



Elia Garcia
Mayor

Rene Rodriguez
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.

SUPPLEMENTAL NOTICE OF MEETING BY VIRTUAL SERVICES

IN ACCORDANCE WITH ORDER OF THE OFFICE OF THE GOVERNOR ISSUED MARCH 16, 2020, THE CITY COUNCIL OF THE CITY OF SOCORRO WILL CONDUCT THE MEETING SCHEDULED FOR THURSDAY AUGUST 20, 2020 AT 6:00 PM BROADCASTED FROM CITY CHAMBERS AT CITY HALL CHAMBERS 860 RIO VISTA., RD. SOCORRO, TEXAS VIA TELEPHONE CONFERENCE AND LIVED STREAMED IN ORDER TO ADVANCE THE PUBLIC HEALTH GOAL OF LIMITING THE NUMBER OF PEOPLE PHYSICALLY PRESENT AT OUR LOCATION (ALSO CALLED “SOCIAL DISTANCING”) TO SLOW THE SPREAD OF THE CORONAVIRUS (COVID-19). PLEASE NOTE: PUBLIC ACCESS WILL BE ALLOWED TO THE LOCATION DESCRIBED ABOVE FOR ITEM NUMBER 7.

THIS WRITTEN NOTICE, THE MEETING AGENDA, AND THE AGENDA PACKET, ARE POSTED ONLINE AT [HTTP://CI.SOCORRO.TX.US/CITY-CLERK-PUBLIC-NOTICE](http://ci.socorro.tx.us/city-clerk-public-notice) THE PUBLIC CAN ACCESS THE MEETING BY CALLING TOLL FREE-NUMBER 844-854-2222 ACCESS CPDE 323610.

THE PUBLIC MUST CALL IN 844-854-222 ACCESS CODE 323610 BY 5:30 PM MOUNTAIN STANDARD TIME (MST) ON AUGUST 20, 2020 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.)

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

- 5. *Excuse* absent Council Members.**

Olivia Navarro

- 6. *Approval* of Regular Council Minutes of August 6, 2020 and Special Council Minutes June 13, 2020.**

Olivia Navarro

REGULAR AGENDA

PUBLIC HEARINGS AND ORDINANCES

- 7. 1st Public Hearing on the City of Socorro's Property Tax Rate.**

Adriana Rodarte

8. **Public Hearing** of an Ordinance for the proposed Amendment to the City of Socorro's Master Plan and rezoning of Tracts 2, 3, 4, 7, 7A, 8, 8A, 9, 10, 11, 12A 13, 13A, 13A2, 14 and 14A, Block 5, Socorro Grant from C2/A1 to IC-MUD for a new development.

Job Terrazas

9. **Second Reading and Adoption** of an Ordinance for the proposed Amendment to the City of Socorro's Master Plan and rezoning of Tracts 2, 3, 4, 7, 7A, 8, 8A, 9, 10, 11, 12A 13, 13A, 13A2, 14 and 14A, Block 5, Socorro Grant from C2/A1 to IC-MUD for a new development.

Job Terrazas

GRANTS DEPARTMENT

10. **Discussion and action** to approve the use of CARES Act Funding for technology projects to increase telework capabilities and online municipal services.

Alejandra Valadez

11. **Discussion and action** to adopt Resolution 625 approving the submission of a grant application to the Texas Community Development Block Grant Program's 2020 Fire, Ambulance, Service Truck (FAST) Fund. The City's required cash match contribution is \$5,000.00.

Alejandra Valadez

12. **Discussion and action** to adopt Resolution 626 approving the submission of a grant application to the Texas Community Development Block Grant Program's 2020 Planning and Capacity Building Fund. The City's required cash match contribution is 25% or up to \$20,625.00.

Alejandra Valadez

13. **Discussion and action** to ratify a Letter of Support for Project Amistad's grant application to the Department of Community and Human Development (DCHD) for ESG-CV Phase II.

Alejandra Valadez

POLICE DEPARTMENT

14. **Discussion and action** on approving obtaining a set of three used modular buildings from the government surplus program to utilize as a holding area for COVID-19 positive arrestees. The funds would be obtained from the COVID Relief Fund.

Chief David Burton

15. **Discussion and action** on approving the tear down and build of a new handicap ramp and decking for Police Headquarters in the amount of \$29,875.00.

Chief David Burton

CITY MANAGER

16. **Discussion and action** to announce the date on which City Council will take final action on the Tax Rate and on the Municipal Budget.

Adriana Rodarte

17. **Presentation and discussion** regarding tax rate calculations, revenues and expenditures for the City of Socorro's proposed budget for fiscal year 2020 - 2021.

Adriana Rodarte

18. **Discussion and action** to approve Municipal Judge two year contract and authorize City Manager or her designee to finalize contract. *Adriana Rodarte*
19. **Discussion and action** to exercise option to renew contact with Elite Ambulance Service to the City of Socorro starting on October 1, 2020 in the amount of \$140,000 annually. To authorize city manager or her designee to execute agreement. *Adriana Rodarte*
20. **Discussion and action** to review Ordinance No. 250 Amendment No. 1 Strategy and Investment Policy for the City of Socorro Texas. *Adriana Rodarte*

MAYOR AND COUNCIL

21. **Discussion and action** to direct staff to provide council with the construction cost of Coker Road. *Cesar Nevarez*


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

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

Discussion on the following:

22. **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*
23. **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*
24. **Discussion and action** regarding pending litigation and receive status report regarding pending litigation. *Adriana Rodarte*
25. **Adjourn**

DATED THIS 17th DAY OF AUGUST, 2020

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.

DATED THIS 17TH DAY OF AUGUST, 2020

By: 
Olivia Navarro, City Clerk

Agenda posted: 8-17-2020 @ 2:21 pm
Removed: _____ Time: _____ by: _____

ITEM 6

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

REGULAR COUNCIL MEETING MINUTES AUGUST 6, 2020 @ 6:00 P.M. VIRTUAL MEETING

MEMBERS PRESENT:

Mayor Elia Garcia
Rene Rodriguez
Cesar Nevarez
Ralph Duran

MEMBERS ABSENT

Victor Perez (*joined the meeting at 6:18 pm*)
Yvonne Colon-Villalobos (*joined the meeting at 6:13 pm*)

STAFF PRESENT:

Adriana Rodarte, City Manager
Olivia Navarro, City Clerk
Jim Martinez (*joined virtually*)

Mayela Granados, Executive Assistant
Diana Rodriguez, Recreation Leader
Alicia Aguilar, Recreation Leader
Estevan Gonzales, IT Director
Mayela Granados, Executive Assistant

1. CALL TO ORDER

The meeting was called to order at: 6:05 p.m.

2. PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE

Pledge of Allegiance was led by Adriana Rodarte

3. ESTABLISHMENT OF QUORUM

A quorum was established with four members present.

4. PUBLIC COMMENT

Margarita Perez spoke during Public Comment.

A motion was made by Rene Rodriguez seconded by Cesar Nevarez *to move up item number twenty-four (24) before item five (5)*. Motion passed.

Ayes: Rene Rodriguez, Cesar Nevarez and Ralph Duran

Nays:

Absent: Victor Perez and Yvonne Colon-Villalobos

24. *DISCUSSION AND ACTION TO APPROVE AND ADOPT RESOLUTION 623 RECOGNIZING OFFICER JOSHUA GONZALEZ. RENE RODRIGUEZ*

A motion was made by Rene Rodriguez seconded by Cesar Nevarez *to approve item number twenty-four (24)*. Motion passed.

Ayes: Rene Rodriguez, Cesar Nevarez and Ralph Duran

Nays:

Absent: Victor Perez and Yvonne Colon-Villalobos

Yvonne Colon-Villalobos joined the meeting at 6:13 pm

PRESENTATION

5. *PRESENTATION OF LIFE SAVING AWARD FOR OFFICER JOSH GONZALEZ. CHIEF DAVID BURTON*

6. *COMMENDATION CITATION FOR CORPORAL ISRAEL RODRIGUEZ. CHIEF DAVID BURTON*

7. *UNIT CITATION FOR CRIMINAL INVESTIGATIONS DIVISION (CID). CHIEF DAVID BURTON*

Victor Perez joined the meeting at 6:18 pm

Chief David Burton read the Life Saving Award, the Commendation Citation and the Unit Citation to recognize the officers.

CONSENT AGENDA

8. *EXCUSE ABSENT COUNCIL MEMBERS. OLIVIA NAVARRO*

9. *APPROVAL OF SPECIAL COUNCIL MINUTES OF JULY 16, 2020 AND REGULAR COUNCIL MINUTES OF JULY 16, 2020 AND SPECIAL COUNCIL MINUTES OF JULY 23, 2020. OLIVIA NAVARRO*

10. *DISCUSSION AND ACTION ON APPROVING JUNE 2020 UNAUDITED FINANCIAL REPORT. CHARLES CASIANO*

11. DISCUSSION AND ACTION ON APPROVING JUNE 2020 ACCOUNTS PAYABLE REPORT. CHARLES CASIANO

12. DISCUSSION AND ACTION ON APPROVING JUNE 2020 CASH RECEIPTS REPORT. CHARLES CASIANO

13. INTRODUCTION, FIRST READING AND CALLING FOR A PUBLIC HEARING OF AN ORDINANCE FOR THE PROPOSED AMENDMENT TO THE CITY OF SOCORRO'S MASTER PLAN AND REZONING OF TRACTS 2, 3, 4, 7, 7A, 8, 8A, 9, 10, 11, 12A 13, 13A, 13A2, 14 AND 14A, BLOCK 5, SOCORRO GRANT FROM C2/A1 TO IC-MUD FOR A NEW DEVELOPMENT. JOB TERRAZAS

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

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, Victor Perez and Yvonne Colon-Villalobos.

Nays:

Absent:

REGULAR AGENDA

PUBLIC HEARINGS / ORDINANCES

14. PUBLIC HEARING OF AN ORDINANCE OF THE CITY OF SOCORRO, CALLING FOR AN ELECTION TO BE HELD IN THE CITY OF SOCORRO, TEXAS, ON TUESDAY, THE 3RD DAY OF NOVEMBER, 2020, FOR THE PURPOSE OF AN ELECTION FOR APPROVAL OR REJECTION OF 28 PROPOSITIONS REGARDING AMENDMENTS TO THE CITY CHARTER OF THE CITY OF SOCORRO, TEXAS; ELECTION FOR MAYOR, CITY REPRESENTATIVE AT-LARGE, AND DISTRICT 4 CITY REPRESENTATIVE; DESIGNATING LOCATIONS OF POLLING PLACES; ORDERING NOTICE OF THE ELECTION TO BE GIVEN AS PRESCRIBED BY LAW; PROVIDING FOR THE PUBLICATION AND POSTING OF SAID NOTICE; PROVIDING FOR EARLY VOTING DATES AND TIMES; MAKING PROVISIONS FOR THE CONDUCT OF THE ELECTIONS AND RESOLVING OTHER MATTERS INCIDENT TO HOLDING OF SUCH ELECTION; PROVIDING A STATEMENT OF FISCAL IMPACT; PROVIDING COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT; PROVIDING FOR A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE. ADRIANA RODARTE

Public Hearing opened at 6:34 pm
Miriam Cruz spoke during Public Hearing
Public Hearing closed at 6:37 pm

15. SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY OF SOCORRO, CALLING FOR AN ELECTION TO BE HELD IN THE CITY OF SOCORRO, TEXAS, ON TUESDAY, THE 3RD DAY OF NOVEMBER, 2020, FOR THE PURPOSE OF AN ELECTION FOR APPROVAL OR REJECTION OF 28 PROPOSITIONS REGARDING AMENDMENTS TO THE CITY CHARTER OF THE CITY OF SOCORRO, TEXAS; ELECTION FOR MAYOR, CITY REPRESENTATIVE AT-LARGE, AND DISTRICT 4 CITY REPRESENTATIVE; DESIGNATING LOCATIONS OF POLLING PLACES; ORDERING NOTICE OF THE ELECTION TO BE GIVEN AS PRESCRIBED BY LAW; PROVIDING FOR THE PUBLICATION AND POSTING OF SAID NOTICE; PROVIDING FOR EARLY VOTING DATES AND TIMES; MAKING PROVISIONS FOR THE CONDUCT OF THE ELECTIONS AND RESOLVING OTHER MATTERS INCIDENT TO HOLDING OF SUCH ELECTION; PROVIDING A STATEMENT OF FISCAL IMPACT; PROVIDING COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT; PROVIDING FOR A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.
ADRIANA RODARTE

A motion was made by Victor Perez seconded by Ralph Duran to *approve item number fifteen (15)*.

An amended motion was made by Victor Perez seconded by Ralph Duran to *approve and amend Exhibit "A" with correct dates of early voting*. Motion passed.

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, Victor Perez and Yvonne Colon-Villalobos.

Nays:

Absent:

16. DISCUSSION AND ACTION TO APPROVE AND ADOPT MINOR UPDATES TO THE CITY OF SOCORRO'S CHAPTER 380 ECONOMIC DEVELOPMENT POLICY.
ALEJANDRA VALADEZ

A motion was made by Victor Perez seconded by Yvonne Colon-Villalobos to *approve item sixteen (16)*. Motion passed.

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, Victor Perez and Yvonne Colon-Villalobos.

Nays:

Absent:

A motion was made by Rene Rodriguez seconded by Yvonne Colon-Villalobos to *move up item twenty-two (22)*. Motion passed.

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, Victor Perez and Yvonne Colon-Villalobos.

Nays:

Absent:

22. DISCUSSION AND ACTION TO REDUCE TAX RATE. RENE RODRIGUEZ

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

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, Victor Perez and Yvonne Colon-Villalobos.

Nays:

Absent:

19. DISCUSSION AND ACTION TO APPROVE THE ANTICIPATED PROPOSED TAX RATE FOR FISCAL YEAR COMMENDING OCTOBER 1, 2020 THRU SEPTEMBER 30, 2021. ADRIANA RODARTE

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

An amended motion was made by Victor Perez seconded by Rene Rodriguez to *approve with voter amount approval of 8% increase in revenue*. Motion passed.

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, Victor Perez and Yvonne Colon-Villalobos.

Nays:

Absent:

Yvonne Colon-Villalobos left the meeting at 7:13 pm

22. DISCUSSION AND ACTION TO REDUCE TAX RATE. RENE RODRIGUEZ

A motion was made by Rene Rodriguez seconded by Ralph Duran to *approve and bring back to council with different scenarios of a rate lower than 8% for item number twenty-two (22)*. Motion passed.

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, and Victor Perez

Nays:

Absent: Yvonne Colon-Villalobos.

PLANNING AND ZONING

17. DISCUSSION AND ACTION ON THE PROPOSED CONDITIONAL USE PERMIT FOR A MECHANIC SHOP AT LEIGH CLARK SURVEY 293 ABST 6257, TRACT 1-A-1 LOCATED AT 1113 HORIZON BLVD. JOB TERRAZAS

A motion was made by Victor Perez seconded by Cesar Nevarez to *deny item number seventeen (17)*. Motion passed.

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, and Victor Perez

Nays:

Absent: Yvonne Colon-Villalobos.

18. UPDATE ON THE MASTER SIDEWALK PLAN PROJECTS.

MICHAEL MEDINA

No action on this item.

CITY MANAGER

20. DISCUSSION AND ACTION TO APPROVE THE SCHEDULING OF TWO (2) PUBLIC HEARINGS ON AUGUST 20, AND SEPTEMBER 3, 2020 FOR THE ANTICIPATED PROPOSED TAX RATE FOR FISCAL YEAR COMMENCING OCTOBER 1, 2020 THRU SEPTEMBER 30, 2021.

ADRIANA RODARTE

A motion was made by Ralph Duran seconded by Cesar Nevarez to *approve item number twenty (20)*. Motion passed.

Miriam Cruz spoke on this item.

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, and Victor Perez

Nays:

Absent: Yvonne Colon-Villalobos

21. DISCUSSION AND ACTION TO REVIEW AND APPROVE EL PASO COUNTY 911 DISTRICT FY 2021 BUDGET PLAN. ADRIANA RODARTE

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

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, and Victor Perez

Nays:

Absent: Yvonne Colon-Villalobos

MAYOR AND COUNCIL

- 23. DISCUSSION AND ACTION TO DIRECT STAFF TO ADD ORMSBY TO THE CAPITAL IMPROVEMENT PROGRAM AND PROVIDE COUNCIL WITH THE CONSTRUCTION COST OF SAID PROJECT. *RENE RODRIGUEZ***

A motion was made by Rene Rodriguez seconded by Cesar Nevarez to *approve item twenty-three (23)*. Motion passed.

An amended motion was made by Rene Rodriguez seconded by Ralph Duran to *bring back to council to provide construction cost for discussion to possibly adding Ormsby to the Capital Improvement Program*

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, and Victor Perez

Nays:

Absent: Yvonne Colon-Villalobos

- 25. 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***

- 26. 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

- 27. DISCUSSION AND ACTION REGARDING PENDING LITIGATION AND RECEIVE STATUS REPORT REGARDING PENDING LITIGATION.**

ADRIANA RODARTE

A motion was made by Rene Rodriguez seconded by Victor Perez to *delete items twenty-five (25), twenty-six (26) and twenty-seven (27)*. Motion passed.

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, and Victor Perez

Nays:

Absent: Yvonne Colon-Villalobos

28. ADJOURN

A motion was made by Ralph Duran seconded by Rene Rodriguez to *adjourn at 8:00 pm.*

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, and Victor Perez

Nays:

Absent: Yvonne Colon-Villalobos

Elia Garcia, Mayor

Olivia Navarro, City Clerk

Date minutes were approved

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

**SPECIAL COUNCIL MEETING MINUTES
AUGUST 13, 2020 @ 6:00 P.M.
VIRTUAL MEETING**

MEMBERS PRESENT:

Mayor Elia Garcia
Rene Rodriguez
Cesar Nevarez
Ralph Duran
Victor Perez

MEMBERS ABSENT:

Yvonne Colon-Villalobos

STAFF PRESENT:

Adriana Rodarte, City Manager
Olivia Navarro, City Clerk
Jim Martinez (*joined virtually*)

Mayela Granados, Executive Assistant
Victor Reta, Recreation Department Director
Estevan Gonzales, IT Director

1. CALL TO ORDER

The meeting was called to order at: 6:07 p.m.

2. PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE

Pledge of Allegiance was led by Adriana Rodarte

3. ESTABLISHMENT OF QUORUM

A quorum was established with five members present.

4. PUBLIC COMMENT

Sal Chagoya spoke during Public Comment

CONSENT AGENDA

5. EXCUSE ABSENT COUNCIL MEMBERS.

OLIVIA NAVARRO

A motion was made by Victor Perez seconded by Cesar Nevarez to *approve the Consent Agenda*. Motion passed.

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, and Victor Perez

Nays:

Absent Yvonne Colon-Villalobos

REGULAR AGENDA

PLANNING AND ZONING DEPARTMENT

6. DISCUSSION AND ACTION ON THE MASTER SIDEWALK PLAN PROJECTS.

MICHAEL MEDINA

A motion was made by Rene Rodriguez seconded by Ralph Duran to *approve item seven*.

An amended motion was made by Rene Rodriguez seconded by Ralph Duran to *approve item number seven (7) with staff's recommendation*. Motion passed.

Sal Chagoya spoke on this item.

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, and Victor Perez

Nays:

Absent Yvonne Colon-Villalobos

CITY MANAGER

7. DISCUSSION AND ACTION REGARDING ADOPTION OF RESOLUTION 624 REGARDING THE CALCULATION OF THE VOTER APPROVAL TAX RATE.

ADRIANA RODARTE

A motion was made by Ralph Duran seconded by Cesar Nevarez to *approve item number seven (7)*.

An amended motion was made by Ralph Duran seconded by Cesar Nevarez to *adopt Resolution 624 regarding the calculation of the voter approval tax rate for item seven (7)*. Motion passed.

Sal Chagoya spoke on this item.

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, and Victor Perez
Nays:
Absent Yvonne Colon-Villalobos

8. DISCUSSION AND ACTION TO REDUCE TAX RATE. RENE RODRIGUEZ

A motion was made by Rene Rodriguez seconded by Cesar Nevarez to *approve to reduce one (1) cent*.

An amended motion was made by Rene Rodriguez seconded by Cesar Nevarez to *approve the 8% tax rate*.

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, and Victor Perez
Nays:
Absent Yvonne Colon-Villalobos

9. 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

10. 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

11. DISCUSSION AND ACTION REGARDING PENDING LITIGATION AND RECEIVE STATUS REPORT REGARDING PENDING LITIGATION. ADRIANA RODARTE

A motion was made by Victor Perez seconded by Rene Rodriguez to *delete items nine (9), ten (10) and eleven (11)*. Motion passed.

Ayes: Rene Rodriguez, Cesar Nevarez, Ralph Duran, and Victor Perez
Nays:
Absent Yvonne Colon-Villalobos

12. ADJOURN

A motion was made by Victor Perez seconded by Rene Rodriguez to *adjourn at 6:56 pm*. Motion passed.

Elia Garcia, Mayor

Olivia Navarro, City Clerk

Date minutes were approved

ITEM 7

12B | SATURDAY, AUGUST 15, 2020 | EL PASO TIMES

**City of Socorro
PUBLIC HEARING**

A **PUBLIC HEARING** will be held at 6:00 p.m. at a Regular Council Meeting on August 20, 2020 at City Hall, 860 Rio Vista, Socorro, Texas. The purpose of the Public Hearing is to allow any interested person to appear and testify at the hearing regarding the following:

- 1st Public Hearing on the City of Socorro's Property Tax Rate.

- Those unable to attend the public hearing may submit their views to the City of Socorro. Accommodations for handicapped persons will be available; handicapped persons in need of special assistance for attending the hearings are encouraged to contact the City Clerk at (915) 858-2915, forty-eight (48) hours prior to this meeting.

Olivia Navarro
City Clerk
#4331958, El Paso Times, August 15, 2020

COUNCILMAN RELOCATION

Elia Garcia
Mayor

Rene Rodriguez
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: August 20, 2020
TO: MAYOR AND CITY COUNCIL
FROM: Job Terrazas, Building Official
CC: Adriana Rodarte, City Manager

SUBJECT:

Second Reading and Adoption of an Ordinance for the proposed Amendment to the City of Socorro’s Master Plan and rezoning of Tracts 2, 3, 4, 7, 7A, 8, 8A, 9, 10, 11, 12A 13, 13A, 13A2, 14 and 14A, Block 5, Socorro Grant from C2/A1 to IC-MUD for a new development.

SUMMARY:

The property matter of this request is north of Nuevo Hueco Tanks. This property has an estimated area of 12,308,749 sf. (282.57 acres), owned by Lower East Valley Holding Co. LLC.

BACKGROUND:

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

Per the Flood Insurance Rate Maps, the referenced property lies within **Zone X** and a portion of **Zone A** which is subject to 1% annual flooding.

Adjacent Land Uses:

North: Agricultural (City of El Paso)
South: R-2 / C-2
East: Vacant land (El Paso County)
West: A-1, Agricultural

STATEMENT OF THE ISSUE:

The Planning and Zoning Department received an application for a potential future development. Before the subdivision is designed, the property must be rezoned to establish regulations according to the proposed land use.

STAFF RECOMMENDATION:

The Planning and Zoning Department recommends APPROVAL.

BOARD RECOMMENDATION:

The Planning and Zoning Commission recommends APPROVAL.

FINANCIAL IMPACT

Account Code (GF/GL/Dept):

Funding Source:

Amount:

Quotes

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

ALTERNATIVE

Deny

REQUIRED AUTHORIZATION

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

Elia Garcia
Mayor

Rene Rodriguez
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

ORDINANCE _____

AN ORDINANCE CHANGING THE ZONING OF TRACTS 2, 3, 4, 7, 7A, 8, 8A, 9, 10, 11, 12A, 13, 13A, 13A2, 14 AND 14A, BLOCK 5, SOCORRO GRANT, ARE CHANGED FROM A-1/C-2 (AGRICULTURAL, GENERAL COMMERCIAL) TO IC-MUD (INDUSTRIAL COMMERCIAL-MIXED USE DEVELOPMENT)

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

That pursuant to Chapter 46 of the Codification of Ordinances of the City of Socorro, Texas, the Zoning Ordinance of the City of Socorro, as amended, the zoning of Tracts 2, 3, 4, 7, 7A, 8, 8A, 9, 10, 11, 12A, 13, 13A, 13A2, 14 and 14A, Block 5, Socorro Grant have been changed from A-1/C-2 (Agricultural, General Commercial) to IC-MUD (Industrial Commercial-Mixed Use Development).

READ, APPROVED AND ADOPTED this _____ day of _____ 2020.

CITY OF SOCORRO, TEXAS

Elia Garcia, Mayor

ATTEST:

Olivia Navarro, City Clerk

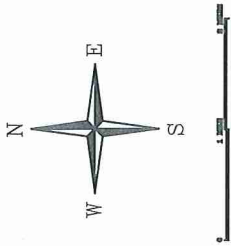
APPROVED AS TO FORM:

James A. Martinez
Socorro City Attorney

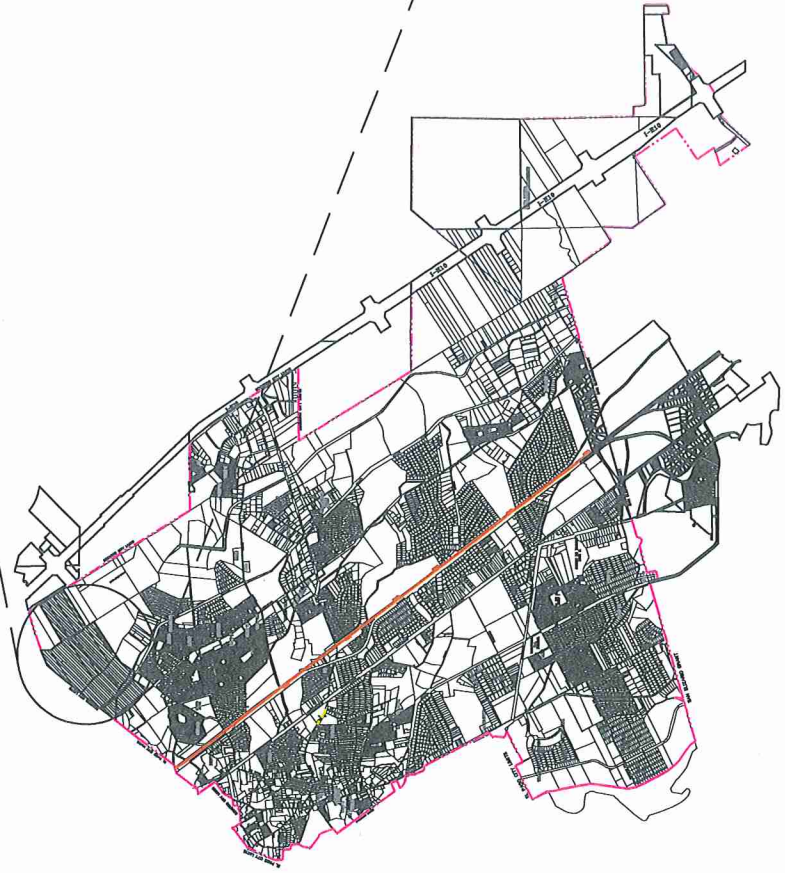
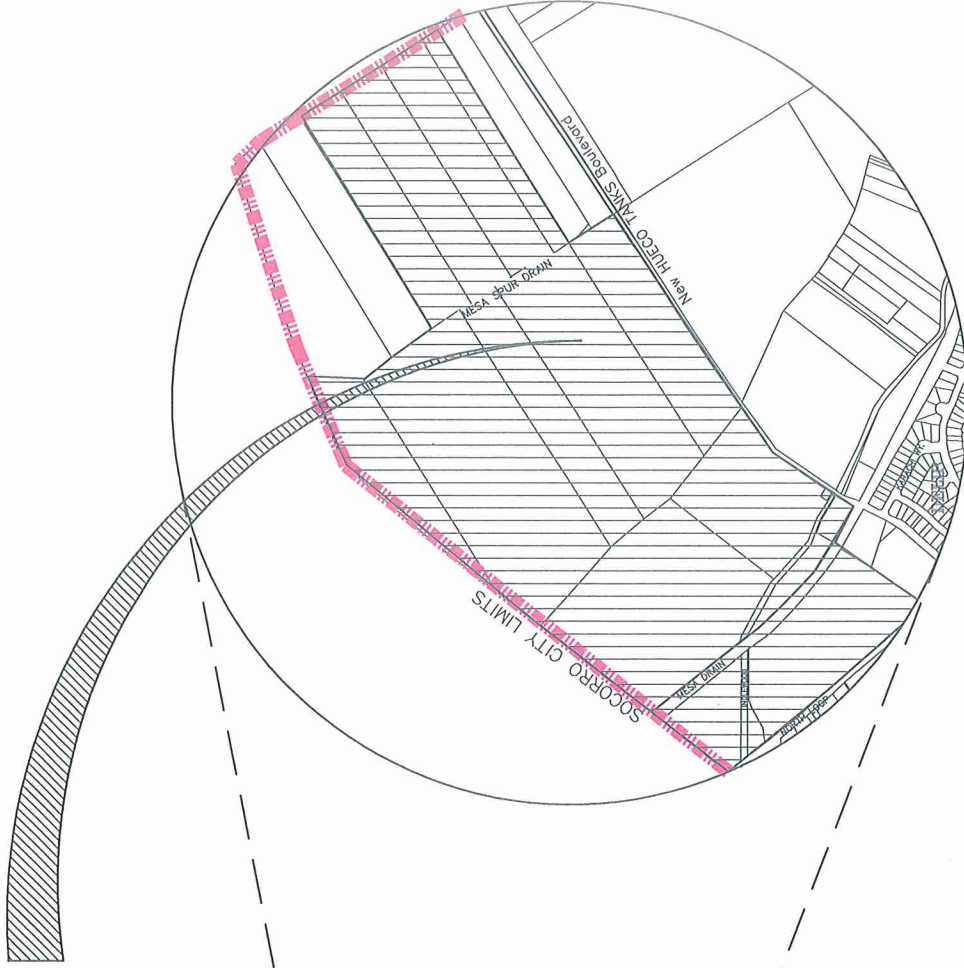
APPROVED AS TO CONTENT:

Adriana Rodarte, City Manager

Introduction and First Reading: August 6, 2020
Second Reading and Adoption: August 20, 2020



PROJECT SITE;
Eastlake Village
Tracts 2,3,4,7,7A,8,8A,9,10,
11,12A,13,13A,13A2,14 & 14A, Blk.5
Socorro Grant



CITY OF SOCORRO

LOCATION MAP

Scale: AS SHOWN

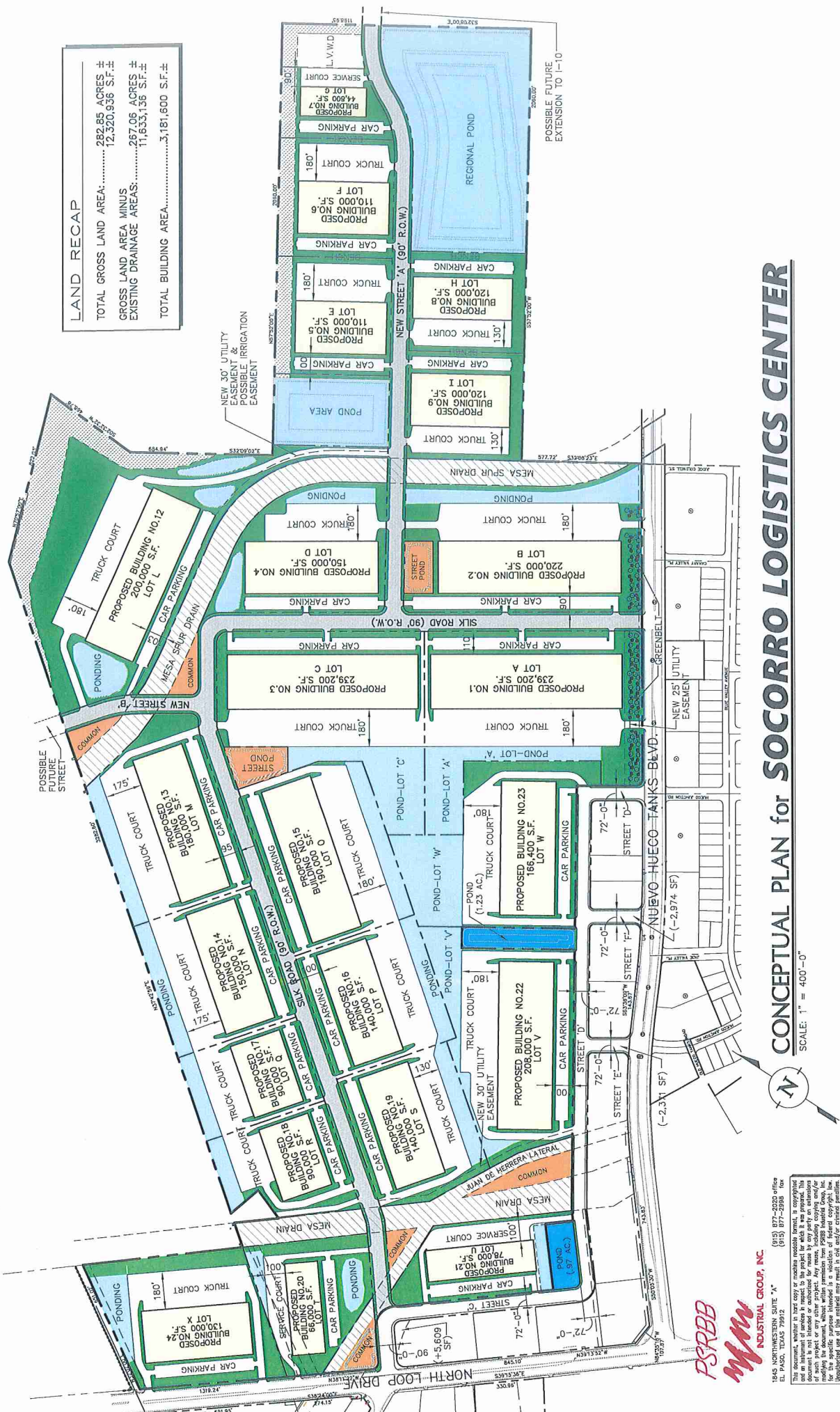


LAND RECAP

TOTAL GROSS LAND AREA:.....282.85 ACRES ±
 12,320,936 S.F. ±

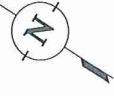
GROSS LAND AREA MINUS
 EXISTING DRAINAGE AREAS:.....267.06 ACRES ±
 11,633,136 S.F. ±

TOTAL BUILDING AREA:.....3,181,600 S.F. ±



CONCEPTUAL PLAN for SOCORRO LOGISTICS CENTER

SCALE: 1" = 400'-0"



PSRBB
INDUSTRIAL GROUP, INC.

