



*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

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

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

NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF SOCORRO, TEXAS WILL BE HELD ON THURSDAY THE 5<sup>th</sup>, DAY OF APRIL, 2018 AT 6:00 P.M. AT THE CITY HALL CHAMBERS, 860 N. RIO VISTA RD., SOCORRO, TEXAS AT WHICH TIME THE FOLLOWING WILL BE DISCUSSED:

1. Call to order
2. Pledge of Allegiance and a Moment of Silence
3. Establishment of Quorum

**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.)
5. **Presentation** by Miguel Hernandez Executive Director from El Paso County Housing Authority.

*Mayor Elia Garcia*

## NOTICE TO THE PUBLIC

**ALL MATTERS LISTED UNDER THE CONSENT AGENDA, INCLUDING THOSE ON THE ADDENDUM TO THE AGENDA, WILL BE CONSIDERED BY THE CITY COUNCIL TO BE ROUTINE AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION ON THESE ITEMS UNLESS CITY COUNCIL MEMBERS REMOVE SPECIFIC ITEMS FROM THE CONSENT AGENDA TO THE REGULAR AGENDA FOR DISCUSSION PRIOR TO THE TIME THE CITY COUNCIL MEMBERS VOTE ON THE MOTION TO ADOPT THE CONSENT AGENDA.**

**ITEMS REMOVED FROM THE CONSENT AGENDA TO THE REGULAR AGENDA WILL BE CONSIDERED BY THE CITY COUNCIL AFTER ACTING ON THE CONSENT AGENDA.**

**ANY MATTERS LISTED ON THE CONSENT AGENDA AND THE REGULAR AGENDA MAY BE DISCUSSED IN EXECUTIVE SESSION AT THE OPTION OF THE CITY OF SOCORRO CITY COUNCIL FOLLOWING VERBAL ANNOUNCEMENT, IF AN APPROPRIATE EXCEPTION TO THE OPEN MEETING REQUIREMENT OF THE TEXAS OPEN MEETINGS ACT IS APPLICABLE.**

## CONSENT AGENDA

6. *Excuse* absent council members.

*Olivia Navarro*

7. *Approval* of City Council Meeting Minutes of March 15, 2018.

*Olivia Navarro*

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

## PUBLIC HEARINGS/ORDINANCES

8. *Public Hearing* of an Ordinance amending Section 46-260(2) of the Code of Ordinances of the City of Socorro, Texas to clarify Multifamily Dwelling uses and densities in the R-2 (Medium Density Residential) zoning district. *Adam Ochoa*

9. *Second Reading and Adoption* of an Ordinance amending Section 46-260(2) of the Code of Ordinances of the City of Socorro, Texas to clarify Multifamily Dwelling uses and densities in the R-2 (Medium Density Residential) zoning district. *Adam Ochoa*

10. *Introduction, First Reading and Calling for Public Hearing* of an Ordinance amending the City of Socorro Master Plan, and the proposed rezoning of Tracts 2-E and 2-E-2, Block 11 Socorro Grant, from A-1 (Agricultural) to R-1 (Single Family Residential), R-2 (Medium Density Residential) and C-2 (General Commercial). *Adam Ochoa*

- 11. *Introduction, First Reading and Calling for Public Hearing*** of an Ordinance amending the City of Socorro Master Plan, and the proposed rezoning of Lot 4, Block 1 Wall Estates Replat A, 10790 Socorro Road, from A-1 (Agricultural) to SU-1 (Special Use Zone).

*Adam Ochoa*

### **REGULAR AGENDA**

#### **CITY CLERK**

- 12. *Discussion and action*** to approve the FY2018-2019 Budget Calendar. *Olivia Navarro*

#### **RECREATIONAL CENTERS DEPARTMENT**

- 13. *Discussion and action*** to enter into a contract with Monster Commercial Contractors for stabilization work needing to be done at the Rio Vista Community Center and designate City Manager or her designee to execute the contract. *Victor Reta*

- 14. *Discussion and action*** regarding Mission Trail Sponsorship. *Victor Reta*

#### **PLANNING AND ZONING DEPARTMENT**

- 15. *Discussion and action*** on the final plat approval for Vista Bonita Estates Subdivision Unit 1, being a portion of Tract 5, Block 24, San Elizario. *Adam Ochoa*

#### **CITY MANAGER**

- 16. *Discussion and action*** to approve a Resolution authorizing the City of Socorro to submit a grant application to the Office of the Governor Homeland Security Grants Division (HSGD) 2019 Local Border Security Program (LBSP) requesting \$52,320.60 in funding for overtime patrol hours and overtime dispatcher hours (no cash match required). *Adriana Rodarte*
- 17. *Discussion and action*** to approve a Resolution authorizing the City of Socorro to submit a grant application to the Bloomberg Philanthropies' 2018 Public Art Challenge requesting \$456,363 in funding for a Public Arts Initiative to Spur Economic and Cultural Development in the City of Socorro. Matching funds of \$500,000 will be included as per Resolution 503. *Adriana Rodarte*
- 18. *Discussion and action*** to approve At-Large Representative Rene Rodriguez and District 4 Representative Yvonne Colon-Villalobos to attend an exclusive workshop meeting with the Mayor and Council of Terrell TX on April 8TH & 9TH, 10<sup>th</sup> 2018 as oppose to only the 8<sup>th</sup> & 9<sup>th</sup> as previously approved. *Adriana Rodarte*
- 19. *Discussion and action*** to approve 9 street lights on Lisa Diane, Ernest and Kleppin total cost of \$9,441.00. *Adriana Rodarte*
- 20. *Discussion and action*** to award Del Mar Contracting, Inc for excavation of the onion field in the amount of \$1,265,706.75 and authorize City manager or her designee to sign contract or reject bid and go out for bid again. *Adriana Rodarte*

- 21. Discussion and action** to waive permit fees of the annual event First Thanksgiving 1598 on April 22, 2018. *Adriana Rodarte*

**MAYOR AND COUNCIL**

- 22. Discussion and action** to review possible violation of City of Socorro Media Policy. *Mayor Elia Garcia*
- 23. Discussion and action** to direct staff on creating a budget and recommendation for future paving and street lights. *Mayor Elia Garcia*
- 24. Discussion and action** to amend Ordinance 320Amendment 4, Section V. Public Comment to allow a speaker to sign up for public comment for only 3 agenda items with a 2 minute limit each. *Mayor Elia Garcia*
- 25. Discussion and action** to approve street lighting on Vineyard in the amount of 2,010.00. *Victor Perez and Yvonne Colon-Villalobos*
- 26. Discussion and action** to approve paving of Range War, Sudan, Rye, Supima, Judy and Cotton Valley Estate Subdivision in the amount of \$275, 695.00. *Cesar Nevarez*
- 27. Discussion and action** to place a metal guard rail from corner to corner at the end of Flor Blanca. *Yvonne Colon-Villalobos*

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

- 28. 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*
- 29. 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*

- 30. Discussion and action** regarding pending litigation and receive status report regarding pending litigation. *Adriana Rodarte*
- 31. Discussion and action** regarding the application to change rates filed on March 19, 2018 by El Paso Electric regarding Community Solar Program [551.071]. *James A. Martinez*
- 32. Discussion and action** regarding Rate Adjustment filed on March 15, 2018 by Texas Gas Service Company, a division of ONE Gas, Inc., *James A. Martinez*
- 33. Discussion and action** regarding application of Texas Gas Service, a division of ONE Gas, Inc., to reduce rates in connection with a decrease in its federal income tax liability [551.071]. *James A. Martinez*
- 34. Discussion and action** to consult with attorneys and deliberation regarding certain real property located on or near Coker Road [551.071 and 551.072]. *James A. Martinez*
- 35. Discussion and action** regarding vacating streets in Rancho Miraval Subdivision and procedures for and alternatives to same. *Adriana Rodarte*
- 36. Adjourn**

**DATED THIS 2<sup>nd</sup> DAY OF APRIL, 2018.**

By: *Olivia Navarro*  
**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 2<sup>nd</sup> DAY OF APRIL, 2018.**

By: *Olivia Navarro*  
**Olivia Navarro, City Clerk**

Agenda posted: *4-2-18 @ 2:34 pm*  
Removed: \_\_\_\_\_ Time: \_\_\_\_\_ by: \_\_\_\_\_

**ITEM 5**

*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

March 9, 2018

**TO: Mayor & Council**

**FROM: Mayor, Elia Garcia**

**SUBJECT: Presentation by Miguel Hernandez Executive Director from El Paso County Housing Authority.**

**SUMMARY**

Housing authorities provide decent and affordable housing in a safe and secure living environment for low and moderate income residents. Oftentimes they provide section 8 housing choice vouchers for those that qualify for low income housing. Most every housing authority that provides vouchers currently has multiyear waiting lists.

Housing authorities also provide low income public housing options that also often have multiyear waiting lists.

Housing authorities also provide low cost apartments for seniors, handicapped persons, single mothers with children, and homeless.

**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**

N/A

**STAFF RECOMMENDATION**

N/A

**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 ProTem

*Yvonne Colon-Villalobos*  
District 4

*Adriana Rodarte*  
City Manager

**REGULAR COUNCIL MEETING MINUTES  
MARCH 15, 2018 @ 6:00 P.M.**

**MEMBERS PRESENT:**

Mayor Elia Garcia  
Rene Rodriguez  
Cesar Nevarez  
Ralph Duran  
Yvonne Colon-Villalobos

**MEMBERS ABSENT:**

Victor Perez (*Arrived at the meeting at 6:02pm*)

**STAFF PRESENT:**

Adriana Rodarte, City Manager  
Charles Casiano, Finance Director  
David Mirazo, Attorney  
Adriana Rodriguez, Executive Assistant  
  
Adam Ochoa, Planning & Zoning Director  
Rosio Marin, HR Director  
Estevan Gonzalez, IT  
Victor Reta, Recreations Director  
Miguel Rosas, Parks & Public Works Director  
Alejandra Valadez, Interim Grants Coordinator  
Norma Olague, Receptionist  
Martina Rodas, Payroll Clerk  
Jasiel Munoz, Chief Administrator  
Officer, Elena King

**1. CALL TO ORDER**

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

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

Pledge of Allegiance was led by Jesse Montelongo

### **3. ESTABLISHMENT OF QUORUM**

A quorum was established with five members present.

#### **PUBLIC COMMENT**

Victor Perez arrived at the meeting at 6:02pm.

### **4. PUBLIC COMMENT**

Maria Martinez declined to speak during public comment.

Elizandro Martinez, Roberto Pasillas, Antonio Teran, Jesse Montelongo, Daniel Hernandez, Sergio Jaime, Omar Roman, Lorenza Fraire, Rudy Cruz Jr., Sandy Saucedo, Patty Gardea, Jesus Cabrera, Fernie Salcido spoke during Public Comment.

Jesus Cabrera and Sergio Cox declined to speak during public comment.

A motion was made by Victor Perez seconded by Ralph Duran *to move items twenty-three (23), seventeen (17), eighteen (18), twenty (20), twenty-one (21), twenty-five (25), twenty-six (26), nineteen (19), thirty (31), and thirty-two (32).*

An amended motion was made by Victor Perez seconded by Ralph Duran *to move items twenty-three (23), seventeen (17), eighteen (18), twenty (20), twenty-one (21), twenty-five (25), twenty-six (26), nineteen (19), to include thirty (30), thirty-one (31), and thirty-two (32).*

Mr. Victor Perez rescinded his motion.

A motion was made by Victor Perez seconded by Ralph Duran *to move into executive session to consult with City attorney items thirty (30), thirty-one (31), and thirty-two (32).*

An amended motion was made by Victor Perez seconded by Ralph Duran *to extract item number thirty-two (32) from executive session and to move into executive session.* Motion passed.

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

Nays:

Absent:

**THE CITY COUNCIL CONVENED INTO EXECUTIVE SESSION AT 6:31  
PM**

**EXECUTIVE SESSION**

**THE CITY COUNCIL RECONVENED BACK IN OPEN SESSION AT  
6:47 PM**

**30. APPLICATION OF EL PASO ELECTRIC COMPANY TO IMPLEMENT  
REFUND TARIFF FOR FEDERAL INCOME TAX DECREASE IN  
COMPLIANCE WITH DOCKET NO. 46831 [551.071]. JAMES MARTINEZ**

A motion was made by Victor Perez seconded by Rene Rodriguez to *dispend El Paso Electric proposed April 5, 2018 effective date with final rate by PURA sub section 36.108 and approve El Paso Electric request for interim rates effective with buildings issued on or after April 1, 2018 subject to annual reconciliation after final rates are approved.* Motion Passed.

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

Nays:

Absent:

**31. DISCUSSION AND ACTION TO CONSULT WITH ATTORNEYS AND  
DELIBERATION REGARDING CERTAIN REAL PROPERTY LOCATED  
ON OR NEAR COKER ROAD [551.071 AND 551.072]. JAMES MARTINEZ**

A motion was made by Victor Perez seconded by Rene Rodriguez to *delete this item until such time updates are available.* Motion passed.

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

Nays:

Absent:

**MAYOR AND COUNCIL**

**23. DISCUSSION AND ACTION TO APPOINT CYNTHIA GUTIERREZ TO  
ADHOC CHARTER COMMITTEE. RALPH DURAN**

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

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

Nays:

Absent:

**32. DISCUSSION AND ACTION REGARDING THE CITY MANAGER'S COMPLAINT INVOLVING DISTRICT 4 REPRESENTATIVE YVONNE COLON-VILLALOBOS AND THE FINDINGS FROM INDEPENDENT INVESTIGATOR. ROSIO MARIN**

A motion was made by Victor Perez seconded by Rene Rodriguez *to allow the items on the report to be presented and not subject to attorney-client privilege provisions and available to public item thirty-two (32)*. Motion passed.

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

Nays:

Absent:

Jesse Montelongo, Daniel Hernandez, Sergio Jaime, and Lorenza Fraire spoke on this item.

Presentation made by Rosio Marin, HR Director see Exhibit "A"

A motion was made by Victor Perez seconded by Rene Rodriguez *to have this report archive appropriately and move on*. Motion passed.

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

Nays:

Absent:

**17. DISCUSSION AND ACTION ON THE FINAL PLAT APPROVAL FOR VISTA BONITA ESTATES SUBDIVISION UNIT 1, BEING A PORTION OF TRACT 5 BLOCK 24, SAN ELIZARIO GRANT. ADAM OCHOA**

A motion was made by Victor Perez seconded by Rene Rodriguez *to approve for discussion*.

Yvonne Colon Villalobos excused herself for this item and stepped out at 7:49pm.

An amended motion by Victor Perez seconded by Rene Rodriguez *to approve final plat with a conditional statement as to what was agreed upon with residents of Rancho Miraval*.

Fernie Salcido and Jesus Cabrera spoke on this item.

An amended motion by Victor Perez seconded by Rene Rodriguez *to approve the final plat with the condition it cannot be submitted for recording until the agreement has been submitted to the City from developer*. Motion passed.

