000.00			1,000.00	35.00	0.00	965.00	3.50%
05518	Liability Insurance	450.00			450.00	286.00	0.00	164.00	63.56%
05520	Service Contracts	5,000.00			5,000.00	0.00	0.00	5,000.00	0.00%
05521	Support Activities	1,800.00			1,800.00	526.99	0.00	1,273.01	29.28%
05526	Human Resources	14,000.00			14,000.00	13,218.00	0.00	782.00	94.41%
05527	Seminars/Training/Workshops	500.00			500.00	0.00	0.00	500.00	0.00%
05613	Equipment Repair & Maintenance	600.00			600.00	0.00	0.00	600.00	0.00%
05711	Travel Lodg Airf Mil	500.00			500.00	0.00	0.00	500.00	0.00%
05810	Property and Equipment	1,200.00	0.00	0.00	1,200.00	679.99	0.00	<u>520.01</u>	56.67%
									
	Balance 00012 - Human Resources	104,560.00	6,500.00	0.00	111,060.00	86,797.70	0.00	24,262.30	78.15%

00013 - Mayor and City Council

GL Code	GL Title	Revised Budget	Increase	Decrease	Amended	Actual	Encumbrance	Available Budget	Expended %
05101	Salaries	55,022.00			55,022.00	51,236.38	0.00	3,785.62	93.12%
05111	FICA/Medicare Taxes	4,974.00			4,974.00	3,860.84	0.00	1,113.16	77.62%
05112	T.W.C. Payroll Taxes	900.00	310.00		1,210.00	1,101.39	0.00	108.61	91.02%
05113	Health Insurance Premiums	29,400.00			29,400.00	28,799.62	0.00	600.38	97.96%
05114	Workers Compensation Insurance	300.00			300.00	123.00	0.00	177.00	41.00%
05115	Deferred Compensation Benefits	2,520.00			2,520.00	1,037.10	0.00	1,482.90	41.15%
05116	Life Insurance	210.00			210.00	(240.78)	0.00	450.78	-114.66%
05117	Dental Insurance Expense	1,752.00			1,752.00	977.08	0.00	774.92	55.77%
05118	Vision Insurance Expense	378.00			378.00	249.09	0.00	128.91	65.90%
05201	Office Expense and Supplies	5,500.00			5,500.00	4,738.05	0.00	761.95	86.15%
05314	Telephone	3,600.00			3,600.00	2,790.15	0.00	809.85	77.50%
05510	Property Insurance	220.00			220.00	198.00	0.00	22.00	90.00%
05516	Dues/Subscriptions	8,000.00			8,000.00	580.83	0.00	7,419.17	7.26%
05518	Liability Insurance	2,300.00			2,300.00	1,430.00	0.00	870.00	62.17%
05527	Seminars/Training/Workshops	3,500.00			3,500.00	765.00	0.00	2,735.00	21.86%
05610	Office Furniture	500.00			500.00	0.00	0.00	500.00	0.00%
05711	Travel Lodg Airf Mil	5,000.00	0.00	0.00	<u>5,000.00</u>	6.00	0.00	4,994.00	0.12%

City of Socorro Detail Budget/Actual Transactions

From 10/1/2020 Through 9/12/2021

	From 10/1/2020 Through 9/12/2021								
	Balance 00013 - Mayor and City Council	124,076.00	310.00	0.00	124,386.00	97,651.75	0.00	26,734.25	78.51%
			0001	4 - City Clerk					
GL Code	GL Title	Revised Budget	Increase	Decrease	Amended	Actual	Encumbrance	Available Budget	Expended %
05101	Salaries	56,680.00			56,680.00	52,457.86	0.00	4,222.14	92.55%
05111	FICA/Medicare Taxes	4,336.00			4,336.00	4,012.95	0.00	323.05	92.55%
05112	T.W.C. Payroll Taxes	270.00			270.00	251.98	0.00	18.02	93.33%
05113	Health Insurance Premiums	8,400.00			8,400.00	7,686.38	0.00	713.62	91.50%
05114	Workers Compensation Insurance	288.00			288.00	198.00	0.00	90.00	68.75%
05115	Deferred Compensation Benefits	3,000.00	460.00		3,460.00	3,164.39	0.00	295.61	91.46%
05116	Life Insurance	150.00			150.00	115.42	0.00	34.58	76.95%
05117	Dental Insurance Expense	292.00			292.00	275.03	0.00	16.97	94.19%
05118	Vision Insurance Expense	63.00			63.00	54.00	0.00	9.00	85.71%
05201	Office Expense and Supplies	4,000.00			4,000.00	1,237.09	0.00	2,762.91	30.93%
05211	Postage	200.00			200.00	66.49	0.00	133.51	33.25%
05314	Telephone	600.00			600.00	337.77	0.00	262.23	56.30%
05411	Legal Fees	16,000.00			16,000.00	13,690.55	0.00	2,309.45	85.57%
05510	Property Insurance	88.00			88.00	77.00	0.00	11.00	87.50%
05511	Advertising/Drug Testing	28,800.00			28,800.00	20,496.23	0.00	8,303.77	71.17%
05515	County Elections	59,302.00			59,302.00	59,301.23	0.00	0.77	100.00%
05516	Dues/Subscriptions	200.00			200.00	175.00	0.00	25.00	87.50%
05518	Liability Insurance	480.00			480.00	308.00	0.00	172.00	64.17%
05520	Service Contracts	7,300.00			7,300.00	3,725.74	0.00	3,574.26	51.04%
05527	Seminars/Training/Workshops	300.00	0.00	0.00	300.00	300.00	0.00	0.00	100.00%
	Balance 00014 - City Clerk	190,749.00	460.00	0.00	191,209.00	167,931.11	0.00	23,277.89	87.83%
			00015 - F	inance Department					
GL Code	GL Title	Revised Budget	Increase	Decrease	Amended	Actual	Encumbrance	Available Budget	Expended %
					0.00	_		0.00	#DIV/0!
		0.00			0.00	0.00	0.00	0.00	#DIV/0!
05101	Salaries	144,768.00			144,768.00	135,886.88	0.00	8,881.12	93.87%
05103	Overtime	2,500.00			2,500.00	1,241.71	0.00	1,258.29	49.67%
05111	FICA/Medicare Taxes	11,266.00			11,266.00	9,197.38	0.00	2,068.62	81.64%
05112	T.W.C. Payroll Taxes	770.00			770.00	756.00	0.00	14.00	98.18%
05113	Health Insurance Premiums	25,200.00			25,200.00	22,854.79	0.00	2,345.21	90.69%
05114	Workers Compensation Insurance	500.00			500.00	297.00	0.00	203.00	59.40%
05115	Deferred Compensation Benefits	9,920.00			9,920.00	8,270.89	0.00	1,649.11	83.38%
05116	Life Insurance	366.00			366.00	301.20	0.00	64.80	82.30%
05117	Dental Insurance Expense	976.00			976.00	821.03	0.00	154.97	84.12%
05118	Vision Insurance Expense	189.00			189.00	161.78	0.00	27.22	85.60%
05201	Office Expense and Supplies	4,000.00			4,000.00	2,574.58	0.00	1,425.42	64.36%
05314	Telephone	500.00			500.00	409.70	0.00	90.30	81.94%
05411	Legal Fees	15,000.00	15,000.00		30,000.00	24,235.86	0.00	5,764.14	80.79%
05510	Property Insurance	100.00	,		100.00	77.00	0.00	23.00	77.00%
05512	Audit Fees	40,000.00			40,000.00	33,901.26	0.00	6,098.74	84.75%
05513	Central Appraisal Fees	115,000.00			115,000.00	107,505.05	0.00	7,494.95	93.48%
05516	Dues/Subscriptions	9,300.00			9,300.00	8,898.90	0.00	401.10	95.69%

05517	Bank Charges	28,000.00			28,000.00	26,119.37	0.00	1,880.63	93.28%
05518	Liability Insurance	1,000.00			1,000.00	308.00	0.00	692.00	30.80%
05520	Service Contracts	7,000.00			7,000.00	1,452.36	0.00	5,547.64	20.75%
05522	Tax Collector Fees	12,500.00			12,500.00	11,262.75	0.00	1,237.25	90.10%
05527	Seminars/Training/Workshops	500.00			500.00	0.00	0.00	500.00	0.00%
05538	Late Charge	300.00			300.00	0.00	0.00	300.00	0.00%
05711	Travel Lodg Airf Mil	500.00			500.00	166.64	0.00	333.36	33.33%
05810	Property and Equipment	1,000.00	0.00	0.00	1,000.00	605.98	0.00	394.02	60.60%
	Balance 00015 - Finance Department	431,155.00	15,000.00	0.00	446,155.00	397,306.11	0.00	48,848.89	89.05%

00016 - Recreation Centers

GL Code	GL Title	Revised Budget	Increase	Decrease	Amended	Actual	Encumbrance	Available Budget	Expended %
05101	Salaries	151,410.00			151,410.00	144,736.70	0.00	6,673.30	95.59%
05103	Overtime	10,500.00			10,500.00	6,664.43	0.00	3,835.57	63.47%
05111	FICA/Medicare Taxes	12,529.00			12,529.00	11,382.41	0.00	1,146.59	90.85%
05112	T.W.C. Payroll Taxes	1,400.00			1,400.00	1,368.84	0.00	31.16	97.77%
05113	Health Insurance Premiums	37,000.00			37,000.00	33,988.74	0.00	3,011.26	91.86%
05114	Workers Compensation Insurance	560.00			560.00	99.00	0.00	461.00	17.68%
05115	Deferred Compensation Benefits	4,200.00			4,200.00	3,641.49	0.00	558.51	86.70%
05116	Life Insurance	361.00			361.00	317.59	0.00	43.41	87.98%
05117	Dental Insurance Expense	1,460.00			1,460.00	1,380.01	0.00	79.99	94.52%
05118	Vision Insurance Expense	315.00			315.00	267.24	0.00	47.76	84.84%
05201	Office Expense and Supplies	6,000.00			6,000.00	3,000.51	0.00	2,999.49	50.01%
05211	Postage	100.00			100.00	88.93	0.00	11.07	88.93%
05213	Uniforms	1,000.00			1,000.00	469.93	0.00	530.07	46.99%
05311	Building & Property Maintenanc	10,000.00			10,000.00	8,520.47	0.00	1,479.53	85.20%
05313	Utilities	15,000.00			15,000.00	11,177.10	0.00	3,822.90	74.51%
05314	Telephone	35,000.00			35,000.00	26,151.22	0.00	8,848.78	74.72%
05411	Legal Fees	2,000.00			2,000.00	0.00	0.00	2,000.00	0.00%
05510	Property Insurance	6,000.00			6,000.00	4,741.00	0.00	1,259.00	79.02%
05511	Advertising/Drug Testing	7,000.00			7,000.00	2,916.27	0.00	4,083.73	41.66%
05516	Dues/Subscriptions	2,500.00			2,500.00	2,210.39	0.00	289.61	88.42%
05518	Liability Insurance	3,600.00			3,600.00	2,233.00	0.00	1,367.00	62.03%
05520	Service Contracts	17,000.00			17,000.00	10,415.96	0.00	6,584.04	61.27%
05521	Support Activities	9,000.00			9,000.00	3,511.57	0.00	5,488.43	39.02%
05523	Equipment Rental/Lease	6,000.00			6,000.00	4,207.08	0.00	1,792.92	70.12%
05527	Seminars/Training/Workshops	2,500.00			2,500.00	202.25	0.00	2,297.75	8.09%
05548	Events	17,000.00			17,000.00	15,102.05	0.00	1,897.95	88.84%
05612	Vehicle Repair & Maintenance	2,000.00			2,000.00	1,168.85	0.00	831.15	58.44%
05613	Equipment Repair & Maintenance	1,600.00			1,600.00	0.00	0.00	1,600.00	0.00%
05614	Vehicle Fuel	2,000.00			2,000.00	744.91	0.00	1,255.09	37.25%
05711	Travel Lodg Airf Mil	3,500.00			3,500.00	0.00	0.00	3,500.00	0.00%
05810	Property and Equipment	8,000.00	0.00	0.00	8,000.00	2,364.54	0.00	<u>5,635.46</u>	<u>29.56%</u>
	Balance 00016 - Recreation Centers	376,535.00	0.00	0.00	376,535.00	303,072.48	0.00	73,462.52	<u>80.49%</u>

00025 - Information Technology

GL Code	GL Title	Revised Budget	Increase	Decrease	Amended	Actual	Encumbrance	Available Budget	Expended %
05101	Salaries	64,840.00			64,840.00	63,727.98	0.00	1,112.02	98.28%
05103	Overtime	500.00			500.00	211.12	0.00	288.88	42.22%
05111	FICA/Medicare Taxes	6,643.00			6,643.00	4,440.29	0.00	2,202.71	66.84%
05112	T.W.C. Payroll Taxes	540.00			540.00	503.97	0.00	36.03	93.33%
05113	Health Insurance Premiums	8,400.00			8,400.00	7,626.82	0.00	773.18	90.80%
05114	Workers Compensation Insurance	235.00			235.00	55.00	0.00	180.00	23.40%
05116	Life Insurance	127.00			127.00	111.00	0.00	16.00	87.40%
05117	Dental Insurance Expense	322.00			322.00	274.88	0.00	47.12	85.37%
05118	Vision Insurance Expense	63.00			63.00	53.98	0.00	9.02	85.68%
05201	Office Expense and Supplies	12,000.00			12,000.00	11,562.54	0.00	437.46	96.35%
05212	Tools and Supplies	2,000.00			2,000.00	1,826.16	0.00	173.84	91.31%
05213	Uniforms	1,000.00	20.00		1,020.00	1,010.06	0.00	9.94	99.03%
05314	Telephone	500.00			500.00	255.48	0.00	244.52	51.10%
05520	Service Contracts	67,000.00			67,000.00	17,211.91	467.36	49,320.73	26.39%
05527	Seminars/Training/Workshops	1,500.00			1,500.00	1,064.00	0.00	436.00	70.93%
05612	Vehicle Repair & Maintenance	800.00			800.00	94.69	0.00	705.31	11.84%
05613	Equipment Repair & Maintenance	4,200.00	700.00		4,900.00	4,665.41	0.00	234.59	95.21%
05614	Vehicle Fuel	950.00	150.00		1,100.00	972.57	0.00	127.43	88.42%
05711	Travel Lodg Airf Mil	500.00			500.00	0.00	0.00	500.00	0.00%
05810	Property and Equipment	35,000.00	0.00	0.00	35,000.00	8,628.32	14,237.50	12,134.18	65.33%
	Balance 00025 - Information Technology	207,120.00	870.00	0.00	207,990.00	124,296.18	14,704.86	68,988.96	<u>66.83%</u>
	Grand Totals	11,153,721.00	<u>79,791.00</u>	(80,000.00)	11,153,512.00	9,193,237.02	386,890.46	1,573,384.52	

Off set by Prior Years's Revenue

DEPARTMENT	GL CODE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT	EXPLANATION
CITY MANAGER	Salaries	0.00	5,000.00	will not use this fiscal year
	Deferred compensation	2,500.00	0.00	adjustment to complete the fiscal year
	Utilities	300.00	0.00	adjustment to complete the fiscal year
	Dues / Subscriptions	500.00	0.00	adjustment to complete the fiscal year
	Service Contracts	0.00	15,000.00	will not use this fiscal year
	Emergency Aid and Assistance	0.00	10,000.00	will not use this fiscal year
		3,300.00	30,000.00	TOTALS
PUBLIC WORKS	T.W.C Payroll Taxes	500.00	0.00	adjustment to complete fiscal year
	Workers Compensation	0.00	5,000.00	will not use this fiscal year
	Office Expenses and supplies	1,500.00	0.00	adjustment to complete the fiscal year
	Recycling Center	4,000.00	0.00	adjustment to complete the fiscal year
	Legal fees	3,500.00	0.00	adjustment to complete the fiscal year
	Service Contracts	0.00	15,000.00	will not use this fiscal year
	vehicle fuel	8,000.00	0.00	adjustment to complete the fiscal year
		17,500.00	20,000.00	TOTALS
FIRE AND AMBULANCE	Utilities	1,200.00	0.00	adjustment to complete the fiscal year
		0.00	0.00	
		0.00	0.00	
		1,200.00	0.00	

POLICE DEPARTMENT	Building & Property Maintenance	500.00	0.00	adjustment to the experience modifier
	Utilities	5,000.00	0.00	adjustment to complete the fiscal year
	Telephone	11,000.00	0.00	adjusment to complete the fiscal year
	Vehicle Fuel	12,000.00	0.00	adjustment to complete the fiscal year
		28,500.00	0.00	
MUNICIPAL COURTS	Office Expenses and supplies	750.00	0.00	adjustment to the experience modifier
	Legal fees	2,500.00	0.00	adjustment to complete the fiscal year
	Property and Equipment	700.00	0.00	adjustment to complete the fiscal year
		3,950.00	0.00	TOTALS
PLANNING & ZONING	Salaries	0.00	30,000.00	vacancies throughout the year
	Life Insurance	200.00	0.00	adjustment to the experience modifier
	Office Expenses and supplies	2,000.00	0.00	adjustment needed to complete Fiscal year
		2,200.00	30,000.00	TOTALS
GRANTS & SPECIAL PROJ.	T.W.C Payroll Taxes	1.00	0.00	adjustment to complete the fiscal year
		0.00	0.00	
		0.00	0.00	
		1.00	0.00	TOTALS
HUMAN RESOURCES	Salaries	5,000.00	0.00	adjustment needed to complete Fiscal year
	Health Insurance	750.00	0.00	adjustment to the experience modifier
	Advertising / Drug Testing	750.00	0.00	will not use this fiscal year
		6,500.00	0.00	TOTALS
MAYOR & CITY COUNCIL	T.W.C Payroll Taxes	310.00	0.00	adjustment needed to complete Fiscal year
		0.00	0.00	
		310.00	0.00	TOTALS
CITY CLERK	Deferred compensation	460.00	0.00	adjustment needed to complete Fiscal year
		0.00	0.00	will not use this Fiscal year
		0.00		will not use this fiscal year
		460.00	0.00	TOTALS
FINANCE	Legal fees	15,000.00	0.00	adjustment to complete the fiscal year
	Dental Insurance	0.00	0.00	
	Office Expenses and supplies	0.00	0.00	
		15,000.00	0.00	TOTALS
INFORMATION TECH.	Uniforms	20.00		adjustment to complete the fiscal year
	Equipment Repair & Maintenance	700.00		adjustment to complete the fiscal year
	vehicle fuel	150.00		adjustment to the experience modifier
		870.00	0.00	TOTALS
		79,791.00	80,000.00	Decrease \$209.00

Ivy Avalos Mayor

Ruben Reyes
At-Large

Cesar Nevarez
District 1 Mayor ProTem



Ralph Duran
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos

District

AN ORDINANCE OF THE CITY OF SOCORRO, TEXAS, APPROVING TEXAS GAS SERVICE, A DIVISION OF ONE GAS, INC.'S USE OF FINANCIAL INSTRUMENTS FOR THE 2019-2020 HEATING SEASON; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; DECLARING AN EFFECTIVE DATE; REPEALING ANY PRIOR ORDINANCES INCONSISTENT WITH THIS ORDINANCE AND REQUIRING DELIVERY OF THIS ORDINANCE TO THE COMPANY

WHEREAS, the City of Socorro, Texas ("City"), is a general law city operating pursuant to the laws of the State of Texas; and

WHEREAS, pursuant to Texas Utilities Code Section 103.001, the City of Socorro is a regulatory authority having exclusive original jurisdiction over the rates, operations and services of a gas distribution utility in the City limits of the City of Socorro; and

WHEREAS, pursuant to Chapter 51, Section 51.001 of the Local Government Code, the City of Socorro may adopt an ordinance that is necessary or proper for carrying out a power granted by law to the municipality; and

WHEREAS, Texas Gas Service, ("TGS") a Division of ONE Gas, Inc., an Oklahoma corporation, is a gas distribution utility operating within the City of Socorro, Texas; and

WHEREAS, Texas Gas Service is required to request approval of the use of financial instruments pursuant to the Cost of Gas Clause effective in the City and has requested approval of the use of financial instruments for the 2021-2022 heating season for the purpose of managing the cost of gas passed through to customers; and

WHEREAS, the City of Socorro, Texas hereby approves the use of financial instruments for the 2021-2022 heating season.

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

A. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein and such recitals, as findings of fact, are hereby approved.

B. REPEALER

To the extent reasonably possible, ordinances are to be read together in harmony. However, all ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated herein.

C. SEVERABILITY

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

D. PROPER NOTICE & MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

E. EFFECTIVE DATE

This ordinance shall become effective from and after its passage.

F. COPY OF ORDINANCE TO TGS

Within ten days after passage, a copy of this Ordinance shall be sent to Jeff Quinn, Texas Gas Service, Barton Skyway IV, 1301 S. Mopac, Suite 400, Austin, Texas 78746.

PASSED AND APPROVED this the	day of 2021 by a vote of	•
(ayes) to (nays) to (abstendard), Texas.		
	SOCORRO	
By:		

		ATTEST:
	Ву:	Olivia Navarro, City Clerk
		APPROVED AS TO FORM:
		James A. Martinez, City Attorney
First Reading: Second Reading	-	2021

ITEMS 16 AND 17

Ivy Avalos Mayor

Ruben Reyes
At Large

Cesar Nevarez
District 1 / Mayor Pro-Tem



August 26, 2021

Ralph Duran
District 2

Victor Perez District 3

Yvonne Colon - Villalobos
District 4

Adriana Rodarte
City Manager

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: City Manager, Adriana Rodarte

SUBJECT: *Introduction, First Reading and Calling for a Public Hearing* of Ordinance No. 250 Amendment No. 2 Strategy and Investment Policy for the City of Socorro Texas.

SUMMARY

This Investment strategy and policy shall be reviewed annually by the

City Council and, if required shall be amended to reflect changes

required under State and Federal laws and / or which are in the best

financial interest of the City.

STATEMENT OF THE ISSUE - PROPOSED CHANGES

Ordinance No. 250 Amendment No. II

The changes made are per the specifications of the Texas Government Code Chapter 2256 "Public Funds Investment", Chapter 2270 "Prohibition on Investing Public Money in Certain Investments" and utilized the format of the Investment Policy of the County of El Paso Texas. Extensive reorganization on the flow of subjects and format.

The required strategy investment policy goals now include the goal of diversification, maturity and the quality of investment.

Table of contents created to provide an overview of the documents content and assist for an easy navigation of topics.

The policy identifies FIVE primary objectives that all funds shall be managed and invested as opposed to FOUR from the previous ordinance. The added primary objective is DIVERSIFICATION. (Page 4)

The five (5) primary objectives consist of: SAFETY, LIQUIDITY, DIVERSIFICATION, PUBLIC TRUST and YIELD. (Page 4)

The <u>Investment Objective</u> includes for investment to be chosen in a manner which promotes diversity as part of the new added objective. Indication to match anticipated cash flow requirements to the maximum weighted average maturity (WAM) of the overall portfolio may not exceed 180 days which is part of the YIELD objective. (Page 5 and 6)

The <u>Investment Strategy</u> was rearranged and placed under the Investment Policy rather under the Preface. In addition, the (WAM) Weighted Dollar Average Maturity has been modified to 180 days or less as opposed to 365 days per the discretion of the City of Socorro Finance Director. (Page 6)

The <u>Delegation of Responsibility</u> is concise and clearer on the responsibilities of investment officers and city council representatives. (Page 7)

The <u>Prudence and Control</u> section includes elaboration of the "prudent person rule" and how the investment officer should exercise it as opposed of being mentioned under the glossary on the previous amendment No. I. The internal controls new point to follow is "review, maintenance, and monitoring of security procedures both manual and automated" and disclosure of annual review by external auditor to assure compliance with policies and procedures per TGC Chapter 2256.023. (Page 7 and 8)

Defines the functionality of <u>cash flow forecasting</u>, <u>competitive bidding</u>, <u>monitor credit ratings</u>, <u>safekeeping and custodian agreements</u> and <u>monitoring FDIC status for mergers and acquisitions</u>. (Page 9)

The maximum limits, by instrument, established for the City's total portfolio were modified per discretion and dialog of City of Socorro Finance Director. The six instruments remain the same; however, the % limits for Authorized Pools has been increased to 100% compared to 50% on previous amendment. (Page 10)

Identification of the different financial counter-parties; depository and authorized broker/dealers. (Page 12)

Collateral now stipulates of authorized collateral to be have FDIC insurance coverage. (Page 13)

Reporting to be done quarterly by Investment Officers and a listing of the provision as stipulated by the Texas Government Code. (Page 14)

<u>Safekeeping</u> section including guiding the city on how to go about for safekeeping of all purchased securities. (Page 14)

List of qualified broker/ dealers and financial institutions the city currently does business with. The previous amendment included First National Bank of Fabens which currently the city does not solicit them. (Page 15)

FINANCIAL IMPACT	
Account Code (GF/GL/Dept):	
Funding Source:	
Amount:	
Quotes (Name/Commodity/Price) N/A	
Co-op Agreement (Name/Contract#) N/A	
<u>ALTERNATIVE</u>	
STAFF RECOMMENDATION	
Staff recommends approval	
REQUIRED AUTHORIZATION	
1. City Manager	
2. CFO	Date
3. Attorney	Date

Ivy Avalos Mayor

Ruben Reyes At Large

Cesar Nevarez
District1 / Mayor Pro Term



Ralph Duran District 2

VictorPerez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte CityManager

ORDINANCE No. 250 Amendment No. II

AN ORDINANCE ADOPTING A STRATEGY AND INVESTMENT POLICY FOR THE CITY OF SOCORRO, TEXAS

WHEREAS, the City of Socorro is required to create and adopt an investment policy to achieve the goals of safety of principle, liquidity, diversification, yield and maturity and the quality and capability of investment management and public trust for all investment activity; and

WHEREAS, the City of Socorro is required to review its investment strategies and policy not less than annually; and

WHEREAS, this Ordinance serves to satisfy the statutory requirement (specifically Chapter 2256 Texas Government Code) to define, adopt and review a formal investment strategy and policy; now therefore.

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

<u>Section One:</u> The investment strategy and policy attached to this Ordinance shall be and is hereby adopted by the City of Socorro as its Strategy and Investment Policy and incorporated hereto as if repeated verbatim.

<u>Section Two:</u> This Investment strategy and policy shall be reviewed annually by the City Council and, if required, shall be amended to reflect changes required under State and Federal laws and/or which are in the best financial interests of the City.

If any section of this Ordinance shall be adjudged invalid or unconstitutional, the same shall not affect the validity of this Ordinance as a whole or any part or provision thereof other than the part so decided to be invalid or unconstitutional.

Enactment

That this Ordinance was duly enacted with all the requisites and formalities incident thereto the enactment of ordinances, and such is evidenced by the below signatures.

SIGNED AND ENACTED this September 16, 2021

ATTEST:	Ivy Avalos Mayor
Olivia Navarro	
City Clerk	
APPROVED:	First Reading: September 1,2021 Second Reading: September 16,2021
James Martinez City Attorney	

CITY OF SOCORRO, TEXAS INVESTMENT POLICY AND STRATEGY

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CITY OF SOCORRO, TEXAS INVESTMENT POLICY AND STRATEGY

PREFACE

It is the policy of the City of Socorro that the administration of its funds and investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal while meeting the daily cash flow needs of the City and conforming to the Public Funds Investment Act (the "Act") Texas Government Code Chapter 2256. It is the intent of the City to be in complete compliance with local law and the Act.

The receipt of a market rate or return will be secondary to the requirements for safety and liquidity. The earnings from investment will be used in a manner that best serves the interest of the City.

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Socorro to achieve the goals of safety of principal, liquidity, diversification, yield and maturity and quality and capability of investment management. Direct specific investment parameters for the investment of public funds in Texas are found in the Act. The Public Funds Collateral Act, Chapter 2257, Texas Governmental Code, specifies collateral requirements for all public Texas funds deposits.

INVESTMENT POLICY

I. POLICY

It is the policy of the City of Socorro (City) that after allowing for the anticipated cash flow requirements of the City and giving due consideration to the safety and risk of investment, all available funds shall be invested in conformance with these legal and administrative guidelines, seeking to optimize interest earnings to the maximum extent possible. Also, it is the policy of the City that all funds shall managed and invested with four primary objectives, listed in order of their priority: safety, liquidity, diversification, public trust and yield.

Effective cash management is recognized as essential to good fiscal management Investment interest is a source of revenue to City funds. The City's investment portfolio shall be designed and managed in a manner designed to maximize this revenue source, to be responsive to public trust, and to be in compliance with legal requirements and limitations Investments shall be made with the primary objectives of:

- Safety and preservation of principal
- Maintenance of sufficient **liquidity** to meet operating needs
- **Diversification** of the investment portfolio for potential losses on individual issues will be minimized.
- Public trust from prudent investment activities
- Optimization of the rate of return (yield) on the portfolio

II. SCOPE

This investment policy applies to all financial assets of the City and any new funds created unless specifically exempted by the City Council and this Policy. The funds are accounted for in the City's Comprehensive Annual Financial Report (CAFR) and include:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Trust and Agency Funds, to the extend not required by law or existing contract to be kept segregated and managed separately.
- Debt Service Funds, including reserves and sinking funds, to the extent not required by law or existing contract to be kept segregated and managed separately.
- Any new fund created by the City, unless specifically exempted from this Policy by the City Council (City of Socorro), or by law.

The City of Socorro will consolidate cash balance from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles and governmental accounting standards.

This investment Policy shall apply to all transactions involving the financial assets and related activity for all the foregoing funds. However, this policy does not apply to the assets administered for the benefit of the City by outside agencies under deferred compensation programs. (Chapter 2256. Section 004 of the Government Code)

III. INVESTMENT OBJECTIVES

It is the policy of the City that all funds shall be managed and invested with five primary objectives, listed in order of their priority: **safety, liquidity, diversification, public trust and yield**. Investments are to be chosen in a manner which promotes diversity. To match anticipated cash flow requirements the maximum weighted average maturity (WAM) of the overall portfolio may not exceed 180 days. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

Safety

The primary objective of the investment activity is the preservation of capital by mitigating credit and interest rate risk. Each investment transaction shall be conducted in a manner to avoid capital losses, whether from security defaults, safekeeping, or erosion of market value. Investments in high credit quality securities and decisions based on anticipated cash needs are primary factors in providing safety. To preserve capital by mitigating credit and interest rate risk.

Liquidity

The investment portfolio shall be structured to meet all expected obligations in a timely manner and shall remain sufficiently liquid to meet all operational requirements that may be reasonably anticipated. This shall be achieved by structuring the portfolio so that investments mature concurrent with the cash needs to meet anticipated demands. Because all possible cash demands cannot be anticipated, a portion of the portfolio will be invested in shares of money market mutual funds or local government investment pools that offer same-day liquidity.

Diversification

The portfolio shall be diversified by institution, market sector and maturity as much as possible. Also diversifying the investment portfolio so that potential losses on individual issues will be minimized.

Public Trust

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment officers shall avid any transaction that might impair public confidence in the City's ability to govern effectively.

Yield

The benchmark for the various portfolios shall be the comparable period six (6) month U.S. Treasury Bill, designated for its comparability to the expected average cash flow pattern and the Policy maximum weighted average maturity (WAM) limit of (180) days. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified and return on investment is of secondary importance compared to the safety and liquidity objectives described above.

Cash management is the process of managing funds in order to insure maximum cash availability and reasonable yield on short-term investments. The City shall strive for a cash management program which includes timely collection of accounts receivable, vendor payments in accordance with invoice terms, and prudent investment of assets.

IV. INVESTMENT STRATEGY

The City maintains various portfolios for investment purposes which incorporates the specific uses and the unique characteristics of the funds in the portfolio. The investment strategy has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. The City shall pursue conservative portfolio management strategy. This may be accomplished by creating a laddered maturity structure with some extensions for yield enhancement. The various portfolios will have a dollar weighted average maturity of 180 days or less. This dollar weighted average maturity will be calculated using the stated final maturity dates of each security Investment guidelines by fund-type are as follows:

Investment strategies for operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure that will experience minimal volatility during economic cycles. This may be accomplished by purchasing high quality, short- to medium- term investments that will complement each other in a laddered structure

Investment strategies for debt service funds shall have as the primary objective the timely payment debt service obligations. Successive debt service dates will be fully funded before any investment extensions are made. Investment purchased shall not have a stated final maturity date which exceeds the debt service payment date, or funds shall be maintained in an investment pool or money market mutual fund to be available for debt service payments

Investment strategies for bond funds and for debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue source to the appropriate fund from inves1ments with a low degree of volatility Except as may be required by the bond ordinance, specific to an individual issue, investments should be of high quality, with short to medium term maturities.

V. DELEGATION OF RESPONSIBILITY

No unauthorized person may engage in an investment transaction and all transactions shall be executed as provided under the terms of this Policy and its supporting procedures.

Investment Officers

In accordance with the Public Investment Act [PFIA], (Chapter 2256 from the Texas Government Code) the City designates (a) TWO ELECTED COUNCILMEMBERS (Council Members and/or Mayor); (b) CITY MANAGER (employee of the City); (c) FINANCE DIRECTOR (employee with the City) as Investment Officers, by governing body resolution, responsible for investment decisions and activities. The Investment Officers are responsible for creating and maintaining the portfolio in accordance with this Policy, providing timely quarterly reporting to the Council, and establishing supporting procedures. The investment authority granted to the investing officers is effective until rescinded by the City Council. An investment action may be approved by all investment officers, two of whom are designated Councilmembers (as recorded in related minutes). Any such action must be reflected in written documentation signed by such officers. A facsimile signature is acceptable [PFIA 2256.005(f)]

All investment officers shall attend at least ten (10) hours of training approved by the City Council within twelve (12) months of designations and investment officers shall attend eight (8) hours of training every two (2) successive fiscal year. A newly appointed Investment Officer must attend a training session of at least ten (10) hours of instruction within (12) twelve months of the date the officer took office. The training should be through courses and seminars offered by professional organizations, associations, and other independent sources in order to ensure the quality and capability of investment management in compliance with the Public Funds Investment Act 2256.005(b)(3). For purposes of this policy, an "independent source" shall include a professional organization, an institution of higher education or any other sponsor other than a business organization with whom the City may engage in an investment transaction.

City Council Responsibilities

The City Council holds ultimate fiduciary responsibilities for the portfolio. It will designate investment officers, receive and review quarterly reporting, approve and provide for investment officer training, approve broker/dealers, and review and adopt the Investment Policy and Strategy at least annually.

Ethics and Conflicts of Interest [PFIA 2256.005(i)]

Investment Officers shall refrain from personal and business activity that could conflict with proper execution of the investment program or which could impair the ability to make impartial investment decisions. An Investment Officer who has a personal business relationship within two levels of blood or marriage with an organization seeking to sell an investment to the City shall file a statement disclosing that relationship to the City Council, City Clerk and the Texas Ethics Commission. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City.

VI. PRUDENCE AND CONTROLS

The standard of prudence to be applied to all City Investments shall be the "prudent person" rule, which states:

"Investment shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

In determining whether an Investment Officers has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds under the City's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment.

The Investment Officers, acting in accordance with written procedures and exercising due diligence, shall be responsible but not liable for a specific credit risk or market price changes, provided that these deviations are reported immediately and that appropriate actions is taken to control adverse developments.

Internal Controls

The Investment Officers are responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (I) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management

The internal controls shall address the following points:

- Control of collusion
- Separation of transactions authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority,
- Written confirmation for all transactions,
- Development of a wire transfer agreement with the depository bank or third party custodian
- Review, maintenance, and monitoring of security procedures both manual and automated.

Annually the Investment Officers shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures.

Cash Flow Forecasting

Cashflow forecasting is designed to protect and sustain cash flow requirements of the City. The Investment Officers will analyze and maintain a cash flow plan to monitor and forecast cash positions for investment purposes.

Competitive Bidding

All security transactions will be made on documented competitive bid basis to assure the City is receiving good market rates. The City must receive bids from at least three separate providers with no material financial interest in the bonds from which proceed were received [PFIA 2256.015]. When-issued US agency securities should be compared to other securities available in the secondary market to determine competitiveness. The City Manager and Finance Director shall develop and maintain procedures for ensuring a competitive in the investment of the City's funds.

Monitor Credit Ratings

The Finance Director shall monitor, on no less than monthly basis, the credit rating on all authorized investments in the portfolio which require credit ratings based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Finance Director shall notify the Investment Officers of the loss of rating and liquidate the investment within two days.

Safekeeping and Custodian Agreements

The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as part of its investment portfolio or held as collateral to secure demand on time deposits. Securities owned by the City shall be held in the City's name as evidenced by safekeeping receipts of the institution holding the securities.

Monitoring FDIC Status for Mergers and Acquisitions

The Finance Director shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CD securities owned by the City based upon information from the FDIC (fdic.gov) should any such investment take place. If any bank has been acquired or merged with another bank in which brokered CDs are owned by the City, the Investment Officers or Advisor shall immediately liquidate any brokered CD which places the City above the FDIC Insurance level.

VII. SUITABLE AND AUTHORIZED INVESTMENTS

Portfolio Management

The City currently has a "buy and hold" portfolio strategy. Maturity dates are matched with cash flow requirements and investments are purchased with the intent to be held until maturity. However, investments may be liquidated prior to maturity for the following reasons:

- An investment with declining credit may be liquidated early to minimize loss of principal
- Cash flow needs of the City require that the investment be liquidated

Investments [PFL4 2256.005(b)(4)(A)]

City of Socorro funds governed by this policy may be invested in the instruments described below, all of which are authorized by Chapter 2256 of the Government Code (Public Funds Investment Act). Investment of City funds in any instrument or security not authorized for investment under the Act is prohibited. The City will not be required to liquidate an investment that becomes unautholized subsequent to its purchase.

I. Authorized

- 1. Obligations of the United States of America, its agencies and instrumentalities
- 2. Certificates of Deposit issued by a bank organized under Texas law, the laws of another state, or federal law, that has its main office or a branch office in Texas, or by a savings and loan association or a savings bank organized under Texas law, the laws of another state, or federal law, that has its main office or a branch office in Texas and that is guaranteed or insured by the Federal Deposit Insurance or its successor or secured by obligations in a manner and amount provided by law for deposits of the City.
- 3 Fully collateralized direct repurchase agreements with a defined termination date seemed by obligations of the United States or its agencies and instrumentalities. These shall be pledged to the City, held in the City's name, and deposited at the time the investment is made with the City or with a third party selected and approved by the City Repurchase agreements must be purchased through a primary government securities dealer; as defined by the Federal Reserve, or a financial institution doing business in Texas. A Master Repurchase Agreement must be signed by the bank/dealer prior to investment in a repurchase agreement All lepmchase agreement transactions will be on a delively vs. payment basis. Securities received for repurchase agreements must have a market value greater than or equal to 102 percent at the time funds are disbursed (Sweep Accounts and/or Bond Proceeds)
- 4. Money Market Mutual funds that are 1)registered and regulated by the Securities and Exchange Commission, 2) have a dollar weighted average stated maturity of 90 days or less, 3) rated AAA by at least one nationally recognized rating service, and 4) seek to maintain a net asset value of \$1.00 per share

5. Local government investment pools, which 1) meet the requirements of Chapter 2256 .016 of the Public Funds Investment Act, 2) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service, 3) seek to maintain a \$1 00 net asset value, and 4) are authorized by resolution or ordinance by the City Council.

All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating (PFIA 2256 021)

II. Not Authorized [PFIA 2256.009(b)(1-4)]

Investments including interest-only or principal-only strips of obligations with underlying mortgage-backed security collateral, collateralized mortgage obligations with an inverse floating interest rate or a maturity date of over 10 years are strictly prohibited.

Delivery versus Payment

All securities shall be purchased on a delivery versus payment (DVP) settlement basis, with the exception of investment pools and mutual funds. Funds shall not be released until receipt of the security by the City's approved custodian. The custodian shall provide the City with proof of ownership or claim by an original document delivered to the City.

VIII. INVESTMENT PARAMETERS

Maximum Maturities [PFIA 2256.005(b)(4)(B)]

The longer the maturity of investments, the greater their price volatility. Therefore, it is the City's policy to concentrate its investment portfolio in shorter-term securities in order to limit plincipal risk caused by changes in interest rates.

The City attempts to match its investments with anticipated cash flow requirements The City will not directly invest in securities maturity more than six (6) months from the date of purchase; [PFIA 2256.014 b(2)] however, the above described obligations, certificates, or agreements may be collateralized using longer dated investments

Because no secondary market exists for repurchase agreements (repo), the maximum maturity shall be 120 days except in the case of a flexible repurchase agreement follownd proceeds. The maximum maturity for such an investment shall be determined in accordance with project cash flow projections and the requirements of the governing bond ordinance

The composite portfolio will have a weighted average maturity of 180 days or less. This dollar ,weighted average maturity will be calculated using the stated final maturity dates of each security. $[PFIA\ 2256\ 005(b)(4)(C)]$

Diversification [PFIA 2256.005(b)(3)]

The City of Socorro recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification that shall be achieved by the following general guidelines:

• Limiting investments to avoid overconcentration in investments from a specific

issuer m business sector (excluding U.S. Treasury securities and certificates ofdeposit that me fully insured and collateralized in accordance with state and federal law),

- <u>Limiting investment in investments that have higher credit risks (example: commercial paper)</u>,
- Investing in investment with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

The following maximum limits, by instrument, are established for the City's total portfolio:

1.	U,S. Treasury Securities	100%
2.	Authorized Pools	100%
3.	Agencies and Instrumentalities	85%
4.	Certificates of Deposit	I00%
5.	Repurchase Agreements*	20%
6.	Money Market Mutual Funds	50%

^{*}Excluding flexible repurchase agreements for bond proceeds investments

IX. FINANCIAL COUNTER-PARTIES

Depository

At least every five (5) years a banking service depository shall be selected through a competitive request for proposal or bid process in accordance with the Texas Governance Code 105. In selecting a depository, the services, cost of services, credit worthiness, earnings potential and collateralization by the institutions shall be considered. If securities require safekeeping, the RFP/bid will request information on safekeeping services. The depository contract will provide for collateral if balances exceed the FDIC insurance balance per tax identification number.

All time and demand deposits in any depository of the City shall be insured or collateralized at all times in accordance with this Policy.

Other banking institutions, from which the City may purchase certificates of deposit or place interest bearing accounts, will also be designated as a depository or depository/collateral purposes. All depositories will execute a depository agreement and have the Bank's Board or Bank Loan Committee pass a resolution approving the agreement if collateral is required.

Authorized Brokers/Dealers [PFIA 2256.025]

All pools, financial institutions, and broker/dealers who desire to transact business with the City must supply the following documents to the Investment Officers

- (if brokers) Financial Industry Regulatory Authority (FINRA) certification and CRD #
- (if brokers) proof of Texas State Securities registration
- Policy review certification

Each pool/bank/broker must be provided a copy of the City's current investment policy and certify to a review of the Policy stating that the firm has controls in place to assure only Policy approved investments will be sold to the City.

A list of qualified broker/dealers will be reviewed at least annually by the City Council. In order to perfect the delivery versus payment (DVP) process the banking services depository, or its brokerage subsidiary, will not be used as a broker.

X. COLLATERAL

Time and Demand Deposits Pledge Collateral

All bank time and demand deposits shall be collateralized above the FDIC coverage by pledge collateral. In order to anticipate market changes and providing a level of security for all funds, collateral will be maintained and monitored by the pledging depository at 102% of market value of principal and accrued interest on the deposits. The bank shall monitor and maintain the margins on a daily basis.

Collateral pledge to secure deposits shall be held by an independent financial institution outside the holding company of the depository. The collateral agreement with the depository shall be approved by resolution of the Bank Board or Bank Loan Committee. The Custodian shall provide a monthly report of collateral directly to the City.

All collateral shall be subject to inspection and audit by the City or tis independent auditors.