1646 NORTHWESTERN SUITE "A"
 EL PASO, TEXAS 79912 (915) 877-2520 or (915) 877-2586
 This document is the property of PSRBB Industrial Group, Inc. and is intended for use only by the party to whom it is issued. It is not to be distributed or authorized for reuse by any party not named herein. Any reproduction or use of this document without written permission from PSRBB Industrial Group, Inc. is prohibited. The specific purpose intended is a violation of federal copyright law. Unauthorized use of this material may result in civil and/or criminal penalties.



PLANNING AND ZONING DEPARTMENT

Request for Rezoning

1. Name: LOWER EAST VALLEY HOLDING Co., LLC
 Address: 337 E. BORDERLAND DRIVE # 7 Phone: 915-474-1404
 Representative: CEA GROUP
 Address: 813 N. KANSAS ST., STE 300 Phone: 915-544-5232
 BEING ALL OF TRACTS 2, 3, 4, 7, 7A, 8, 8A, 9, 10, 11, 12A, 13
2. Property Location: 13A, 13AB, 14 AND 14A, BLOCK 5, SOCORRO GRANT,
EL PASO COUNTY, TEXAS
 Legal Description: _____

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

<u>283.86</u> Area (Sq. ft. or Acreage)	<u>A1, C2</u> Current Zoning	<u>VACANT</u> Current Land Use
<u>IC MUD</u> Proposed Zoning	<u>COMMERCIAL, INDUSTRIAL/MANUFACTURING</u> Proposed Land Use	

3. All owners of record must sign document.

[Signature]

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

Rezoning per parcel/tract: Less than one acre - \$650.00
 1 to 10 acres - \$750.00
 10.1 to 30 acres- \$950.00
 30.1 to 50 acres- \$1,150.00
 50.1 to 75 acres- \$1,400.00
 75.1 or more - \$1,650.00

ALL FEES ARE NONREFUNDABLE

Elia Garcia
 Mayor
Rene Rodriguez
 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

August 17, 2020

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Estevan Gonzalez, I.T. Director

Discussion and action to approve the use of CARES Act Funding for technology projects to increase telework capabilities and online municipal services.

SUMMARY

The City Council will approve the use of CARES Act Funding for various technology projects to increase telework capabilities and make more municipal services accessible online.

STATEMENT OF THE ISSUE

Due to the COVID-19 public health emergency and current increase in positivity rate in El Paso County, the City of Socorro must increase its telework capabilities in order to ensure continuity of government and municipal services continue in the midst of the current pandemic.

Access to Surface Pros and Microsoft Office 365 will allow employees to telework during high spikes in COVID-19 positive cases, and will ensure interconnectivity between departments and teams, and access to crucial files to ensure municipal services continue during the current pandemic. Website re-development will allow residents to access COVID-19 information, request municipal services, and pay for permits, fees and services online and from the safety of their homes, thereby reducing potential exposure to the virus and mitigating the further spread of the disease.

The expenditures are as follows:

Item	Description	Quantity	Cost per unit	Total
Surface Pros	Surface pros for increased teleworking capabilities to continue regular function of government during current pandemic	13	\$1,500.00	\$19,500.00

Microsoft Office 365	Microsoft Office 365 – Business class for 150 accounts, which includes Microsoft Teams, Office 365, Microsoft Cloud, etc.	1	\$22,500.00	\$22,500.00
Website Development	Website development to incorporate online payments, online forms, and COVID-19 resources, etc.	1	\$10,000	\$10,000.00
Total Project Cost				\$52,000.00

FINANCIAL IMPACT

Account Code (GF/GL/Dept): “COVID”

Funding Source: CARES Act Funding

Amount: \$52,000.00

Quotes (Name/Commodity/Price): Attached

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

ALTERNATIVE

Not approve. The City will not invest CARES Act Funding for increased telework capabilities and online municipal services.

STAFF RECOMMENDATION

APPROVE – The City will approve the use of CARES Act Funding for increased telework capabilities and online municipal services.

REQUIRED AUTHORIZATION

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



SOCIAL MEDIA
GRAPHIC DESIGN
PHOTO & VIDEO
360° VIRTUAL TOURS
TRAINING & WORKSHOPS

CITY OF SOCORRO - Website Planning and Redesign

To City of Socorro

(915) 319-0125

vreta@ci.socorro.tx.us

124 S. Horizon Blvd.
Socorro, TX
79927

Director of Public Relations, Recreation, Special
Events &; HPO: Victor Reta

From React Republic

915-519-2487

hello@reactrepublic.com

232 Buena Vista Street
El Paso
79905
United States

Objective



To completely redesign the Socorro, Texas website found at <http://ci.socorro.tx.us/> which is currently built on WordPress. The site has been crawled and we have found 150 pages, but only 76 are being used at the moment.

General implementation includes an initial consultation to determine needs, planning a site structure, researching and determining City of Socorro ideal aesthetic.

Optionally, and also strongly recommended, is additional and hands-on training for WordPress and back-end management. City of Socorro may need assistance with copywriting and content generation, at an additional cost.

- In-depth technical and road-mapping sessions to determine what are the needs and goals, the scope of the project and City of Socorro's target audiences.
- Events calendar integration, along with separate event pages for event archiving. Each event will allow people to easily click an icon to download this to their own personal calendars.
- Meeting with City of Socorro Departments to determine exactly what copy and imagery will be on their dedicated pages.
- Organizing City of Socorro 's pre-existing branding materials and determining any gaps (usually in the form of written content) that will need to be filled in during the project.
- Designing the navigation and information architecture of site, organizing content in intuitive logical ways.
- Determining the necessary plugins for complete functionality that meets Client needs and project requirements.
- API integration of social media, mailing lists, etc.
- Creation of a News page for City of Socorro Public Relations and other important announcements.
- Up to 2 rounds of detailed revisions before the project timeline is fully complete.
- Upon completion, City of Socorro will be provided with a migration file for easy site recovery should any future developer break the site.

	Amount	Quantity	Total	
WordPress Implementation - Custom Build Complete redesign of the Socorro, Texas website. Details are provided in 'Scope of Work'.	\$9,500.00	1	\$9,500.00	Added

	Amount	Quantity	Total
Original Photography Per hour. Approximately 20-30 images will be produced.	\$200.00	1	\$200.00

Original Videography

Original video. Filmed and produced by React Republic, LLC.

\$300.00

1

\$300.00

Timeline



Payment terms are: 50% deposit up front, 25% on the first delivery when we begin revisions and 25% after completion.

A WordPress Implementation of this level should take 1-3 months to fully realize, depending on the timeliness of acquiring content, the amount of revisions requested, the amount of content creation and copywriting needed.

If City of Socorro has a defined deadline, this should be made clear and in writing via email or written correspondence. At this time, a defined deadline has not been provided.

Summary



Subtotal	\$9,500.00
Tax	\$783.75 (8.25%)
Total	\$10,283.75

Signatures



0.1 Governing Law

This agreement shall be governed, construed, and enforced in accordance with the laws of the State of Texas, without regard to its conflict of laws rules.

1. Services to be Performed

React Republic, LLC agrees to perform WordPress implementation, or other services as an independent contractor on a per-project basis, as may be more specifically described on a separate exhibit (the "Work"). React Republic, LLC reserves the right to refuse any project.

React Republic, LLC may work with partners and/or subcontractors on Client projects. The provisions of this

Agreement represent the entire and integrated agreement between the parties and supersede all prior negotiations, representations and agreements, whether written or oral.

2. Payment

Client agrees to pay React Republic, LLC the project fee quote included in Scope of Work Proposal and/or an agreed-upon hourly rate plus expenses, if incurred. (Future rates subject to change with notice.) Projects, meetings, image requests, research, etc. are billed in 1-hour minimum increments. Client agrees to pay expenses for photography, illustrations and products purchased and licensed with Client approval for Client projects. React Republic, LLC reserves the right to add a mark-up to project expenses incurred by React Republic, LLC.

Rush Fees:

Projects or changes with same day or next business day deadlines may be accepted at React Republic, LLC's discretion. Projects and changes with requested same day and next business day turnarounds will incur a 50% Rush Fee.

React Republic, LLC will give advance notice if Rush Fees will be applied to projects other than requested same day or next day turnarounds.

3. Terms of Payment

React Republic, LLC shall submit invoices to Client on a timely basis. Client shall pay React Republic, LLC within the terms indicated on each invoice. Overdue payments by Client shall be subject to late penalty fees of 1% per week until the amount is paid.

A 50% initial deposit before work can commence is required, 25% on the first delivery when we begin revisions and 25% after completion.

4. Files

Files for print or other use will be released as needed; working files for future use or archive may be requested by Client for up to 6-months from the Work invoice date, once full payment for such work is received. A research fee may be charged to de-archive and prepare working files. Stock photos, illustrations and fonts are subject to licensing restrictions and may not be included with such files. React Republic, LLC does not offer permanent file storage or file backup services.

5. Rights

Final Work. Upon completion of the Work and conditioned upon receipt of full payment of all fees and expenses due, React Republic, LLC assigns to Client all copyright rights for final concepts, final layouts, and final designs created for Client under this Agreement, including any copyrights, in and to any artworks or designs comprising the works created by React Republic, LLC for use by Client as a trademark. React Republic, LLC shall cooperate with Client and shall execute any additional documents reasonably requested by Client to evidence such assignment. Agency retains rights to work product, concepts and layouts that are presented but not accepted as final by Client. Client grants React Republic, LLC a non-exclusive license to use images of Work for Portfolio and Promotional purposes.

Trademarks. React Republic, LLC does not represent that any art will be eligible for trademark registration. Client shall have sole responsibility for ensuring that any proposed trademarks or final deliverables intended to be a trademark are available for use in commerce and federal registration and do not otherwise infringe the rights of any third party.

6. Client Supplied Materials

Warranty of Originality. Client warrants and represents that, to the best of his/her knowledge, the materials provided to React Republic, LLC are original and have not been previously published, or that consent to use has been obtained on an unlimited basis; that all work or portions thereof obtained through the undersigned from third parties is original or, if previously published, that consent to use has been obtained on an unlimited basis; that Client has full authority to make this agreement; and that the work prepared by Client does not contain any scandalous, libelous, or unlawful matter.

Infringement. Client hereby indemnifies, saves, holds harmless, and agrees to defend React Republic, LLC from and against any and all damages, liabilities, costs, losses or expenses arising out of any claim, demand, or action by any third party alleging any infringement arising out of Client's use and/or failure to obtain rights to use or use of any trademark, slogan, ad copy, or like work produced by React Republic, LLC in reliance on Client's statements above, and any use of Client-supplied materials or materials produced at the request and direction of Client, leading to any claim, demand, or action alleging any infringement on the rights of others.

7. Terms of Agreement

This Agreement will become effective and legally binding when signed by Client, and continue until terminated by either party. Either party may terminate this Agreement at any time. React Republic, LLC shall be entitled to full payment for all services performed and expenses incurred on behalf of Client, including subcontractor fees, prior to the date of termination.

8. Limited Liability

Neither party shall be liable for the other's lost profits, or special, incidental, or consequential damages. React Republic, LLC liability to Client shall not exceed the amount paid by Client to React Republic, LLC for the Work. Client agrees to be available for and to provide final approval for all work before it is sent to a third party for final production, including but not limited to print, web design and development, "live" activation of web content, electronic or hard copy publication, and app development and release, as well as any other public release of the Work, and shall release React Republic, LLC from all liability for errors and omissions in such materials once Client has granted his/her approval.

Accepting these Terms & Conditions acts as a sales order for the services and products outlined in the Scope of Work Proposal and forms a legal contract between the authorized signatory and React Republic, LLC.



Design, Development, and Hosting of the City of Socorro Website

Will Trost, Account Executive
(720) 770-5582
Will.Trost@Granicus.com

Granicus
1999 Broadway, Suite 3600
Denver, CO 80202
www.granicus.com
Date: August 3rd, 2020

Solution Details

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City of Socorro Website CMS

A. Proposed Solution

A. Proposed Solution

1. Executive Summary

Dear Socorro website team,

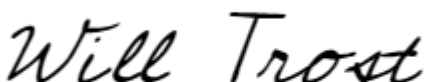
Thank you for the opportunity to submit a proposal for the upgrade of the City of Socorro's website. Based on our conversations, we feel our comprehensive offering will enable you to transform your web presence into a true "Digital Government." Granicus has launched websites for the most innovative Cities and Counties in the Country including <https://www.sanjoseca.gov/>, <https://www.kcmo.gov/>, <https://www.pflugervilletx.gov/>, and <https://www.cityofdelrio.com/>.

Granicus is uniquely positioned to help you serve, engage and reach – residents, visitors and businesses in the City of Socorro. Here is how we can help you:

- **Serve.** Like most government organizations, you are looking to bring more services online. We'll help you transform your website into a true service portal. We'll start by identifying the top tasks users perform on your website – like paying a ticket – and make it easy for visitors to find and complete those tasks.
- **Engage.** Connect with your citizens in a whole new way. With Granicus govAccess you can gather input on important issues, conduct polls, and aggregate and analyze data to inform public policy.
- **Integration between tools.** Reduce duplication of effort, post an agenda in PEAK and have it automatically displayed on the website, no-recreating calendar events for an agenda tool and CMS that don't talk to each other.
- **Protect.** Keep critical data safe by working with a vendor serving federal agencies that require the highest levels of security. At a time when ransomware attacks are growing in local government, you can never be too careful. We are here to help!
- **Mobilize.** With nearly 50 percent of traffic to local government websites coming from a mobile device, responsive design is no longer enough. Granicus offers the tools to truly optimize the mobile experience for your users.

We see tremendous potential for your website and would welcome the opportunity to help you achieve it. I look forward to talking with you soon about what's next for the City of Socorro.

Respectfully submitted,



Will Trost

Account Executive

*Because much of our proposal contains proprietary trade secrets that could substantially harm Granicus financially if revealed, we ask the city to allow us to redact this document prior to fulfilling any public records request per 5 U.S.C. § 552(b)(4) and O.C.G.A. § 50-18-72.

Project Vision

Over the past 20-plus years, Granicus built solutions focusing on accessible public information at the forefront of our business. Our government-only focus has allowed us to design easy-to-use software which is both responsive and citizen-centric. We will help the City of Socorro's staff create, disseminate, and promote digital content across the entire digital landscape.

Your Goals

Common Pitfalls/What you might be missing/things to consider

Unify the web presence



"We were saddled with costly legacy systems which do not integrate well with our previous inflexible CMS."



Re-brand as service-centric



"We want to renew our public image; it is our job to serve and protect our community at all costs."



Put citizens first



"Department siloes must be broken. Our new website enhances the customer journey by creating content in the shoes of our citizens."



Improve communications



"Our website will be a critical hub balancing both public events and disaster-related information."



Modernize the website



"We need a partner to match the innovation of the community we serve, including 10+ Fortune 500 companies."



A. Proposed Solution

2. Proposed Technology

The govAccess Content Management System

Our enterprise content management system, Granicus govAccess, delivers a superior citizen-centric experience.

Our council of 200+ members provides feedback on user testing, passing along the critical information we need to align our innovation to customer needs.

- **Easy Authoring & Administrative Control** – Lock down user permissions while providing drag-and-drop simplicity.
- **Create Once, Publish Everywhere** – Reduce duplicate entries and save time by sending to multiple channels.
- **Intelligent Site Search** – Locate content quickly and easily with built-in advanced search capabilities.
- **Mobile Management** – Analyze mobile traffic before customizing the display on different screen sizes.
- **Digital Service Delivery**– Move more services online and go completely paperless to drive down costs.
- **Open Government** – Share transparent data and visualize performance metrics across agency departments.
- **Accessible Technology** – Follow ADA/WCAG 2.1 guidelines to avoid potential lawsuits.
- **Interior Page Design** – Optimize the complete end-to-end customer journey with flexible designs and technology.
- **Continuous Innovation**– Enjoy monthly release updates and help shape the product by joining our customer council, Labs, for prototypes, beta access and more.

Granicus technology serves more than 4,200 agencies across United States, Canada, and United Kingdom.

If you desire something not listed, then go ahead and connect with us; we are happy to answer any questions.

200 + Council Members



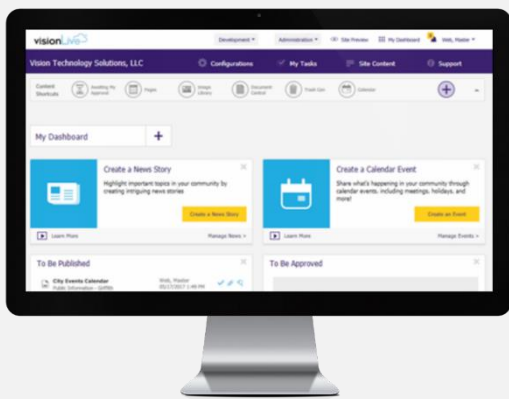
"I love working with Granicus because the CMS always evolves to meet the changing dynamics of local government. They never settle and always strive to deliver the best technology in the market."

Anthony Wilson,
Public Information Officer
City of San Angelo, Texas

Labs 

Did you know?

60% of CMS users login less than twice per month.



With Granicus govAccess, the casual user can easily update the website with fresh content and visuals, while the power user can monitor, manage, analyze and optimize the website over time.

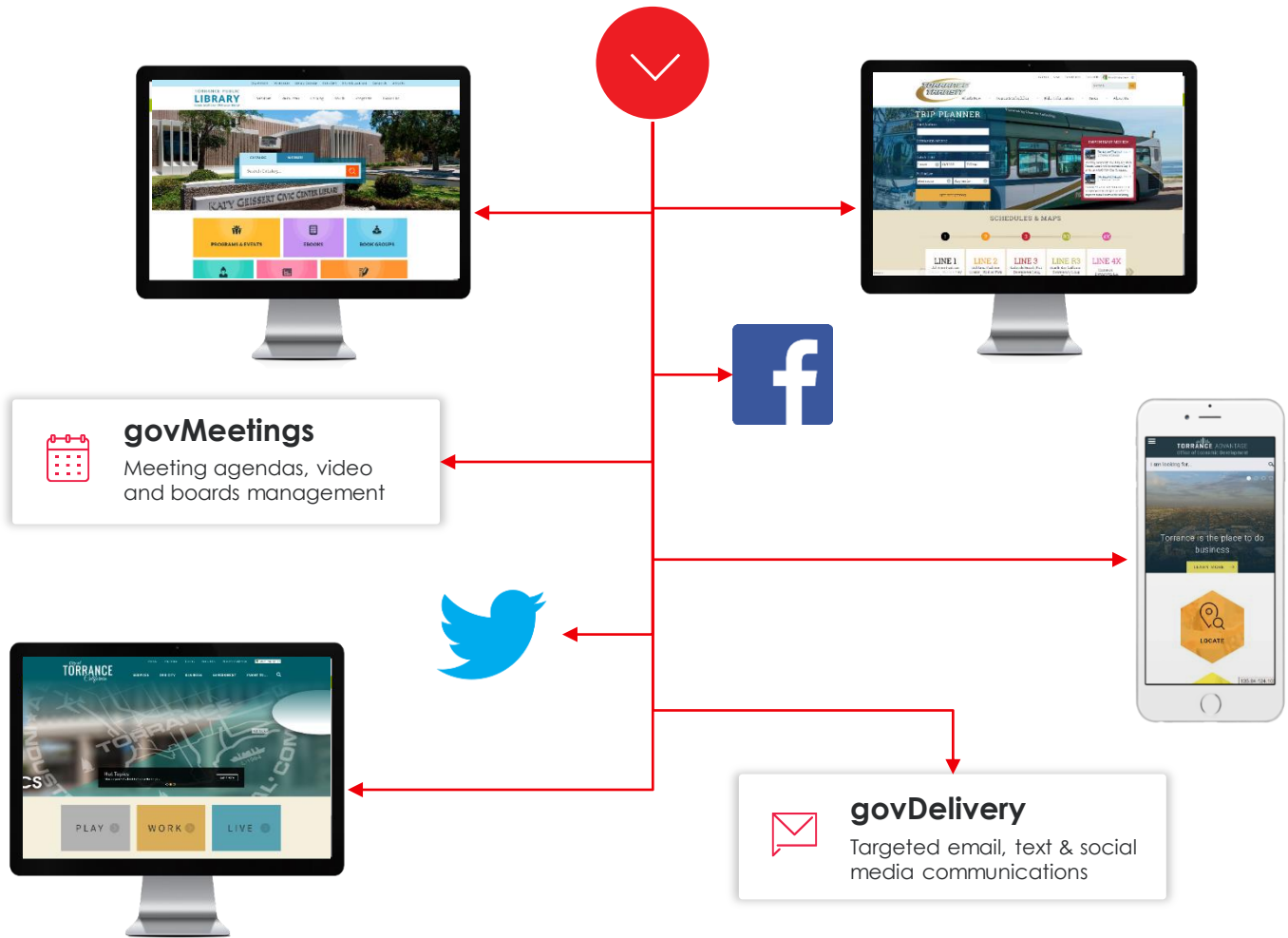
Easy Authoring and Administrative Control

At Granicus, we understand the complexities of managing the many departments and content editors contributing to your website. To give you time back in your day, we have simplified the experience for the casual user, while offering governance and administrative tools to ensure a consistent experience for website visitors.

Granicus govAccess is a CMS built for government. With our solution you will have everything you need to manage content, including, but not limited to:

- **Live Chat & Embedded Training** – Connect with our technical support team or teach yourself with self-service curriculums and training videos.
- **Wizard Interface** – Walk through a guided content creation process with helpful tips along the way in a single, intuitive workflow.
- **Drag-and-drop Simplicity** – Add content or customize your experience within seconds by configuring settings or leveraging inline editing mode.
- **Personal Dashboards** – Tailor your workspace with dashboard blocks including content quick-adds, content approvals, reporting, analytics and more.
- **Social Media Management** – Promote new content through multiple social accounts, customize and preview posts, and schedule a social campaign with a cadence of publish dates across channels.
- **Multi-channel Publishing** – Promote custom content directly to Facebook, Twitter, email messages, and the website with a single click of a button.
- **Subsite Management** – Consolidate sites into one single CMS instance to share user permissions, leverage common assets, and improve content transparency.

Create Once, Publish Everywhere (COPE)



INCLUDED FEATURES:

Email by govDelivery – Tap into the Granicus Network and benefit from the largest email delivery infrastructure for industry-leading delivery speed and success rates; all built specifically for government.

Multi-site Management – Consolidate fragmented website experiences across your organization to decrease technical costs and empower users to collaborate with each other while using the same system.

Facebook & Twitter Integration – Enjoy full control over writing and scheduling social media campaigns and preview the exact the design from the native platform before ever clicking publish.

APIs and Web Services – Extend the core content management system by leveraging a full suite of available APIs and other extensions.

Permissions & Security Roles – Lock down the publishing capabilities across each of the various channels with a common understanding that authors only have as much access as you assign.

Content Delivery Network (CDN) by Akamai

Millions of people visit a govAccess website each day and expectations of these site visitors continue to rise. A website re-design is the first step to deliver new rich, interactive content responsive on any device to meet this rising needs.

Be careful when choosing a website partner as this approach also runs the risk of delivering a heavier site, which can slow performance and ultimately hinder the user experience. In fact, 53% of people abandon a site that takes more than three seconds to load.

Granicus partners with Akamai to deliver a CDN comprised of the world's largest and most sophisticated network which includes more than 200,000 servers across 130 countries.

Our content delivery network (CDN) delivers the following benefits:

Instant Scalability for Traffic Spikes

A global network of more than 200,000 servers helps your site immediately scale resources to meet unexpected traffic peaks.

100% Availability

A self-healing and highly resilient platform with Site Failover powered by the Akamai CDN keeps your site available to the public – even if the primary data center servers go down.

Faster Page Load Times

Dynamic caching, TCP optimization, and HTTP/2 support combine with SureRoute technology to find the optimal network route to improve your site performance.

Increased Security with SSL

All govAccess websites configured with the CDN come standard with SSL protection to deliver secure content and help prevent data theft free of charge.

(technical specifications available upon request)

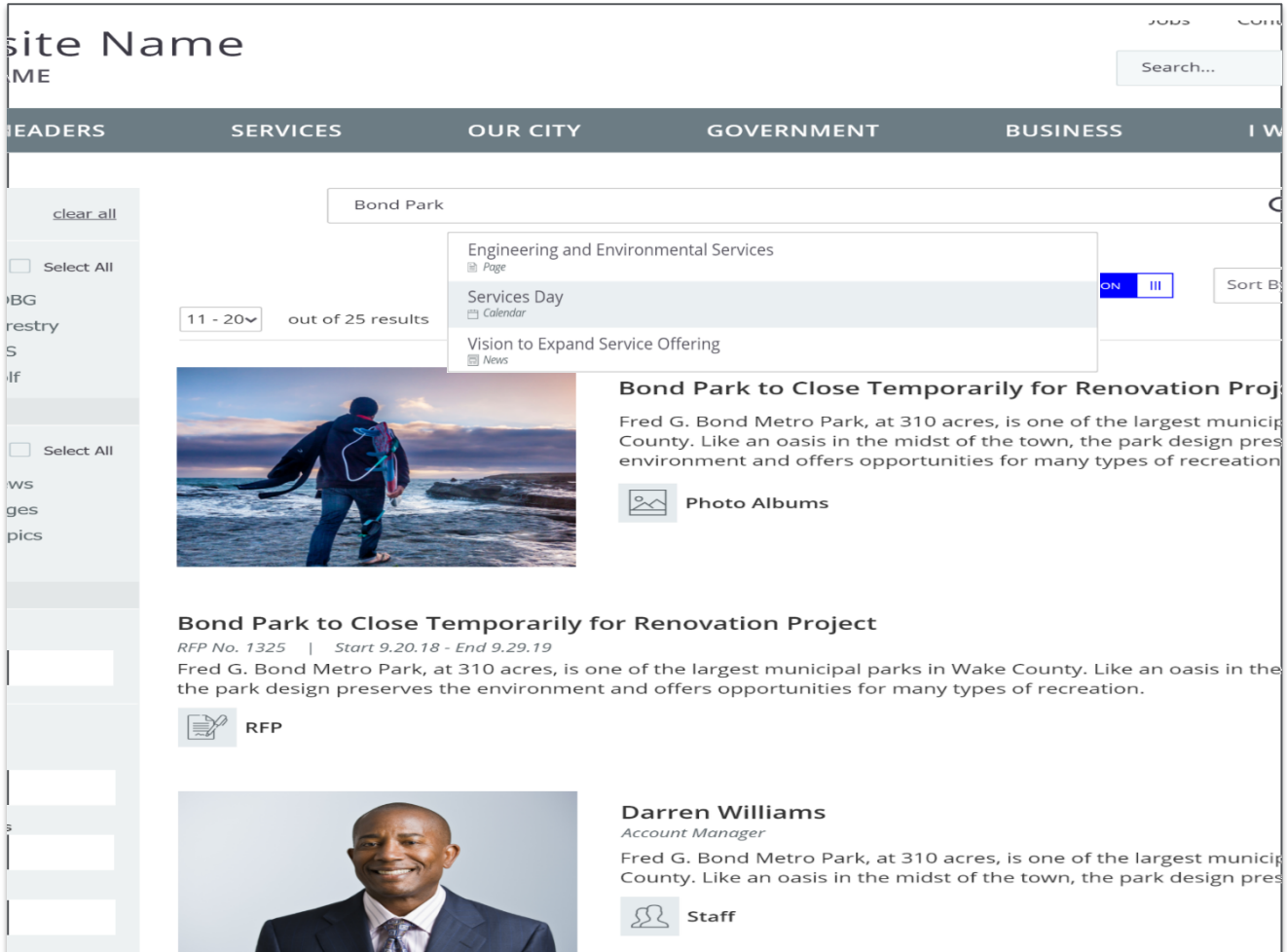
Did you know?

53%

Of people abandon a site that takes more than three seconds to load.



Intelligent Site Search Built for Government



The screenshot displays a search interface on a government website. At the top, there is a search bar with the text "Bond Park" entered. Below the search bar, a navigation menu includes "HEADERS", "SERVICES", "OUR CITY", "GOVERNMENT", "BUSINESS", and "I W". A dropdown menu is open, showing suggestions for "Engineering and Environmental Services", "Services Day", and "Vision to Expand Service Offering". The search results are displayed as a list of items, with the first item being a news article titled "Bond Park to Close Temporarily for Renovation Project". The article includes a photo of a person on a beach and a brief description. Below the article, there is a section for "Darren Williams", Account Manager, with a photo and a "Staff" label. The interface also shows a "Photo Albums" section and a "RFP" section.