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

Nays:

Absent: Yvonne Colon-Villalobos

Rene Rodriguez stepped out 8:16pm.

A motion was made by Victor Perez seconded by Cesar Nevarez to *recess for ten (10) minutes*. Motion passed.

Ayes: Cesar Nevarez, Ralph Duran, and Victor Perez

Nays:

Absent: Rene Rodriguez and Yvonne Colon-Villalobos

**THE CITY COUNCIL CONVENED INTO RECESS AT 8:17 PM**

**RECESS**

**THE CITY COUNCIL RECONVENED BACK IN OPEN SESSION AT 8:38PM**

A motion was made by Yvonne Colon-Villalobos seconded by Rene Rodriguez to *move items twenty-five (25) and twenty-six (26)*. Motion passed.

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

Nays:

Absent:

**25. DISCUSSION AND ACTION TO APPROVE PAVING OF ERNEST RD. THAT INTERSECTS WITH KELPPING IN THE AMOUNT OF 30,000.00.**

***YVONNE COLON-VILLALOBOS***

A motion was made by Victor Perez seconded by Rene Rodriguez to *approve items for discussion item*. Motion passed.

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

Nays:

Absent:

An amended motion was made by Victor Perez seconded by Rene Rodriguez to *suspend the rules to allow speakers that did not sign up to for public comment speak on this item*. Motion passed.

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

Nays:

Absent:

Antonio Teran, Maria Martinez, Elizandro Martinez, Roberto Pasillas, Ruben Montero, and Daniel Hernandez spoke on this item.

Sergio Jaime was signed up to speak but declined.

Lorenza Fraire, Sergio Cox, Ruben Montero, and Ramon Pedroza spoke on this item.

A motion was made by Victor Perez *to approve item*. No second, Motion dies.

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

Nays:

Absent:

**26. DISCUSSION AND ACTION TO APPROVE ADDING STREET LIGHTS ON ERNEST ROAD AND KLEPPIN COURT. YVONNE COLON-VILLALOBOS**

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

Antonio Teran and Maria Martinez spoke on this item.

Elizandro Martinez and Roberto Pasillas were signed up to speak but declined.

Ruben Montero spoke on this item.

Daniel Hernandez and Sergio Jaime were signed up to speak but declined.

Lorenza Fraire spoke on this item.

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

Nays:

Absent:

**5. PRESENTATION BY MIGUEL HERNANDEZ EXECUTIVE DIRECTOR FROM EL PASO COUNTY HOUSING AUTHORITY.**

**MAYOR ELIA GARCIA**

A motion was made by Rene Rodriguez seconded by Victor Perez *to postpone item for next council meeting*. Motion passed.

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

Nays:

Absent:

**6. PRESENTATION BY CITY MANAGER, REGARDING FEBRUARY'S 2018 MONTHLY REPORT. ADRIANA RODARTE**

No action on this item.

**CONSENT AGENDA**

**7. EXCUSE ABSENT COUNCIL MEMBERS. OLIVIA NAVARRO**

**8. APPROVAL OF REGULAR COUNCIL MINUTES OF MARCH 1, 2018. OLIVIA NAVARRO**

**9. APPROVAL OF THE CASH RECEIPTS TRANSACTION REPORT FOR JANUARY 2018. CHARLES CASIANO**

**10. APPROVAL OF THE ACCOUNTS PAYABLE TRANSACTION REPORT FOR JANUARY 2018. CHARLES CASIANO**

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

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

Nays:

Absent:

**PUBLIC HEARING/ORDINANCES**

**11. INTRODUCTION, FIRST READING AND CALLING FOR PUBLIC HEARING OF AN ORDINANCE AMENDING SECTION 46-260(2) OF THE CODE OF ORDINANCES OF THE CITY OF SOCORRO, TEXAS TO CLARIFY MULTIFAMILY DWELLING USES AND DENSITIES IN THE R-2 (MEDIUM DENSITY RESIDENTIAL) ZONING DISTRICT. ADAM OCHOA**

A motion was made by Victor Perez seconded by Rene Rodriguez to *approve item eleven (11)*. Motion passed.

Sergio Jaime, Daniel Hernandez and Lorenza Fraire were signed up to speak but declined.

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

Nays:

Abstain:

**12. PUBLIC HEARING OF ORDINANCE 437 AMENDING SECTIONS 46-379(8), 46-414(2) AND 46-636 OF THE CODE OF ORDINANCES OF THE CITY OF SOCORRO, TEXAS TO CONFORM THESE SECTIONS TO THE REQUIREMENTS OF THE TEXAS ALCOHOLIC BEVERAGE CODE.**

**ADAM OCHOA**

Public Hearing opened at 9:23pm.  
No speakers during Public Hearing  
Public Hearing opened at 9:23pm.

**13. SECOND READING AND ADOPTION OF ORDINANCE 437 AMENDING SECTIONS 46-379(8), 46-414(2) AND 46-636 OF THE CODE OF ORDINANCES OF THE CITY OF SOCORRO, TEXAS TO CONFORM THESE SECTIONS TO THE REQUIREMENTS OF THE TEXAS ALCOHOLIC BEVERAGE CODE.**

**ADAM OCHOA**

A motion by Victor Perez seconded by Rene Rodriguez to *approve item thirteen (13)*.  
Motion passed.

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

Nays:

Absent:

**FINANCE DEPARTMENT**

**14. DISCUSSION AND ACTION ON APPROVING THE UNAUDITED FINANCIAL REPORT FOR JANUARY 2018.**

**CHARLES CASIANO**

A motion was made by Rene Rodriguez seconded by Cesar Nevarez to *approve the Unaudited Financial Report for January 2018*. Motion passed.

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

Nays:

Absent:

**PLANNING AND ZONING DEPARTMENT**

**15. DISCUSSION AND ACTION ON A REQUEST TO WAIVE THE EVENT PERMIT FEE FOR THE SAINT PETER AND PAUL CHURCH SPECIAL EVENT ON TRACT 12-B, BLOCK 5, SOCORRO GRANT AT 673 OLD HUECO TANKS ROAD.**

**ADAM OCHOA**

A motion was made by Victor Perez seconded by Rene Rodriguez to *approve to waive event fee. This is not for a religious event it is for a tax-exempt purpose item fifteen (15)*. Motion passed.

Yolanda Garcia and Joe Gandara spoke on this item.

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

Nays:

Absent:

**16. DISCUSSION AND ACTION ON THE PROPOSED CONDITIONAL USE PERMIT TO ALLOW A HOME DAYCARE ON LOT 26, BLOCK 4, VALLE DEL SOL, 10513 VALLE DEL MAR DRIVE. ADAM OCHOA**

A motion was made Victor Perez seconded by Rene Rodriguez to *approve for discussion item sixteen (16)*. Motion passed.

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

Nays:

Abstain:

**17. DISCUSSION AND ACTION ON THE FINAL PLAT APPROVAL FOR VISTA BONITA ESTATES SUBDIVISION UNIT 1 BEING A PORTION OF TRACT 5, BLOCK 24, SAN ELIZARIO GRANT. ADAM OCHOA**

A motion was made by Yvonne Colon-Villalobos *to discuss*. No second, Motion dies.

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

Sergio Jaime was signed up to speak but declined.

Daniel Hernandez and Lorenza Fraire spoke on this item.

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

Nays:

Abstain:

**CITY MANAGER**

**18. DISCUSSION AND ACTION ON THE RECRUITMENT OF CHIEF OF POLICE IN-HOUSE VS EXECUTIVE RECRUITMENT SERVICES. ADRIANA RODARTE**

A motion was made Victor Perez seconded by Rene Rodriguez to *approve the recruitment of chief of police through in-house service item eighteen (18)*.

Victor Perez rescinded his motion.

A motion was made by Victor Perez seconded by Ralph Duran to *approve the staff to do in-house recruitment service*. Motion passed.

Omar Roman was signed up to speak but declined.

Daniel Hernandez, Sergio Jaime, and Lorenza Fraire spoke on this item.

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

Nays:

Abstain:

## **MAYOR AND COUNCIL**

### **19. DISCUSSION AND ACTION TO CONDUCT A FORMAL INVESTIGATION ON THE CITY OF SOCORRO POLICE DEPARTMENT REGARDING RECENT EVENTS. *MAYOR ELIA GARCIA***

A motion was made Victor Perez seconded by Ralph Duran to *initiate and direct appropriate staff to begin an internal investigation of the Socorro Police Department with the parameters to include a timeline from the beginning of when incident occurred, all communication that took place prior to city staff being called, when City Manager was called, also to include analysis of established policies and procedures. Any contraventions. Also, potential abuse of power approve item nineteen (19)*. Motion passed.

Daniel Hernandez and Sergio Jaime, spoke on this item.

Chief Administrator Jasiel Munoz spoke on this item.

Lorenza Fraire was signed up to speak but was not present.

A motion was made by Victor Perez seconded by Ralph Duran to *suspend the rules to allow Sergio Cox to speak for three minutes*. Motion passed.

Sergio Cox spoke on this item.

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

Nays:

Abstain:

An amended motion was made by Victor Perez seconded by Rene Rodriguez to *have Human Resources Director handle the internal investigation, consult with city attorneys and staff as appropriate and also to engage if necessary and to include parameters included in the first motion*.

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

Nays:

Abstain:

**20. DISCUSSION AND ACTION TO REVIEW POSSIBLE VIOLATION OF POLICY NO. 37 AMENDMENT NO .6 SECTION VII., TRAVEL CANCELLATION. MAYOR ELIA GARCIA**

A motion was made by Victor Perez seconded by Ralph Duran to *direct staff to research other media policies/public relations (PR) policies from similarly sized organizations and bring back a proposal to council for potential adoption item twenty (20)* Motion passed.

Sergio Cox spoke on this item.

A motion was made by Cesar Nevarez seconded by Ralph Duran to suspend the rules to allow Sergio Cox finish his comments. Motion passed.

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

Nays:

Abstain:

Cesar Nevarez walked out 10:39pm.

Daniel Hernandez, Sergio Jaime, and Lorenza Fraire were signed up to speak but were not present.

An amended motion by Victor Perez seconded by Ralph Duran to *include draft policy be presented to council April 5, 2018 council meeting.* Motion passed.

Cesar Nevarez walked in at 10:42pm.

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

Nays:

Abstain:

**21. DISCUSSION AND ACTION TO REVIEW POSSIBLE VIOLATION OF POLICY NO. 37 AMENDMENT NO. 6 SECTION VII. TRAVEL CANCELLATION. MAYOR ELIA GARCIA**

A motion was made Ralph Duran seconded by Victor Perez to *review paragraph seven on travel policy and have Mr. Casiano present his findings to Council on the next meeting for item twenty-one (21).* Motion passed.

Daniel Hernandez, Sergio Jaime, and Lorenza Fraire were signed up to speak but were not present.

Sergio Cox spoke on this item.

An amended motion was made by Victor Perez seconded by Cesar Nevarez to *delete item twenty-one (21)*. Motion passed.

Sonia Teran was signed up to speak but was not present.

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

Nays:

Abstain:

**22. DISCUSSION AND ACTION THE CITY OF SOCORRO NEEDS TO REASSESS AND MAKE CHANGES TO THE 380 ECONOMIC DEVELOPMENT PLAN. THIS WILL HELP SUPPORT AND MAINTAIN A STRONG, VIBRANT LOCAL ECONOMY FOR YEARS TO COME. REQUESTING A PRIVATE COMPANY AND OR SPECIALIST IN THIS FIELD WHO CAN HELP DISCOVER, PLAN, AND ORGANIZE WAYS TO STIMULATE ECONOMIC GROWTH IN THE CITY. RECENT ATTEMPTS HAVE NOT PRODUCED SIGNIFICANT ECONOMIC DEVELOPMENT.**

***RENE RODRIGUEZ***

A motion was made by Victor Perez seconded by Rene Rodriguez to *approve item twenty (20)*.

Daniel Hernandez, Sergio Jaime, and Lorenza Fraire were signed up to speak but were not present.

Victor Perez rescinded his motion.

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

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

Nays:

Abstain:

**24. DISCUSSION AND ACTION TO ALLOW AT-LARGE REPRESENTATIVE RENE RODRIGUEZ AND DISTRICT 4 REPRESENTATIVE YVONNE COLON-VILLALOBOS TO ATTEND AN EXCLUSIVE WORKSHOP MEETING WITH THE MAYOR AND COUNCIL OF TERRELL TX ON APRIL 8TH & 9TH, 2018 TO DISCUSS ECONOMIC DEVELOPMENT.**

***YVONNE COLON-VILLALOBOS***

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

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

Nays:

Abstain:

**27. DISCUSSION AND ACTION ON ADVICE RECEIVED FROM CITY ATTORNEY IN CLOSED SESSION, AND ACTION TO APPROVE REAL ESTATE TRANSACTION; AUTHORIZE EMPLOYMENT OF EXPERT WITNESSES AND CONSULTANTS, AND EMPLOYMENT OF SPECIAL COUNSEL WITH RESPECT TO PENDING LEGAL MATTERS.**

***ADRIANA RODARTE***

**28. 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***

**29. 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 twenty-seven (27), twenty-eight (28) and twenty-nine (29)*. Motion passed.

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

Nays:

Abstain:

**30. ADJOURN**

A motion was made by Ralph Duran seconded by Victor Perez *to adjourn at 11:38 pm*. Motion passed.

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

Nays:

Abstain:

---

Elia Garcia, Mayor

---

Adriana Rodriguez, Executive Assistant for  
Olivia Navarro, City Clerk

---

Date minutes were approved

**THE ATTACHED REPORT IS**  
**CONFIDENTIAL AND**  
**PROTECTED BY THE**  
**ATTORNEY-CLIENT PRIVILEGE**  
**AND SHOULD NOT BE COPIED.**

Exhibit "A"

"A" tidinxE

***LER & Associates, Inc.***

January 12, 2018

Bruce Koehler  
Mounce, Green, Myers, Safi, Paxson & Galatzan, P.C.  
P.O. Box 1977  
El Paso, Texas 79999-1977

Dear Mr. Koehler:

As requested, the following is an investigative summary completed after careful review and consideration of interviews, documentation and information regarding the memorandum/complaint received from Adriana Rodarte, City Manager, to the Mayor and City Council members on September 1, 2017, subject reading as follows: *Discussion and action to file a formal complaint regarding district 4 representative's allegations against city manager and to discuss several concerns city manager has regarding district 4 representative's behavior and actions that raise potential liabilities.*

The purpose of the process was to investigate the following 4 issues:

1. An allegation of retaliation submitted by the city manager;
2. Whether Yvonne Colon-Villalobos improperly attempted to use her office to influence the conduct or outcome of an election;
3. Whether Yvonne Colon-Villalobos has improperly communicated with city staff in an effort to undermine or prevent the execution of a decision made by city council;
4. Whether Yvonne Colon-Villalobos attempted to intimidate or harass the city manager by claiming she (the city manager) did not obtain her employment position based on her qualifications and skill.