Authorized Collateral

Only the following securities are authorized as collateral for time and demand deposits or repurchase agreements:

- FDIC Insurance coverage
- Obligations of the United States, its agencies or instrumentalities, or evidence of indebtedness of the United States guaranteed as to principal and interest including MBS and CMO which pass the bank test
- Direct obligations of the state of Texas or its agencies and instrumentalities.
- Obligations of any US or of a county, City or other political subdivision of any state having been rated as investment grade (investment rating no less than "A" or its equivalent) by two nationally recognized rating agencies with a remaining maturity of ten (10) years or less.
- A security bond issued by an insurance company rated as to investment quality by a nationally recognized rating firm not less than A.
- Letter of Credit from the (FHLB) Federal Home Loan Bank.

Subject to Audit

All collateral shall be subject to inspection and audit by the City Manager and Finance Director or the City's Independent Auditors.

XI. REPORTING

Quarterly Reporting

The Investment Officers shall submit a signed quarterly investment report to the governing body in accordance with the Act giving detail information on each portfolio and bank position and summary information to permit an informed outside reader to evaluate the performance of the investment program. The report must include the relevant provisions of the PFIA chapter 2256.023:

- 1. A full description of each individual security or bank/pool position held at the end of the reporting period including the amortized book and market value at the beginning and end of the period,
- 2. Unrealized gains or losses (book value minus market value),
- 3. Overall change in market value during the period as a measure of volatility,
- 4. Weighted average yield of the portfolio and its applicable benchmarks,
- 5. Earnings for the period,
- 6. Allocation analysis of the total portfolio by market sector and maturity, and
- 7. Statement of compliance of the investment portfolio with the Act and the Investment Policy signed by the Investment Officers.

XII. SAFEKEEPING

All purchased securities are to be cleared to the City's safekeeping agent on a delivery versus payment (DVP) basis. All safekeeping arrangements shall be approved by the Investment Officers and an agreement of the terms executed in writing. The independent third party custodian shall be required to issue safekeeping receipts to the City listing each specific security, rate, description, maturity, CUSIP (Committee on Uniform Securities Identification Procedures) number, and other pertinent information.

XIII. INVESTMENT POLICY ADOPTION

The City's investment policy shall be adopted by Ordinance of the City Council. It is the City's intent to comply with state laws and regulations. The City's investment policy shall be subject to revisions consistent with changing laws, regulations, and needs of the City The City Council shall adopt an ordinance stating that it has reviewed the policy and investment strategies annually, approving any changes or modifications

LIST OF QUALIFIED BROKER I DEALERS AND FINANCIAL INSTITUTIONS:

- LOCAL GOVERNMENT INVESTMENT COOPERATIVE (LOGIC)
- TEXAS MUNICIPAL LEAGUE INTERGOVERNMETNAL RISK POOL (TXPOOL)
- LONESTAR INVESTMENT POOL (FIRST PUBLIC, LLC)
- WELLS FARGO BANK N.A.

GLOSSARY OF COMMON TREASURY TERMINOLOGY

Accrued Interest: The accumulated interest due on a bond as of the last interest payment made by the issuer.

Agency: A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government. Federally sponsored agencies (FSAs) are backed by each particular agency with a market perception that there is an implicit government guarantee. An example of federal agency is the Government National Mortgage Association (GNMA). An example of a FSA is the Federal National Mortgage Association (FNMA).

Amortization: The systematic reduction of the amount owed on a debt issue through periodic payments of principal.

Asked: The price as which securities are offered.

Average Life: The average length of time an issue of serial bonds and/or term bonds will mandatory sinking fund feature is expected to be outstanding.

Basis Point: A unit of measurement used in the valuation of fixed-income securities equal to 1/100 of a percent of yield. E.g., "1/4" of 1 percent is equal to 25 basis points.

Bid: The indicated price at which a buyer is willing to purchase a security or commodity.

Book Value: The value at which a security is carried on the inventory lists or other financial records of an investor. The book value may differ significantly from the security's current value in the market.

Broker: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not position. In the money market, brokers are active in markets in which banks buy and sell money and in interdealer markets.

Callable Bond: A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

Call Price: The price at which an issuer may redeem a bond prior to maturity. The price is usually at slight premium to the bond's original issue price to compensate the holder for loss of income and ownership.

Call Risk: The price at which an issuer may redeem a bond prior to maturity. The price is usually at a slight premium to the bond's original issue price to compensate the holder for loss of income and ownership.

Cash Sale/Purchase: A transaction, which calls for delivery and payment of securities on the same day that the transaction is initiated.

Certificate of Deposit (CD): A time deposit with a specific maturity evidenced by a certificate. Large denomination CD's are typically negotiable.

Collateralization: Process by which a borrower pledges securities, property, or other deposits for the purpose of securing the repayment of a loan and/or security.

Commercial Paper: An unsecured short-term promissory note issued by corporation, with maturities ranging from 2 to 270 days.

Comprehensive Annual Financial Reporting (CAFR): The official annual report for the City of Socorro. It includes combined statements and basic financial statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed statistical section.

Convexity: A measurement of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

Coupon Rates: The annual rate of interest received by an investor from the issuer of a certain types of fixed income securities. Also known as the "interest rates".

Credit Quality: The measurement of the financial strength of a bond issuer. This measurement helps an investor to understand an issuer's ability to make timely interest payments and repay of the loan principal upon maturity. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.

Credit Risk: The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

Current Yield (Current Return): A yield calculation determined by dividing the annual interest received on a security by the current market price of that security.

Dealer: A dealer, as opposed to a broker, acts as a principal m all transactions, buying and selling for his own account.

Debenture: A bond secured only by the general credit of the issuer.

Delivery versus Payment: here are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free) Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is the delivery of securities with m exchange of a signed receipt for the securities.

Delivative Security: Financial instrument created from whose value depends upon, one or more underlying assets or indexes of asset values.

Discount: The amount by which the par value of a security exceeds the price paid for the security.

Discount Securities: Non- interest-bearing money market instruments that are issued at a discount md redeemed at maturity for full face value, e.g., U.S Treasury Bills.

Diversification: A process of investing assets among a range of security types by sector, maturity, and quality rating.

Duration: A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be 1eceived from a given fixed-income security. Ibis calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful Indicator of its plice volatility for given changes in interest rates.

Fair Value: The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

Federal Funds (Fed Funds): Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed funds are immediately available funds.

Federal Funds Rate: Interest rate charged by one institution lending federal funds to the other.

Federal Credit Agencies: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e g S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

Federal Deposit Insurance Corporations (FDIC): A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

Federal Home Loan Banks (FBLB): The institutions that regulate and lend to savings and loan associations the Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-ii-vis member commercial banks.

Federal National Mortgage Association (FNMA): FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1983. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development, HU D. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

Federal Open Market Committee (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents The President of the New York Federal Reserve Bank is a permanent member while the other Presidents selve on a rotating basis The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank Credit and money.

Federal Reserve System: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, DC, 12 regional banks and about 5,700 commercial banks that are members of the system.

Government National Mortgage Association (GNMA or Ginnie Mac): Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions Security holder is protected by full faith and credit of the U.S. Government Ginnie Mae securities are backed by FHA, VA or FMHM mortgages. The term pass through is often used to describe Ginnie Maes.

Government Securities: An obligation of the U S. government, backed by the full faith and credit of the government These securities are regarded as the highest quality of investment securities available in the

US. securities market. See "Treasury Bills, Notes, and Bonds."

Interest Rate: See "Coupon Rate."

Interest Rate Risk: The 1isk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.

Internal Controls: An internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assistance that these objectives are met The concept of reasonable assurance recognized that l)the cost of a control should not exceed the benefits likely to be derived 2) the valuation of costs and benefits requires estimates and judgments by management. internal controls should address the following points:

Control of Collusion-Collusion is a situation where two or more employees are working in conjunction to defraud their employer.

Separation of transaction authority from accounting and record keeping - By separating the pelsonwho authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.

Custodial safekeeping- Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.

Inverted Yield Curve: A chart formation that illustrates long-term securities having lower yields than short-term securities. This configuration usually occurs during periods of high inflation coupled with low levels of confidence in the economy and a restrictive monetary policy.

Investment Policy: A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.

Investment-grade Obligations: An investment instrument suitable for purchase by institutional investors under the prudent person rule. Investment-grade is restricted to those obligations rated BBB or higher by a rating agency.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

Local Government Investment Pool (LGIP): An investment by local governments in which then money is pooled as a method for managing local funds

Mark to-market: The process whereby the book value OJ collateral value of a security is adjusted to reflect its current market value.

Market Risk: The risk that the value of a security will rise or decline as a result of changes in market conditions.

Market Value: Current market price of a security.

Master Repurchase Agreement: To protect investors, many public investors will request that repurchase agreements be preceded by a master repurchase agreement between the investor and the financial institution

or dealer. The master agreement should define the nature of the transaction, identify the relationship between the parties, establish normal practices regarding ownership and custody of the collateral securities during the term of the investment provide remedies in the case of default by either party and clarify issues of ownership. The master repurchase agreement protects the investor by eliminating the uncertainty of ownership and hence, allowing investors to liquidate collateral if a bank or dealer defaults during the term of the agreement.

Maturity: The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder See "Weighted Average maturity."

Money market: The market in which short-term debt instruments (bills, commercial paper; bankers' acceptances, etc.) are issued and traded.

Money Market Mutual Fund: Mutual funds that invest solely in money market instruments.

Mutual Fund: An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. The Investment Company Act of 1940 regulates mutual funds.

National Association of Securities Dealers (NASD): A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over the funds that distribute mutual fund shares as well as other securities.

Net Asset Value: The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities and dividing 1 histotal by the number of shares outstanding Ibis ls calculated once a day based on the dosing plice fur each security in the funds portfolio.

No Loan Mutual Fund: A mutual fund, which does not levy a sales charge on the purchase of its shares.

Nominal Yield: the stated rate of interest that a bond pays its current owner, based on paid value of the security. It is also known as the "coupon," coupon rate," or "interest rate".

Offer: An indicated price at which market participants are willing to sell a security or commodity. Also referred to as the ask price.

Open Market Operations: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in orde1to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

Pai: Face value or plincipal value of a bond, typically \$1,000 per bond.

Portfolio: Collection of securities held by an investor.

Positive Yield Curve: A chart formation that illustrates short-term securities having lower yields than long-term securities.

Premium: The amount by which the price paid for a security exceeds the security's par value.

Prime Rate: A preferred interest rate charged by commercial banks to their most creditworthy customers. Many interest rates are keyed to this rate.

Primary Dealer: A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reselve Bank of New York and me subject to it informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers banks and a few unregulated firms.

Principal: The face value or par value of a debt instrument Also may refer to the amount of capital invested in a given security.

Prospectus: A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC. This can include information on the issuer, the issuer's business, the proposed use of proceeds the experience of the issuer's management and obtain certified financial statements.

Prudent Person Role: An investment standard outlines the fiduciary responsibilities of public funds investors relating to investment practices.

Qualified Public Depositories: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of the state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Reinvestment Risk: The risk that a fixed income investor will be unable to reinvest income proceeds from a security holding at the same rate of return currently generated by that holding.

Repurchase Agreement (RP or REPO): An agreement of one party to purchase securities at a specified price from a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

Safekeeping: Holding of assets (e.g. securities) by a financial institution.

SEC Rule 15C3 1: See uniform net capital rule.

Secondary Market: A market made for the purchase and sale of outstanding issued following the initial distribution.

Securities & Exchange Commission: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

Serial Bond: A bond issue, usually of a municipality, with various maturity dates scheduled at intervals until the entire issue is retired.

Sinking fund: Money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.

Swap: Trading om; asset for another.

Term Bond: Bonds comprising a large part of all of a particular issue, which come due in a single maturity. The issuer usually agrees to make periodic payments into a sinking fund for a mandatory redemption of term bonds before maturity.

Total Return: The sum of all investment income plus changes in the capital value of the portfolio for mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period. (Price Appreciation) +(Dividends paid)+(Capital gains)= Total Return.

Treasury Bills: A non-interest-bearing discount security issued by the US. Treasury to finance the national debt. Most bills are issued to mature three months, six months or one year in minimum denominations of \$10,000. The yields on bills are monitored closely in the money markets for signs of interest late trends.

Treasury Bond: Long-term U.S. Treasury securities having initial maturities of more than ten years.

Treasury Notes: Intermediate term coupon bearing U.S. Treasury securities having initial maturities from on to ten years. Currently, the longest outstanding maturity for such securities is 30 years.

Uniform Net Capital Rule: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ration of indebtedness to liquid capital of 15 to 1: also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities. This is one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

Volatility: A degree of fluctuation in the price and valuation of securities.

Volatility Risk Rating: A rating system to clearly indicate the level of volatility and other non-credit risks associated with securities and certain bond funds. The ratings for bond funds range from those that have extremely low sensitivity to changing market conditions and offer the greatest stability of the return ("aaa" by S&P; "V-1"by Fitch) to those that are highly sensitive with currently identifiable market volatility risk ("ccc" by S&P, "V-10"by Fitch).

Weighted Average Maturity (WAM): The average maturity of all the securities that comprise a portfolio. According to SEC rule 2A-7, the WAM for SEC registered money market mutual funds may not exceed 90 days and no one security may have a maturity that exceeds 397 days.

When Issued (WI): A conditional transaction in which an authorized new security has not been issued. All 'when issued "transactions are settled when the actual security is issued.

Yield: The rate of annual income return on an investment, expressed as a percentage (a) Income Yield is obtained by dividing the current income yield minus any premium above par or plus any discount from par purchased price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

Yield-to-call (YTC): The rate of return an investor earns from a bond assuming the bond is redeemed (called) prior to its nominal maturity date. Yield Curve- A graphic representation that depicts the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity. A normal yield curve may be alternatively referred to a positive yield curve.

Yield-to-maturity: The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.

Zero coupon Securities: Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.

AN ORDER SCHEDULING AN ELECTION TO BE HELD IN THE CITY OF SOCORRO, TEXAS, ON TUESDAY THE 2nd DAY OF NOVEMBER, 2021, FOR THE PURPOSE OF ELECTING THE DISTRICT 1 REPRESENTATIVE AND 2 REPRESENTATIVE

BE IT ORDERED BY THE CITY COUNCIL OF THE CITY OF SOCORRO, TEXAS:

SECTION 1.

ELECTION ORDERED.

In compliance with the Charter of the City of Socorro and in accordance with the Constitution and laws of the State of Texas, the City Council hereby orders that an election be held on November 2, 2021, uniform election day, as authorized by section 41.004 of the Texas Election Code, at which qualified voters residing within the City of Socorro may vote for the purpose of electing the District 1 Representative and District 2 Representative.

The election shall be conducted by contract with the El Paso County Elections Department. The City Manager is authorized to approve and accept any agreements with the El Paso County Elections Department and to do all other things required for conduct of this Election.

SECTION 2.

CANDIDATES

Candidates may file an application for a place on the election ballot with the City Secretary or designee commencing on Thursday, July 17, 2021, in the Socorro City Hall, located at 124 S. Horizon Blvd., Socorro, Texas 79927 during regular office hours on regular business days. The filing deadline is 5:00 p.m. on Saturday, August 16, 2021, pursuant to sections 143.007 and 201.054 of the Texas Election Code.

SECTION 3.

BALLOT.

The Socorro City Secretary/City Clerk shall coordinate procedures with the El Paso County Elections Department to ensure that ballots are prepared to be used in said election, on which ballots shall be printed the names of the candidates for the position of District 1 Representative and District 2 Representative. The ballots, and such other materials as may be required by Chapter 272 of the Texas Election Code, shall be printed in English and in Spanish for use in said general election.

SECTION 4.

DRAWING FOR PLACES ON THE BALLOT.

In the event there are two or more candidates for the indicated positions, the order in which the names of such candidates are to be printed on the ballot shall be determined by a drawing to be conducted by the City Secretary; that at least 72 hours prior to the date and time on which the drawing is to be held, the City Secretary shall post a notice in the City Hall of the time and place of the drawing which shall remain posted continuously until after the drawing, and shall also give personal notice to any candidate who makes written request therefor and furnishes to the City Secretary a self-addressed stamped envelope; and that each candidate involved in the drawing or a representative designated by him or her shall have a right to be present and observe the drawing, pursuant to section 52.094 of the Texas Election Code.

SECTION 5.

EARLY VOTING CLERKS.

(a) The El Paso County Elections Administrator shall serve as the Early Voting Clerk. The official mailing address is:

500 E. San Antonio Ave., Suite #314

El Paso, Texas 79901

Facsimile No.: (915) 546-2220

E-mail: <u>ballotrequests@epcounty.com</u>

- (b) The City Secretary of the City of Socorro shall serve as Chief Deputy Early Voting Clerk.
- (c) Applications for ballot by mail shall be mailed, faxed, or e-mailed to the Early Voting Clerk at the address, facsimile number, or e-mail address set out in subsection (a) above. The electronic transmission of a scanned application must contain an original signature. Pursuant to section 84.007 of the Texas Election Code, an application for ballot by mail that is submitted via facsimile or e-mail must also be submitted via mail and received at the address in subsection (a) above, no later than the fourth business day after the request is sent via facsimile or email.
- (d) Applications for ballot by mail must be received no later than the close of regular business in the Early Voting Clerk's office, or 12 noon, whichever is later, on October 22, 2021, pursuant to section 84.007 of the Texas Election Code, except as otherwise provided by law. The date of submission of the scanned and e-mailed application for ballot by mail is determined by the date and time the e-mail was sent by the applicant. Late ballot voting shall be conducted pursuant to chapters 102 and 103 of the Election Code.

SECTION 6.

EARLY POLLING LOCATIONS.

Early voting shall be conducted at the locations and on the dates and times set forth in Exhibit "A," attached hereto and made a part hereof.

SECTION 7.

ELECTION DAY POLLING LOCATIONS.

Voting on Election Day shall be conducted at the polling places set forth in Exhibit "B," attached hereto and made a part hereof. The Election Day polling places shall be kept open on November 2, 2021, from 7:00 a.m. to 7:00 p.m.

SECTION 8.

VOTING SYSTEM.

- (a) An electronic voting system, as defined in Chapter 121 of the Texas Election Code, shall be used for voting at the polling places at said election and for counting the ballots and the tabulation of the results. The conduct of the election and the use of the electronic voting system shall be in accordance with the Texas Election Code. The voting system shall be accessible to disabled voters, pursuant to Chapter 61 of the Texas Election Code.
- (b) The El Paso County Elections Department, 500 E. San Antonio Ave., Suite #314, El Paso, Texas 79901, is hereby established as the Central Counting Station for the ballots cast in said election.
- (c) An individual having knowledge and experience in the conduct of elections with the electronic voting system for which the Central Counting Station is established shall be appointed by the El Paso County Elections Department as the Manager of the Central Counting Station. The Manager shall be in charge of overall administration of the Central Counting Station and the general supervision of the personnel working at the Station.
- (d) An individual, trained in the operation of the automatic tabulating equipment installed at the Central Counting Station, shall be appointed by El Paso County Elections Department as Tabulation Supervisor. The Tabulation Supervisor shall be in charge of the operation of the automatic tabulating equipment.
- (e) An individual shall be appointed by the El Paso County Elections Department as Assistant to the Tabulation Supervisor. Such assistant shall assist the Tabulation Supervisor in the operation of the automatic tabulating equipment as directed by the Tabulation Supervisor.

- (f) An individual shall be appointed by the El Paso County Elections Department as Presiding Judge of the Central Counting Station. He shall maintain order at the Central Counting Station and shall have such authority as may be prescribed by the Texas Election Code.
- (g) Due returns shall be made to the City Council showing the number of votes cast for each candidate for each office.

SECTION 9.

ELECTION BY MAJORITY.

The candidate receiving the majority of votes cast for the office for which he or she is a candidate shall be elected to such office. A tie vote shall be resolved pursuant to the Texas Election Code.

SECTION 10.

PROCLAMATION.

This order shall constitute the proclamation, call, notice and ordinance calling and ordering said election.

SECTION 11.

PUBLICATION.

Notice of said election shall be given by publishing a Notice of Election, in English and in Spanish, not earlier than the 30th day or later than the 10th day before Election Day in a newspaper of general circulation in said City, pursuant to section 4.003(a)(1) of the Texas Election Code.

A copy of the notice of this election shall be posted on the City's board used for posting notices of the meeting of the Socorro City Council and website not later than the 21st day before Election Day, and shall remain posted continuously through Election Day, pursuant to section 4.003(b) of the Texas Election Code.

Notice of this election shall be delivered to the County Clerk of El Paso County and the El Paso County Elections Administrator not later than the 60th day before Election Day, pursuant to the section 4.008 of the Texas Election Code.

Notice of this election shall also be posted on the City of Socorro Internet website.

SECTION 12.

NOTICE.

That the way and manner of holding said election, the notice to be given therefor, the polling places, the personnel and the officers who are to hold same, and all details connected with the holding of the election shall be provided for and arranged by the City

Secretary; that the proper notice and publication of this notice, proclamation, call and ordinance shall be only cumulative of and in addition to the statutory notice of said election as herein provided; and that any omission or irregularity in this notice or in the publication or posting of this notice, proclamation, call and ordinance, or in the signing of same, shall not in any way affect or invalidate such election.

SECTION 13.

CONTROLLING LAW.

That in all respects, said election shall be conducted in accordance with the Texas Constitution, Texas Election Code, and the applicable conforming provisions of the Charter and ordinances of the City of Socorro.

SECTION 14.

OPEN MEETING COMPLIANCE.

That it is hereby officially found and determined that the meeting at which this order was adopted and said election was called was open to the public and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551 of the Texas Government Code.

SECTION 15.

EFFECTIVE DATE.

That this election order, proclamation, call and notice shall take effect upon adoption.

CITY OF SOCORRO, TEXAS

ATTEST:	By:	
Olivia Navarro, City Clerk		
APPROVED AS TO FORM AND LEGALITY:		
James A. Martinez, City Attorney		
ADOPTED and EFFECTIVE: September, 202	21	

EXHIBIT "A"

CITY OF SOCORRO NOVEMBER 2, 2021 ELECTION EARLY VOTING BY PERSONAL APPEARANCE DAYS AND HOURS

Early Voting. Early voting by personal appearance shall be conducted on the attached dates and times and at the following locations, but may be subject to change.

October 18 – October 29, 2021

[Insert Voting Centers, dates, and times available during Early Voting]

*And such other locations, dates, and hours, as may be maintained by the El Paso County Elections Administrator.

EXHIBIT "B"

CITY OF SOCORRO NOVEMBER 2, 2021 ELECTION

Election Day Voting. Voting on Election Day shall be conducted at the locations below, but may be subject to change.

Ivy Avalos Mayor

Ruben Reyes
At-Large

Cesar Nevarez
District 1 Mayor ProTem



Ralph Duran
District 2

Victor Perez.
District 3

Yvonne Colon-Villalobos

District

DATE: September 9, 2021

TO: Mayor and City Council Members

FROM: HR Director, Carol Candelaria

SUBJECT: Discussion and action on approving the revised job description for Grants

Coordinator to City Development Director

SUMMARY

This action approves the revised job descriptions for Grants Coordinator to City Development Director.

STATEMENT OF THE ISSUE

This position was discussed with Grant Coordinator and City Manager.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 001 / 05101 / 05

Funding Source: General Fund

Amount: \$81,582.32 - \$108,795.92 (Includes \$59,987.00 - \$79,997.00 annualized

salary & Fringe benefits)

Quotes (Name/Commodity/Price) N/A

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

\mathbf{ALT}	<u>EK</u>	NA.	<u> 110</u>	\mathbf{E}
N/Δ				

STAFF RECOMMENDATION

Human Resources is recommending approval on job descriptions.

REQUIRED AUTHORIZATION

1.	City Manager	_ Date
2.	Finance Director	Date
3.	Attorney	Date

.

Position

Job Title: Grants Coordinator	Department: Grants
FLSA Status: Exempt	Salary: \$45,000 to \$55,000
Approved: 6/7/2018	Last Revised: n/a

General Purpose and Description:

Under administrative direction, research federal, state, and local grant availability. Coordinate, monitor, and manage grant opportunities and projects in area of assignment.

Duties, Functions and Responsibilities:

- Identify and coordinate grants planning activities. Research federal, state, local, and private funding sources to determine the availability of grants. Research laws, rules, and regulations impacting grant programs. Analyze grant opportunities for value and make recommendation based on findings. Work with directors and staff to analyze the feasibility of applying for grant programs in alignment with Department strategic plan. Develop, write, and edit grant proposals that support programs and activities. Consult with other City departments, state, and federal agencies as required for contract monitoring, program evaluations, and project development.
- Prepare long-term plans for rural and community development. Prepare applications for grants including Community Development Block Grants (CDGB), TWDB, USDA, BECC, NADBank, and others.
- Create and maintain grant funding resource database to track and facilitate planning and preparation of funding opportunities. Gather information and compile data for comprehensive interim and final reports such as financial, operating and statistical charts, graphs and spreadsheets as necessary for management and funding agencies. Assemble and record statistics related to grant and contract renewal dates. Approve mandated forms as authorized by grantor. Prepare and present ad hoc and recurring data or other accountability reports and recommendations. (Report for council)
- Responsible for comprehensive management of grants that have been awarded to the City; ensures funds are being spent to meet grant request and funding requirements, and funds are available to purchase items on grant budgets; keeps and updates grant budget ledgers to ensure minimal monies are left unspent and returned to funding agencies. Ensures adherence to internal policies for grant application; grant award acceptance; and budget amendment requests.
- Provides technical guidance and assistance to staff in: responding to federal, state, and local
 government requests for proposals as well as private foundation grant offerings; matters
 regarding progress and final reporting requirements for each grant. Meets with, negotiates,
 reaches consensus and communicates with grant and contracting officers, consultants, corporate
 and management personnel, other public entities, staff, and project managers.
- Involves application of: good knowledge of federal and state grant availability, audit requirements and grant administration; considerable knowledge in interpreting federal, state, city and county rules, regulations and guidelines related to grant proposal, management, and compliance; considerable knowledge of grant research principles and practices; considerable knowledge of data gathering and research methods and techniques; good knowledge of local, state, and federal grant laws, rules, and regulations related to municipal entities; good knowledge of grant funding sources, availability, and application; clear concise oral and written communication to prepare grant applications, funding presentations, reports, recommendations and other information to City Manager, City Council, department management, and regulatory agencies.
- Establish and maintain effective working relationships with coworkers, city departments, city
 officials, grant funding resource agencies, regulatory agencies, and the general public.
- Involves: application of strong organizational skills with exceptional attention to detail and the ability to work under tight deadlines as part of a team; ability to optimize plans and executions with urgency, demonstrate a proven track record in achieving results.
- Responsible for any assignments issued by the City of Socorro.
- Attendance is an essential function of the job.

Position

Minimum Qualifications:

- A Bachelor's Degree in Public Administration or related field or an Associate's Degree in Public Administration, Business Administration, or any area of study that involves research and five (5) years of grant support experience or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Possess a valid Texas class "C" Drivers License.

Equipment:

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

Physical Requirements:

- Must be able to lift, transport, and position items and equipment weighing a minimum of 25 pounds.
- Must be able to remain in a stationary position for extended periods of time.
- The person in this position constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.

Conditions of Employment:

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

Llu Davi	6/07/2018
Mayor	Date
Sold	Le 7/18
City Manager	Date
Zosiv Mani	6/7/18
Human Resource Director	Date
Employee	Date



Job Title: City Development Director	Department : Grants / Economic Development
FLSA Status: Full Time - Exempt	Salary: \$28.84 - \$38.46
Approved:	Last Revised:

Position Summary

Under general supervision the Development Director is responsible for planning, managing, and overseeing the activities and operations of the Office of the Controller- Grants Division for the City of Socorro. Including the management and reporting of federal, state, and local grants across all City Departments. Provides professional level work implementing, administration, and developing economic development initiatives and maintaining incentive program activities. Provides technical expertise to staff, other agencies, programs participants, and the community.

Duties, Functions and Responsibilities:

- Prepare long-term plans for rural and community development. Prepare applications for grantsincluding Community Development Block Grants (CDGB), TWDB, USDA, BECC, NADBank, and others.
- Create and maintain grant funding resource database to track and facilitate planning and preparation of funding opportunities. Gather information and compile data for comprehensive interim and final reports such as financial, operating, and statistical charts, graphs, and spreadsheets as necessary for management and funding agencies. Assemble and record statistics related to grant and contract renewal dates. Approve mandated forms as authorized by grantor. Prepare and present ad hoc and recurring data or other accountability reports and recommendations. (Report for council)
- Involves application of: good knowledge of federal and state grant availability, audit requirements and grant administration; considerable knowledge in interpreting federal, state, city and county rules, regulations and guidelines related to grant proposal, management, and compliance; considerable knowledge of grant research principles and practices; considerable knowledge of data gathering and research methods and techniques; good knowledge of local, state, and federal grant laws, rules, and regulations related to municipal entities; good knowledge of grant funding sources, availability, and application; clear concise oral and written communication to prepare grant applications, funding presentations, reports, recommendations and other information to City Manager, City Council, department management, and regulatory agencies.
- Establish and maintain effective working relationships with coworkers, city departments, cityofficials, grant funding resource agencies, regulatory agencies, and the public.
- Involves: application of strong organizational skills with exceptional attention to detail and theability to work under tight deadlines as part of a team; ability to optimize plans and executions with urgency, demonstrate a proven track record in achieving results.
- Responsible for managing all grant related activities, including overseeing all federal, state, and local grants awarded to the City; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of grant monitoring and reporting procedures; assesses
 and monitors workload, administrative and support systems, and internal reporting relationships; and identifies
 opportunities for improvement, and directs the implementation of changes
- Manages and participates in the development and administration of assigned grant budgets. Involves: estimates
 funds needed for staffing, equipment, materials, and supplies; and directs the preparation and implementation of
 budgetary adjustments as necessary.
- Attends City Council meetings and takes necessary action regarding Council agenda items related to grant management and reporting.
- Stay abreast of new grant requirements from granting agencies. Communicate with granting agencies as needed to resolve issues, request guidance, and report outcomes.
- Supervise assigned staff. Involves: Assign, schedule, guide and monitor work. Appraise employee performance; provide for staff training and development.
- Utilizing a best practice project management approach, manage, plan and coordinate activities and functions of all City grant-funded projects.



- Involves: Work with City representatives and stakeholders to identify project plan and objectives. Facilitate the advancement of projects through various phases of implementation; prepare and deliver status reports. Set project priorities and completion timelines. Evaluate project to make certain project results meet the intended goal. Keep stakeholders informed of project progress. Recommend changes to project plan and grant applications in response to unforeseen risks, difficulties and needs assessment. Working with project partners, develop project budgets. Monitor budgets and budget allocations. Analyze cost estimates and compare to original budget.
- Plan and oversee project grants, as assigned.
- Involves: Work to develop and document goals and objectives. Provide administrative support to in planning and managing the acquisition, deployment, and installation of grant assets, including physical property, hardware, software, and broadband technology. Assist in providing support and coordination for assigned grant-funded staff to accomplish grant goals and objectives. Ensure compliance with all regulatory and grant requirements. Coordinate activities and review project plans.
- Monitor and work with project partners to ensure compliance with grant requirements:
- Involves: Ensure that all persons associated with the program are trained and aware of and comply with grant requirements to include timelines, special conditions, and guidelines. Serve as the point of contact for grant compliance activities. Develop, maintain, and revise policies and procedures for all phases of grant management. Coordinate the setting of grant priorities and policies by city management and partner agencies. Monitor expenditure of funds in accordance with project budget, and ensure compliance with local, state, and federal rules and regulations. Oversee and participate in the preparation of performance, financial and evaluation reports. Research program regulations and consult with appropriate officials to make proper policy interpretations. May direct activities of employees to maintain necessary accounting records, cash flow, cost accounting information, and preparation of financial statements for grant funds received by the department.
- Prepare for annual audit and conduct post-audit reporting.
- Involves: Prepare complex comprehensive documents on grant and program activities, special reports, and recommendations. Schedule and attend grant partner meetings and attend grant-related professional meetings and other gatherings as needed.
- Analyze program data and identify potential problem areas, review related factors, and prepare comprehensive reports detailing findings, solutions, and recommendations to upper management.
- Plan, organize, develop, implement, oversee, and review programs and activities to meet Economic Development division goals and objectives.
- Oversee economic incentive programs, including tax abatement, revolving loan fund, state enterprise zone, and recruitment of industries. Involves: Review applications. Prepare agreements and back up documentation to be placed on city, county, and college agendas. Work with clients to negotiate terms of tax abatement agreements and other incentive programs. Conduct market and feasibility studies, and cost-benefit analyses. Conduct preliminary economic business impact analysis and formulate economic development agreements with city and county legal staff. Present recommendations to taxing entities to execute agreement. Perform follow-up sessions to explain contract monitoring.
- Gather research and analyze economic development information. Involves: Study information from a variety of sources including demographic, incentives, local business climate, local real estate, impact and feasibility studies, and local regulations and incentives.
- Represent the department at various meetings and discussions concerning the role of the city in economic
 development. Involves: Attend seminars and training programs related to assigned work; prepare and make
 presentations to civic and business organizations on local economic development efforts; participate in a variety
 of projects in support of the department; and participate in gathering and evaluating data used in grant applications
 and other projects.
- Plan, develop and implement a communications and marketing/promotional strategy for Economic Development Department in coordination with PIO.
- Create, update, and coordinate timely and cost-effective production of promotional printed, broadcast, multimedia, and website materials according to a planned strategy.
- Promote department programs and services through various media including news releases, flyers, posters, television spots, and other venues.
- Write and edit copy for City's website, programs, newsletters, press releases, speeches, informational packets, brochures, and radio and television spots related to economic development.
- Provides requested information to public, as appropriate in coordination with PIO.



- Conduct market research through focus groups, surveys, and other means.
- Develop and implement departmental policies and procedures.
- Responsible for Administration of Stormwater Program: Keeping MS4 (Municipal Separate Storm Sewer System) Permit in compliance with the Texas Commission on Environmental Quality (TCEQ) and meeting all requirements of the State.
- Administer and understand all aspects/duties of the Stormwater Program's MS4 Permit as regulated by the TCEQ.
 Elements include Construction Site Runoff Control Inspections, Post Construction Runoff Control Inspections,
 Public Education and Outreach, Illicit Discharge Detection & Elimination/Dry Weather Screening,
 Pollution Prevention/Good Housekeeping for Municipal Operations, and Public Involvement/Participation
- Duties include administrative and record keeping support to City Departments to ensure that all related activities are properly documented; the Annual Report is completed/submitted successfully; and that State Audits of the MS4 Program are executed to reach compliance.
- Establish protocols and guidelines for records maintenance; monitor record keeping activities and the maintenance of inspection files, records, and logs.
- Evaluate compliance monitoring reports, spill prevention control and counter measure plans, stormwater pollution
 prevention plans, erosion and sediment control plans, self-monitoring reports and sampling reports for
 compliance.
- Prepare a variety of periodic and special reports related to the stormwater pollution prevention program.
- Maintains storm water program manuals, requirements, reports and notifications and inspections. Coordinate
 public works activities with other departments. Assist with public outreach and public education for MS4
 program. Maintain handout materials for the public for outreach and education.
- In coordination with PIO, develops, implements, and maintains an effective public information program on either a citywide or departmental basis; Develops press releases, columns, and other materials for the media of publication; Provides the Mayor with support/information on issues of interest to the media; Develops communication plans for various City campaigns, both internally and external; Maintains City press clippings and communicates news/issues to the employees.
- Develop educational programs related to stormwater pollution prevention and creek, waterway and wetlands use, construction and mitigation.
- Develop, implement conduct and/or coordinate public education programs including pollution prevention awareness workshops and presentations to citizen groups, contractors, elected officials and commissions.
- Prepare informational brochures, pamphlets, posters, news releases, and radio and television scripts related to stormwater pollution prevention.
- Assist with website maintenance to publicize and promote stormwater related educational programs.
- Identify measurements for use in evaluating the effectiveness of training and outreach programs.
- Make oral and written presentations to City staff, various agency boards and the public related to stormwater pollution prevention projects and programs.
- Responsible for submitting annual reports to the Texas Commission on Environmental Quality (TCEQ) with regards to the City's MS4 program; Responsible for coordinating storm water projects with the Public Works Department; Responsible for developing and implementing a plan of action to address storm water management issues.
- Assist with special stormwater projects as assigned.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications:

- A candidate must possess a bachelor's degree in Business, Political Science, Business Management, or Public Administration or equivalent coursework in a related specialized field and 4+ years or related experience, or master's degree preferred.
- Four (4) years of grant support experience
- Possess a valid Texas class "C" Driver's License.



Equipment:

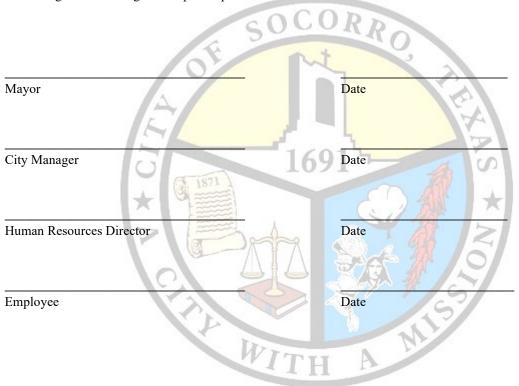
• Operates office equipment such as computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.

Physical Requirements:

- Must be able to lift, transport, and position items and equipment weighing a minimum of 25pounds.
- Must be able to remain in a stationary position for extended periods of time.
- The person in this position constantly operates a computer and other office productivitymachinery, such as a calculator, copy machine, and computer printer.

Conditions of Employment:

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



Ivy Avalos Mayor

Ruben Reyes
At-Large

Cesar Nevarez
District 1 Mayor ProTem



Ralph Duran
District 2

Victor Perez.
District 3

Yvonne Colon-Villalobos

District

DATE: September 9, 2021

TO: Mayor and City Council Members

FROM: HR Director, Carol Candelaria

SUBJECT: Discussion and action on approving the revised job description for

Recreation and Public Information Director to City Communications

Director / Historical Preservation Officer

SUMMARY

This action approves the revised job descriptions for Recreation and Public Information Director to the City Communications Director /Historical Preservation Officer.

STATEMENT OF THE ISSUE

This position was discussed with Recreation and Public Information Director and City Manager.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 001 / 05101 / 05

Funding Source: General Fund

Amount: \$81,582.32 - \$108,795.92 (Includes \$59,987.00 - \$79,997.00 annualized

salary & Fringe benefits)

Quotes (Name/Commodity/Price) N/A

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

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N/A

STAFF RECOMMENDATION

Human Resources is recommending approval on job descriptions.

REQUIRED AUTHORIZATION

1.	City Manager	_ Date
2.	Finance Director	Date
3.	Attorney	Date

.

Position

Job Title: Recreations and Public Information Director	Department: Recreation Centers
FLSA Status: Exempt	Salary: \$60,000.00
Approved: 08/18/2016	Last Revised: 2013

General Purpose and Description:

Under administrative direction, directly responsible for the Departments of Recreation Centers, and coordination of events through subordinate employees. Oversees the public information, and media relations pertaining to the City.

Duties, Functions and Responsibilities:

- Oversee and participate in daily functions, administration, and operations of Recreation Center facilities. Plan, design, implement and review department short term and long term goals and priorities. Design, establish, and maintain an organizational structure to effectively accomplish the organization's goals and objectives. Oversee the preparation of work orders to maintain and repair facilities.
- Direct and supervise work of assigned employees. Assign, schedule, guide and monitor work. Evaluate employee performance and complete annual employee performance review. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Participate in interviewing applicants and hiring, termination, transfers, discipline, merit pay or other employee status changes; realign organization structures for improved efficiency including staffing levels and job design. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Establish and maintain effective working relationships with coworkers, officials, customer departments, regulatory agencies and the general public. Act as site supervisor for partner agencies, organizations, volunteers, or grant employees.
- Plan and coordinate events.
- Monitor and manage designated department budget. Review and approve necessary expenditures.
- Register participants for programs and activities: Collect and accept fees for programs and activities, and prepare receipts. Determine appropriate activities for age and interest groups. Respond to complaints, resolve problems and recommend appropriate action.
- Provides for risk management practices. Enforce safety and sanitation regulations. Monitor
 facilities to ensure safe environments for patrons; including health, fire, and safety compliance.
 Enforce emergency procedures and provide first aid in emergency situations.
- Clear, concise oral and written communication to develop and present reports to management.
- Perform duties of supervisor or coworkers if necessary to ensure continuity of operations during absences. Advise supervisor in a timely manner of situations or issues that have or could lead to deviation from expected results and recommend appropriate solutions or options.
- Plan, direct coordinate and evaluate comprehensive and centralized public information and marketing programs for a bilingual community in conjunction with multimedia application including audio and visual. Involves: conducting market research, statistical or other analyses to determine public relations and marketing needs; establishing objectives and procedures governing programs; developing strategy in conjunction with management and elected or appointed officials reviewing performance against objectives and standards to determine program effectiveness and needs for changes; coordinating, preparing or presenting programs designated to promote awareness of city activities, actions and accomplishments to the communities, school districts, and the general public; assistance with planning, organization and promotion of ceremonial events, service programs, crisis management, special projects, and activities.
- Act as City of Socorro spokesperson and coordinate media relations. Involves: establishing personal contacts with elected and appointed officials and their staff to advise on complex, sensitive or controversial matters of public information and media relations; response to the media in emergencies involving and /or affecting the City and its individuals; attending meetings to remain informed of current projects and progress; preparation for potential public relation

Position

- problems and press releases in reasonable time frame; assistance with media interviews and specific complaints or allegations; preparing for official responses to requests for information from City Council representatives and City Manager.
- Serve as Community Liaison. Involves: implementing and monitoring system to identify proposed legislation and developing issues which could affect the City of Socorro; meeting with local, state and federal officials to disseminate or gather information regarding regional and international development issues in accordance with North America Free Trade Agreement (NAFTA) and Integrated Environmental Plan (IBEP) or similar legislation; participating in forums.
- Serves as Director of Historic Landmark Commission. Attends HLC meetings and conferences.
- Application of considerable knowledge of methods, principles, practices, techniques, and objectives of public information, effective media communication in political, community, and crisis environments.
- Application of considerable knowledge of journalism, media management, intra/interpersonal communication, group communication, and audio visual presentation techniques.
- Ability to adjust/adapt to evolving situations, crisis situations, and prioritize the city's needs of a specific situation without supervision.
- Ability to maintain: effective working relationships, with the general public, employees, public
 officials, news media, and special publics through strong organizations time management and
 analytical skills.
- Design and prepare promotional and advertising materials and newsletters for a bilingual market.
- Use media appropriate for dissemination of various kinds of information and publicity material, including radio, television, photography and print. Interpret an extensive array of technical instructions dealing with numerous concrete and abstract considerations
- Employ logic or scientific principles to define problems, collect data, establish facts, comprehend
 consequences of situations and draw valid conclusions. Analyze and provide summary of issues
 related to pending legislations affecting the City. Perform statistical analysis and maintain
 records.
- Communicate effectively, both orally and in writing to compose articles, presentation scripts, speeches, reports and letters covering a wide range of technical subject matter within deadlines, and to deliver public presentations.
- Responsible for any assignments issued by the City of Socorro.
- Attendance is an essential function of the job.

Minimum Qualifications:

- A Bachelor's Degree in Communication, Public Relations, Marketing, Advertising, Business, Hospitality, Human Development, Recreation, or related field.
- Minimum of: Two Years of Recreational, Special Event, Journalistic, and/or Business Management experience preferred.
- Minimum of: Two years of supervisory experience.
- Possess a valid Texas class "C" Driver's License.
- CPR and Basic First Aid Certification within six months of date of appointment.

Equipment:

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

Physical Requirements:

- Must be able to lift a minimum of 30 pounds.
- Sits and/or stands for extended periods of time.
- May be exposed to extreme weather conditions.
- Occasional driving in city traffic.

Position

Conditions of Employment:

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

Thun	8-18-16
Mayor	Date
John Road	8-18-16
City Manager	Date
Rosid Mani	8/18/16
Human Resource Director	Date
Employee	Date

Job Title: City Communications Director/ Historical	Department: Recreations
Preservation Officer	
FLSA Status: Full Time - Exempt	Salary: \$28.84 - \$38.46
Approved:	Last Revised:

Position Summary:

Under direct supervision Communication Director is responsible for the coordination of all aspects of Public Relations and Marketing for the City of Socorro. Develops and implements internal and external communication efforts to project the values and goals of the city. Assists with administrative efforts and cross-departmental projects. Develop and direct the programs for the Historic Preservation Commission.