INCLUDED FEATURES:

Predictive Intelligence to Save Time - Autocomplete displays suggested results as visitors type a query to preview upcoming search results to eliminate duplicate attempts with different terms

Knowledge Cards to Increase Usability - Search results associated with a specific content type are uniquely designed to enhance the user experience and delight the site visitor

Smart Filters to Refine & Isolate Results - Faceted search allows site visitors can quickly locate content based on specific attributes like content type, meta data, or Boolean logic

Real-time Indexing for Immediate Updates - Push all published content via API to the central search repository so visitors can instantly find up-to-date content regardless of time of day

Synonyms to Increase Search Relevancy - Link similar terms together such as trash, waste, rubbish, and garbage to ensure site visitors find the right content regardless of vernacular

Mobile Management for A Modern World

Mobile responsive design is no longer a luxury; it is a requirement.

With Granicus, you'll benefit from progressive mobile web design and a CMS solution that ensures your focus on creating a mobile-first experiences does not stop at your launch date. Granicus govAccess delivers all the necessary tools required for an increasingly mobile world.

- **Responsive Design** – Deliver responsive websites across any device at any time out-of-the-box. This means it will look great on a desktop monitor, a tablet such as an iPad, or any number of mobile devices – small or large.
- **Analytics and Reports** – Review data supplied by Google right on your personalized dashboard. Track most visited mobile pages to better understand where you can begin to start optimizing mobile content.
- **Mobile Designer** – Optimize content for site visitors visiting from a mobile device; reorder or hide specific content for complete control over the experience..
- **App-like Mobile Homepages** – Include an app-like experience in your project at no additional cost to you. Streamline the resident experience on mobile devices with our intuitive app-like mobile-specific homepages.
- **Native Mobile Apps** – Offer super tech savvy citizens the ability to download a 100% native mobile app – no fake apps with HTML wrappers – to further transform your organization. (*inquire for pricing*)

Did you know?

Approximately 49% of traffic to a government website comes from a mobile device!



Top tasks change by device type.

More complex tasks like applying for a building permit are done on a desk top, whereas looking up quick info about parks and rec or paying a parking ticket are more often done from a mobile device.

Better Connect the City of Socorro's Residents to Government Services

Choice of various "Service Finder" include:

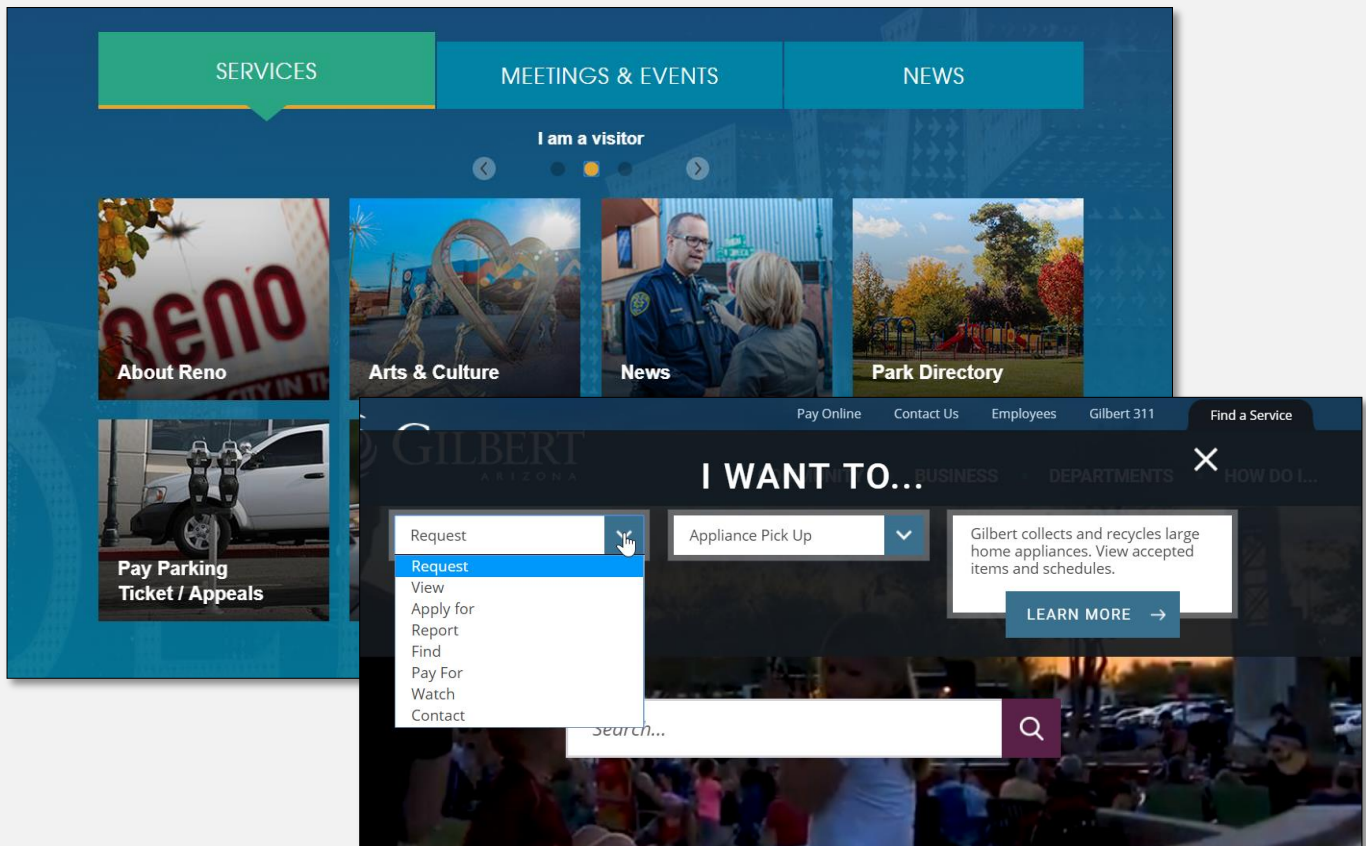
Persona-driven – Organize services by common personas such as residents, visitors, or businesses to quickly deliver information to your community.

Dynamic Filter – Organize services by department, category, or most frequency; support search functions as well. This option works great for larger organizations.

Dynamic Filter w/Overlay – Ensure services are easily findable from any page. This style exists as part of your main navigation so services are never more than one-click away.

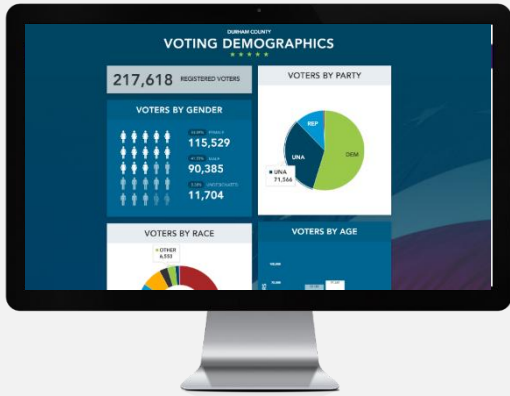
"I Want to ..." – Organize services in plain language and guide your site visitors step-by-step through the relevant service discovery process. This option works great for smaller organizations with fewer online services.

"I Want to ..." w/Overlay - Ensure services are easily findable from any page. This style exists as part of your main navigation so services are never more than one-click away.



Did you know?

60% of CMS users login less than twice per month.



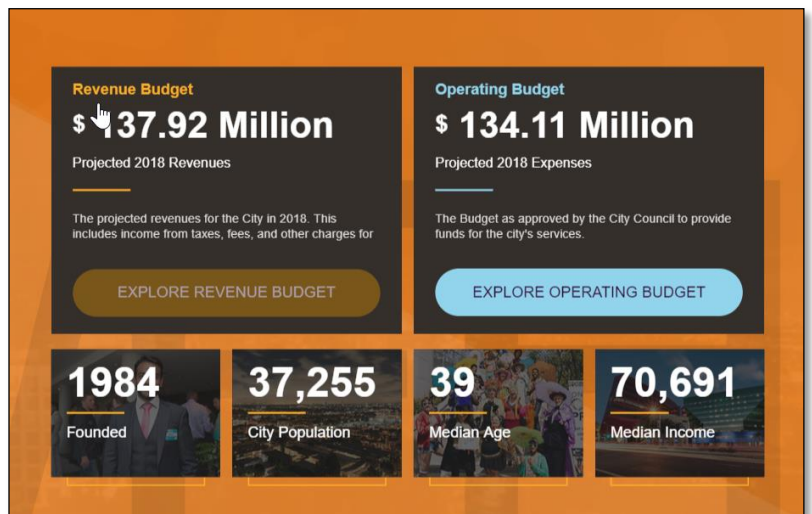
With Granicus govAccess, the casual user can easily update the website with fresh content and visuals, while the power user can monitor, manage, analyze and optimize the website over time.

Open Government in a Modern World

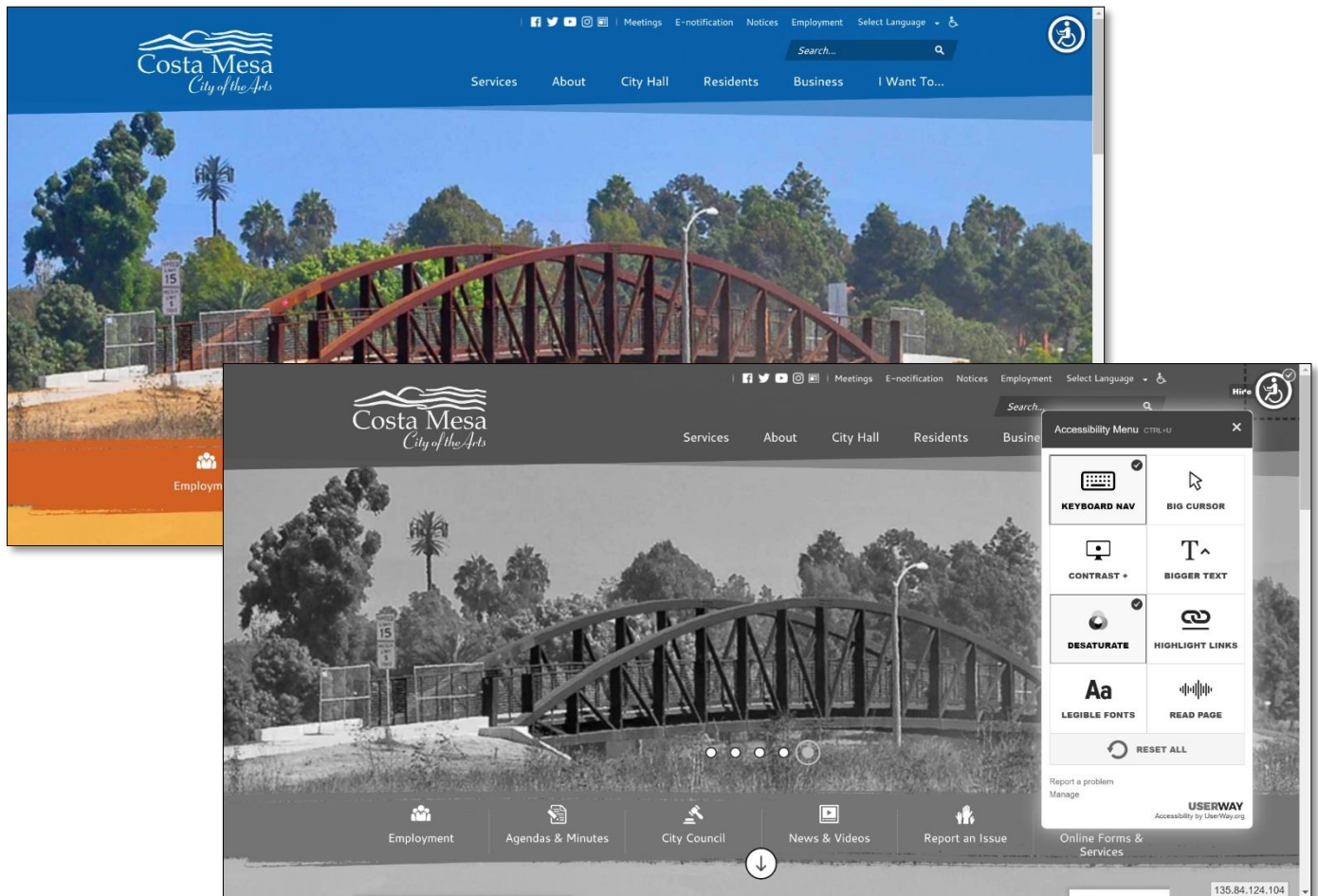
Your site visitors come to the website with a task or mission in mind. In today's age, many people are seeking to better understand how an organization is performing or where money is spent. Turn the website into a self-service portal today.

A few use cases to consider include;

- **Eliminate FOIA requests** – Save money by showcasing things like revenue and operating budgets or other spending reports.
- **Promote economic growth** – Share a preview of the community with demographic information, investment in new businesses or historical growth rates.
- **Highlight department success** – Display how many potholes you filled or report on the number of incidents solved by public safety
- **Integrate 3rd party solutions** – Embed data visuals from other existing systems such as Socrata, ClearGov, Junar, OpenGov and others.



UserWay Integration to Improve Accessibility



INCLUDED FEATURES:

Desaturation (seen above) – Site visitors coming to your site may have a visual impairment. Great government websites offer an easy way turn an entire page greyscale.

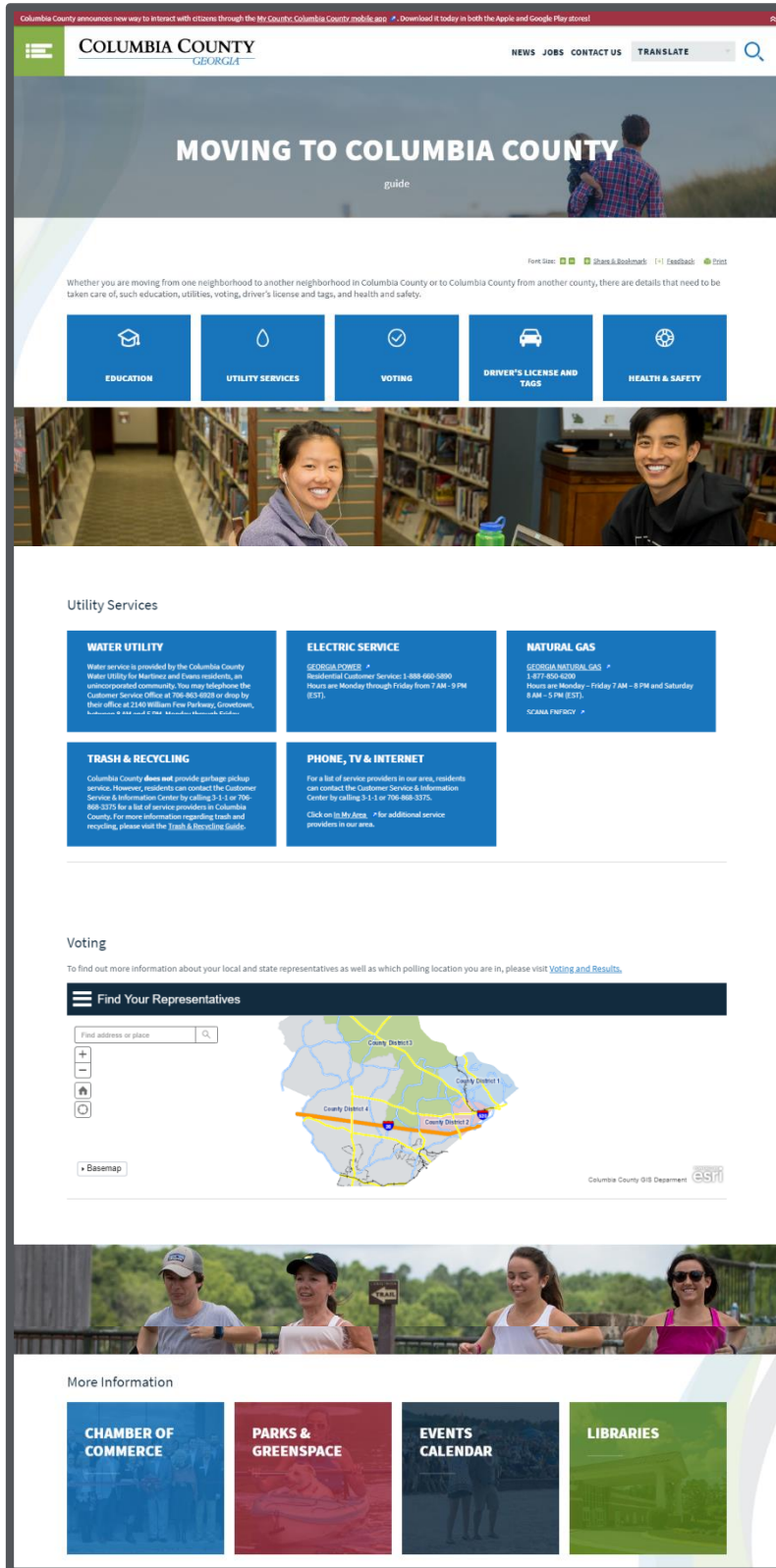
Contrast View and Highlighted Links – Similar to saturation effects, other visitors will varying visual impairments which are influenced and corrected with multiple contrasting views.

Built-in Screen Reader – The average reading level is 8th grade. Other site visitors might not read at all. You can improve accessibility by including a default screen reader on your site.

Legible Fonts – Stylistic designs may win awards, but they exclude some of the people you serve. Government sites are required to allow a way for automatically changing this font-style.

Enlarged Cursor and Text – Increase the size of both the mouse cursor and text on the screen to make it easier to see content and possible actions on your site.

Optimize Your Interior Pages for Customers



Did you know?

65%

of your website traffic lands directly on an INTERIOR page.

Things to Consider:

What makes a great journey? Content strategy best practices state the following necessities

1. Logically grouped content
2. Clear call-to-actions
3. Mobile responsiveness
4. Applied Information architecture

www.columbiacountyga.gov

“When the time came to completely update and transform our website, it was refreshing to find a partner like Granicus that could innovate alongside us.”

Scott D. Johnson
County Administrator
Columbia County, GA

Alternative Homepages in Time of Need

Take emergency alerting one step further - emergency happen fast and banners are often overlooked. Content editors do not have time to write content – let alone design a usable page communicating key information.

The govAccess eCMS allows you to prebuild landing pages. Once built a simple setting allows you to immediately **change your homepage** in a matter of seconds.

The most common use case seen by Granicus include preparing for an emergency, but you can easily create similar pages for election night, large events such as a festival, or even swap it out each season.

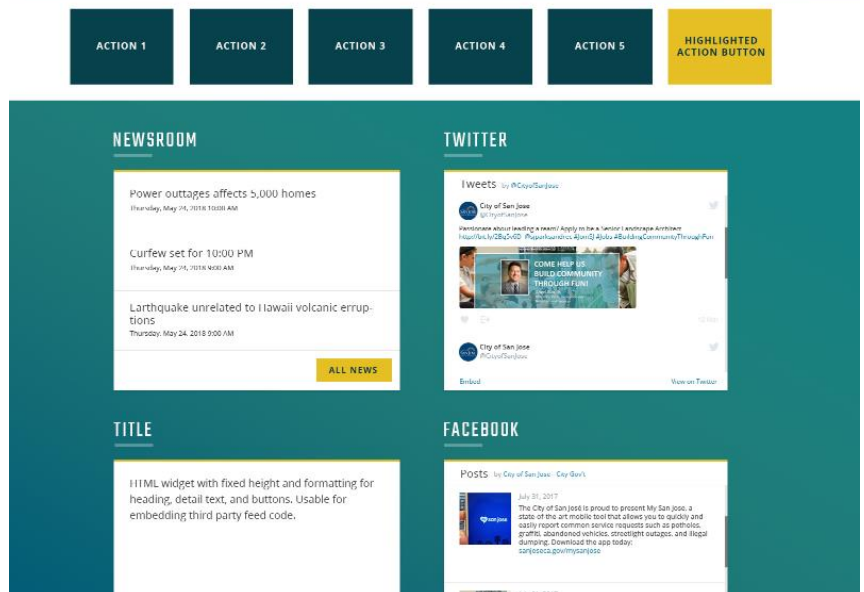
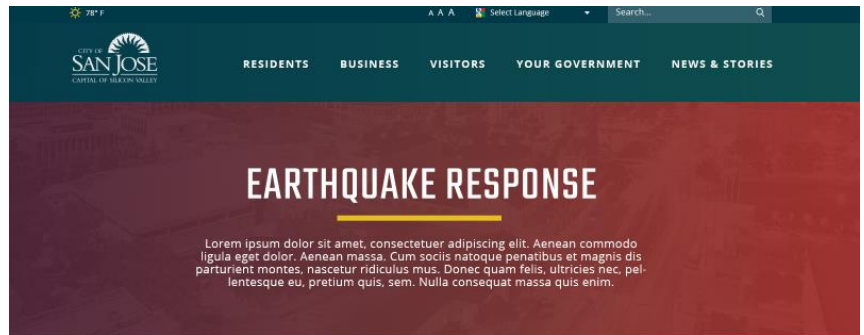
Landing Pages

Our design team will create custom landing pages for different use cases:

- Department overview
- Emergency information
- Election night
- Special events
- And more

These landing pages are 100% configurable, allowing CMS users to:

- Swap images
- Change settings
- Choose # of buttons
- Edit addresses
- Manage social media links
- And more



Federal-grade Hosting & Security Within Budget

Granicus serves some of the most secure agencies, such as the Department of Homeland Security, Department of Defense, and Veterans Affairs, as well as cities, counties, and states. These agencies all share a #1 priority - the security of citizen and government data.

We have successfully completed several Certifications and Accreditations (as seen right). Granicus is one of only a few government technology vendors authorized by FedRAMP.

We are also one of a handful of elite organizations that are ISO27001 certified, and have been awarded the United Kingdom's G-Cloud IL2 accreditation.

Our data centers adhere to top certification requirements and assure that your data and citizen data is safe and kept private.

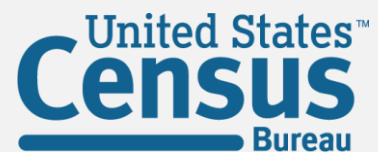
- **Encryption** – At rest encryption of all data, always
- **Security Scanning** – Weekly automated scanning at the application, host, and network level by a dedicated team of security experts
- **Physical Security** – Facility protected by five concentric security rings and constant monitoring of common and restricted areas
- **Archiving** – High performant Cache and SSD storage for archiving of video and other large files
- **Virtualized Servers** – Facilitates minimal downtime for application improvements and superior failover protection

(technical specifications available upon request)

CERTS & ACCREDITATIONS



EXAMPLE CLIENTS



Proposed Technology

3. Feature List

Everything a Government CMS Requires to Succeed

Granicus has served government clients for more than 20 years, developing our CMS to meet the unique needs of these agencies. Decentralized authorship across many different departments leads to ranges in skill levels and requirements around approvals. Our government CMS solution delivers everything you need and more.

Embedded Training & Support

- Quick links (button designer)
- Inline (live) editing
- Live chat support
- LMS curriculum & help articles
- Tool tips and instructional text
- Video training materials
- WYSIWYG or HTML editing
- Wizard interfaces
- Custom dashboards
- Custom quick links
- "My Favorite" pages
- User account settings

Webmaster Tools

- Mega menu designer
- Mobile editor (Mobile Designer)
- Custom Content
- Custom Fields
- Google Analytics dashboard blocks
- Page layout designer

Integrations

- Active Directory LDAP*
- Active Directory Federation Services*
- Granicus "Agenda Management"
- Granicus "Communications Cloud"
- Import / export functionality
- Laserfiche
- Maps (multiple)
- Open APIs and custom programming
- PageFreezer
- Payment Gateways (multiple)
- Siteimprove

(ask for other integration examples)

**May incur additional charges*

Digital Asset Management

- Image Library (centralized)
- Image rotation and cropping
- Image Meta Tagging
- Document Central (centralized)
- Document meta tagging
- "In-Use" logic
- Analytics and reporting

Administrative Management

- Approval Cycle and workflows
- Audit trail history
- CAPTCHA security
- Two-factor authentication
- Centralized Subsite Management
- Content permissions and security roles
- Content Review
- Content Scheduling
- Content Versioning (CMS Archives)
- Emergency alert banner
- External Archives (via PageFreezer)
- Extranet (Password protected content)
- Awaiting Approval Reports
- Expiring Content Reports
- "My Tasks" management
- Page template controls
- Accessibility (WCAG 2.1 / ADA) tools

Reports & Analytics

- Administrative analytics
- Asset inventory report
- Broken link reporting
- Dashboard blocks
- Edited content reporting
- Expiring & expired content reports
- Global site analytics
- Page performance analytics

Out-of-the-Box (OTB) Tools to Deliver a Superior Digital Customer Experience

Citizen expectations are rising, and you are expected to do more with less. Our government CMS provides an easy-to-use system with all the functionality necessary to better inform, serve, engage, and personalize the experience for your community.

Information-based

- Calendar Event & Registrations
- Business (Resources) Directory
- Facility directory & reservations
- Frequently asked questions (FAQs)
- Meetings management
- News stories
- Photo gallery (albums)
- Site search (Granicus Search)
- Site search (Google CSE)
- Site search (Cludo)
- Site search (Swiftype)
- Staff directory

Service-oriented

- Digital signatures (legally binding)*
- Form builder
- Form calculations
- Form conditional logic (If-this-then-that)
- Form email notifications
- Form finder
- Form template library
- Form security settings
- Online payments
- RFP, RFQ, Bid management
- Service requests (CRM / 311)
- Service directory
- Service finder*

Engagement-related

- Activity registration
- Audio & Video Embed
- Blogging*
- Community topics*
- Email campaigns
- Event Registration
- Emergency alert banner
- eNotifications
- Facility Reservations
- Job post and application manager
- LinkedIn, Nextdoor, and Instagram
- Online Polls
- RSS feeds
- SMS (500 subscribers)
- Surveys
- Social media share links
- Social media management
- Streaming Video
- YouTube or Vimeo channels

Personalization

- Resident dashboard (My Dashboard)
- Email and SMS subscriptions
- Email and SMS digests
- Geo Finder*
- Service request alerts
- Specialty homepages

Expecting something else? Chances are we have it.

(reach out with questions)

A. Proposed Solution

4. Implementation Schedule

Timeline + Development Plan

Over the last 20-plus years, we've developed thousands of websites for some of the most progressive local government agencies. Lessons learned from this experience have helped us refine our process in order to deliver consistent, superior results. Here's what you can expect.

1	Research	GOAL Conduct analysis to understand how your website is used.	~4 weeks from Project Kickoff
2	Design	GOAL Develop a website that reflects your community and brand and delivers superior digital customer experience.	~6 weeks from Project Kickoff
3	Site Development	GOAL Refine the website's content and implement Granicus govAccess.	~10 weeks from Project Kickoff
4	Launch	GOAL Train your team and bring the new site live to the public.	~14 weeks from Project Kickoff
5	Post Launch	GOAL Provide ongoing support and maintain a superior digital customer experience.	Ongoing

Please note that this timeline is an estimate, project timelines are NOT guaranteed, and are subject to City staff availability, etc.

1

Research

GOAL

Conduct analysis to understand how your website is used.

Deliverables

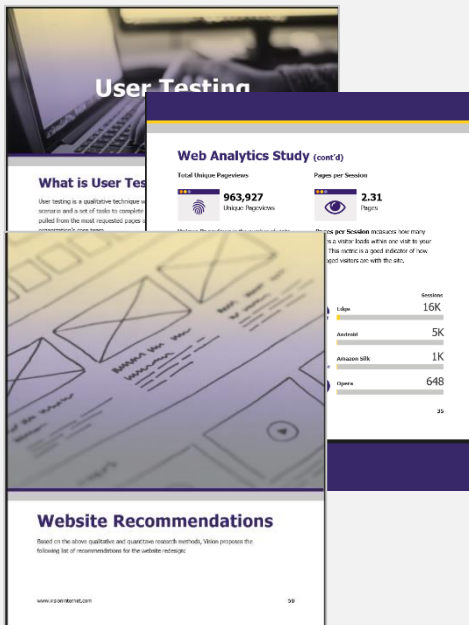
- Site Usability Report
- Custom Wireframe

Toolkits

- Project Kick-off Kit

~5 weeks

Site Usability Report



Granicus' primary objective is to develop a website that makes it easy for people to get things done online. In order to achieve this mission, our process begins with an extensive focus on customer experience (CX), which gives us an understanding of your unique community and what they're looking to do on your website.

Comprehensive Analysis

We'll compile data in a variety of ways, including:

- **Heatmap Analysis:** Heat maps help us gain an understanding of how people are interacting with your content. The information gathered is helpful to us as we determine how to organize content and information to best attract users to your site.
- **Web Analytics:** We leverage data from Google Analytics to understand the most frequently visited pages, top referring sources, bounce rates, etc. This data supplements our heatmap analysis to inform recommendations for your website.
- **Community Survey:** A survey of your community will help us understand what kinds of tasks residents are most frequently looking to complete on the site. Having anecdotal feedback helps ensure we're on the right track.
- **Stakeholder Survey:** We also survey your internal stakeholders to gather information on the current goals and tasks of your website from an internal point of view.
- **Recorded User Testing:** Users will be recorded as they attempt to complete tasks on your website. This method has consistently uncovered valuable insight into how a website can be confusing to those who don't use it everyday.

Site Usability Report

Based on the results of our research, our NN/g Certified User Experience Specialist will compile a custom Usability Report, summarizing findings and recommendations. This document should be shared internally to provide alignment for key project decisions.

2 | Design

GOAL

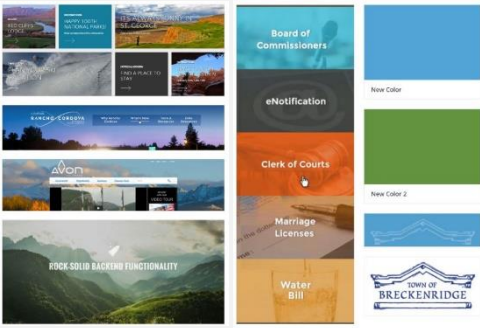
Develop a site that reflects your community, brand and delivers superior customer experience.

Deliverables

- Mood Board
- Graphic Design Comp
- Mobile Comp
- Style Guide

~6 weeks

Mood Board



Graphic Design Comps



Our design phase is highly collaborative to ensure the unique identity of your organization is reflected in the site's look and feel. We balance aesthetics with usability, mobility and accessibility principles to ensure the final result is beautiful without compromising functionality.

Web Design Implementation

- **Design Meeting and Mood Board:** You'll begin the process by meeting with our graphic design team for a brainstorming session. During this time, we'll review your survey results and ask your team questions in order to better understand your desired aesthetic. The information will be compiled into a digital mood board that will summarize the overall style and direction for the design.
- **Mobile-First Design Methodology:** We think about mobile from the onset of the design process. We work with you to determine which common tasks and key content should be easily available for mobile users. The result will be a fully responsive design that can easily be modified by staff as priorities change.
- **Accessibility and Usability Check:** Our entire design team is versed in the latest WCAG 2.0 Accessibility requirements for color use and contrast on websites and will ensure your design adheres with the level of compliance you seek. Additionally, our designers work hand-in-hand with our NN/g certified User Experience Specialist to ensure the final design adheres to usability best practices.
- **Revisions and Finalization:** Using our advanced design collaboration software, you will be able to easily make comments and provide direction for your design revisions. We provide unlimited revisions and won't stop until your team is completely satisfied with the look and feel. The phase will complete with your sign-off on the final composition.