In investigating the above issues, I interviewed persons involved. They were advised of my role, which includes notification of my independent contractual relationship with your client, my fact-finding purpose, the confidential nature of the process, and that I would be reporting factual results and would not be involved in the outcome. Further, participants were advised to refer future questions, additional information, or concerns regarding the matter directly to me while the investigation remained open.

## Summary of Documentation and Interviews

The following persons were interviewed: Adriana Rodarte, City Manager; Miguel Rosas, Public Parks and Works Director; Lisa Wise, El Paso County Elections Administrator; and Yvonne Colon-Villalobos, District 4 Representative.

Numerous documents were provided including a 2-hour recorded meeting held between Ms. Colon-Villalobos, Adriana Rodarte, and Jim Martinez, City Attorney. The meeting was recorded by Ms. Colon-Villalobos.

Section 3.10 of the City Charter, entitled "Interference with Administration," states as follows:

Neither the City Council nor any of its members shall instruct or request the City Manager or any of the City Manager's subordinates to appoint or remove from office or employment any person, except with respect to those offices which are to be filled by appointment by the City Council under the provision of this Charter. Except for the purpose of inquiry and investigation, or as otherwise expressly provided by this Charter, the City Council shall interact with the administrative services of the City solely through the City Manager, and shall not give orders to any of the City Manager's subordinates, either publicly or privately, except with the City Manager's specific approval.

Additionally, the City has adopted an ordinance entitled "City Council Conduct with City Staff." This policy provides, in part, as follows:

Governance of the City of Socorro relies upon cooperation between Mayor and City Council Members, on the one hand, and City Manager and City Staff, on the other hand. . . . In order to facilitate this cooperation, each City Council Member should follow this code of conduct.

1. **Treat All Staff with Respect.** City Council Members shall communicate in a respectful manner with the City Manager and City Staff. Poor behavior towards City Staff is inappropriate.
2. **Positive Workplace Environment.** City Council Members shall help maintain a positive workplace environment for all City employees.
3. **Limit Contact to City Manager, City Attorney and City Department Heads.** City Council Member shall direct questions and requests for information regarding any issue relating to the operation of the City of Socorro to the City Manager, City Attorney, or Department Heads. The Office of the City Manager should be copied on any request, except those to the City Attorney. Requests for follow up or directions to staff should be made only through the City Manager. . . .
- ...
6. **No Involvement with Administrative Functions.** City Council Members shall not attempt to influence City Staff on the making of appointments, awarding of

contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

7. **No Directives to City Staff.** City Council Members shall not give instructions or directives to any City employee. Any directives or instructions must be made through the City Manager. . . .

### **Summary of Interviews**

I met with Ms. Rodarte at which time she verbally expressed her concerns as detailed in her September 1, 2017 memorandum to the Mayor and City Council Members. At the core of Ms. Rodarte's concerns is that Ms. Colon Villalobos potentially creates liability, exposure, and financial costs to the City. She is also concerned with the impact Ms. Colon-Villalobos has on Ms. Rodarte's ability to effectively perform as City Manager.

During my interview with Mr. Rosas, he too was concerned with Ms. Colon-Villalobos' interaction with him as a member of City Staff. He recalled a particular telephone call he received from her. In that conversation, Mr. Rosas said Ms. Colon-Villalobos was asking what could be done to bring back the item to award the bid to a different bidder. He said that would have been a different action than the one decided on by City Council and voted on in a Board meeting. In general terms, the issue involved a bid that was awarded to a bidder that was not the lowest. Mr. Rosas reported the phone call to Ms. Rodarte because he believed the request and call by Ms. Colon-Villalobos was inappropriate and not within protocol and process. He told Ms. Colon-Villalobos she should call Ms. Rodarte with that request. Mr. Rosas recalled that was not the first time Ms. Colon-Villalobos had called him about issues on which he believed she should have called Ms. Rodarte instead of him.

I had a meeting with Lisa Wise with the El Paso Elections Department. She was responsible for receiving and investigating the complaints regarding violations and misconduct during the election. While Ms. Wise advised me she could not share her investigation details, she stressed that the matter was closed and no further action would be taken.

The following are highlights of the meeting with Ms. Colon-Villalobos.

She denies engaging in any retaliatory behavior or taking any retaliatory action against Ms. Rodarte. She said she respects the work Ms. Rodarte has done up to now as City Manager. However, while she makes that statement, she also is critical of numerous actions Ms. Rodarte has taken in her capacity as City Manager. As one example, Ms. Rodarte reporting the complaints received during election time and forwarding to the El Paso Elections Department personnel. There are numerous examples Ms. Colon-Villalobos expressed during our meeting (which have been referred to in the emails reviewed as part of this investigative process). The fact that Ms. Colon-Villalobos states that she respects Ms. Rodarte's work as City Manager, but is

critical of her actions, is misaligned. She believes she has the right to question Ms. Rodarte because asking questions is how she states she is going to best learn and represent her constituency. In listening to the recorded meeting and reviewing email correspondence, Ms. Colon-Villalobos is clearly questioning and not satisfied with Ms. Rodarte's responses. I asked Ms. Colon-Villalobos to address her derogatory statements made against Ms. Rodarte during the recorded meeting. Ms. Colon-Villalobos said she felt that was a closed matter because she was not even aware she made the comments until she listened to the recording and once she did she apologized in a public manner in front of Council. Ms. Colon-Villalobos stressed she was running late for her meeting with Ms. Rodarte and Mr. Martinez and was very emotional due to some personal matters which was likely why she had made those comments against Ms. Rodarte and why the meeting felt adversarial to Ms. Rodarte. Ms. Colon-Villalobos strongly believes she has the right to ask questions and does not view those questions as anything other than keeping herself informed in her role as District 4 Representative.

## **FINDINGS**

In conclusion, the investigation revealed the following in response to the questions:

1. An allegation of retaliation submitted by the city manager;

Ms. Colon-Villalobos' actions are more "bullying" than retaliatory. The actions, line of questioning, tone and stance that she took towards Ms. Rodarte, most especially during the August 16, 2017 meeting, can be categorized as wanting to intimidate rather than take retribution. In fact, Ms. Colon-Villalobos alone cannot take any retaliatory action against Ms. Rodarte in her capacity as City Manager since Ms. Rodarte reports to the entire City Council and any action taken towards Ms. Rodarte must be agreed upon by the majority.

2. Whether Yvonne Colon-Villalobos improperly attempted to use her office to influence the conduct or outcome of an election;

This is a matter for the El Paso Elections Department to determine. It is my understanding from my meeting with Ms. Wise that they received the complaint and in line with the process have closed the complaint without further action necessary. For a more detailed finding, the matter must be addressed directly by the City of Socorro with the El Paso Elections Department.

3. Whether Yvonne Colon-Villalobos has improperly communicated with city staff in an effort to undermine or prevent the execution of a decision made by city council;

Ms. Colon-Villalobos denies any improper communication with City Staff; however, Mr. Rosas said he has received a call from Ms. Colon-Villalobos requesting he bring back an item which had already been voted on to City Council. While Ms.

Colon-Villalobos denies improper communication, Mr. Rosas' statement indicates that she improperly communicated with City Staff.

4. Whether Yvonne Colon-Villalobos attempted to intimidate or harass the city manager by claiming she (the city manager) did not obtain her employment position based on her qualifications and skill.

Ms. Colon-Villalobos' statements made during the recorded meeting between Ms. Rodarte and Mr. Martinez substantiate Ms. Rodarte's allegations of harassment and intimidation. Ms. Colon-Villalobos' tone is accusatory, and in fact when I met with Ms. Colon-Villalobos, she still had the same questions regarding Ms. Rodarte's behavior in spite of having received answers to her questions directly from Mr. Martinez and Ms. Rodarte during the meeting. Ms. Colon-Villalobos refuses to accept the answers or channel her questions through the Board. Her approach is bullying and not conducive to open two-way communication between her and Ms. Rodarte.

Given those findings and based on Section 3.10 of the City Charter, entitled "Interference with Administration," I further find that there are violations specifically as they regard to #1. Treat All Staff with Respect. Ms. Colon-Villalobos in her words, tone and stance demonstrated disrespect towards Ms. Rodarte at the very least on the occasion of their recorded meeting (a meeting which Ms. Colon-Villalobos herself recorded) but as reported by Ms. Rodarte in their usual interaction. While Ms. Colon-Villalobos apologized, the fact remains that the incident occurred and is in violation of the City Charter.

Ms. Colon Villalobos also violated the City Charter when she communicated with Mr. Rosas by communicating directly with staff on matters that should have been addressed by the Board or should have been taken to the City Manager. Her actions are perceived as involving herself in administrative functions, potentially directing City Staff, disrespecting the City Manager, and creating an uncomfortable work situation for City Staff which is clearly not conducive to a positive work environment and in violation of the above-mentioned City Charter.

This narrative serves as a summary of my investigation. If you would like more detailed information regarding the extensive interviews conducted and review of documents regarding the issues, please let me know and I will provide.

Thank you.

Sincerely,

Nora C. Ellis, PHR  
Electronic Signature

*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:** April 5, 2018  
**TO:** MAYOR AND CITY COUNCIL  
**FROM:** Adam Ochoa, Planning & Zoning Director  
**CC:** Adriana Rodarte, City Manager

**SUBJECT**

Consider and Take Action on Ordinance \_\_\_; an Ordinance amending section 46-260(2) of the Code of Ordinances of the City of Socorro, Texas to clarify multifamily dwelling uses and densities in the R-2 (Medium Density Residential) zoning district.

**SUMMARY**

The R-2 zoning district is the only zoning district in the City of Socorro that permits the development of multifamily dwellings. An amendment is needed to clarify the types of multifamily dwellings that are permitted in the R-2 zoning district as well as the number of dwelling units permitted on a multifamily lot.

**BACKGROUND**

Currently the R-2 zoning district permits multifamily dwellings at a maximum of 15 dwelling units per acre, but section 46-260(2) of the Code of Ordinances limits a maximum of four dwellings per lot (please see attached). This greatly restricts the ability to develop a multifamily apartment complex in the City of Socorro. This requirement also contradicts section 46-259 of the Code of Ordinances, which states the purpose of the R-2 zoning district (please see attached).

**STATEMENT OF THE ISSUE**

Section 46-259 of the Code of Ordinances states that that the purpose of the R-2 zoning district is to provide a mixture of single family and multifamily dwellings... "in order to create a more urban appearance." Restricting a maximum of four dwellings per lot does not create a more urban appearance in the City of Socorro and is contradictory to the purpose of the R-2 zoning district.

**STAFF RECOMMENDATION**

The Planning and Zoning Commission recommends APPROVAL for the proposed amendment to the Code of Ordinances.

The Planning and Zoning Department recommends APPROVAL for the proposed amendment to clarify multifamily dwellings in the R-2 zoning district.

## Existing Zoning Code Requirements

### **DIVISION 4. - R-2 - MEDIUM DENSITY RESIDENTIAL DISTRICT**

#### Sec. 46-259. - Purpose.

The purpose of this zone is to provide a mixture of single-family and multifamily dwellings to a maximum density of 15 dwelling units per acre, in order to create a more urban appearance.

#### Sec. 46-260. - Permitted uses.

- (2) Multifamily dwellings, including duplexes, townhouses, row houses, and other single-family dwellings with a maximum of four attached or detached dwelling units per lot.

*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

ORDINANCE \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION 46-260(2) OF THE CODE OF ORDINANCES OF THE CITY OF SOCORRO, TEXAS TO CLARIFY PERMITTED MULTIFAMILY DWELLING USES IN THE R-2 ZONING DISTRICT.**

**WHEREAS, the City of Socorro has heretofore established requirements for multifamily development in the R-2 zoning district within the city limits; and**

**WHEREAS, currently the R-2 zoning district section of the Code of Ordinances of the City of Socorro, Texas contradicts itself pertaining to multifamily development;**

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

**Section 1. That Chapter 46 (Zoning), Article IV (District Regulations), Division 4 (R-2 – Medium Density Residential), Section 46.260 (Permitted uses) be revised as follows:**

Section 46-260. – Permitted uses.

- (2) Multifamily dwellings, including, duplexes, triplexes, quadplexes, townhouses, row houses, and other dwellings with a maximum density of 15 dwelling units per acre.

**Section 2. Except as expressly herein amended, Chapter 46 (Zoning), of the Code of Ordinances of the City of Socorro, Texas, shall remain in full force and effect.**

**READ, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

CITY OF SOCORRO, TEXAS

\_\_\_\_\_  
Elia Garcia, Mayor

ATTEST:

\_\_\_\_\_  
Olivia Navarro, City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

---

James A. Martinez  
Socorro City Attorney

---

Adriana Rodarte, City Manager

Introduction and First Reading: March 15, 2018  
Second Reading and Adoption: April 5, 2018

*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:** April 5, 2018  
**TO:** MAYOR AND CITY COUNCIL  
**FROM:** Adam Ochoa, Planning & Zoning Director  
**CC:** Adriana Rodarte, City Manager

### SUBJECT

Introduction, First Reading and Calling for Public Hearing of Ordinance \_\_\_\_\_; an Ordinance amending the City of Socorro Master Plan, and the proposed rezoning of Tracts 2-E and 2-E-2, Block 11 Socorro Grant, from A-1 (Agricultural) to R-1 (Single Family Residential), R-2 (Medium Density Residential) and C-2 (General Commercial).

### SUMMARY

The subject property pertaining to this request is located on the south side of North Loop Drive, 345 ± feet west of its intersection with Rancho Viejo Drive. The subject property has an estimated area of 50.6911 ± acres, is owned by Ranchos of Socorro, LLC, 337 Borderland #7, El Paso, TX, 79932, and is being represented by CEA Group, 4712 Woodrow Beam, Suite F, El Paso, TX, 79924.

### BACKGROUND

The subject property is currently zoned A-1 (Agricultural) and is currently vacant/undeveloped. The applicant was seeking the proposed rezoning of the property to R-2 (Medium Density Residential) and C-2 (General Commercial) for the purpose of developing a new subdivision with two commercial lots and 163 single family residential lots. The front portion of the property directly fronting North Loop Drive is proposed to be rezoned to C-2 and the remaining portion of the property was proposed to be rezoned to R-2. North Loop Drive is a major arterial roadway, as designated in the City of Socorro Comprehensive Master Plan, where high intensity land uses and zoning designations such as what is being proposed are encouraged. The applicant will still need to go through the subdivision process of the City of Socorro for the proposed development.

According to the City of Socorro Comprehensive Master Plan Future Land Map, the projected land use for the subject property is agricultural. The subject property is adjacent to R-1 (Single Family Residential) and A-1 (Agricultural) zoned properties to the west, A-1 (Agricultural) zoned properties to the north, R-1 (Single Family Residential), C-2 (General Commercial) and A-1 (Agricultural) to the east, and the Union Pacific railroad to the south. According to the Flood Insurance Rate Maps, the referenced property lies within an area determined to be outside of the 500-year flood plain, more particularly described as Zone X.