Duties Functions& Responsibilities

- Creates, implements, and evaluates comprehensive Communications and Marketing plans for the City of Socorro with annual reviews/updates.
- Plans and coordinates the work of employees in various departments engaged in public communication activities and leads the City's Communications Committee.
- Edits major communication projects from other departments including, but not limited to, regular publications (i.e., Parks and Recreation Department brochures) and annual reports.
- Works with Mayor and City Manager for development of annual State of the City address and accompanying materials.
- Creates and produces communications in a variety of media, including but not limited to press releases, social media content, website content, live presentations, and print materials.
- Develops marketing and advertising plans/programs to attract visitors to the City of Socorro.
- During emergencies, serves as the City's media contact and works in cooperation with multiple departments to address internal and external communications, also works to address Public Information function
- Manages the two-way flow of information between the City's organization and its citizens to help them be more aware of and understand city services and policies.
- Conducts regular social media monitoring to gather information from citizens to enable the city to make citizenresponsive decisions and/or release pertinent community updates.
- Consult with departments planning special events such as groundbreakings, ribbon cuttings and press conferences and assist with associated communication, as needed.
- Manages communications with the news media.
- Maintains current media contact points, produces, and distributes news releases, responds to questions from the media, conducts news briefings, and serves as spokesperson for the city, as required.
- In partnership with Information Technology Department, manages the information that is relayed through the City's official website, www.ci.socorro.tx.us.
- Maintains a professional working relationship with City Manager and department managers in the execution of duties and attends directors' meetings for department activities update.
- Seeks opportunities to inform and educate the public about the city and its programs and services through special print materials and other communication tools.
- May have the opportunity to inform and educate the citizens through civic and community organizations about
 the city and its programs and services through special presentations, print materials and other communication
 tools.
- Communicates with elected officials or state in the execution of duties, as directed by City Manager.
- Maintains continuous contact with vendors such as photographers, designers, printers, and others used by the city in the development and distribution of printed materials and other communication tools, especially in management of primary or special project budgets.
- Plan, direct coordinate and evaluate comprehensive and centralized public information and marketing programs for a bilingual community in conjunction with multimedia application including audio and visual. Involves: conducting market research, statistical or other analyses to determine public relations and marketing needs; establishing objectives and procedures governing programs; developing strategy in conjunction with management and elected or appointed officials reviewing performance against objectives and standards to determine program effectiveness and needs for changes; coordinating, preparing or

presenting programs designated to promote awareness of city activities, actions and accomplishments to the communities, school districts, and the general public; assistance with planning, organization and promotion of ceremonial events, service programs, crisis management, special projects, and activities.

- Application of considerable knowledge of methods, principles, practices, techniques, and objectives
 of public information, effective media communication in political, community, and crisis
 environments.
- Oversee and participate in daily functions, administration, and operations of Recreation Center facilities.
 Plan, design, implement and review department short term and long-term goals and priorities. Design, establish, and maintain an organizational structure to effectively accomplish the organization's goals and objectives. Oversee the preparation of work orders to maintain and repair facilities.
- Act as site supervisor for partner agencies, organizations, volunteers, or grant employees. Direct and supervise work of assigned employees. Assign, schedule, guide and monitor work. Appraise employee performance and review evaluations by subordinates.
- Direct and supervise work of assigned employees. Assign, schedule, guide and monitor work. Evaluate employee performance and complete annual employee performance review. Provide for training and development. Counsel, motivate and maintain harmony. Interview applicants, recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.
- Schedule space availability for various groups and organizations to fully utilize the facility. Assist with special events sponsored by the department. Act as community liaison with community and neighborhood organizations. Attend neighborhood meeting, professional meetings, and other gatherings to represent the department.
- Serve as Community Liaison. Involves implementation and monitoring systems to identify proposed legislation and developing issues which could affect the City of Socorro; meeting withlocal, state, and federal officials to disseminate or gather information regarding regional and international development issues in accordance with North America Free Trade Agreement (NAFTA) and Integrated Environmental Plan (IBEP) or similar legislation; participating in forums.
- Serves as Director of Historic Landmark Commission. Attends HLC meetings and conferences.
 - O HPO (Historical Preservation Officer) is responsible for enforcing the historic preservation ordinance, and for providing staff assistance in the implementation of the policies, goals, and programs of the Historic Preservation Commission. The incumbent performs administrative acts required by the Historic Preservation Ordinance, including giving notice, researching background material, preparing reports and recommendations, and receiving and processing appeals. Work includes developing, recommending, implementing, and evaluating City policy related to historic preservation, and providing technical, architectural, design, historical, and policy guidance to staff, governmental officials, other City departments, boards and commissions, and regional, state, and national preservation agencies. The Historic Preservation Officer defines and reviews the issues of historic preservation as they relate to the City, develops alternative solutions to problems, evaluates special programs and City-sponsored projects, and works with the private sector and local, state and national organizations
- Assists with cross-departmental projects, as assigned.
- Assists with administrative special projects including development of educational/informational materials related to municipal elections, as assigned.
- Application of considerable knowledge of journalism, media management, intra/interpersonal communication, group communication, and audio-visual presentation techniques.
- Ability to adjust/adapt to evolving situations, crisis situations, and prioritize the city's needs of a specific situation without supervision.
- Ability to maintain effective working relationships, with the public, employees, public officials, news media, and special publics through strong organizations time management and analytical skills.
- Design and prepare promotional and advertising materials and newsletters for a bilingualmarket.
- Use media appropriate for dissemination of various kinds of information and publicity material, including radio, television, photography, and print. Interpret an extensive array of technical instructions dealing with numerous concrete and abstract considerations.
- Employ logic or scientific principles to define problems, collect data, establish facts, comprehend consequences of situations, and draw valid conclusions. Analyze and provide summary of issues related to pending legislations affecting the City. Perform statistical analysis and maintain records.

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- Communicate effectively, both orally and in writing to compose articles, presentation scripts, speeches, reports, and letters covering a wide range of technical subject matter within deadlines, and to deliver public presentations.
- Knowledge of the practices and principals of municipal government; public relations methods and techniques;
 and effective communication practices.
- Skill/Ability to excellent written and communication skills; ability to plan and direct the activities of subordinate
 employees; self-disciplined and capable of working with little supervision in a fast-paced environment; ability to
 manage multiple projects; ability to research, compile and summarize a variety of information and statistical data;
 skilled in effective time management and resource utilization.
- Ability to make oral presentations before the public; and the ability to represent the City of Socorro with the news media.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications:

- A candidate must possess a bachelor's degree in Business, Political Science, Business Management,
 Public Administration or the equivalent coursework in a related specialized field and 4+ years of related experience, or a master's degree preferred.
- Minimum of four years of Recreational, Special Event, Journalistic, and/or Business Management experience preferred.
- Minimum of four years of supervisory experience.
- CPR and Basic First Aid Certification within six months of date of appointment.
- Possess a valid Texas class "C" Driver's License.

Equipment:

- Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Skill in various computer software programs (Adobe Suite; Microsoft Word, Excel, Power Point, Publisher):
- Operate city vehicles safely and cautiously.

Physical Requirements:

- Must be able to lift a minimum of 30 pounds.
- Sits and/or stands for extended periods of time.
- May be exposed to extreme weather conditions. Occasional driving in city traffic.

- Pass Pre-Employment Drug Screening.
- · Pass Background Check.
- Work flexible hours as required.

Mayor	Date
City Manager	Date
Human Resources Director	Date
	SOCORRO
Employee	Date 1691

Ivy Avalos Mayor

Ruben Reyes
At-Large

Cesar Nevarez
District 1 Mayor ProTem



Ralph Duran
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos

District

DATE: September 9, 2021

TO: Mayor and City Council Members

FROM: HR Director, Carol Candelaria

SUBJECT: Discussion and action on approving the new job description for

Multimedia Specialist – Recreation Department

SUMMARY

This action approves the new job descriptions for Multimedia Specialist – Recreation Department

STATEMENT OF THE ISSUE

This position was discussed with Recreations and Public Information Director & City Manager.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 001 / 05101 / 05

Funding Source: General Fund

Amount: \$41, 017.60 - \$46,675.20 (Includes \$30,160.00 - \$34,320.00 annualized

salary & Fringe benefits)

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

N/A

STAFF RECOMMENDATION

Human Resources is recommending approval on job descriptions.

REQUIRED AUTHORIZATION

1. City Manager	Date
2. Finance Director	Date
3. Attorney	Date

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Job Title: Multimedia Specialist	Department: Recreations
FLSA Status: Full Time Non-Exempt	Salary: \$14.50 – \$16.50
Approved:	Last Revised:

Position Summary:

Under general supervision, Multimedia Specialist is to provide assistance to the Recreation Department. Assists on, develops, and produces a variety of visual materials for trainings, presentations, community outreach, and other external communications. Responsibilities include: developing, producing and editing media presentations and educational media programs including video, photography, print media, and e-learning modules, using specialized multi-media equipment; maintaining a video library; managing technologies used for training and informational presentations utilizing a full spectrum or pre and post production activities.

Duties, Functions, and Responsibilities:

- Support the administration and operations of recreation center facilities.
- Lead the production and development of training and educational videos, or other media, from original concept to completed project; conduct background research to evaluate the needs and advise on appropriate media, interview content experts; design and write content outline or script, rehearse actors; shoot and direct the work of talent; perform post-production editing, including incorporation of computer-generated graphics and effects; deliver finished product for the City of Socorro.
- Assist in the design and revision of e posters, brochures, handouts, displays, etc.
- Receive, evaluate, and prioritize requests for video productions and other audiovisual services; provide outline of
 project and estimated date of delivery; manage resources and provide services within budget.
- Posts daily content and related photographs and/or videos. Increases and engages followers utilizing innovative campaigns, contests, and incentives. Monitors and analyzes statistical data and provides detailed reports as requested.
- Ensures all messaging and designs are consistent with the City's branding
- Attends City, and area events. Photographs City events and programs to be used for social media, publications, website.
- Assists with the development of video and other content for the City's, website and social media.
- Creates camera-ready artwork using desktop publishing programs such as Adobe Photoshop, InDesign, Illustrator,
- Works closely with City departments to support and increase the City's brand.
- Works in coordination and conjunction with designated public information officials of other City Departments as directed.
- Ability to effectively demonstrate excellent organizational, oral, and written communications skills, and theability to work with individuals both internal and external to the city.
- Ability to plan, schedule, and coordinate projects and programs.
- Knowledge of journalism and communications and marketing principles and practices, and the techniquesof researching, composing, and editing publicity material.
- Knowledge of current communications channels, including traditional and modern media, including social media, and a working knowledge of the technology supporting them.
- Knowledge of graphic design, website guidelines and standards, and communication industry best practices, as well as the ability to perform the basic functions of website content management systems.
- Knowledge and experience in photography and videography and related editing ability.
- Skilled in editing and writing with the ability to understand and write about complex information. Skilled in the professional use of social media platforms.
- Skilled in information design and information architecture, including layout and design for web pages and social
 media
- Skilled in graphic designing.



- Ability to maintain awareness of current events that may impact implementation of City policies and public information programs
- Ability to work independently, plan, organize, and execute assignments with minimum supervision.
- Ability to organize, plan and implement multiple, time-sensitive assignments, including acting as a project team leader.
- Accountability: Accepts responsibility for actions and results.
- Interpersonal Skills: Shows understanding, courtesy, tact, empathy and concern to develop and maintain relationships.
- Technical: Is proficient in operating computing equipment in performing duties of the job.
- Ability to prepare clear, accurate, and consistent messages communicating the City's goals, objectives, policies, strategic plans, and information through various digital platforms to a diverse customer environment.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelors, or associates degree in Public Administration, Political Science, Business Management, Marketing, Graphic Design or related field preferred
- Experience in video or multimedia development and production setting
- Knowledge of the workings of the media and must possess skill in dealing with the media and citizens on sensitive issues, including handling difficult questions from the media.
- Computer graphics design experience, and experience assisting and directing creative projects preferred.
- Broad range of writing ability required, from advertising copy to technical articles.
- Knowledge of electronic communications, including web publishing, electronic newsletters, social media, and other online communications a must.
- Computer proficiency in the Microsoft Office Suite and Adobe Creative Suite are required, or similar software being preferred.
- A valid state driver's license.

Equipment:

- Operates office equipment such as typewriter, computers and software, calculator, copymachine, scanner, shredder, fax machine, and multi-line telephone.
- Various typed of cameras, tripod, sound recorder, memory cards, headphones

Physical Requirements:

- Must be able to lift a minimum of 25 pounds.
- Sits, stands, walks for extended periods of time.
- Potential occasional exposure to inclement weather conditions

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

Mayor	Date
City Manager	Date
Human Resources Director	Date
Employee	Date 1691

Ivy Avalos Mayor

Ruben Reyes
At-Large

Cesar Nevarez
District 1 Mayor ProTem



Ralph Duran
District 2

Victor Perez.
District 3

Yvonne Colon-Villalobos

District

DATE: August 9, 2021

TO: Mayor and City Council Members

FROM: HR Director, Carol Candelaria

SUBJECT: Discussion and action on approving the new job description for Code

Enforcement Lead

SUMMARY

This action approves the new job descriptions for Code Enforcement Lead

STATEMENT OF THE ISSUE

This position was discussed with City Manager

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 001 / 05101 / 05

Funding Source: General Fund

Amount: \$53,747.20 - \$68,004.35 (Includes \$39,520.00 -\$ 50,003.20 annualized salary &

Fringe benefits)

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

N/A

STAFF RECOMMENDATION

Human Resources is recommending approval on job descriptions.

REQUIRED AUTHORIZATION

1. City Manager	Date
2. Finance Director	Date
3. Attorney	Date
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Job Title: Code Enforcement Lead	Department: Code Enforcement
FLSA Status: Full Time - Non-exempt	Salary: \$19.00 – \$24.04
Approved:	Last Revised:

Position Summary

Under general supervision the Code Enforcement Lead will direct the Code Enforcement team; conducts diverse field inspections to ensure compliance with environmental, zoning, licensing, and related Municipal code provisions, performs related work as required.

Duties, Functions and Responsibilities:

- Responsibilities include and are not limited to: direct and manage the daily activities and casework of code
 enforcers; maintain best practices by all CE's through professional development training including use of Accela
 code enforcement and permitting software; scheduling field officers to optimize comparable caseloads, efficiency
 and productivity; prepare and conduct timely performance evaluations, facilitate the resolution of difficult
 enforcement issues, process an enforcement caseload, and represent the City in court.
- Inspect properties in response to violation complaints or to carry out random sampling program. Involves reviewing plans, specifications, applicable codes and policy documents; conducting requested and scheduled investigations, surveillance or tracing of alleged code noncompliance and dangerous conditions or to confirm avoidance of violations or hazards under current and changed federal, state and local statutes and regulations including those that prevent or correct illicit industrial, commercial or construction related discharges of pollutants into the Municipal Separate Storm Sewer System, dumping of trash, accumulates of junk vehicles, distribution or display of makeshift signs, and business or occupational use of property; taking samples of discharges or runoffs into storm sewers and drainage channels, testing water for acidity oralkalinity and presence of foreign particles; visually detecting sources of illicit dischargesand notifying supervisor of potential presence of toxic or flammable substances, and identifying persons suspected of committing code violations, informing property owners and contractors of nature and extent of violations, issuing correction notices, and stop work; explaining optional corrective actions for Code compliance; conducting follow-up inspections, acting on and documenting results.
- Develop case documentation and testify as to facts as required; Involves gathering and compiling facts supporting
 reported actions taken from available inspection records; examining and collating property, licensing, zoning and
 environmental records; taking photographs, testing pH and turbidity of discharge samples, preparing summaries
 of information and materials collected; ensuring that file records are complete and accurate; responding to requests
- Supervise or serve as a designated lead worker to assigned personnel. Involves: Organize and coordinate workflow. Instruct, review, guide and check work.
- Appraise employee performance. Provide training and development. Enforce personnel rules, regulations, and work and safety standards.
- Counsel, motivate and maintain harmony. Interview applicants. Recommend hires, terminations, transfers, disciplinary action, payroll, leave, merit pay or other employee status changes.
- Knowledge of the principles, practices and methods of investigation and enforcement of federal, state and City
 codes, ordinances.
- Knowledge of federal, state, and local regulations and professional standards that could impact the health and safety of residents related to vector issues, sampling of water, and air quality monitoring
- Knowledge of public speaking and public relations methods.
- Knowledge of personal and/or network computers, office, word processing and database software applications, multi-line phones, faxes, copiers, and calculators.
- Knowledge of administrative and supervisory practices and procedures.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Ability to interpret laws, rules, regulations, and ordinances specific to a variety of health, safety, environmental or nuisance prevention codes and regulations.
- Ability to identify defects and hazards associated with building installation and equipment; ability to interpret and recognize deviations from approved construction and impartiality; ability to objectively interpret code requirements
- Interpretation of oral, written, mathematical, legal, statistical, and regulatory information.



for additional investigation and information inquiries and compiling results; participating in court and administrative adjudication proceedings as witness.

- Perform administrative duties. Involves: Recommend work procedures.
- Maintain accurate documentation on appropriate forms and tracking of violations, inspections, and code enforcement activities. Respond to customer inquiries.
- Assist with research on special properties as directed.
- Provide accurate documentation and tracking of violations, inspections, and section activities. Prepare records and assist with reports necessary for presentation in court and testify in court.
- Keep abreast of current trends of code compliance and maintain certification requirements. Consult with other entities as necessary.
- Recommend revisions to existing ordinances and codes. Recommend additional ordinances or revisions related to issues not currently addressed under city codes and ordinances.
- Research property ownership. Meet with citizens to provide training and information to attain code compliance. Assist training staff with presentations and educational materials at public functions.
- Clear, concise oral and written communication.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the public.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications:

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor's degree in Public Administration, Political Science, Business Management, or related field preferred.
- Retain certification as housing, zoning or environmental enforcement officer by the Code Enforcement Association of Texas or equivalent state or federal agency required within one year.
- Two years of code enforcement or field investigative experience pertaining to building trades, environmental or zoning regulations.
- Valid Class "C" Driver License or equivalent from anotherstate.

Equipment:

- Operates office equipment such as typewriter, computers and software, calculator, copymachine, scanner, shredder, fax machine, and multi-line telephone.
- Skills in various computer software programs, Microsoft Office 365, Accela
- Operate City Vehicles safely and cautiously

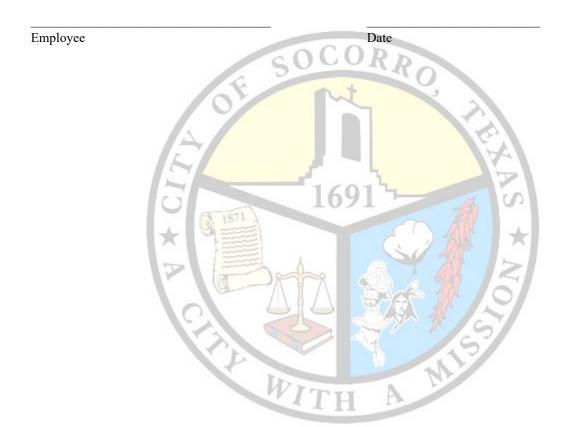
Physical Skills:

- Include but not limited to: Filing, sorting, stooping, carrying, twisting body and typing for extended periods of time
- Must be able to lift a minimum of 25 lbs..
- Sits and /or stands for extended periods of time
- Maybe exposed to extreme weather conditions

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

DRAFT

Mayor	Date
City Manager	Date
House Bosses Bireston	Dete
Human Resources Director	Date



Ivy Avalos Mayor

Ruben Reyes
At-Large

Cesar Nevarez
District 1 Mayor ProTem



ITEM 23

Ralph Duran
District 2

Victor Perez.
District 3

Yvonne Colon-Villalobos

District

DATE: September 9, 2021

TO: Mayor and City Council Members

FROM: HR Director, Carol Candelaria

SUBJECT: Discussion and action on approving the new job description for

Administrative Assistant – Code Enforcement

SUMMARY

This action approves the new job descriptions for Administrative Assistant – Code Enforcement

STATEMENT OF THE ISSUE

This position was discussed with City Manager

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 001 / 05101 / 05

Funding Source: General Fund

Amount: \$32,947.20 - \$42,432.00 (Includes \$24,960.00 - \$31,200.00 annualized salary &

Fringe benefits)

Quotes (Name/Commodity/Price) N/A

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

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N/A

STAFF RECOMMENDATION

Human Resources is recommending approval on job descriptions.

REQUIRED AUTHORIZATION

1. City Manager	Date
2. Finance Director	Date
3. Attorney	Date

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Job Title: Administrative Assistant	Department: Code Enforcement
FLSA Status: Full Time - Non-exempt	Salary: \$12.00 - \$15.00
Approved: 09/16/21	Last Revised:

Position Summary:

Under direct supervision, the Administrative Assistant performs general office duties, budgetary and secretarial support to the Code Enforcement Department.

Duties, Functions and Responsibilities:

- Plan and direct or independently perform diverse and highly responsible secretarial support duties to ensure efficient planning of the administration's day-to-day time. Coordinate department office services, establishing systematic follow-up practices; reporting discrepancies and progress to the supervisor and assisting with administrative problem solution. Preparing reports and related documents; reviewing and analyzing routine, office procedures and recommending and effecting administrative process improvements and cost reductions; setting up and maintaining office files. Plan, schedule, select or approve, and requisition necessary equipment and related supplies; maintain operating inventories, collect requests and order materials and supplies, verify receipt, review usage and report variances to supervisor; monitor department clerical and administrative work loads, provide feedback to supervisor.
- Provide administrative support for department head or other assigned personnel. Involves; scheduling and maintaining calendar of appointments and activities, making travel arrangements and preparing itineraries, screening calls and visitors for department management; independently compose correspondence as delegated on behalf of and for signature of supervisor; transcribe or take dictation of correspondence, reports and memoranda; arrange meetings and conferences and assure required materials are prepared and available; arrange, record, take and prepare formal minutes of department and inter-department meetings; coordinate interdepartmental activities with other departments; assist and arrange coordination of project activities for other managers in department on request. Participate in or arrange for special projects, events and meetings as assigned. Transcribe, edit and finalize correspondence authored by supervisor.
- Comprehensive knowledge of computer applications including, but not limited to, Microsoft Office applications including Excel and Word. Keep records, prepare reports, maintain filing systems, compile and organize information. Oversee establishment and maintenance of department or program databases and records which includes implementing and applying retention and retrieval procedures to meet regulations. Clear, concise and tactful oral and written communications.
- Establish and maintain effective working relationships with coworkers, supervisors, directors, City Officials, City Council members, vendors, the public and other outside government agencies.
- Must maintain a high level of confidentiality and deal properly with sensitive documents and personally
 identifiable information. Maintain confidentiality of highly sensitive information pertaining to contemplated
 new or changed strategies. Organize and handle multiple job functions; work proficiently with mandated and
 important deadlines.
- Highly organized and dependable. Serve as a representative of the City of Socorro demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and the public. Provide customer service in assigned areas. Communicate in person, over the telephone or by correspondence.
- Conducts follow-up activities by phone, in-person or email related to enforcement of the city codes.
- Receives and appropriately triage complaints of code violations by telephone, in-person, or in writing.
- Refers complaints or inquires that require other department assignment or outside agencies.
- Proactively follows up with citizens regarding the status of their complaint or question.
- Takes opportunities to educate others on how to use technology to provide information more effectively
- Enters information into Accela
- Uses computer and maps to research properties, owners, and boundaries.
- Assists with the coordination with other city departments and outside agencies to ensure enforcement and compliance of the city code.
- Assists with the issuance of summonses to municipal court for violations and may give court testimony.
- Observes and follows established city and department policies and procedures in the daily conduct of the job.
 Plans and arranges work schedule and establishes priorities to complete scheduled, assigned work within parameters assigned by the supervisor

- May be assigned to coordinate the activities of contractors to cut weeds and remove rubbish and other abatement and assist with the coordination of special projects within the city including but not limited to neighborhood clean-up, natural area clean-up and environmental programs.
- Knowledge of city environmental codes, ability to research and interpret all city codes to enforce.
- Basic knowledge of all city codes; the general layout of the city, locations of city neighborhoods, and the ability to locate property addresses using maps, verbal or written directions, or instructions.
- Basic knowledge of the principles, practices, and techniques of local government code enforcement operations and the ability to apply that knowledge to perform the essential duties and responsibilities of the position.
- The ability to demonstrate effective conflict resolution skills while working with the public on problem solving and communication both in the field and the office.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications:

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A Bachelors, or associates degree in Public Administration, Political Science, Business Management, or related field preferred.
- Two years of data entry, filing, customer service and answering multi phone lines
- Requires the possession of a valid Driver's License.

Equipment:

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

Physical Requirements:

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

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

Mayor	Date
City Manager	Date
Human Resources Director	Date
Employee	 Date



Cesar Nevarez District 1 Mayor ProTem

At-Large



Ralph Duran
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos

District

DATE: September 9, 2021

TO: Mayor and City Council Members

FROM: HR Director, Carol Candelaria

SUBJECT: Discussion and action on approving the new job description for Safety

Technician – Park & Public Works

SUMMARY

This action approves the new job descriptions for Safety Technician – Parks & Public Works

STATEMENT OF THE ISSUE

This position was discussed with Parks & Public Works Director and City Manager.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 001 / 05101 / 05

Funding Source: General Fund

Amount: \$42,432.00 - \$47,608.70 (Includes \$31,200.00 - \$35,006.40 annualized salary

& Fringe benefits)

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

N/A

STAFF RECOMMENDATION

Human Resources is recommending approval on job descriptions.

REQUIRED AUTHORIZATION

1.	City Manager	
2.	Finance Director	Date
3.	Attorney	_ Date

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DRAFT

Job Title: Safety Technician	Department: Parks & Public Works
FLSA Status: Full Time - Non-Exempt	Salary: \$15.00-\$16.83
Approved: Pending	Last Revised: N/A

Position Summary

Under direct supervision the Safety Technician will assist Parks and Public Works Forman and Director, perform onsite inspections to monitor compliance with Construction Safety Standards. The Safety Technician performs clerical and administrative responsibilities supporting the division's safety programs. The ability to think creatively and provide innovative solutions to complex problems.

Duties, Functions and Responsibilities:

- Assist / conduct safety inspections on all equipment / vehicles currently used to include thecreation of safety inspection sheets.
- Assists in the maintaining inventory, including but not limited to, signage materials, PPE,hardware, concrete, irrigation materials, tools and Equipment, employee uniforms.
- Ensure all PPE and equipment are in good and safe condition.
- Informs immediate supervisor when equipment, materials are low in inventory or need to bereplaced.
- Assist in presenting morning on-site "toolbox" safety meetings, related to equipment with the position.
- Perform a variety of tasks providing unskilled or semi-skilled tasks supporting construction, water operations, manual labor, custodial, collection and disposal of solid waste or other workin support of City parks, facilities, operations, and delivery of City Services.
- Assists foreman and / Director on all traffic control plans for road closures during paving, guard railing repair, shoulder work and weed control.
- Maintains and monitors City of Socorro fleet is clean of all trash and debris.
- Responsible for measuring all street paving projects and verifies amounts for Hot Mix.
- Replaces all signage that has been damaged.
- Interact with co-workers on a day-to-day basis on safety procedures, coordinate required safetytraining for co-workers to comply with department standards.
- Recommended alternate safety procedures. Asses adverse working conditions which are proneto produce accidents and communicate solutions to eliminate conditions to immediate supervisor.
- Assist in promoting employee awareness of safety through training and safety statistics.
- Conduct safety/environmental incident investigations and complete associated infraction reports.
- Assist in the Inspection of construction sites and company properties to ensure compliance and promote prevention.
- Assist with PPW Foreman/ Director the evaluation contractor's operational practices/equipment for safety compliance.
- Performance of general or specific semi-skilled or unskilled manual labor, custodial, and otherwork.
- Performs other duties as outline in Laborer Job Description
- May be assigned to paint traffic and directional signs, markers, parking lot striping, trafficrestriction and related areas.
- Perform maintenance, cleaning, and repairs, maintain right of ways free from trash.
- Perform other duties as assigned by Department Foreman / Director

DRAFT

Minimum Qualification

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor's or associates degree in Public Administration, Political Science, Occupational Health and Safety, or Business Management, or related field preferred.
- Two years of experience performing work activities in construction, maintenance, and/or repairwork related to this field.
- Possess a valid Texas class "C" Driver's License

Equipment:

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

Physical Requirements:

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

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

Mayor	TH Date
City Manager	Date
Human Resources Director	Date
Employee	

Ivy Avalos Mayor

Ruben Reyes
At-Large

Cesar Nevarez
District 1 Mayor ProTem



Ralph Duran
District 2

Victor Perez.
District 3

Yvonne Colon-Villalobos

District

DATE: September 9, 2021

TO: Mayor and City Council Members

FROM: HR Director, Carol Candelaria

SUBJECT: Discussion and action on approving the new job description for

Deputy Chief for the Socorro Police Department

SUMMARY

This action approves the new job descriptions for Deputy Chief for the Socorro Police Department

STATEMENT OF THE ISSUE

This position was discussed with Chief of Police and City Manager.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 001 / 05101 / 05

Funding Source: General Fund

Amount: \$115,600.00 to \$129,200. (Includes \$85,000 to \$95,000 annualized salary &

Fringe benefits)

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

N/A

STAFF RECOMMENDATION

Human Resources is recommending approval on job descriptions.

REQUIRED AUTHORIZATION

1. City Manager	Date
2. Finance Director	Date
3. Attorney	Date

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Job Title: Deputy Chief	Department: Police
FLSA Status: Full Time Exempt	Salary: \$40.87 – \$45.67
Approved: Pending	Last Revised:

Position Summary

Under direct supervision by the Chief of Police is responsible for the day-to-day operations of the police department, along with overseeing internal affairs investigations, and project implementation. The Deputy is also responsible for oversight supervision of any special units or divisions within the department including but not limited to; Detectives, Task Force Officers, K9 Officers, Traffic Officers, Community Service Officers, Color Guard, ERT team members, and Traffic Investigations.

Deputy has the authority to act as the agency head in the absence of the Chief of Police Incumbents in this class are responsible for assisting the Chief of Police in planning, leading, directing, managing, and overseeing the activities and operations of the Police Department; assuming responsibility for the efficient and effective administration of assigned programs; coordinating assigned activities with other sections, City departments, and outside agencies; and providing highly responsible and complex administrative support to the City Manager's Office.

Duties, Functions & Responsibilities:

- Must be able to safely perform all the essential duties and responsibilities as outlined in the Police Officer Job Description for this rank and all subordinate ranks.
- Assists in assuming full management responsibility for all Police Department services and activities.
- Assists in the development and implementation of departmental goals, objectives, policies, and priorities for each
 assigned service and/or operational area; oversees the development and implementation of policies, procedures,
 and plans related to departmental services and operations.
- Establishes, within City policy, appropriate service, and staffing levels; monitors and evaluates the efficiency and effectiveness of methods and procedures; allocates resources accordingly.
- Assists in planning, directing, and coordinating, through subordinate level management staff, the Department's
 work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and
 procedures; meets with key staff to identify and resolve problems.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Represents the Department to other City departments, City Manager's Office, elected officials, and outside
 agencies; coordinates assigned activities with those of other City departments and outside agencies and
 organizations.
- Assists in managing and participating in the development and administration of the Department's budget; estimates funds needed for staffing, equipment, materials, and supplies; and assists in directing the monitoring and approval of expenditures; directs the preparation and implementation of budgetary adjustments as appropriate and necessary.
- Reviews significant reports, plans, and documents drafted by staff members; assists in directing the writing of new rules and regulations and/or proposals for new programs or projects.
- Provides staff assistance to the City Manager's Office and/or other executive management staff and the City Council; serves on or provides staff support to a variety of boards, commissions, and committees; assists in formulating significant policies related to the Department's services and activities; prepares and presents staff reports and other necessary correspondence.
- Assists in selecting, motivating, and evaluating department staff; provides or coordinates training and works with
 employees to correct deficiencies; and assists in initiating, implementing, and administering disciplinary
 procedures.
- Explains, justifies, and defends Department programs, policies, and activities; responds to and resolves difficult and sensitive inquiries and complaints from both internal and external sources; confers with civic and business groups on police and management policies relating to Department philosophy.



- Establishes lines of communication with all segments of the community to stay in touch with citizen needs and to facilitate the delivery of quality services.
- Assists in reviewing all higher-level Department communication, including ordinances and contracts; assists in the development of municipal law enforcement policies.
- Assists in managing, directing, and overseeing maintenance of law and order, protection of life and property, regulation of traffic, apprehension, arrest, and detention of law violators, and maintenance of police records.
- Attends City Council meetings and takes necessary action regarding Council agenda items.
- Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the Chief of Police and City Manager for City of Socorro.

Minimum Qualifications

- A candidate must possess a bachelor's degree in Criminal Justice, or equivalent coursework in a related field and 4+ years of related experience, or a master's degree preferred.
- Deputy must have had prior command level experience at the rank of Lieutenant or above either as a permanent or acting position.
- TCOLE basic peace officer certification.

Equipment:

- Operates office equipment such as typewriter, computers and software, calculator, copy.
- machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices, and procedure of police work and in the use of
- firearms.
- Operation of Motor Vehicles.

Physical Requirements:

- Must be able to lift over 50+ pounds.
- Sitting for extended periods of time.
- Occasional physical demands common to duties of a Police Officer

- Must be a United States citizen.
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Extensive Background Check.
- Pass Physical Fitness examination.
- Pass Psychological & Polygraph examination.
- Work flexible hours and overtime as required, including weekends, holidays, and emergencies.
- Bilingual Skills: English & Spanish preferred

Mayor	Date
City Manager	Date
Human Resources Director	SOC Date
Employee	Date 1691

Ivy Avalos Mayor

Ruben Reyes
At-Large

Cesar Nevarez
District 1 Mayor ProTem



Ralph Duran
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos

District

DATE: September 9, 2021

TO: Mayor and City Council Members

FROM: HR Director, Carol Candelaria

SUBJECT: Discussion and action on approving revised job descriptions for Basic

Patrol Officer, Patrol Officer, Patrol Officer First Class, Senior Patrol Officer, Corporal, Corporal First Class, Senior Corporal, Sergeant, Staff Sergeant, Sergeant First Class, Master Sergeant, Detective Third Grade, Detective Second Grade, Detective First Grade for the Socorro Police

Department.

Job Title	Years of Exp in position	Hourly Rate/Annualized Salary
Patrol Officer	2 years + 20 College Hrs. + TCOLE Cert	\$21.50
Patrol Officer First Class	2 years + 40 College Hrs. + Intermediate TCOLE Cert.	\$22.50
Senior Patrol Officer	2 years + 60 College Hrs. +Advanced TCOLE Cert.	\$24.00
Corporal	2 years as a Patrol Officers + 20 College Hrs. + Intermediate TCOLE Cert	\$26.00
Corporal First Class	2 years as a Corporal + 40 College Hrs. + Intermediate TCOLE Cert	\$27.00
Senior Corporal	2 years as a Corporal + 60 College Hrs. +Advanced TCOLE Cert	\$28.00
Sergeant	3 years as a Patrol Officer + 30 College Hrs. + TCOLE Cert	\$29.00
Staff Sergeant	2 years as a Sergeant + 60 College Hrs. + Intermediate TCOLE Cert	\$30.00
Sergeant First Class	2 years as a Staff Sergeant +90 College Hrs. + Advanced TCOLE Cert	\$31.00
Master Sergeant	2 years as a Sergeant + 90 College Hrs. + Advanced TCOLE Cert+ Specialized ranks of a Detective & Training Sergeant	\$33.00
Detective - Third 2 years as a Police Officers + 20 College Hrs. + Intermediate Grade TCOLE Cert		\$24.00
Detective - Second Grade	2 years as a Detective Third Grade + 40 College Hrs. + Advanced TCOLE Cert	\$25.00
Detective - First Grade	2 years as a Detective Second Grade + 60 College Hrs. + Advanced TCOLE Cert	\$26.00

SUMMARY

This action approves the revised job descriptions for the Socorro Police Department.

STATEMENT OF THE ISSUE

These positions were discussed with Chief of Police and City Manager. Primary change is providing City of Socorro Police Department the opportunity geared towards education, and step advancement. The first is through TCOLE certification and the second is through continuing education. Although a timeline may have reached, such as time within the department, if the education level has not been attained, then the normal "3%" would be applied dependent on the employee evaluation, but no step advancement would occur util the requirements are met.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 001 / 05101 / 05
Funding Source: General Fund
Amount: Dependent on Position (Includes annualized salary & Fringe benefits)
Quotes (Name/Commodity/Price) N/A
Co-op Agreement (Name/Contract#) N/A
<u>ALTERNATIVE</u>
N/A

STAFF RECOMMENDATION

Human Resources is recommending approval on job descriptions.

REQUIRED AUTHORIZATION

1.	City Manager	_ Date
2.	Finance Director	Date
3.	Attorney	Date

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CURRENT

Job Title: Police Officer	Department: Police Department
FLSA Status: Non-Exempt	Salary: \$20.04
Approved: February 1, 2018	Last Revised: July 5, 2012

General Purpose and Description:

Under general supervision, perform assigned municipal law and ordinance enforcement and crime prevention duties which include maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents.

Duties, Functions, and Responsibilities:

- Patrol streets, parks, commercial and residential areas on an assigned beat by foot, motorcycle, or car to prevent or detect and investigate felony or misdemeanor law violations and other misconduct, regulate traffic and respond to calls for police assistance. Involves: check stores, businesses, houses and other premises for burglars, fires, and other disturbances. Respond to emergency radio or telephone calls and participate in inquiries into reported or observed events such as vehicular or other accidents, robberies, civil disturbances, domestic violence, fights, drunkenness, missing persons, prowlers and drug abuse. Examine suspicious conditions and conduct primary searches of scenes or attempted or committed crimes for clues. Seek out and questions victims, witnesses and suspects to develop leads and tips. Independently decide course of action ordinarily expected in conformance with Federal, State, County, and City laws and ordinances to immediately deal with difficult and emergency situations without assistance as qualified. Maintain normal contact with police supervisory personnel by radio or telephone for consultation on major emergencies or precedents to collaborate on investigations or provide mutual assistance during other law enforcement activities. Detain or attest, restrain, search and advise suspects of their rights, and transport, register and book prisoners. Cooperate and exchange information with other law enforcement agencies as assigned. Obtain advice from City Attorney, Municipal Court, and Prosecutor's office regarding cases, policies and procedures, as needed and assigned. Direct and enforce traffic and parking regulations, issue tickets to traffic violators, inspect motor vehicles for state registration, serial numbers and other pertinent information, and operate speed detecting radar device. Ascertain causes of traffic accidents by taking measurements and drawing diagrams of scenes, inspecting vehicles involved, obtaining and analyzing information incidental to events, and conducting hit-and-run follow-up inquiries. Rescue and render first aid to the injured, and summon ambulances and other law enforcement vehicles. Serve, as qualified, on specialized law enforcement operations or reaction teams, such as canine patrol, two-wheel motorcycle patrol, special weapons assault, juvenile cases, hostage negotiations, or surveillance, if assigned. Engage in community oriented policing by mediating disputes, provide assistance to the public with such routine matters as locked or stalled vehicles, conducting educational programs pertaining to issues such as crime prevention, self-defense techniques, drug abuse resistance and traffic safety, and furnish general information about department activities. Serve warrants and commitments to fulfill court orders. Testify in court.
- Prepare felony and misdemeanor cases for filing of charges, giving testimony in court proceedings or other proper law enforcement action. Involves: compile information and write and submit reports on topics such as investigation findings, field interrogations, alcohol or drug influence, accident scenes, and traffic or other hazards that endanger public safety or superior officers. Prepare various records including officer's daily activity log, arrest register, breathalyzer checklist, bad check form, and vehicle impoundment form.
- Perform related duties as required. Involves: act on behalf of superior officers in their absence, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventative servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for ow professional

- development. Explain and demonstrate police patrol practices to less knowledgeable employees as requested.
- Application of good knowledge of subjects required for licensing as a Peace Officer as established by the Texas Commission of Law Enforcement principles, procedures, techniques and equipment, and applicable laws, ordinances, and department rules and regulations. Follow oral and written instructions. Skillfully use and care in safe operation and care of a motor vehicle.
- Responsible for any assignments issued by the City of Socorro.

Minimum Qualifications:

- A High School Diploma or GED.
- Graduation from EPCC law enforcement academy or equivalent accredited college academy or one year of commissioned police officer experience in a law enforcement agency.
- Basic Peace Officer license issued by Texas Commission on Law Enforcement Officer Standards and Education in compliance with state statute by time of appointment.
- Possess a valid Texas class "C" Driver's License.

Equipment:

- Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police work and in the use of firearms.
- Operation of Motor Vehicles.

Physical Requirements:

- Must maintain degree of physical fitness appropriate to withstand vigorous physical demands common to police work.
- Ability to occasionally lift over 100 pounds.
- Ability to sit for extended periods of time, stand for long periods of time, climb stairs and ladders.
- Ability to run long distances, sprint short distances, climb walls and obstructions, stoop and kneel throughout scheduled shift.
- Ability to restrain and arrest individuals.
- Ability to drive a motor vehicle.
- Ability to use computerized equipment.
- Ability to effectively fire various weapons and devices (pistols, rifles, shotguns and Tasers) from various physical positions (prone, sitting, kneeling and standing).
- Ability to withstand exposure to various types of weather and outdoor conditions, often for long periods of time.

Must pass periodic physical fitness examinations

- Must be a United States citizen.
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass extensive background check.
- Pass physical fitness examination.
- Pass psychological & polygraph examination.
- Work flexible hours and overtime as required; including weekends, holidays, and emergencies.
- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Bilingual Skills: English & Spanish preferred.

Eli Dani	2-1-18
Mayor	Date
Solland	2/5/18
City Manager	Date
Rosio Man	2/1/18
Human Resource Director	Date
Employee	Date

DRAFT

Job Title: Patrol Officer	Department: Police
FLSA Status: Full Time - Non-Exempt	Salary: \$21.50
Approved: Pending	Last Revised:

Position Summary

Under general supervision, perform assigned municipal law and ordinance enforcement and crime prevention duties which include maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents.

Duties, Functions, and Responsibilities:

- Patrol streets, parks, commercial residential areas on an assigned beat by foot, motorcycle, or car to prevent or detect and investigate felony or misdemeanor law violations and other misconduct, regulate traffic, and respond to calls for police assistance. Involves: Check stores, businesses, houses and other premises for burglars, fires, and other disturbances. Respond to emergency radio or telephone calls and participate in inquiries into reported or observed events such as vehicular or other accidents, robberies, civil disturbances, domestic violence, fights, drunkenness, missing persons, prowlers, and drug abuse.
- Examine suspicious conditions and conduct primary searches of scenes or attempted or committed crimes for clues.
- Seek out and question victims, witnesses, and suspects to develop leads and tips. Independently decide course of action ordinarily expected in conformance with Federal, State, County, and City laws and ordinances to immediately deal with difficult and emergency situations without assistance as qualified. Maintain normal contact with police supervisory personnel by radio or telephone for consultation on major emergencies or precedents, to collaborate on investigations or provide mutual assistance during other law enforcement activities.
- Detain or attest, restrain, search, and advise suspects of their rights, and transport, register and book prisoners. Cooperate and exchange information with other law enforcement agencies as assigned.
- Obtain advice from City Attorney, Municipal Court, and Prosecutor's office regarding cases, policies, and procedures, as needed and assigned.
- Direct and enforce traffic and parking regulations, issue tickets to traffic violators, inspect motor vehicles for state registration, serial numbers, and other pertinent information, and operate speed detecting radar device.
- Ascertain causes of traffic accidents by taking measurements and drawing diagrams of scenes, inspecting vehicles involved, obtaining, and analyzing information incidental to events, and conducting hit-and-run follow-up inquiries.
- Rescue and render first aid to the injured and summon ambulances and other law enforcement vehicles.
- Serve, as qualified, on specialized law enforcement operations or reaction teams, such as canine patrol, two-wheel motorcycle patrol, special weapons assault, juvenile cases, hostage negotiations, or surveillance, if assigned.
- Engage in community-oriented policing by mediating disputes, provide assistance to the public with such routine
 matters as locked or stalled vehicles, conducting educational programs pertaining to issues such as crime
 prevention, self-defense techniques, drug abuse resistance and traffic safety, and furnish general information
 about department activities.
- Serve warrants and commitments to fulfill court orders. Testify in court.
- Prepare felony and misdemeanor cases for filing of charges, giving testimony in court proceedings or other proper law enforcement action. Involves: compile information and write and submit reports on topics such as investigation findings, field interrogations, alcohol or drug influence, accident scenes, and traffic or other hazards that endanger public safety or superior officers. Prepare various records including officer's daily log, arrest register, breathalyzer checklist, back check form, and vehicle impoundment form.