3 | Site Development

GOAL

Refine the site's content and implement the CMS.

Deliverables

- Sitemap Recommendations
- 200 Pages of Migrated Content
- Program Website

Toolkits & Templates

- Work Plan Template
- Pre-Launch Preparation
- Content Migration Guide
- "How Do I..." Menu Guide

~11 weeks

Great Content Should Enable a Customer Mission

"The writing for the web training was critical for helping our staff think about our customer and what they're trying to accomplish in every decision we make about content."



Abbot Chambers
City Librarian +
Director of
Comms
City of Sausalito

The site development phase has two major components: the actual technical programming of the website and finalization of content that will be added to your site. While our development team is busy, our content strategy experts will work with your staff to finalize the sitemap, and migrate and refine content.

Content Preparation and Migration

No one knows your city like the department heads in your organization, which is why at this phase we recommend active involvement from anyone who will be contributing to your website now and in the future. To ensure this process runs as smoothly as possible, your Granicus Project Manager will set your team lead up for success with all the tools needed to ensure your project stays on track.

- **Sitemap Consultation:** At this stage we will finalize the site map, consulting with you to make sure all navigation is organized and labeled in an effective manner to accomplish your goals.
- **Work Plan:** To help your team lead communicate project goals, deliverables, and deadlines, we provide a Work Plan Template. This template includes a project introduction, breakdown of individual project-related tasks and timeline for completion.
- **Communication Cadence:** Communication templates and a recommended cadence around tasks and deadlines, meetings and agendas are also provided. These tools not only ensure a smoother project, they will help your team lead establish credibility.
- **Writing for the Web Training:** Even the most visually stunning website will not be effective if information is difficult to find and understand. To help, we will conduct an onsite training workshop to introduce overall best practices for creating great, action-oriented content. Following the session, we'll provide resources to help reinforce the concepts learned with your content editors.
- **Content Migration:** We'll help begin the process of populating your new website with content by migrating 1,500 pages. Once the migration is complete, you'll be given access to the development website in order to review and refine the information.

4 | Launch

GOAL

Transfer to production environment, train your team and bring the new site live to the public.

Deliverables

- Staging Site
- CMS Training
- UAT Kick-Off Meeting

Toolkits

- User Setup Guide
- UAT Guide
- Launch Planning Guide

~4 weeks

Launch Planning Guide



After extensive quality assurance testing, our developers will hand over the website to your team in a staging environment. This major milestone typically brings excitement and anxiety – with extensive activity and coordination needed across the organization before your site is ready to launch. To help, Granicus has perfected the process to ensure everything on your site functions as expected and internal signoff is complete before your site goes live.

Go Live Preparation

- **Granicus Quality Assurance Testing** - The Granicus team will conduct testing to identify broken links, accessibility violations and general issues. Any issues will be flagged for your team to check before the site goes live.
- **CMS Training** – While our team is conducting final QA testing, our trainers will work with your team to teach them about the new tools they will be able to leverage in the CMS. All users will go through Basic CMS Training, to fully prepare them to review, add and edit content. Your super users will gain a deeper understanding of specific departmental functionality and how to set up roles, permissions and workflow/approval cycles.
- **Staging Site** – Our technical team will transfer your new site to a production environment in Rackspace.
- **User Acceptance Testing (UAT)** - While our team has already conducted a quality assurance process against the approved design specifications and Granicus migrated content, you have the opportunity to conduct your own review during the User Acceptance Testing process.
- **Launch Planning Meeting** – Prior to your go-live date we will conduct a launch planning meeting to prepare your team and the Granicus team for pre- and post-launch configuration activities that can only occur once the site has gone live (Granicus Search & SSL set up, for example).
- **Final Signoff** - Once UAT has been completed and all stakeholders are comfortable, we'll flip the switch, and your new site will make its debut.

5

Post Launch

GOAL

Ensure your team is effectively supported and your website evolves as needed to maintain a superior digital customer experience.

Deliverables

- Ongoing technical support
- Guaranteed 99.9% uptime
- Annual CX consultation and recommendations

Ongoing



Guaranteed Redesign

Guaranteed redesign after your contract term.

Adapt your website to meet changing needs with our ongoing support, flexible CMS and a guaranteed redesign with no further out-of-pocket expense.

Unlimited Technical Support: Granicus provides comprehensive, unlimited technical support including:

- *On Demand Videos* – Step-by-step tutorial videos provide a quick overview of features and tools. These videos are particularly helpful for supplementing training, bringing new staff up to speed or providing refresher.
- *Live Chat* – Initiate a chat from anywhere in the CMS.

Dedicated Client Success Manager: In addition to technical support, you will also be assigned a dedicated Client Success Manager who will help you get the most out of your website long-term.

Annual Health Check: Your Client Success Manager will proactively reach out twice a year to perform a website health check and ensure you are getting the most of your Granicus experience.

Ongoing Training: Bring new staff members up to speed and stay current on the latest government website trends through free live training sessions and educational webinars. These sessions focus on CMS functionality, client best practices and general trends from the industry, such as transparency, accessibility and content strategy. Anyone from your organization that is interested may attend at no cost.

Regional Events and National Summit: Granicus offers a number of free in-person events throughout the year, bringing our clients together to collaborate and share best practices. Each event features educational sessions designed to help get the most out of your website. We are at our best when we're listening to our clients and these events provide a unique opportunity to learn and develop together.

Your Role

The best outcomes come with collaboration – after all, no one knows your community like you do! While we will do as much of the heavy lifting as possible, to drive the optimal level of collaboration, we will need a few things from you along the way including:

1 | Research

- Identify web team
- Complete stakeholder survey – this helps us understand your goals, expectations, audience needs, etc.
- Provide access to Google analytics
- Sign-off on wireframe

2 | Design

- Share any existing brand guidelines
- Gather any photos + logos + video to be used in your website design
- Sign-off on mood board + design comps + style guide

3 | Site Development

- Supply list of all 3rd party apps used with website
- Sign-off on site map
- Collaborate with your PM to map current pages to new site map / identify redirects
- Attend writing for the web / accessibility training
- Edit existing content / create content for new pages (we offer additional content writing + editing services)

4 | Launch

- Attend CMS training
- Conduct User Acceptance Testing (UAT)
- Create marketing plan for website launch – we offer an optional website launch promo service if interested
- Final sign-off prior to go live

5 | Post Launch

- Setup metrics dashboard and measure results – top pages, traffic sources, etc. – optimize overtime
- Keep your content fresh
- Reach out to our support team with questions anytime
- Meet with your Granicus success manager for annual health checks

A. Proposed Solution

5. Proposed Investment

Proposed Investment

All quotes are priced per project and presented in US dollars. Pricing is valid for 180 days from August 3, 2020.

Option 1 - YEAR 1 INVESTMENT

govAccess

Website Design and Implementation – Trailblazer

\$36,000

Year 1
investment

govAccess Website Design and Implementation - Innovator provides a citizen focused website and includes:

- Advanced UX Consultation, which may include one (1) or more of the following:
 1. One (1) site analytics report
 2. One (1) heatmap analysis
 3. One (1) internal stakeholder survey
 4. One (1) community stakeholder survey
 5. One (1) remote user testing of top tasks
- Three (3) customer journeys (top tasks or heavily visited webpages) identified for optimization
- Fully responsive design
- Custom mobile homepage or standard mobile responsive homepage
- Video background or standard rotating image carousel (switchable at any time)
- Three (3) specialty alternate homepages - Choose from Granicus' library including emergencies, election night, special events
- Three (3) customer experience features - Choose from Granicus' library including service finder, geo finder, or data visualization banner
- Programming/CMS implementation
- Migrate up to 200 webpages
- Ten (10) forms converted into the new CMS
- Three (3) days of on-site consultation / training to be applied towards additional project management or training (two (2) of three (3) days must be consecutive)

Proposed Investment

All quotes are priced per project and presented in US dollars. Pricing is valid for 180 days from August 3, 2020.

Option 2 - YEAR 1 INVESTMENT

govAccess

Website Design and Implementation – Innovator

\$16,000

Year 1
investment

govAccess Website Design and Implementation - Innovator provides a citizen focused website and includes:

- UX consultation, which may include one (1) or more of the following:
 1. One (1) site analytics report
 2. One (1) heatmap analysis
 3. One (1) internal stakeholder survey
- Semi-custom homepage wireframe
- Fully responsive design
- Custom mobile homepage or standard mobile responsive homepage
- Video background or standard rotating image carousel (switchable at any time)
- One (1) specialty alternate homepage - Choose from Granicus' library that includes emergencies, election night, special events
- One (1) customer experience feature - Choose from Granicus' library that includes service finder or data visualization banner
- Programming/CMS implementation
- Migrate up to 200 webpages
- Five (5) forms converted into the new CMS
- One (1) day of web-based training

Proposed Investment

All quotes are priced per project and presented in US dollars. Pricing is valid for 180 days from August 3, 2020.

ANNUAL REOCCURING

govAccess

Maintenance, Hosting, & Licensing Fee**

- Ongoing Software Updates
- Unlimited Technical Support (6 am – 6 pm PT, Monday – Friday)
- Training Webinars and On-Demand Video Library
- Best Practice Webinars and Resources
- Annual health check with research-based recommendations for website optimization
- Hosting with 99.9% uptime
- DDoS Mitigation
- Disaster Recovery with 90 min failover (RTO) and 15 min data replication (RPO)
- Data Security

\$5,500

Annual reoccurring*

ANNUAL PAYMENT PLAN

1st Year \$36,000/\$16,000

4th Year \$6,063.75

2nd Year \$5,500

5th Year \$6,366.94

3rd Year \$5,775

FREE

Guaranteed Redesign***

Optional Payment Options Available: Granicus recognizes you have a budget to work within. To accommodate your preference we offer different payment options, including distributing costs differently over multiple budget years.

**Payment cycle begins at the start of year two (2) or at the launch date of the new website (whichever comes first) and is based on a standard 5-year contract term.*

***Annual hosting, maintenance and software license are subject to a cumulative annual 5% technology fee beginning in the second year of reoccurring billing.*

****Guaranteed basic redesign after your contract term, no additional out-of-pocket expense.*

City of Socorro's Website CMS

B. Qualifications, Experience, Reputation, and Resources

Meet Granicus

Granicus provides technology and services that empowers government organizations like the City of Socorro to create seamless digital experiences for the people they serve.

We offer the industry's leading cloud-based solutions for digital communications, content management, meeting and agenda management, and digital services to more than 4,200 public sector organizations, Granicus helps turn the City of Socorro's digital transformation into a quantifiable reality.

Contact Information

Will Trost

Account Executive
(720) 770-5582

Will.Trost@granicus.com

Company Information

Company Website
www.Granicus.com

Legal Entity
Granicus, LLC

Denver
1999 Broadway
Suite 3600
Denver, CO 80202

St. Paul
408 St. Peter St.
Suite 600
St. Paul, MN 55102

Washington D.C.
1152 15th Street NW
Suite 800
Washington, DC 20005

BY THE NUMBERS



1999

FOUNDED



4200+

GOV
CLIENTS



40

OF THE 50
MOST
POPULOUS U.S.
CITIES



2018

VISION
ACQUIRED
BY GRANICUS

Relentless Focus on Client Satisfaction

Simply saying we're dedicated to client satisfaction isn't enough. Our relentless focus is one we measure. In fact, across all of our client implementations over the past three years, our average client satisfaction rating is 9 on a 10-point scale.

At Granicus, anything less than the best for our clients is unacceptable.

- **Executives** – Our leadership team guides the entire company to do what is best for our clients. Each week the leadership team reviews client satisfaction survey results and discusses any proactive actions that need to be taken. Our leadership team also brings years of experience across government, software, design and technology industries to the table to support the City of Socorro.
- **Certified Experts** – Our certified experts are passionate about helping the City of Socorro deliver a superior digital customer experience, which is why we are constantly learning new and better ways of doing things. Many of our team members hold the following certifications: NN/g certified User Experience Specialist, Web Graphic Design certified, WebAIM WCAG 2.0 educated, Network and CCNA certified.
- **Project Managers and Customer Support** – Our project managers and customer support team are fanatical about the City of Socorro's success, and will go above and beyond to support ETSS and the agencies you serve.

ACCOLADES



9 OUT OF 10

PROJECT SATISFACTION

250+

AWARD WINNING SITES

COMPANY RECOGNITION



Key Personnel

An essential component of Granicus' qualification for this project is our team. Granicus enjoys the contributions of long-term, dedicated staff who guide the development of each and every project. Their expertise will ensure the success of your website development.

Executive Team



Mark Hynes, Chief Executive Officer

Mark currently serves as CEO of Granicus, the leading provider of cloud-based government software solutions. Prior to Granicus and since 2010, Mark served as Chief Strategy and Development Officer as well as President, Technology Services, for Altisource, a public real estate and mortgage technology and services company. Before joining Altisource, he served as President of Digi-Net Technologies, Inc., an early pioneer in marketing analytics software-as-a-service solutions. Mark also co-founded Xevo, Inc., a leading provider of service provisioning technologies to application service providers, where he held the position of Chief Operating Officer. Mark began his career with Bain & Company as a consultant. He holds a Bachelor of Business Administration from James Madison University and a Master of Business Administration from Harvard University.



Bob Ainsbury, Chief Product Officer

Bob is the Chief Product Officer at Granicus, where he is responsible for security, product, cloud, technology, design, and product strategy. He is a technologist that gets what it takes to go from an idea to a scalable business, and how to accelerate growth in mature organizations. His business and technology perspectives have been quoted in the Wall Street Journal, The Financial Times, on CBS Radio, and on National Public Radio.



Scott MacFee, Chief Operating Officer

Scott is Granicus' Chief Operating Officer and leads the organization's client-centric operations. Scott comes to Granicus from Dimension Data, an \$8 billion IT services company, where he spent over 15 years in operations and rose to Chief Operating Officer of the Americas in 2013 and President in 2016. Scott is a graduate of Bucknell University in Lewisburg, PA, where he received his Bachelors of Arts in Sociology. He has also completed executive coursework at several prestigious Executive Leadership programs in the U.S. and abroad.



Eric Gibson, Chief Financial Officer

As the Granicus Chief Financial Officer, Eric is a client-focused executive with a proven track record leading and managing change and impacting business results by leveraging a broad experiential base of strategic planning, financing, acquisitions, financial management, and process improvement. Prior to coming to Granicus, Eric served as an Executive Vice President and CFO for Dimension Data.



Susan Ganeshan, Chief Marketing Officer

Susan leads Granicus' marketing strategy and brand awareness efforts as Chief Marketing Officer. Susan offers in-depth, cross-functional software marketing experience gained during her 25-year career, which includes leadership roles at Clarabridge, newBrandAnalytics (acquired by Sprinklr), webMethods (acquired by Software AG), Checkfree (now Fiserv) and Deloitte Consulting.



Carrie Cisek, Vice President of Human Resources

Carrie leads recruitment and employee experience at Granicus. She brings a passion for creating highly engaged and customer-focused teams to Granicus and has a track record of supporting the professional development of Granicus team members. Carrie has been leading human resources in growth-oriented technology companies since 1999 and has been working with Granicus since 2008. She has guided integration efforts through five acquisitions. Carrie was recognized with the *Twin Cities Business Wonder Woman* award for innovative leadership at Granicus and in the broader business community in 2017.

Product and Service History

The 6th edition of the govAccess eCMS was originally released in 2012 as a marketable solution built specifically for government agencies (decentralized authorship, high level of security, and 24/7 support to name a few). As a proprietary software-as-a-service solution the State will have many tools at their disposal but not direct access to source code. Escrow services are available and preferred details are open to discussion at a later stage.

The Granicus team is dedicated to building market-leading software built specifically for government and a roadmap for both the 2019 Granicus product portfolio and govAccess product line are seen in Appendix C.

Our commercial-ready SaaS application does not depend on 3rd party licenses by the State. Some native integrations do require usage by the State, however, such as Facebook, Twitter, or Siteimprove, if desired

B. Qualifications, Experience, Reputation, and Resources

1. Qualifications of Key Personnel

Potential Socorro Project Team

An essential component of Granicus' qualification for this project is our team. Granicus enjoys the contributions of long-term, dedicated staff who guide the development of each and every project. Their expertise will ensure the success of your website development.



Trevor Wolter, Project Implementation Manager

Trevor's technical expertise coupled with extensive experience as a project manager enables him to guide the development of each website Granicus produces. He oversees our staff of project managers and implementation processes, creates necessary documentation and provides support to your Project Manager during the development.

Year of Experience: 11 Years

Granicus Team: 2005

Notable Projects:

Weston, FL (www.westonfl.org)

Colleyville, TX (www.colleyville.com)

Tempe, AZ (www.tempe.gov)



Uriz Goldman, User Experience (UX) Manager

Since joining Granicus in 2005, Uriz has guided the development of hundreds of local government websites. As a Certified User Experience Consultant, he is passionate about creating more intuitive customer experiences for our clients and will oversee the comprehensive User Experience Analysis for your website.

Years of Experience: 18

Joined Granicus Team: 2005

Education:

- Bachelor of Science, Management Information Systems
- NN/g UX Certified

Notable Projects:

• Sandy, UT (www.sandy.utah.gov)

• Augusta County, VA (www.co.augusta.va.us)

• Wilmington, NC (www.wilmingtonnc.gov)



Taleah Codrington, Visual Designer

Taleah Codrington is a multi-disciplinary designer & UX design manager for govAccess. She has over 13 years of experience in visual design, product design, and brand identity. Within the last 4 years, Taleah's focus has shifted to include research and user experience to improve web accessibility and site usability. As a superior verbal and written communicator, she's successfully built & sustained superb client relationships from design inception to design approval. This two-time Pinnacle award winner & Member's Choice winner has a phenomenal track record of developing projects with intent, identifying problems and providing stellar solutions.

Years of Experience: 13

Joined Granicus Team: 2016

Education:

- Bachelor of Arts, Media Arts and Animation

Reference Projects:

- West Hollywood, CA (<https://www.weho.org/>)
- La Quinta, CA (<https://www.laquintaca.gov/> and <https://econdev.laquintaca.gov/home-econdev>)
- Suwanee, GA (<https://www.suwanee.com/>)
- El Segundo, CA (<https://www.elsegundobusiness.com/>)



Brian Pope, Technical Trainer

Brian is an experienced educator who leads technical training on our content management system. He will equip you to get the most out of Granicus govAccess, both through the initial training included in your project and on-going live training webinars.

Years of Experience: 7

Joined Granicus Team: 2016

Education:

- Bachelor of Arts, Education and Spanish



Gar Haywood, Client Success Manager

Gar Haywood is a technology veteran with over twenty years of experience in customer support. For over four years as a lead Customer Success Consultant for the govAccess portfolio of products he equips and enables customers to get the most out of their products.

Years of Experience: 20

Joined Granicus Team: 2015

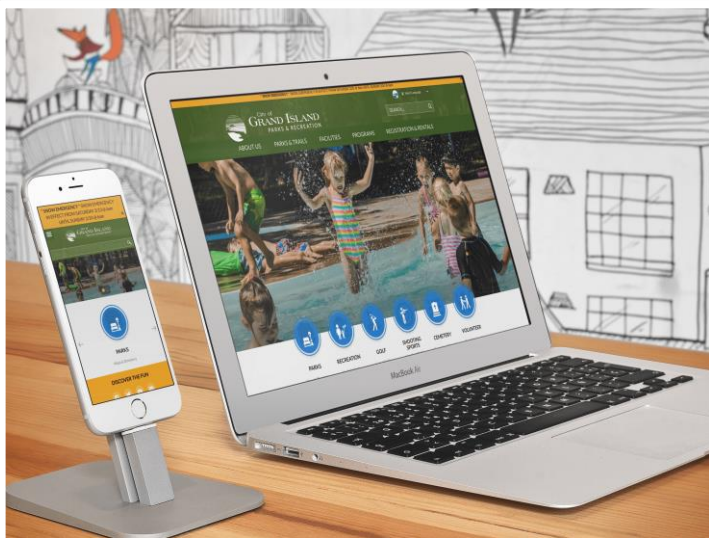
Reference Projects:

- Littleton, CO (<https://www.littletongov.org/>)
- South San Francisco (<http://www.ssf.net/>)
- Mankato, MN (<https://www.mankatomn.gov/>)

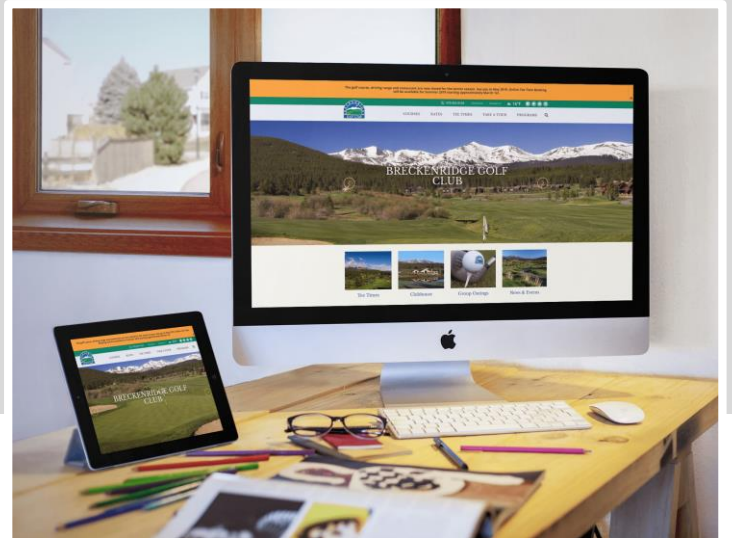
B. Qualifications, Experience,
Reputation, and Resources

2. Recent CMS Examples

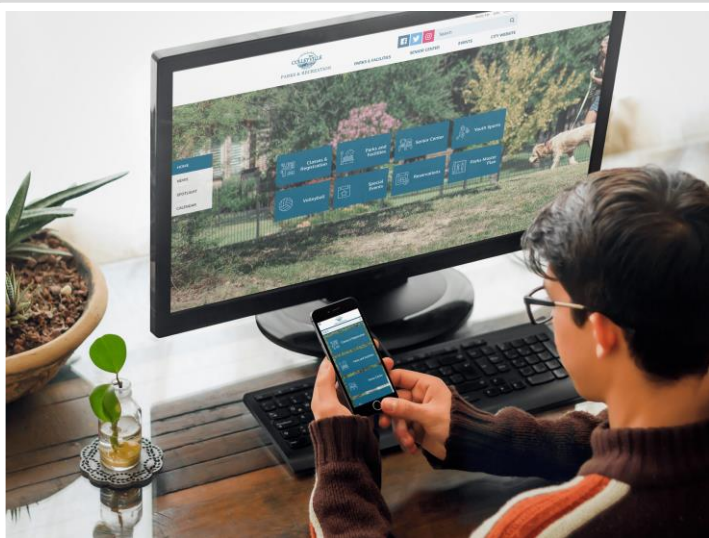
PROJECT EXPERIENCE – PARKS & RECREATION



City of Grand Island, NE
www.giparks.com



Breckenridge, CO
www.breckenridgegolfclub.com

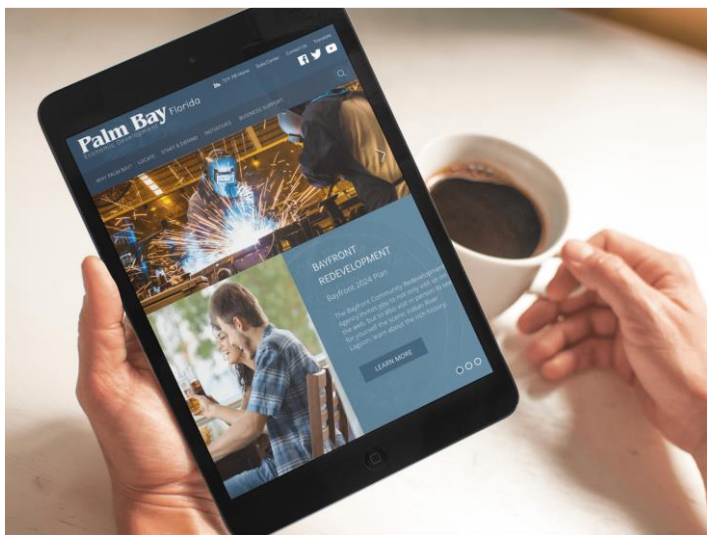


Colleyville, TX
www.colleyvilleparksandrec.com



Keller, TX
www.thekellerpointe.com

PROJECT EXPERIENCE – ECONOMIC DEVELOPMENT



Palm Bay, FL

www.developpalmbay.org



Westerville, OH

www.business.westerville.org



Mesa, AZ

www.selectmesa.com



El Segundo, CA

www.elsegundobusiness.com

THANK YOU

WEB DESIGN



Spectrum Technologies Web Design

Version #1

Presented To:
City of Socorro
July 28, 2020



Overview

Spectrum Technologies is pleased to present this proposal to the City of Socorro. We look forward to designing and creating an online space where visitors can gain information about the city, access important documents, view events and much more. In addition, your new website will act as a useful tool for visitors to reach out to your team via custom contact forms, click-to-call phone numbers & other optional chat functionality. Lastly, your new website will be responsive meaning that it will resize to devices such as smartphones and tablets.

Deliverables

- Website
 - Design
 - Mobile-Responsive Development
 - Includes Logo Design

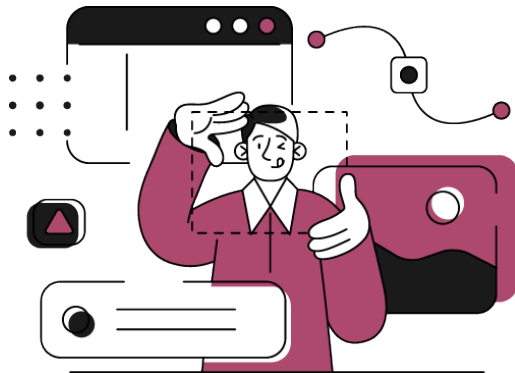
- Virtual Private Server Configuration
 - Setup & manage host environment
 - Includes SSL Certification
 - Includes backup & disaster recovery services
 - Security patches & updates

- Cloud-Based Encrypted Email

Our Process

Discovery Meeting

During this initial phase we will meet with stakeholders within your organization to identify your goals, objectives, and learn a little more about your business and industry. We then will use this information to put together a proposal with our recommendations, cost analysis, and timeline for your project. After the T's are crossed on your proposal, we will get to work on a scope of work document that will outline your website.

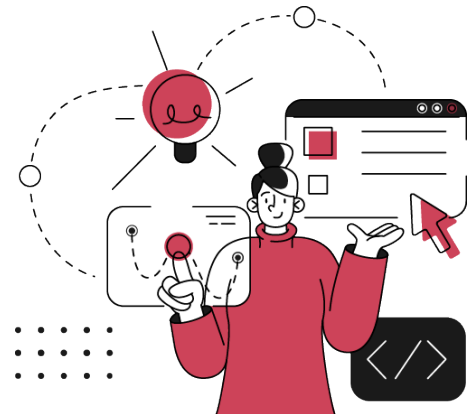


Design

During your design meeting we will discuss your likes/dislikes and our recommendations for what your new website will look like. We will mockup your design and give you the opportunity to make one round of revisions to ensure that you are happy with the design.

Programming

After your design has been locked in, we begin programming. Our custom programming allows us to make a website that is functional and streamlined. It will adapt to the size of any screen and meet your objectives.



Launch

Ready, set go! After intense programming, testing, and quality assurance we will launch your new shiny website. We want to ensure that you feel confident using your new piece of technology, so we will schedule a training session after launch to show you around.



Financials

Setup Cost	Rate
Website Development	Included
Server configuration & CMS training	Included
Design	Included
Google my Business Listing Creation	Included
Total:	\$ 0

Monthly Cost	Rate
VPS Hosting	
<i>Malware & Phishing Security Services</i>	
<i>Backup & Disaster Recovery</i>	
<i>SSL Certification</i>	
WordPress CMS Training	
<i>Email Encryption (2 Users)</i>	
<i>Domain Registration</i>	
<i>Google My Business Listing Management</i>	
Website Reporting & Analytics	
<i>3 support ticket submissions / month – 48 hour turnaround time</i>	
Total:	



Acceptance

Prepared By:
Spectrum Technologies

Prepared For:
City of Socorro

Quote Information:
Version 1

Spectrum Technologies

City of Socorro

Signature:

Signature:

Name:

Name:

Title:

Title:



Agreement Terms

This agreement is hereby entered into between Spectrum Technologies and _____ (Hereinafter Referred to as "CLIENT" on the ___ day of _____, 20___).

1. Copyrights and Trademarks. The CLIENT represents to Spectrum Technologies and unconditionally guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished to Spectrum Technologies for inclusion in web pages are owned by the CLIENT, or that the CLIENT has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend Spectrum Technologies from any claim or suit arising from the use of such elements furnished by the CLIENT.
2. This recurring portion of this agreement shall be effective as of the date of this Agreement, execution by CLIENT unless sooner terminated in accordance with the terms hereof and shall be for an initial term of twenty-four (24) months. CLIENT and Spectrum Technologies reserve the right to review this agreement quarterly.
3. This Agreement shall renew automatically at the end of the prior Agreement term for a period of twelve (12) months unless Spectrum Technologies or the CLIENT affirmatively terminates it in accordance with the conditions set forth in this Agreement.
4. If CLIENT affirmatively terminates agreement in accordance with the conditions set forth herein, Spectrum will disable the website after completed contract term.
5. All websites will be hosted on their Spectrum servers. Spectrum retains ownership of the site files and all features and functionality created thereon unless customer purchases website outright.
6. Spectrum Technologies and/or CLIENT shall have the right to terminate this Agreement under any of the following conditions:
 - a. If one of the parties shall be declared insolvent or bankrupt.
 - b. If a petition is filed in any court and not dismissed in ninety days to declare one of the parties bankrupt and/or for a reorganization under the Bankruptcy Law or any similar statute.
 - c. CLIENT must give a minimum of 30 days written notice before the end of the original 36-month term and each successive term thereafter.
 - d. If a Trustee in Bankruptcy or a Receiver or similar entity is appointed for one of the parties

ITEM 11

Elia Garcia
Mayor
Rene Rodriguez
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

August 17, 2020

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Alejandra Valadez, Grants Coordinator

Discussion and action to adopt a resolution approving the submission of a grant application to the Texas Community Development Block Grant Program's 2020 Fire, Ambulance, Service Truck (FAST) Fund. The City's required cash match contribution is \$5,000.00.

SUMMARY

The City of Socorro will submit a grant application to the Texas Community Development Block Grant Program's 2020 Fire, Ambulance, Service Truck (FAST) Fund requesting up to \$500,000 for the procurement of two (2) EMS ambulance vehicles to serve the Socorro community. The City's required cash match contribution is \$5,000.00.

STATEMENT OF THE ISSUE

The goal of the Texas Community Development Block Grant (TxCDBG) Program is to develop viable communities by providing decent housing and a suitable living environment, as well as by expanding economic opportunities, principally for persons of low-to-moderate income. The TxCDBG Fire, Ambulance, & Service Truck (FAST) Fund provides funds for eligible vehicles and equipment to provide emergency response and special services to rural communities.