During the March 20, 2018 Planning and Zoning Commission Meeting, much discussion took place between the Commission, the applicant and the adjacent residents about the proposed future subdivision that is to be developed on the subject property. The applicant agreed to several of the

adjacent resident's demands and also agreed to change the proposed rezoning of the portion of the subject property south of the Ysleta Lateral that is proposed to gain access from Rancho Viejo Drive to R-1 (Single Family Residential).

#### **STATEMENT OF THE ISSUE**

The applicant is seeking the proposed zone change to R-1 (Single Family Residential), R-2 (Medium Density Residential) and C-2 (General Commercial) for the purpose of developing a new subdivision on the subject property.

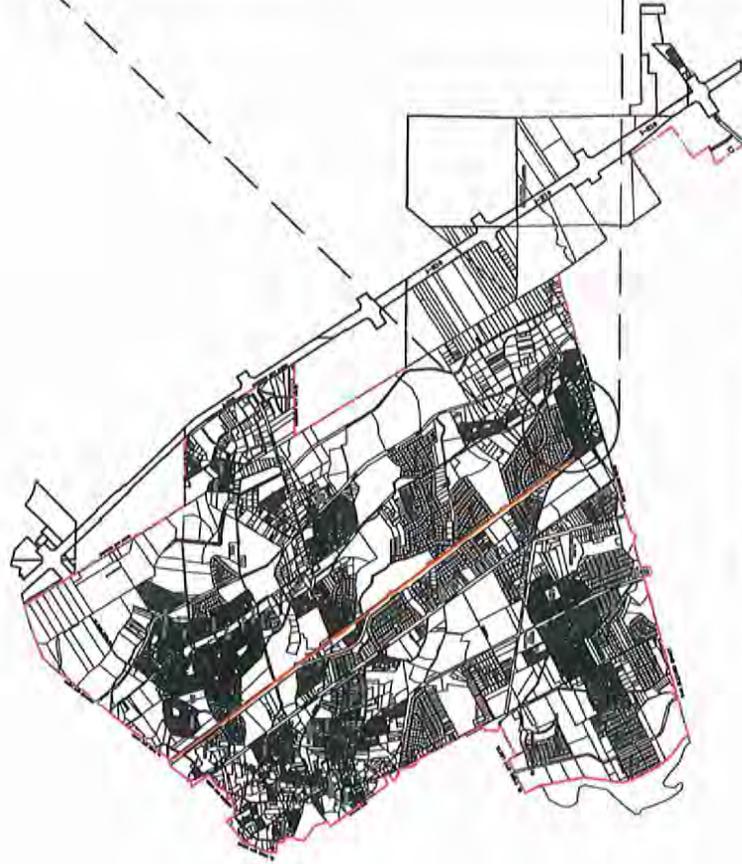
#### **STAFF RECOMMENDATION**

The Planning and Zoning Commission recommends APPROVAL with the condition that the portion of the subject property south of the Ysleta Lateral be rezoned to R-1 (Single Family Residential) instead of the originally proposed R-2 (Medium Density Residential).

The Planning and Zoning Department recommends APPROVAL to allow for the proposed development of the subject property for a new commercial and residential subdivision.



**PROJECT SITE;**  
North Loop Dr.  
Tracts 2-E & 2-E-2, Blk.11  
Socorro Grant



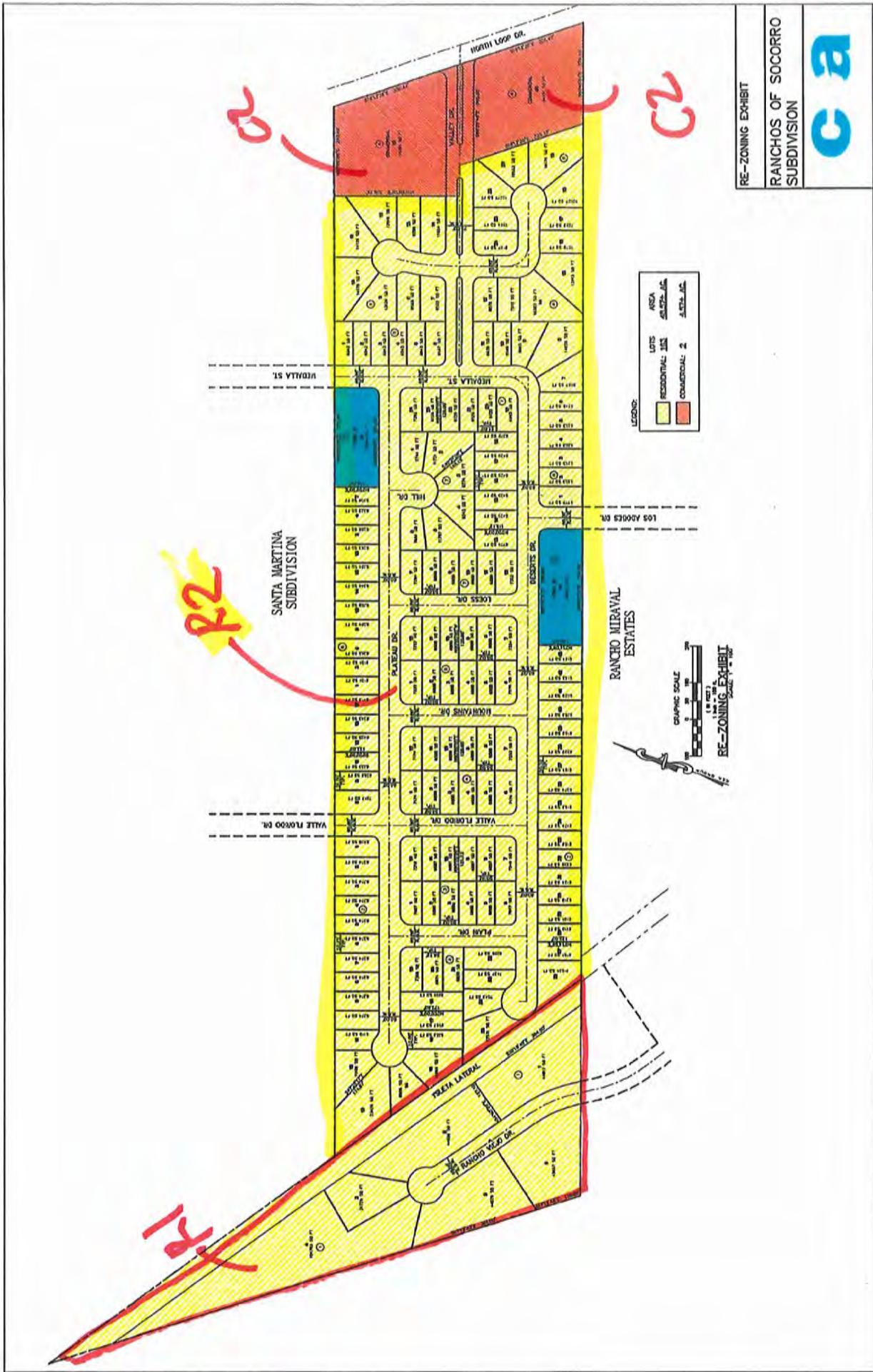
CITY OF SOCORRO

# LOCATION MAP

Scale: AS SHOWN







R1

R2

R2

R2

SANTA MARTINA  
SUBDIVISION

RANCHO MIRAVALE  
ESTATES

LEGEND:

LOTS	AREA
RESIDENTIAL 100	RESIDENTIAL 100
RESIDENTIAL 200	RESIDENTIAL 200



RE-ZONING EXHIBIT  
RANCHOS OF SOCORRO  
SUBDIVISION  
**ca**



## PLANNING AND ZONING DEPARTMENT

### Request for Rezoning

1. Name: Ranchos of Socorro LLC
- Address: 337 Borderland #7, El Paso, Texas 79932 Phone: (915) 581-2939
- Representative: CEA Group
- Address: 4712 Woodrow Bean, Suite F, El Paso, TX 79924 Phone: (915) 544-5232
2. Property Location: Approximately 1,400 lf west from the intersection of Anderson and North Loop
- Legal Description: Tracts 2-E and 2-E-2, Block 11, Socorro Grant, El Paso County, Texas

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

<u>50.6911 acres</u>	<u>Agricultural</u>	<u>vacant</u>
Area (Sq. ft. or Acreage)	Current Zoning	Current Land Use
<u>R-2 and C-2</u>		<u>residential and commercial development</u>
Proposed Zoning		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**

860 N. Rio Vista · Socorro, Texas 79927 · Tel: (915) 872-8531 · Fax: (915) 872-8673 · www.socorrotexas.org

*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

**ORDINANCE \_\_\_\_\_**

**AN ORDINANCE AMENDING THE CITY OF SOCORRO MASTER PLAN AND CHANGING THE ZONING DESIGNATION OF TRACTS 2-E AND 2-E-2, BLOCK 11, SOCORRO GRANT, FROM A-1 (AGRICULTURAL) TO R-1 (SINGLE FAMILY RESIDENTIAL), R-2 (MEDIUM DENSITY RESIDENTIAL) AND C-2 (GENERAL COMMERCIAL).**

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

That pursuant to Chapter 46 of the Codification of Ordinances of the City of Socorro, Texas, the Zoning Ordinance of the City of Socorro, as amended, the zoning of Tracts 2-E and 2-E-2, Block 11, Socorro Grant, has been changed from A-1 (Agricultural) to R-1 (Single Family Residential), R-2 (Medium Density Residential) and C-2 (General Commercial).

**READ, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

CITY OF SOCORRO, TEXAS

\_\_\_\_\_  
Elia Garcia, Mayor

ATTEST:

\_\_\_\_\_  
Olivia Navarro, City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

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

\_\_\_\_\_  
Adriana Rodarte, City Manager

Introduction and First Reading: April 5, 2018  
Second Reading and Adoption: April 19, 2018

*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:** April 5, 2018  
**TO:** PLANNING AND ZONING COMMISSION  
**FROM:** Adam Ochoa, Planning & Zoning Director  
**CC:** Adriana Rodarte, City Manager

### SUBJECT

Introduction, First Reading and Calling for Public Hearing of Ordinance \_\_\_\_\_; an Ordinance amending the City of Socorro Master Plan, and the proposed rezoning of Lot 4, Block 1 Wall Estates Replat A, 10790 Socorro Road, from A-1 (Agricultural) to SU-1 (Special Use Zone).

### SUMMARY

The subject property pertaining to this request is located on the south side of Socorro Road, 75 ± feet east of its intersection with Anahi Court. The subject property has an estimated area of 10,236 ± sq. ft. (0.2350 ± acres), is owned by Margaret A. Wall, 10772 Socorro Road, Socorro, TX. 79927, and is being represented by Michael Mang with J5 Infrastructure.

### BACKGROUND

The subject property is currently zoned A-1 (Agricultural) and is currently vacant/undeveloped. The applicant is seeking a rezoning of the property to SU-1 (Special Use Zone) for the purpose of developing a new wireless communication facility with a proposed 80-foot tall wireless communication tower camouflaged as a pine tree.

The proposed project is located within the City of Socorro Historical District and therefore the proposed construction designs were required to be reviewed by the City of Socorro Historical Landmark Commission (HLC). The proposed design of the site is in the purview of the HLC and on June 14, 2017 the HLC approved the construction designs of the wireless communication facility including the design of the tower as a pine tree. The HLC also placed a condition on the proposal requiring a six-foot tall cinder block wall covered in stucco painted "Mexican Chile" around the site instead of the originally proposed chain-link fence. The site is also required to provide a chain-link entrance gate for access to the site.

According to the City of Socorro Comprehensive Master Plan Future Land Map, the projected land use for the subject property is single family residential. The subject property is adjacent to R-1 (Single Family Residential) and R-2 (Medium Density Residential) zoned properties to the north, A-1 (Agricultural) zoned properties to the west, and the City of Socorro City Limits to the south and east. According to the Flood Insurance Rate Maps, the referenced property lies within an area determined to be outside of the 500-year flood plain, more particularly described as Zone X.

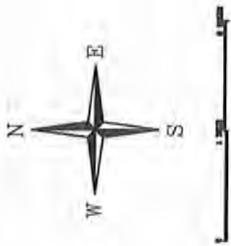
### **STATEMENT OF THE ISSUE**

The applicant is seeking the proposed zone change to SU-1 (Special Use Zone) for the purpose of developing a wireless communication facility on the subject property.