- Perform related duties as required. Involves: act on behalf of superior officers in their absences, if assigned.
 Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventative servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for ow professional development. Explain and demonstrate police patrol practices to less knowledgeable employees as requested.
- Application of good knowledge of subjects required for licensing as a Peace Officer as established by the Texas
 Commission of Law Enforcement principles, procedures, techniques and equipment, and applicable laws,
 ordinances, and department rules and regulations. Follow oral and written instructions. Skillfully use and care in
 safe operation and care of a motor vehicle.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor's, or associates degree in Public Administration, Criminal Justice, Public Safety, Business Management, or related field experience.
- 2 years' experience as a commissioned Police Officer
- 2.1 4 years with the Socorro Police Department
- 20 College Hours
- TCOLE peace officer certification
- Possess a valid Texas class "C" Drivers License
- Must not have received a below standard employee review in the previous year
- Must not be the subject of any active Inter Affairs investigation

Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police worn and in the use of firearms.
- Operation of Motor Vehicles

Physical Requirements:

- Must be able to lift over 100 pounds.
- Sitting for extended periods.
- Occasional physical demands common to duties of a Police Officer.

- Must be a United States Citizen
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Pass Physical Fitness Examination.
- Pass Psychological & Polygraph Examination.
- Work flexible hours and overtime as required, including weekends, holidays, and emergencies.
- Bilingual Skills: English & Spanish preferred

Mayor	Date
City Manager	Date
Human Resources Director	SOCORRO
Employee	Date 1691 THA NILSS



Job Title: Patrol Officer – First Class	Department: Police
FLSA Status: Full Time - Non-Exempt	Salary: \$22.50
Approved: Pending	Last Revised:

Position Summary

Under general supervision, perform assigned municipal law and ordinance enforcement and crime prevention duties which include maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents.

Duties, Functions, and Responsibilities:

- Patrol streets, parks, commercial residential areas on an assigned beat by foot, motorcycle, or car to prevent or
 detect and investigate felony or misdemeanor law violations and other misconduct, regulate traffic, and respond
 to calls for police assistance. Involves: Check stores, businesses, houses and other premises for burglars, fires,
 and other disturbances. Respond to emergency radio or telephone calls and participate in inquiries into reported
 or observed events such as vehicular or other accidents, robberies, civil disturbances, domestic violence, fights,
 drunkenness, missing persons, prowlers, and drug abuse.
- Examine suspicious conditions and conduct primary searches of scenes or attempted or committed crimes for clues.
- Seek out and question victims, witnesses, and suspects to develop leads and tips. Independently decide course of action ordinarily expected in conformance with Federal, State, County, and City laws and ordinances to immediately deal with difficult and emergency situations without assistance as qualified. Maintain normal contact with police supervisory personnel by radio or telephone for consultation on major emergencies or precedents, to collaborate on investigations or provide mutual assistance during other law enforcement activities.
- Detain or attest, restrain, search, and advise suspects of their rights, and transport, register and book prisoners. Cooperate and exchange information with other law enforcement agencies as assigned.
- Obtain advice from City Attorney, Municipal Court, and Prosecutor's office regarding cases, policies, and procedures, as needed and assigned.
- Direct and enforce traffic and parking regulations, issue tickets to traffic violators, inspect motor vehicles for state registration, serial numbers, and other pertinent information, and operate speed detecting radar device.
- Ascertain causes of traffic accidents by taking measurements and drawing diagrams of scenes, inspecting vehicles involved, obtaining, and analyzing information incidental to events, and conducting hit-and-run follow-up inquiries.
- Rescue and render first aid to the injured and summon ambulances and other law enforcement vehicles.
- Serve, as qualified, on specialized law enforcement operations or reaction teams, such as canine patrol, two-wheel motorcycle patrol, special weapons assault, juvenile cases, hostage negotiations, or surveillance, if assigned.
- Engage in community-oriented policing by mediating disputes, provide assistance to the public with such routine
 matters as locked or stalled vehicles, conducting educational programs pertaining to issues such as crime
 prevention, self-defense techniques, drug abuse resistance and traffic safety, and furnish general information
 about department activities.
- Serve warrants and commitments to fulfill court orders. Testify in court.
- Prepare felony and misdemeanor cases for filing of charges, giving testimony in court proceedings or other proper law enforcement action. Involves: compile information and write and submit reports on topics such as investigation findings, field interrogations, alcohol or drug influence, accident scenes, and traffic or other hazards that endanger public safety or superior officers. Prepare various records including officer's daily log, arrest register, breathalyzer checklist, back check form, and vehicle impoundment form.



- Perform related duties as required. Involves: act on behalf of superior officers in their absences, if assigned.
 Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventative servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for ow professional development. Explain and demonstrate police patrol practices to less knowledgeable employees as requested.
- Application of good knowledge of subjects required for licensing as a Peace Officer as established by the Texas
 Commission of Law Enforcement principles, procedures, techniques and equipment, and applicable laws,
 ordinances, and department rules and regulations. Follow oral and written instructions. Skillfully use and care in
 safe operation and care of a motor vehicle.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor's, or associates degree in Public Administration, Criminal Justice, Public Safety, Business Management, or related field experience.
- Two years' experience as a commissioned Police Officer
- 6.1 + years in the Socorro Police Department
- 60 College Hours
- Advanced TCOLE peace officer certification
- Possess a valid Texas class "C" Drivers License
- Must not have received a below standard employee review in the previous year
- Must not be the subject of any active Inter Affairs investigation

Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police worn and in the use of firearms.
- Operation of Motor Vehicles

Physical Requirements:

- Must be able to lift over 100 pounds.
- Sitting for extended periods.
- Occasional physical demands common to duties of a Police Officer.

- Must be a United States Citizen
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Pass Physical Fitness Examination.
- Pass Psychological & Polygraph Examination.
- Work flexible hours and overtime as required, including weekends, holidays, and emergencies.
- Bilingual Skills: English & Spanish preferred

Date
Date
Date
THA NILES



Job Title: Senior Patrol Officer -	Department: Police
FLSA Status: Full Time - Non-Exempt	Salary: \$24.00
Approved: Pending	Last Revised:

Position Summary

Under general supervision, perform assigned municipal law and ordinance enforcement and crime prevention duties which include maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents.

- Patrol streets, parks, commercial residential areas on an assigned beat by foot, motorcycle, or car to prevent or
 detect and investigate felony or misdemeanor law violations and other misconduct, regulate traffic, and respond
 to calls for police assistance. Involves: Check stores, businesses, houses and other premises for burglars, fires,
 and other disturbances. Respond to emergency radio or telephone calls and participate in inquiries into reported
 or observed events such as vehicular or other accidents, robberies, civil disturbances, domestic violence, fights,
 drunkenness, missing persons, prowlers, and drug abuse.
- Examine suspicious conditions and conduct primary searches of scenes or attempted or committed crimes for clues.
- Seek out and question victims, witnesses, and suspects to develop leads and tips. Independently decide course of action ordinarily expected in conformance with Federal, State, County, and City laws and ordinances to immediately deal with difficult and emergency situations without assistance as qualified. Maintain normal contact with police supervisory personnel by radio or telephone for consultation on major emergencies or precedents, to collaborate on investigations or provide mutual assistance during other law enforcement activities.
- Detain or attest, restrain, search, and advise suspects of their rights, and transport, register and book prisoners. Cooperate and exchange information with other law enforcement agencies as assigned.
- Obtain advice from City Attorney, Municipal Court, and Prosecutor's office regarding cases, policies, and procedures, as needed and assigned.
- Direct and enforce traffic and parking regulations, issue tickets to traffic violators, inspect motor vehicles for state registration, serial numbers, and other pertinent information, and operate speed detecting radar device.
- Ascertain causes of traffic accidents by taking measurements and drawing diagrams of scenes, inspecting vehicles involved, obtaining, and analyzing information incidental to events, and conducting hit-and-run follow-up inquiries.
- Rescue and render first aid to the injured and summon ambulances and other law enforcement vehicles.
- Serve, as qualified, on specialized law enforcement operations or reaction teams, such as canine patrol, two-wheel motorcycle patrol, special weapons assault, juvenile cases, hostage negotiations, or surveillance, if assigned.
- Engage in community-oriented policing by mediating disputes, provide assistance to the public with such routine
 matters as locked or stalled vehicles, conducting educational programs pertaining to issues such as crime
 prevention, self-defense techniques, drug abuse resistance and traffic safety, and furnish general information
 about department activities.
- Serve warrants and commitments to fulfill court orders. Testify in court.
- Prepare felony and misdemeanor cases for filing of charges, giving testimony in court proceedings or other proper law enforcement action. Involves: compile information and write and submit reports on topics such as investigation findings, field interrogations, alcohol or drug influence, accident scenes, and traffic or other hazards that endanger public safety or superior officers. Prepare various records including officer's daily log, arrest register, breathalyzer checklist, back check form, and vehicle impoundment form.



- Perform related duties as required. Involves: act on behalf of superior officers in their absences, if assigned.
 Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventative servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for ow professional development. Explain and demonstrate police patrol practices to less knowledgeable employees as requested.
- Application of good knowledge of subjects required for licensing as a Peace Officer as established by the Texas
 Commission of Law Enforcement principles, procedures, techniques and equipment, and applicable laws,
 ordinances, and department rules and regulations. Follow oral and written instructions. Skillfully use and care in
 safe operation and care of a motor vehicle.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor's, or associates degree in Public Administration, Criminal Justice, Public Safety, Business Management, or related field experience.
- Two years' experience as a commissioned Police Officer
- 6.1 + years in the Socorro Police Department
- 60 College Hours
- Advanced TCOLE peace officer certification
- Possess a valid Texas class "C" Drivers License
- Must not have received a below standard employee review in the previous year
- Must not be the subject of any active Inter Affairs investigation

Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police worn and in the use of firearms.
- Operation of Motor Vehicles

Physical Requirements:

- Must be able to lift over 100 pounds.
- Sitting for extended periods.
- Occasional physical demands common to duties of a Police Officer.

- Must be a United States Citizen
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Pass Physical Fitness Examination.
- Pass Psychological & Polygraph Examination.
- Work flexible hours and overtime as required, including weekends, holidays, and emergencies.
- Bilingual Skills: English & Spanish preferred

Date
Date
Date
THA NILES

Position

Job Title: Patrol Corporal	Department: Police Department	
FLSA Status: Non-Exempt	Salary: \$26.25/hr.	
Approved: May 16, 2019	Last Revised:	

General Purpose and Description:

Under the general supervision of Patrol Sergeant. This position is responsible for responding to emergency calls, patrolling, assisting in crime prevention, providing enforcement, providing traffic control, and conducting investigations; under the laws of the City, State, and the United States; carry out special assignments in the field of police work; provide reports of assignments and/or do related work as required.

Duties, Functions, and Responsibilities:

Patrol Corporal serves in a supervisory role for patrol officers;

May provide supervision for the patrol division in the absence of a high-ranking officer;

May be given special assignments from a higher-ranking officer;

Responds to emergency calls by answering dispatch calls for service; enforcing laws and ordinances; assisting citizens with conflict resolution; advising citizens on services or resources; making arrests; and utilizing weapons and tools;

Work a uniformed shift in the performance of security patrols, traffic control, investigation at accident scenes, detection, investigation and arrest of persons involved in crimes or

misconduct;

Respond to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. and takes appropriate law enforcement action;

Investigate criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges,

testifying in court, and related activities;

Interview suspects, witnesses and drivers, preserve evidence; arrest violators; investigate and render assistance at scene of vehicular accidents; summon ambulances and other law enforcement vehicles; take measurements and draws diagrams of scene; conduct follow-up investigations of crimes committed during assigned shift; seek out and question victim, witnesses and suspects; develop leads and tips; search crimes for clues; analyze and evaluate evidence and arrest offenders; prepare cases for giving testimony and testify in court proceedings;

Carries out duties in compliance with and enforces appropriate City ordinances, State and

Federal laws, and all written directives;

Recognize the need for supervisory intervention and seek it when needed; keep supervisors informed of relevant activity;

 Prepares a variety of reports and records including officer's daily log, report of investigation, field interrogation report, vehicle impound report, etc.;

Assist citizens with such matters as locked or stalled vehicles, crime prevention, drug

resistance, traffic safety, etc.;

Contacts and coordinates information and follow-ups with other agencies and law
enforcement jurisdictions including but not limited to the military, NCIC, FBI, DEA, ATF,
Sheriff's Office, TX DPS, and other criminal history or intelligence resources;

Make ethical decisions that conform to applicable laws, departmental policy, regulations,

etc. without supervision when appropriate;

Work well with the public and coworkers daily, communicating effectively, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including stress, verbal abuse, criticism, and/or other adverse conditions;

 Maintains contact with general public, court officials, and other City officials in the performance of police activities or assignments;

Provide police service and assistance;

Follow a chain of command and instructions, receptive to supervision;

Position

- Must not have any history of criminal or improper conduct which may affect suitability for law enforcement work;
- Must not have been convicted, placed on deferred adjudication or probation or under indictment for any felony under the laws of Texas, another state or the United States;
- Must not have been convicted in the past five years of a misdemeanor offense of the grade of Class A or Class B, or its equivalent for which the punishment could include jail time;
- Must not be on probation, community supervision, deferred adjudication or any type of court ordered supervision for any criminal offense;
- Must not have engaged in the manufacture or sale of any controlled substance or dangerous
- Must not have been convicted or placed on probation for DWI or DUID in the past five (5)
- All other arrests and convictions are evaluated on an individual basis based on the nature and gravity of the offense, time passed since the conviction and/or completion of sentence;
- Any and all prior military service is required to have resulted in at least an under honorable conditions discharge.

Minimum Qualifications:

- A High School Diploma or GED.
- A Texas Commission on Law Enforcement Intermediate Certificate, and 3 years of active law enforcement experience as a commissioned officer.
- Possess a valid Texas class "C" Driver's License.

Equipment:

- Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police work and in the use of firearms.
- **Operation of Motor Vehicles.**

Physical Requirements:

- Must maintain degree of physical fitness appropriate to withstand vigorous physical demands common to police work.
- Ability to occasionally lift over 100 pounds.
- Ability to sit for extended periods of time, stand for long periods of time, climb stairs and ladders.
- Ability to run long distances, sprint short distances, climb walls and obstructions, stoop and kneel throughout scheduled shift.
- Ability to restrain and arrest individuals.
- Ability to drive a motor vehicle.
- Ability to use computerized equipment.
- Ability to effectively fire various weapons and devices (pistols, rifles, shotguns and Tasers) from various physical positions (prone, sitting, kneeling and standing).
- Ability to withstand exposure to various types of weather and outdoor conditions, often for long periods of time.
- Must pass periodic physical fitness examinations.

- Must be a United States citizen.
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass extensive background check.
- Pass physical fitness examination.
- Pass psychological & polygraph examination.
- Work flexible hours and overtime as required; including weekends, holidays, and emergencies.

Position

- Immediately comprehend and execute orders from a supervisor in emergency situations;
- Adapt toward procedures, programs, regular and special assignments;

Begin and seek out work without supervision;

- Perform search duties of persons/vehicles for weapons, evidence, or contraband and searches of buildings, storm sewers, or tunnels in dark or low - light conditions for evidence, suspects and / or missing persons;
- Demonstrate competent weapons' proficiency with Department -authorized firearms;

Display proficiency in officer survival and safety tactics;

- Operate, use and maintain assigned vehicles and equipment safely and properly, drive safely under adverse conditions (e.g., rain, snow, sleet, ice, dark etc.); safely engage in high speed driving while pursuing suspects or responding to calls; operate motor vehicle safely for extended periods of time; and safely work in congested traffic areas in and out of police
- Set up roadblocks appropriately using traffic barriers other than cars, e.g., cones, sawhorses, signs, etc.;
- Physically intervene to restrain individuals for the safety of the officer, others and the individual:

Use appropriate forced entry techniques;

- Must use protective equipment such as, bullet proof vest, traffic vest, handcuffs, gloves, and boots appropriately by city and departmental policies;
- Direct or control traffic with a flashlight or hand signals for more than one hour at a time;
- Perform duties acceptably after long hours (more than 24) without sleep during emergency situations:
- Attend all courts, meetings, and other functions as scheduled and requested;

Work in all weather conditions, inside and outside, in light and/or dark;

- Work any day of the week, any hour of the day, extra assignments and be able to respond to situations while on and off duty as directed;
- Communicate effectively via police radio, telephone, email, and in person with citizens, coworkers, supervisors, and instructors including persons of diverse backgrounds without bias or prejudice:
- Maintain an acceptable physical fitness level, including specific vision abilities required by this job including close vision, distance vision, and the ability to adjust focus, also including hearing abilities to sufficiently and clearly communicate verbally to work safely with others in noisy situations:
- Maintain the appropriate uniform;
- Search files, assemble information, file and retrieve from file cabinets;

Present written and oral reports;

- Ensure that patrol operations are performed in concert with all applicable laws, ordinances and policies/procedures of the City and department; and
- Fluently read, write and converse in English; ability to read, write and communicate effectively in Spanish is desirable;

Must not pose a threat to the health and safety of self or others.

- Fuel and service police vehicles; includes preventive servicing and making minor repairs such as charging tires on assigned service vehicle if needed;
- Assist in setting up training equipment, e.g. firing range, driving course, etc.;

May relieve superior officers in their absence;

- Demonstrate an aptitude for Law Enforcement work;
- Demonstrate ability to think clearly and act effectively in emergency situations, making sound and logical decisions quickly;

Good prioritizing and problem-solving abilities;

- Ability to observe and remember details of incidents, names and faces;
- Must be able to communicate effectively and courteously with all city employees, and the

Ability to practice sound safety and work habits;

Must have good prioritizing and problem-solving abilities;

Physical agility and good cognitive abilities are required for successful performance of **Essential Functions:**

Position

 Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.

Bilingual Skills: English & Spanish preferred.

Mayor City Manager	Date 5 16 10 Date
Human Resource Director	5/16/19 Date
Employee	Date

DRAFT

Job Title: Corporal	Department: Police
FLSA Status: Full Time - Non-Exempt	Salary: \$26.00
Approved: Pending	Last Revised:

Position Summary:

Under general supervision, of Patrol Sergeant. This position is responsible for responding to emergency calls, patrolling, assisting in crime prevention, providing enforcement, providing traffic control, and conducting investigations; under the laws of the city, State, and the United States; carry out special assignments in the field of police work; provide reports of assignments and/or do related work as required.

- Patrol Corporal serves in a supervisory role for patrol officers.
- May provide supervision for the patrol division in the absence of a high-ranking officer.
- May be given special assignments from higher-ranking officer
- Responds to emergency calls by answering dispatch calls for service; enforcing laws and ordinances; assisting
 citizens with conflict resolution; advising citizens on services or resources; making arrests; and utilizing weapons
 and tools.
- Work a uniformed shift in the performance of security patrols, traffic control, investigation at accident scenes, detection, investigation, and arrest of persons involved in crimes or misconduct.
- Respond to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. and takes appropriate law enforcement action.
- Investigate criminal law violations occurring within the city limits, obtaining evidence, and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Interview suspects, witnesses and drivers, preserve evidence; arrest violators; investigate and render assistance at scene of vehicular accidents; summon ambulances and other law enforcement vehicles; take measurements and draws diagrams of scene; conduct follow-up investigations of crimes committed during assigned shift; seek out and question victim, witnesses and suspects; develop leads and tips; search crimes for clues; analyze and evaluate evidence and arrest offenders; prepare cases for giving testimony and testify in court proceedings;
- Carries out duties in compliance with and enforces appropriate City ordinances, State, and Federal laws, and all written directives.
- Recognize the need for supervisory intervention and seek it when needed; keep supervisors informed of relevant activity.
- Prepares variety of reports and cords including officer's daily log, report of investigation, field interrogation report, vehicle impound report, etc.
- Assist citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
- Contacts and coordinates information and follow-ups with other agencies and law enforcement jurisdictions
 including but not limited to the military, NCIC, FBI, DEA, ATF, Sherriff's Office, TX DPS, and other criminal
 history or intelligence resources.
- Make ethical decisions that conform to applicable laws, departmental policy, regulations, etc. without supervision when appropriate.
- Work well with the public and coworkers daily, communicating effectively, maintaining alertness, composure, helpful attitude, and professionalism in all circumstances, including stress, verbal abuse, criticism, and/or other adverse conditions.
- Maintains contact with public, court officials, and other City officials in the performance of police activities or assignments.



- Provide police service and assistance.
- Follow chain of command and instructions, receptive to supervision
- Immediately comprehend and execute orders from a supervisor in emergency situations.
- Adapt towards procedures, programs, regular and special assignments.
- Begin and seek out work without supervision.
- Perform search duties of persons/vehicles for weapons, evidence, or contraband and searches of buildings, storm sewers, or tunnels in dark or low-light conditions for evidence, suspects and/or missing persons.
- Demonstrate competent weapons' proficiency with Department-authorized firearms.
- Display proficiency in officer survival and safety tactics.
- Operate, use, and maintain assigned vehicles and equipment safely and properly, drive safely under adverse
 conditions (e.g., rain, snow, sleet, ice, dark, etc.); safely engage in high-speed driving while pursuing suspects or
 responding to calls; operate motor vehicle safely for extended periods of time; and safely work in congested traffic
 areas in and out of police vehicle.
- Set up roadblocks appropriately using traffic barriers other than cars, e.g., cones, sawhorses, signs, etc.
- Physically intervene to restrain individuals for the safety of the officer, others, and the individual.
- Use appropriate forced entry techniques.
- Must use protective equipment such as, bullet proof vest, traffic vest, handcuffs, gloves, and boots appropriately by city and departmental policies.
- Direct or control traffic with a flashlight or hand signals for more than one hour at a time.
- Perform duties acceptably after long hours (more than 24) without sleep during emergency situations.
- Attend all court, meetings, and other functions as scheduled and requested.
- Work in all weather conditions, inside and outside, in light and/or dark.
- Work any day of the week, any hour of the day, extra assignments and be able to respond to situations while on and off duty as directed
- Communicate effectively via police radio, telephone, email and in person with citizens, coworkers, supervisors, and instructors including persons of diverse backgrounds without bias or prejudice.
- Maintain an acceptable physical fitness level, including specific vision abilities required by this job including close vision, distance vision, and the ability to adjust focus, also including hearing abilities to communicate verbally sufficiently and clearly to work safely with others in noisy situations.
- Maintain the appropriate uniform.
- Search files, assemble information, file, and retrieve from file cabinets.
- Present written and oral reports.
- Ensure that patrol operations are performed in concert with all applicable laws, ordinances and policies/procedures of the City and department; and
- Fluently read, write, and converse in English; ability to read, write and communicate effectively in Spanish is desirable.
- Must not pose a threat to the health and safety of self or others.
- Fuel and service police vehicles; includes preventative servicing and making minor repairs such as charging tires on assigned service vehicle if needed.
- Assist in setting up training equipment, e.g., firing range, driving course, etc.
- May relieve superior officers in their absence.
- Demonstrate an aptitude for Law Enforcement work.
- Demonstrate ability to think clearly and act effectively in emergency situations, making sound and logical decisions quickly.
- Good prioritizing and problem-solving abilities.
- Ability to observe and remember details of incidents, names, and faces.



- Must be able to communicate effectively and courteously with all City employees, and the public.
- Ability to practice sound safety and work habits.
- Must have good prioritizing and problem-solving abilities.
- Physical agility and good cognitive abilities are required for successful performance of Essential Functions.
- Must not have any history of criminal or improper conduct which may affect suitability for law enforcement work.
- Must not have been convicted, placed on deferred adjudication or probation or under indictment for any felony
 under the laws of Texas, another state, or the United States.
- Must not have been convicted in the past five years of a misdemeanor offense of the grade Class A or Class B, or its equivalent for which the punishment could include jail time.
- Must not be on probation, community supervision, deferred adjudication or any type of court ordered supervision for any criminal offense.
- Must not have engaged in the manufacture or sale of any controlled substance or dangerous drugs.
- Must not have been convicted or placed on probation for DWI or DUID in the past five (5) years.
- All other arrests and convictions are evaluated on an individual basis based on the nature and gravity of the
 offense, time passed since the conviction and/or completion of sentence; and
- All prior military service is required to have resulted in at least an honorable conditions discharge.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor's, or associates degree in Public Administration, Criminal Justice, Public Safety, Business Management, or related field experience.
- 2 years' experience as a Basic Police Officer
- 2.1 to 4 years with the Socorro Police Department
- 20 College Hours
- Intermediate TCOLE peace officer certification
- Possess a valid Texas class "C" Driver's License
- Must not have received a below standard employee review in the previous year
- Must not be the subject of any active Inter Affairs investigation

Equipment:

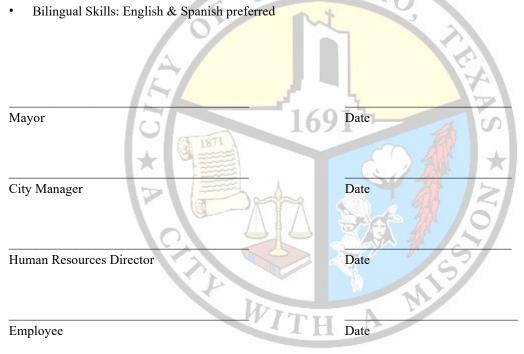
- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police worn and in the use of firearms.
- Operation of Motor Vehicles

- Must maintain degree of physical fitness appropriate to withstand vigorous physical demands common to police work.
- Must be able to lift over 100 pounds.
- Ability to sit, stand for extended periods of time, climb stairs and ladders.
- Ability to run long distances, sprint short distances, climb walls and obstructions, stoop and kneel throughout scheduled shift.
- Ability to restrain and arrest individuals.
- Ability to drive a motor vehicle.



- Ability to use computerized equipment.
- Ability to effectively fire various weapons and devices (pistols, rifles, shotguns, and tasers) from various physical positions (prone, sitting, kneeling, and standing).
- · Ability to withstand exposure to various types of weather and outdoor conditions, often for long periods of time
- Must pass periodic physical fitness examinations.

- Must be a United States Citizen
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Pass Physical Fitness Examination.
- Pass Psychological & Polygraph Examination.
- Work flexible hours and overtime as required, including weekends, holidays, and emergencies.
- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.



DRAFT

Job Title: Corporal -First Class	Department: Police
FLSA Status: Full Time - Non-Exempt	Salary: \$27.00
Approved: Pending	Last Revised:

Position Summary:

Under general supervision, of Patrol Sergeant. This position is responsible for responding to emergency calls, patrolling, assisting in crime prevention, providing enforcement, providing traffic control, and conducting investigations; under the laws of the city, State, and the United States; carry out special assignments in the field of police work; provide reports of assignments and/or do related work as required.

- Patrol Corporal serves in a supervisory role for patrol officers.
- May provide supervision for the patrol division in the absence of a high-ranking officer.
- May be given special assignments from higher-ranking officer
- Responds to emergency calls by answering dispatch calls for service; enforcing laws and ordinances; assisting
 citizens with conflict resolution; advising citizens on services or resources; making arrests; and utilizing weapons
 and tools.
- Work a uniformed shift in the performance of security patrols, traffic control, investigation at accident scenes, detection, investigation, and arrest of persons involved in crimes or misconduct.
- Respond to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. and takes appropriate law enforcement action.
- Investigate criminal law violations occurring within the city limits, obtaining evidence, and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Interview suspects, witnesses and drivers, preserve evidence; arrest violators; investigate and render assistance at scene of vehicular accidents; summon ambulances and other law enforcement vehicles; take measurements and draws diagrams of scene; conduct follow-up investigations of crimes committed during assigned shift; seek out and question victim, witnesses and suspects; develop leads and tips; search crimes for clues; analyze and evaluate evidence and arrest offenders; prepare cases for giving testimony and testify in court proceedings;
- Carries out duties in compliance with and enforces appropriate City ordinances, State, and Federal laws, and all written directives.
- Recognize the need for supervisory intervention and seek it when needed; keep supervisors informed of relevant activity.
- Prepares variety of reports and cords including officer's daily log, report of investigation, field interrogation report, vehicle impound report, etc.
- Assist citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
- Contacts and coordinates information and follow-ups with other agencies and law enforcement jurisdictions
 including but not limited to the military, NCIC, FBI, DEA, ATF, Sherriff's Office, TX DPS, and other criminal
 history or intelligence resources.
- Make ethical decisions that conform to applicable laws, departmental policy, regulations, etc. without supervision when appropriate.
- Work well with the public and coworkers daily, communicating effectively, maintaining alertness, composure, helpful attitude, and professionalism in all circumstances, including stress, verbal abuse, criticism, and/or other adverse conditions.
- Maintains contact with public, court officials, and other City officials in the performance of police activities or assignments.

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- Provide police service and assistance.
- Follow chain of command and instructions, receptive to supervision
- Immediately comprehend and execute orders from a supervisor in emergency situations.
- Adapt towards procedures, programs, regular and special assignments.
- Begin and seek out work without supervision.
- Perform search duties of persons/vehicles for weapons, evidence, or contraband and searches of buildings, storm sewers, or tunnels in dark or low-light conditions for evidence, suspects and/or missing persons.
- Demonstrate competent weapons' proficiency with Department-authorized firearms.
- Display proficiency in officer survival and safety tactics.
- Operate, use, and maintain assigned vehicles and equipment safely and properly, drive safely under adverse
 conditions (e.g., rain, snow, sleet, ice, dark, etc.); safely engage in high-speed driving while pursuing suspects or
 responding to calls; operate motor vehicle safely for extended periods of time; and safely work in congested traffic
 areas in and out of police vehicle.
- Set up roadblocks appropriately using traffic barriers other than cars, e.g., cones, sawhorses, signs, etc.
- Physically intervene to restrain individuals for the safety of the officer, others, and the individual.
- Use appropriate forced entry techniques.
- Must use protective equipment such as, bullet proof vest, traffic vest, handcuffs, gloves, and boots appropriately by city and departmental policies.
- Direct or control traffic with a flashlight or hand signals for more than one hour at a time.
- Perform duties acceptably after long hours (more than 24) without sleep during emergency situations.
- Attend all court, meetings, and other functions as scheduled and requested.
- Work in all weather conditions, inside and outside, in light and/or dark.
- Work any day of the week, any hour of the day, extra assignments and be able to respond to situations while on and off duty as directed
- Communicate effectively via police radio, telephone, email and in person with citizens, coworkers, supervisors, and instructors including persons of diverse backgrounds without bias or prejudice.
- Maintain an acceptable physical fitness level, including specific vision abilities required by this job including close vision, distance vision, and the ability to adjust focus, also including hearing abilities to communicate verbally sufficiently and clearly to work safely with others in noisy situations.
- Maintain the appropriate uniform.
- Search files, assemble information, file, and retrieve from file cabinets.
- Present written and oral reports.
- Ensure that patrol operations are performed in concert with all applicable laws, ordinances and policies/procedures of the City and department; and
- Fluently read, write, and converse in English; ability to read, write and communicate effectively in Spanish is desirable.
- Must not pose a threat to the health and safety of self or others.
- Fuel and service police vehicles; includes preventative servicing and making minor repairs such as charging tires on assigned service vehicle if needed.
- Assist in setting up training equipment, e.g., firing range, driving course, etc.
- May relieve superior officers in their absence.
- Demonstrate an aptitude for Law Enforcement work.
- Demonstrate ability to think clearly and act effectively in emergency situations, making sound and logical decisions quickly.
- Good prioritizing and problem-solving abilities.
- Ability to observe and remember details of incidents, names, and faces.

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- Must be able to communicate effectively and courteously with all City employees, and the public.
- Ability to practice sound safety and work habits.
- Must have good prioritizing and problem-solving abilities.
- Physical agility and good cognitive abilities are required for successful performance of Essential Functions.
- Must not have any history of criminal or improper conduct which may affect suitability for law enforcement work.
- Must not have been convicted, placed on deferred adjudication or probation or under indictment for any felony under the laws of Texas, another state, or the United States.
- Must not have been convicted in the past five years of a misdemeanor offense of the grade Class A or Class B, or its equivalent for which the punishment could include jail time.
- Must not be on probation, community supervision, deferred adjudication or any type of court ordered supervision for any criminal offense.
- Must not have engaged in the manufacture or sale of any controlled substance or dangerous drugs.
- Must not have been convicted or placed on probation for DWI or DUID in the past five (5) years.
- All other arrests and convictions are evaluated on an individual basis based on the nature and gravity of the
 offense, time passed since the conviction and/or completion of sentence; and
- All prior military service is required to have resulted in at least an honorable conditions discharge.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor's, or associates degree in Public Administration, Criminal Justice, Public Safety, Business Management, or related field experience.
- 2 years' experience as a Corporal
- 4.1 to 6 years with the Socorro Police Department
- 40 College Hours
- Intermediate TCOLE peace officer certification
- Possess a valid Texas class "C" Driver's License
- Must not have received a below standard employee review in the previous year
- Must not be the subject of any active Inter Affairs investigation

Equipment:

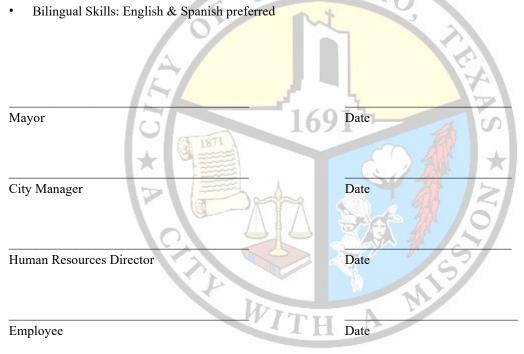
- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police worn and in the use of firearms.
- Operation of Motor Vehicles

- Must maintain degree of physical fitness appropriate to withstand vigorous physical demands common to police work.
- Must be able to lift over 100 pounds.
- Ability to sit, stand for extended periods of time, climb stairs and ladders.
- Ability to run long distances, sprint short distances, climb walls and obstructions, stoop and kneel throughout scheduled shift.
- Ability to restrain and arrest individuals.
- Ability to drive a motor vehicle.

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- Ability to use computerized equipment.
- Ability to effectively fire various weapons and devices (pistols, rifles, shotguns, and tasers) from various physical positions (prone, sitting, kneeling, and standing).
- · Ability to withstand exposure to various types of weather and outdoor conditions, often for long periods of time
- Must pass periodic physical fitness examinations.

- Must be a United States Citizen
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Pass Physical Fitness Examination.
- Pass Psychological & Polygraph Examination.
- Work flexible hours and overtime as required, including weekends, holidays, and emergencies.
- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.





Job Title: Corporal -Senior Corporal	Department: Police
FLSA Status: Full Time - Non-Exempt	Salary: \$28.00
Approved: Pending	Last Revised:

Position Summary:

Under general supervision, of Patrol Sergeant. This position is responsible for responding to emergency calls, patrolling, assisting in crime prevention, providing enforcement, providing traffic control, and conducting investigations; under the laws of the city, State, and the United States; carry out special assignments in the field of police work; provide reports of assignments and/or do related work as required.

- Patrol Corporal serves in a supervisory role for patrol officers.
- May provide supervision for the patrol division in the absence of a high-ranking officer.
- May be given special assignments from higher-ranking officer
- Responds to emergency calls by answering dispatch calls for service; enforcing laws and ordinances; assisting
 citizens with conflict resolution; advising citizens on services or resources; making arrests; and utilizing weapons
 and tools.
- Work a uniformed shift in the performance of security patrols, traffic control, investigation at accident scenes, detection, investigation, and arrest of persons involved in crimes or misconduct.
- Respond to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. and takes appropriate law enforcement action.
- Investigate criminal law violations occurring within the city limits, obtaining evidence, and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Interview suspects, witnesses and drivers, preserve evidence; arrest violators; investigate and render assistance at scene of vehicular accidents; summon ambulances and other law enforcement vehicles; take measurements and draws diagrams of scene; conduct follow-up investigations of crimes committed during assigned shift; seek out and question victim, witnesses and suspects; develop leads and tips; search crimes for clues; analyze and evaluate evidence and arrest offenders; prepare cases for giving testimony and testify in court proceedings;
- Carries out duties in compliance with and enforces appropriate City ordinances, State, and Federal laws, and all written directives.
- Recognize the need for supervisory intervention and seek it when needed; keep supervisors informed of relevant activity.
- Prepares variety of reports and cords including officer's daily log, report of investigation, field interrogation report, vehicle impound report, etc.
- Assist citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
- Contacts and coordinates information and follow-ups with other agencies and law enforcement jurisdictions
 including but not limited to the military, NCIC, FBI, DEA, ATF, Sherriff's Office, TX DPS, and other criminal
 history or intelligence resources.
- Make ethical decisions that conform to applicable laws, departmental policy, regulations, etc. without supervision when appropriate.
- Work well with the public and coworkers daily, communicating effectively, maintaining alertness, composure, helpful attitude, and professionalism in all circumstances, including stress, verbal abuse, criticism, and/or other adverse conditions.
- Maintains contact with public, court officials, and other City officials in the performance of police activities or assignments.



- Provide police service and assistance.
- Follow chain of command and instructions, receptive to supervision
- Immediately comprehend and execute orders from a supervisor in emergency situations.
- Adapt towards procedures, programs, regular and special assignments.
- Begin and seek out work without supervision.
- Perform search duties of persons/vehicles for weapons, evidence, or contraband and searches of buildings, storm sewers, or tunnels in dark or low-light conditions for evidence, suspects and/or missing persons.
- Demonstrate competent weapons' proficiency with Department-authorized firearms.
- Display proficiency in officer survival and safety tactics.
- Operate, use, and maintain assigned vehicles and equipment safely and properly, drive safely under adverse
 conditions (e.g., rain, snow, sleet, ice, dark, etc.); safely engage in high-speed driving while pursuing suspects or
 responding to calls; operate motor vehicle safely for extended periods of time; and safely work in congested traffic
 areas in and out of police vehicle.
- Set up roadblocks appropriately using traffic barriers other than cars, e.g., cones, sawhorses, signs, etc.
- Physically intervene to restrain individuals for the safety of the officer, others, and the individual.
- Use appropriate forced entry techniques.
- Must use protective equipment such as, bullet proof vest, traffic vest, handcuffs, gloves, and boots appropriately by city and departmental policies.
- Direct or control traffic with a flashlight or hand signals for more than one hour at a time.
- Perform duties acceptably after long hours (more than 24) without sleep during emergency situations.
- Attend all court, meetings, and other functions as scheduled and requested.
- Work in all weather conditions, inside and outside, in light and/or dark.
- Work any day of the week, any hour of the day, extra assignments and be able to respond to situations while on and off duty as directed
- Communicate effectively via police radio, telephone, email and in person with citizens, coworkers, supervisors, and instructors including persons of diverse backgrounds without bias or prejudice.
- Maintain an acceptable physical fitness level, including specific vision abilities required by this job including close vision, distance vision, and the ability to adjust focus, also including hearing abilities to communicate verbally sufficiently and clearly to work safely with others in noisy situations.
- Maintain the appropriate uniform.
- Search files, assemble information, file, and retrieve from file cabinets.
- Present written and oral reports.
- Ensure that patrol operations are performed in concert with all applicable laws, ordinances and policies/procedures of the City and department; and
- Fluently read, write, and converse in English; ability to read, write and communicate effectively in Spanish is desirable.
- Must not pose a threat to the health and safety of self or others.
- Fuel and service police vehicles; includes preventative servicing and making minor repairs such as charging tires on assigned service vehicle if needed.
- Assist in setting up training equipment, e.g., firing range, driving course, etc.
- May relieve superior officers in their absence.
- Demonstrate an aptitude for Law Enforcement work.
- Demonstrate ability to think clearly and act effectively in emergency situations, making sound and logical decisions quickly.
- Good prioritizing and problem-solving abilities.
- Ability to observe and remember details of incidents, names, and faces.



- Must be able to communicate effectively and courteously with all City employees, and the public.
- Ability to practice sound safety and work habits.
- Must have good prioritizing and problem-solving abilities.
- Physical agility and good cognitive abilities are required for successful performance of Essential Functions.
- Must not have any history of criminal or improper conduct which may affect suitability for law enforcement work.
- Must not have been convicted, placed on deferred adjudication or probation or under indictment for any felony under the laws of Texas, another state, or the United States.
- Must not have been convicted in the past five years of a misdemeanor offense of the grade Class A or Class B, or its equivalent for which the punishment could include jail time.
- Must not be on probation, community supervision, deferred adjudication or any type of court ordered supervision for any criminal offense.
- Must not have engaged in the manufacture or sale of any controlled substance or dangerous drugs.
- Must not have been convicted or placed on probation for DWI or DUID in the past five (5) years.
- All other arrests and convictions are evaluated on an individual basis based on the nature and gravity of the
 offense, time passed since the conviction and/or completion of sentence; and
- All prior military service is required to have resulted in at least an honorable conditions discharge.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor's, or associates degree in Public Administration, Criminal Justice, Public Safety, Business Management, or related field experience.
- Two years' experience as a Corporal First Class
- 6.1 + years with the Socorro Police Department
- 60 College Hours
- Advanced TCOLE peace officer certification
- Possess a valid Texas class "C" Driver's License
- Must not have received a below standard employee review in the previous year
- Must not be the subject of any active Inter Affairs investigation

Equipment:

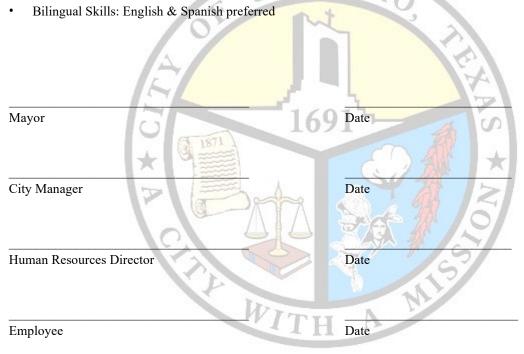
- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police worn and in the use of firearms.
- Operation of Motor Vehicles

- Must maintain degree of physical fitness appropriate to withstand vigorous physical demands common to police work.
- Must be able to lift over 100 pounds.
- Ability to sit, stand for extended periods of time, climb stairs and ladders.
- Ability to run long distances, sprint short distances, climb walls and obstructions, stoop and kneel throughout scheduled shift.
- Ability to restrain and arrest individuals.
- Ability to drive a motor vehicle.



- Ability to use computerized equipment.
- Ability to effectively fire various weapons and devices (pistols, rifles, shotguns, and tasers) from various physical positions (prone, sitting, kneeling, and standing).
- · Ability to withstand exposure to various types of weather and outdoor conditions, often for long periods of time
- Must pass periodic physical fitness examinations.

- Must be a United States Citizen
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Pass Physical Fitness Examination.
- Pass Psychological & Polygraph Examination.
- Work flexible hours and overtime as required, including weekends, holidays, and emergencies.
- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.



CURRENT

ob Title: Sergeant Department: Police Departme	
FLSA Status: Non-Exempt	Salary: \$31.10
Approved: February 1, 2018	Last Revised: May 26, 2016

General Purpose and Description:

Under general supervision, performs first level supervisory commissioned law enforcement functions including those of an operational or administrative nature as required; provides assistance and supervision to assigned police officers. Responsible for providing leadership and participating in work of assigned officers engaged in general patrol or specialized police work during as assigned shift.