The City of Socorro contracts Elite Medical Transport as our emergency medical services provider. In order to reduce costs while ensuring that residents receive the high level of care needed in times of medical emergencies, the City must seek funding sources for the procurement of ALS and MICU-capable EMS vehicles to serve the medical emergencies of Socorro residents.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): GF

Funding Source: General Fund

Amount: \$5,000.00

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

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

ALTERNATIVE

Not approve. The City will **NOT** submit a grant application to the Texas Community Development Block Grant Program's 2020 Fire, Ambulance, Service Truck (FAST) Fund

STAFF RECOMMENDATION

APPROVE – The City will submit a grant application to the Texas Community Development Block Grant Program's 2020 Fire, Ambulance, Service Truck (FAST) Fund

REQUIRED AUTHORIZATION

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

Elia Garcia
Mayor

Rene Rodriguez
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 625

RESOLUTION A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOCORRO, TEXAS, AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE (FIRE, AMBULANCE AND SERVICE TRUCK FUND); AND AUTHORIZING THE MAYOR TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

WHEREAS, the City Council of the City of Socorro desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, certain conditions exist which represent a threat to the public health and safety; and

WHEREAS, it is necessary and in the best interests of the City of Socorro to apply for funding under the Texas Community Development Block Grant Program;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONER'S COURT OF the City of Socorro, TEXAS:

1. That a Texas Community Development Block Grant Program application for the Fire, Ambulance and Service Truck Fund (FAST Fund) is hereby authorized to be filed on behalf of the City with the Texas Department of Agriculture.
2. That the City's application be placed in competition for funding under the Fire, Ambulance and Service Truck Fund.
3. That the application be for up to \$500,000.00 of grant funds to provide for first-time ambulance vehicle to serve the emergency medical needs of Socorro residents.
4. That the City Council directs and designates the Mayor as the City's Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and the City's participation in the Texas Community Development Block Grant Program.

5. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.
6. That it further be stated that the City of Socorro is committing \$5,000.00 from its General Fund as a cash contribution toward the administration activities of this ambulance (EMS) vehicle project.

Passed and approved this 20 day of August, 2020.

Name: Elia Garcia
Title: Mayor

ATTEST:

Olivia Navarro
City Clerk

ITEM 12

Elia Garcia
Mayor
Rene Rodriguez
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

August 17, 2020

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Alejandra Valadez, Grants Coordinator

Discussion and action to adopt a resolution approving the submission of a grant application to the Texas Community Development Block Grant Program's 2020 Planning and Capacity Building Fund. The City's required cash match contribution is 25% or up to \$20,625.00.

SUMMARY

The City of Socorro will submit a grant application to the Texas Community Development Block Grant Program's 2020 Planning and Capacity Building Fund requesting up to \$75,000 for the planning and capacity building activities to serve the Socorro community. The City's required cash match contribution is 25% or up to \$20,625.00.

STATEMENT OF THE ISSUE

The goal of the Texas Community Development Block Grant (TxCDBG) Program is to develop viable communities by providing decent housing and a suitable living environment, as well as by expanding economic opportunities, principally for persons of low-to-moderate income. The TxCDBG 2020 Planning and Capacity Building Fund provides funds for local public facility and housing planning activities. Localities apply for financial assistance to prepare a "comprehensive plan" or any of its components. Typical activities regard topics such as: Base Mapping, Land Use, Housing, Population, Economic Development and/or Tourism, Central Business District, Street Conditions, Thoroughfares, Parks and Recreation, Water Distribution and Supply, Wastewater Collection and Treatment, Drainage (streets & flood hazard areas), Gas or Electric Systems (if owned by the locality), Community Facilities, Capital Improvements Program, Zoning Ordinance, Subdivision Regulation.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): GF

Funding Source: General Fund

Amount: Up to \$20,625.00

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

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

ALTERNATIVE

Not approve. The City will **NOT** submit a grant application to the Texas Community Development Block Grant Program's 2020 Planning and Capacity Building Fund

STAFF RECOMMENDATION

APPROVE – The City **will** submit a grant application to the Texas Community Development Block Grant Program's 2020 Planning and Capacity Building Fund

REQUIRED AUTHORIZATION

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

Elia Garcia
Mayor

Rene Rodriguez
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 626

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOCORRO, TEXAS, AUTHORIZING THE FILING OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE; AND AUTHORIZING THE MAYOR AND CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

WHEREAS, the City Council of the desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income; and

WHEREAS, certain conditions exist which represent a threat to public health and safety; and

WHEREAS, it is necessary and in the best interests of the City of to apply for funding under the Texas Community Development Block Grant Program;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOCORRO, TEXAS;

1. That the City of Socorro, Texas undertake a program to prepare the following planning effort(s):
 - a. Transportation Alternatives Study
 - b. Storm Drainage Study
 - c. Special Planning Study
2. That the requested amount of TxCDBG funds is a maximum of \$75,000.00.
3. That a Texas Community Development Block Grant Program application for Planning/Capacity Building Fund is hereby authorized to be filed on behalf of the City with the Texas Department of Agriculture and any other appropriate agencies as defined in the regulations.
4. That the City Council directs and designates the Mayor and City Manager as the City's Chief Executive Officer and Authorized Representatives to act in all matters in connection with this application and the City's participation in the Texas Community Development Block Grant Program.

5. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, and civil rights requirements.
6. That the City commits itself, if funded by Texas Community Development Block Grant Program to appropriate \$20,625.00 as matching funds and as a demonstration of its local support to the planning project.

Passed and approved this 20 day of August, 2020.

Name: Elia Garcia
Mayor

ATTEST:

Olivia Navarro
City Clerk

Elia Garcia
Mayor
Rene Rodriguez
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

August 17, 2020

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Alejandra Valadez, Grants Coordinator

Discussion and action to ratify a Letter of Support for Project Amistad's grant application to the Department of Community and Human Development (DCHD) for ESG-CV Phase II.

SUMMARY

The City Council will ratify a Letter of Support for Project Amistad's grant application to the Department of Community and Human Development (DCHD) for ESG-CV Phase II.

STATEMENT OF THE ISSUE

Project Amistad provides wrap-around services to veterans and the most vulnerable of the community via its ADA Transportation Program, its adult Guardianship Program, its Money Management Program and the Amistad for Veterans Project (AFVP).

Project Amistad will submit a grant application to the Department of Community and Human Development (DCHD) for ESG-CV Phase II to fund a program that facilitates the transition from the temporarily established Delta Welcome Center to a permanent community crisis response program for persons experiencing homelessness or are at-risk of being homeless. ESG-CV stands for Emergency Solutions Grant-COVID-19 Response and Recovery.

FINANCIAL IMPACT

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

Funding Source: N/A

Amount: \$0.00

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

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

ALTERNATIVE

Not approve. The City will not ratify a letter of support for Project Amistad.

STAFF RECOMMENDATION

APPROVE – The City will ratify a letter of support for Project Amistad.

REQUIRED AUTHORIZATION

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

Elia Garcia
Mayor

Rene Rodriguez
At Large

Cesar Nevarez
District 1/Mayor Pro Tem



Ralph Duran
District 2

Victor Perez/Mayor Pro Tem
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

August 7, 2020

Mrs. Andrea Ramirez
Chief Executive Officer
Project Amistad
3210 Dyer St.
El Paso, TX 79930

Re: Letter of Support for Project Amistad's grant application to the Department of Community and Human Development (DCHD) for ESG-CV Phase II.

Dear Mrs. Ramirez:

On behalf of the City of Socorro, Texas I write to express our strong support for Project Amistad's commitment to empowering the elderly, individuals with disabilities, and low-income constituents by implementing programs that provide wrap around social services and transportation to the most vulnerable in the El Paso Community.

Access to the appropriate services and transportation continues to be a significant barrier for the most vulnerable in the community, including the homeless, as they seek to overcome the challenges of homelessness. The COVID-19 pandemic has exacerbated the challenges this specific population is facing. Working together with Project Amistad on this grant would be a natural extension of helping these individuals and their families that we serve find permanent solutions and support to get the care they need.

We also appreciate the work done through Amistad's Guardianship Program, Money Management Program and the Amistad for Veterans Project (AFVP) by providing wrap around services to veterans and the most vulnerable of the community. We see this grant opportunity as an innovative effort to increase mobility management for the homeless and those facing economic insecurity. With your history in social services and transportation throughout the region, your team is well acquainted with the specific challenges and needs this population experiences. I look forward to continued support to Project Amistad as your work grows through this grant.

Thank you for your tireless work to move forward with our common vision of improving quality of life for El Paso region veterans and residents. We enthusiastically request that reviewers consider funding this application.

Sincerely,

Adriana Rodarte
City Manager
City of Socorro, Texas

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: August 20, 2020

TO: Mayor and City Council Members

FROM: Chief David Burton

SUBJECT: Discussion and action on approving obtaining a set of three used modular buildings from the government surplus program to utilize as a holding area for COVID-19 positive arrestees. The funds would be obtained from the COVID Relief Fund

SUMMARY

Socorro Police Department would like to obtain three modular buildings and have them transported to Socorro to be installed within the Socorro Police Headquarters compound.

BACKGROUND

Attached

STATEMENT OF THE ISSUE

Obtaining three modular buildings, transporting them and assembling them in Socorro.

FINANCIAL IMPACT

\$125,000.00

ALTERNATIVE

\$180,000.00 for shell of building only, no utilities

STAFF RECOMMENDATION

The Staff is recommending the approval of this item.

REQUIRED AUTHORIZATION

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

Socorro Police Department

Project Name: **Alternate Holding for Arrestees**

Project Description:

The Socorro Police Department will secure three modular trailers from the government surplus program and utilize them to construct an 1800 square foot facility. The facilities primary function will be as a holding area for COVID-19 positive arrestees. The purpose will be to separate these individuals from any other persons in custody and being held at the Socorro Police Department. Presently the Socorro Police Department has no ability to separate arrestees for the purpose of public health.

The facility would also have the ability of a secondary use to house patrol operations in the event of an outbreak of COVID within the main building. This would be on a temporary basis, and for the purpose of separating personnel for a public health reason. The facility would be used until the main building received a cleaning and decontamination for the COVID virus.

The modular building would be located at the existing police department address of 240 North Moon, allowing easy access and movement between the main building and the holding facility.

The project has been vetted through El Paso County, who controls the COVID 19 relief fund (CARES ACT), and has been found to meet the federal descriptive language of what the funds can be used for.

Funding Source:

COVID relief fund.

Project Cost:

Project cost for transportation of the buildings, construction (removal and assembly) along with installation of utilities is \$125,000. This amount is reimbursable to the City of Socorro utilizing the COVID relief fund.

Comparison Cost for New Purchase:

Internet searches place the cost of modular building construction at \$50 to \$100 per square foot. This does not include utilities or outfitting the building and is for the building shell. This would mean an initial acquisition would cost \$90,000 to \$180,000 without the utilities.

Reference: How Much Does It Cost to Build A Modular Home?

\$50 – \$100 Per Square Foot (Unit Only)

(<https://homeguide.com/costs/modular-home-prices>)

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: August 20, 2020

TO: Mayor and City Council Members

FROM: Chief David Burton

SUBJECT: Discussion and action on approving the tear down and building of a new handicap ramp and decking for Police Headquarters.

SUMMARY

Socorro Police Department would like to tear down the existing decking and handicap ramp in order to install a better decking and handicap ramp, which will be a much better build.

BACKGROUND

Attached

STATEMENT OF THE ISSUE

Tear down and dispose of front decking and handicap ramp and install new one.

FINANCIAL IMPACT

\$29,875.00

ALTERNATIVE

Keep existing ramp which is falling apart

STAFF RECOMMENDATION

The Staff is recommending the approval of this item.

REQUIRED AUTHORIZATION

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



3036 Tierra Polar
El Paso, Texas 79938
(915) 328-1888
www.elbuilders.com
www.elbuilders@gmail.com

PROPOSAL & CONTRACT

SUBMITTED TO: Socorro Police Dept.
Attn: Police Chief David Burton
240 Moon RD.
EL PASO, TX. 79928

August 8, 2020

We hereby propose to provide all labor and materials for the following work to be done at the above mentioned address.

- We will draw plans and submit to the City of Socorro Building Inspection for permit.
- We will dismantle and dispose of the existing entry deck and ADA handicap ramp.
- We will build and install a new entry deck measuring 10'x10' with a 5' radius.
- We will build and install a new ADA handicap ramp measuring 42' long x 5' wide. The floor joist to be pressure treated wood along with the posts, face walls, floor joist and supporting beams.
- We will install pressure treated 2x6 decking screwed down with corrosion resistant screws.
- We will install a wrought iron railing with handrail at ADA ramp and on top of the deck. Handrail will be added at the round stairs at the entry as well. Please see the attached pictures for locations.
- We will install Hardiplank Cedarmill Fiber Cement lap siding at the front of the ADA Ramp to cover the underside of the ramp and on the right side of deck to cover the underside of the deck. We will install lap siding at the front of the stairs to cover the underside front of the deck.
- We will install round stairs in pressure treated wood.
- We will apply wood sealer that is resistant to moisture and UV rays.
- We will paint the lap siding to match the existing Police building.
- We will dispose of all debris caused by the construction.

Total Price for the mentioned labor and materials: \$29,875.00

8/08/20
David De La Riva, El Paso Builders Date



3036 Tierra Polar
El Paso, Texas 79938
(915) 328-1888
www.elpbuilder.com
www.elpbuilder@gmail.com

ALL MATERIALS IS GUARANTEED TO BE AS SPECIFIED AND THE LABOR PERFORMED IN ACCORDANCE WITH THE SPECIFICATIONS MENTIONED. WE ARE INSURED AND BONDED FOR YOUR PROTECTION.

PAYMENT AS FOLLOWS: 50% upon starting the job, 25% upon deck framed with pressure treated material, and 25% upon completion.

THE PRICE, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY. YOU ARE AUTHORIZED TO DO THE ABOVE MENTIONED WORK. PAYMENT WILL BE DONE AS OUTLINED.

Police Chief David Burton

Date

FW: A Business has Responded to Your Request

From: policechief@ci.socorro.tx.us
Sent: Mon, Aug 10, 2020 at 12:36 pm
To: rhernandez@ci.socorro.tx.us

 Images not displayed. **SHOW IMAGES** | **ALWAYS SHOW IMAGES FROM THIS SENDER**

This is other documentation indicating proof of trying to get bids for deck project.

From: BBB <connect@bbbelpaso.org>
Sent: Wednesday, July 29, 2020 1:58 PM
To: policechief@ci.socorro.tx.us
Subject: BBB: A Business has Responded to Your Request

Write above to reply

A Business has Responded to Your Request

Dear Chief David Burton,

El Paso Builders has responded to your request. Here is their response:

El Paso Builders said: ✓

Please send me your phone number so we can set up a time to see your project.

Chief David Burton initially requested:

Front Entrance Deck on Socorro Police Building

If you would like to contact the business directly, click the button below to get their contact info

To manage and view the status of your request, including sending additional messages to El Paso Builders use the link below:

If you are done, please [click here to close](#) this request. Thanks.

Thanks,

FW: Your Request has Been Processed

From: policechief@ci.socorro.tx.us
Sent: Mon, Aug 10, 2020 at 12:35 pm
To: rhernandez@ci.socorro.tx.us

 Images not displayed. **SHOW IMAGES** | **ALWAYS SHOW IMAGES FROM THIS SENDER**

Ms. Rosa,
This is proof of attempt at trying to obtain vendors for the front deck entrance.

Chief

From: BBB <connect@bbbelpaso.org>
Sent: Wednesday, July 29, 2020 9:47 AM
To: policechief@ci.socorro.tx.us
Subject: BBB: Your Request has Been Processed

Write above to reply

Your Request has Been Processed

Dear Chief David Burton,

Thank you for submitting a request through BBB. We have forwarded your request to trustworthy businesses near you. You should expect to receive responses from these businesses in the next 24 hours.

To manage and view the status of your request, use the link below:

Here is a reminder of your request:
Front Entrance Deck on Socorro Police Building

Thanks,

*2nd Request for
Quote
No Reply*

Better Business Bureau Serving Far West Texas and the State of Chihuahua, Mexico
550 E Paisano
El Paso, TX 79901
Phone: 915-577-0191
E-mail: info@bbbelpaso.org

FW: Your Request has Been Processed

From: policechief@ci.socorro.tx.us
Sent: Mon, Aug 10, 2020 at 12:35 pm
To: rhernandez@ci.socorro.tx.us

 Images not displayed. **SHOW IMAGES** | **ALWAYS SHOW IMAGES FROM THIS SENDER**

Ms. Rosa,
This is proof of attempt at trying to obtain vendors for the front deck entrance.

Chief

From: BBB <connect@bbbelpaso.org>
Sent: Wednesday, July 29, 2020 9:47 AM
To: policechief@ci.socorro.tx.us
Subject: BBB: Your Request has Been Processed

Write above to reply

Your Request has Been Processed

Dear Chief David Burton,

Thank you for submitting a request through BBB. We have forwarded your request to trustworthy businesses near you. You should expect to receive responses from these businesses in the next 24 hours.

To manage and view the status of your request, use the link below:

Here is a reminder of your request:
Front Entrance Deck on Socorro Police Building

Thanks,

*3rd Quote.
Request
No Reply*

Better Business Bureau Serving Far West Texas and the State of Chihuahua, Mexico
550 E. Pasano
El Paso, TX 79901
Phone: 915-577-0191
E-mail: info@bbbelpaso.org

on information provided by the comptroller pursuant to chapter 2161, Government Code. Please see mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp for HUB search.

- B. Review each quote for the best overall value. Best overall value can be determined by (i) the purchase price, (ii) the reputation of the bidder and the bidder's good or services, (iii) the quality of the bidder's goods or services, (iv) the extent to which the goods or services meet the City's needs, (v) the bidder's past relationship with the municipality, (vi) the impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities, (vii) the total long-term cost to the City to acquire the bidder's goods or services, and (viii), any other relevant criteria specifically listed in the request for bids or proposals. While best overall value is not solely determined by price, the lowest bid should be recommended, unless you can show that a higher bid provides the best overall value based on the foregoing factors, which must be listed in the bid specifications if they are to be considered. Note that you will need to retain all quotes for Fiscal Year End + 3 years. See also on page 20, Cooperative Purchasing.
- C. Prepare a brief recommendation for the record to support the purchase.
- D. Submit electronic purchase requisition and submit to Finance Director.
- E. Once a Purchase Order is approved, proceed to ordering goods and services.
- F. Once you receive your goods and/or services, sign off on packing slip and forward the packing slip/receipt to AP.

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

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

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

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

- B. Review each quote for best overall value and select top three (3) quotes and conduct basic comparative analysis. Best overall value can be determined by (i) the purchase price, (ii) the reputation of the bidder and the bidder's good or services, (iii) the quality of the bidder's goods or services, (iv) the extent to which the goods or services meet the City's needs, (v) the bidder's past relationship with the municipality, (vi) the impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities, (vii) the total long-term cost to the City to acquire the bidder's goods or

services, and (viii), any other relevant criteria specifically listed in the request for bids or proposals. While best overall value is not solely determined by price, the lowest bid should be recommended, unless you can show that a higher bid provides the best overall value based on the foregoing factors, which must be listed in the bid specifications if they are to be considered. Note that you will need to retain all quotes for Fiscal Year End + 3 years. See also on page 20, Cooperative Purchasing.

- C. Forward your recommendation along with at least three (3) quotes to the City Manager for approval.
- D. The City Manager will make the recommendation to City Council.
- E. Once recommendation has been approved by City Council, submit an electronic Purchase Requisition to Finance Director. The Requisition must include the City Council meeting date and agenda item number where the purchase was approved on the notes.

PURCHASES OVER \$50,000:

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

- A. Obtain approval from the City Manager to proceed with the sealed bid process.
- B. The specifications and bid notice shall be prepared, reviewed and signed off by the City Manager. Whenever possible the "Best Value" procurement method described in Chapter 252.043(b) of the Texas Local Government Code shall be used.
- C. The bid or RFP shall be advertised in a newspaper of general circulation a minimum of twice in a 14 day period. The originating department shall notify the City Clerk's Office of the advertisement, the type of bid or proposal, the closing date for responses and the name of a knowledgeable contact. A complete copy of the bid/RFP package must be filed with the City Clerk's Office.
- D. The closing date and time for the bid or RFP shall be clearly listed in the specifications and is final. Responses received after the closing date and time shall be returned to the proposer unopened.
- E. If an amendment to the specifications or an extension of the closing date and time for the bid or RFP is required it shall be made prior to the second advertisement being printed and included in the second advertisement.
- F. The City may provide by Charter or Policy for bidding threshold of less than \$50,000, but the City may not provide a higher threshold for bidding than is permitted under state law.

In general, all legitimate business related expenses are eligible for purchase using the Purchase Card, and all non-business related purchases are ineligible. Employees in doubt over whether or not a purchase is eligible should contact their supervisor, Department Head, Purchasing Card Program Administrator/Finance Director for assistance in determining purchase eligibility BEFORE they decide to make a purchase.

Each employee's Purchase Card has been assigned and individual credit limit on the Department Head's approval. If that limit needs to be adjusted the employee may request an adjustment through the Department Head or City Manager. Written authorization is required before the Program Administrator can make any changes.

Conclusion

The purchasing card should be used responsibly. Since the card is issued in the employee's name, all purchases are assumed to be made by the employee. Each employee should be aware that improper use might result in disciplinary action, up to and including termination and criminal prosecution. The Department is encouraged to maintain a purchasing log, but the original sales receipts need to be forwarded to the Finance Office. Cardholders will be subject to random audits to verify that purchases and record keeping are in compliance with this policy.

8. Contracts

All written contracts, regardless of procurement methodology, require the approval of the City Manager and Finance Director. A copy of all contracts will be kept in the City Clerk's office. This includes but is not limited to agreements associated with office equipment and vehicles.

9. Receiving Purchases Requiring Receiving Reports

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

- A. Originals of the receiving report or invoice will be sent to the Finance Department and are to be used to signify actual receipt of the item(s). The Department Head or designated individual will deliver the original receiving receipt or invoice attached to the purchase order to the Finance Department by the next working day after receipt.
- B. The Department Head of the department initiating the purchase shall be responsible for verifying its receipt, the condition of the goods received and for notifying the Finance Department of any discrepancies, damage or back-orders that would affect payment to the vendor.
- C. The Finance Department will match the receiving report, and invoice to the Purchase Order.

BUDGET/TAX DATES

1. **Capital Program Workshop 1- Special CC Meeting May 21, 2020 at 4:00 p.m.**
2. **Capital Program Workshop 2- Special CC Meeting June 4, 2020 at 4:00 p.m.**
3. **Budget Workshop 3 – Special CC Meeting July 2, 2020 at 4:00 p.m.**
4. **Budget Workshop 4 – Special CC Meeting July 16, 2020 at 4:00 p.m.**

1. August 6, 2020 City Council Meeting

- **Discussion and action to approve the anticipated proposed Tax Rate for Fiscal year commencing October 1, 2020 thru September 30, 2021 for the City of Socorro, Texas.**
- **Discussion and action to approve the scheduling of two (2) public hearings on August 20 and September 3, 2020 for the anticipated proposed tax rate for the fiscal year commencing October 1, 2020 thru September 30, 2021.**

2. August 15, 2020– City Manager must file the proposed budget with the city clerk the 30th day before the date of the governing body of the municipality makes its tax levy for the fiscal year. City Clerk shall take action to ensure that the proposed budget is posted on the website. (LGC 102)

3. August 20, 2020 Regular City Council Meeting

- **Discussion and action on to announce the date on which City Council will take final action on the Tax Rate and on the Municipal Budget.**
- **1st Public Hearing on city of Socorro’s Property Tax Rate**
- ***Presentation and discussion* regarding tax rate calculations, revenues and expenditures for the City of Socorro's proposed budget for fiscal year 2020.**

4. September 3, 2020 Regular City Council Meeting

- **2nd Public Hearing on city of Socorro’s Property Tax Rate**
- ***Public Hearing* regarding the Five-Year Capital Improvement Program and approve Resolution ____ pursuant to Sections 5.08 and 5.09 of the Socorro City Charter.**
- ***Presentation and discussion* regarding tax rate calculations, revenues and expenditures for the City of Socorro's proposed budget for fiscal year 2020.**
- **Discussion and action on to announce the date on which City Council will take final action on the Tax Rate and on the Municipal Budget.**

- **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, 2020 and ending on September 30, 2021.**
- **Introduction, First Reading and Calling for a Public Hearing on an Ordinance adopting a budget for the fiscal year commencing October 1, 2020 and ending on September 30, 2021 for the City of Socorro, Texas.**
- *Introduction, First Reading and Calling for a Public Hearing* on an Ordinance of the City of Socorro, Texas adopting the amended Organizational Chart for the City of Socorro.

5. September 10, 2020 Special City Council Meeting

- **Public Hearing** – An Ordinance adopting a budget for the fiscal year commencing October 1, 2020 and ending on September 30, 2021 for the City of Socorro, Texas.
- **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, 2020 and ending on September 30, 2021.
- **Public Hearing** on an Ordinance of the City of Socorro, Texas adopting the amended Organizational Chart for the City of Socorro
- **Second Reading and Adoption of an Ordinance adopting a budget for the fiscal year commencing October 1, 2020 and ending on September 30, 2021 for the City of Socorro, Texas.**
- **Second Reading and Adoption of 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, 2020 and ending on September 30, 2021.**
- *Second Reading and Adoption* on an Ordinance of the City of Socorro, Texas adopting the amended Organizational Chart for the City of Socorro
- **Discussion and action to ratify the tax increase set forth in Ordinance adopting a budget for the City of Socorro.**



FYE 2020 - 2021

GENERAL FUND REVENUES	ACTUAL FY 2016-2017	ADOPTED BUDGET FY 2017-2018	ADOPTED BUDGET FY 2018-2019	ADOPTED BUDGET FY 2019-2020	PROPOSED BUDGET FY 2020-2021
Property Taxes	4,799,495	5,184,128	5,473,459	6,336,613	7,117,914
Delinquent Propert Taxes	330,598	150,000	150,000	170,000	185,000
Sales Taxes	1,489,304	1,600,000	1,500,000	1,550,000	1,450,000
Franchise Taxes	613,218	400,000	500,000	650,000	650,000
Interest Earned	1,455	4,000	1,200	45,000	23,400
Gain/Loss on Investments	302		200	200	200
Other Planning Fees	16,035	2,000	5,000	5,000	5,000
Building Permits	274,591	250,000	270,000	300,000	590,000
Business Registration Permits	70,155	55,000	70,000	70,000	60,000
Rezoning Fees	95,846	50,000	90,000	50,000	40,000
Admin Misc-Copies	40	100	100	100	100
Mobile Home Permits	10,468	3,000	10,000	3,000	3,000
Muni Court Judgement/Fines	405,858	570,000	553,000	640,000	460,000
Juvenile Case Management Fee	15,726	6,000	16,000	12,000	12,000
Police Fees	7,861	5,000	7,000	5,000	5,000
Rental Income	11,388	12,000	12,000	12,000	12,000
Other Revenue	1,490	7,000	5,000	47,000	50,000
Grant Reimbursement		-			
Reimbursed Cost	6,613	3,000	3,000	3,000	-
Park Fees		2,000	500	500	500
Miscellaneous Income	118,244	2,000	2,000	2,000	2,000
Prior Year's Revenue		1,079,498	865,984	552,670	799,317
Total Revenues	8,268,686	9,384,726	9,534,443	10,454,083	11,465,431



FYE 2020 - 2021

	ADOPTED BUDGET FY 2016- 2017	ADOPTED BUDGET FY 2017- 2018	ADOPTED BUDGET FY 2018-2019	ADOPTED BUDGET FY 2019- 2020	PROPOSED BUDGET FY 2020- 2021
DEBT SERVICE					
REVENUES					
Property Taxes	1,765,894	1,769,344	1,787,163	2,319,863	1,917,575
Prior Year's Revenues					300,000
Total Revenues	1,765,894	1,769,344	1,787,163	2,319,863	2,217,575



FYE 2020 - 2021

SPECIAL REVENUES	ADOPTED BUDGET FY 2016-2017	ADOPTED BUDGET FY 2017-2018	ADOPTED BUDGET FY 2018-2019	ADOPTED BUDGET FY 2019-2020	PROPOSED BUDGET FY 2020-2021
Property Taxes-TRZ	-	70,000	230,400	270,000	300,000
Reconstruction	410,914	400,000	-	-	-
City Match	213,547	200,000	-	-	-
US Dept. - Interior Historic Pres. Fund			19,800	-	-
HOME TBRA-D	24,465	20,000	-	-	-
DEA			6,000	8,000	8,000
Local Border Security Program			54,000	65,000	-
CDBG				275,000	266,000
Safe Routes to School	413,000	500,000	-	-	-
Safe Routes to School Match	82,600	90,000	-	-	-
Stone Garden (7205)			49,718	62,100	45,000
TCEQ - Solid Waste Grant			5,000	5,000	5,000
FTA Section 5310			84,665	-	-
FBI			7,000	-	6,000
Tourism/HOT Tax	8,000	-	-	-	8,000
Transportation Enhancement Project	92,000	-	-	-	-
Body Worn Cameras			16,232	-	-
LETPA			12,400	-	-
State Homeland Security Program			40,000	42,134	60,477
State Homeland Security Program Gen				15,167	
VA-Victims of Crime Advocate				30,475	39,959
Texas Historical Commission				30,000	60,000
Paso del Norte - Ignite				68,930	27,000
Justice Assistance Grant (JAG) Program					55,059
Justice Assistance Grant Program					10,705
Juvenile Justice Project - PAL					26,314
COPS Hiring Program					247,412
LEOSE	7,532	7,000	2,600	2,500	2,500
Other Revenue			-	375,000	-
Total Revenues	1,252,058	1,287,000	527,815	1,249,306	1,167,426



FYE 2020 - 2021

	ADOPTED BUDGET FY 2016-2017	ADOPTED BUDGET FY 2017- 2018	ADOPTED BUDGET FY 2018-2019	ADOPTED BUDGET FY 2019-2020	PROPOSED BUDGET FY 2020-2021
CAPITAL PROJECTS					
REVENUES					
2014 CO's	5,044,248	4,100,000	1,100,000	200,000	200,000
2020 CO'S				10,000,000	7,700,000
Total Revenues	5,044,248	4,100,000	1,100,000	10,200,000	7,900,000