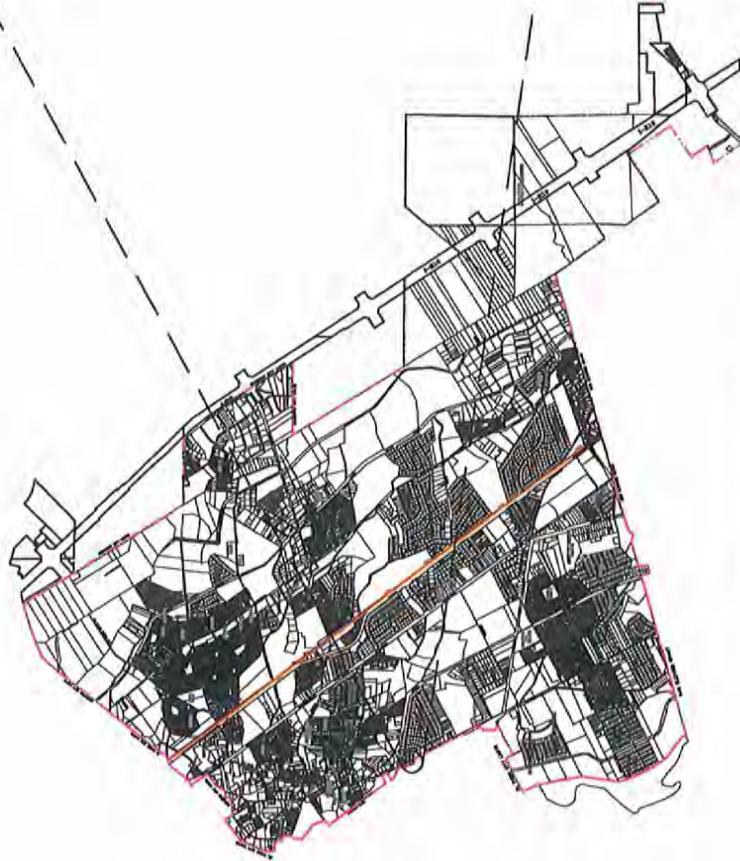
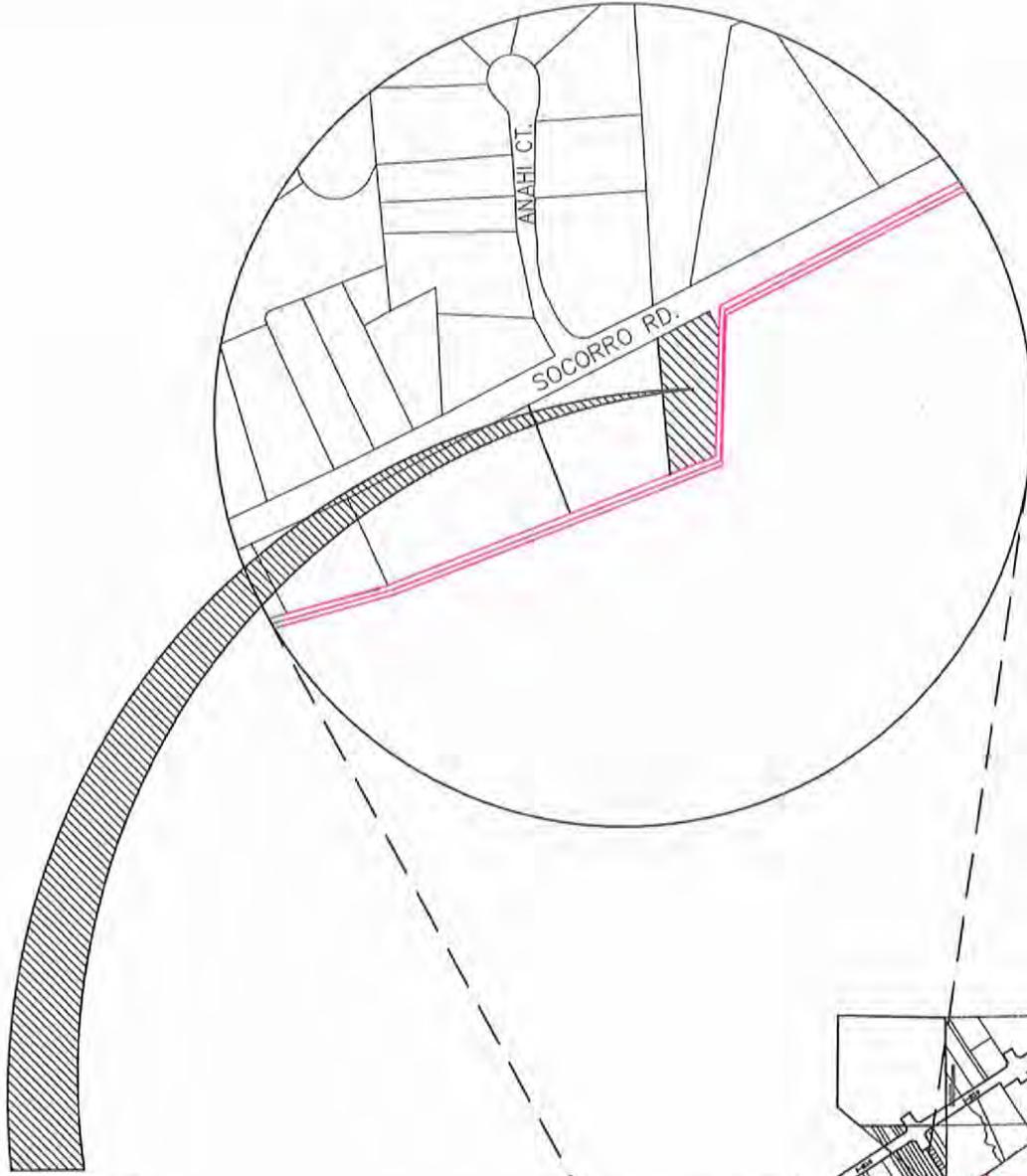
### **STAFF RECOMMENDATION**

The Planning and Zoning Commission recommends APPROVAL for the proposed zone change.

The Planning and Zoning Department recommends APPROVAL to allow for the development of the subject property for a new wireless communication facility.



PROJECT SITE;  
10790 Socorro Rd.  
Lot 4, Blk.1  
Wall Estates Replat A



CITY OF SOCORRO

## LOCATION MAP

Scale: AS SHOWN



10790 Socorro Rd.



**LEGEND**

[White]	Parcels
[Light Blue]	Zoning selection
[Light Green]	Parcels selection
[Light Blue]	A-1, AGRICULTURAL
[Light Green]	C-1, LIGHT COMMERCIAL
[Light Blue]	C-2, GENERAL COMMERCIAL
[Light Green]	HPO, HISTORICAL PRESERVATION DISTRICT
[Light Blue]	M-1, LIGHT INDUSTRIAL
[Light Green]	M-2, HEAVY INDUSTRIAL
[Light Blue]	PARK
[Light Green]	POND
[Light Blue]	R-1, SINGLE FAMILY RESIDENTIAL
[Light Green]	R-2, MEDIUM DENSITY RESIDENTIAL
[Light Blue]	R-3, HIGH DENSITY RESIDENTIAL
[Light Green]	RE, RURAL ESTATE
[Light Blue]	RM-1, RESIDENTIAL MOBILE HOME SUBDIVISION
[Light Green]	RM-2, RESIDENTIAL MOBILE HOME PARK
[Light Blue]	SM-1, SPECIAL USE ZONE
[Light Green]	TICUA RESERVATION
[Light Blue]	UNCLASSIFIED



**PLANNING AND ZONING DEPARTMENT**

**Request for Rezoning**

1. Name: Horizon Towers on behalf Bobby Wall
- Address: 10772 Socorro Rd. Socorro TX 79927 Phone: 1-915-309-1082
- Representative: Michael Mang J5 Infrastructure
- Address: 4520 Montgomery Blvd. N.E. #5 Phone: 505-328-6264

2. Property Location: 10790 Socorro Rd. Socorro TX 79927
- Legal Description: Block 1, Lot 4, Wall Estates Replat A Property situated in El Paso County, State of Texas. Containing 0.7970 Acres.
- If legal description is not available, a metes and bounds description will be required.

<u>11,375 +/-</u> Area (Sq. ft. or Acreage)	<u>A1</u> Current Zoning	<u>Raw Land Agricultural</u> Current Land Use
<u>SU-1</u> Proposed Zoning		<u>Wireless Communication Tower</u> Proposed Land Use

3. All owners of record must sign document.

*[Signature]* \_\_\_\_\_

Bobby Wall \_\_\_\_\_

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**

860 N. Rio Vista · Socorro, Texas 79927 · Tel: (915) 872-8531 · Fax: (915) 872-8673 · www.socorrotexas.org

**Came Apoaaca- Chair**  
Place of Mayor:  
Pro Tem Rene Rodriguez

**Daniel Fresquez**  
Place of District 1:  
Maria Reyes

**Ina Pinales**  
Place of District 2:  
Alejandro Garcia



**Gilbert Lujan**  
Place of District 3:  
Victor Pérez

**Hector De La Canal**  
Place of District 4:  
Yvonne Colon-Villalobos

(2) Spaces Vacant  
By:  
Mayor & Rep-At Large

## CERTIFICATE OF APPROPRIATENESS

No: 2017-6-14.8

Let this document serve as the certification that the City of Socorro's Historical Landmark Commission (HLC) has reviewed & is approving the following application as stated below. Furthermore the HLC finds that this proposed work will not adversely affect the architectural or historical significance of the mentioned property, and is consistent with the spirit and purpose of the historic preservation of the City of Socorro. Therefore, an appropriate building permit may be issued.

Applicant: Bobby Ray Wall & Michael Mang

For Work Located at: 10772 Socorro Rd

Work Specifically for: Cell phone Tower.

Conditions: 6ft cinder block covered in stucco & painted Mexican chile (Home Depot) & Entrance gate made out of chain link fence.

SIGNED: *Came Apoaaca*  
Chairperson, Historical Landmark Commission  
City of Socorro

DATE: 7/13/17





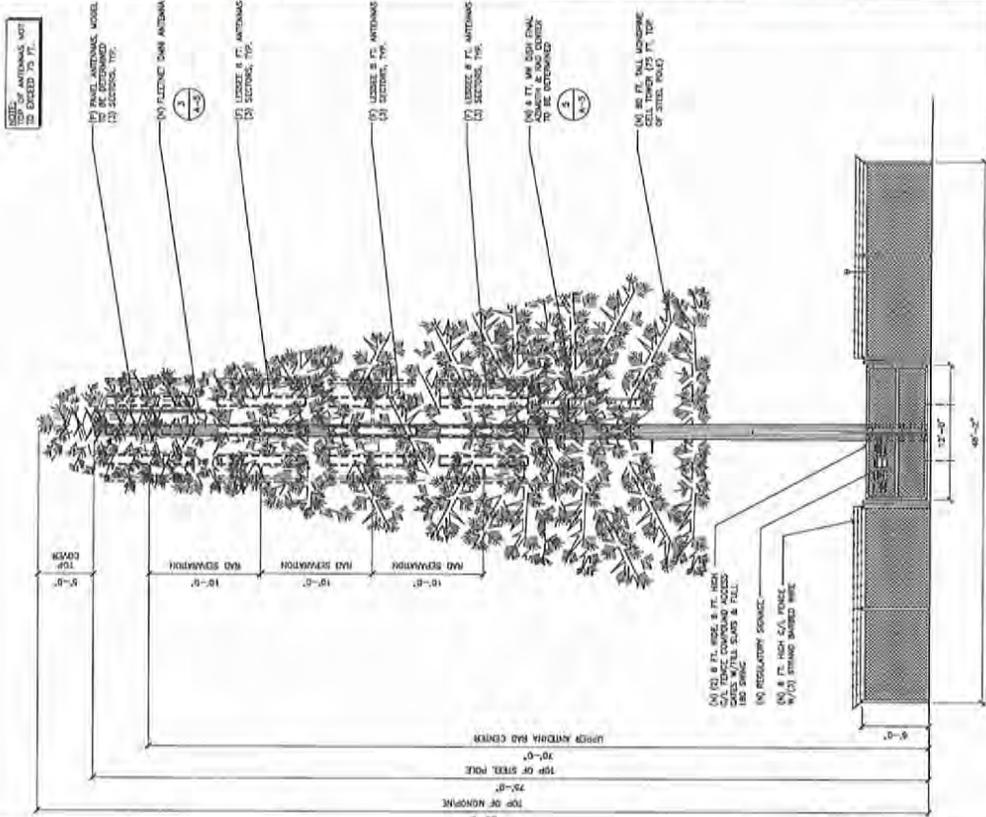
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△	4/19/17	SITE RELOCATION	B.S. BS
△	3/7/17	ZONING DRAWINGS	B.S. BS



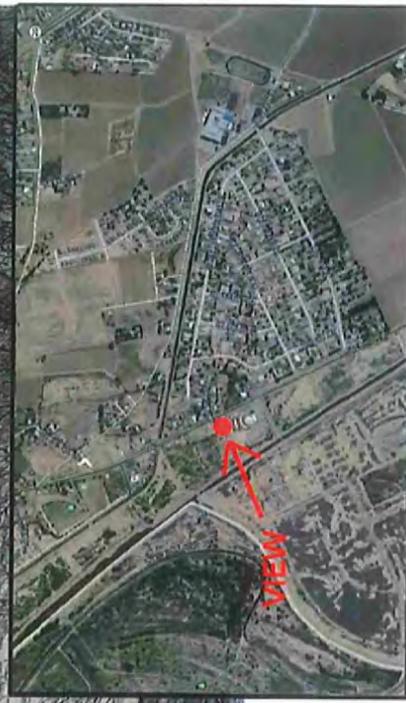
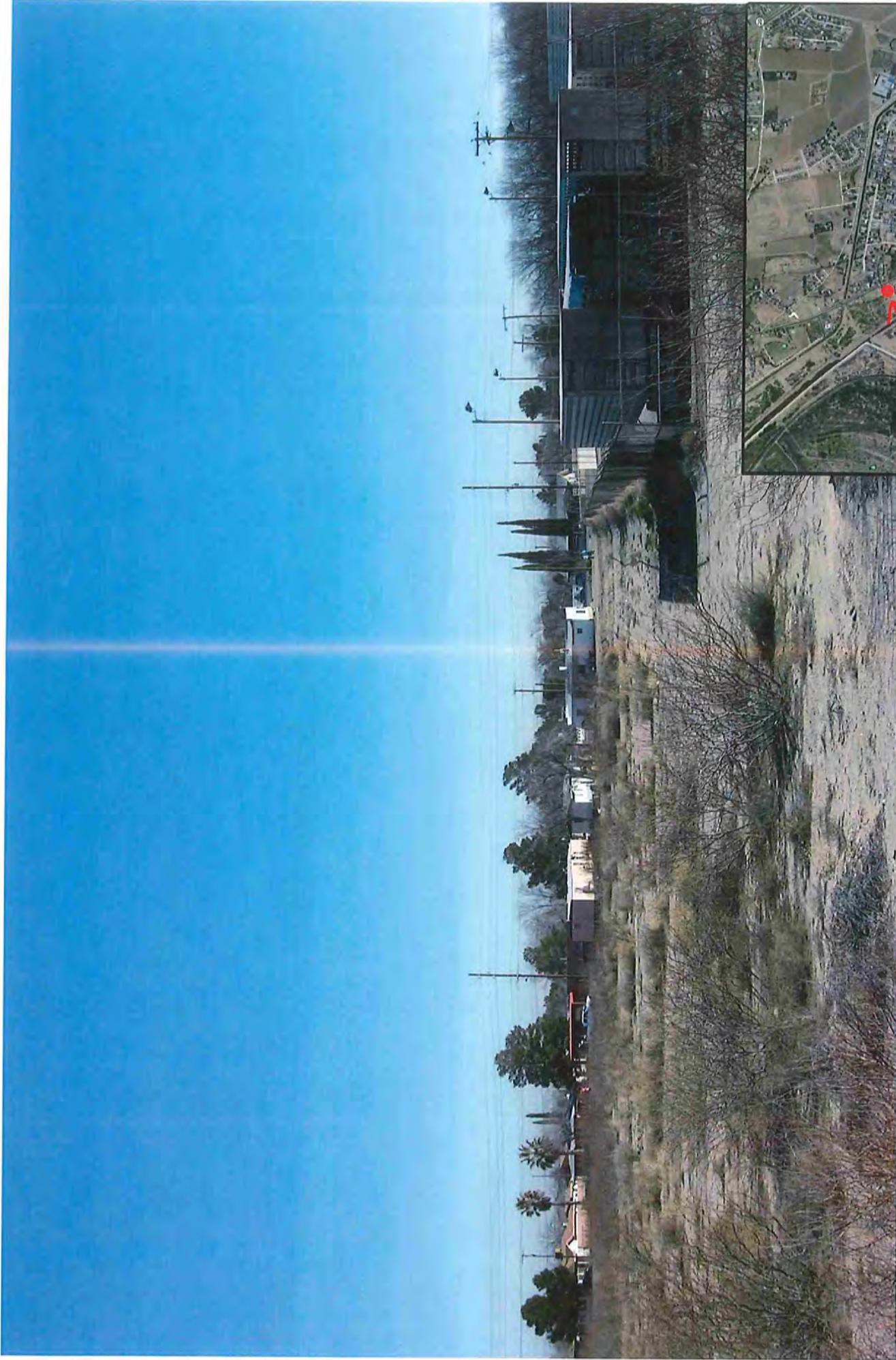
ELEVATIONS