- Assigns and supervises police operations. Plan, organize, direct and control day-to-day field or station activities of an assigned police officer, detective or police support unit on a designated shift. Involves: Oversee, personally perform or assist with patrol, traffic safety, emergency response, crime investigation, subject identification, training or other customary law enforcement work in response to calls or as otherwise assigned. Initiate appropriate police action to deal with complaints. Inform, develop, and arrange for supervisors of individual tactical matters such as equipment to be used for particular operations, development of personnel in response to incidents, or details of standard and new approaches to investigation problems. Review case files and police reports of subordinate officers to ensure actions conform to Federal, State, County, and City laws and ordinances. Secures crime scene and traffic accident scene of crime and arrests suspect(s) and advises subject of their rights. Oversee or conduct interviews of victims, witnesses and suspects, collection of clues, leads and tips, documentation of crime or event scenes, preservation of evidence, booking and searching of prisoners brought to station, and preparation of cases for court. Responsible to attend and provide testimony at trials and hearings. Interpret department policies, rules and regulations to employees and the public. Advise and assist police personnel in other units and other law enforcement agencies to collaborate in investigations, emergencies and other unit functions as well as confer with the public, court and City officials regarding performance of assigned police activities. Conduct periodic unit inspections and recommend improvements to ensure acceptability of facility conditions, adequacy of equipment operations, and availability of weapons and supplies.
- Serve as qualified Police Officer or Police Detective executing established procedures and approved techniques to solve tactical problems and criminal cases, or serve in such a position as back up when required. Responds to emergency calls and takes the appropriate action; Interprets departmental policies; prepares necessary reports; assists with directing traffic, issues citations, and investigates ordinances; renders first aid. Engage in assigned municipal law and ordinance enforcement and crime prevention duties which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Provide technical police services such as conducting skilled investigations, first level identification analyses or community relations programs.
- Supervise assigned police officers and civilian support staff. Involves: Conduct roll calls, schedule work, assign duties and coordinate shift changes. Issue written and oral instructions, and check work for exactness, neatness and conformance to policies and procedures. Guide subordinates to overcome difficulties encountered in performing duties. Evaluate subordinates' performance. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance, appearance and safe working practices. Maintain supervisor-subordinate harmony and resolve disputes or grievances as delegated. Recommend commendations or discipline, and employee status changes. Interview applicants and recommend selection. Makes periodic checks for equipment, officer appearance, conduct, safety procedures, and on scene investigations, checks daily activities at the end of the shift and transfers information to incoming supervisors.

- Support and act on behalf of superior officers in their absence, if assigned. Maintain normal availability radio or telephone for consultation on open cases or emergency call out. Schedule and conduct meetings. Assist with administration by gathering and compiling data used to evaluate and develop department programs, policies and procedures, and to prepare and monitor department budget affecting unit for which accountable, as requested. Prepare and submit daily unit activity and other written reports to superior officers, and maintain complete and accurate records of events that occur during shifts. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventative servicing and making minor repairs, such as changing tires and assigned service vehicle if needed. Participate in inservice training for own professional development.
- Responsible for any assignments issued by the City of Socorro.

Minimum Qualifications:

- A High School Diploma or GED.
- A Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)
 Intermediate Certificate, and four years of experience as a commissioned police officer in any
 law enforcement department.
- Possess a valid Texas class "C" Driver's License.

Equipment:

- Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police work and in the use of firearms.
- Operation of Motor Vehicles.

Physical Requirements:

- Must maintain degree of physical fitness appropriate to withstand vigorous physical demands common to police work.
- Ability to occasionally lift over 100 pounds.
- Ability to sit for extended periods of time, stand for long periods of time, climb stairs and ladders.
- Ability to run long distances, sprint short distances, climb walls and obstructions, stoop and kneel throughout scheduled shift.
- Ability to restrain and arrest individuals.
- Ability to drive a motor vehicle.
- Ability to use computerized equipment.
- Ability to effectively fire various weapons and devices (pistols, rifles, shotguns and Tasers) from various physical positions (prone, sitting, kneeling and standing).
- Ability to withstand exposure to various types of weather and outdoor conditions, often for long periods of time.
- Must pass periodic physical fitness examinations.

- Must be a United States citizen.
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Pass Physical Fitness examination.
- Pass Psychological & Polygraph examination.
- Work flexible hours and overtime as required; including weekends, holidays, and emergencies.
- Bilingual Skills: English & Spanish preferred.

2 De Samo	2-1-18
Mayor	Date
City Manager	2/5/18 Date
Ruman Resource Director	2/1/18 Date
Employee	 Date



Job Title: Sergeant	Department: Police
FLSA Status: Full Time - Non-Exempt	Salary: \$29.00
Approved: Pending	Last Revised:

General Purpose and Description:

Under general supervision, performs first level supervisory commissioned law enforcement functions including those of an operational or administrative nature as required; aids and supervision to assigned officers engaged in general patrol or specialized police work during assigned shift.

- Assigns and supervises police operations. Plan, organize, direct and control day-to-day field of station activities
 of an assigned police officer, detective, or police support unit on a designated shift. Involves: Oversee, personally
 perform, or assist with patrol, traffic safety, emergency response, crime investigation, subject identifications,
 training, or other customary law enforcement work in response to calls or as otherwise assigned. Initiate
 appropriate police action to deal with complaints.
- Inform, develop, and arrange for supervisors of individual tactical matters such as equipment to be used for operations, development of personnel in response to incidents, or details of standard and new approaches to investigation problems.
- Review case files and police reports of subordinate officers to ensure actions conform to Federal, State, County, and City laws and ordinances.
- Secures crime scene and traffic accident scene of crime and arrests suspect(s) and advises subject of their rights.
- Oversee or conduct interviews of victims, witnesses and suspects, collection of clues, leads, and tips, documentation of crime or event scenes, preservation of evidence, booking and searching of prisoners brought to station, and preparation of cases for court.
- Responsible to attend and provide testimony at trials and hearings. Interpret department policies, rules and regulations to employees and the public.
- Advise and assist police personnel in other units and other law enforcement agencies to collaborate in investigations, emergencies and other unit functions as well as confer with the public, court, and City officials regarding performance of assigned police activities.
- Conduct periodic unit inspections and recommend improvements to ensure acceptability of facility conditions, adequacy of equipment operations, and availability of weapons and supplies.
- Serve as qualified Police Officer of Police Detective executing established procedures and approved techniques to solve tactical problems and criminal cases or serve in such a position as back up when required.
- Responds to emergency calls and takes the appropriate actions; Interprets departmental policies; prepares necessary reports; assists with directing traffic, issues citations, and investigates ordinances; renders first aid.
- Engage in assigned municipal law and ordinance enforcement and crime prevention duties which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents.
- Provide technical police services such as conducting skilled investigations, first level identification analyses or community relations programs.
- Supervise assigned police officers and civilian support staff. Involves: Conduct roll calls, schedule work, assign
 duties and coordinate shift changes. Issue written and oral instructions, and check work for exactness, neatness
 and conformance to policies and procedures.
- · Guide subordinates to overcome difficulties encountered in performing duties. Evaluate subordinates,



performance.

- Coach and arrange for or conduct training and development activities.
- Enforce personnel rules and regulations, standards of conduct, work attendance, appearance, and safe working practices.
- Maintain supervisor-subordinate harmony and resolve disputes or grievances as delegated. Recommend
 commendations or discipline, and employee status changes.
- Interview applicants and recommend selection.
- Makes periodic checks for equipment, officer appearance, conduct, safety procedures, and on scene investigations, checks daily activities at the end of shift and transfers information to incoming supervisors.
- Support and act on behalf of superior officers in their absence, if assigned.
- Maintain normal availability radio or telephone for consultation on open cases or emergency call out. Schedule
 and conduct meetings.
- Assist with administration by gathering and compiling data used to evaluate and develop department budget affecting unit for which accountable, as requested.
- Prepare and submit daily unit activity and other written reports to superior officers and maintain complete and accurate records of events that occur during shifts.
- Maintain equipment, supplies and minor repairs, such as changing tires and assigned service vehicle if needed.
 Participate in in-service training for own professional development.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor's, or associates degree in Public Administration, Criminal Justice, Public Safety, Business Management, or related field experience.
- 3 years' experience as a commissioned as Patrol Officer
- 3.1 5 years with the Socorro Police Department
- 30 College Hours
- Intermediate TCOLE peace officer certification
- Possess a valid Texas class "C" Driver's License
- Must not have received a below standard employee review in the previous year
- Must not be the subject of any active Inter Affairs investigation

Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police worn and in the use of firearms.
- Operation of Motor Vehicles

- Must maintain degree of physical fitness appropriate to withstand vigorous physical demands common to police work.
- Must be able to lift over 100 pounds.
- Ability to sit, stand for extended periods of time, climb stairs and ladders.
- Ability to run long distances, sprint short distances, climb walls and obstructions, stoop and kneel throughout scheduled shift.



- Ability to restrain and arrest individuals.
- Ability to drive a motor vehicle.
- Ability to use computerized equipment.
- Ability to effectively fire various weapons and devices (pistols, rifles, shotguns, and tasers) from various physical positions (prone, sitting, kneeling, and standing).
- · Ability to withstand exposure to various types of weather and outdoor conditions, often for long periods of time
- Must pass periodic physical fitness examinations.

- Must be a United States Citizen
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Pass Physical Fitness Examination.
- · Pass Psychological & Polygraph Examination.
- Work flexible hours and overtime as required, including weekends, holidays, and emergencies.
- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Bilingual Skills: English & Spanish preferred

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Mayor	1871	Date	
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City Manager	P	Date	1/2/
Human Resources	Director	Date	15
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Employee	1, 1,	Date	//
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Job Title: Staff Sergeant	Department: Police
FLSA Status: Full Time - Non-Exempt	Salary: \$30.00
Approved: Pending	Last Revised:

General Purpose and Description:

Under general supervision, performs first level supervisory commissioned law enforcement functions including those of an operational or administrative nature as required; aids and supervision to assigned officers engaged in general patrol or specialized police work during assigned shift.

- Assigns and supervises police operations. Plan, organize, direct and control day-to-day field of station activities
 of an assigned police officer, detective, or police support unit on a designated shift. Involves: Oversee, personally
 perform, or assist with patrol, traffic safety, emergency response, crime investigation, subject identifications,
 training, or other customary law enforcement work in response to calls or as otherwise assigned. Initiate
 appropriate police action to deal with complaints.
- Inform, develop, and arrange for supervisors of individual tactical matters such as equipment to be used for operations, development of personnel in response to incidents, or details of standard and new approaches to investigation problems.
- Review case files and police reports of subordinate officers to ensure actions conform to Federal, State, County, and City laws and ordinances.
- Secures crime scene and traffic accident scene of crime and arrests suspect(s) and advises subject of their rights.
- Oversee or conduct interviews of victims, witnesses and suspects, collection of clues, leads, and tips, documentation of crime or event scenes, preservation of evidence, booking and searching of prisoners brought to station, and preparation of cases for court.
- Responsible to attend and provide testimony at trials and hearings. Interpret department policies, rules and regulations to employees and the public.
- Advise and assist police personnel in other units and other law enforcement agencies to collaborate in investigations, emergencies and other unit functions as well as confer with the public, court, and City officials regarding performance of assigned police activities.
- Conduct periodic unit inspections and recommend improvements to ensure acceptability of facility conditions, adequacy of equipment operations, and availability of weapons and supplies.
- Serve as qualified Police Officer of Police Detective executing established procedures and approved techniques to solve tactical problems and criminal cases or serve in such a position as back up when required.
- Responds to emergency calls and takes the appropriate actions; Interprets departmental policies; prepares necessary reports; assists with directing traffic, issues citations, and investigates ordinances; renders first aid.
- Engage in assigned municipal law and ordinance enforcement and crime prevention duties which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents.
- Provide technical police services such as conducting skilled investigations, first level identification analyses or community relations programs.
- Supervise assigned police officers and civilian support staff. Involves: Conduct roll calls, schedule work, assign
 duties and coordinate shift changes. Issue written and oral instructions, and check work for exactness, neatness
 and conformance to policies and procedures.
- · Guide subordinates to overcome difficulties encountered in performing duties. Evaluate subordinates,



performance.

- Coach and arrange for or conduct training and development activities.
- Enforce personnel rules and regulations, standards of conduct, work attendance, appearance, and safe working practices.
- Maintain supervisor-subordinate harmony and resolve disputes or grievances as delegated. Recommend commendations or discipline, and employee status changes.
- Interview applicants and recommend selection.
- Makes periodic checks for equipment, officer appearance, conduct, safety procedures, and on scene investigations, checks daily activities at the end of shift and transfers information to incoming supervisors.
- Support and act on behalf of superior officers in their absence, if assigned.
- Maintain normal availability radio or telephone for consultation on open cases or emergency call out. Schedule
 and conduct meetings.
- Assist with administration by gathering and compiling data used to evaluate and develop department budget affecting unit for which accountable, as requested.
- Prepare and submit daily unit activity and other written reports to superior officers and maintain complete and accurate records of events that occur during shifts.
- Maintain equipment, supplies and minor repairs, such as changing tires and assigned service vehicle if needed. Participate in in-service training for own professional development.
- Responsible for any assignments issued by the City of Socorro.

Minimum Qualifications

- A High School Diploma or GED
- Two years' experience as a Sergeant
- 5.1 7 years with the Socorro Police Department
- 60 College Hours
- Intermediate TCOLE peace officer certification
- Possess a valid Texas class "C" Driver's License
- Must not have received a below standard employee review in the previous year
- Must not be the subject of any active Inter Affairs investigation

Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police worn and in the use of firearms.
- Operation of Motor Vehicles

- Must maintain degree of physical fitness appropriate to withstand vigorous physical demands common to police work.
- Must be able to lift over 100 pounds.
- Ability to sit, stand for extended periods of time, climb stairs and ladders.
- Ability to run long distances, sprint short distances, climb walls and obstructions, stoop and kneel throughout scheduled shift.
- Ability to restrain and arrest individuals.
- Ability to drive a motor vehicle.



- Ability to use computerized equipment.
- Ability to effectively fire various weapons and devices (pistols, rifles, shotguns, and tasers) from various physical positions (prone, sitting, kneeling, and standing).
- · Ability to withstand exposure to various types of weather and outdoor conditions, often for long periods of time
- Must pass periodic physical fitness examinations.

- Must be a United States Citizen
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Pass Physical Fitness Examination.
- Pass Psychological & Polygraph Examination.
- Work flexible hours and overtime as required, including weekends, holidays, and emergencies.
- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Bilingual Skills: English & Spanish preferred

 Mayor

 Date

 City Manager

 Human Resources Director

 Employee

 Date

DRAFT

Job Title: Sergeant First Class	Department: Police
FLSA Status: Full Time - Non-Exempt	Salary: \$31.00
Approved: Pending	Last Revised:

General Purpose and Description:

Under general supervision, performs first level supervisory commissioned law enforcement functions including those of an operational or administrative nature as required; aids and supervision to assigned officers engaged in general patrol or specialized police work during assigned shift.

- Assigns and supervises police operations. Plan, organize, direct and control day-to-day field of station activities
 of an assigned police officer, detective, or police support unit on a designated shift. Involves: Oversee, personally
 perform, or assist with patrol, traffic safety, emergency response, crime investigation, subject identifications,
 training, or other customary law enforcement work in response to calls or as otherwise assigned. Initiate
 appropriate police action to deal with complaints.
- Inform, develop, and arrange for supervisors of individual tactical matters such as equipment to be used for operations, development of personnel in response to incidents, or details of standard and new approaches to investigation problems.
- Review case files and police reports of subordinate officers to ensure actions conform to Federal, State, County, and City laws and ordinances.
- Secures crime scene and traffic accident scene of crime and arrests suspect(s) and advises subject of their rights.
- Oversee or conduct interviews of victims, witnesses and suspects, collection of clues, leads, and tips, documentation of crime or event scenes, preservation of evidence, booking and searching of prisoners brought to station, and preparation of cases for court.
- Responsible to attend and provide testimony at trials and hearings. Interpret department policies, rules and regulations to employees and the public.
- Advise and assist police personnel in other units and other law enforcement agencies to collaborate in
 investigations, emergencies and other unit functions as well as confer with the public, court, and City officials
 regarding performance of assigned police activities.
- Conduct periodic unit inspections and recommend improvements to ensure acceptability of facility conditions, adequacy of equipment operations, and availability of weapons and supplies.
- Serve as qualified Police Officer of Police Detective executing established procedures and approved techniques to solve tactical problems and criminal cases or serve in such a position as back up when required.
- Responds to emergency calls and takes the appropriate actions; Interprets departmental policies; prepares necessary reports; assists with directing traffic, issues citations, and investigates ordinances; renders first aid.
- Engage in assigned municipal law and ordinance enforcement and crime prevention duties which includes
 maintaining a recognizable community presence to preserve peace and order, protect persons and property, and
 otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and
 actions regarding actual and potential criminal violations or other public safety related incidents.
- Provide technical police services such as conducting skilled investigations, first level identification analyses or community relations programs.
- Supervise assigned police officers and civilian support staff. Involves: Conduct roll calls, schedule work, assign
 duties and coordinate shift changes. Issue written and oral instructions, and check work for exactness, neatness
 and conformance to policies and procedures.
- Guide subordinates to overcome difficulties encountered in performing duties. Evaluate subordinates, performance.

- Coach and arrange for or conduct training and development activities.
- Enforce personnel rules and regulations, standards of conduct, work attendance, appearance, and safe working practices.
- Maintain supervisor-subordinate harmony and resolve disputes or grievances as delegated. Recommend
 commendations or discipline, and employee status changes.
- Interview applicants and recommend selection.
- Makes periodic checks for equipment, officer appearance, conduct, safety procedures, and on scene
 investigations, checks daily activities at the end of shift and transfers information to incoming supervisors.
- Support and act on behalf of superior officers in their absence, if assigned.
- Maintain normal availability radio or telephone for consultation on open cases or emergency call out. Schedule
 and conduct meetings.
- Assist with administration by gathering and compiling data used to evaluate and develop department budget affecting unit for which accountable, as requested.
- Prepare and submit daily unit activity and other written reports to superior officers and maintain complete and accurate records of events that occur during shifts.
- Maintain equipment, supplies and minor repairs, such as changing tires and assigned service vehicle if needed. Participate in in-service training for own professional development.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor's, or associates degree in Public Administration, Criminal Justice, Public Safety, Business Management, or related field experience.
- 2 years' experience as a commissioned Staff Sergeant
- 7 + years with the Socorro Police Department
- 90 College Hours
- Advanced TCOLE peace officer certification
- Possess a valid Texas class "C" Driver's License
- Must not have received a below standard employee review in the previous year
- · Must not be the subject of any active Inter Affairs investigation

Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police worn and in the use of firearms.
- Operation of Motor Vehicles

- Must maintain degree of physical fitness appropriate to withstand vigorous physical demands common to police work.
- Must be able to lift over 100 pounds.
- Ability to sit, stand for extended periods of time, climb stairs and ladders.
- Ability to run long distances, sprint short distances, climb walls and obstructions, stoop and kneel throughout scheduled shift.
- Ability to restrain and arrest individuals.

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- Ability to drive a motor vehicle.
- Ability to use computerized equipment.
- Ability to effectively fire various weapons and devices (pistols, rifles, shotguns, and tasers) from various physical positions (prone, sitting, kneeling, and standing).
- Ability to withstand exposure to various types of weather and outdoor conditions, often for long periods of time
- Must pass periodic physical fitness examinations.

Conditions of Employment:

- Must be a United States Citizen
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.

Employee

- Pass Physical Fitness Examination.
- Pass Psychological & Polygraph Examination.

Bilingual Skills: English & Spanish preferred

- Work flexible hours and overtime as required, including weekends, holidays, and emergencies.
- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Mayor

 City Manager

 Human Resources Director

 Date

DRAFT

Job Title: Master Sergeant	Department: Police
FLSA Status: Full Time - Non-Exempt	Salary: \$33.00
Approved: Pending	Last Revised:

Position and Summary:

Under general supervision the Master Sergeant, performs first level supervisory commissioned law enforcement functions including those of an operational or administrative nature as required; aids and supervision to assigned officers engaged in general patrol or specialized police work during assigned shift for the Police Department.

- Assigns and supervises police operations. Plan, organize, direct and control day-to-day field of station activities
 of an assigned police officer, detective, or police support unit on a designated shift. Involves: Oversee, personally
 perform, or assist with patrol, traffic safety, emergency response, crime investigation, subject identifications,
 training, or other customary law enforcement work in response to calls or as otherwise assigned. Initiate
 appropriate police action to deal with complaints.
- Inform, develop, and arrange for supervisors of individual tactical matters such as equipment to be used for operations, development of personnel in response to incidents, or details of standard and new approaches to investigation problems.
- Review case files and police reports of subordinate officers to ensure actions conform to Federal, State, County, and City laws and ordinances.
- Secures crime scene and traffic accident scene of crime and arrests suspect(s) and advises subject of their rights.
- Oversee or conduct interviews of victims, witnesses and suspects, collection of clues, leads, and tips, documentation of crime or event scenes, preservation of evidence, booking and searching of prisoners brought to station, and preparation of cases for court.
- Responsible to attend and provide testimony at trials and hearings. Interpret department policies, rules and regulations to employees and the public.
- Advise and assist police personnel in other units and other law enforcement agencies to collaborate in
 investigations, emergencies and other unit functions as well as confer with the public, court, and City officials
 regarding performance of assigned police activities.
- Conduct periodic unit inspections and recommend improvements to ensure acceptability of facility conditions, adequacy of equipment operations, and availability of weapons and supplies.
- Serve as qualified Police Officer of Police Detective executing established procedures and approved techniques to solve tactical problems and criminal cases or serve in such a position as back up when required.
- Responds to emergency calls and takes the appropriate actions; Interprets departmental policies; prepares necessary reports; assists with directing traffic, issues citations, and investigates ordinances; renders first aid.
- Engage in assigned municipal law and ordinance enforcement and crime prevention duties which includes
 maintaining a recognizable community presence to preserve peace and order, protect persons and property, and
 otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and
 actions regarding actual and potential criminal violations or other public safety related incidents.
- Provide technical police services such as conducting skilled investigations, first level identification analyses or community relations programs.
- Supervise assigned police officers and civilian support staff. Involves: Conduct roll calls, schedule work, assign
 duties and coordinate shift changes. Issue written and oral instructions, and check work for exactness, neatness
 and conformance to policies and procedures.
- Guide subordinates to overcome difficulties encountered in performing duties. Evaluate subordinates, performance.

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- Coach and arrange for or conduct training and development activities.
- Enforce personnel rules and regulations, standards of conduct, work attendance, appearance, and safe working practices.
- Maintain supervisor-subordinate harmony and resolve disputes or grievances as delegated. Recommend
 commendations or discipline, and employee status changes.
- Interview applicants and recommend selection.
- Makes periodic checks for equipment, officer appearance, conduct, safety procedures, and on scene investigations, checks daily activities at the end of shift and transfers information to incoming supervisors.
- Support and act on behalf of superior officers in their absence, if assigned.
- Maintain normal availability radio or telephone for consultation on open cases or emergency call out. Schedule
 and conduct meetings.
- Assist with administration by gathering and compiling data used to evaluate and develop department budget affecting unit for which accountable, as requested.
- Prepare and submit daily unit activity and other written reports to superior officers and maintain complete and accurate records of events that occur during shifts.
- Maintain equipment, supplies and minor repairs, such as changing tires and assigned service vehicle if needed. Participate in in-service training for own professional development.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor's, or associates degree in Public Administration, Criminal Justice, Public Safety, Business Management, or related field experience.
- Two years' experience as a commissioned Sergeant
- 5+ years with the Socorro Police Department
- Complete Specialized Ranks of a Detective Sergeant and Training Sergeant
- 90 College Hours
- Advanced TCOLE peace officer certification
- Possess a valid Texas class "C" Driver's License
- Must not have received a below standard employee review in the previous year
- Must not be the subject of any active Inter Affairs investigation

Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police worn and in the use of firearms.
- Operation of Motor Vehicles

- Must maintain degree of physical fitness appropriate to withstand vigorous physical demands common to police work.
- Must be able to lift over 100 pounds.
- Ability to sit, stand for extended periods of time, climb stairs and ladders.
- Ability to run long distances, sprint short distances, climb walls and obstructions, stoop and kneel throughout scheduled shift.

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- Ability to restrain and arrest individuals.
- Ability to drive a motor vehicle.
- Ability to use computerized equipment.
- Ability to effectively fire various weapons and devices (pistols, rifles, shotguns, and tasers) from various physical positions (prone, sitting, kneeling, and standing).
- · Ability to withstand exposure to various types of weather and outdoor conditions, often for long periods of time
- Must pass periodic physical fitness examinations.

Conditions of Employment:

- Must be a United States Citizen
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.

Employee

- Pass Physical Fitness Examination.
- Pass Psychological & Polygraph Examination.

Bilingual Skills: English & Spanish preferred

- Work flexible hours and overtime as required, including weekends, holidays, and emergencies.
- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Mayor

 Date

 Date

 Human Resources Director

 Date

Date

CURRENT



JOB TITLE: Detective DEPARTMENT: Police REPORTS TO: Sergeant

CIVIL SERVICE: X NON-CIVIL SERV.: City Council Approved: 7 / 5 /2012

COMPETITIVE: X NON-COMPETITIVE:

EXEMPT: NON-EXEMPT: X

FULL TIME: X PART-TIME:

JOB SUMMARY:

Under general supervision, perform police services such as investigator, first level identification officer or community relations officer, performs related tasks as required.

ESSENTIAL JOB FUNCTIONS:

- Requires technique of a skilled investigator, conduct investigations in conformance with Federal, State, County and City laws and ordinances to prevent crimes against persons or property or solve alleged criminal cases in the office or the field, some of which may be carried out in a non-uniformed or undercover mode, on own initiative or as assigned. Examine crime scenes such as homicides, thefts, forgery, fraud, white collar offenses, narcotic violations, or special inquiry court cases to obtain clues and gather evidence to be reported for classification. Seek missing persons. Engage in specialized vice probes and raids. Conduct sensitive inquires of accusations of official misconduct or law violations by public officials, or criminal or administrative internal affairs investigations of police officers as required. Perform detailed background checks of prospective department employees. Obtain confidential information by questioning or interrogating and taking written, audio or video recorded statements, depositions, or admissions of suspects, prisoners, complainants and witnesses. Contact other agencies and law enforcement jurisdictions to exchange information, including but not limited to military, National Crime Information Center, Federal Bureau of Investigation, Drug Enforcement Agency, Alcohol, Tobacco and Firearms, and other criminal history or intelligence resources. Maintain surveillance of suspected criminals or frequent known locations of criminals and become familiar with subjects' habits, associates, characteristics, aliases and other personal facts. Analyze facts of particular cases to detect planned criminal activity or clues. Arrest or assist in arrest of suspects or violators. Return fugitives from outside the City or State. Check pawnshops, second-hand stores and junk shops for stolen property. Receive and document civil complaints. Prepare and serve search warrants. Prepare, submit and follow up on crime laboratory requests. Confer with Medical Examiner assigned to handle officer involved death investigations and attend autopsies as required. Conduct detailed analyses of criminal cases following arrest and charging of suspects that focus counteracting specific legal defenses and assist in case reviews or plea bargaining negotiations with defense counsel as requested by prosecuting attorney which includes locating and interviewing those listed on defense witness lists. Analyze and prepare cases for trial in consultation with prosecutors by detailing activities and investigations made to emphasize evidentiary and legal issues crucial to successful prosecution, and by assisting in obtaining, enhancing, creating or presenting exhibits or other evidence in court as required. Provide for witness or victim preparation and management, including transportation as necessary. Advise commanding officer of progress of investigations.
- Requires good knowledge of the modern methods and practices of criminal investigation, identification and fingerprint classification; good knowledge of city geography; good knowledge of radio procedures and operation; good knowledge and awareness of cultural differences; considerable knowledge of the policies, policies and procedures of the police department.
- Requires technique as an identification officer. Involves: collect evidence, take photographs, process fingerprints and check docket of prisoners with a printable charge against docket file to ascertain if subject is wanted by a law enforcement agency. Including: Receive and keep records of narcotics and narcotic paraphernalia. Check latent fingerprints of legibility and characteristics, discarding those that are unreadable or lack sufficient characteristics for positive identification. Classify legible latent fingerprints in accordance with currently accepted methods.
- Requires technique as a community relations officer. Engage in crime prevention and related activities. Arrange programs, lectures, group meetings and contacts with individual citizens, local agencies, schools, and police department representatives, and check on related follow-up by others. Refer citizens to appropriate departments or agencies.
- Require technique to act as a backup uniformed Police Officer. Enforce municipal laws, ordinances, and crime prevention duties as qualified which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely

documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Involves: Patrol streets, parks, commercial and residential areas on an assigned beat by foot, motorcycle or car to prevent or detect and investigate felony or misdemeanor law violations and other misconduct, regulate traffic and respond to calls for police assistance. Thoroughly document and prepare felony and misdemeanor cases for filing of charges, giving testimony in court proceedings or other proper law enforcement action.

- Act on behalf of superior officers in their absence, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventive servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for own professional development. Explain and demonstrate criminal investigation techniques to less knowledgeable employees as requested.
- Responsible for any assignments issued by the City of Socorro.

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

- A High school diploma or GED preferred.
- Two years experience as a commissioned police officer.
- Basic Peace Officer license issued by Texas Commission on Law Enforcement Officer Standards and Education in compliance with state statute by time of appointment.
- Possess a valid Texas class "C" Drivers License.

EQUIPMENT:

- Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police work and in the use of firearms.
- Operation of Motor Vehicles.

PHYSICAL REQUIREMENTS:

- Must be able to lift over 100 pounds.
- Sitting for extended periods.
- Occasional physical demands common to duties of a Police Officer.

CONDITIONS OF EMPLOYMENT:

- Must be at United States citizen.
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Pass Physical Fitness Examination.
- Pass Psychological & Polygraph Examination.
- Work flexible hours and overtime as required; including weekend, holidays, and emergencies.
- Bilingual Skills: English & Spanish preferred.

Mayor / Mayor Pro Tem

Employee Signature	
Date	

DRAFT

Job Title: Detective – Third Grade	Department: Police
FLSA Status: Full Time - Non-Exempt	Salary: \$24.00
Approved: Pending	Last Revised:

Position Summary:

Under general supervision the Detective- Third Grade, performs police services such as investigator, first level identification officer or community relations officer, performs related tasks as required for the Police Department.

Duties, Functions, and Responsibilities:

- Requires technique of a skilled investigator, conduct investigations in conformance with Federal, State, County
 and City Laws and ordinances to prevent crimes against persons or property or solve alleged criminal cases in
 the office or the field, some of which may be carried out in a non-uniformed or undercover mode, on own
 initiative or as assigned.
- Examine crime scenes such as homicides, thefts, forgery, fraud, white collar offenses, narcotic violations, or special inquiry court cases to obtain clues and gather evidence to be reported for classification. Seek missing persons.
- Engage in specialized vice probes and raids. Conduct sensitive inquires of accusations of official misconduct or law violations by public officials, or criminal or administrative internal affairs investigations of police officers as required.
- Perform detailed background checks of prospective department employees.
- Obtain confidential information by questioning or interrogating and taking written, audio or video recorded statements, depositions, or admissions of suspects prisoners, complainants, and witnesses. Contact other agencies and law enforcement jurisdictions to exchange information, including but not limited to military, National Crime Information Center, Federal Bureau of Investigation, Drug Enforcement Agency, Alcohol, Tobacco and Firearms, and other criminal history or intelligence resources.
- Maintain surveillance of suspected criminals or frequent known locations of criminals and become
 familiar with subjects' habits, associates, characteristics, aliases, and other personal facts. Analyze facts of
 particular cases to detect planned criminal activity or clues.
- Arrest or assist in arrest of suspects or violators.
- Return fugitives from outside the City or State.
- Check pawnshops, second-hand stores and junk shops for stolen property.
- Receive and document civil complaints. Prepare and serve search warrants.
- Prepare, submit and follow up on crime laboratory requests. Confer with Medical Examiner assigned to handle officer involved death investigations and attend autopsies as required.
- Conduct detailed analyses of criminal cases following arrest and charging of suspects that focus
 counteracting specificlegal defenses and assist in case reviews or plea-bargaining negotiations with defense
 counsel as requested by prosecuting attorney which includes locating and interviewing those listed on
 defense witness lists.
- Analyze and prepare cases for trial in consultation with prosecutors by detailing activities and
 investigations made to emphasize evidentiary and legal issues crucial to successful prosecution, and by
 assisting in obtaining, enhancing, creating, or presenting exhibits or other evidence in court as required.
- Provide for witness or victim preparation and management, including transportation as necessary. Advise commanding officer of progress of investigations.
- Requires good knowledge of the modern methods and practices of criminal investigation, identification and fingerprint classification; good knowledge of city geography; good knowledge of radio procedures and

DRAFT

- operation; good knowledge and awareness of cultural differences; considerable knowledge of the policies, policies and procedures of the police department.
- Requires technique as an identification officer. Involves: collect evidence, take photographs, process fingerprints and check docket or prisoners with a printable charge against docket file tp ascertain if subject is wanted by a law enforcement agency. Including:
- Receive and keep records of narcotics and narcotic paraphernalia.
- Check latent fingerprints of legibility and characteristics, discarding those that are unreadable or lack sufficient characteristics for positive identification.
- Classify legible latent fingerprints in accordance with currently accepted methods.
- Requires technique as a community relations officer.
- Engage in crime prevention and related activities.
- Arrange programs, lectures, group meetings and contacts with individual citizens, local agencies, schools, and police department representatives, and check on related follow-ups by others.
- Refer citizens to appropriate departments or agencies.
- Require technique to act as a backup uniformed Police Officer.
- Enforce municipal laws, ordinances, and crime prevention duties as qualified which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Involves: Patrol streets, parks, commercial and residential areas on an assigned beat by foot, motorcycle or car to prevent or detect and investigate felony or misdemeanor law violations and other misconduct, regulate traffic and respond to calls for police assistance.
- Thoroughly document and prepare felony and misdemeanor cases for filing of charges, giving testimony in court proceedings or other proper law enforcement action.
- Act on behalf of superior officers in their absence, if assigned. Maintain equipment, supplies and facilities clean, orderly and safe condition which includes preventive servicing and making minor repairs, such as charging tires on assigned service vehicle if needed.
- Participate in in-service training for own professional development. Explain and demonstrate criminal investigations techniques to less knowledge employees as requested.
- Additionally, the Detective First Grade is a supervisory rank in the absence of the Detective Sergeant.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor's, or associates degree in Public Administration, Criminal Justice, Public Safety, Business Management, or related field experience.
- 2 years experienced as commissioned Police Officer.
- 2.1 4 years with the Socorro Police Department
- Intermediate level TCOLE certification
- 20 College Hours
- Must not have received a below standard employee review previous year
- Must not be the subject of any active Internal Affairs investigations
- Posses a valid Texas class "C" Drivers License

Equipment:

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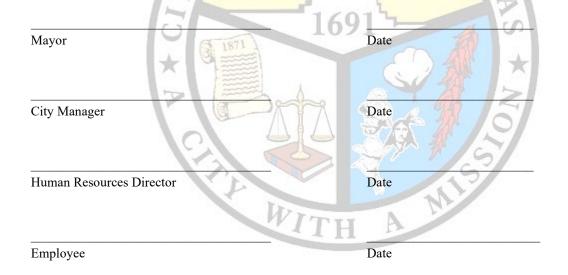
- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- · Application of modern methods, practices and procedure of police worn and in the use of firearms.
- Operation of Motor Vehicles

Physical Requirements:

- Must be able to lift over 100 pounds.
- Sitting for extended periods.
- Occasional physical demands common to duties of a Police Officer.

Conditions of Employment:

- Must be a United States Citizen
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Pass Physical Fitness Examination.
- Pass Psychological & Polygraph Examination.
- Work flexible hours and overtime as required, including weekends, holidays, and emergencies.
- Bilingual Skills: English & Spanish preferred



DRAFT

Job Title: Detective – Second Grade	Department: Police
FLSA Status: Full Time – Non Exempt	Salary: \$25.00
Approved: Pending	Last Revised:

Position Summary:

Under general supervision the Detective – Second Grade performs police services such as investigator, first level identification officer or community relations officer, performs related tasks as required for the Police Department.

Duties, Functions, and Responsibilities:

- Requires technique of a skilled investigator, conduct investigations in conformance with Federal, State, County
 and City Laws and ordinances to prevent crimes against persons or property or solve alleged criminal cases in
 the office or the field, some of which may be carried out in a non-uniformed or undercover mode, on own
 initiative or as assigned.
- Examine crime scenes such as homicides, thefts, forgery, fraud, white collar offenses, narcotic violations, or special inquiry court cases to obtain clues and gather evidence to be reported for classification. Seek missing persons.
- Engage in specialized vice probes and raids. Conduct sensitive inquires of accusations of official misconduct or law violations by public officials, or criminal or administrative internal affairs investigations of police officers as required.
- Perform detailed background checks of prospective department employees.
- Obtain confidential information by questioning or interrogating and taking written, audio or video recorded statements, depositions, or admissions of suspects prisoners, complainants, and witnesses. Contact other agencies and law enforcement jurisdictions to exchange information, including but not limited to military, National Crime Information Center, Federal Bureau of Investigation, Drug Enforcement Agency, Alcohol, Tobacco and Firearms, and other criminal history or intelligence resources.
- Maintain surveillance of suspected criminals or frequent known locations of criminals and become
 familiar with subjects' habits, associates, characteristics, aliases, and other personal facts. Analyze facts of
 particular cases to detect planned criminal activity or clues.
- Arrest or assist in arrest of suspects or violators.
- Return fugitives from outside the City or State.
- Check pawnshops, second-hand stores and junk shops for stolen property.
- Receive and document civil complaints. Prepare and serve search warrants.
- Prepare, submit and follow up on crime laboratory requests. Confer with Medical Examiner assigned to handle officer involved death investigations and attend autopsies as required.
- Conduct detailed analyses of criminal cases following arrest and charging of suspects that focus
 counteracting specificlegal defenses and assist in case reviews or plea-bargaining negotiations with defense
 counsel as requested by prosecuting attorney which includes locating and interviewing those listed on
 defense witness lists.
- Analyze and prepare cases for trial in consultation with prosecutors by detailing activities and
 investigations made to emphasize evidentiary and legal issues crucial to successful prosecution, and by
 assisting in obtaining, enhancing, creating, or presenting exhibits or other evidence in court as required.
- Provide for witness or victim preparation and management, including transportation as necessary. Advise commanding officer of progress of investigations.
- Requires good knowledge of the modern methods and practices of criminal investigation, identification and fingerprint classification; good knowledge of city geography; good knowledge of radio procedures and

- operation; good knowledge and awareness of cultural differences; considerable knowledge of the policies, policies and procedures of the police department.
- Requires technique as an identification officer. Involves: collect evidence, take photographs, process fingerprints and check docket or prisoners with a printable charge against docket file tp ascertain if subject is wanted by a law enforcement agency. Including:
- Receive and keep records of narcotics and narcotic paraphernalia.
- Check latent fingerprints of legibility and characteristics, discarding those that are unreadable or lack sufficient characteristics for positive identification.
- Classify legible latent fingerprints in accordance with currently accepted methods.
- Requires technique as a community relations officer.
- Engage in crime prevention and related activities.
- Arrange programs, lectures, group meetings and contacts with individual citizens, local agencies, schools, and police department representatives, and check on related follow-ups by others.
- Refer citizens to appropriate departments or agencies.
- Require technique to act as a backup uniformed Police Officer.
- Enforce municipal laws, ordinances, and crime prevention duties as qualified which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Involves: Patrol streets, parks, commercial and residential areas on an assigned beat by foot, motorcycle or car to prevent or detect and investigate felony or misdemeanor law violations and other misconduct, regulate traffic and respond to calls for police assistance.
- Thoroughly document and prepare felony and misdemeanor cases for filing of charges, giving testimony in court proceedings or other proper law enforcement action.
- Act on behalf of superior officers in their absence, if assigned. Maintain equipment, supplies and facilities clean, orderly and safe condition which includes preventive servicing and making minor repairs, such as charging tires on assigned service vehicle if needed.
- Participate in in-service training for own professional development. Explain and demonstrate criminal investigations techniques to less knowledge employees as requested.
- Additionally, the Detective First Grade is a supervisory rank in the absence of the Detective Sergeant.
- Regular worksite attendance is an essential function.
- Responsible for any other duties or assignments issued by the City of Socorro.

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor's, or associates degree in Public Administration, Criminal Justice, Public Safety, Business Management, or related field experience.
- 2 years as a Detective Third Grade.
- 4.1 6 years with the Socorro Police Department
- Advanced level TCOLE certification including completion of intermediate crime scene and four other specialized crime scene classes.
- 40 College Hours
- Must not have received a below standard employee review previous year
- Must not be the subject of any active Internal Affairs investigations
- Posses a valid Texas class "C" Drivers License

DRAFT

Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police worn and in the use of firearms.
- Operation of Motor Vehicles

Physical Requirements:

- Must be able to lift over 100 pounds.
- Sitting for extended periods.
- Occasional physical demands common to duties of a Police Officer.

Conditions of Employment:

- Must be a United States Citizen
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Pass Physical Fitness Examination.
- Pass Psychological & Polygraph Examination.
- Work flexible hours and overtime as required, including weekends, holidays, and emergencies.
- Bilingual Skills: English & Spanish preferred

G 1871	1071
Mayor	Date
City Manager	Date
Human Resources Director	Date Date
Employee	



Job Title: Detective - First Grade	Department: Police
FLSA Status: Full Time - Non-Exempt	Salary: \$26.00
Approved: Pending	Last Revised:

Position Summary:

Under general supervision the Detective -First Grade perform police services such as investigator, first level identification officer or community relations officer, performs related tasks as required for the Police Department.