GENERAL FUND EXPENDITURES DEPARTMENTS COMBINED			REVISED BUDGET FY 2016-2017	ACTUAL FY 2016-2017	ADOPTED BUDGET FY 2017-2018	ADOPTED BUDGET FY 2018-2019	ADOPTED BUDGET FY 2019-2020	PROPOSED BUDGET FY 2020-2021	% Change
05101	Salaries	3,652,185	3,652,686	4,061,854	4,296,483	4,814,376	5,045,426	5%	
05103	Overtime	226,353	225,284	193,400	200,750	203,518	275,000	35%	
05111	FICA/Medicare Taxes	298,948	296,665	324,877	343,310	383,049	421,136	10%	
05112	T.W.C. Payroll Taxes	20,738	1,842	30,404	31,756	11,808	20,250	71%	
05113	Health Insurance Premiums	725,580	723,318	858,120	919,800	1,024,920	1,100,400	7%	
05114	Workers Compensation Insurance	99,401	96,909	161,991	160,959	135,515	141,132	4%	
05115	Deferred Compensation Benefits	72,103	71,721	73,350	79,350	80,150	142,039	77%	
05116	Life Insurance	9,994	9,471	7,052	7,672	8,491	9,572	13%	
05117	Dental Insurance Expense	21,728	20,417	28,324	30,663	34,167	38,255	12%	
05118	Vision Insurance Expense	5,492	4,571	6,111	6,615	7,371	8,253	12%	
05119	Employee Assistance Program	4,680	4,680	5,000	5,100	5,100	5,100	0%	
	Total Personnel Cost	5,137,202	5,107,564	5,750,483	6,082,458	6,708,466	7,206,564	10%	
05201	Office Expense and Supplies	79,100	64,410	77,500	81,500	82,500	84,000	2%	
05202	Medical Supplies	500	298	500	500	500	500	0%	
05211	Postage	12,515	8,174	11,015	13,015	14,515	14,515	0%	
05212	Tools and Supplies	105,848	104,111	69,300	72,300	74,300	122,800	65%	
05213	Uniforms	48,800	45,652	43,500	49,500	49,000	64,500	32%	
05310	Building Modifications/ADA	500	-	500	500	500	500	0%	
05311	Building & Property Maintenance	58,150	51,223	68,000	70,500	69,000	69,000	0%	
05312	Street Maintenance	69,000	62,791	35,000	65,000	65,000	65,000	0%	
05313	Utilities	303,100	297,197	260,000	273,500	273,500	273,500	0%	
05314	Telephone	134,960	127,728	88,060	111,060	183,860	183,860	0%	
05317	Park Maintenance	10,000	9,237	5,000	11,000	11,000	11,000	0%	
05325	Recycling Center	7,000	4,605	10,000	10,000	10,000	10,000	0%	
05411	Legal Fees	266,700	254,161	308,200	246,000	244,000	255,000	5%	
05510	Property Insurance	33,649	32,248	27,166	29,366	42,162	45,662	8%	
05511	Advertising/Drug Testing	55,800	38,800	58,300	58,800	60,300	60,300	0%	
05512	Audit Fees	33,950	33,358	45,000	45,000	47,000	40,000	-15%	
05513	Central Appraisal Fees	98,000	97,549	83,000	84,000	86,000	90,000	5%	
05515	County Elections	57,000	39,757	23,000	-	43,000	43,000	0%	
05516	Dues/Subscriptions	36,126	26,914	33,200	35,050	34,050	35,350	4%	
05517	Bank Charges	24,200	24,162	22,000	23,500	40,000	28,000	-30%	
05518	Liability Insurance	85,413	82,211	63,518	73,770	82,680	101,880	23%	
05520	Service Contracts	348,620	317,534	522,300	489,300	539,300	618,300	15%	
05521	Support Activities	81,854	64,357	17,300	19,300	20,300	28,800	42%	
05522	Tax Collector Fees	8,000	6,601	11,000	12,500	12,500	12,500	0%	
05523	Equipment Rental/Lease	32,848	24,181	36,500	48,500	47,500	47,500	0%	
05525	Health/Ambulance Contract	674,539	671,954	600,000	600,000	740,000	740,000	0%	
05526	Human Resources	3,400	2,800	2,000	4,000	4,000	4,000	0%	
05527	Seminars/Training/Workshops	33,190	22,793	59,350	62,050	63,050	93,050	48%	
05532	Miscellaneous Expense	14	14	-	-	-	-	#DIV/0!	
05533	Travel/Mileage/Per Diem	1,000	875	500	-	-	-	#DIV/0!	
05538	Late Charge	400	376	500	550	550	300	-45%	
05546	Marketing Exp	-	-	5,000	5,000	5,000	5,000	0%	
05547	Fees & Penalties	800	723	-	-	-	-	#DIV/0!	
05548	Events	10,200	8,512	74,000	74,000	74,000	74,000	0%	
05610	Office Furniture	500	-	2,500	2,500	7,000	7,000	0%	
05611	Radio Communications and Maintenance	4,000	3,723	5,000	5,000	5,000	5,000	0%	
05612	Vehicle Repair & Maintenance	56,780	51,943	55,300	75,300	65,300	65,300	0%	
05613	Equipment Repair & Maintenance	50,595	44,274	49,000	62,200	62,200	62,200	0%	
05614	Vehicle Fuel	93,600	89,393	116,000	106,000	106,000	104,000	-2%	
05711	Travel/Mileage/Per Diem	51,218	47,267	70,800	80,100	83,100	83,100	0%	
05810	Property and Equipment	144,121	130,983	633,600	397,950	365,950	675,450	85%	
05900	Emergency Aid and Assistance	16,840	16,782	10,000	12,000	12,000	25,000	108%	
06440	Grant Expense	5,780	2,788	30,780	20,000	20,000	10,000	-50%	
08000	Settlements	-	202	-	-	-	-	#DIV/0!	
	Total Operational Cost	3,138,610	2,912,659	3,633,189	3,430,111	3,745,617	4,258,867	9%	
	Total Expenses	8,275,812	8,020,222	9,383,672	9,512,569	10,454,083	11,465,431	10%	



CITY MANAGER ANNUAL

Department Description

The City Manager is the chief executive and administrative officer of the City and is responsible to the City Council for the proper administration of the affairs of the City. As such, he is responsible for the appointment and discipline of City employees, the direction and supervision of the various City departments, the preparation of the annual operating and capital improvements budgets, keeping the Council advised of City operations, enforcing City ordinances and carrying out such other duties as the Council may desire.

Executive Assistant , provide administrative support functions and tasks to Administration including the offices of the City Manager, City Clerk and the Human Resources Director.

Personnel

Position	Number of Employees 2018-2019	Number of Employees 2019-2020
City Manager	1	1
City Auditor	1	1
Executive Assistant	1	1
Administration Receptionist	1	1
Custodial	0	2
Mechanical Shop	0	2
TOTAL FULL TIME EMPLOYEES	4	8
TOTAL PART TIME EMPLOYEES	0	0



FYE 2020 - 2021

CITY MANAGER		ACTUAL	REVISED	ACTUAL	REVISED	ADOPTED	ADOPTED	PROPOSED
		FY 2015-2016	BUDGET FY 2016-2017	FY 2016-2017	BUDGET FY 2017-2018	BUDGET FY 2018-2019	BUDGET FY 2019-2020	BUDGET FY 2020-2021
05101	Salaries	197,268	184,773	183,807	184,954	231,487	349,277	416,853
05103	Overtime	1,069	843	867	1,200	1,200	1,500	12,000
05111	FICA/Medicare Taxes	15,283	14,297	14,128	14,241	17,801	28,720	32,889
05112	T.W.C. Payroll Taxes	684	851	59	851	1,135	768	1,500
05113	Health Insurance Premiums	25,042	25,500	25,256	26,280	35,040	70,080	84,000
05114	Workers Compensation Insurance	285	758	340	933	1,108	9,000	14,900
05115	Deferred Compensation Benefits	4,471	6,000	5,973	6,000	7,000	7,500	10,200
05116	Life Insurance	310	345	344	295	540	732	862
05117	Dental Insurance Expense	473	764	762	584	1,171	2,339	2,923
05118	Vision Insurance Expense	149	166	165	126	252	504	630
	Total Personnel Cost	245,034	234,297	231,700	235,463	296,734	470,419	576,757
05201	Office Expense and Supplies	10,218	12,000	7,579	8,000	9,000	9,000	9,000
05211	Postage	1,652	2,805	1,507	2,805	2,805	2,805	2,805
05212	Tools and Supplies	34	48	47			6,000	6,000
05213	Uniforms							4,000
05310	Building Modifications/ADA		500		500	500	500	500
05311	Building & Property Maintenance	5,779	4,500	3,696	4,500	5,500	5,500	5,500
05313	Utilities	5,201	2,500	2,476	2,500	2,500	2,500	2,500
05314	Telephone	19,399	35,000	29,967	10,000	15,000	35,000	35,000
05411	Legal Fees	52,561	100,000	99,695	100,000	70,000	70,000	70,000
05510	Property Insurance	1,077	951	948	800	800	1,310	1,310
05511	Advertising/Drug Testing	221						
05516	Dues/Subscriptions	8,205	10,700	10,696	8,000	9,000	9,000	9,000
05518	Liability Insurance	2,007	493	492	400	400	580	580
05520	Service Contracts	77,404	32,800	16,101	50,000	150,000	150,000	150,000
05521	Support Activities	5,109	4,330	4,321	3,000	3,000	3,000	11,500
05523	Equipment Rental/Lease	1,675	3,000	3,136	6,000	13,000	13,000	13,000
05527	Seminars/Training/Workshops	1,894	3,000	2,139	5,000	5,000	5,000	5,000
05532	Miscellaneous Expense	333						
05546	Marketing Exp		-		5,000	5,000	5,000	5,000
05613	Equipment Repair & Maintenance	730	1,000	191	2,000	2,000	2,000	2,000
05614	Vehicle Fuel							3,000
05711	Travel/Mileage/Per Diem	7,626	14,614	14,398	10,000	12,000	12,000	12,000
05810	Property and Equipment	128,262	1,000	695	15,000	10,000	10,000	10,000
05900	Emergency Aid and Assistance	-	3,340	3,340	5,000	7,000	7,000	20,000
05911	Contingency	-	-		-	-	-	-
08000	Settlements	-	-		-	-	-	-
	Total Operational Cost	329,387	232,581	201,424	238,505	322,505	349,195	377,695
	Total Expenses	574,421	466,878	433,124	473,968	619,239	819,614	954,452



CITY OF SOCORRO

City Manager

FY 10/01/20-09/30/21

Employees	DEPT	Position	Annual Salary	Budget Hourly Salary	FICA	SUTA	Health Ins Annually	Dental Ins Annually	Vision Ins Annually	Life Ins Annually	W/C	Sub Totals
Rodarte, Adriana	CM	City Manager	119,995	57.69	9,180	150	8,400	292	63	243	600	138,923
Franco, Julie	CM	City Auditor	46,280	22.25	3,540	150	8,400	292	63	175	150	59,050
Granados, Mayela	CM	Executive Assistant	41,080	19.75	3,143	150	8,400	295	63	-	150	53,281
Olague, Norma	CM	Receptionist	26,936	12.95	2,061	150	8,400	292	63	122	100	38,124
Provencio, Graciela	CM	Custodian	25,792	12.40	1,973	150	8,400	292	63	48	2,000	38,718
Gutierrez De Guajardo	CM	Custodian	24,440	11.75	1,870	150	8,400	292	63	48	2,000	37,263
Mapula, Armando	CM	Maintenace Technician	33,800	16.25	2,586	150	8,400	292	63	48	2,000	47,339
Ortiz, Antonio	CM	Maintenace Technician	33,800	16.25	2,586	150	8,400	292	63	48	2,000	47,339
Del Villar, Juan	CM	Fleet Mechanic	37,232	17.90	2,848	150	8,400	292	63	65	3,200	52,250
Soto, Rogelio	CM	Shop Technician	27,498	13.22	2,104	150	8,400	292	63	65	2,700	41,271
TOTALS			416,853		31,889	1,500	84,000	2,923	630	862	14,900	553,557

200.41

ADD:

OT 12,000

FICA-OT 1,000

Deferred Compensation 10,200

Total 576,757



The Department of Information Technology Services is dedicated to provide innovation and technology implementation management support services to all City Departments so they can transform the service experience for our community.

Position	Number of Employees 2018-2019	Number of Employees 2019-2020	Number of Employees 2020-2021
IT COORDINATOR	1	1	1
PART-TIME ASSISTANT	0	0	1
TOTAL FULL TIME EMPLOYEES	1	1	1
TOTAL PART TIME EMPLOYEES	0	0	1



FYE 2020 - 2021

INFORMATION TECHNOLOGY		ACTUAL FY 2015-2016	ACTUAL FY 2016-2017	ADOPTED	ADOPTED	ADOPTED	PROPOSED
				BUDGET FY 2017-2018	BUDGET FY 2018-2019	BUDGET FY 2019-2020	BUDGET FY 2020-2021
05101	Salaries		52,078	52,000	51,979	52,510	86,840
05103	Overtime			-	-	-	-
05111	FICA/Medicare Taxes		3,984	3,978	3,976	4,017	6,643
05112	T.W.C. Payroll Taxes		21	300	284	96	300
05113	Health Insurance Premiums		8,186	8,400	8,760	8,760	8,400
05114	Workers Compensation Insurance		-	235	145	145	235
05115	Deferred Compensation Benefits		2,017	2,550	1,500	1,500	-
05116	Life Insurance		124	87	87	87	87
05117	Dental Insurance Expense		204	292	292	292	292
05118	Vision Insurance Expense		50	63	63	63	63
	Total Personnel Cost		66,664	67,905	67,086	67,470	102,860
05201	Office Expense and Supplies		3,336	3,000	3,500	3,500	3,500
05212	Tools and Supplies		125	2,000	2,000	2,000	2,000
05213	Uniforms		254	1,000	1,000	1,000	1,000
05311	Building and Property Maintenance		2,200				
05313	Utilities						
05314	Telephone						
05411	Legal Fees		1,279				
05516	Dues/Subscriptions						
05520	Service Contracts		56,092	40,000	67,000	87,000	67,000
05523	Equipment Rental/Lease						
05527	Seminars/Training/Workshops			5,000	5,000	5,000	5,000
05532	Miscellaneous Expense						
05533	Travel/Mileage/Per Diem			-	-	-	-
05546	Marketing Exp						
05610	Office Furniture						
05613	Equipment Repair & Maintenance		1,389	3,000	4,200	4,200	4,200
05711	Travel/Mileage/Per Diem		2,737	2,500	2,500	2,500	2,500
05810	Property and Equipment					63,000	15,000
	Total Operational Cost		67,411	56,500	85,200	168,200	100,200
	Total Expenses		134,075	124,405	152,286	235,670	203,060



CITY OF SOCORRO
INFORMATION TECHNOLOGY
 FY 10/01/20-09/30/21

Employees	DEPT	Position	Annual Salary	Hourly Salary	FICA	SUTA	Health Ins Annually	Dental Ins Annually	Vision Ins Annually	Life Ins Annually	W/C	Sub Totals
Gonzales, Estevan	IT	IT Coordinator	52,520	25.25	4,018	150	8,400	292	63	87	145	65,675
Part Time Asst.	IT	IT Assistant	34,320	16.50	2,625	150	-	-	-	-	90	37,185
		TOTALS	86,840		6,643	300	8,400	292	63	87	235	102,860

ADD:
 OT -
 FICA-OT -
 Deferred Compensatio -
Total 102,860



PARKS PUBLIC WORKS ANNUAL OPERATING

Department Description and

The Parks Public Works division is responsible for maintenance of parks, roadways, street lights, vehicles, and streetscapes through planned and regular investment in the City's infrastructure. Building Maintenance consist entirely of repairs and maintenance.

Personnel Summary

Position	Number of Employees 2018-2019	Number of Employees 2019-2020	Number of Employees 2020-2021
Parks Public Works Director	1	0	0
Parks Public Works Supervisor	1	1	1
Administrative Assistant	1	1	1
Equipment Operators	4	4	4
Laborers	16	18	18
Recycle Technician	1	1	1
Fleet Mechanic	1	1	1
Custodian	2	0	0
Maintenance Technician	2	0	0
TOTAL FULL TIME EMPLOYEES	29	26	26
Part Time Laborers	3	3	3
TOTAL PART TIME EMPLOYEES	3	3	3



FYE 2020 - 2021

PARKS & PUBLIC WORKS		ACTUAL	ADOPTED	ADOPTED	ADOPTED	PROPOSED
		FY 2016-2017	BUDGET FY 2017-2018	BUDGET FY 2018-2019	BUDGET FY 2019-2020	BUDGET FY 2020-2021
05101	Salaries	716,442	879,315	919,399	758,954	741,962
05103	Overtime	25,418	23,000	25,000	26,040	35,000
05111	FICA/Medicare Taxes	56,752	69,027	72,247	58,932	59,438
05112	T.W.C. Payroll Taxes	511	8,791	8,792	2,688	4,050
05113	Health Insurance Premiums	186,210	245,280	236,520	219,000	210,000
05114	Workers Compensation Insurance	49,830	88,300	86,900	57,600	56,900
05115	Deferred Compensation Benefits	16,585	16,000	16,000	16,000	20,400
05116	Life Insurance	1,854	1,571	1,536	1,371	1,371
05117	Dental Insurance Expense	5,287	8,176	7,884	7,300	7,300
05118	Vision Insurance Expense	1,231	1,764	1,701	1,575	1,575
	Total Personnel Cost	1,060,121	1,341,224	1,375,979	1,149,461	1,137,996
05201	Office Expense and Supplies	8,118	7,800	8,000	8,000	8,000
05212	Tools and Supplies	46,478	20,000	23,000	17,000	40,500
05213	Uniforms	16,296	15,000	22,000	22,000	22,000
05311	Building & Property Maintenance	20,089	18,000	24,500	24,500	24,500
05312	Street Maintenance	62,791	35,000	65,000	65,000	65,000
05313	Utilities	258,873	220,000	230,000	230,000	230,000
05314	Telephone	12,453	8,500	10,500	22,500	22,500
05317	Park Maintenance	9,237	5,000	11,000	11,000	11,000
05325	Recycling Center	4,605	10,000	10,000	10,000	10,000
05411	Legal Fees	11,542	25,000	32,000	32,000	28,000
05510	Property Insurance	14,608	12,000	12,000	16,500	20,000
05512	Audit Fees	-	-	-	-	-
05516	Dues/Subscriptions	338	600	600	600	600
05518	Liability Insurance	19,452	8,200	16,000	16,300	18,000
05520	Service Contracts	37,873	117,000	70,000	70,000	70,000
05523	Equipment Rental/Lease	4,795	4,000	9,000	9,000	9,000
05527	Seminars/Training/Workshops	4,890	9,000	12,000	12,000	12,000
05532	Miscellaneous Expense	14				
05610	Office Furniture		500	500	500	500
05611	Radio Communications and Maintenance	3,723	4,000	4,000	4,000	4,000
05612	Vehicle Repair & Maintenance	10,032	20,000	20,000	20,000	20,000
05613	Equipment Repair & Maintenance	35,321	30,000	42,000	42,000	42,000
05614	Vehicle Fuel	29,819	55,000	45,000	45,000	40,000
05711	Travel/Mileage/Per Diem		3,500	3,500	3,500	3,500
05810	Property and Equipment	5,838	330,000	215,000	20,000	103,000
05900	Emergency Aid and Assistance	13,442	5,000	5,000	5,000	5,000
	Total Operational Cost	630,627	963,100	890,600	706,400	809,100
	Total Expenses	1,690,748	2,304,324	2,266,579	1,855,861	1,947,096



CITY OF SOCORRO

Parks & Public Works

FY 10/01/20-09/30/21

Employees	DEPT	Position	Annual Salary	Budgeted Hourly Salary	FICA	SUTA	Health Ins Annually	Dental Ins Annually	Vision Ins Annually	Life Ins Annually	W/C	Sub Totals
Vacant	PPW	Parks Public Works Director			-	-	-	-	-	-	-	-
Alvarez, Alejandro	PPW	Parks Public Works Supervisor	50,440	24.25	3,859	150	8,400	292	63	141	4,000	67,345
Dominguez, Julio	PPW	Forman	35,360	17.00	2,705	150	8,400	292	63	61	3,000	50,031
Vacant	PPW	Equipment Operator	32,760	15.75	2,506	150	8,400	292	63	61	3,000	47,232
Vacant	PPW	Equipment Operator	32,760	15.75	2,506	150	8,400	292	63	61	3,000	47,232
Rodarte, Hector	PPW	Equipment Operator	33,592	16.15	2,570	150	8,400	292	63	61	3,000	48,128
Erica L. Rivera	PPW	Administrative Assistant	21,944	10.55	1,679	150	8,400	292	63	61	500	33,089
Perez, Jesus	PPW	Recycle Technician	27,456	13.20	2,100	150	8,400	292	63	48	2,000	40,509
Hermosillo, Enrique	PPW	Laborer	27,040	13.00	2,069	150	8,400	292	63	61	3,000	41,075
Natale, Lilly	PPW	Laborer	26,936	12.95	2,061	150	8,400	292	63	48	2,000	39,950
Marquez, Ramon	PPW	Laborer	27,456	13.20	2,100	150	8,400	292	63	48	2,000	40,509
Gomez, Rosalio	PPW	Laborer	27,456	13.20	2,100	150	8,400	292	63	48	2,000	40,509
Dominguez, Luis F.	PPW	Laborer	25,272	12.15	1,933	150	8,400	292	63	48	2,000	38,158
Martinez, Rommel	PPW	Laborer	26,936	12.95	2,061	150	8,400	292	63	48	2,000	39,950
Montelongo, Santiago	PPW	Laborer	27,560	13.25	2,108	150	8,400	292	63	48	2,000	40,621
Apodaca, Roland	PPW	Laborer	32,240	15.50	2,466	150	8,400	292	63	48	2,000	45,659
Gonzalez, Leopoldo	PPW	Laborer	27,456	13.20	2,100	150	8,400	292	63	48	2,000	40,509
Lopez, Eduardo	PPW	Laborer	27,456	13.20	2,100	150	8,400	292	63	48	2,000	40,509
Ortiz, Joseph A.	PPW	Laborer	27,456	13.20	2,100	150	8,400	292	63	48	2,000	40,509
Munoz, Jose L.	PPW	Laborer	19,344	12.40	1,480	150	8,400	292	63	48	2,000	31,777
Reveles Jr., Jimmy	PPW	Laborer	27,456	13.20	2,100	150	8,400	292	63	48	2,000	40,509
Salgado, Mario A.	PPW	Laborer	25,792	12.40	1,973	150	8,400	292	63	48	2,000	38,718
Zamora, Veronica	PPW	Laborer	25,792	12.40	1,973	150	8,400	292	63	48	2,000	38,718
Ceniceros, Fidel A.	PPW	Laborer	25,272	12.15	1,933	150	8,400	292	63	48	2,000	38,158
Madrid, Daniel A.	PPW	Laborer	25,272	12.15	1,933	150	8,400	292	63	48	2,000	38,158
Soto, Alexis	PPW	Laborer	25,272	12.15	1,933	150	8,400	292	63	48	2,000	38,158
Puente Solis, Arturo	PPW	PT Laborer	14,976	9.60	1,146	150	-	-	-	-	700	16,972
Cobos, Maria G.	PPW	PT Laborer	15,210	9.75	1,164	150	-	-	-	-	700	17,224
TOTALS			741,962	365	56,760	4,050	210,000	7,300	1,575	1,371	56,900	1,079,918



ADD:	
OT	35,000
FICA-OT	2,678
Deferred Compensation	20,400
Total	1,137,996



POLICE DEPARTMENT ANNUAL OPERATING BUDGET

Department Description and

The mission of the Police Department is to deter and detect criminal activity, apprehend criminal suspects and provide for the protection of life and property in the City of Socorro. The primary functions of the Police Department are patrol, criminal investigation, traffic control, community relations, and public safety dispatching.

Personnel Summary

Position	Number of Employees 2018-2019	Number of Employees 2019-2020	Number of Employees 2020-2021
Police Chief	1	1	1
Lieutenant	1	2	2
Sergeant	3	5	4
Corporal	0	3	4
Investigator	3	1	1
Police Officers	22	27	32
Peace Officer Recruits	0	0	2
Crime Victims Advocate	0	0	1
Bailiff/Warrant Coordinator	1	0	0
Communications Dispatch Supervisor	1	1	2
Communication Dispatchers	9	9	10
Administrative Assistant	1	1	1
Records Clerk	1	1	1
Clerk	0	1	1
Property Evidence Officer	1	1	1
TOTAL FULL TIME EMPLOYEES	44	53	63
TOTAL PART TIME EMPLOYEES	0	0	0



FYE 2020 - 2021

POLICE		ACTUAL	REVISED	ADOPTED	PROPOSED	PROPOSED
		FY 2016-2017	BUDGET FY 2017-2018	BUDGET FY 2018-2019	BUDGET FY 2019-2020	BUDGET FY 2020-2021
05101	Salaries	1,808,626	1,972,880	2,044,141	2,457,907	2,574,749
05103	Overtime	169,897	145,000	150,000	150,000	200,000
05111	FICA/Medicare Taxes	151,357	162,018	167,852	199,505	226,731
05112	T.W.C. Payroll Taxes	681	12,474	12,474	5,088	9,300
05113	Health Insurance Premiums	330,691	385,440	385,440	464,280	520,800
05114	Workers Compensation Insurance	42,688	67,525	67,525	62,975	63,100
05115	Deferred Compensation Benefits	25,236	26,000	26,000	26,000	66,000
05116	Life Insurance	4,941	3,495	3,495	4,233	4,986
05117	Dental Insurance Expense	9,317	12,848	12,848	15,476	18,104
05118	Vision Insurance Expense	2,087	2,772	2,772	3,339	3,906
	Total Personnel Cost	2,545,522	2,790,452	2,872,547	3,388,803	3,687,676
05201	Office Expense and Supplies	12,035	15,000	15,000	15,000	15,000
05202	Medical Supplies	298	500	500	500	500
05211	Postage	122	1,000	1,000	1,000	1,000
05212	Tools and Supplies	56,608	45,000	45,000	47,000	72,000
05213	Uniforms	24,298	22,000	22,000	22,000	32,000
05311	Building & Property Maintenance	11,371	12,000	12,000	12,000	12,000
05313	Utilities	30,374	22,000	30,000	30,000	30,000
05314	Telephone	34,144	20,000	36,000	53,000	53,000
05411	Legal Fees	4,535	20,000	25,000	25,000	25,000
05510	Property Insurance	8,640	5,300	6,900	12,000	12,000
05514	Conferences	(3)				
05516	Dues/Subscriptions	2,311	2,000	2,000	2,000	2,000
05518	Liability Insurance	45,380	39,000	41,000	53,000	70,000
05520	Service Contracts	23,123	20,000	22,000	22,000	30,000
05521	Support Activities	2,555	2,000	2,500	2,500	2,500
05523	Equipment Rental/Lease	4,291	7,000	7,000	7,000	7,000
05527	Seminars/Training/Workshops	7,108	8,000	10,000	10,000	40,000
05610	Office Furniture		-	-	-	-
05611	Radio Communications and Maintenance		1,000	1,000	1,000	1,000
05612	Vehicle Repair & Maintenance	39,743	30,000	50,000	40,000	40,000
05613	Equipment Repair & Maintenance	4,199	6,000	6,000	6,000	6,000
05614	Vehicle Fuel	54,924	52,000	52,000	52,000	52,000
05711	Travel/Mileage/Per Diem	10,198	20,000	20,000	20,000	20,000
05810	Property and Equipment	64,400	166,000	100,000	200,000	500,000
08000	Settlements	202				
	Total Operational Cost	440,854	515,800	506,900	633,000	1,023,000
	Total Expenses	2,986,376	3,306,252	3,379,447	4,021,803	4,710,676



MUNICIPAL COURT ANNUAL OPERATING

Department Description and Activities:

The Municipal Court has jurisdiction over all cases involving violations of the provisions of the Socorro Charter, Code and other ordinances of the City. The Municipal Court is presided over by the Municipal Judge who is appointed by the City Council on the nomination of the City Manager, for a term of two

Personnel Summary

Position	Number of Employees 2018-2019	Number of Employees 2019-2020	Number of Employees 2021	2020
Municipal Judge	1	1	1	1
Municipal Court Clerk	0	0	0	0
Court Coordinator	1	1	1	1
Juvenile Case Manager	1	1	1	1
Court Clerk	1	2	2	2
Bailiff		1	1	1
TOTAL FULL TIME EMPLOYEES	4	6	6	6
TOTAL PART TIME EMPLOYEES	1	0	0	0



FYE 2020 - 2021

MUNICIPAL COURT		ACTUAL	REVISED	REVISED	ADOPTED	PROPOSED
		FY 2016-2017	BUDGET FY 2017-2018	BUDGET FY 2018-2019	BUDGET FY 2019-2020	BUDGET FY 2020-2021
05101	Salaries	123,849	120,432	123,583	203,101	203,008
05103	Overtime	2,503	3,700	3,800	4,105	5,000
05111	FICA/Medicare Taxes	9,666	9,496	9,745	15,523	15,913
05112	T.W.C. Payroll Taxes	73	1,134	1,134	480	750
05113	Health Insurance Premiums	25,296	26,280	26,280	43,800	42,000
05114	Workers Compensation Insurance	682	585	585	1,885	1,885
05115	Deferred Compensation Benefits	-	2,000	1,000	1,000	4,200
05116	Life Insurance	242	207	207	351	351
05117	Dental Insurance Expense	708	876	876	1,460	1,460
05118	Vision Insurance Expense	160	189	189	315	315
Total Personnel Cost		163,179	164,899	167,399	272,020	274,882
05201	Office Expense and Supplies	8,792	10,000	10,000	11,000	12,500
05211	Postage	1,005	1,500	2,000	3,500	3,500
05213	Uniforms	1,493	1,500	1,500	-	1,500
05311	Building & Property Maintenance	1,399	3,500	3,500	2,000	2,000
05314	Telephone	7,759	11,450	11,450	11,450	11,450
05411	Legal Fees	13,758	15,000	15,000	13,000	13,000
05510	Property Insurance	2,748	4,100	4,100	4,100	4,100
05511	Advertising/Drug Testing	1,180	1,500	1,500	-	-
05516	Dues/Subscriptions	691	1,000	1,500	500	1,500
05518	Liability Insurance	480	300	500	570	570
05520	Service Contracts	51,853	60,000	60,000	60,000	60,000
05521	Support Activities	1,050	1,500	2,000	3,000	3,000
05523	Equipment Rental/Lease	2,094	3,000	3,000	2,000	2,000
05527	Seminars/Training/Workshops	-	5,600	2,300	2,300	2,300
05533	Travel/Mileage/Per Diem	875	500	-	-	-
05610	Office Furniture		500	500	5,000	5,000
05613	Equipment Repair & Maintenance		800	800	800	800
05711	Travel/Mileage/Per Diem		2,300	5,600	5,600	5,600
05810	Property and Equipment		1,600	500	500	500
Total Operational Cost		95,178	125,650	125,750	125,320	129,320
Total Expenses		258,357	290,549	293,149	397,340	404,202



PLANNING & ZONING ANNUAL OPERATING BUDGET

Department Description and Activities:

The Planning and Zoning Department administers the City's land use and development function. By coordinating the City's land development related activities the Planning and Development Department helps to achieve the City's physical, economic and quality goals.

The Planning and Zoning Department administers the City's land development regulations, zoning ordinance community development activities and programs such as housing improvement loans, equity assurance and other programs that address neighborhood and housing quality. The Department promotes economic development, livability and an enhanced quality of life, and promotes the City to attract new business and residents. It provides staff support to the Plan Commission and other groups and citizen committees as required.