A-3

STRUCTURAL ANALYSIS  
REQUIRED



FULL SCALE 3/16" = 1'-0"  
1/8" = 0.375"  
1/4" = 0.75"  
1/2" = 1.5"  
3/4" = 2.25"  
1" = 3"  
1 1/2" = 4.5"  
2" = 6"  
3" = 9"  
4" = 12"  
6" = 18"  
8" = 24"  
10" = 30"  
12" = 36"  
15" = 45"  
20" = 60"  
24" = 72"  
30" = 90"  
36" = 108"  
48" = 144"  
60" = 180"  
72" = 216"  
96" = 288"  
120" = 360"  
144" = 432"  
180" = 540"  
216" = 648"  
288" = 864"  
360" = 1080"  
432" = 1296"  
540" = 1620"  
648" = 1944"  
864" = 2592"  
1080" = 3240"  
1296" = 3888"  
1620" = 4896"  
1944" = 5904"  
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VIEW ORIENTATION MAP

**PREPARED FOR:**

**HORIZON TOWER, LLC**

**EXISTING VIEW**

**LOOKING NORTHEAST**

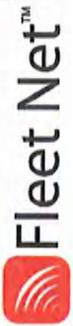
**TX4501**

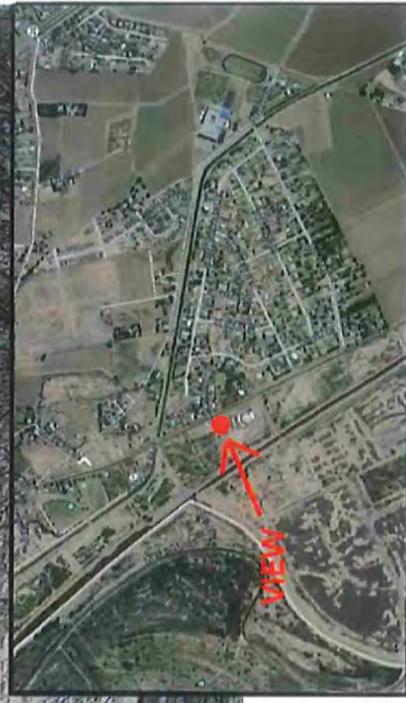
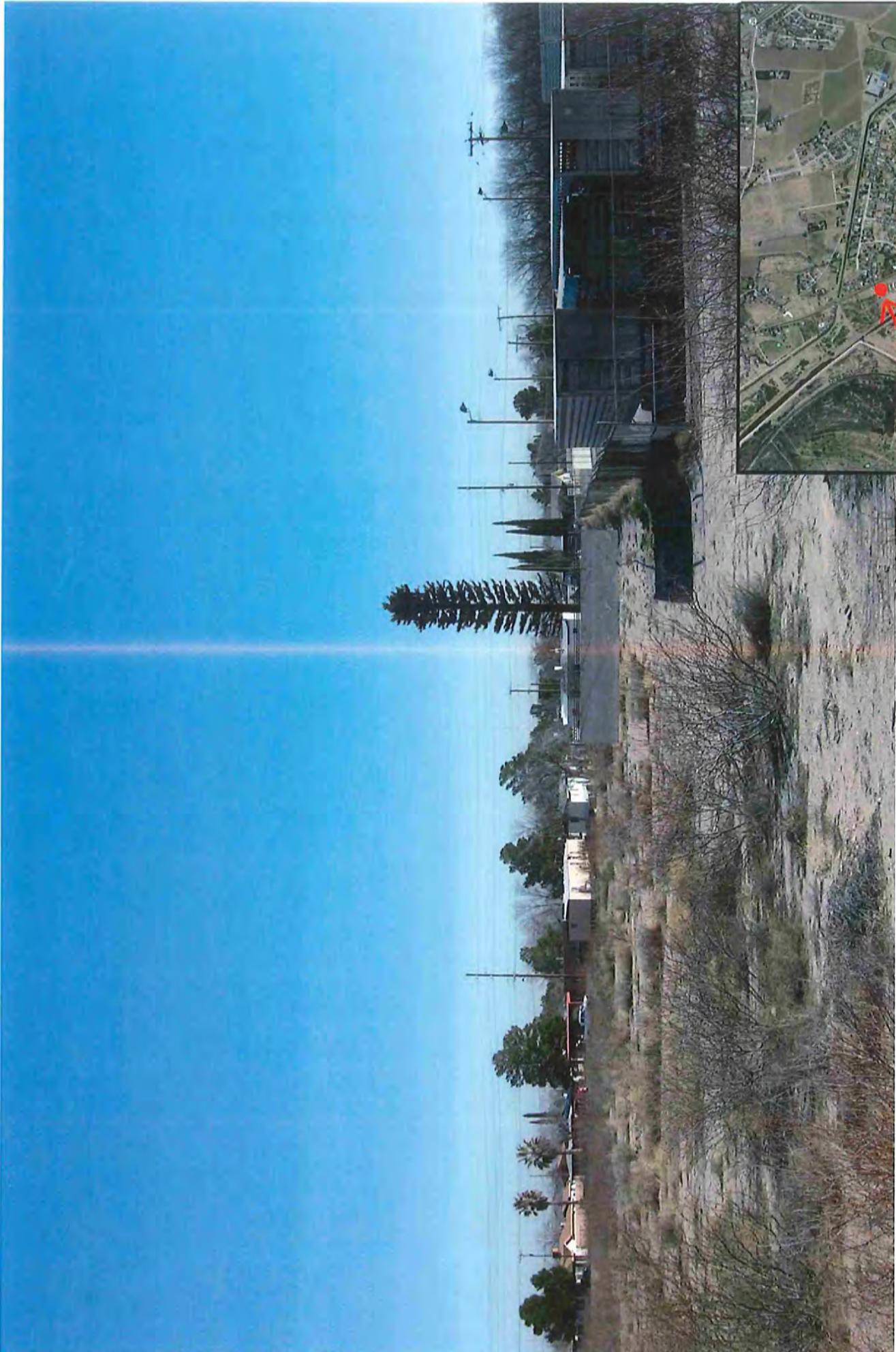
**10772 SOCORRO RD.  
EL PASO, TX 79927**

**PREPARED 2/24/17 BY:**



**407 S. PRICE RD.  
TEMPE, AZ 85281 602-426-8800**





VIEW ORIENTATION MAP

PREPARED FOR:

HORIZON TOWER, LLC

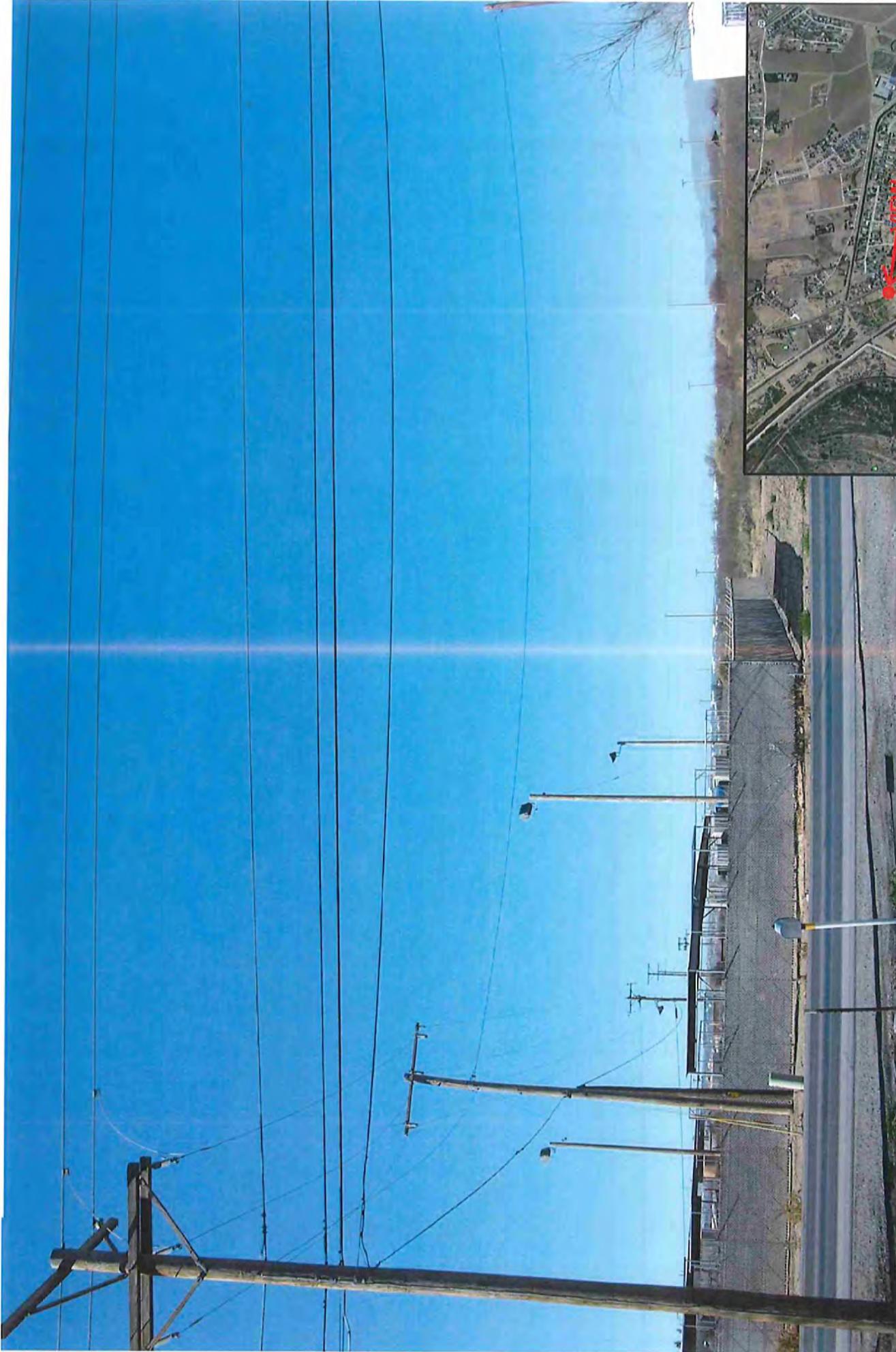
PROPOSED VIEW  
LOOKING NORTHEAST

TX4501

10772 SOCORRO RD.  
EL PASO, TX 79927

PREPARED 2/24/17 BY:



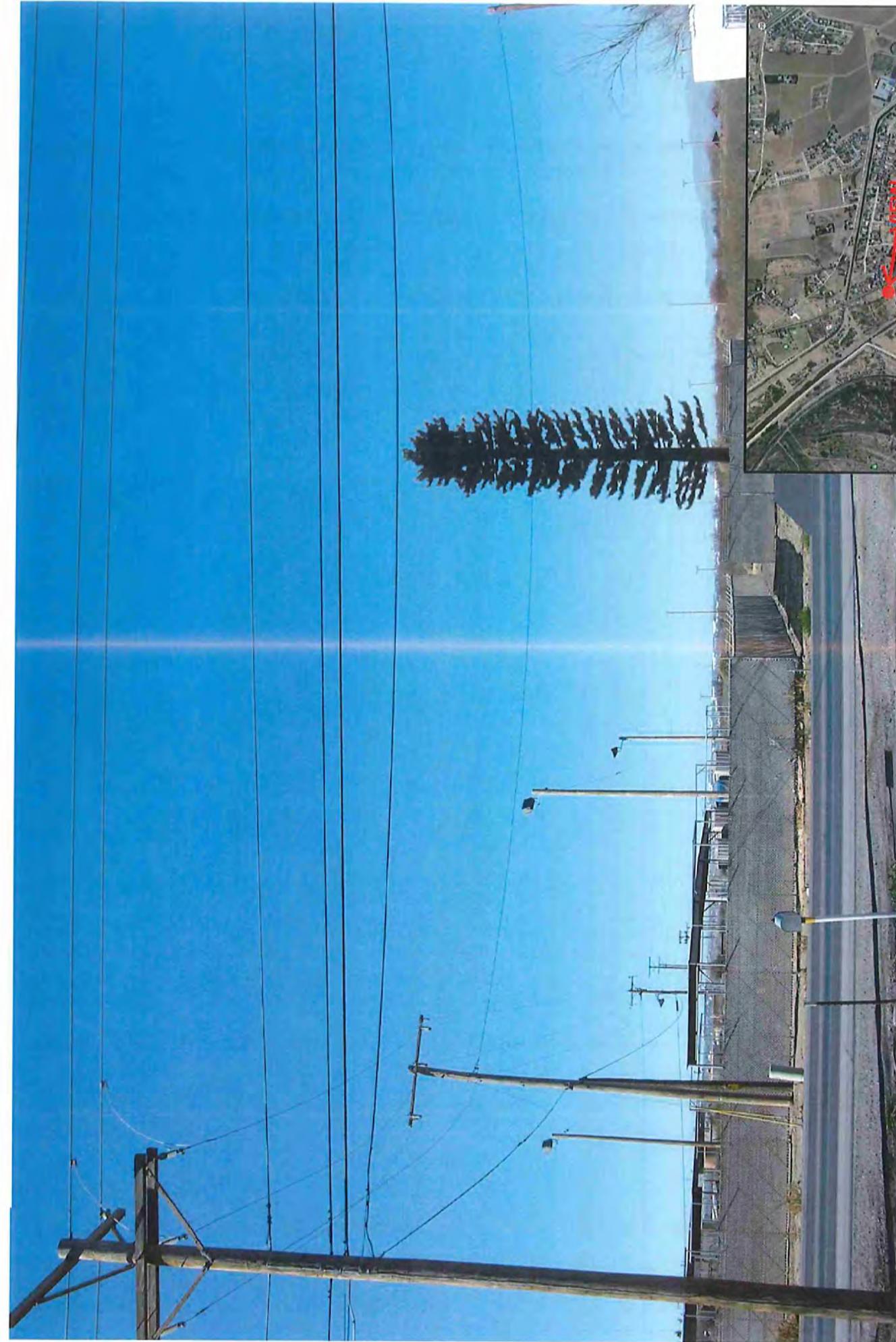


VIEW ORIENTATION MAP

**PREPARED FOR:**  
HORIZON TOWER, LLC  
**Fleet Net™**

**EXISTING VIEW**  
**LOOKING NORTHWEST**  
TX4501  
10772 SOCORRO RD.  
EL PASO, TX 79927

**PREPARED 2/24/17 BY:**  
**Clear Blue**  
**Services**  
407 S. PRICE RD.  
TEMPE, AZ 85281 602-426-9800



VIEW ORIENTATION MAP

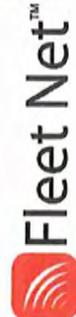
PREPARED 2/24/17 BY:



**Clear Blue**  
**Services**  
407 S. PRICE RD.  
TEMPLE, AL 36681 802-635-8800

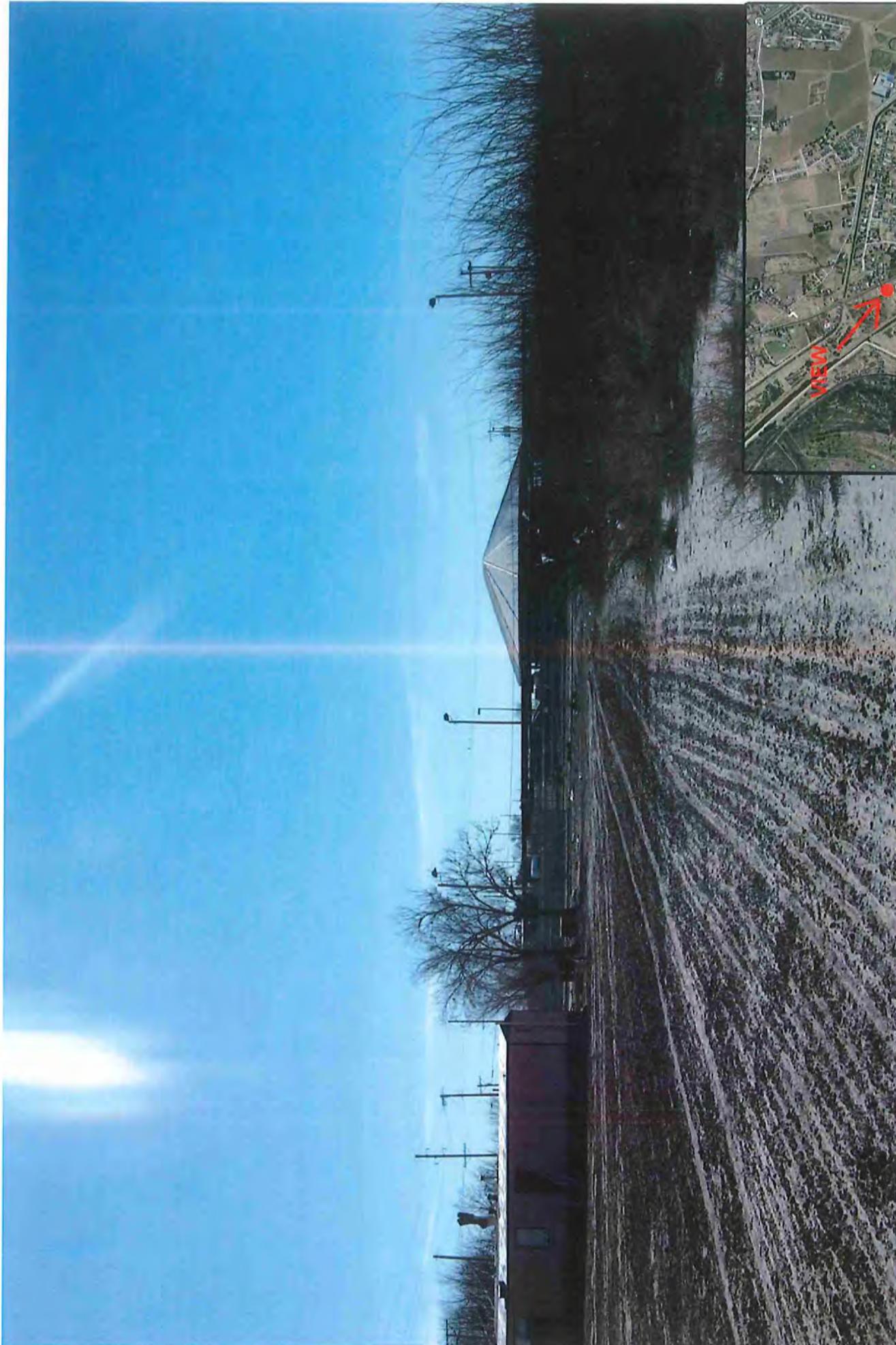
**PROPOSED VIEW**  
**LOOKING NORTHWEST**  
TX4501

PREPARED FOR:  
HORIZON TOWER, LLC



**Fleet Net™**

10772 SOCORRO RD.  
EL PASO, TX 79927



VIEW ORIENTATION MAP

PREPARED FOR:

HORIZON TOWER, LLC

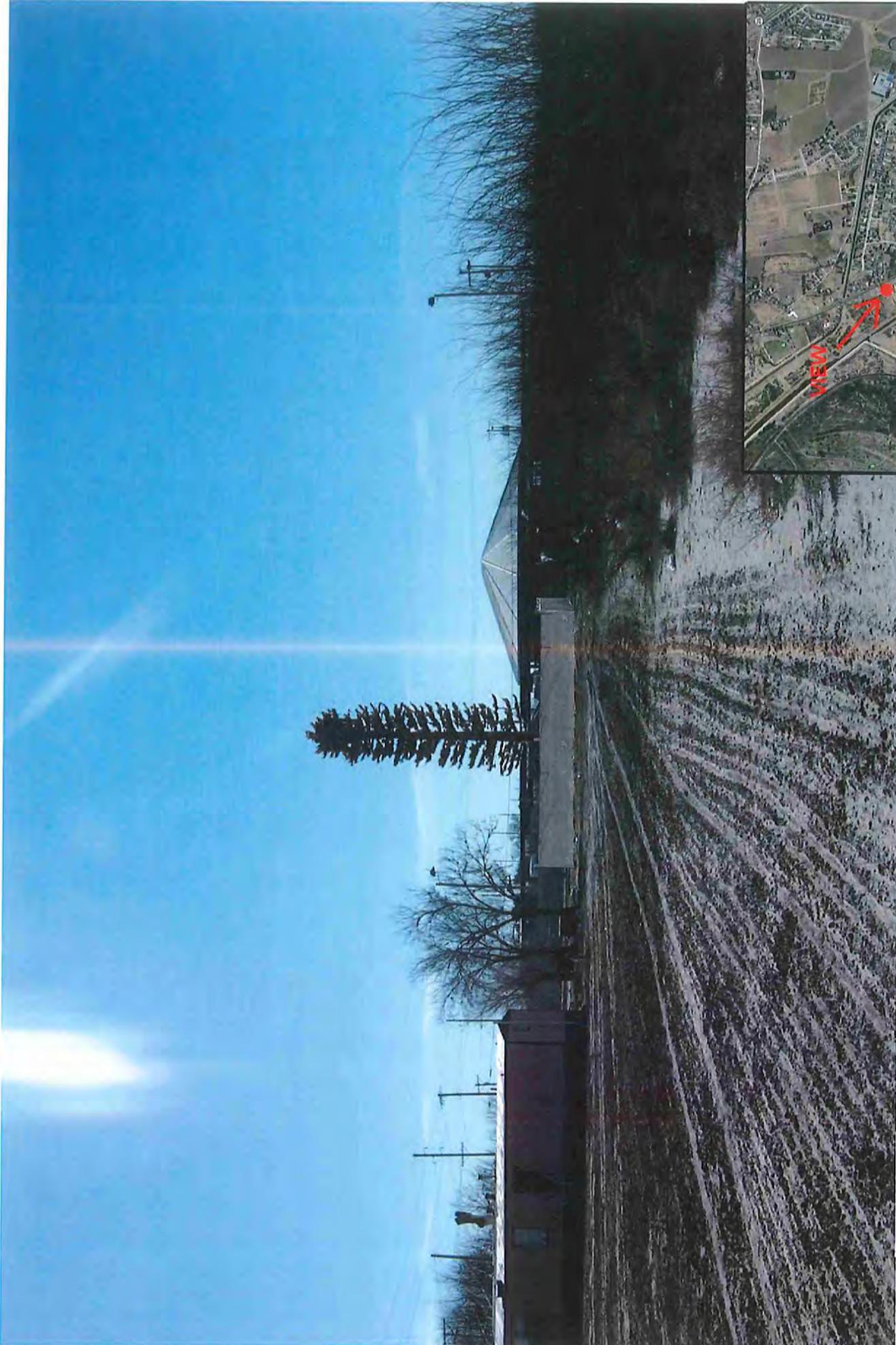
EXISTING VIEW  
LOOKING SOUTHEAST

TX4501  
10772 SOCORRO RD.  
EL PASO, TX 79927

PREPARED 2/24/17 BY:

**Clear Blue**  
**Services**  
407 S. PRICE RD.  
TEMPE, AZ 85281 602-438-9900

**Fleet Net**<sup>TM</sup>



VIEW ORIENTATION MAP

PREPARED 2/24/17 BY:



PROPOSED VIEW  
LOOKING SOUTHEAST  
TX4501

10772 SOCORRO RD.  
EL PASO, TX 79927

PREPARED FOR:

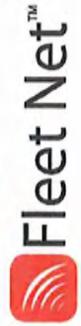




VIEW ORIENTATION MAP

PREPARED FOR:

HORIZON TOWER, LLC



EXISTING VIEW  
LOOKING SOUTHWEST  
TX4501

10772 SOCORRO RD.  
EL PASO, TX 79927

PREPARED 2/24/17 BY:





VIEW ORIENTATION MAP

PREPARED 2/24/17 BY:



**Clear Blue**  
**Services**  
407 S. PRICE RD.  
TEMPE, AZ 85281 602-438-9500

**PROPOSED VIEW  
LOOKING SOUTHWEST**

TX4501

PREPARED FOR:  
**HORIZON TOWER, LLC**



**Fleet Net™**

**10772 SOCORRO RD.  
EL PASO, TX 79927**

*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

**ORDINANCE \_\_\_\_\_**

**AN ORDINANCE AMENDING THE CITY OF SOCORRO MASTER PLAN AND CHANGING THE ZONING DESIGNATION OF LOT 4, BLOCK 1, WALL ESTATES REPLAT A, 10790 SOCORRO ROAD, FROM A-1 (AGRICULTURAL) TO SU-1 (SPECIAL USE ZONE).**

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

That pursuant to Chapter 46 of the Codification of Ordinances of the City of Socorro, Texas, the Zoning Ordinance of the City of Socorro, as amended, the zoning of Lot 4, Block 1, Wall Estates Replat A, 10790 Socorro Road, has been changed from A-1 (Agricultural) to SU-1 (Special Use Zone).

**READ, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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: April 5, 2018  
Second Reading and Adoption: April 19, 2018

## BUDGET/TAX DATES

1. Capital Program Workshop 1- Special CC Meeting May 17, 2018 at 4:00 p.m.
2. Capital Program Workshop 2- Special CC Meeting June 7, 2018 at 4:00 p.m.
3. Budget Workshop 3 – Special CC Meeting July 5, 2018 at 4:00 p.m.
4. Budget Workshop 4 – Special CC Meeting July 19, 2018 at 4:00 p.m.

### 1. August 2, 2018 City Council Meeting

- Discussion and action to approve the anticipated proposed Tax Rate for Fiscal year commencing October 1, 2018 thru September 30, 2019 for the City of Socorro, Texas.
- Discussion and action to approve the scheduling of two (2) public hearings on August 16 and September 6, 2017 for the anticipated proposed tax rate for the fiscal year commencing October 1, 2018 thru September 30, 2019.

2. August 15, 2018– City Manager must file the proposed budget with the city clerk the 30<sup>th</sup> 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 16, 2017 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.
- 1<sup>st</sup> 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 2019.

### 4. September 6, 2017 Regular City Council Meeting

- 2<sup>nd</sup> 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 2018.
- 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, 2018 and ending on September 30, 2019.**
- **Introduction, First Reading and Calling for a Public Hearing on an Ordinance adopting a budget for the fiscal year commencing October 1, 2018 and ending on September 30, 2019 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 13, 2017 Special City Council Meeting

- **Public Hearing** – An Ordinance adopting a budget for the fiscal year commencing October 1, 2018 and ending on September 30, 2019 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, 2018 and ending on September 30, 2019.
- **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, 2018 and ending on September 30, 2019 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, 2018 and ending on September 30, 2019.**
- *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.**



*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

March 30, 2018

**TO: MAYOR AND CITY COUNCIL MEMBERS**

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

**SUBJECT: Discussion & Action to enter into a contract with Monster Commercial Contractors for stabilization work needing to be done at the Rio Vista Community Center and designate City Manager or her designee to execute the contract.**

**SUMMARY**

The Rio Vista Community Center Capital Project is underway and is now ready for stabilization work to be done at the complex. The City received quotes for the work needing to be done for phase one. This phase of work will be the repair of adobe walls, crests, & parapets for the continued public use of the facility. The City met with the Texas Historical Commission as well as the National Trust for Historical Preservation on our vendors and feel confident with this vendor as they have knowledge about adobe work, construction of adobe bricks, and have seen the extent of damage at the facility. The City is requesting to move forward with this so as to finish before monsoon season.

**STATEMENT OF THE ISSUE:**

Currently the roof repair work has paused as there needs to be coordinated work on the flashing, and parapets for the roof to adhere properly and for the warranty to be valid.

**FINANCIAL IMPACT:** \$49,500 from the 2014 Certificates of Obligation

**ALTERNATIVE:** Choosing the next vendor.

**STAFF RECOMMENDATION:** Staff recommends Approval.

**REQUIRED AUTHORIZATION**

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

# Rio Vista Capital Project Stabalization Quotes Phase 1

BID #	DESCRIPTION	DATE RECEIVED	AMOUNT
1	Monster Commercial Contractors	1/10/2018	\$49,500.00
2	Oden Construction	3/28/2018	\$80,800.00
3	Avanyu LLC	3/23/2018	Unable to provide quote due to case load
4	Pat Taylor Inc	3/20/2018	Unable to provide quote already contracted for another job.

*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

April 2, 2018

**TO: MAYOR AND CITY COUNCIL MEMBERS**

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

**SUBJECT: Discussion & Action regarding Mission Trail Sponsorship**

**SUMMARY**

The Council previously this year has awarded \$15,000 in sponsorship for the Mission Trail Association for their yearly events. In the last discussion item council requested that staff meet with the MTA and that their budget be presented before the council for clarification on what the sponsorship funds would get used for.

**STATEMENT OF THE ISSUE:**

Staff is responding to the request of council to come back with their budget.

**FINANCIAL IMPACT:** Council had previously approved \$15,000 from the general fund.

**ALTERNATIVE:**

**STAFF RECOMMENDATION:** Staff recommends Council to speak with the Mission Trail in depth of their concerns. Staff has met with the organization and offered suggestions and input.