Duties, Functions, and Responsibilities:

- Requires technique of a skilled investigator, conduct investigations in conformance with Federal, State, County
 and City Laws and ordinances to prevent crimes against persons or property or solve alleged criminal cases in
 the office or the field, some of which may be carried out in a non-uniformed or undercover mode, on own
 initiative or as assigned.
- Examine crime scenes such as homicides, thefts, forgery, fraud, white collar offenses, narcotic violations, or special inquiry court cases to obtain clues and gather evidence to be reported for classification. Seek missing persons.
- Engage in specialized vice probes and raids. Conduct sensitive inquires of accusations of official misconduct or law violations by public officials, or criminal or administrative internal affairs investigations of police officers as required.
- Perform detailed background checks of prospective department employees.
- Obtain confidential information by questioning or interrogating and taking written, audio or video recorded statements, depositions, or admissions of suspects prisoners, complainants, and witnesses. Contact other agencies and law enforcement jurisdictions to exchange information, including but not limited to military, National Crime Information Center, Federal Bureau of Investigation, Drug Enforcement Agency, Alcohol, Tobacco and Firearms, and other criminal history or intelligence resources.
- Maintain surveillance of suspected criminals or frequent known locations of criminals and become
 familiar with subjects' habits, associates, characteristics, aliases, and other personal facts. Analyze facts of
 particular cases to detect planned criminal activity or clues.
- Arrest or assist in arrest of suspects or violators.
- Return fugitives from outside the City or State.
- Check pawnshops, second-hand stores and junk shops for stolen property.
- Receive and document civil complaints. Prepare and serve search warrants.
- Prepare, submit and follow up on crime laboratory requests. Confer with Medical Examiner assigned to handle officer involved death investigations and attend autopsies as required.
- Conduct detailed analyses of criminal cases following arrest and charging of suspects that focus
 counteracting specificlegal defenses and assist in case reviews or plea-bargaining negotiations with defense
 counsel as requested by prosecuting attorney which includes locating and interviewing those listed on
 defense witness lists.
- Analyze and prepare cases for trial in consultation with prosecutors by detailing activities and
 investigations made to emphasize evidentiary and legal issues crucial to successful prosecution, and by
 assisting in obtaining, enhancing, creating, or presenting exhibits or other evidence in court as required.
- Provide for witness or victim preparation and management, including transportation as necessary. Advise commanding officer of progress of investigations.
- Requires good knowledge of the modern methods and practices of criminal investigation, identification and fingerprint classification; good knowledge of city geography; good knowledge of radio procedures and



- operation; good knowledge and awareness of cultural differences; considerable knowledge of the policies, policies and procedures of the police department.
- Requires technique as an identification officer. Involves: collect evidence, take photographs, process fingerprints and check docket or prisoners with a printable charge against docket file tp ascertain if subject is wanted by a law enforcement agency. Including:
- Receive and keep records of narcotics and narcotic paraphernalia.
- Check latent fingerprints of legibility and characteristics, discarding those that are unreadable or lack sufficient characteristics for positive identification.
- Classify legible latent fingerprints in accordance with currently accepted methods.
- Requires technique as a community relations officer.
- Engage in crime prevention and related activities.
- Arrange programs, lectures, group meetings and contacts with individual citizens, local agencies, schools, and police department representatives, and check on related follow-ups by others.
- Refer citizens to appropriate departments or agencies.
- Require technique to act as a backup uniformed Police Officer.
- Enforce municipal laws, ordinances, and crime prevention duties as qualified which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Involves: Patrol streets, parks, commercial and residential areas on an assigned beat by foot, motorcycle or car to prevent or detect and investigate felony or misdemeanor law violations and other misconduct, regulate traffic and respond to calls for police assistance.
- Thoroughly document and prepare felony and misdemeanor cases for filing of charges, giving testimony in court proceedings or other proper law enforcement action.
- Act on behalf of superior officers in their absence, if assigned. Maintain equipment, supplies and facilities clean, orderly and safe condition which includes preventive servicing and making minor repairs, such as charging tires on assigned service vehicle if needed.
- Participate in in-service training for own professional development. Explain and demonstrate criminal investigations techniques to less knowledge employees as requested.
- Additionally, the Detective First Grade is a supervisory rank in the absence of the Detective Sergeant.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A bachelor's, or associates degree in Public Administration, Criminal Justice, Public Safety, Business Management, or related field experience.
- 2 years as a Detective Second Grade.
- 6.1 years with the Socorro Police Department
- Advanced level TCOLE certification including completion of intermediate crime scene and four other specialized crime scene classes.
- 60 College Hours
- Must not have received a below standard employee review previous year
- Must not be the subject of any active Internal Affairs investigations
- Posses a valid Texas class "C" Drivers License



Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police worn and in the use of firearms.
- Operation of Motor Vehicles

Physical Requirements:

- Must be able to lift over 100 pounds.
- Sitting for extended periods.
- Occasional physical demands common to duties of a Police Officer.

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Conditions of Employment:

- Must be a United States Citizen
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Pass Physical Fitness Examination.
- Pass Psychological & Polygraph Examination.
- Work flexible hours and overtime as required, including weekends, holidays, and emergencies.
- Bilingual Skills: English & Spanish preferred

	G 1871	1071	
Mayor	* 9	Date	*
	P		Z
City Manager	C	Date	57
Human Resource		Date ITH	
Employee		Date	

Ivy Avalos Mayor

Ruben Reyes
At-Large

Cesar Nevarez
District 1 Mayor ProTem



ITEM 27

Ralph Duran
District 2

Victor Perez District 3

Yvonne Colon-Villalobos

District

DATE: September 9, 2021

TO: Mayor and City Council Members

FROM: HR Director, Carol Candelaria

SUBJECT: Discussion and action on approving the new job description for FT-

Animal Control Officer – Socorro Police Department

SUMMARY

This action approves the new job descriptions for FT - Animal Control Officer – Socorro Police Department

STATEMENT OF THE ISSUE

This position was discussed with Chief of Police and City Manager.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 001 / 05101 / 05

Funding Source: General Fund

Amount: \$42,432.00 - 68,004.35 (Includes \$31,200 - \$50,003.20 annualized salary &

Fringe benefits)

Quotes (Name/Commodity/Price) N/A

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

<u>ALTERNATIVE</u>

N/A

STAFF RECOMMENDATION

Human Resources is recommending approval on job descriptions.

REQUIRED AUTHORIZATION

1. City Manager	Date
2. Finance Director	Date
3. Attorney	Date

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Job Title: Animal Control Officer	Department: Police Department
FLSA Status: Full Time - Non-Exempt	Salary: \$15.00 – \$24.04
Approved:	Last Revised:

Position Summary:

Under direct supervision the Animal Control Officer is to provide assistance to the Police Department. The officer will enforce laws concerning the care and treatment of animals; protects and rescue domesticated animals; and maintain public health standards.

Duties, Functions, and Responsibilities:

- Receives calls from dispatch and drives assigned vehicle to location.
- Investigates alleged animal abuse, violations of ordinances related to animal care or behavior, or reports of
 injured, stray, sick, or dangerous animals; interviews individuals having contact with the animal, such as the
 owners.
- Takes possession of animals that show signs of neglect, inhumane treatment, disease, or malnutrition.
- Transports animals to agency, shelter, or veterinarian, as appropriate, while attempts to locate owners are made and/or when the animal needs to be impounded or investigated for diseases such as rabies.
- Patrols assigned areas in animal control vehicle, seeking animals that are stray, sick, injured, or deceased; provides minor medical treatment when needed.
- Completes records and forms and prepares reports concerning daily activities, fees collected, citations given, investigations made, and controlled drugs used.
- Conducts animal cruelty and nuisance investigations.
- Explains and enforces animal regulation laws, ordinances, policies, procedures, rules and regulations.
- Collects fees for services, licenses, redemption, and adoption.
- Provides information on and answers inquiries concerning licensing, vaccinations, euthanasia, adoptions, spraying and neutering, and other related matters.
- Uses department-issued weapons as needed to capture and/or euthanize animals according to established protocol.
- Issues warnings or citations for violations and presents cases in court.
- Speaks to community groups about the proper care and feeding of pets and the value of pet population control.
- Verifies animal licenses and rabies vaccinations.
- Maintain and update automated record keeping and files.
- Maintain accurate documentation and tracking of violations and code enforcement activities.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Must enjoy working with animals.
- Application of good knowledge of human and safe animal care and restraint of intractable, scared and/or aggressive animals.
- Understanding of animal control procedures.
- Application of good knowledge of local ordinances regarding animal control and regulation.
- Excellent verbal and written communication skills.
- Ability to read, comprehend, and explain state and local laws, regulations, and ordinances as they pertain to animal control.
- Ability to communicate with members of the public and to obtain their cooperation and compliance.
- Ability to handle animals in various forms of distress in a safe and humane manner.
- Ability to learn and recognize physical and behavioral characteristics of animals.
- Ability to learn and recognize signs of rabies and other common animal illnesses.
- Ability to euthanize animals that are dangerous, sick, or unwanted.
- Proficient in the use of Microsoft Office Suite or similar software.
- Regular worksite attendance is an essential function



• Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A Bachelors, or associates degree in Public Administration, Political Science, Business Management, or related field.
- Obtain a basic Animal Control Officer training through the Health and Safety Code of Animals Chapter 829. within 12 months hire
- Euthanasia Technician Certification preferred.
- National Animal Control Association (NACA) certificate preferred.
- Complete 30 continuing education hours during each three-year period following their basic animal control course
- Possess a valid Texas class "C" Driver's License

Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police worn and in the use of firearms.
- Operation of Motor Vehicles

Physical Requirements:

- Must be able to stoop, squat, crawl, climb, and perform other physical duties as needed to investigate locations and animals and to apprehend animals when needed.
- Must be able to lift up to 50 pounds at a time.
- Must be able to traverse uneven terrain in all types of weather.

Conditions of Employment:

- Must be a United States Citizen
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required, including weekends, holidays, and emergencies.
- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Bilingual Skills: English & Spanish preferred

Mayor	TIH	Date	
City Manager		Date	
Human Resources Director		Date	
Employee		Date	

ITEM 28

Ivy Avalos Mayor

Ruben Reyes
At-Large

Cesar Nevarez
District 1 Mayor ProTem



Ralph Duran
District 2

Victor Perez District 3

Yvonne Colon-Villalobos

District

DATE: September 9, 2021

TO: Mayor and City Council Members

FROM: HR Director, Carol Candelaria

SUBJECT: Discussion and action on approving the new job description for PT-

Animal Control Officer – Socorro Police Department

SUMMARY

This action approves the new job descriptions for FT - Animal Control Officer – Socorro Police Department

STATEMENT OF THE ISSUE

This position was discussed with Chief of Police and City Manager.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 001 / 05101 / 05

Funding Source: General Fund

Amount: \$30,763.20 - \$49,303.15 (Includes \$22,620.00 - \$36,252.32 annualized

salary & Fringe benefits)

Quotes (Name/Commodity/Price) N/A

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

<u>ALTERNATIVE</u>

N/A

STAFF RECOMMENDATION

Human Resources is recommending approval on job descriptions.

REQUIRED AUTHORIZATION

1. City Manager	Date
2. Finance Director	Date
3. Attorney	Date

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Job Title: Animal Control Officer	Department: Police Department
FLSA Status: Part Time - Non-Exempt	Salary: \$15.00 – \$24.04
Approved:	Last Revised:

Position Summary:

Under direct supervision the Animal Control Officer is to provide assistance to the Police Department. The officer will enforce laws concerning the care and treatment of animals; protects and rescue domesticated animals; and maintain public health standards.

Duties, Functions, and Responsibilities:

- Receives calls from dispatch and drives assigned vehicle to location.
- Investigates alleged animal abuse, violations of ordinances related to animal care or behavior, or reports of
 injured, stray, sick, or dangerous animals; interviews individuals having contact with the animal, such as the
 owners.
- Takes possession of animals that show signs of neglect, inhumane treatment, disease, or malnutrition.
- Transports animals to agency, shelter, or veterinarian, as appropriate, while attempts to locate owners are made and/or when the animal needs to be impounded or investigated for diseases such as rabies.
- Patrols assigned areas in animal control vehicle, seeking animals that are stray, sick, injured, or deceased; provides minor medical treatment when needed.
- Completes records and forms and prepares reports concerning daily activities, fees collected, citations given, investigations made, and controlled drugs used.
- Conducts animal cruelty and nuisance investigations.
- Explains and enforces animal regulation laws, ordinances, policies, procedures, rules and regulations.
- Collects fees for services, licenses, redemption, and adoption.
- Provides information on and answers inquiries concerning licensing, vaccinations, euthanasia, adoptions, spraying and neutering, and other related matters.
- Uses department-issued weapons as needed to capture and/or euthanize animals according to established protocol.
- Issues warnings or citations for violations and presents cases in court.
- Speaks to community groups about the proper care and feeding of pets and the value of pet population control.
- Verifies animal licenses and rabies vaccinations.
- Maintain and update automated record keeping and files.
- Maintain accurate documentation and tracking of violations and code enforcement activities.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Must enjoy working with animals.
- Application of good knowledge of human and safe animal care and restraint of intractable, scared and/or aggressive animals.
- Understanding of animal control procedures.
- Application of good knowledge of local ordinances regarding animal control and regulation.
- Excellent verbal and written communication skills.
- Ability to read, comprehend, and explain state and local laws, regulations, and ordinances as they pertain to animal control.
- Ability to communicate with members of the public and to obtain their cooperation and compliance.
- Ability to handle animals in various forms of distress in a safe and humane manner.
- Ability to learn and recognize physical and behavioral characteristics of animals.
- Ability to learn and recognize signs of rabies and other common animal illnesses.
- Ability to euthanize animals that are dangerous, sick, or unwanted.
- Proficient in the use of Microsoft Office Suite or similar software.
- Regular worksite attendance is an essential function



• Responsible for any other duties and assignments issued by the City of Socorro.

Minimum Qualifications

- A candidate must possess a high school diploma or GED and 2+ years of related experience. A Bachelors, or associates degree in Public Administration, Political Science, Business Management, or related field.
- Obtain a basic Animal Control Officer training through the Health and Safety Code of Animals Chapter 829. within 12 months hire
- Euthanasia Technician Certification preferred.
- National Animal Control Association (NACA) certificate preferred.
- Complete 30 continuing education hours during each three-year period following their basic animal control course
- Possess a valid Texas class "C" Driver's License

Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Application of modern methods, practices and procedure of police worn and in the use of firearms.
- Operation of Motor Vehicles

Physical Requirements:

- Must be able to stoop, squat, crawl, climb, and perform other physical duties as needed to investigate locations and animals and to apprehend animals when needed.
- Must be able to lift up to 50 pounds at a time.
- Must be able to traverse uneven terrain in all types of weather.

Conditions of Employment:

- Must be a United States Citizen
- Must be at least 21 years of age.
- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required, including weekends, holidays, and emergencies.
- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Bilingual Skills: English & Spanish preferred

Mayor	TIH	Date	
City Manager		Date	
Human Resources Director		Date	
Employee		Date	

Ivy Avalos Mayor

Ruben Reyes
At Large

Cesar Nevarez District 1/Mayor Pro-Tem



September 10, 2021

ITEM 29

Ralph Duran
District 2

Victor Perez.
District 3

Yvonne Colon - Villalobos
District 4

Adriana Rodarte
City Manager

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Alejandra Valadez, Grants Coordinator, City of Socorro

SUBJECT:

Discussion and action to approve the submission of a grant application to the Paso del Norte Health Foundation's 2021 Healthy Kids Initiative for the Socorro Youth in Culture Program (SY!C), and approve a \$21,600.00 local match.

SUMMARY

City Council will approve the submission of a grant application to the PDNHF 2021 Healthy Kids Initiative requesting \$37,350.00 in grant funding for Year 3 of the SY!C Program. The City will provide a \$21,600.00 local match for a project total of \$58,950.00.

STATEMENT OF THE ISSUE

The City of Socorro was awarded a grant from the Paso del Norte Health Foundation's IGNITE initiative in 2019 for Year 1 of the Socorro Youth in Culture Program (SY!C), a visual arts program designed to create positive out-of-school activities for disconnected youth in Socorro, Texas. The SY!C commenced programming in March 2020 right at the onset of the COVID-19 pandemic and was forced to shift operations to a virtual platform. Since then, the SY!C Program has had great success in reaching disconnected youth in Socorro Texas via its website (https://www.syicart.org/) and social media, to deliver high-quality visual arts programming for youth and their families throughout the hardships of the COVID-19 lockdowns. To date, the SY!C Program has engaged over 150 area youth ages 5-17 in virtual art lessons, community give-back projects, public art installations and more. The SY!C Program has strived to connect youth to their community through the arts, and has successfully completed various public art projects and installations such as the "Welcome to Socorro" mural on Horizon Blvd, the "Clothesline Quarantine" temporary art installation at Rio Vista Community Center, and the "Safety Soldier" recycled materials sculpture currently on display at Bulldog Championship Park.

During Year 3, the SY!C Program is excited to provide in-person visual arts classes for the first time since the onset of the pandemic. Due to social distancing requirements, the SY!C program will provide in-person programming for a minimum of 60 youth at the Rio Vista Community Center. The SY!C will continue to deliver virtual programming via its website and social media in order to continue to reach youth that may be unable to take advantage of the in-person programming.

The City will submit a grant application to the 2021 Healthy Kids Initiative requesting \$37,350.00 in grant funding for Year 3 of the SY!C Program. In an effort to demonstrate a commitment towards the self-sustainability of the SY!C Program, the City will provide a \$21,600.00 local match for a project total of \$58,950.00. To offset the City's match portion, the SY!C Program will charge a nominal fee to students participating in the in-person classes.

Please see the backup attached for more details.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): Recreation Centers

Funding Source: General Fund

Amount: \$21,600.00

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

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

ALTERNATIVE

Not Approve – The City <u>will not</u> submit grant application to the Paso del Norte Health Foundation 2021 Healthy Kids Initiative for the Socorro Youth in Culture Program (SY!C), and approve a \$21,600.00 local match.

STAFF RECOMMENDATION

<u>Approve</u> – The City <u>WILL</u> submit grant application to the Paso del Norte Health Foundation 2021 Healthy Kids Initiative for the Socorro Youth in Culture Program (SY!C), and approve a \$21,600.00 local match.

REQUIRED AUTHORIZATION

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





"Welcome to Socorro" mural on Horizon Blvd.

Socorro Youth in Culture (SY!C) Program Community Give Back Projects





Clothesline Quarantine Project at the Rio Vista Community Center







Safety Soldier – Recycled materials sculpture built collaboratively by SY!C participants



Socorro Youth in Culture (SY!C) Program In-Person Summer Camp July 2021











Socorro Youth in Culture Program Year 3 Proposed Schedule - DRAFT

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
3:00 – 3:45	Disinfection and setup for class	Disinfection and setup for class	Disinfection and setup for class	Disinfection and setup for class		None		
3:45 – 5:15	Group A (Minimum 15 participants) Instructor(s): CHRIS & ANDY	Group C (Minimum 15 participants) Instructor(s): ANDY	Group A (Minimum 15 participants) Instructor(s): CHRIS & ANDY	Group C (Minimum 15 participants) Instructor(s): ANDY	Virtual Content Development & Prepare materials	None		
5:30 – 7:00	Group B (Minimum 15 participants) Instructor(s): CHRIS & ANDY	Group D (Minimum 15 participants) Instructor(s): LOURDES & ANDY	Group B (Minimum 15 participants) Instructor(s): CHRIS & ANDY	Group D (Minimum 15 participants) Instructor(s): LOURDES & ANDY	supplies for next week's classes Instructor(s): ANDY & either LOURDES or CHRIS	None		
7:00 – 8:00	Disinfection and clean up after class	clean up after clean up after cl		Disinfection and clean up after class	CHNIS	None		

GOALS:

- Serve at least 100 disconnected Socorro youth
 - Serve at least 60 participants via in-person classes
 - o Serve at least 40 participants via online virtual art tutorials



Proposal Budget

Grant Period From: <u>12/1/2021</u> to <u>11/30/2022</u>

Organization Name:	City of Socorro, Texas		
Project Title:So	corro Youth in Culture Program (SY!C)	Date:	9/20/2021

		15 11115 4				
Personnel	Request	ed PdNHF Amount	:	In-Kind	Total	Program Budget
Program Coordinator (1)	¢	9,600.00	¢	9,600.00	¢	19,200.00
Art Instructors (2)	\$ \$	9,600.00		9,600.00		19,200.00
Art instructors (2)	J	9,000.00	Þ	9,000.00	\$ \$	19,200.00
Subtotal	\$	19,200.00	\$	19,200.00		38,400.00
Supplies and Materials						·
	\$	9,450.00	\$	-	\$	9,450.00
			:		\$	-
					\$	-
Subtotal	\$	9,450.00	\$	-	\$	9,450.00
Transportation and Travel						
Vehicle Fuel			\$	2,400.00	\$	2,400.00
			<u> </u>		\$	-
			<u>.</u>		\$	_
Subtotal	\$	-	\$	2,400.00	\$	2,400.00
Program Equipment						
					\$	-
					\$	-
					\$	-
Subtotal	\$	-	\$	-	\$	-
Communication/Promotion			ļ			
	\$	1,100.00	\$	-	\$	1,100.00
			ļ		\$	-
Subtotal	Ф.	1 100 00	ው		\$ \$	1 100 00
	\$	1,100.00	2	-	\$	1,100.00
Other Expenses	Ф.	5 (00 00	e e		ø.	5 (00 00
Snacks / lunches for participants Staff Training	\$ \$	5,600.00 2,000.00	~~~~~	-	\$	5,600.00
Stall Training	ð.	2,000.00	Ъ	<u>-</u>	\$	2,000.00
		***************************************			\$	-
Subtotal	\$	7,600.00	¢	_	\$	7,600.00
Gustotui	Ψ	7,000.00	Ψ		Ψ	7,000.00
Project Subtotal	\$	37,350.00	\$	21,600.00	\$	58,950.00
1 1 GOOT GUNTOUI	ψ	51,550.00	Ψ	21,000.00	Ψ	20,730.00
Indirect (10% of Project Subtotal)	\$	-				
TOTAL (Project Subtotal + Indirect)	\$	37,350.00	\$	21,600.00	\$	58,950.00
: : ::= \: : : : : : : : : : : : : : : : :	, ¥	27,520.00	. +	=1,000.00	10/00141	23,223.00

10/2014Ver.4

^{*}Please be sure to include the budget narrative explaining the budgeted line items.

Ivy Avalos Mayor

Ruben Reyes
At Large

Cesar Nevarez District 1/Mayor Pro-Tem



September 10, 2021

Ralph Duran
District 2

Victor Perez.
District 3

Yvonne Colon - Villalobos

District 4

Adriana Rodarte
City Manager

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Alejandra Valadez, Grants Coordinator, City of Socorro

SUBJECT:

Discussion and action to approve an Interlocal Cooperation Contract with Texas A&M Transportation Institute (TTI) for refinement of the City of Socorro Transportation Reinvestment Zone Value (TRZ) No. 3 Preliminary Assessment and Boundaries, and Implementation Guidance..

SUMMARY

City Council will approve an interlocal cooperation contract with Texas A&M Transportation Institute (TTI) for the establishment and implementation of Transportation Reinvestment Zone (TRZ) No. 3. The contract amount shall not exceed \$32,535.00.

STATEMENT OF THE ISSUE

The City of Socorro has prioritized the development of the Arterial 1 (1682 Blvd) transportation project, which is described as a 4-lane divided roadway from IH-10 to Socorro Road. A Transportation Reinvestment Zone (TRZ) is a financing tool approved by the Texas Legislature that can help offset the costs of transportation projects such as the Arterial 1 project.

Council approval is requested to enter into a contract with TTI for the creation of the City of Socorro TRZ No. 3, preliminary assessment and boundaries, and implementation guidance.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): GF

Funding Source: General Fund

Amount: \$32,535.00

Quotes (Name/Commodity/Price): Sole Source

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

ALTERNATIVE

Not Approve – The City <u>will not</u> approve an interlocal cooperation contract with Texas A&M Transportation Institute (TTI) for refinement of the City of Socorro Transportation Reinvestment Zone Value (TRZ) No. 3

STAFF RECOMMENDATION

<u>Approve</u> – The City <u>WILL</u> approve an interlocal cooperation contract with Texas A&M Transportation Institute (TTI) for refinement of the City of Socorro Transportation Reinvestment Zone Value (TRZ) No. 3

REQUIRED AUTHORIZATION

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

INTERLOCAL COOPERATION CONTRACT

THE STATE OF TEXAS ** THE COUNTY OF EL PASO **

THIS CONTRACT is entered into by and between a local government and the State agency as shown below Contracting parties, pursuant to the authority granted and in compliance with the provisions of "The Interlocal Cooperation Act," TEX. GOVT. CODE ANN. § 791.001, et. Seq., and this Contract is effective as of the ____ day of _______, 2021.

I. CONTRACTING PARTIES:

Performing party: Texas A&M Transportation Institute (TTI)

The Texas A&M University System - VID # 37277277275000

Receiving party: City of Socorro, Texas

II. STATEMENT OF SERVICES TO BE PERFORMED:

Refinement of City of Socorro Transportation Reinvestment Zone Value (TRZ) No. 3 Preliminary Assessment and Boundaries, and Implementation Guidance -- See Schedule A

All electronic information transmitted to or housed by the Performing party is the responsibility of the Performing party and will be protected in accordance with Texas Administrative Code (TAC) 202 as well as any other applicable state or federal mandate unless additional protection is requested in writing by the sponsor.

III. BASIS FOR CALCULATING COSTS:

Cost Reimbursable See Schedule B

IV. CONTRACT AMOUNT:

The total amount of this contract shall not exceed: \$32,535.00 (thirty-two thousand five hundred thrirty-five dollars). The maximum amount payable under this contract is contingent upon availability of funds.

V. PAYMENT FOR SERVICES:

Receiving party shall pay for services received from appropriation items or accounts of the Receiving party from which like expenditures would normally be paid, based upon vouchers drawn by the Receiving party payable to Performing party.

Payments for services performed shall be billed monthly.

Payments received by the Performing party shall be credited to its current appropriation items(s) or account(s) from which the expenditures of that character were originally made.

VI. DISPUTES:

The dispute resolution process provided in Chapter 2260, Texas Government Code, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by the Performing party and the Receiving party to attempt to resolve any claim for breach of contract made by the Receiving party

that cannot be resolved in the ordinary course of business. The Receiving party shall submit written notice of a claim of breach of contract under this Chapter to the Manager, Risk and Compliance of the Performing party, who shall examine Receiving party's claim and any counterclaim and negotiate with Receiving party in an effort to resolve the claim.

VII. PUBLIC INFORMATION ACT:

Both parties acknowledge that is the parties are obligated to strictly comply with the Public Information Act, Chapter 552, Texas Government Code, in responding to any request for public information pertaining to this Agreement, as well as any other disclosure of information required by applicable Texas law.

VIII. TERM OF CONTRACT:

Payment under this contract beyond the end of the current fiscal biennium is subject to availability of appropriated funds. If funds are not appropriated, this contract shall be terminated immediately with no liability to Receiving party. This contract begins when fully executed by both parties, and terminates on January 31, 2022.

IX. ADMINISTRATIVE CONTACTS:

For Performing party: Pricing Proposal or Pre-award:

Ms. Noel Nix Research Services Administrator Texas A&M Transportation Institute 3135 TAMU College Station, Texas 77843-3135 Tel. 979-317-2043

Email: n-nix@tti.tamu.edu

For Receiving party: Administrative Contact:

Adriana Rodarte City Manager City of Socorro 124 S. Horizon Blvd Socorro, Texas 79927 Tel.: (915) 858-2915

Email: Email: CityManager@costx.us

Administrative Contact after Execution:

Julie Bishop Associate Executive Director Sponsored Research Services (SRS) 400 Harvey Mitchell Parkway South, Suite 300 College Station, Texas 77845 Tel. 979-862-6777

Email: awards@tamu.edu

Invoice Submission Contact:

Charles Casiano
Finance Director
City of Socorro
124 S. Horizon Blvd
City, State Zip Code Socorro, Texas 79927
Tel.: (915) 858-2915

Email: financedirector@ci.socorro.tx.us

X. TECHNICAL CONTACTS:

For Performing party (Principal Investigator):

Dr. Rafael Aldrete Senior Research Scientist Texas A&M Transportation Institute 4050 Rio Bravo Drive, Suite 2100 El Paso, TX 79902 Tel. 915-521-8101

Email: r-aldrete@tti.tamu.edu

Performing party (Co-Principal Investigator):

Dr. David Salgado Assistant Research Scientist Texas A&M Transportation Institute 4050 Rio Bravo Drive, Suite 212 El Paso, TX 79902 Tel. 915-521-8114

Email: d-salgado@tti.tamu.edu

For Receiving party:

Adriana Rodarte City Manager City of Socorro 124 S. Horizon Blvd. Socorro, TX 79927

Email: CityManager@costx.us

XI. EQUAL EMPLOYMENT OPPORTUNITY:

The Texas A&M University System serves all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information or veteran status. The Performing party agrees to comply with Executive Order 11246, entitled "Equal Employment Opportunity," (EEO) as amended by Executive Order 11375 and as supplemented by Department of Labor regulations (41 CFR Part 60).

XII. MISCELLANEOUS:

- 1. Governmental Function: The parties agree that the performance of this Agreement is for the purpose of performing governmental functions and that, in all things related to this Agreement, parties are performing governmental functions as defined by the Texas Tort Claims Act. The proposed arrangements serve the interest of efficient and economical administration of the State Government.
- 2. Competitive Bidding: The services or resources agreed upon are not required by Article XVI, Section 21 of the Constitution of Texas to be supplied under contract given to the lowest responsible bidder.
- 3. Reservation of Rights and Immunity: Nothing herein or in the performance of this Agreement shall be construed as a waiver of sovereign immunity or similar rights. The parties agree that neither party waives any immunity or defense that would otherwise be available to it pursuant to the Texas Tort Claims Act or other applicable statutes, laws, rules or regulations against claims arising from the exercise of its powers or functions. No provision of this Agreement that imposes an obligation or restriction on the parties not permitted by applicable law shall be enforceable.
- 4. Amendment and Assignment: Any changes to this Agreement may only be made by mutual written agreement of the parties signed by duly authorized representatives of each of the parties. This Agreement may not be assigned by either party without the express written consent of the other party. Any attempt to assign without such consent shall be void, and shall be deemed a material breach of this Agreement.
- 5. Entire Agreement: This Agreement and any subsequent amendments constitute the entire and only agreement between the parties relating to the matters described herein, and supersedes all prior agreements and discussions, whether written or oral. Unless expressly stated, this Agreement confers no rights on any person(s) or business entity(s) that is not a party hereto.
- 6. Binding Effect: This Agreement, and every provision thereof, shall be binding upon and shall inure to the benefit of the parties and their respective successors and permitted assigns.
- 7. Waiver: The consent or waiver, express or implied, by a party to a breach of any provision, or the failure, or apparent failure, of either party at any time to require performance by the other of any provision of this Agreement, shall in no way affect the right of such party to require performance of that provision or any other provision of this Agreement.

- 8. Severability: All agreements and covenants contained in this Agreement are severable. Any provision, or part thereof, of this Agreement held by a court of competent jurisdiction to be illegal, invalid or unenforceable shall not impair or invalidate the remainder of this Agreement and the effect thereof shall be confined to the provision, or part thereof, so held to be illegal, invalid or unenforceable. In lieu of any provision so held, there will be added a provision that preserves the intention of the unenforceable provision and complies with the law.
- 9. Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

RECEIVING PARTY further certifies that it has the authority to request for the above services by authority granted in TEX. GOVT. CODE ANN. § 791.

PERFORMING PARTY further certifies that it has the authority to perform the services agreed upon above by authority granted in Chapter 85, Texas Education Code.

The undersigned parties bind themselves to the faithful performance of this contract.

EXECUTED by the Parties to be effective as of the Effective Date.

PERFORMING PARTY	RECEIVING PARTY
Texas A&M Transportation Institute	City of Socorro
Authorized Signature	Authorized Signature
Gregory D. Winfree	
Agency Director	Tido
Title	Title
Date	Date

SCHEDULE A

SCOPE OF SERVICES

Services to be Provided by the City of Socorro

The City of Socorro shall furnish the following items to the Texas A&M Transportation Institute (TTI) Research Team:

- 1. Timely decision making and review of work to permit the TTI Team to maintain the mutually agreed upon project schedule.
- 2. Assistance, as deemed necessary by the City of Socorro, in order for the TTI Team to obtain required information or data from local, regional, state, federal and tribal agencies/entities.
- 3. Copyright symbols.

SCHEDULE A

Services to be provided by TTI (Scope of Work)

Refinement of City of Socorro Transportation Reinvestment Zone Value (TRZ) No. 3 Preliminary Assessment and Boundaries, and Implementation Guidance

Since Transportation Reinvestment Zone (TRZ) legislation was first enacted in 2007, Texas A&M Transportation Institute (TTI) has developed a number of tools and methodologies to assess tax increment revenue potential and economic development impacts of TRZ. In 2008, TTI developed a Static TRZ Modeling Tool to compute tax increment revenue potential estimates based on an aggregate level analysis of land use and land development dynamics. In 2015, TTI developed an enhanced tool called Tax Increment Revenue Estimator (TIRE), which uses an innovative parcel-level approach to model land development and land use change dynamics to assess property tax increment revenue potential of TRZs. In 2019, at the request of the City of Socorro and the Texas Department of Transportation (TxDOT), TTI performed preliminary assessment of tax increment revenue potential along three corridors within the municipality applying the tools and methodologies developed in previous research.

Based on the findings of this preliminary assessment, City of Socorro is interested in implementing the City of Socorro TRZ No.3 along one of the three corridors analyzed. City of Socorro requested TTI technical assistance in the implementation of the TRZ, including a refinement of the analysis for the selected corridor. TTI's assistance will include implementation guidance and technical support for defining the final boundaries and adopting the City of Socorro TRZ No. 3.

This scope of services describes the tasks that TTI will perform to conduct this analysis. If during the course of the assessment, additional questions, corridors, or other issues arise, they may be pursued as updates to this contract.

Scope of services:

- Task 1. Kick-off Meeting and Scope Discussion. This task will confirm project tasks, deliverables, and timeline. Also, TTI will confirm the scope of the projects to be implemented along the selected corridor and the buffer width preferred by the City of Socorro based on the results of the preliminary assessment carried out by TTI in 2019. In preparation for this meeting, TTI will review the Texas Property Tax Reform and Transparency Act of 2019 (hereinafter referred to as Senate Bill 2) and discuss with City of Socorro officials the possible approaches to modify the analysis to incorporate its potential impact on the TRZ tax increment revenue potential projections. After the kick-off meeting, TTI will assess the modifications and may request a follow-up meeting with City of Socorro officials to discuss and confirm the final approach selected.
- Task 2. Identify Parcels within each TRZ Corridor for the Buffer Width Selected by the City of Socorro. Based on input from the City of Socorro regarding its preferred TRZ corridor and boundaries, TTI will recalibrate the preliminary assessment of the tax increment revenue potential completed in 2019. The recalibration analysis will reflect the potential impact on tax increment revenue potential of Senate Bill 2. This iterative process will require continuous feedback from

SCHEDULE A

the City of Socorro until TRZ boundaries are finalized. Finally, TTI will extract and document parcels to be included in the approval of the final TRZ.

- Task 3. Support during implementation of the City of Socorro TRZ No.3. TTI will provide technical guidance to the City of Socorro in implementation process of the proposed TRZ, and provide support in the following implementation activities: (i) develop a database with a list of the parcels to be included in the TRZ that will be made available to the public through a weblink prior to the public hearing; (ii) deliver a presentation at the public hearing describing the proposed City of Socorro TRZ No.3; (iii) providing other technical assistance required in the development of the ordinance and at the TRZ adoption and designation hearing (30 days after the public hearing)
- Task 4. Results and Final Documentation. At the discretion of the City of Socorro, TTI shall attend to public hearings and meetings to present study results to the City of Socorro, the public, and other study stakeholders. TTI will deliver a final report that includes the findings of the analysis of the TRZ's tax increment revenue potential. The report shall be submitted to the City of Socorro via electronic mail as an Adobe Portable Document Format (PDF) file; this file will be assumed to be a DRAFT copy pending review and approval by City of Socorro staff.

Timeline: September 1, 2021- January 30, 2022

Tasks	September	October	November	December	January
Task 1. Kick-off Meeting and Scope Discussion					
Task 2. Identify Parcels within each TRZ Corridor for the Buffer Width Selected by City of Socorro					
Task 3. Support during implementation of the City of Socorro TRZ No.3					
Task 4. Results and Final Documentation					

SCHEDULE B

Budget Detail

	Dudget Detail										
SCHEDULE B											
ESTIMATED BUDGET FOR THE TEXAS A&M TRANSPORTATION INSTITUTE											
Estimated Budget thro	ough 02/28/2022										
City of Socorro TRZ No.			plementation Gu	idance							
City of Socorro								Maes	tro Proposa	l No:	2110827
Principal Investigator:	Rafael Aldrete	Co-Princi	pal Investigator:	: David Salgado							
A. Direct Costs											
1. Salaries and Wa	iges ⁽¹⁾										
Professional Serv						staff-mo	\$	16,216			
Clerical Services	(2)		TOTAL 041 45	NEO AND 14/4 OE		staff-mo	\$	297		•	10.510
			TOTAL SALAR	RIES AND WAGES	•					\$	16,513
2. Fringe Benefits ⁽³⁾)										
	of Salaries and		•					\$3,104			
\$825	Health Insurance	e (Staff pers		E DENEETE				<u>\$1,518</u>			\$4,622
			TOTAL FRING	E DEINEFII S							\$4,622
3. Expendable Goo	ds/Supplies										
			TOTAL SUPPL	JIES							\$0
4. Travel ⁽⁴⁾ (Out o	f State or Coun	tru traval m	av roquiro eno	cial approval \							
4. Havei (Out o	Number of Round	Miles per Round	Number of	Number of		Current					
Mileage	Trips 3	Trip 40	Days	People	Total 120	\$ 0.56	0	\$67			
Willeage	3	40	TOTAL TRAVE	L EL	120	Ψ 0.50	0	ΨΟ1			\$67
5a. Other Operatin	g Expenses SUB-TOTAL O ⁻	THER OPER	ATING EXPENS	SES					\$0		
	COD TO TALE O	ITILIT OF LIV	ZATINO EXI EIN	SLO					ΨΟ		
5b. Other Operatin		DIRECT)					_				
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Capital Equipme	nt			TOTAL GARITAL		-		\$0			
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7. Subcontract/Cor	nsultant										
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				TOTAL DIRECT	COSTS					\$	21,616
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B. Administrative Cos	ts		51.5%	MODIFIED TOTA	AL DIRECT	COST ⁽⁶⁾	\$	21,202	\$10,919		
				TOTAL ADMINIS	TRATIVE	COSTS					\$10,919
						NET COS	тто	SPONSOR		\$	32,535
											_

All facilities and equipment necessary to accomplish the required work are available.

The Texas A&M University provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity.

- 1 Salaries are estimated to include any expected pay increases during the contract period. Except for the Program Manager and Other Experts, salary rates are estimated based on a pool of available personnel. Reimbursement will be based on actual costs per employee in accordance with the Performing Agency's payroll policy and salary rate.
- 2 Clerical Staff are directly charged as the support required is significantly greater than the routine level of services provided by academic departments.
- 3 Fringe benefit rates are estimates only. Reimbursement will be based on actual cost per employee.
- 4 The Performing Agency shall bill the Receiving Agency for travel expenses not to exceed the limits reimbursable under state law. Travel M&IE is calculated at 75% on the first and last days of travel. Trips shown are estimates only.
- 5 Includes computer equipment usage fee and network support services.
- 6 Per OMB Uniform Guidance 2 CFR 200 and the federal negotiated F&A Agreement, capital equipment purchases, rental costs, computer operations, technical support services, video operations, subcontracts >\$25,000, and participant support costs are excluded from Modified Total Direct Costs.

Ivy Avalos Mayor

Ruben Reyes
At Large

Cesar Nevarez District 1/Mayor Pro-Tem



September 10, 2021

Ralph Duran
District 2

Victor Perez.
District 3

Yvonne Colon - Villalobos

District 4

Adriana Rodarte
City Manager

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Alejandra Valadez, Grants Coordinator, City of Socorro

SUBJECT:

Discussion and action to approve Resolution 647 of Support for the El Paso County Water Improvement District No. 1 (EPCWID1) grant application to the U.S. Bureau of Reclamation Water and Energy Efficiency Grants program for Fiscal Year 2022.

SUMMARY

City Council will approve a Resolution of Support for the EPCWID1's application to the US Bureau of Reclamation's WEEG program for improvements to the Salitral Lateral in Socorro, Texas.

STATEMENT OF THE ISSUE

The Salitral Lateral in Socorro, Texas runs adjacent to Foreign Trade Zone 68 which is near Alameda and Jesus Barrera Ave. This FTZ is also near a flood zone. In order to mitigate flood risk to the surrounding areas of the Salitral Lateral, the EPCWID1 is requesting funds to concrete line a section of the Salitral Lateral, as well as provide improvements to railroad waterway crossing infrastructure. The proposed improvements will also lead to increased water conservation, as support the local agricultural economy.

FINANCIAL IMPACT

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

Funding Source: N/A

Amount: N/A

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

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

ALTERNATIVE

Not Approve – The City <u>will not</u> approve a Resolution of Support for the El Paso County Water Improvement District No. 1 (EPCWID1) grant application to the U.S. Bureau of Reclamation's WEEG Program.

STAFF RECOMMENDATION

<u>Approve</u> – The City <u>WILL</u> approve a Resolution of Support for the El Paso County Water Improvement District No. 1 (EPCWID1) grant application to the U.S. Bureau of Reclamation's WEEG Program.

REQUIRED AUTHORIZATION

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

Ivy Avalos Mayor

Ruben Reyes
At Large

Cesar Nevarez District 1/Mayor Pro-Tem



Ralph Duran
District 2

Victor Perez.
District 3

Yvonne Colon - Villalobos

District 4

Adriana Rodarte
City Manager

RESOLUTION 647

WHEREAS, El Paso County has an arid climate, only receives an average rainfall of about 8 inches, and irrigation, municipal, and industrial water use place significant demands on the limited water resources in the region, and the region has been in perpetual drought conditions for the last 15 years; and

WHEREAS, The City of Socorro supports projects that conserve water, mitigate drought, and promote the local agricultural economy; and

WHEREAS, The City of Socorro also supports advance economic development and business resiliency; and

WHEREAS, The El Paso County Water Improvement District No. 1 (EPCWID1) is seeking funding from the United States Bureau of Reclamation Water and Energy Efficiency Grants program for Fiscal Year 2022; and

WHEREAS, The project proposed by EPCWID1 for improvements to the Salitral Lateral will lead to water conservation, drought mitigation, and will benefit the residents and agricultural businesses of the City of Socorro; and

WHEREAS, The project proposed by EPCWID1 for improvements to the Salitral Lateral will also lead to flood risk mitigation in Foreign Trade Zone 68 and improvements to railroad waterway crossing infrastructure.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Socorro supports the water conservation project proposed by the EPCWID1.

PASSED and APPROVED this 16 day of September, 2021.

CITY OF SOCORRO	ATTEST:	
		_
Ivy Avalos	Olivia Navarro	
Mayor	City Clerk	

Ivy Avalos Mayor

Ruben Reyes
At Large

Cesar Nevarez District 1/Mayor Pro-Tem



September 10, 2021

Ralph Duran
District 2

Victor Perez.
District 3

Yvonne Colon - Villalobos

District 4

Adriana Rodarte
City Manager

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Alejandra Valadez, Grants Coordinator, City of Socorro

SUBJECT:

Update and discussion on the Paso del Norte Trail - Mission Trail Segment grant application to the Economic Development Administration.

SUMMARY

An update will be provided to City Council on the progress of the Paso del Norte Trail - Mission Trail Segment grant application to the Economic Development Administration.

STATEMENT OF THE ISSUE

On June 9th, 2021, the City of Socorro met with the Rio Grande Council of Governments, the City of San Elizario, and the El Paso County Water Improvement District No. 1 and proposed the development of a segment of the Paso del Norte Trail for the purpose of connecting all three historic sites along the Mission Trail (Ysleta Mission, Socorro Mission, and San Elizario Chapel) as a way to mitigate the negative economic impacts of the COVID-19 pandemic on local businesses along the Mission Trail, and bolster our heritage and tourism industry, as well as our retail and food service industries. This project coincided with the news that the Economic Development Administration had received \$3 billion dollars via the American Rescue Plan Act to be distributed to local governments via a competitive grant program in the coming months.

The project was deemed not only eligible for funding via the Economic Development Administration's upcoming American Rescue Plan Act grant programs, but also highly competitive. Since then, the City has met with additional partners, to include, El Paso County, and the City of El Paso, and developed a stakeholder list of over thirty individuals across multiple entities. A timeline of activities for this project is provided below:

- 6/9/2021 City of Socorro proposes development of Paso del Norte Mission Trail Segment project to RGCOG, EPCWID, and San Elizario. It is advised that additional partners should be invited to participate.
- 6/23/2021 A larger Stakeholder Group meets to discuss project initially proposed and discuss a potential grant application to the EDA as soon as the Notice of Funding Opportunity is released.
- 7/14/2021 Stakeholder Group meets to discuss project scope
- 7/19/2021 City meets with EPCWID1 and Quantum Engineering to develop budget alternatives
- 7/22/2021 Economic Development Administration releases the FY 2021 American Rescue Plan Act Travel, Tourism, and Outdoor Recreation Notice of Funding Opportunity
- 7/28/2021 <u>Stakeholder Group meets to discuss budget alternatives</u>. El Paso County agrees to be the lead applicant and begin work on a grant application to the Economic Development Administration's FY 2021 ARPA Travel, Tourism, and Outdoor Recreation NOFO for the Paso del Norte Mission Trail Segment project.
- 8/27/2021 El Paso County meets with Stakeholder Group and explains that this project might be submitted through a different funding opportunity.
- 9/2/2021 El Paso County provides clarification that this project will indeed be submitted to the EDA's FY 2021 ARPA Travel, Tourism, and Outdoor Recreation NOFO as originally planned, and that the County still intends to act as the lead applicant.