Personnel Summary

Position	Number of Employees 2018-2019	Number of Employees 2019-2020	Number of Employees 2020-2021
Planning & Zoning Director	1	1	1
Building Official	1	1	1
Administrative Assistant	0	0	0
Building Inspectors	3	3	3
Planning Technician	1	1	1
Planning Clerks	2	2	2
Code Enforcers	2	2	2
TOTAL FULL TIME EMPLOYEES	10	10	10
TOTAL PART TIME EMPLOYEES	0	0	0



FYE 2020 - 2021

PLANNING & ZONING	ACTUAL	ADOPTED BUDGET	ADOPTED BUDGET	ADOPTED BUDGET	PROPOSED BUDGET
	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021
Salaries	309,756	366,142	374,548	415,728	440,294
Overtime	12,139	7,000	7,000	7,624	8,000
FICA/Medicare Taxes	24,625	29,718	30,329	32,840	35,896
T.W.C. Payroll Taxes	203	2,835	2,835	864	1,500
Health Insurance Premiums	74,078	87,600	87,600	78,840	84,000
Workers Compensation Insurance	2,183	2,305	2,305	1,885	2,030
Deferred Compensation Benefits	7,183	9,500	6,000	6,000	16,800
Life Insurance	907	595	595	505	553
Dental Insurance Expense	2,017	2,920	2,920	2,628	2,920
Vision Insurance Expense	459	630	630	567	630
Total Personnel Cost	433,551	509,245	514,762	547,480	592,624
Office Expense and Supplies	7,459	12,500	12,500	12,500	12,500
Postage	5,389	5,000	6,500	6,500	6,500
Tools and Supplies	853	2,300	2,300	2,300	2,300
Uniforms	2,465	2,700	2,700	2,700	2,700
Building & Property Maintenance	4,738	20,000	15,000	15,000	15,000
Utilities	436	5,500	4,000	4,000	4,000
Telephone	13,552	7,500	7,500	18,000	18,000
Legal Fees	72,805	45,000	45,000	45,000	60,000
Property Insurance	1,272	700	1,300	1,800	1,800
Advertising/Drug Testing	2,398	8,000	6,000	6,000	6,000
Conferences	-				
Dues/Subscriptions	599	2,200	2,200	2,200	2,200
Liability Insurance	4,878	4,800	4,800	4,900	4,900
Service Contracts	14,074	64,000	64,000	94,000	185,000
Support Activities		1,000	1,000	1,000	1,000
Equipment Rental/Lease	6,246	10,500	10,500	10,500	10,500
Seminars/Training/Workshops	1,889	4,250	4,250	4,250	4,250
Office Furniture		1,000	1,000	1,000	1,000
Vehicle Repair & Maintenance	742	3,300	3,300	3,300	3,300
Equipment Repair & Maintenance	2,700	5,000	5,000	5,000	5,000
Vehicle Fuel	2,708	6,000	6,000	6,000	6,000
Travel/Mileage/Per Diem	27	5,000	5,000	5,000	5,000
Property and Equipment	53,926	66,500	50,000	50,000	20,000
Settlements					
Total Operational Cost	199,156	282,750	259,850	300,950	376,950
Total Expenses	632,707	791,995	774,612	848,430	969,574



CITY OF SOCORRO

Planning & Zoning

FY 10/01/20-09/30/21

Employees	DEPT	Position	Annual Salary	Budgeted Hourly Salary	FICA	SUTA	Health Ins Annually	Dental Ins Annually	Vision Ins Annually	Life Ins Annually	W/C	Sub Totals
Medina, Michael	00007	City Planner	133,120	64.00	10,184	150	8,400	292	63	96	430	152,735
Terrazas, Job	00007	Building Official	61,568	29.60	4,710	150	8,400	292	63	50	175	75,408
Serafin, Rudy	00007	Building Inspector	39,520	19.00	3,023	150	8,400	292	63	69	410	51,927
Jacquez, Guadalupe	00007	Planning Technician	28,184	13.55	2,049	150	8,400	292	63	50	145	39,333
VACANT	00007	Planning Clerk	25,792	12.40	2,569	150	8,400	292	63	48	145	37,459
Morales, Sergio	00007	Planning Clerk	26,832	12.90	2,569	150	8,400	292	63	48	145	38,499
VACANT	00007	Planning Clerk	25,792	12.40	2,569	150	8,400	292	63	48	145	37,459
VACANT	00007	Code Enforcers	31,990	15.38	2,447	150	8,400	292	63	48	145	43,536
Salazar, Geraldine	00007	Code Enforcers	32,136	15.45	2,458	150	8,400	292	63	48	145	43,692
Workman, Myrna	00007	Code Enforcers	35,360	17.00	2,705	150	8,400	292	63	48	145	47,163
	10	TOTALS	440,294	211.68	35,284	1,500	84,000	2,920	630	553	2,030	567,212

ADD:

OT	8,000
FICA-OT	612
Deferred Compensation	16,800
	<u>592,624</u>



HEALTH DEPARTMENT

Department Description and Activities:

The City entered into a contract with the City of El Paso on behalf of the El Paso City-County Health and Environmental District for the purpose of obtaining various health related services.

The City entered into a contract with the County of El Paso for the purpose of providing certain services relating to the operation of the On-Site Sewage Facility Program to provide the citizens of Socorro adequate public health protection and a minimum of environmental pollution. Under the terms of the contract, the City is required to pay the County a monthly fee, to be determined annually, for the services performed each year during the term of this agreement. For the agreement, the fee payable to the County shall be \$1,000 per month.



FYE 2020 - 2021

		REVISED	PROPOSED	PROPOSED	PROPOSED
HEALTH	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021
Total Personnel Cost		-	-	-	-
Health Contracts	671,954	600,000	600,000	600,000	600,000
Total Operational Cost	671,954	600,000	600,000	600,000	600,000
Total Expenses	671,954	600,000	600,000	600,000	600,000



GRANTS AND SPECIAL PROJECTS

Department Description and

The Grants and Special Projects Department ensures, through the Grant's Administrator, the oversight of grants from the application stages to the finalization of the grant process. This includes applying for adequate grants, identifying and budgeting for grant match requirements, managing grant activity, billing, and finalization of grants.

Personnel Summary

Position	Number of Employees 2018-2019	Number of Employees 2019-2020	Number of Employees 2020-2021
Grants Coordinator	1	1	1
TOTAL FULL TIME EMPLOYEES	0	1	1



FYE 2020 - 2021

GRANTS		ACTUAL	REVISED	ADOPTED	ADOPTED	PROPOSED
		FY 2016-2017	FY 2017-2018	BUDGET	BUDGET	BUDGET
		FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-20	FY 2020-21
05101	Salaries			50,003	71,055	78,520
05111	FICA/Medicare Taxes			3,825	5,436	6,007
05112	T.W.C. Payroll Taxes			284	192	300
05113	Health Insurance Premiums			8,760	8,760	16,800
05114	Workers Compensation Insurance			283	233	290
05115	Deferred Compensation Benefits			2,650	2,650	3,180
05116	Life Insurance			150	150	300
05117	Dental Insurance Expense			292	292	584
05118	Vision Insurance Expense			63	63	126
Total Personnel Cost		-	-	66,310	88,830	106,107
05201	Office Expense and Supplies	341	800	1,000	1,000	1,000
05211	Postage	152	300	300	300	300
05213	Uniforms		-	300	300	300
05314	Telephone	87	500	500	500	500
05411	Legal Fees	-	-	1,000	1,000	1,000
05511	Advertising/Drug Testing	372	-	1,500	1,500	1,500
05516	Dues/Subscriptions	-	250	550	550	550
05520	Service Contracts	90,000	90,000	-	-	-
05527	Seminars/Training/Workshops	-	1,000	4,000	4,000	4,000
05711	Travel/Mileage/Per Diem	-	500	1,500	1,500	1,500
05810	Property and Equipment	-	-	3,950	3,950	3,950
06440	Grant Expense	2,788	30,780	20,000	20,000	10,000
Total Operational Cost		93,739	124,130	34,600	34,600	24,600
Total Expenses		93,739	124,130	100,910	123,430	130,707



CITY OF SOCORRO

Grants

FY 10/01/20-09/30/21

Employees	DEPT	Position	Annual Salary	Hourly Salary	FICA	SUTA	Health Ins Annually	Dental Ins Annually	Vision Ins Annually	Life Ins Annually	W/C	Sub Totals
Valadez, Alejandra	Grants	Grants Coordinator	\$ 51,480	24.75	3,938	150	8,400	292	63	150	145	64,618
Vacant	Grants	Grants Assistant	\$ 27,040	13.00	2,069	150	8,400	292	63	150	145	38,309
		TOTALS	\$ 78,520	37.75	6,007	300	16,800	584	126	300	290	102,927

ADD:

FICA ON COLA	-
OT	-
FICA ON OT	-
Deferred Compensation	<u>3,180</u>
Total	<u>106,107</u>



HUMAN RESOURCES ANNUAL OPERATING BUDGET

Department Description and

The Human Resources Department is responsible for the development and training of personnel to provide the best municipal services to the City of Socorro. The Human Resources Department develops implements and manages the recruitment to find the best selection of city employees, job descriptions, classifications, promotional and entry examinations. The Human Resources Department

Personnel Summary

Position	Number of Employees 2018-19	Number of Employees 2019-20	Number of Employees 2020-2021
Human Resources Director	1	1	1
Human Resources Assistant	0	0	0
TOTAL FULL TIME EMPLOYEES	1	1	1
TOTAL PART TIME EMPLOYEES	0	0	0



FYE 2020 - 2021

HUMAN RESOURCES		ACTUAL	BUDGET	BUDGET	BUDGET	PROPOSED
		FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021
05101	Salaries	60,017	62,205	63,449	66,088	60,320
05103	Overtime	-	-	-	-	-
05111	FICA/Medicare Taxes	4,591	4,759	4,854	5,056	4,614
05112	T.W.C. Payroll Taxes	21	284	284	96	150
05113	Health Insurance Premiums	8,432	8,760	8,760	8,760	8,400
05114	Workers Compensation Insurance	168	283	283	144	144
05115	Deferred Compensation Benefits	2,762	3,000	3,000	3,000	3,619
05116	Life Insurance	181	150	150	150	150
05117	Dental Insurance Expense	245	292	292	292	292
05118	Vision Insurance Expense	54	63	63	63	63
05119	Employee Assistance Program	4,680	5,000	5,100	5,100	5,100
	Total Personnel Cost	81,152	84,796	86,235	88,749	82,853
05201	Office Expense and Supplies	1,083	1,500	1,500	1,500	1,500
05211	Postage	-	210	210	210	210
05314	Telephone	544	710	710	710	710
05411	Legal Fees	14,374	75,000	30,000	30,000	30,000
05510	Property Insurance	36	36	36	44	44
05511	Advertising/Drug Testing	7,389	7,000	5,000	5,000	5,000
05514	Conferences	-				
05516	Dues/Subscriptions	360	1,000	1,000	1,000	1,000
05518	Liability Insurance	384	300	320	450	450
05520	Service Contracts	15,000	20,000	20,000	20,000	20,000
05521	Support Activities	881	1,800	1,800	1,800	1,800
05526	Human Resources	2,800	2,000	4,000	4,000	4,000
05527	Seminars/Training/Workshops	1,652	7,000	7,000	7,000	7,000
05613	Equipment Repair & Maintenance	230	600	600	600	600
05711	Travel/Mileage/Per Diem	2,610	4,000	5,000	5,000	5,000
05810	Property and Equipment	450				
	Total Operational Cost	47,793	121,156	77,176	77,314	77,314
	Total Expenses	128,945	205,952	163,411	166,063	160,167



CITY OF SOCORRO

Human Resources

FY 10/01/20-09/30/21

Employees	DEPT	Position	Annual Salary	Hourly Salary	FICA	SUTA	Health Ins Annually	Dental Ins Annually	Vision Ins Annually	Life Ins Annually	W/C	Sub Totals
Eliminated	HR	Human Resources Director	\$ 60,320	29	4,614	150	8,400	292	63	150	144	74,133
		TOTALS	\$ 60,320	29	4,614	150	8,400	292	63	150	144	74,133

ADD:

FICA ON OT	-
Deferred Compensation	<u>3,619</u>
	<u><u>77,753</u></u>
EAP	5,100
	82,853



MAYOR & CITY COUNCIL ANNUAL OPERATING BUDGET

Department Description and

The City of Socorro, Texas is a Home Rule City with a Mayor and five Council Members. The Mayor and one Council Member were elected At large and the remaining four Council Members were elected in single-member districts. By ordinance, the City is required to have a City Manager. The City provides general services, public safety, public works, public health, and community development.

The City Council implements the legislative affairs of the City by representing the citizens of Socorro before other governments; conducting City Council meetings to establish public policy and to respond to citizen inquiries and requests.

Personnel Summary

Position	Number of Employees 2018-2019	Number of Employees 2019-2020	Number of Employees 2020-2021
Mayor	1	1	1
Representative At Large	1	1	1
District 1 Representative	1	1	1
District 2 Representative	1	1	1
District 3 Representative	1	1	1
District 4 Representative	1	1	1
TOTAL FULL TIME EMPLOYEES	6	6	6
TOTAL PART TIME EMPLOYEES	0	0	0



FYE 2020 - 2021

CITY COUNCIL		ACTUAL	REVISED	ADOPTED	ADOPTED	PROPOSED
		FY 2016-2017	BUDGET FY 2017-2018	BUDGET FY 2018-2019	BUDGET FY 2019-2020	BUDGET FY 2020-2021
05101	Salaries	47,008	65,022	65,022	65,022	65,022
05111	FICA/Medicare Taxes	3,596	4,974	4,974	4,974	4,974
05112	T.W.C. Payroll Taxes	76	900	1,701	576	900
05113	Health Insurance Premiums	-		52,560	52,560	50,400
05114	Workers Compensation Insurance	-	300	300	300	300
05115	Deferred Compensation Benefits	-		4,000	4,000	2,520
05116	Life Insurance	-		210	210	210
05117	Dental Insurance	-		1,752	1,752	1,752
05118	Visions Insurance	-		378	378	378
	Total Personnel Cost	50,680	71,197	130,898	129,773	126,457
05201	Office Expense and Supplies	4,758	4,400	5,500	5,500	5,500
05314	Telephone	3,981	3,300	3,300	3,600	3,600
05510	Property Insurance	156	120	120	220	220
05516	Dues/Subscriptions	4,144	8,000	8,000	8,000	8,000
05518	Liability Insurance	1,896	1,600	1,600	2,300	2,300
05520	Service Contracts	-	30,000	-	-	-
05521	Support Activities	50	-	-	-	-
05527	Seminars/Training/Workshops	3,170	5,000	5,000	6,000	6,000
05610	Office Furniture	-	500	500	500	500
05711	Travel/Mileage/Per Diem	10,370	10,000	12,000	15,000	15,000
05810	Property and Equipment	2,114				
	Total Operational Cost	30,639	62,920	36,020	41,120	41,120
	Total Expenses	81,319	134,117	166,918	170,893	167,577



CITY OF SOCORRO
 Mayor & City Council
 FY 10/01/20-09/30/21

Employees	DEPT	Position	Annual Salary	FICA	SUTA	Health Ins Annually	Dental Ins Annually	Vision Ins Annually	Life Ins Annually	W/C	Sub Totals
Garcia, Elia	COUNCIL	Mayor	14,997	1,147	150	8,400	292	63	35	69	25,153
Rodriguez, Rene	COUNCIL	District Representative At Large	10,005	765	150	8,400	292	63	35	46	19,757
Nevarez, Caesar	COUNCIL	District 1	10,005	765	150	8,400	292	63	35	46	19,757
Duran, Ralph	COUNCIL	District 2	10,005	765	150	8,400	292	63	35	46	19,757
Perez, Victor	COUNCIL	District 3	10,005	765	150	8,400	292	63	35	46	19,756
Colon-Villalobos, Yvonne	COUNCIL	District 4	10,005	765	150	8,400	292	63	35	46	19,757
		TOTALS	65,022	4,974	900	50,400	1,752	378	210	300	123,937

ADD:

OT (2%) -

FICA-OT -

Deferred Compensation 2,520

126,457



CITY CLERK ANNUAL OPERATING

Department Description and

The City Clerk is the record-keeping officer and responsible for the preparation, execution, and archiving of all City Council documents as prescribed by State law and City Code.

The City Clerk is responsible for archiving City Council documents, official proceedings, ordinances, and resolutions, maintains boards and commissions applications and appointments, maintains material for City Council meeting and election, serves as the City's Election Official, interfacing closely with the El Paso County Elections Department, publicizes legal notices, records official documents; notifies officials of their appointment or election, acts as a notary public and custodian of the official City Seal, maintains a public information service, furnishes information and material concerning the City government and officiates at bid openings.

Personnel

Position	Number of Employees 2018-2019	Number of Employees 2019-2020	Number of Employees 2020-2021
City Clerk	1	1	1
TOTAL FULL TIME EMPLOYEES	1	1	1
TOTAL PART TIME EMPLOYEES	0	0	0



FYE 2020 - 2021

CITY CLERK		ACTUAL	REVISED	PROPOSED	PROPOSED	PROPOSED
		FY 2016-2017	BUDGET FY 2017-2018	BUDGET FY 2018-2019	BUDGET FY 2019-2020	BUDGET FY 2020-2021
05101	Salaries	50,956	52,000	53,889	55,162	56,680
05111	FICA/Medicare Taxes	3,898	3,978	4,122	4,220	4,336
05112	T.W.C. Payroll Taxes	21	284	284	96	150
05113	Health Insurance Premiums	8,432	8,760	8,760	8,760	8,400
05114	Workers Compensation Insurance	341	246	246	288	288
05115	Deferred Compensation Benefits	2,547	2,500	2,500	2,500	3,000
05116	Life Insurance	127	150	150	150	150
05117	Dental Insurance Expense	245	292	292	292	292
05118	Vision Insurance Expense	54	63	63	63	63
	Total Personnel Cost	66,621	68,273	70,306	71,530	73,359
05201	Office Expense and Supplies	2,015	4,000	4,000	4,000	4,000
05211	Postage	-	200	200	200	200
05314	Telephone	594	600	600	600	600
05411	Legal Fees	13,942	15,000	16,000	16,000	16,000
05510	Property Insurance	60	55	55	88	88
05511	Advertising/Drug Testing	16,244	28,800	28,800	28,800	28,800
05515	County Elections	39,757	23,000	-	43,000	43,000
05516	Dues/Subscriptions	190	150	200	200	200
05518	Liability Insurance	5,219	6,568	6,000	480	480
05520	Service Contracts	2,594	7,300	7,300	7,300	7,300
05527	Seminars/Training/Workshops	75	3,000	2,000	2,000	2,000
05711	Travel/Mileage/Per Diem	-	6,000	4,000	4,000	4,000
05810	Property and Equipment	-				
	Total Operational Cost	80,689	94,673	69,155	106,668	106,668
	Total Expenses	147,311	162,946	139,461	178,198	180,027



CITY OF SOCORRO

City Clerk

FY 10/01/20-09/30/21

Employees	DEPT	Position	Annual Salary	Hourly Salary	FICA	SUTA	Health Ins Annually	Dental Ins Annually	Vision Ins Annually	Life Ins Annually	W/C	Sub Totals
Navarro, Olivia	CC	City Clerk	56,680	27.25	4,336	150	8,400	292	63	150	288	70,359
		TOTALS:	56,680	27.25	4,336	150	8,400	292	63	150	288	70,359

ADD:

OT	-
FICA-OT	-
Deferred Compensation	<u>3,000</u>
	<u><u>73,359</u></u>



FINANCE DEPARTMENT ANNUAL OPERATING BUDGET

Department Description and

The Finance Department is responsible for administration of all financial affairs of the City, including recording revenue collection, disbursements, payroll, cash management, accounting and financial reporting. The Annual Operating Budget and periodic Financial Trend Monitoring Reports were produced by the Finance Department.

This department provides support for all functions by maintaining financial records and monitoring revenues and expenditures to ensure that available funds are used wisely to further the goals of the City. This department coordinates the Annual Audit.

Personnel Summary

	Number of Employees 2018-2019	Number of Employees 2019-2020	Number of Employees 2020-2021
Finance	1	1	1
Technicians	2	2	2
TIME EMPLOYEES	3	3	3
TIME EMPLOYEES	0	0	0



FYE 2020 - 2021

FINANCE		ACTUAL	ADOPTED	ADOPTED	ADOPTED	PROPOSED
		FY 2016-2017	BUDGET FY 2017-2018	BUDGET FY 2018-2019	BUDGET FY 2019-2020	BUDGET FY 2020-2021
05101	Salaries	132,128	133,120	141,086	144,099	144,768
05103	Overtime	1,459	1,500	1,750	1,750	2,500
05111	FICA/Medicare Taxes	10,219	10,298	10,927	11,157	11,266
05112	T.W.C. Payroll Taxes	59	851	851	288	450
05113	Health Insurance Premiums	25,115	26,280	26,280	26,280	25,200
05114	Workers Compensation Insurance	509	649	649	500	500
05115	Deferred Compensation Benefits	6,523	2,600	6,500	6,600	7,920
05116	Life Insurance	408	266	266	266	266
05117	Dental Insurance Expense	711	876	876	876	876
05118	Vision Insurance Expense	109	189	189	189	189
	Total Personnel Cost	177,240	176,629	189,374	192,006	193,935
05201	Office Expense and Supplies	4,094	5,500	5,500	5,500	5,500
05314	Telephone	594	500	500	500	500
05411	Legal Fees	16,234	12,000	10,000	10,000	10,000
05510	Property Insurance	60	55	55	100	100
05512	Audit Fees	33,310	45,000	45,000	47,000	40,000
05513	Central Appraisal Fees	97,549	83,000	84,000	86,000	90,000
05516	Dues/Subscriptions	7,411	8,000	8,000	8,000	8,300
05517	Bank Charges	24,162	22,000	23,500	40,000	28,000
05518	Liability Insurance	971	350	650	500	1,000
05520	Service Contracts	-	2,000	7,000	7,000	7,000
05522	Tax Collector Fees	6,601	11,000	12,500	12,500	12,500
05527	Seminars/Training/Workshops	455	3,000	2,000	2,000	2,000
05538	Late Charge	376	500	550	550	300
05547	Fees & Penalties	723	-	-	-	-
05711	Travel/Mileage/Per Diem	2,113	2,000	2,000	2,000	2,000
05810	Property and Equipment	1,154	2,500	3,500	3,500	3,500
08000	Settlements	-				
	Total Operational Cost	195,807	197,405	204,755	225,150	210,700
	Total Expenses	373,047	374,034	394,129	417,156	404,635



CITY OF SOCORRO

Finance

FY 10/01/20-09/30/21

Employees	DEPT	Position	Annual Salary	Hourly Salary	FICA	SUTA	Health Ins Annually	Dental Ins Annually	Vision Ins Annually	Life Ins Annually	W/C	Sub Totals
Casiano, Charles	FIN	Chief Financial Officer	75,504	36.30	5,776	150	8,400	292	63	150	300	90,635
Rodas, Martina	FIN	Accounting Technician	35,360	17.00	2,705	150	8,400	292	63	58	100	47,128
Reyes, Tommie	FIN	Accounting Technician	33,904	16.30	2,594	150	8,400	292	63	58	100	45,561
		TOTALS:	144,768	69.6	11,075	450	25,200	876	189	266	500	183,324

Job Description change

ADD:

OT	2,500
FICA-OT	191
Deferred Compensation	<u>7,920</u>
	<u><u>193,935</u></u>



RECREATION DEPARTMENT RECREATION CENTER ANNUAL OPERATING BUDGET

Department Description and Activities:

The City of Socorro has two Recreation Centers that provide various programs, activities and amenities; thus granting the citizens of Socorro holistic opportunities of human development and wellness. We offer social and human services, by facilitating computer and internet use, recreational activities, fitness and educational classes that promotes community networking and advocacy. Our vision is to encourage and advance participant empowerment.

Personnel Summary

Position	Number of Employees 2018-2019	Number of Employees 2019-2020	Number of Employees 2020-2021
Director of Recreations, Public Relations Officer, Historic Preservation Officer	1	1	1
Recreation Coordinator	1	1	1
Recreation Leaders FT	2	2	2
Recreation Leaders PT	2	2	2
TOTAL FULL TIME EMPLOYEES	4	4	4
TOTAL PART TIME EMPLOYEES	2	2	2



FYE 2020 - 2021

RECREATIONAL CENTERS		ACTUAL	REVISED	ADOPTED	ADOPTED	PROPOSED
		FY 2016-2017	BUDGET FY 2017-2018	BUDGET FY 2018-2019	BUDGET FY 2019-2020	BUDGET FY 2020-2021
05101	Salaries	168,020	173,784	177,896	175,475	176,410
05103	Overtime	13,001	12,000	12,000	12,500	12,500
05111	FICA/Medicare Taxes	13,848	12,390	12,657	12,669	12,429
05112	T.W.C. Payroll Taxes	117	1,701	1,701	576	900
05113	Health Insurance Premiums	31,621	35,040	35,040	35,040	42,000
05114	Workers Compensation Insurance	168	629	629	560	560
05115	Deferred Compensation Benefits	2,894	3,200	3,200	3,400	4,200
05116	Life Insurance	343	236	286	286	286
05117	Dental Insurance Expense	920	1,168	1,168	1,168	1,460
05118	Vision Insurance Expense	203	252	252	252	315
	Total Personnel Cost	231,134	240,400	244,829	241,926	251,060
05201	Office Expense and Supplies	4,800	5,000	6,000	6,000	6,000
05213	Uniforms	847	1,300	-	1,000	1,000
05311	Building & Property Maintenance	7,731	10,000	10,000	10,000	10,000
05313	Utilities	5,038	10,000	7,000	7,000	7,000
05314	Telephone	24,053	25,000	25,000	38,000	38,000
05411	Legal Fees	5,998	1,200	2,000	2,000	2,000
05510	Property Insurance	3,720	4,000	4,000	6,000	6,000
05511	Advertising/Drug Testing	11,217	13,000	16,000	19,000	19,000
05512	Audit Fees	48	-	-	-	-
05516	Dues/Subscriptions	174	2,000	2,000	2,000	2,000
05518	Liability Insurance	3,059	2,000	2,500	3,600	3,600
05520	Service Contracts	10,825	22,000	22,000	22,000	22,000
05521	Support Activities	55,500	8,000	9,000	9,000	9,000
05523	Equipment Rental/Lease	3,619	6,000	6,000	6,000	6,000
05527	Seminars/Training/Workshops	1,415	3,500	3,500	3,500	3,500
05548	Events	8,512	74,000	74,000	74,000	74,000
05612	Vehicle Repair & Maintenance	1,426	2,000	2,000	2,000	2,000
05613	Equipment Repair & Maintenance	244	1,600	1,600	1,600	1,600
05614	Vehicle Fuel	1,943	3,000	3,000	3,000	3,000
05711	Travel/Mileage/Per Diem	4,814	5,000	7,000	7,000	7,000
05810	Property and Equipment	2,405	52,000	15,000	15,000	15,000
	Total Operational Cost	157,388	250,600	217,600	237,700	237,700
	Total Expenses	388,521	491,000	462,429	479,626	488,760



CITY OF SOCORRO

Recreation Centers

FY 10/01/20-09/30/21

Employees	DEPT	Position	Annual Salary	Hourly Salary	FICA	SUTA	Health Ins Annually	Dental Ins Annually	Vision Ins Annually	Life Ins Annually	W/C	Sub Totals
Reta, Victor	REC	Director of Recreations & Public Relations Historical Preservation Officer	64,896	31.20	3,615	150	8,400	292	63	86	200	77,702
Castro, Lizbeth	REC	Recreation Coordinator	33,280	16.00	2,410	150	8,400	292	63	58	130	44,783
Hinojosa, Rocio	REC	Recreation Leader	23,504	12.50	1,888	150	8,400	292	63	46	110	34,453
Marquez, Eunice	REC	Recreation Leader	18,174	11.65	1,888	150	8,400	292	63	25	40	29,032
Aguilar, Alicia	REC	Recreation Leader- Part-Time	15,132	9.70	836	150	-	-	-	25	40	16,183
Rodriguez, Diana	REC	Recreation Leader	21,424	10.30	836	150	8,400	292	63	46	40	31,251
		TOTALS:	176,410	91.35	11,472	900	42,000	1,460	315	286	560	233,403

ADD:

OT	12,500
FICA-OT	956
Deferred Compensation	<u>4,200</u>
	<u>251,060</u>



FIRE AMBULANCE DEPARTMENT

Department Description and Activities:

The City entered into a contract with the Elite Medical Transport of Texas, LLC, for the purpose of obtaining Ambulance Services for the FY 2020- 2021

The budgeted amount represents the maximum negotiated rate of subsidy as described in the contract.



FYE 2020 - 2021

	ACTUAL FY 2016-2017	REVISED BUDGET FY 2017-2018	ADOPTED BUDGET FY 2018-2019	ADOPTED BUDGET FY 2019-2020	PROPOSED BUDGET FY 2020-2021
FIRE - AMBULANCE					
Total Personnel Cost	-	-	-	-	-
Health/Ambulance Contract		-	-	140,000	140,000
Property and Equipment	-	-			4,500
Total Operational Cost	-	-	-	140,000	144,500
Total Expenses	-	-	-	140,000	144,500



DEBT SERVICE FUND

Description of Fund:

The Debt Service Funds, created for the retirement of bonds or other authorized indebtedness, shall be deposited in separate accounts in the City depositories, and shall not be used except to pay interest and principal on those bonds or other authorized indebtedness. These debt service funds may be invested as allowed by the laws of the State of Texas.



FYE 2020 - 2021

	ADOPTED BUDGET FY 2016-2017	ADOPTED BUDGET FYE 2017-2018	ADOPTED BUDGET FYE 2018-2019	ADOPTED BUDGET FYE 2019-2020	PROPOSED BUDGET FYE 2020-2021
DEBT SERVICE					
Interest Charges	865,894	814,344	787,163	1,074,863	992,575
Principal Payments	900,000	955,000	1,000,000	1,245,000	1,225,000
Total Expenses	1,765,894	1,769,344	1,787,163	2,319,863	2,217,575



SPECIAL REVENUE FUND

Description of Fund:

The Special Revenue Fund is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.



FYE 2020 - 2021

SPECIAL REVENUES	ADOPTED	ADOPTED	ADOPTED	ADOPTED	PROPOSED
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021
CDBG Disaster Relief Street Reconstruction	410,914	400,000	-	275,000	266,000
CDBG-City Match	213,547	200,000	-	-	-
Property Taxes TRZ	-	70,000	230,400	270,000	300,000
Court Technology			-	-	-
US Dept. - Interior Historic Pres. Fund			19,800	-	-
HOME TBRA-D	24,465	20,000	-	-	-
DEA			6,000	8,000	8,000
Local Border Security-PD OT			54,000	65,000	-
Local Law Enforcement					
PEG			-	-	-
SafeRoutes to School	413,000	500,000	-	-	-
Safe Routes- City Match	82,600	90,000	-	-	-
Stonegarden - 7205			49,718	62,100	45,000
TCEQ - Solid Waste Grant			5,000	5,000	5,000
FTA Section 5310			84,665	-	-
FBI			7,000	-	6,000
Tourism/HOT Tax	8,000	-	-	-	8,000
LEOSE	7,532	7,000	2,600	2,500	-
Transportation Enhancement Project	92,000	-	-	-	-
Body Worn Cameras			16,232	-	-
LETPA			12,400	-	-
State Homeland Security Program			40,000	42,134	60,477
State Homeland Security Program-Gen				15,167	-
VA-Victims of Crime Advocate				30,475	39,959
Texas Historical Commission - Library				30,000	60,000
Paso del Norte - Ignite				68,930	27,000
Justice Assistance Grant (JAG) Program					55,059
Justice Assistance Grant Program					10,705
Juvenile Justice Project - PAL					26,314
COPS Hiring Program					247,412
LEOSE					2,500
Other Revenue				375,000	-
Total Expenses	1,252,058	1,287,000	527,815	1,249,306	1,167,426



CAPITAL PROJECTS FUND

Description of Fund:

The Capital Projects Fund is used to account for and report financial resources that are restricted, committed or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.





FYE 2020 - 2021

CAPITAL PROJECTS	ADOPTED	ADOPTED	ADOPTED	PROPOSED	PROPOSED	PROPOSED
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021
2014 CO's	7,133,829	5,044,248	4,100,000	1,100,000	200,000	200,000
2020 CO's\					10,000,000	7,700,000
Total Expenses	7,133,829	5,044,248	4,100,000	1,100,000	10,200,000	7,900,000

Elia Garcia
Mayor
Rene Rodriguez
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

August 17, 2020

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: City Manager, Adriana Rodarte

SUBJECT: DISCUSSION AND ACTION TO APPROVE MUNICIPAL JUDGE TWO YEAR CONTRACT AND AUTHORIZE CITY MANAGER OR HER DESIGNEE TO FINALIZE CONTRACT.