The EDA's FY 2021 ARPA Travel, Tourism, and Outdoor Recreation NOFO is a once in a lifetime opportunity to tackle large projects with potentially high impact. There is no deadline to apply to this funding opportunity, however, competition across our EDA region is high and funds are available until they are exhausted. The sooner an application is submitted, the more likely it is to receive funding from the EDA.

FINANCIAL IMPACT

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

Funding Source: N/A

Amount: N/A

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

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

<u>ALTERNATIVE</u>

N/A

STAFF RECOMMENDATION

N/A

REQUIRED AUTHORIZATION	1
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1.	City Manager	Date
2.	CFO	Date
3.	Attorney	Date

Ivy Avalos Mayor

Ruben Reyes
At Large

Cesar Nevarez District 1/Mayor Pro-Tem



September 10, 2021

ITEM 33

Ralph Duran
District 2

Victor Perez.
District 3

Yvonne Colon - Villalobos

District 4

Adriana Rodarte
City Manager

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Alejandra Valadez, Grants Coordinator, City of Socorro

SUBJECT:

Discussion and approval of the creation of a public-private partnership (PPP) committee to explore the development of a Fall 2022 large-scale cultural event along the Mission Trail.

SUMMARY

The City of Socorro will approve the development of a PPP committee to explore the development of a Fall 2022 large-scale cultural event along the Mission Trail. The proposed committee will be made up of City administrators, the CSCI non-profit, local businesses, community residents, and other non-governmental organizations (NGOs).

STATEMENT OF THE ISSUE

A community survey deployed by the CSCI in 2020 found that most survey respondents identify the Socorro Mission, the Mission Trail, and our local history, as Socorro's greatest strength as a community. Survey respondents also identified the promotion of our local history as a high priority.

Moreover, the CSCI identified several goals and objectives in its 2021-2025 Strategic Plan to develop community-wide opportunities for arts and culture events, and to promote our local history.

We request Council approval for the establishment of a public-private partnership (PPP) committee to be made up of City administrators, the CSCI non-profit, local businesses, community residents, and other non-governmental organizations (NGOs), to explore the development of a large-scale cultural event along the Mission Trail in the Fall of 2022. The goal of the event will be to draw in visitors to Socorro from across the Paso del Norte Region for an interactive culture and history event incorporating art, music, and history, to promote our local history, our local businesses, and "place Socorro on the map". The committee will work to build partnerships across multiple sectors

(government, business, education, non-profit, etc.), incorporate multiple stakeholders throughout the event planning process, set direction and build consensus on the theme of the event, identify funding sources, and coordinate event programming.

An example of potential /similar events include the Dia de Los Muertos Celebration in El Paso, which draws over 10,000 visitors.

- https://www.elpasotimes.com/story/news/local/community/2018/11/05/dia-de-los-muertos-2018-parade-festivities-draw-thousands-el-paso/1895105002/
- https://www.lawnstarter.com/blog/city-rankings/top-10-cities-to-celebrating-dia-de-los-muertos/
- https://kfoxtv.com/community/built-in-the-borderland/el-paso-art-museum-celebrates-dia-de-los-muertos
- http://www.elpasoinc.com/lifestyle/local_features/d-a-de-los-muertos-to-come-alive-across-borderland/article_24903a5c-f6be-11e9-885b-f35470089464.html
- http://thefusionmag.com/shake-your-bones-orkesta-mendoza-live-in-el-paso/

2. CFO _____ Date____

3.	Attorney	Date	





Ofrendas yDesfiles dìa de muertos



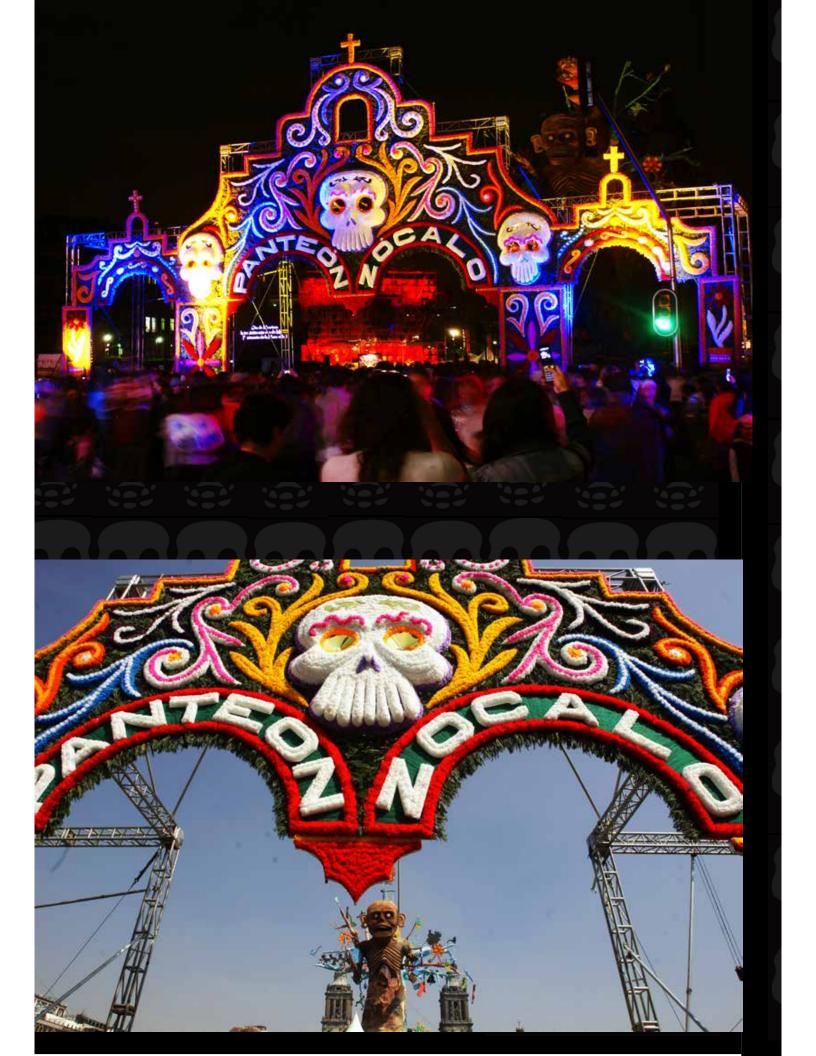


La primera Fábrica de Artes y Oficios nació en el año 2000 en el oriente de la CDMX en la colonia el Salado, de Iztapalapa una de las demarcaciones con un millón 815mil 786 habitantes, la más poblada, la que reporta el mayor índice de violencia con un alta marginalidad y una de las más grandes de la ciudad, la misión del Faro es revertir la descomposición social de colocar lenguajes, los procesos y las reflexiones del arte en el centro de la vida pública, social y comunitaria.

El Faro se reconoce de entrada como una alternativa al modelo de educación artística, formal y profesional, que por su naturaleza no incluye a una inmensa cantidad de jóvenes sin acceso a la educación media y superior

El Faro es un espacio educativo de artes y oficios, un lugar para adquirir conocimientos y destrezas que recoge la idea del taller como un espacio central para la formación y el trabajo además de ofrecer talleres de artes y oficio también cuenta con servicios como: una biblioteca pública, una galería, cine club, una ludoteca que promueve el desarrollo de los niños en un ambiente familiar, un escenario donde se presentan eventos especiales concierto, obras de teatro





SPECTRE 0075 2015

En el FARO de Oriente se realizaron los esqueletos y cráneos monumentales utilizados en la cinta "Spectre" la más reciente entrega del agente 007. Cada esqueleto tenía unas dimensiones de 6 metros de altura por 10 de longitud y 3 metros de ancho.



para empezar a despojarla de su principal ventaja Contra nosotros, sigamos el camino opuesto al ordinario; Quitémosle la extrañeza, habituémonos, acostumbrémonos A ella. No pensemos en nada con más frecuencia Que la muerte...

Montaigne





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"Poco veneno no mata, ni mucho si no es activo."







"Buen amor y buena muerte, no hay mejor suerte".



El Desfile de día de muertos de la CDMX es una congregación de tradición, cultura y talento de mexicanos. La inspiración de este desfile surgió en la pantalla grande para la película "Spectre 007" en el primer desfile se dieron cita calaveras monumentales, carros alegóricos, ofrendas móviles, bailarines, acróbatas los cuales están divididos por segmentos a dicho evento se dieron cita 4 millones de personas a lo largo del desfile.











"La muerte no se reparte como si fuera un bien. Nadie anda en busca de tristezas."

La indiferencia del mexicano ante la muerte se nutre de su indiferen-



En el año del 2019 se realiza el segundo desfile de día de los muertos en el Museo de Arte de la Ciudad del Paso Tx para ese desfile fueron realizadas 4 figuras de alebrijes monumentales

"He meditado mucho sobre la muerte y encuentro que es el menor de todos los males."

Francis Bacon







LINKS

https://videos.jornada.com.mx/video/75404566/estos-son-los-seres-fantasticos-creados-por-el-col/ (video entrevista de la jornada)

https://artsandculture.google.com/entity/g11gxjttn38 (galeria google map)

https://www.youtube.com/watch?v=_Ss8qoyzbjw (google cultura video) https://videos.jornada.com.mx/video/19904310/los-independientes-colectivo-ultima-hora/ (video de entrevista indepenientes)

http://www.elpasoinc.com/lifestyle/local_features/d-a-de-los-muer-tos-to-come-alive-across-borderland/article_24903a5c-f6be-11e9-885b-f35470089464.html (El Paso Ing.)

https://issuu.com/fusionmag/docs/fusion_mag_digital_108 (revista Fusion texas)

La festivida de dia de muertos hoy en día ha sufrido varias transformaciones dejando un referente importante dentro del arte popular mexicano tanto en diferentes partes del extranjero y a nivel nacional ocupando desde las principales calles y plazas públicas, tal es el caso de las megas ofrendas, los desfiles.

"La muerte es algo que no debemos temer porque, mientras somos, la muerte no es, y cuando la muerte es, nosotros no somos."

Antonio Machado

CONTACTO Y FOTOGRAFÍA:

Juan Vázquez Morales mictlan.rast@gmail.com



Elia Garcia Mayor

Rene Rodriguez At Large

Cesar Nevarez
District 1



Ralph Duran
District 2

Victor Perez District 3 – Mayor Pro Tem

Yvonne Colon-Villalobos

District 4

Adriana Rodarte City Manager

DATE: September 16, 2021

TO: Mayor and City Council Members

FROM: Chief David Burton

SUBJECT: Discussion and action on approving the written Policies for a Chaplain and Clergy Coalition Program.

SUMMARY

Socorro Police Department would like to initiate a Chaplain and Clergy Coalition for Crisis Intervention for the community, civilian employees and their families as well as for Police Officers and their families. This would include approval of the written Policies for Chaplains or Clergy involvement.

BACKGROUND

Attached

STATEMENT OF THE ISSUE

Explanation and approval of the Socorro Police and Clergy Coalition Program.

FINANCIAL IMPACT

N/A

ALTERNATIVE

N/A

STAFF RECOMMENDATION

The Staff is recommending the approval of this item.

REQUIRED AUTHORIZATION

1.	City Manager	Date
2.	СБО	Date
3	Attorney	Date

SOCORRO POLICE DEPARTMENT CHAPLAIN UNIT

1. What exactly does the chaplain do?

SPD Chaplains provide emotional and spiritual support to both civilian and sworn personnel for the police department and their families. Chaplains are trained in crisis intervention and work alongside mental health counselors. Our role is to provide emotional support when a traumatic situation occurs in a first responder family. When asked, we officiate weddings and funerals for department employees. We celebrate accomplishments, i.e. graduations, births of a new family member and assist the department in remembering those heroic officers lost in the line of duty.

We also serve as a liaison between the department and the faith-based community in Socorro through a community policing initiative called SPACC. SPACC stands for Socorro Police and Clergy Coalition.

Chaplains teach a segment at the academy to help incoming recruits understand the role of a chaplain and some of the resources available to them and their families. In addition, as part of the department's Fit Force initiative, we focus attention on officer wellness initiatives.

SPD Chaplains are trained to meet people where they are spiritually. We don't push a particular set of spiritual beliefs on anyone, but when the opportunity presents itself, we will pray with family members and/or discuss our Christian beliefs. SPD Chaplains respect all beliefs including those who claim not to believe in God.

Any Socorro citizen traumatized by loss of a loved one or witnessing a violent act has access to a SPD Chaplain. At the request of a citizen or the officers on scene, Chaplains can be called out 24 hours a day and seven days a week.

2. How is this person chosen by the Department? Do they volunteer themselves for the position?

Chaplain candidates can be either chosen or submit a request to become a police chaplain. The volunteer application starts the process. The application is first reviewed for appropriate qualifications followed by a background check. A candidate is interviewed by the Lead Chaplain and members of the command staff. Once the interviews are completed and approvals received, a candidate is offered a volunteer position as an assistant chaplain.

3. Is their role, mostly within fire and police, or does that role extend into other city departments as well?

Our role occurs routinely within the police department and upon request by the fire department and other city departments.

4. How long has the Socorro Police Department had a Chaplain? Is this a new role, or has there been a Chaplain?

Socorro Police Chaplain has just begun its actual Chaplain Unit. Chaplains within the Unit have Over 10 years of Police and Ministry experience.

5. Is the role paid? If so, how much?

The role is a volunteer position.

6. Who is the current chaplain? Does this person serve as a faith-based leader in a local house of worship as well outside of his chaplain duties for fire/police in Grand Prairie?

SPD's current Lead Chaplain and Reserve Police Officer is Ozzie Carrasco. Chaplain Carrasco is a licensed minister on staff of a local church. In addition, to his police department chaplain duties he is the State Program Director of sa faith-based group called Crisis Response Ministry ("CRM"). This faith-based group provides crisis trained chaplains and crisis responders in partnership with police and fire offering emotional and spiritual support to citizens suffering a traumatic event. CRM can provide longer term support and may include financial assistance in certain situations.

Issued By: Dave Burton, Chief of Police

Effective:

Revised: COMMUNITY SERVICES. POLICY 13.06

SOCORRO POLICE CHAPLAINCY

PROGRAM POLICY

Policy: The Socorro Police Chaplaincy Program supports law enforcement officers, their families, civilian employees of the department and people of the community regardless of race, gender, age, creed, or religion. The chaplaincy program provides a source of emotional and spiritual strength to the law enforcement officers and their families, civilian employees and their families, and the community.

Purpose: When called upon, chaplains provide the following services: assist police officers as part of the crisis response team making death notifications; assist at ceremonial occasions, such as funerals and memorial services; assist with community relations efforts and provide liaison with leaders of faith- based organizations in the community (i.e. local churches, Socorro Police And Clergy Coalitions); act as the liaison for and request assistance from the El Paso Chapter of the Crisis Response Ministry as needed; provide pastoral care for police department employees and members of their families in times of crisis or other times of need; and provide comfort, emotional support and other assistance to officers and their families as requested.

13.06.01 Organization

- **I.** The chaplaincy program of the Socorro Police Department is composed of volunteer chaplains under the leadership of the department's Lead Chaplain.
- **II.** The Chief of Police determines the number of chaplains in the program.
- III. All chaplains are appointed by the Chief of Police.
- **IV.** Chaplains serve at the discretion of and may be dismissed from the program at any time by the Chief of Police.
- **V.** One chaplain will be appointed by the Chief of Police to serve as the Lead Chaplain. Any stipend or other compensation will be at the discretion of the Chief of Police.
- **VI.** The Lead Chaplain will be responsible for scheduling Chaplain rotation.
- **VII.** The Department Lieutenant is responsible for the administration of the chaplaincy program and all reporting requirements.

13.06.02 Qualification and/or Requirements

- **I.** Individuals considered for a volunteer position as a chaplain must meet the following qualifications:
- **A.** Must be an ordained, licensed or formally educated minister under the authority of a local church or ministry and must meet all requirements to ensure that their ordination, license or education is current.
- **B.** Must have an active interest in law enforcement.
- **C.** Must have had prior formal training in pastoral duties.
- **D.** Must maintain high moral standards.
- **E.** Must successfully pass a background check.
- **F.** Must possess a valid Texas driver's license.
- **G.** Individuals selected and approved as a chaplain must fulfill the following requirements:
- **1.** Must attend a chaplain's certification through the Crisis Response Ministry program within the first year of appointment.
- **2.** Must attend the Socorro Police Citizens Police Academy within one year of appointment.
- 3. Must be available to be on-call up to 15 days a month and/or as needed.
- **4.** Must attend chaplains' meetings as scheduled by the Lead Chaplain.

13.06.03 Cause for Dismissal from the Program

- **1.** A Chaplain may be removed from the Chaplaincy program for any of the following reasons:
- **A.** Failure to meet the above qualifications and requirements.
- **B.** Failure to abide by established policies and procedures of the Socorro Police Department.
- **C.** Abuse of authority or failure to respect the privacy and confidentiality of assisted individuals.
- **D.** Failure to practice professional ethics.
- **E.** All complaints concerning a chaplain's performance are to be forwarded to the Departments Lieutenant who will forward notification to the Lead Chaplain and through the chain of command to the Chief of Police.
- F. At the discretion of the Chief of Police.

13.06.04 Application Process

- **I.** Prospective chaplains must ride out with a patrol officer before submitting application and attend the Socorro Citizens Police Academy within one year of appointment.
- **II.** Each prospective chaplain will be interviewed by the head chaplain who will make recommendation of the applicant to the Chief of Police.
- **III.** Following a favorable recommendation, the prospective chaplain will be interviewed by the Chief of Police or his designee.

IV. After appointment, a chaplain will be issued a picture identification that is to be worn at all times when performing the duties of chaplain for the Socorro Police Department.

13.06.05 General Duties

- I. The Socorro Police Department recognizes that the primary obligation of volunteer chaplains is to their respective congregations. The following shall serve as a guide to duties while serving in the capacity of a SPD chaplain:
- **A.** Chaplains are encouraged to visit and ride with officers.
- **B.** The purpose of the chaplain is pastoral care for law enforcement, their families and the Community they serve.
- **C.** The chaplain acts to assist Sworn Police Officers and is under the Officer's authority at all times on an incident.
- **D.** The chaplain should attempt to provide pastoral care to all citizens within a citizen's own belief system. This includes guiding the citizen to a clergy within that respective belief system. Chaplains should make a sincere effort to help citizens with their emotional, spiritual, and physical needs. It may be appropriate to work with clergy of other faiths, using department recourses or other care providers to help with the citizen's needs.
- **E.** In some instances, a chaplain may feel it is beneficial to follow-up with a person that the chaplain first contacted through the SPD chaplaincy program. In such instances, the chaplain will conduct the follow-up within his or her capacity as a private minister and not as a representative of the SPD.
- **F.** Employees may confide in a chaplain about work issues, family issues, or other personal matters. Chaplains should be available for pastoral care to individual employees, as requested.
- **G**. Chaplains should be aware that they might be requested to testify in court concerning an incident in which they were involved.
- **H.** Chaplains must comply with all department regulations and policies.
- **I.** Chaplains must inform the Chief of Police, in writing, of any change in their endorsement or ministry.
- **J.** Chaplains are prohibited from releasing any information to any person or media organization with regard to an investigation or incident that has come to their attention as result of duties as a SPD chaplain.

13.06.06 Duty Assignments

- **I.** The Lead chaplain will schedule and maintain an on-call list for all chaplains and forward a copy to the SPD Communications Supervisor.
- **II.** If a chaplain is requested, Communications will use the on-call list to contact the appropriate chaplain.
- **III.** Upon arriving at the requested location, the chaplain will notify Communications and then check in with the officer in charge of the scene.
- **IV**. The chaplain will provide pastoral support at the requested location and will in no way interfere with the investigation or distract officers in the performance of their duties.
- **IV.** After appointment, a chaplain will be issued a picture identification that is to be worn at all times when performing the duties of chaplain for the Socorro Police Department.

SOCORRO POLICE AND CLERGY COALITION

Purpose: To partner with the faith-based community as part of SPD's community policing initiative.

Organization: Informal group of pastors and other faith-based organizations who meet quarterly as a group and individually as needed.

Benefits: Provides direct communication line to different cultures and ethnicities which live in SOCORRO Tx.

- Information about SPD initiatives can be shared.
- Builds bridges to the diverse groups that make up Socorro before a critical incident occurs.
- Platform for faith- based groups to share concerns about Socorro and the department
- Crimes affecting faith-based campuses can be disseminated easily
- Provides important feedback about the department and its activities in various communities.

Ivy Avalos Mayor

Ruben Reyes
At Large

Cesar Nevarez
District 1 / Mayor Pro Tem



Ralph Duran
District 2

Victor Perez.
District 3

Yvonne Colon-Villalobos

District 4

Adriana Rodarte
City Manager

September 16, 2021

TO: Mayor and City Council Members

FROM: Chief David Burton

SUBJECT: Discussion and action on approving a Memorandum of Understanding (MOU) with the Drug Enforcement Administration (DEA) for assigning a Police Officer to act as a Task Force Officer with the Gang Unit.

SUMMARY

Socorro Police Department would like to assign an Officer from the Police Department to be part of the DEA Gang Unit. The MOU will allow the DEA to pay the Officer's salary, benefits and overtime while assigned to the Unit. This will

STATEMENT OF THE ISSUE

The MOU needs to be signed by the Mayor, and City Attorney.

FINANCIAL IMPACT

N/A

<u>ALTERNATIVE</u>

Not having participation with the Gang Task Force within our City.

STAFF RECOMMENDATION

The staff is recommending approval of this item.

REQUIRED AUTHORIZATION

1. City Manager	Date
1. City Manager	Date

2.	Finance Director	Date
3.	Attorney	Date

HIDTA STATE AND LOCAL TASK FORCE AGREEMENT BETWEEN THE DRUG ENFORCEMENT ADMINISTRATION AND THE SOCORRO POLICE DEPARTMENT FISCAL YEAR 2022

This agreement is made this 1st day of October 2021, between the United States Department of Justice, Drug Enforcement Administration (hereinafter "DEA"), and the Socorro Police Department ORI#TX0711600 (hereinafter "SPD"). The DEA is authorized to enter into this cooperative agreement concerning the use and abuse of controlled substances under the provisions of 21 U.S.C. § 873.

Whereas there is evidence that trafficking in narcotics and dangerous drugs exists in the El Paso Division area of responsibility (AOR) and that such illegal activity has a substantial and detrimental effect on the health and general welfare of the people of the El Paso Division AOR, the parties hereto agree to the following:

- 1. The El Paso Division, Enforcement Group 7, High Intensity Drug Trafficking (HIDTA) West Texas Anti-Gang Task Force (hereinafter referred to "WTAG" Task Force will perform the activities and duties described below:
- a. disrupt the illicit drug traffic in the El Paso Division AOR by immobilizing targeted violators and trafficking organizations;
- b. gather and report intelligence data relating to trafficking in narcotics and dangerous drugs; and
- c. conduct undercover operations where appropriate and engage in other traditional methods of investigation in order that the task force's activities will result in effective prosecution before the courts of the United States and the State of Texas.
- 2. To accomplish the objectives of the WTAG Task Force, the SPD agrees to detail one (1) experienced officer to the WTAG Task Force for a period of not less than two years. During this period of assignment, the SPD officer will be under the direct supervision and control of DEA supervisory personnel assigned to the task force.
- 3. The SPD officer assigned to the task force shall adhere to all DEA policies and procedures. Failure to adhere to DEA policies and procedures shall be grounds for dismissal from the task force.
- 4. The SPD officer assigned to the task force shall be deputized as task force officers of DEA pursuant to 21 USC 878.

- 5. To accomplish the objectives of the WTAG Task Force, DEA will assign four (4) Special Agents to the task force. HIDTA will also, subject to the availability of annually appropriated funds or any continuing resolution thereof, provide necessary funds and equipment to support the activities of the DEA Special Agents and SPD officer assigned to the task force. This support will include: office space, office supplies, travel funds, funds for the purchase of evidence and information, investigative equipment, training and other support items.
- 6. During the period of assignment to the WTAG Task Force, the SPD will remain responsible for establishing the salary and benefits, including overtime, of the officers assigned to the Task Force, and for making all payments due them. HIDTA will, subject to availability of funds, reimburse the SPD for overtime payment. Annual overtime for each state or local law enforcement officer is capped at the equivalent of 25% of a GS-12, Step 1, of the general pay scale for the Rest of United States. Reimbursement for all types of qualified expenses shall be contingent upon availability of funds and the submission of a proper request for reimbursement which shall be submitted **monthly or quarterly** on a fiscal year basis, and which provides the names of the investigators who incurred overtime for DEA during the invoiced period, the number of overtime hours incurred, the hourly regular and overtime rates in effect for each investigator, and the total cost for the invoiced period. Invoices must be submitted at least quarterly within 10 business days of the end of the invoiced period. **Note: Task Force Officer's overtime "shall not include any costs for benefits, such as retirement, FICA, and other expenses."**
- 7. In no event will the SPD charge any indirect cost rate to DEA for the administration or implementation of this agreement.
- 8. The SPD shall maintain on a current basis complete and accurate records and accounts of all obligations and expenditures of funds under this agreement in accordance with generally accepted accounting principles and instructions provided by DEA to facilitate on-site inspection and auditing of such records and accounts.
- 9. The SPD shall permit and have readily available for examination and auditing by DEA, the United States Department of Justice, the Comptroller General of the United States, and any of their duly authorized agents and representatives, any and all records, documents, accounts, invoices, receipts or expenditures relating to this agreement. The SPD shall maintain all such reports and records until all litigation, claim, audits and examinations are completed and resolved, or for a period of six (6) years after termination of this agreement, whichever is later.
- 10. The SPD shall comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, as amended, and all requirements imposed by or pursuant to the regulations of the United States Department of Justice implementing those laws, 28 C.F.R. Part 42, Subparts C, F, G, H and I.
- 11. The SPD agrees that an authorized officer or employee will execute and return to DEA the attached OJP Form 4061/6, Certification Regarding Lobbying; Debarment, suspension and Other Responsibility Matters; and drug-Free Workplace Requirements. The SPD acknowledges that

this agreement will not take effect and no federal funds will be awarded until the completed certification is received.

- 12. When issuing statements, press releases requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or part with federal money, the SPD shall clearly state: (1) percentage of the total cost of the program or project which will be financed with federal money and (2) the dollar amount of federal funds for the program or project.
- 13. The SPD understands and agrees that HIDTA will provide the WTAG Task Force Officers with vehicles suitable for surveillance. HIDTA through DEA will furnish mobile radios for installation in the HIDTA Task Force vehicles and HIDTA will assume the cost of installation and removal. HIDTA will be financially responsible for the purchase of fuel for the leased vehicles and for providing routine maintenance, i.e., oil changes, lubes and minor tune-ups via the HIDTA lease contractor. DEA and HIDTA procedures for reporting and investigating automobile accidents involving Official Government Vehicles (OGV'S)-HIDTA lease vehicles shall apply to accidents involving the leased vehicles furnished to the SPD personnel, in addition to whatever accident reporting requirements the SPD may have.
- 14. While on duty and acting on task force business, the SPD officers assigned to the HIDTA task force shall be subject to all DEA and federal government rules, regulations and procedures governing the use of OGV's for home to work transportation and for personal business. The HIDTA Executive Committee acknowledges that the United States is liable for the actions of task force officer, while on duty and acting within the scope of their federal employment, to the extent permitted by the Federal Torts Claim Act.
- 15. The term of this agreement shall be effective from the date in paragraph number one until September 30, 2022. This agreement may be terminated by either party on 30 days advance written notice. Billing for all outstanding obligations must be received by DEA within 90 days of the date of termination of this agreement. HIDTA will be responsible only for obligations incurred by SPD during the term of this agreement.

For the Drug Enforcement Administration:

El Paso Division

	Date:
Kyle W. Williamson	
Special Agent in Charge	

For the Socorro Police Department:	
	Date:
David Burton	
Chief Sagarra Palica Danartmant	
Socorro Police Department	
For the City of Segarra, Tayas:	
For the City of Socorro, Texas:	
T. Marie	Date:
James Martinez City Attorney	
City of Socorro, Texas	
etty of socotto, reads	
	Date:
Ivy Avalos	
Mayor City of Socorro, Texas	

Ivy Avalos Mayor

Ruben Reyes
At Large

Cesar Nevarez
District 1 / Mayor Pro-Tem



September 14, 2021

Ralph Duran
District 2

Victor Perez District 3

Yvonne Colon - Villalobos

District 4

Adriana Rodarte
City Manager

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: City Manager, Adriana Rodarte

SUBJECT: Discussion and action to approve agreement with Elite Ambulance Services starting October 1, 2021, in the amount of \$165,000.00 and authorize the city manager or designee to execute contract.

SUMMARY

In order to properly provide for the health, safety, and general welfare of its citizens in the critical area of emergency medical care, it is of the utmost importance to the City that it ensures that at all times during the term of this Agreement, Elite adheres, without deviation, to such specifications pursuant to this Agreement

STATEMENT OF THE ISSUE

Please see attached

Same as above

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 001/Health Ambulance Services / 0004

Funding Source: General Fund

Amount: \$165,000.00

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

Decline agreement

STAFF RECOMMENDATION

Recommend approval

REQUIRED AUTHORIZATION

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

EMERGENCY AMBULANCE SERVICE AGREEMENT

This Emergency Ambulance Services Agreement (the "Agreement") is by and between THE CITY OF SOCORRO, TEXAS (the "City") and ELITE MEDICAL TRANSPORT OF TEXAS, LLC. ("Elite"), and is effective the 1st day of October, 2021. The City and Elite are sometimes referred to herein individually as a ("Party") and collectively as the ("Parties").

WITNESSETH:

WHEREAS, in order to properly provide for the health, safety, and general welfare of its citizens in the critical area of emergency medical care, it is of the utmost importance to the City that it ensures that at all times during the term of this Agreement, Elite adheres, without deviation, to such specifications pursuant to this Agreement and that Elite fully performs its obligations pursuant to this Agreement in a timely manner;

NOW, THEREFORE, incorporating the foregoing recitals by reference, the Parties hereby agree as follows:

I. GENERAL DESCRIPTION OF THE SERVICE

Elite agrees to provide emergency ambulance services (the "Services") to those persons of Socorro, Texas, requiring such service in the city limits of the City of Socorro (the "Clients"). Elite shall provide the Services to Clients "Full Time", defined as 365 days a year for 24 hours a day. Elite agrees to provide Full Time back-up emergency ambulance service anywhere in E1 Paso County in the event of a disaster, or in the event the Socorro Police Department requests back-up emergency ambulance service. Elite agrees to maintain a Full-Time dispatch center at 1000 Texas Avenue, El Paso, Texas.

II. GEOGRAPHICAL EXTENT OF SERVICES

The covered area of the Services shall be the city limits of Socorro, Texas, which measures approximately 22 square miles, and has a population of approximately 32,000 residents (the "City Limits").

III. DESTINATION

Elite agrees to transport any Client from the Client's location within the City Limits, to the nearest appropriate emergency care facility for treatment. The Services shall adhere to the Border Regional Advisory Council ("Border RAC") EMS transport policy.

IV. UNITS

- A. The vehicles and equipment (the "Units") to be provided by Elite in connection with the Services, shall be fully response-ready and adequately staffed Full Time and comply with Texas Administrative Code, Health Services Department of State Health Services Emergency Medical Care Emergency Medical Services Provider Licenses Requirements, Title 25, Part 1, Chapter 157.11 ("25 TAC § 157.11"). Elite will also be required to comply with all updates to 25 TAC § 157.11 and any other applicable statutes, laws, regulations, and ordinances.
- B. All Units will be maintained to meet or exceed the most recent standards as set out in the General Services Administration's Federal Specifications (KKK-A-1822F), dated 1 July, 2018, or as superseded or amended, GSA Federal Specifications--Star-of-Life Ambulance, to adequately transport ill, sick or injured persons in comfort and safety, and shall be maintained in clean, sanitary, and in first-class mechanical condition at all times. All Units on assignment will be manned by a two-member crew at all times during the term of this Agreement.
- C. Elite agrees to provide two (2) Units within City limits at all times to satisfy the response requirements of the Agreement and adhere to the following provisions:
 - 1. No front-line ambulance shall have mileage of more than 150,000 miles or be more than 5 years in age. "Reserve" ambulances will be less than six (6) years old and have fewer than 200,000 miles.
 - 2. All ambulances used for EMS calls must be Type I, Type II or Type III with a gross vehicle weight of 9,000 pounds or greater.
- D. The City may inspect the Units or equipment operated by Elite at any time, without notice to Elite. Elite, at its own expense, shall fully stock each EMS transport vehicle with equipment specified under the applicable State and Federal laws, rules and regulations or the equipment and supplies list provided by Elite, whichever is more stringent.
- E. In connection with this Agreement, the City hereby grants to Elite a revocable license for the use of the City's name, seal and slogan on the Units, for the purposes and on the terms and conditions herein. Use of such license requires the express approval by the City in writing, each time Elite wishes to use the license.

V. TERM.

The initial term of the agreement shall commence on the 1st day of October, 2021, and shall expire on the 30th day of September, 2023 ("Initial Term"). At the City's discretion, the Agreement maybe renewed for two (2) additional years following the expiration of the Initial Term.

VI. PERSONNEL

A. Required minimum Staffing:

- 1. Advanced Life Support ("ALS") When response-ready or in-service, authorized EMS vehicles operating at the ALS level shall be staffed at a minimum with one (1) advanced EMT, and one (1) emergency medical technician (EMT).
- 2. MICU When response-ready or in-service, authorized EMS vehicles operating at the MICU level shall be staffed at a minimum with one (1) EMT Basic and one (1) certified or licensed EMT-Paramedic.

B. All employees or independent contractors of Elite must:

- 1. Be at least eighteen (18) years of age;
- 2. Have not been convicted of a felony or any offense involving moral turpitude within the past five (5) years;
- 3. If a driver, have not had any license for the operation of motor vehicle suspended or revoked within the last five (5) years;
- 4. If a driver, be the holder of a current Texas State Class C license or out-of-state equivalent;
- 5. If an attendant, be a State of Texas registered emergency medical technician or higher classification as recognized by the State of Texas;
- 6. Have a certificate of health executed by a physician license to practice medicine in the State of Texas showing that the individual is free of contagious or communicable disease and, if a driver, free of any color blindness or any disability which would impair this ability to safely operate a vehicle;
- 7. If a driver, participate in an accredited defensive driving class within six (6) months of the date of hire and every two years thereafter;
- 8. Participate in "in-service-training" which includes current emergency medical procedures.

Elite agrees to maintain a current list of employees and independent contractors on file with the Texas Department of State Health Services (DSHS).

VII. COMPENSATION

In consideration for the Services, the City agree to pays the sum of \$41,250.00 per quarter (the "Scheduled Payments") to Elite. Said quarterly sum shall be paid by the City, upon receipt of a monthly invoice and quarterly financial report from Elite for the Services rendered during the preceding quarter. Invoices and quarterly financial reports are to be submitted by Elite to the City within 30 days after the close of the quarter.

VIII. COMMUNICATION WITH THE SOCORRO POLICE DEPARTMENT

Elite agrees to maintain communication with the Socorro Police Department, or its designee, at all times. Elite acknowledges and understands that the Socorro Police Department is authorized and empowered by the City to deal directly with Elite in terms of calling for the Services and in delegating responsibilities to Elite in an emergency or disaster situations.

IX. DEFINITIVE CARE PROCEDURES

If used, definitive care procedures (including, but not limited to, IV, therapy, drug administration, cardiac defibrillation and endotracheal instrumentation) shall be pursuant to the Medical Protocol approved by the medical director of Elite. Elite shall have protocols approved by its medical director identifying procedures for each EMS certification or license level utilized by the provider. Protocols shall also address the use of non-EMS certified or licensed medical personnel who, in addition to the EMS staff, provide patient care on behalf of Elite and/or in the provider's EMS vehicles. Physicians, nurses, and other health care practitioners who regularly provide patient care in EMS vehicles shall be EMS certified. The protocols shall address the use of all required, additional, and specialized medical equipment carried by any EMS vehicle in the provider's fleet. Protocols shall have an effective date and an expiration date, which corresponds to the effective and expiration dates of the provider's EMS license, and shall indicate specific applications including geographical area and duty status of personnel. For patient care reasons and with appropriate consideration from the medical director, a provider's protocols may be expanded or overridden by on-line medical control, off-line medical direction, or by patient-specific orders.

X. RECORDS AND REPORTS

- A. Elite agrees to provide the City with a monthly report indicating its total EMS services in the City's defined service area, demonstrating its monthly compliance with the promptness requirement, indicating its overall average response time for all emergency calls in the City limits, and certifying all vehicles, equipment, supplies, and required personnel requirements were met during the reporting period. Additionally, Elite will submit quarterly financial reports to the City.
- B. Elite's monthly report to the City must include the following reporting categories and supporting data:

- 1. Total breakdown of responses including;
 - a. Actual transports
 - b. Cancellations
 - c. Refusals without treatment
 - d. Refusals with treatment
- 2. Licensed siren responses:
 - a. Number of Code 3 Responses
 - b. Number of Code 1 Responses
- 3. Levels of care provided:
 - a. BLS patients
 - b. ALS patients
 - c. ALS 2 patients
 - d. Availability of paramedic for transports requiring paramedic response

4. Response Times:

- a. Percentage of EMS responses times that were at or below ten (10) minutes from the time that a call is received by Elite for EMS transport services to the time of patient contact
- b. Exception report for all response times greater than 10 min, explaining the reason or circumstance leading to the delayed response to include train interceptions, rain, or other causes.
- C. Furthermore, Elite agrees to provide the City with a quarterly financial report to include all revenues and expenses incurred during the execution of the contract services, and the profit / losses incurred during said quarter. This quarterly financial report shall be submitted to the City within 30 days after the close of the quarter. The City reserves the right to request further clarification and backup documentation to justify specific expenses, as needed.
- D. The City reserves the right to request any additional information in relation to monthly reports or quarterly financial reports, if needed, in order to ensure compliance with stipulations as stated in this contract, to include quality assurance. Elite must also agree to surprise audits by the City's designee throughout the duration of the contract period. Surprise audits may be conducted at least once annually with the goal of ensuring all contractually agreed upon services, performance measures, personnel, vehicles, equipment, and supply requirements are being met.

XI. AUDITS

At any time, the City, or its duly authorized representatives, shall have the right to enter the offices of Elite in order to inspect or audit financial books and records that pertain to the City. At

such times, the City, or its duly authorized representatives, shall have the right to inspect any records it deems necessary and appropriate to conduct such an audit; including but not limited to: (i) all billings and invoices; (ii) all personnel records; (iii) all equipment maintenance records; (iv) all bank account records; (v) all federal income tax returns; (vi) all State of Texas franchise tax returns; (vii) all payroll tax records; (viii) all correspondence files; and (ix) all accountant's work papers. The City shall have a right to copy, at its own expense, any records pertaining to City emergency business. The cost of any such audit shall be borne by the City unless a discrepancy of 3% or greater is found in total income, total expenses, or total cash flow items, in which case the cost of the audit shall be paid by Elite.

XII. RESPONSE TIME

Elite agrees to respond to all calls and to transport all clients to their destination with as much speed as is reasonable and prudent under the prevailing conditions. Response times begin at the time that the call for service is received by Elite. Elite agrees to meet the following response time requirements: Within the City Limits of Socorro – 10 minutes or less, 90% of the time for the calendar month.

XIII. WARRANTIES AND REPRESENTATIONS

- A. Elite warrants and represents to the City that:
- 1. It has utilized its best efforts to ensure that all of its employees and independent contractors meet all of the qualifications as stated herein;
- 2. It will promptly terminate, suspend or remove from the position that requires the qualifications, any employee who does not meet the qualifications contained herein. Further, it will immediately remove from the position of driver, any driver who is arrested, on or off duty, for driving while intoxicated or driving under the influence of drugs;
- 3. It will promptly replace or repair any vehicle or equipment that is not in first class condition, reasonable wear and tear excepted;
- 4. It will cause its Services to be operated, at all times, in strict compliance with all applicable statutes, laws, regulations, and ordinances, and maintain any bonds required under the Texas Administrative Code.
 - 5. It will pay, in a timely fashion, all taxes and fees.
- 6. the execution of this Agreement and the performance of its obligations pursuant to this Agreement will not violate the terms of any other agreement;
- 7. It has reviewed this Agreement with its attorney and has been fully apprised of the legal effect of the terms and conditions of this Agreement;
- 8. All of the above warranties and representations are true and correct as of the date of this Agreement and will remain true and correct throughout the term of this Agreement.

XIV. OTHER TERMS AND CONDITIONS

A. Insurance

Elite shall provide, at its own expense, the following insurance coverage:

- 1. Comprehensive automobile insurance coverage extended for fire, theft or any other physical loss of ambulance except by collision or upset.
- 2. Collision and upset insurance for all ambulances with value no less than current value of vehicle and contents with not more than One Thousand Dollars (\$1,000) deductible.
- 3. Automobile liability insurance coverage as required by State Law as may be amended from time to time. Current requirements are in amounts of at least One Million Dollars (\$1,000,000) bodily injury per person; One Million Dollars (\$1,000,000) bodily insurance per incident; and One Million Dollars (\$1,000,000) property damage, including Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth
- 4. Commercial General Liability insurance or its equivalent, listing the City as an additional insured, providing limits of not less than \$1,000,000 for bodily injury and property damage per occurrence, consistent with potential exposure to City under the Texas Tort Claims Act. Coverage should include injury to or death of persons and property damage claims arising out of the services etc. provided with a general aggregate of \$2,000,000, and a products and completed operations aggregate of \$2,000,000. Coverage should include: Damaged to rented premises at a minimum of \$100,000 per occurrence.
- 5. Liability for Independent Providers Workers' Compensation and Employers' Liability- insurance is equivalent to State of Texas Workers' Compensation Statutory Limits, providing limits of not less than \$1,000,000 for each accident, each disease per employee \$1,000,000, and policy limit of no less than \$1,000,000. There shall not be any policy exclusions or limitations.
- 6. Insurance must be written by companies licensed to do business in the State of Texas. Elite agrees to name City as additional insured in the above referenced insurance policies.
- 7. All insurance policies must contain a provision that the policy shall not be canceled, modified, expired or otherwise terminated until after at least thirty (30) days written notice to that effect is given to City.
- 8. All insurance policies shall be in form and content satisfactory to City and should be submitted to The City of Socorro at the time of contract execution.

The City reserves the right, at any time during the term of this contract, to change the amounts and types of insurance required hereunder by giving Elite thirty (30) days written notice. If such change should result in substantial additional cost to Elite, the City agrees to modify the contract for additional compensation proportional to the increased benefit to The City.

Elite's failure to procure and maintain the required insurance or self-insurance program during the entire term of this contract shall constitute a material breach of this contract under which the City may immediately terminate this contract or, at its discretion, procure or renew such insurance to protect the City's interests and pay any and all premiums in connection therewith, and recover all monies so paid from Elite.

B. Nondiscrimination

In connection with the performance of work under this agreement, Elite agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

C. INDEMNIFICATION/HOLD-HARMLESS AGREEMENT

ELITE AGREES TO HOLD HARMLESS THE CITY FROM ANY AND ALL LAWSUITS OR LITIGATION WHICH MAY ARISE AT ANY TIME FROM THE OPERATION OF ITS MOTOR VEHICLES OR THE CONDUCT OF ITS EMPLOYEES WHILE UNDER CONTRACT TO THE CITY, AND ALSO AGREES TO INDEMNIFY THE CITY FROM LIABILITY IMPOSED UPON IT AS A RESULT OF ANY OF ITS ACTIVITIES HEREUNDER. ELITE SHALL BE SOLELY RESPONSIBLE FOR ASSUMING LIABILITY OF ITS PERSONNEL AND OF THE PATIENTS CARRIED IN ITS VEHICLES WHILE UNDER CONTRACT WITH CITY.

D. Independent Contractor Status

Elite agrees that it is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

XV. DEFAULT

- A. The occurrence of any of the following events (each, an "Event of Default") constitutes an immediate breach of, and default under, this Agreement, entitling the City to exercise all rights and remedies specified in this Agreement and under all applicable laws:
 - A. Elite's failure to pay any obligation it is required to pay by the terms of this Agreement;
 - B. Elite's failure to fully and timely perform any of its obligations pursuant to the terms of this Agreement;

- C. The insolvency, or transfer in fraud of creditors, or assignment for the benefit of creditors by Elite, or any of its Principals, defined as all officers and directors of Elite as well as any shareholder having a controlling ownership of Elite's outstanding capital stock;
- D. The filing by Elite, or any of its Principals, of a petition for bankruptcy, or the adjudication of Elite, or any of its Principals, as bankrupt insolvent in proceedings filed against Elite, or any of its Principals;
- E. The appointment of a receiver for all or substantially all the assets of Elite or any of its Principals;
- F. The transfer, conveyance, sale, gift or assignment by the Principals of Elite of ownership of any portion of the assets and business of Elite, except that the transfer of shares of the business between the Principals existing at the time of the execution of this Agreement is permitted;
- G. The involuntary conveyance or transfer of ownership of any portion of the assets or business of Elite.

XVI. TERMINATION AND REMEDIES

Upon the occurrence of any Event of Default as described in this Agreement, the City may do any or more of the following without any notice or demand whatsoever;

- 1. Terminate this Agreement;
- 2. Proceed against Elite for monetary damages;
- 3. Specifically enforce the provisions of this Agreement by means of a decree from a court of competent jurisdiction.

Absent an Event of Default, either Party may terminate this Agreement at any time without cause by giving thirty (30) days' written notice to terminate to the other party, or upon mutual consent. Both Parties shall cease to incur costs associated with this Agreement upon termination or receipt of written notice to terminate, whichever occurs first.

XVII. MISCELLANEOUS

- A. No waiver by the City of any violation or Event of Default shall be deemed or construed to constitute a waiver of any other violation or Event of Default herein contained. Forbearance by the City to enforce one or more of the remedies herein provided upon an Event of Default shall not be deemed or construed to constitute a waiver of such default
- B. The contract may not be assigned or subcontracted by Elite without the written consent of the City. If all or a portion on the contract work is proposed to be assigned or

subcontracted, the name of the individual(s) to complete the work, address and Elite proposed shall be submitted within the scope of the proposal.

- C. This Agreement shall be construed in accordance with the laws of the State of Texas and both parties consent to El Paso County as the exclusive venue for any lawsuits arising from this Agreement. In the event either party fails to perform its obligations and responsibilities as set forth herein and it becomes necessary for other party to enforce its rights by hiring an attorney or third party, the non-prevailing party shall be responsible for all fees and costs incurred by the prevailing party to enforce such rights.
- D. The City reserves, and does not waive, its rights of sovereign immunity and similar rights, and its rights under the Texas Tort Claims Act. No provision of this Agreement imposing any obligation or restriction on the City not permitted by applicable law shall be enforceable. Records relating to this Agreement may be subject to disclosure pursuant to the Texas Public Information Act, Section 552.001 et. seq. of the Texas Government Code. Any provision of this Agreement permitting or requiring discretion, consent, or approval by Elite shall be deemed to require the same be exercised reasonably and in good faith.
- E. Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural unless the context otherwise requires
- F. The captions are inserted in this Agreement for convenience only and in no way define, limit or describe the scope or intent of this Agreement, or any provisions thereof, nor in any way affect the interpretation of this Agreement
- G. This Agreement may not be altered, changed or amended except by an instrument in writing signed by both Parties.
- H. If any provision of this Agreement is found to be illegal, invalid or unenforceable, the remaining provisions of this Agreement shall continue as if such illegal, invalid, or unenforceable provision was not part of this Agreement.
- I. This Agreements is the entire agreement between the parties hereto with respect to the matters covered herein. No other agreements, representations, warranties, or other matters, oral or written, purportedly agreed to or represented by or on behalf of either party or by any of their employees or agents, shall be deemed to bind the parties hereto with respect to the subject matter hereof. Both parties acknowledge that they are entering into the Agreement solely on the basis of the representations and warranties contained herein.

[signatures appear on next page]

IN WITNESS WHEREOF, we have hereunto set our hands on this the ___day of_, 2019.

ATTEST:	CITY OF SOCORRO:
By: Olivia Navarro, City Clerk	By:, Ivy Avalos, Mayor
	ELITE MEDICAL TRANSPORT OF TEXAS LLC.
	By: Rob Campion, President

ITEM 37

Ivy Avalos Mayor

Ruben Reyes
At Large

Cesar Nevarez
District 1 / Mayor Pro-Tem



September 13, 2021

Ralph Duran
District 2

Victor Perez District 3

Yvonne Colon - VillalobosDistrict 4

Adriana Rodarte
City Manager

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: City Manager, Adriana Rodarte

SUBJECT: Discussion and action to authorize City Manager or her designee to execute all necessary documents to start the Redistricting process, including engagement of consultants and attorneys

SUMMARY

Population data provided by the U.S. Census Bureau is the foundation of a redistricting plan; population is reported by units of census geography, including by county, tract, block group, and block. Redistricting plans are typically drawn using these units of census geography, and a comprehensive GIS coverage of the state is maintained to allow the legislature to connect population and election data to geography and draw district boundaries.

CENSUS DATA Population data provided by the U.S. Census Bureau is the foundation of a redistricting plan; population is reported by units of census geography, including by county, tract, block group, and block. Redistricting plans are typically drawn using these units of census geography, and a comprehensive GIS coverage of the state is maintained to allow the legislature to connect population and election data to geography and draw district boundaries.

GENERAL REQUIREMENTS FOR REDISTRICTING PLANS Two primary requirements govern redistricting. First, representative districts of a given type (senate, house, congressional, and SBOE, as well as local government single-member districts) must have equal or nearly equal populations. Second, districts must be drawn in a manner that neither has the purpose nor will have the effect of denying or abridging the right to vote on the basis of race, color, or language group. These requirements are based in the Fourteenth Amendment to the U.S. Constitution (the Equal Protection Clause), the Fifteenth Amendment (prohibiting voting discrimination based on race), the federal Voting Rights Act of 1965, and, for congressional districts, Section 2, Article I, of the U.S. Constitution. As U.S. Supreme Court Justice William O. Douglas wrote in a landmark 1963 decision requiring the states to ensure that their election processes treat voters equally, "[t]he conception of political equality from the Declaration of

Independence, to Lincoln's Gettysburg Address, to the Fifteenth, Seventeenth, and Nineteenth Amendments can mean only one thing—one person, one vote" (Gray v. Sanders, 372 U.S. 368 (1963)). Subsequent Supreme Court decisions have applied the principle to require representative districts at all levels of government—congressional, state, and local—to represent equal numbers of voters. Exactly how equal must the populations of districts be? A Texas case that reached the U.S. Supreme Court in the 1970s (White v. Register, 412 U.S. 755 (1973)) set the basic standard for the maximum acceptable population deviation for state legislative districts: the combined deviation of the most populous district and the least populous district from the ideal district population may not exceed 10 percent, and all the other district populations must fall within that narrow range. "Ideal district population" is the population a district would have if all districts in a plan have equal populations, and it is determined by dividing the total state population by the number of districts in the plan. The courts have allowed limited exceptions to the 10 percent deviation limitation if based on consistent application of rational state policy such as the preservation of whole counties. 2 In some cases, even plans with districts within the 10 percent limitation have been held invalid if the population deviations show a pattern of discrimination. The same standard applies to districts for the SBOE. A stricter one person, one-vote standard applies to congressional redistricting. Traditionally, states have equalized total census populations to comply with the one-person, one-vote requirement. The federal courts have left open the question of whether a state may equalize eligible voter populations among districts to satisfy that requirement. The application of the Voting Rights Act and federal constitutional prohibitions against redistricting that has the purpose or effect of discriminating on the basis of race, color, or language group has been developed primarily through case law and has been the subject of extensive litigation. In drawing new districts, the legislature must carefully consider how those districts affect the ability of racial, ethnic, and language group voters to elect candidates of their choice and must not use the arrangements of districts to reduce or limit the ability of members of those groups to elect candidates of their choice. While the principal federal constitutional and statutory provisions governing redistricting are the same for all redistricting plans, the specific provisions of the Texas Constitution relating to Texas house and senate districts, and certain provisions of the federal constitution governing congressional districts, result in somewhat different requirements for different types of districts. The following sections briefly describe redistricting requirements specific to each type of district for which the Texas Legislature is primarily responsible.

STATEMENT OF THE ISSUE

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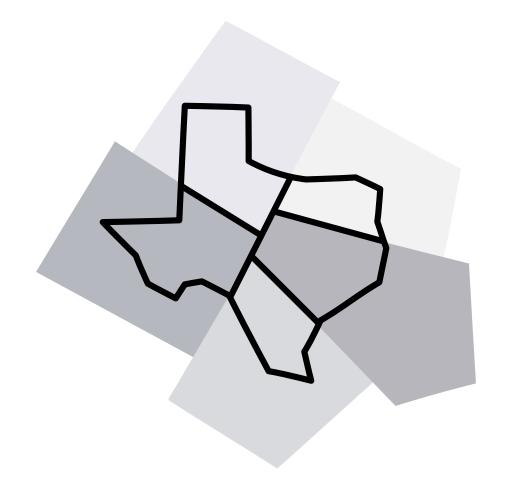
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FINANCIAL IMPACT

Account Code (GF/GL/Dept):

Funding Source:	
Amount:	
Quotes (Name/Commodity/Price) N/A	
Co-op Agreement (Name/Contract#) N/A	
ALTERNATIVE Decline agreement	
Decline agreement STAFF RECOMMENDATION	
Recommend approval	
REQUIRED AUTHORIZATION	
1. City Manager	Date
2. CFO	Date
3. Attorney	Date

GUIDE TO 2021 REDISTRICTING





GUIDE TO 2021 REDISTRICTING



Published by the Texas Legislative Council UPDATED: September 2021

Texas Legislative Council Lieutenant Governor Dan Patrick, Joint Chair Speaker Dade Phelan, Joint Chair Jeff Archer, Executive Director

The mission of the Texas Legislative Council is to provide professional, nonpartisan service and support to the Texas Legislature and legislative agencies.

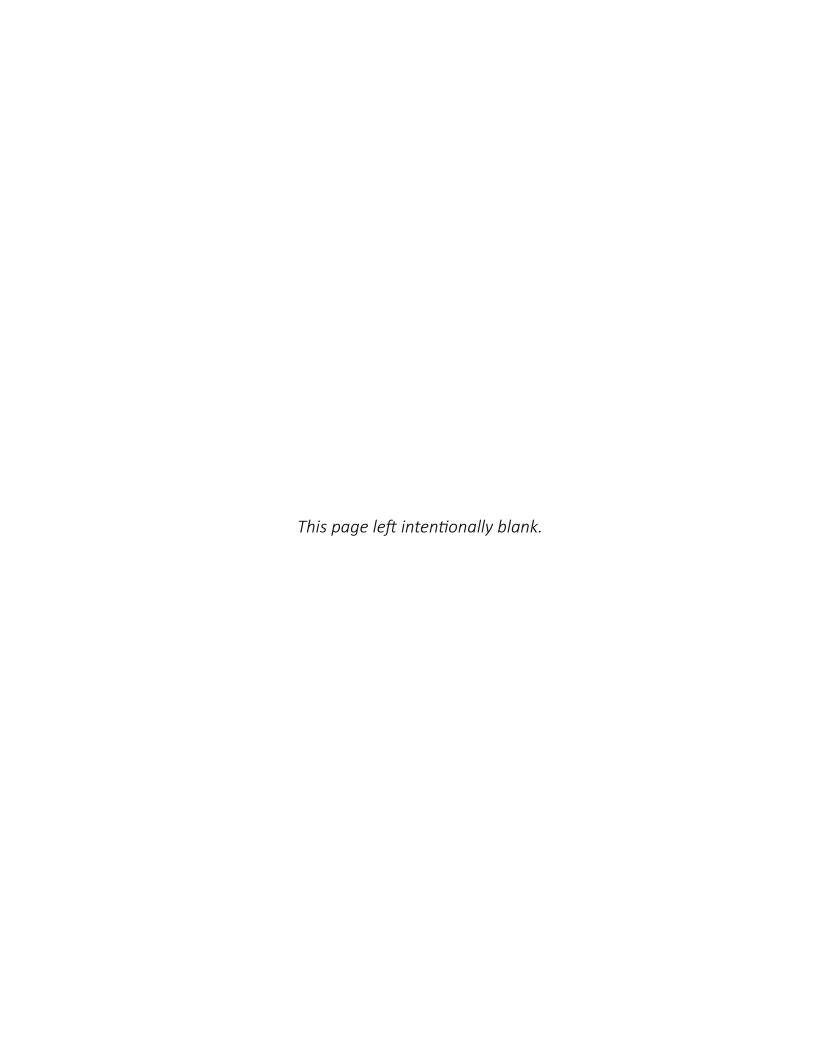
In every area of responsibility, we strive for quality and efficiency.

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If you have questions or comments regarding this publication, please contact Karen White by phone at (512) 463-1155 or by e-mail at karen.white@tlc.texas.gov.

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PREFACE

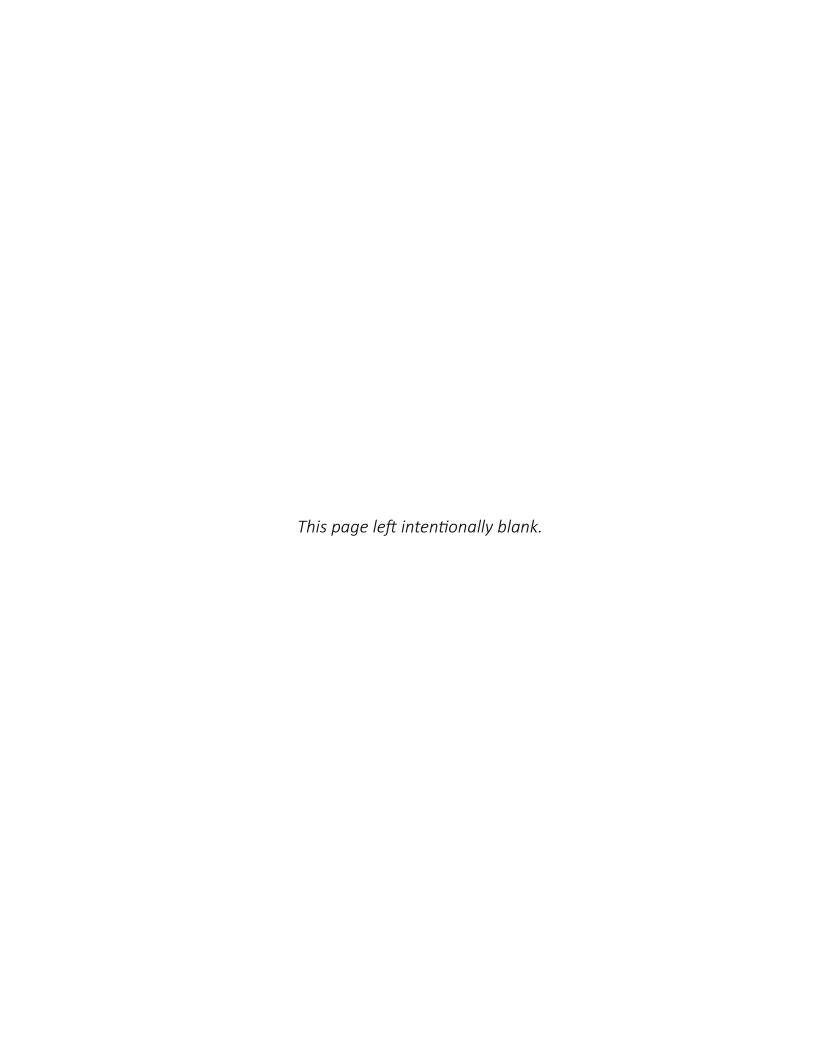
This Guide to Redistricting 2021 provides members of the legislature and other interested persons with an introduction to the issues and constraints that will affect statewide redistricting in Texas following the 2020 decennial census and describes the services provided by the Texas Legislative Council to support the state's redistricting effort. The guide briefly outlines requirements of a redistricting plan and explains the redistricting process in Texas. It includes sections on:

- requirements;
- process;
- · data; and
- public participation.

This edition of the guide has been updated to reflect the postponed 2020 Census data release and is accurate as of the publication date.

For more information concerning redistricting, visit the <u>Texas Redistricting</u> <u>website</u>.

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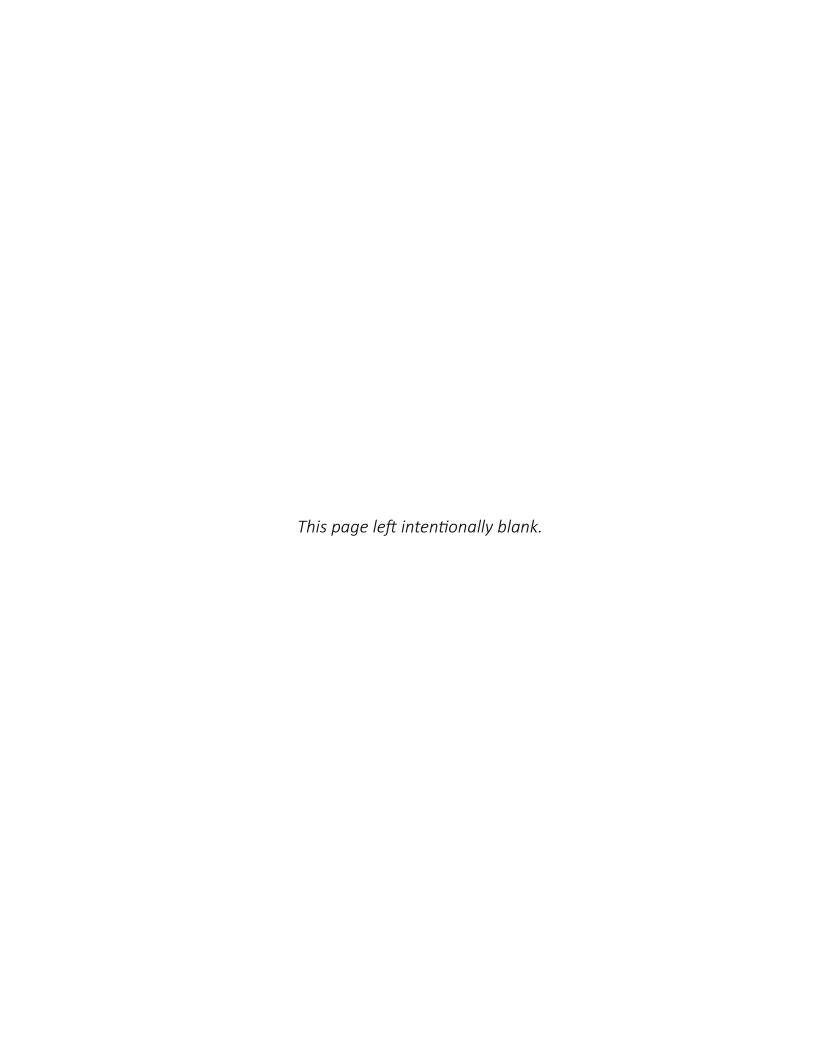


INTRODUCTION

The Texas Legislature has the responsibility to redistrict Texas senate, Texas house, Texas congressional, and State Board of Education (SBOE) districts following publication of each United States decennial census. Redistricting can only begin after the block-level total and voting age population counts by race and ethnicity are provided by the U.S. Census Bureau. Federal law requires that data to be delivered to the states not later than March 31 of the year following the census year.

If the census data is delivered before the end of the legislature's first regular session after release of the census data and new boundaries for the Texas senate or house districts are not enacted in that regular session, or if a plan enacted during that session is vetoed or is overturned by court challenge within 90 days of the end of the session, the Texas Constitution gives the Legislative Redistricting Board (LRB) redistricting authority for those state legislative districts. If new boundaries for congressional or SBOE districts are not enacted during such regular session, those redistricting plans may be taken up in a special legislative session. The COVID-19 pandemic led to a delay in the release of 2020 census data, and because the data were not available before the end of the regular session, the LRB has no authority for redistricting in 2021. Postponement of the release of Census population data also led to other substantial changes to deadlines for the state's 2021 redistricting activities. See the Texas Redistricting website for the 2021 timeline.

Current districts and proposed legislative plans and amendments may be viewed by legislators and others on the public <u>DistrictViewer website</u>. Access to a special Texas redistricting computer system (RedAppl), which provides the extensive data and graphic mapping capability necessary to redraw districts, is also available to legislative offices.



REDISTRICTING REQUIREMENTS

The following is a brief discussion of basic legal requirements relating to legislative redistricting.

The federal constitution calls for reapportionment of congressional seats according to population from a decennial census (Section 2, Article I). Reapportionment is the allocation of a set number of districts among established units of government. The 435 congressional seats are reapportioned among the 50 states after each decennial census according to the method of equal proportions. The boundaries of the individual congressional districts within each state are then redrawn by the state legislature or, in some states, by a redistricting commission, in accordance with state and federal law.

Redistricting is the revision or replacement of existing electoral districts, resulting in new districts with different geographical boundaries. The basic purpose of decennial redistricting is to equalize population among electoral districts after publication of the United States decennial census indicates population has increased or decreased over the last decade.

The Texas Constitution requires the legislature to redistrict Texas house and senate seats during its first regular session following publication of each United States decennial census (Section 28, Article III). After each census, SBOE seats also must be redistricted to bring them into compliance with the one-person, one-vote requirement.

GENERAL REQUIREMENTS FOR REDISTRICTING PLANS

Two primary requirements govern redistricting. First, representative districts of a given type (senate, house, congressional, and SBOE, as well as local government single-member districts) must have equal or nearly equal populations. Second, districts must be drawn in a manner that neither has the purpose nor will have the effect of denying or abridging the right to vote on the basis of race, color, or language group. These requirements are based in the Fourteenth Amendment to the U.S. Constitution (the Equal Protection Clause), the Fifteenth Amendment (prohibiting voting discrimination based on race), the federal Voting Rights Act of 1965, and, for congressional districts, Section 2, Article I, of the U.S. Constitution. As U.S. Supreme Court Justice William O. Douglas wrote in a landmark 1963 decision requiring the states to ensure that their election processes treat voters equally, "[t]he conception of political equality from the Declaration of Independence, to Lincoln's Gettysburg Address, to the Fifteenth, Seventeenth, and Nineteenth Amendments can mean only one thing—one person, one vote" (*Gray v. Sanders*, 372 U.S. 368 (1963)). Subsequent Supreme Court decisions have applied the principle to require representative districts at all levels of government—congressional, state, and local—to represent equal numbers of voters.

Exactly how equal must the populations of districts be? A Texas case that reached the U.S. Supreme Court in the 1970s (*White v. Regester*, 412 U.S. 755 (1973)) set the basic standard for the maximum acceptable population deviation for state legislative districts: the combined deviation of the most populous district and the least populous district from the ideal district population may not exceed 10 percent, and all the other district populations must fall within that narrow range. "Ideal district population" is the population a district would have if all districts in a plan have equal populations, and it is determined by dividing the total state population by the number of districts in the plan. The courts have allowed limited exceptions to the 10 percent deviation limitation if based on consistent application of rational state policy such as the preservation of whole counties.

In some cases, even plans with districts within the 10 percent limitation have been held invalid if the population deviations show a pattern of discrimination. The same standard applies to districts for the SBOE. A stricter one-person, one-vote standard applies to congressional redistricting.

Traditionally, states have equalized total census populations to comply with the one-person, one-vote requirement. The federal courts have left open the question of whether a state may equalize eligible voter populations among districts to satisfy that requirement.

The application of the Voting Rights Act and federal constitutional prohibitions against redistricting that has the purpose or effect of discriminating on the basis of race, color, or language group has been developed primarily through case law and has been the subject of extensive litigation. In drawing new districts, the legislature must carefully consider how those districts affect the ability of racial, ethnic, and language group voters to elect candidates of their choice and must not use the arrangements of districts to reduce or limit the ability of members of those groups to elect candidates of their choice.

While the principal federal constitutional and statutory provisions governing redistricting are the same for all redistricting plans, the specific provisions of the Texas Constitution relating to Texas house and senate districts, and certain provisions of the federal constitution governing congressional districts, result in somewhat different requirements for different types of districts. The following sections briefly describe redistricting requirements specific to each type of district for which the Texas Legislature is primarily responsible.

SENATE DISTRICT REQUIREMENTS

Section 25, Article III, of the Texas Constitution requires the Texas Senate to be elected from single-member districts and each senate district to be composed of contiguous territory.

Section 28, Article III, of the Texas Constitution requires the legislature to redistrict state senate districts during the first regular session following publication of the decennial census. If the legislature fails to do so, the redistricting task falls temporarily to the LRB.

HOUSE DISTRICT REQUIREMENTS

Often referred to as the "county line rule," Section 26, Article III, of the Texas Constitution, as modified by the federal courts to comply with the one-person, one-vote standard mandated by the Fourteenth Amendment, requires that house districts be apportioned among the counties according to the most recent federal decennial census population, subject to the following:

- (1) a county with sufficient population for exactly one district must be formed into a single district;
- (2) a county with a population smaller than the population needed for a whole district must be kept whole and combined with one or more contiguous counties to form a district;
- (3) a county that has sufficient population for two or more whole districts must be divided into that number of districts, with no district extending into another county; and
- (4) each county with a population sufficient for one or more whole districts plus a fraction of another district must be divided into that many whole districts, with the excess population added to one or more contiguous counties to form an additional district.

In practice, it is sometimes impossible to draw a statewide plan that completely satisfies these rules while maintaining districts with equal populations. The Texas courts have allowed a house plan to violate the county line rule to the limited extent necessary to draw a plan that complies with the federal one-person, one-vote requirement. For example, a county with less than the population needed for a single house district may be split between districts when no other option is available to create equally populated house districts.

Section 28, Article III, of the Texas Constitution requires the legislature to redistrict state house districts during the first regular session following publication of the decennial census. If the legislature fails to do so, the redistricting task falls temporarily to the LRB.

CONGRESSIONAL DISTRICT REQUIREMENTS

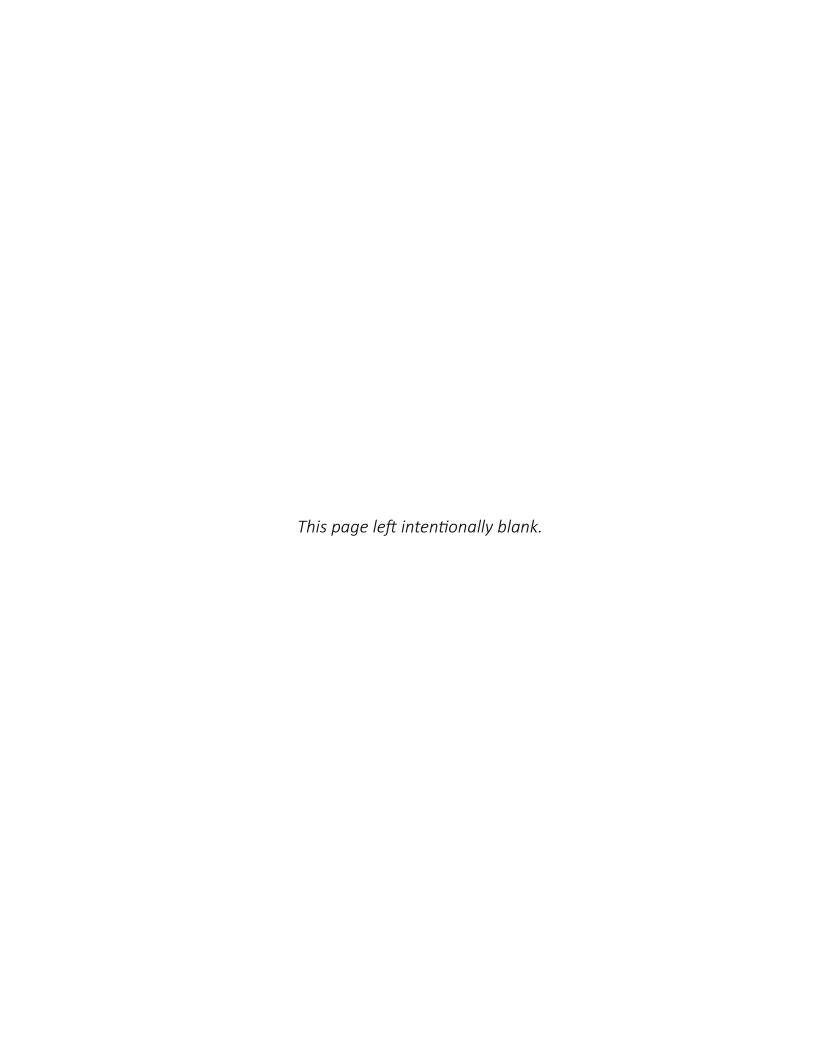
The number of seats in the U.S. House of Representatives apportioned to each state is determined after each decennial census by a mathematical formula set by federal law. Unless a state's constitution provides otherwise, each legislature has the authority to draw its state's congressional district boundaries. No Texas constitutional or statutory provisions address congressional redistricting. As a practical matter, the legislature must draw districts for the congressional seats apportioned to Texas before the candidates' filing period for the first general election following the decennial census. Unlike legislative redistricting, congressional redistricting does not come within the authority of the LRB if the legislature fails to enact a valid plan during the regular session that is meeting when the decennial census is published. The issue may be taken up in a subsequent special session of the legislature or, if the legislature fails to enact a congressional plan or the governor does not call a special session, the districts may ultimately be drawn by a state or federal district court.

Federal law allows substantially less population deviation for congressional districts than for legislative districts, requiring congressional districts to be as equal in population as practicable. In congressional districts, each deviation from the ideal district size must be justified on the basis of a rational state policy or be found to be unavoidable despite a good faith effort to draw districts with equal population (*Karcher v. Daggett*, 462 U.S. 725 (1983)). As a result, congressional districts are usually drawn so that the population in each district is almost exactly the same.

STATE BOARD OF EDUCATION DISTRICT REQUIREMENTS

Section 7.101, Education Code, establishes the composition of the SBOE. The board currently consists of 15 members elected from districts.

No state statute requires redistricting of the SBOE districts at a particular time. The statutes governing the board provide for the election of a new board with staggered four-year terms after any decennial reapportionment of the districts. See Section 7.104, Education Code. As a practical matter, the legislature must redistrict the SBOE districts after the decennial census to bring the districts into compliance with the one-person, one-vote requirement.



REDISTRICTING PROCESS

The timing of the publication of the federal decennial census and legal requirements relating to redistricting in Texas dictate the basic process that redistricting follows in the Texas Legislature. Delays in the delivery of the 2020 Census have resulted in substantial changes to the redistricting process. This guide discusses both the typical process of redistricting and the changes to the process in 2021 as a result of those delays.

PUBLIC HEARINGS

In order to obtain information that aids the Texas Legislature in making redistricting decisions, legislative committees generally gather public comments prior to the redistricting session, providing an opportunity for citizens to present testimony concerning local preferences, communities of interest, local voting patterns, and other issues that the legislature may consider relevant when redrawing district lines.

Public hearings on redistricting bills under consideration by legislative committees are also held once census data become available and redistricting proposals begin to be considered by the legislature.

REDISTRICTING DATA

Federal law requires the U.S. Census Bureau to deliver state population totals to the president by December 31 of the census year (2020), at which time the number of congressional seats for each state is computed. The detailed census data needed to draw districts is required by federal law to be delivered to the states not later than March 31, 2021. Due to changes in census operations during 2020 because of the COVID-19 pandemic, the reapportionment of congressional districts among the states was postponed to April and the detailed census data needed for Texas redistricting was delivered in mid-August and became available in the legislature's redistricting computer systems in September.

REDISTRICTING BILLS

Redistricting bills follow the same path through the legislature as other legislation, and house and senate rules setting end-of-session procedures for the consideration of bills also apply. Congressional and SBOE redistricting bills may be introduced in either or both chambers; senate and house redistricting bills traditionally originate only in their respective chambers. Following final adoption by both chambers, each redistricting bill is presented to the governor for approval. The governor may sign the bill into law, allow it to take effect without a signature, or veto it. Under usual circumstances, if a house or senate redistricting bill is considered during the first regular session following publication of the decennial census, the bill is vetoed, and the veto is not overridden by the legislature, the LRB is required to meet. If a congressional or SBOE redistricting bill is vetoed and the veto is not overridden, the governor may call a special session to consider the matter. If no redistricting plan is enacted by the legislature or LRB for a particular body, the matter is likely to be taken up in state or federal district court, where an interim plan may be ordered by the court in the absence of an enacted plan. The legislature may also be called into a special session at a later time to address the absence of a redistricting plan.

LEGISLATIVE REDISTRICTING BOARD

The LRB, composed of the lieutenant governor, speaker of the house of representatives, attorney general, comptroller of public accounts, and land commissioner, was created by Texas constitutional amendment

approved by the voters in 1948 to provide legislators with an incentive to redistrict after each federal decennial census. If the legislature fails to redistrict house or senate districts during the first regular session following release of the decennial census, Section 28, Article III, of the Texas Constitution requires the LRB to meet within 90 days of the end of that regular session and to adopt its own house or senate plan within 60 days of convening.

In Mauzy v. Legislative Redistricting Board, 471 S.W.2d 570 (Tex. 1971), the Texas Supreme Court interpreted the LRB's authority to arise not only when the legislature literally fails to act, but also in certain cases when legislative redistricting plans are found invalid by the courts. As a result, if the legislature's plan is vetoed by the governor and the veto is not overridden by the legislature, or if the plan is overturned by a court challenge under state law within the 90-day period in which the LRB is given redistricting authority, redistricting becomes the responsibility of the LRB.

Because the legislature did not receive census data during the 2021 regular session, the LRB has no authority to meet in 2021.

JUDICIAL REVIEW

A suit against an adopted redistricting plan may be brought by a person with proper standing under the federal or state constitution or federal law. A suit alleging that a plan does not meet Texas constitutional requirements is ordinarily filed in state court. A suit alleging that a plan violates federal law is ordinarily filed in federal district court but may be brought in state court instead. A suit in federal court alleging that a congressional or legislative redistricting plan violates the federal constitution is tried before a three-judge district court.

ELECTIONS UNDER NEW DISTRICTS

Before elections are held under the new districts, counties that are split by district boundaries must change their voting precinct boundaries to conform with the new district lines since, under state law, a county voting precinct may not include portions of more than one congressional, legislative, or SBOE district.

The state constitution requires a candidate for state legislative office to have resided in the district the candidate seeks to represent for at least one year before the general election.

REDISTRICTING TIMETABLE

A timetable illustrating all steps in the redistricting process, between the release of the 2020 census data for redistricting and the 2022 election cycle, is posted on the <u>redistricting website</u> and will be updated as needed.

To further understand the complexities and the challenge facing the legislature, the reader may refer to the histories of redistricting in the previous four decades, which are summarized on the Texas Redistricting website.

REDISTRICTING DATA

Because of the federal constitutional requirement that districts of a given type have equal or nearly equal population, redistricting plans must take into account information about the total population of each district. To satisfy other legal requirements, including compliance with the Voting Rights Act, plans must take into account information about the race and ethnicity of the voting age populations of the districts as well as election data for analyzing minority participation and voting strength in existing and proposed districts. Since districts are defined in terms of geographic territory, geographic features such as census units (tracts, block groups, and blocks) and political units (counties, cities, and voting precincts) that are correlated to the demographic and election data are required for the task of redistricting. The legislature collects and maintains this data for use in carrying out its redistricting obligations and makes the data available to the public through its redistricting websites.

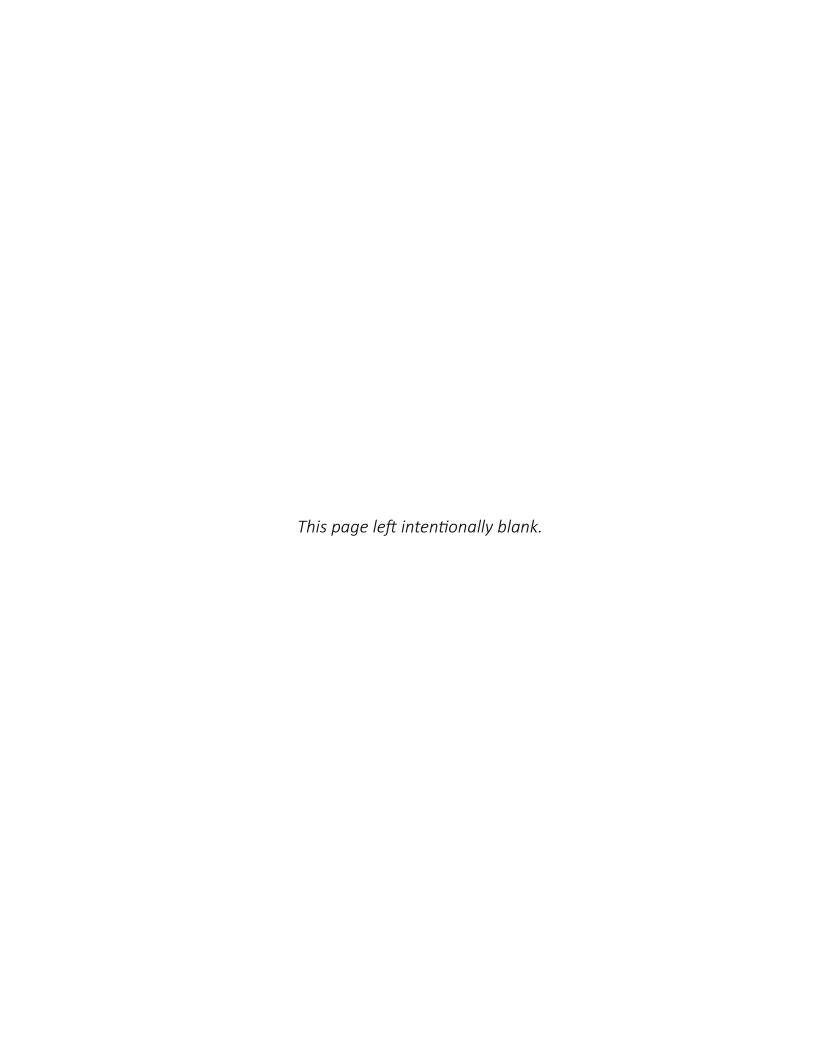
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Population data provided by the U.S. Census Bureau is the foundation of a redistricting plan; population is reported by units of census geography, including by county, tract, block group, and block. Redistricting plans are typically drawn using these units of census geography, and a comprehensive GIS coverage of the state is maintained to allow the legislature to connect population and election data to geography and draw district boundaries.

ELECTION DATA

Because election information is also required for analyzing a redistricting plan, a statewide election database compiled by legislative council staff provides county voting precinct boundaries, the results of statewide and many local primary, runoff, and general elections, and voter registration information by precinct for all counties. This election data is allocated to each census block within each voting precinct to allow for election data to be estimated for any district.

Because county voting precinct lines do not always follow census lines, in the redistricting system the precinct boundaries have been approximated to the closest census block boundary. These approximated precincts are called voting tabulation districts (VTDs). In most cases, VTDs match county election precincts exactly or the differences are minor and do not affect the accuracy of the precinct election data assigned to the VTD and the blocks within the VTD. Occasionally, the differences between a county voting precinct that does not follow census geography and the corresponding VTD are somewhat substantial and may affect the accuracy of election data allocated to that VTD and the blocks within it. However, because districts cover large areas and consist primarily of whole voting precincts, the imperfect allocation of election precinct data to some VTDs will not have a significant effect on the total election data reported for any district.



PARTICIPATION IN THE REDISTRICTING PROCESS

Members of the Texas Legislature have the duty to redraw state district boundaries after each decennial census, and comments and proposals from the public about district boundaries are encouraged to facilitate that process. Redistricting legislation follows the same path through the legislature as other bills, and public testimony and comments by interested persons should be made directly to the <u>Senate Special Committee on Redistricting</u> and to the <u>House Redistricting Committee</u>.

Resources designed to enable the state to handle redistricting tasks include:

- Texas Redistricting—the legislature's website for current redistricting news, legal issues about the topic, and links to redistricting data, online tools, and other useful sites;
- RedAppl—the core redistricting application created for the Texas Legislature; it provides access to population and election data and allows the legislature to draw district proposals; and
- DistrictViewer—the website that displays maps and associated demographic and election reports for current and proposed state senate, state house, Texas congressional, and SBOE districts, updated in real time as the legislature considers proposals.

The Capitol Data Portal and Who Represents Me? also provide information that may be helpful for citizens interested in participating in the redistricting process. More information about these sites is given below.

TEXAS REDISTRICTING

The Texas Redistricting website (https://redistricting.capitol.texas.gov/) serves as a guide to redistricting activities carried out by the Texas Legislature. It provides an extensive overview of the requirements and procedures relating to redistricting in Texas and has an extensive history section that includes legislative and court action concerning Texas districts from the past four decades and links to redistricting plans from the past.

The 2020s section includes links to committee hearings on redistricting, ideal district population figures, and a timeline and glossary about redistricting.

The website is updated regularly throughout the redistricting process with information including meeting dates, census deadlines, redistricting plan maps and reports, and news about major activities affecting redistricting that take place after the legislature adjourns.

REDAPPL

The centerpiece of the technology that supports redistricting in Texas is the RedAppl district modeling system. RedAppl, which was first developed in 1990 and has been updated and enhanced periodically since then, pulls together all the census and election data to allow the generation of maps and reports showing district boundaries and associated demographic and election information. RedAppl 2021 has data for statewide and select local elections held from 2012 through 2020, including primary, runoff, and general elections, and selected 2021 special elections for the Texas Legislature and congress.

An important feature of RedAppl 2021 is the capability to work online or off-line. Legislators and staff can use their office laptops to work on plans away from Capitol Complex offices and can disconnect from the Capitol network and work offline in their offices or other locations.

Public access to RedAppl is also made available on a limited basis through remote appointments and a virtual connection to the system during certain periods of legislative redistricting activities. Interested persons should review access policies and procedures, view the RedAppl training video, and then contact the redistricting office (512-463-6622) for more information about establishing a RedAppl account, scheduling appointments and saving proposals, and using RedAppl to provide proposals to redistricting committees.

DISTRICTVIEWER

DistrictViewer (https://dvr.capitol.texas.gov/) is the legislature's public website that displays maps and associated demographic and election reports for current and proposed state senate, state house, Texas congressional, and SBOE districts. All redistricting proposals that are made public during the legislative process are made available in DistrictViewer as soon as possible after becoming public, such as by the filing of a redistricting bill or the offer of an amendment in committee or during floor consideration of a redistricting bill. Users of DistrictViewer may overlay one plan on another to compare the two. DistrictViewer allows the user to zoom in to view the details of a proposed plan, such as street names, cities, and election precincts, with or without district boundaries. Users may also search for an address and easily access geographic, election, and demographic data and additional resources related to any public plan.

CAPITOL DATA PORTAL

All the redistricting data maintained by the legislature is available from the Capitol Data Portal (https://data.capitol.texas.gov), which can be accessed from the Texas Redistricting website. Maps and data reports for redistricting plans considered by the legislature are also available. Information for current districts and all plans under consideration during the 2020s redistricting cycle may be found in Redistricting 2021; information for plans considered during the last decade are filed under Redistricting Archive - 2010s.

Data available for each redistricting plan include files that relate precincts and zip codes to districts and shapefiles of counties, tracts, block groups, blocks, precincts, VTDs, and school districts. Detailed census data is reported for each district. Election returns and voter registration and turnout data are available by VTD, and additional records are added as soon as data from a new election is collected, processed, and verified.

The election and geographic data that may be obtained from this site are developed specifically for redistricting in Texas and may be used in any compatible redistricting or GIS applications.

WHO REPRESENTS ME?

Who Represents Me? (https://wrm.capitol.texas.gov) is a web tool that links any address in Texas to current districts to allow the user to identify the current members of the Texas Senate, Texas House of Representatives, U.S. Senate and House of Representatives, and the SBOE who represent that address location. Who Represents Me? also provides contact information for those representatives. The site will be updated to reflect new districts after the 2022 elections but does not include information about proposed districts.

While Who Represents Me? is not a specific redistricting tool, it provides information needed for members of the public to identify and contact their legislators.