SUMMARY

This Municipal Court Judge Independent Contractor Agreement (the "Agreement") is entered into between the City of Socorro (the "City") and Hon. Monique Velarde (the "Judge").

The City and the Judge (collectively the "Parties"), for and in consideration of the terms stated in this Agreement, hereby agree as follows:

1. **Services.** The Judge shall perform services under this Agreement beginning on the date signed below, until the City terminates such Agreement, as set forth herein, or until the end of the term of office, on September 1, 2020, whichever occurs first. The City reserves the right to reappoint the Judge at the end of the term. In conformity with section 29.005 of the Texas Government Code, if the Judge is not reappointed by City Council by the 91st day following expiration of the term of office, the Judge shall serve another term of office beginning on the date the previous term of office expired. This Agreement shall be renewed upon reappointment or service for an additional term of office.
2. **Independent Contractor.** The Parties stipulate and agree that the Judge is an independent contractor and is not an employee of the City. The City does not maintain the power or right to control and direct the material details of how the Judge performs the work specified in this Agreement, although the City can and shall inform the Judge of assignments and specific cases to be heard and decided. Nothing in the Agreement prevents the Judge from performing services for other entities. As a professional, the Judge shall exercise independent judgment, based upon the Judge's training and expertise, in determining how best to accomplish any and all work to be performed under this Agreement.

3. **Certification and Credentials.** The Judge represents that any records or information provided in connection with his or her service as a municipal court judge are true and correct. The Judge shall provide the City, throughout the life of this Agreement, with a valid and appropriate license to practice law in the State of Texas. If the Judge's license expires, is canceled, or is revoked, this Agreement is void.
4. **Representations.** At the beginning of this Agreement, and at any time during this Agreement, the Judge agrees to submit to a review of his or her national criminal history record information, if required by the City. The Judge also agrees to notify the City, in writing, of any arrest or of any indictment, conviction, no contest or guilty plea, or other adjudication of the Judge, before or during the Judge's employment.
5. **Duties.** The Judge agrees to perform the duties of Municipal Judge for the City in conformity with the City Charter, City Ordinances and Texas State Law, for the duration of this Agreement. Such duties include presiding over cases filed or pending in Municipal Court and ensuring that all necessary procedures are followed. The Judge is required to be present for Court two (2) days per week each month and a third (3) day per month as needed. The Judge is required to travel to Municipal Court or other appropriate locations at the officer's discretion in order to promptly consider for execution search warrants, emergency writs and orders, and other emergency items. The Judge shall promptly handle all cases assigned by City Council or its designee. The Judge shall be provided with an office and necessary office equipment, which shall be utilized by the Judge solely when performing services under this Agreement. Additionally, the Judge may utilize Court personnel for work to be performed under this Agreement.
6. **Outside Employment:** The Judge may undertake legal work, or other outside professional duties and obligations that do not conflict or interfere with the Judge's professional responsibilities to the City. The Judge agrees to comply with all applicable ethics rules, laws, and City policy regarding reporting potential and actual conflicts of interest. In addition, the Judge agrees to provide information regarding income from such activities to the City as necessary for financial reporting requirements.
7. **Compensation.** The City agrees to pay the Judge the total of \$3,541.66 per month. This payment shall be prorated for any partial months for which services are provided.
8. **No Benefits.** The City shall provide no benefits to the Judge as the Judge is not an employee. As the Judge is not an employee of the City, the City is not obligated to pay and shall not pay any employment-related taxes and deductions. The Judge is solely responsible for the payment of any and all federal, state or local taxes required as a result of any services provided under this Agreement. The City will not provide workers' compensation insurance or any other insurance or benefits of any kind to the Judge.
9. **Expenses.** The City will not reimburse the Judge for any of the Judge's expenses, including expenses incurred for judicial training that may be required of the Judge in order to fulfill the terms of this Agreement, with the sole exception of one judicial

training session each year. Reimbursable expenses are limited to conference registration and reasonable air fare, hotel, rental car and per diem, all of which must be in conformity with City policy on travel. The City shall not reimburse the Judge for this judicial training session if the Judge is also employed as a judge by another public entity.

10. **Termination or Suspension.** The City may suspend this Agreement, including any payment requirements, or terminate this Agreement at any time and for any reason as determined by City Council or its designee. No property interest, express or implied, is created in the continuation of this Agreement. The Judge shall provide sixty (60) days' notice if she wishes to terminate this Agreement.

11. **General Provisions.**

- 11.1 **Amendment:** This Agreement may not be amended except by written agreement of the Parties.

- 11.2 **Severability:** If any provision in this Agreement is, for any reason, held to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision of the Agreement. This Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been a part of the Agreement.

- 11.3 **Entire Agreement:** All existing agreements and contracts, both verbal and written (including any and all prior employment agreements), between the Parties are superseded by this Agreement. This Agreement, and any addenda, constitutes the entire agreement between the Parties.

- 11.4 **Applicable Law and Venue:** Texas law shall govern construction of this Agreement. The Parties agree that venue for any litigation relating to this Agreement shall be in El Paso County, Texas. If litigation is brought in federal court, the Parties agree that venue shall be with the El Paso Division of the United States District Court for the Western District of Texas.

- 11.5 **Paragraph Headings:** The headings used at the beginning of each numbered paragraph in this Agreement are not intended to have any legal effect; the headings do not limit or expand the meaning of the paragraphs that follow them.

12. **Notices.**

- 12.1 **To the Judge:** The Judge agrees to keep a current address on file with the City's human resources office. The Judge agrees that the City may meet any legal obligation it has to give the Judge written notice regarding this Agreement or the Judge's employment by hand-delivering the notice to the Judge or by sending the notice by certified mail, regular mail, and/or express delivery service to the Judge's address of record.

- 12.2 **To the City:** The City agrees that the Judge may meet any legal obligation he or she has to give the City written notice regarding this Agreement or the Judge's employment by providing one copy of the notice to the Mayor and one copy to the

City Clerk. The Judge may provide such notices by hand delivery, or by certified mail, regular mail, and/or express delivery service.

STATEMENT OF THE ISSUE

Same as above

FINANCIAL IMPACT

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

Funding Source: General Fund

Amount: \$42,499.92

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

Decline

STAFF RECOMMENDATION

N/A

REQUIRED AUTHORIZATION

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

Municipal Court Judge Independent Contractor Agreement

This Municipal Court Judge Independent Contractor Agreement (the "Agreement") is entered into between the City of Socorro (the "City") and Hon. Monique Velarde (the "Judge").

The City and the Judge (collectively the "Parties"), for and in consideration of the terms stated in this Agreement, hereby agree as follows:

1. **Services.** The Judge shall perform services under this Agreement beginning on the date signed below, until the City terminates such Agreement, as set forth herein, or until the end of the term of office, on September 1, 2020, whichever occurs first. The City reserves the right to reappoint the Judge at the end of the term. In conformity with section 29.005 of the Texas Government Code, if the Judge is not reappointed by City Council by the 91st day following expiration of the term of office, the Judge shall serve another term of office beginning on the date the previous term of office expired. This Agreement shall be renewed upon reappointment or service for an additional term of office.
2. **Independent Contractor.** The Parties stipulate and agree that the Judge is an independent contractor and is not an employee of the City. The City does not maintain the power or right to control and direct the material details of how the Judge performs the work specified in this Agreement, although the City can and shall inform the Judge of assignments and specific cases to be heard and decided. Nothing in the Agreement prevents the Judge from performing services for other entities. As a professional, the Judge shall exercise independent judgment, based upon the Judge's training and expertise, in determining how best to accomplish any and all work to be performed under this Agreement.
3. **Certification and Credentials.** The Judge represents that any records or information provided in connection with his or her service as a municipal court judge are true and correct. The Judge shall provide the City, throughout the life of this Agreement, with a valid and appropriate license to practice law in the State of Texas. If the Judge's license expires, is canceled, or is revoked, this Agreement is void.
4. **Representations.** At the beginning of this Agreement, and at any time during this Agreement, the Judge agrees to submit to a review of his or her national criminal history record information, if required by the City. The Judge also agrees to notify the City, in writing, of any arrest or of any indictment, conviction, no contest or guilty plea, or other adjudication of the Judge, before or during the Judge's employment.
5. **Duties.** The Judge agrees to perform the duties of Municipal Judge for the City in conformity with the City Charter, City Ordinances and Texas State Law, for the duration of this Agreement. Such duties include presiding over cases filed or pending in Municipal Court and ensuring that all necessary procedures are followed. The Judge is required to be present for Court two (2) days per week each month and a third (3rd) day per month as needed. The Judge is required to travel to Municipal Court or other appropriate locations at the officer's discretion in order to promptly consider for execution search warrants, emergency writs and orders, and other emergency items. The

Judge shall promptly handle all cases assigned by City Council or its designee. The Judge shall be provided with an office and necessary office equipment, which shall be utilized by the Judge solely when performing services under this Agreement. Additionally, the Judge may utilize Court personnel for work to be performed under this Agreement.

6. **Outside Employment:** The Judge may undertake legal work, or other outside professional duties and obligations that do not conflict or interfere with the Judge's professional responsibilities to the City. The Judge agrees to comply with all applicable ethics rules, laws, and City policy regarding reporting potential and actual conflicts of interest. In addition, the Judge agrees to provide information regarding income from such activities to the City as necessary for financial reporting requirements.
7. **Compensation.** The City agrees to pay the Judge the total of \$3,541.66 per month. This payment shall be prorated for any partial months for which services are provided.
8. **No Benefits.** The City shall provide no benefits to the Judge as the Judge is not an employee. As the Judge is not an employee of the City, the City is not obligated to pay and shall not pay any employment-related taxes and deductions. The Judge is solely responsible for the payment of any and all federal, state or local taxes required as a result of any services provided under this Agreement. The City will not provide workers' compensation insurance or any other insurance or benefits of any kind to the Judge.
9. **Expenses.** The City will not reimburse the Judge for any of the Judge's expenses, including expenses incurred for judicial training that may be required of the Judge in order to fulfill the terms of this Agreement, with the sole exception of one judicial training session each year. Reimbursable expenses are limited to conference registration and reasonable air fare, hotel, rental car and per diem, all of which must be in conformity with City policy on travel. The City shall not reimburse the Judge for this judicial training session if the Judge is also employed as a judge by another public entity.
10. **Termination or Suspension.** The City may suspend this Agreement, including any payment requirements, or terminate this Agreement at any time and for any reason as determined by City Council or its designee. No property interest, express or implied, is created in the continuation of this Agreement. The Judge shall provide sixty (60) days notice if she wishes to terminate this Agreement. The City shall provide thirty (30) days notice of termination of this Agreement.
11. **General Provisions.**
 - 11.1 **Amendment:** This Agreement may not be amended except by written agreement of the Parties.
 - 11.2 **Severability:** If any provision in this Agreement is, for any reason, held to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision of the Agreement. This Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been a part of the Agreement.
 - 11.3 **Entire Agreement:** All existing agreements and contracts, both verbal and written

(including any and all prior employment agreements), between the Parties are superseded by this Agreement. This Agreement, and any addenda, constitutes the entire agreement between the Parties.

11.4 Applicable Law and Venue: Texas law shall govern construction of this Agreement. The Parties agree that venue for any litigation relating to this Agreement shall be in El Paso County, Texas. If litigation is brought in federal court, the Parties agree that venue shall be with the El Paso Division of the United States District Court for the Western District of Texas.

11.5 Paragraph Headings: The headings used at the beginning of each numbered paragraph in this Agreement are not intended to have any legal effect; the headings do not limit or expand the meaning of the paragraphs that follow them.

12. Notices.

12.1 To the Judge: The Judge agrees to keep a current address on file with the City's human resources office. The Judge agrees that the City may meet any legal obligation it has to give the Judge written notice regarding this Agreement or the Judge's employment by hand-delivering the notice to the Judge or by sending the notice by certified mail, regular mail, and/or express delivery service to the Judge's address of record.

12.2 To the City: The City agrees that the Judge may meet any legal obligation he or she has to give the City written notice regarding this Agreement or the Judge's employment by providing one copy of the notice to the Mayor and one copy to the City Clerk. The Judge may provide such notices by hand delivery, or by certified mail, regular mail, and/or express delivery service.

I have read this Agreement and agree to abide by its terms and conditions:

Judge Monique Velarde: M. Velarde-R

Date signed: Oct 23, 2018

City of Socorro

By: [Signature]
Mayor

Date signed: Nov 7, 2018

Elia Garcia
Mayor
Rene Rodriguez
At Large
Cesar Nevarez
District 1 / Mayor Pro-Tem



ITEM 19 **Ralph Duran**
District 2
Victor Perez
District 3
Yvonne Colon - Villalobos
District 4
Adriana Rodarte
City Manager

August 17, 2020

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Adriana Rodarte

SUBJECT: Discussion and action to approve and renew contact with Elite Ambulance Service to the City of Socorro starting on October 1, 2020 in the amount of \$140,000 annually. To authorize city manager or her designee to execute agreement.

SUMMARY

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 El 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.

STATEMENT OF THE ISSUE

Same as above

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 001 / 05525 / 00008

Funding Source: General Fund

Amount: \$ 140,000.00

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

Decline agreement

STAFF RECOMMENDATION

Recommend approval for this interlocal agreement.

REQUIRED AUTHORIZATION

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

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

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, 2019. 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 El 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, 2019, and shall expire on the 30th day of September, 2020 (“Initial Term”). At the City’s discretion, the Agreement maybe renewed for one (1) additional year following the expiration of the Initial Term.

VI. PERSONNEL

A. Required minimum Staffing:

1. Basic Life Support (“BLS”) - When response-ready or in-service, authorized EMS vehicles operating at the BLS level shall be staffed at a minimum with two (2) emergency medical technicians (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 \$27,500.00 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. Additionally, Elite agrees to cap its profits at 5%. Any profits in excess of 5% will revert back to the City. If Elite earns a profit in excess of negative 1%, the City will pay Elite an amount equal to the difference of the loss and a negative 1% profit margin. The amount of each additional payment outside the Scheduled Payments (the "Additional Payments") will be determined after Elite submits quarterly invoices and financial reports to the City. The City reserves the right to request further clarification and backup documentation from Elite, to justify specific expenses, as needed. The Additional Payments shall not exceed a cumulative sum of \$30,000 per fiscal year.

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 Agreement 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]

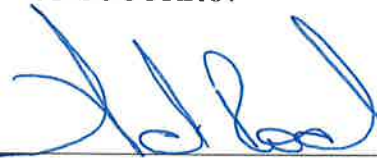
IN WITNESS WHEREOF, we have hereunto set our hands on this the 25 day of September 2019.

ATTEST:



By: _____
Olivia Navarro, City Clerk

CITY OF SOCORRO:



By: _____
Adriana Rodarte, City Manager



ELITE MEDICAL TRANSPORT OF TEXAS,
LLC.

By: _____
Rob Campion, President

ITEM 20

Elia Garcia
Mayor
Rene Rodriguez
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

August 17, 2020

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: City Manager, Adriana Rodarte

SUBJECT: Discussion and action to review Ordinance No. 250 Amendment No. 1 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

FINANCIAL IMPACT

Account Code (GF/GL/Dept):

Funding Source:

Amount:

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

STAFF RECOMMENDATION

Staff recommends approval

REQUIRED AUTHORIZATION

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



Trini Lopez
Mayor

Sergio Cox
At Large

Josie Trillo
District 1

Mary E. Perez
District 2 / Mayor Pro Tem

Victor Perez
District 3

Al Gutierrez
District 4

Carol Garcia
City Manager

ORDINANCE No. 250
Amendment No. 1

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, liquidity, yield, 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:

Section One: 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.

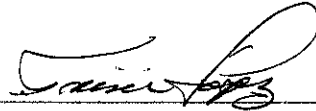
Section Two: This Investment strategy and policy shall be reviewed annually by the City Council and, if required, shall be amended to reflect changes required under State and Federal laws and/or which are in the best financial interests of the City.

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

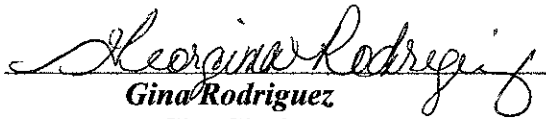
That this Ordinance was duly enacted with all the requisites and formalities incident thereto the enactment of ordinances, and such is evidenced by the below signatures.

SIGNED AND ENACTED this 7th day of December, 2006.



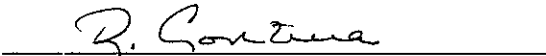
**Trini Lopez
Mayor**

ATTEST:



**Gina Rodriguez
City Clerk**

APPROVED:



**Richard Contreras
City Attorney**

**First Reading: 11/16/06
Second Reading: 12/07/06**

CITY OF SOCORRO

PREFACE

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Socorro in order to achieve the goals of safety, liquidity, yield, and public trust for all investment activity. The City Council of the City of Socorro shall review its investment strategies and policy not less than annually. This policy serves to satisfy the statutory requirement (specifically Chapter 2256 Government Code) to define, adopt and review a formal investment strategy and policy.

It is the policy of the City of Socorro, Texas that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal regulations, applicable Bond Resolution requirements, adopted Investment Policy and adopted Investment Strategy.

Effective investment strategy development coordinates the primary objectives of the City of Socorro's Investment Policy and cash management procedures with investment security risk/return analysis to enhance interest earnings and reduce investment risk and aggressive cash management to increase the available "investment period." Maturity selections shall be based on cash flow and market conditions to take advantage of interest earnings as viable and material revenue to all City of Socorro funds. The City of Socorro's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with the Investment Policy.

Each major fund type has varying cash flow requirements and liquidity needs. Therefore specific strategies shall be implemented considering the fund's unique requirements.

INVESTMENT STRATEGY

The City of Socorro maintains a pooled investment portfolio that utilizes specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolio. In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. The composite portfolio will have a dollar weighted average maturity of 365 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 assurance of investment liquidity adequate to cover the debt service obligations on the required payment date. Investments 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 investments 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.

CITY OF SOCORRO

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.

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
- * **Public trust** from prudent investment activities
- * Optimization of **interest earnings** on the portfolio

II. PURPOSE

The purpose of this investment policy is to comply with Chapter 2256 of the Government Code ("Public Funds Investment Act"), which requires each City to adopt a written investment policy regarding the investment of its funds and funds under its control. The Investment Policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of the City of Socorro funds.

III. SCOPE

This Investment Policy shall govern the investment of all financial assets of the City of Socorro. These 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 extent 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 balances 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.

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.

IV. INVESTMENT OBJECTIVES

The City of Socorro shall manage and invest its cash with four primary objectives, listed in order of priority: **safety, liquidity, public trust, and yield, expressed as optimization of interest earnings.** The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law

The City shall maintain a comprehensive cash management program, which includes collection of account receivables, vendor payments in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum earnings on short-term investment of idle cash.

Safety [PFLA 2256.005(b)(2)]

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit and interest rate risk.

- Credit Risk -- The City will minimize credit risk, the risk of loss due to the failure of the issuer or backer of the investment, by:
 - Limiting investments to the safest types of investments
 - Pre-qualifying the financial institutions and broker/dealers with which the City will do business
 - Diversifying the investment portfolio so that potential losses on individual issuers will be minimized.

- Interest Rate Risk – the City will minimize the risk that the interest earnings and the market value of investments in the portfolio will fall due to changes in general interest rates, by:
 - Structuring the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to liquidate investments prior to maturity.
 - Investing operating funds primarily in certificates of deposit, shorter-term securities, money market mutual funds, or local government investment pools functioning as money market mutual funds.
 - Diversifying maturities and staggering purchase dates to minimize the impact of market movements over time.

Liquidity [PFLA 2256.005(b)(2)]

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with 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.

Public Trust

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

Yield (Optimization of Interest Earnings) [PFLA 2256.005(b)(3)]

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

V. RESPONSIBILITY AND CONTROL

Delegation of Authority [PFLA 2256.005(f)]

In accordance with the Public Funds Investment Act, the City designates (a) IWO ELECTED COUNCILMEMBERS (Council Members and/or Mayor); (b) CITY MANAGER (employee of the City); (c) SENIOR ACCOUNTANT (employee of the City). An Investment Officer is authorized to execute investment transactions on behalf of the City. No person may engage in an investment transaction or the management of City funds except as provided under the terms of this Investment Policy as approved by the City Council. The investment authority granted to the investing officers is effective until rescinded by the City Council. An investment action may be taken by two investment officers, one of who must be a designated Councilmember (as recorded in related minutes). Any such action must be reflected in written documentation signed by such officers. A facsimile signature is acceptable.

Quality and Capability of Investment Management [PFLA 2256.005(b)(3)]

The City shall provide periodic training in investments for the designated investment officers and other investment personnel through courses and seminars offered by professional organizations, associations, and other independent sources in order to insure

the quality and capability of investment management in compliance with the Public Funds Investment Act.

Training Requirement (PFIA 2256.008)

In accordance with the Public Funds Investment Act, designated Investment Officers shall attend an investment training session no less often than once every two years commencing October 1, 2005 and shall receive not less than 10 hours of instruction relating to investment responsibilities. A newly appointed Investment Officer must attend a training session of at least 10 hours of instruction within twelve months of the date the officer took office or assumed the officer's duties. The investment training session shall be provided by an independent source approved by the City Council. For purposes of this policy, an "independent source" from which investment training shall be obtained 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.

Internal Controls

The City Manager is 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 (1) 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.

Accordingly, the City Manager shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. 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 to subordinate staff members
- Written confirmation for telephone (voice) transactions for investments and wire transfers.
- Development of a wire transfer agreement with the depository bank or third party custodian.

Prudence (PFIA 2256.006)

The standard of prudence to be applied by the Investment Officer shall be the "prudent investor" rule. This rule states that "Investments 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 Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- The investment of all funds, or funds under the City's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment
- Whether the investment decision was consistent with the written approved investment policy of the City

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

Officers and employees involved in the investment process shall refrain from personal business activity that would conflict with the proper execution and management of the investment program, or that would impair their ability to make impartial decisions. Employees and Investment Officers shall disclose any material interests in financial institutions with which they conduct business. 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

An Investment Officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission, the Socorro City Clerk, and the Socorro City Council.

VI. 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 [PFLA 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 unauthorized 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 secured 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 repurchase agreement transactions will be on a delivery 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.

VII. 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 principal 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 maturing more than two (2) years from the date of purchase; however, the above described obligations, certificates, or agreements may be collateralized using longer dated investments.

Because no secondary market exists for repurchase agreements, the maximum maturity shall be 120 days except in the case of a flexible repurchase agreement for bond 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 365 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 or business sector (excluding U.S. Treasury securities and certificates of

deposit that are fully insured and collateralized in accordance with state and federal law).

- Limiting investment in investments that have higher credit risks (example: commercial paper).
- Investing in investments 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>U.S. Treasury Securities</u>	<u>100%</u>
2	<u>Agencies and Instrumentalities</u>	<u>85%</u>
3	<u>Certificates of Deposit</u>	<u>100%</u>
4	<u>Repurchase Agreements*</u>	<u>20%</u>
5	<u>Money Market Mutual Funds</u>	<u>50%</u>
6	<u>Authorized Pools</u>	<u>50%</u>

*Excluding flexible repurchase agreements for bond proceeds investments

VIII. SELECTION OF BANKS AND DEALERS

Depository

At least every 4 years a Depository shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). The selection of a depository will be determined by competitive bid and evaluation of bids will be based on the following selection criteria:

- The ability to qualify as a depository for public funds in accordance with state law.
- The ability to provide requested information or financial statements for the periods specified
- The ability to meet all requirements in the banking RFP
- Complete response to all required items on the bid form
- Lowest net banking service cost, consistent with the ability to provide an appropriate level of service.
- The credit worthiness and financial stability of the bank

The depository institution, when selected, shall serve for its term and until a successor(s) has been duly selected and qualified by entering into a pledge contract with the City's City Council

Authorized Brokers/Dealers (PFLA 2256.025)

The City shall, at least annually, review, revise, and adopt a list of qualified broker/dealers and financial institutions authorized to engage in securities transactions with the City. Those firms that request to become qualified bidders for securities transactions will be required to provide a completed broker/dealer questionnaire that provides information regarding creditworthiness, experience and reputation. And 2) a certification stating the firm has received, read and understood the City's investment policy and agree to comply with the policy. Authorized firms may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule), and qualified depositories. All investment providers, including financial institutions, banks, money market mutual funds, and local government investment pools, must sign a certification acknowledging that the organization has received and reviewed the City's investment policy and that reasonable procedures and controls have been implemented to preclude investment transactions that are not authorized by the City's policy. [PFLA 2256.005(k-1)]

Competitive Bids

It is the policy of the City to require competitive bidding for all individual security purchases and sales except for: a) transactions with money market mutual funds and local government investment pools and b) treasury and agency securities purchased at issue through an approved broker/dealer or financial institution. The City Manager or Senior Accountant shall develop and maintain procedures for ensuring a competition in the investment of the City's funds.

Delivery vs. Payment [PFLA 2256.005(b)(4)(E)]

Securities shall be purchased using the **delivery vs. payment** method with the exception of investment pools and mutual funds. Funds will be released after notification that the purchased security has been received.

IX. SAFEKEEPING OF SECURITIES AND COLLATERAL

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 or 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.

Collateral for deposits will be held by a third party custodian designated by the City and pledged to the City as evidenced by safekeeping receipts of the institution with which the collateral is deposited. Original safekeeping receipts shall be obtained. Collateral may be held by the depository bank's trust department, a Federal Reserve Bank or branch of a Federal Reserve Bank, a Federal Home Loan Bank, or a third party bank approved by the City.

Collateral Policy (PFCA 2257.023)

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the City to require full collateralization of all City funds on deposit with a depository bank, other than investments. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC. At its discretion, the City may require a higher level of collateralization for certain investment securities. Securities pledged as collateral shall be held by an independent third party with whom the City has a current custodial agreement. The City Manager or Chief Financial Officer is responsible for entering into collateralization agreements with third party custodians in compliance with this Policy. The agreements are to specify the acceptable investment securities for collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained. Collateral shall be reviewed at least monthly to assure that the market value of the pledged securities is adequate.

Collateral Defined

The City shall accept only the following types of collateral:

- Obligations of the United States or its agencies and instrumentalities
- Direct obligations of the state of Texas or its agencies and instrumentalities
- Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States
- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized rating firm not less than A or its equivalent with a remaining maturity of ten (10) years or less
- A surety bond issued by an insurance company rated as to investment quality by a nationally recognized rating firm not less than A

- A letter of credit issued to the Entity by the Federal Home Loan Bank

Subject to Audit

All collateral shall be subject to inspection and audit by the City Manager and Chief Financial Officer or the City's independent auditors

X. PERFORMANCE

Performance Standards

The City's investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio shall be designed with the objective of obtaining a rate of return through budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow requirements of the City.

Performance Benchmark

It is the policy of the City to purchase investments with maturity dates coinciding with cash flow needs. Through this strategy, the City shall seek to optimize interest earnings utilizing allowable investments available on the market at that time. Market value will be calculated on a quarterly basis on all securities owned and compared to current book value. The City's portfolio shall be designed with the objective of regularly meeting or exceeding the average rate of return on U S Treasury Bills at a maturity level comparable to the City's weighted average maturity in days.

XI. REPORTING (PFLA 2256.023)

Methods

The City Manager or Senior Accountant Investment Officer shall prepare an investment report on a quarterly basis that summarizes investment strategies employed in the most recent quarter and describes the portfolio in terms of investment securities, maturities, and shall explain the total investment return for the quarter

The quarterly investment report shall include a summary statement of investment activity prepared in compliance with generally accepted accounting principals. This summary will be prepared in a manner that will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report will be provided to the City Council. The report will include the following:

- A listing of individual securities held at the end of the reporting period
- Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period
- Additions and changes to the market value during the period
- Average weighted yield to maturity of portfolio as compared to applicable benchmark
- Listing of investments by maturity date
- Fully accrued interest for the reporting period
- The percentage of the total portfolio that each type of investment represents
- Statement of compliance of the City's investment portfolio with state law and the investment strategy and policy approved by the City Council.

An independent auditor will perform a formal annual review of the quarterly reports with the results reported to the Socorro City Council [*PFLA 2256.023(d)*]

Monitoring Market Value [*PFLA 2256.005(b)(4)(D)*]

Market value of all securities in the portfolio will be determined on a quarterly basis. These values will be obtained from a reputable and independent source and disclosed to the governing body quarterly in a written report.

XII. INVESTMENT POLICY ADOPTION [*PFLA 2256.005(e)*]

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 / DEALERS AND FINANCIAL INSTITUTIONS:

- **FIRST NATIONAL BANK OF FABENS**
- **LOCAL GOVERNMENT INVESTMENT COOPERATIVE (LOGIC)**
- **TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL
(TXPOOL)**
- **LONESTAR INVESTMENT POOL (FIRST PUBLIC, LLC)**
- **WELLS FARGO**

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 a 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 at which securities are offered

Average Life: The average length of time that an issue of serial bonds and/or term bonds with a 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 a slight premium to the bond's original issue price to compensate the holder for loss of income and ownership.

Call Risk: The risk to a bondholder that a bond may be redeemed prior to maturity.

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 corporations, with maturities ranging from 2 to 270 days

Comprehensive Annual Financial Report (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 provision, extensive introductory material, and a detailed statistical section.

Convexity: A measure 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 Rate: The annual rate of interest received by an investor from the issuer of certain types of fixed-income securities. Also known as the "interest rate."

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 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 in all transactions, buying and selling for his own account.

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

Delivery versus Payment: There 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 an exchange of a signed receipt for the securities.

Derivative Security: Financial instrument created from, or 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 and 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 received from a given fixed-income security. This 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 price 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 considered to be 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 Corporation (FDIC): A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

Federal Home Loan Banks (FHLB): 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-à-vis member commercial banks.

Federal National Mortgage Association (FNMA): FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development, HUD. 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 serve 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, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

Government National Mortgage Association (GNMA or Ginnie Mae): 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 U.S. securities market. See "Treasury Bills, Notes, and Bonds."

Interest Rate: See "Coupon Rate."

Interest Rate Risk: The risk 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 assurance that these objectives are met. The concept of reasonable assurance recognized that 1) 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. 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 person who 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 their money is pooled as a method for managing local funds.

Mark to-market: The process whereby the book value or 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 firms 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 this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio.

No Load 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 par 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 order to 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.

Par: Face value or principal 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 Reserve Bank of New York and are 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 certain certified financial statements.

Prudent Person Rule: 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 issues 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 regular 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 one 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 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: $(\text{Price Appreciation}) + (\text{Dividends paid}) + (\text{Capital gains}) = \text{Total Return}$

Treasury Bills: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year in minimum denominations of \$10,000.00. The yields on bills are monitored closely in the money markets for signs of interest rate 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 one 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 ratio of indebtedness to liquid capital of 1.5 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 dollar income by the current market price of the security. (b) Net Yield or Yield to Maturity is the current income yield minus any premium above par or plus any discount from par at purchase 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 as 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.

Elia Garcia
Mayor

Rene Rodriguez
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

August 17, 2020

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: District 1, Cesar Nevarez

SUBJECT: *Discussion and action* to direct staff to provide council with the construction cost of Coker road.

SUMMARY

Residents residing on Coker rd. are landlocked. Requesting Council to take action and direct staff to look into the cost for construction. Once all legalities are taken care of.

STATEMENT OF THE ISSUE

Same as above

FINANCIAL IMPACT

Account Code (GF/GL/Dept):

Funding Source: N/A

Amount:

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

N/A

STAFF RECOMMENDATION

N/A

REQUIRED AUTHORIZATION

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