**REQUIRED AUTHORIZATION**

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



## 2017 First Thanksgiving Reenactment Budget

Sunday, April 23, 2017

Socorro Mission

328 S Nevarez Rd.

Socorro, TX 79927

Expense	Amount
<b>Entertainment</b>	
First Thanksgiving Reenactment and Zarzuela Arias Director, Dancers, Accompanist, Tenor, Soprano, Alto and Bass Soloists, Lighting, Sound System	\$ 4,500.00
Classical Guitar Performance	\$ 300.00
<b>Utilities</b>	
Black Tie Sanitation	\$ 190.00
Permit	\$ 300.00
<b>Promotions</b>	
El Paso Scene Ad.	\$ 944.80
Printing	\$ 349.00
<b>Supplies and Purchases</b>	
Water	\$ 30.00
<b>Rentals</b>	
Tables	\$ 250.00
Tents	\$ 740.00
<b>Total</b>	<b>\$ 7,603.80</b>



## October 2017 Spanish Knights Budget

Saturday, October 21, 2017

La Cueva Theatre

10180 Socorro Rd.

Socorro, TX 79927

Expenses	Amount
<b>Entertainment</b>	
Danzas Espanolas	\$ 1,850.00
Director, Dancers, Musicians, Sound, Lighting, Programs	
<b>Utilities</b>	
Cleaning	\$ 300.00
Food	\$ 300.00
<b>Promotions</b>	
El Paso Scene Ad.	\$ 300.00
<b>Supplies and Purchases</b>	
Tickets	\$ 20.99
Table Cloths	\$ 33.69
<b>Rentals</b>	
Theater	\$ 600.00
<b>Total</b>	\$ 3,404.68



## 2018 First Thanksgiving Reenactment Budget

Sunday, April 23, 2017

Socorro Mission

328 S Nevarez Rd.

Socorro, TX 79927

<b>Expense</b>	<b>Amount</b>
<b>Entertainment</b>	
First Thanksgiving Reenactment and Zarzuela Arias Director, Dancers, Accompanist, Tenor, Soprano, Alto and Bass Soloists, Lighting, Sound System	\$ 4,500.00
Classical Guitar Performance	\$ 400.00
Additional Musician	\$ 300.00
<b>Utilities</b>	
Black Tie Sanitation	\$ 190.00
Permit	\$ 300.00
<b>Promotions</b>	
El Paso Scene Ad.	\$ 944.80
Printing	\$ 1,100.00
Postage	\$ 50.00
Illuminated Signage	\$ 1,400.00
<b>Supplies and Purchases</b>	
Costume Cleaning	\$ 50.00
Food for Volunteers	\$ 300.00
Water	\$ 30.00
<b>Rentals</b>	
Tables	\$ 250.00
Tents	\$ 1,440.00
<b>Total</b>	<b>\$ 11,254.80</b>



## February 2018 Spanish Knights Budget

Saturday, February 24, 2018

La Cueva Theatre

10180 Socorro Rd.

Socorro, TX 79927

Expenses	Amount
<b>Entertainment</b>	
Danzas Espanolas	\$ 1,850.00
Director, Dancers, Musicians, Sound, Lighting, Programs	
<b>Utilities</b>	
Cleaning	\$ 300.00
Refreshments	\$ 300.00
<b>Promotions</b>	
<b>Supplies and Purchases</b>	
Tickets	\$ 12.99
Table Cloths	
<b>Rentals</b>	
Theater	\$ 600.00
<b>Total</b>	<b>\$ 3,062.99</b>

*Ella Garcia*  
Mayor

*Rene Rodriguez*  
At Large

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District 1



*Ralph Duran*  
District 2

*Victor Perez*  
District 3/Mayor Pro Tem

*Yvonne Colon-Villalobos*  
District 4

*Adriana Rodarte*  
City Manager

**DATE:** March 15, 2018  
**TO:** MAYOR AND CITY COUNCIL  
**FROM:** Adam Ochoa, Planning & Zoning Director  
**CC:** Adriana Rodarte, City Manager

### SUBJECT

Consider and take action on the final plat approval for Vista Bonita Estates Subdivision Unit 1, being a portion of Tract 5, Block 24, San Elizario Grant.

### SUMMARY

The subject property is located adjacent to the southeast boundary of the City of Socorro within the Extra Territorial Jurisdiction east of the Rancho Miraval Estates Subdivision. The proposed final plat area encompasses a total area of 68.954 acres and is owned by T4S, LLC. and El Paso Natural Gas Co. and is represented by Conde Engineering, Inc.

### BACKGROUND

The Vista Bonita Estates Subdivision Preliminary Plat was approved by City Council on January 4, 2018. All comments related to the preliminary plat have been addressed. Per the Flood Insurance Rate Maps, the referenced property lies within **Zone X** (Community Panel # 480212 0250B-B / FEMA, September 4, 1991). The proposed Vista Bonita Estates Subdivision Unit 1 Final Plat conforms with the previously approved Vista Bonita Estates Subdivision Preliminary Plat.

### STATEMENT OF THE ISSUE

The proposed subdivision will consist of the first initial phase of the Vista Bonita Estates Subdivision that will gain access to the area from Burbridge Road. Vista Bonita Estates Subdivision Unit 1 will consist of 200 single family residential lots with asphalt pavement, sanitary sewer, concrete sidewalks, water lines, street lighting, and street signalization. The proposed design does not include a public park, or a public pond (proposing on-site ponding).

### STAFF RECOMMENDATION

The Planning and Zoning Commission recommends APPROVAL for the proposed final plat with the condition that all comments from staff and the city engineer be resolved prior to the filing of the plat.

The Planning and Zoning Department recommends APPROVAL for the proposed final plat with the condition that all comments from staff and the city engineer be resolved prior to the filing of the plat.

## City of Socorro Planning & Zoning Department

### Vista Bonita Estates Subdivision Unit 1

#### Comments

1. There is 30 feet of Natural Gas Co. ROW within this subdivision. Since it is ROW, it should be removed from within any proposed lot. It cannot be part of any proposed lot. Please adjust lots as needed as long as they still meet the minimum lot size requirement.
2. Please provide the date of the survey.
3. Please provide ALL location and descriptions of all monuments found or set within the plat area. Include benchmarks within elevations shown and property corners.
4. Please provide the total acreage of the subdivision to the fourth decimal place.
5. Lot sizes shall also be provided in acreage to the fourth decimal place.
6. Please provide certification that all monuments are in place.
7. Please provide approval from all land authorities and utility companies having franchise in the area, including the adjacent railroad granting access to the subdivision.
8. Please make sure that the new addresses on Burbridge Road align with the those existing to the other side of the railroad tracks.







**DANNENBAUM ENGINEERING CO. – EI PASO, LLC**  
10737 GATEWAY BLVD. WEST SUITE 112 • EL PASO, TEXAS 79935 • (915)629-0401

February 19, 2018

Ms. Adriana Rodarte  
City Manager  
City of Socorro  
124 S. Horizon Blvd.  
Socorro, Texas 79927

RE: *Review of the revised Vista Bonita Estates Plat submitted February 08, 2018.*

Ms. Rodarte, we have reviewed the revised Vista Bonita Estates Plat submitted to us on February 8, 2018. In reviewing of the revised Plat(s), we submit the following comments and recommendations:

**Final Plat sheet 1 of 2 or 4?:**

1. Recommend that the City of Socorro coordinate the wording on the "Dedication Statement" with the EPNG Co.
2. There is a note on the 10' Utility Easements that states that the easements shall also be irrigation easements. Does that mean that irrigation ditches will be cut across streets and lots? If so who will maintain the ditch crossings at the streets? Also should the irrigation easements be included in the Dedication Statement?
3. Recommend adding statement on the Plat sheets on who will be responsible for constructing structures across the Salatral Lateral from Vista Bonita Estates to future Development.
4. Recommend that the Developer will install street monuments at all intersections.
5. Recommend adjustment of alignment at the Railroad Crossing for thru traffic.
6. On the Location Map, should the sheets be 1 and 2 of 2?

**Final Plat sheet 2 of 2 or 4?:**

1. Recommend adding statement on the Plat sheets on who will be responsible for constructing structures across the Salatral Lateral from Vista Bonita Estates to future Development.
2. There is a note on the 10' Utility Easements that states that the easements shall also be irrigation easements. Does that mean that irrigation ditches will be cut across streets and lots? If so who will maintain the ditch crossings at the streets? Also should the irrigation easements be included in the Dedication Statement?
3. Recommend that the Developer install street monuments at all intersections.

**Drainage Plan sheet 3 of 4:**

1. Recommend adjustment of alignment at the Railroad Crossing for thru traffic.
2. Recommend adding statement on the Plat sheets on who will be responsible for constructing structures across the Salatral Lateral from Vista Bonita Estates to future Development.
3. The portion of Burbridge Rd abutting the Salatral Lateral will need to be graded up to the grade of a future bridge crossing.
4. The Elevation for the Finish Grade on the Typical On Site Lot Ponding Plan, provide 0.0 reference elevation and clarify location of 0.83' elevation (0.83 elev show on home pad).
5. On the Typical Lot Grading Plan View we recommend that the Cross section be move to where the driveway path will be situated and that the cross section show that the proposed driveway slope down towards at low point on the driveway.
6. There is a Finish Grade elevation shown on the proposed Finish Floor/Building Pad site that is incorrect.

**Water and Sewer Plan sheet 4 of 4:**

1. Call out stub outs for the water and sewer lines along Burbridge Rd. and the Salatral Lateral.
2. Check the existing and proposed legend symbols for the water and sewer lines.

*Continues from Page 1.*

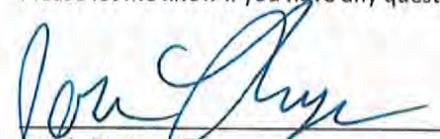
**Additional Comments:**

1. Will the El Paso Natural Gas (EPNG) parcels being traversed by dedicated streets be dedicated to the public or will they remain EPNG ROW? Or will the County be granted an access easement? If this Subdivision remains On-Site Ponding Subdivision how will the parcels belonging to the EPNG be graded to receive runoff?
2. Evaluate the intersection of Trent Rd. at the Railroad crossing for safer turning movements.

We also reviewed the Vista Bonita Estates Traffic Impact Study, we submit the following comments and recommendations:

1. Intersection of Trent Road and Burbridge Road - the intersection does not appear to line-up well and is a bit offset, it is recommended to better align the intersection (widen the roadway or adjust alignment) so the travel lanes line up. Also, recommend improving the EB right turn curb radii.
2. Recommend a right turn lane into the development from WB Trent Rd. to NB Burbridge Rd.
3. Recommend adding illumination at the intersection for increased safety.
4. Add signing and pavement markings for the RR crossing.
5. Page 14 – some of the Table 1.3 volumes do not appear to match the intersection volumes.
6. Update Traffic Impact Study to reflect revisions to subdivision.

Please let me know if you have any questions regarding these comments.



Jose L. Reyes, P.E.  
Office Manager  
Dannenbaum Engineering

Attached: Subdivision Redline Comments







**DRAINAGE REPORT:**

VISTA BONITA ESTATES SUBDIVISION UNIT 1 is on land that is flat due to being former farm land. The current subdivision retains its own runoff and there is no drainage shed entering or exiting the site. Within the subdivision, the lots will retain their own runoff. The streets will drain to the lots and the lots shall provide sufficient storm-water retention to capture 1/2 of the street runoff abutting each lot and the corner lots shall retain 1/2 of the street abutting the front and sides of each lot. The local streets have 3/8 feet of pavement, curb to curb. The streets will incorporate header curb (zero height curb) in order to drain the streets to the residential lots. Each residential lot will have a finished pad site that is eighteen (18) inches higher than the curb height of a minimum in order to prevent storm runoff infiltration into the residential homes.

Since Vista Bonita Estates Subdivision Unit 1 will be an on-site ponding subdivision, the lot owners are responsible for maintaining adequate provisions to accommodate all storm-water runoff generated from their respective lot, plus 1/2 of the runoff generated from all abutting street right-of-ways directly fronting the lot. Residential On-Site Ponding shall be limited to a maximum depth of 12 inches based on a 100 year storm event. Residential lots shall have permanent elevation markers installed to define the levels in which effective on-site ponding are maintained. No more than 50 percent of the area of each residential lot conveyed by deed shall be covered by improvements either temporary or permanent which shed storm-water, including but not limited to buildings, driveways, sidewalks, patios or landscaping underlain with plastic sheathing or other impermeable material.

Vista Bonita Estates Subdivision Unit 1, as per Federal Emergency Management Agency's Flood Insurance Rate Map, Community Panel number 480212-02770, effective date of September 4, 1991 is located in Flood Zone X (unshaded). No portion of Vista Bonita Estates Subdivision Unit 1 is shown to be within a special flood hazard area subject to a one percent or greater chance of flooding in any given year.

The 100-year flood is thus contained within each residential lot. As further noted, the finished floor elevation of each house is required to be at least 18 inches above the top of the average height of the curb in front of the lot, or 12 inches above the natural ground level surrounding the foundation, whichever is higher.

See typical graded lot detail below.

**Certification:**

Under local Gov. code §232.021 (4), "floodplain" means any area in the 100-year floodplain that is susceptible to being inundated by water from any source or that is identified by FEMA under the National Flood Insurance Act. By my signature below, I certify that the 100-year floodplain as so defined is contained within the following areas of Vista Bonita Estates Subdivision Unit 1:

ENGINEER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Yvonne C. Curry  
(Registration No. 64848 Tx.)

**INFORME DE DRENAJE:**

EL FRACCIONAMIENTO DE VISTA BONITA ESTATES UNIDAD 1 es una superficie plana originalmente de drenaje en donde a su altura del sitio. Dentro de la subdivisión, los lotes deberán proporcionar suficiente drenaje de retención de agua que provenga de 1/2 medio calle de en frente y de los lados de cada lote. Las calles locales tienen 3/8 pulgada de pavimento (cero en altura) para drenar de las calles hacia los lotes de viviendas. Cada lote residencial tendrá una altura de acabado de sitio que sea 18 pulgadas más alta que la altura del acera por lo menos con un mínimo de 12 pulgadas para prevenir la infiltración de agua de lluvia en las viviendas.

Como el Fraccionamiento de Vista Bonita Estates Unidad 1 será una subdivisión de almacenamiento en sitio, los propietarios son responsables de mantener provisiones adecuadas para manejar toda el agua de lluvia generada de su lote, más 1/2 del agua generada de todas las calles adyacentes directamente frente al lote. El almacenamiento en sitio de agua de lluvia debe ser limitado a una profundidad máxima de 12 pulgadas basadas en un evento de lluvia de 100 años. Los lotes residenciales tendrán marcadores permanentes instalados para definir los niveles en los cuales se mantendrá el almacenamiento en sitio. No más del 50 por ciento del área de cada lote residencial podrá estar cubierta por mejoras temporales o permanentes que drenen agua de lluvia, incluyendo pero no limitado para ser impermeabilizado con plástico u otros materiales impermeables.

El Fraccionamiento de Vista Bonita Estates Unidad 1, según el Mapa Nacional de Seguros de Inundación de la Agencia Federal de Emergencia No. 480212-02770, con fecha de vigencia del 4 de Septiembre de 1991, se encuentra en una zona de inundación X (sin sombreado). Ninguna parte del Fraccionamiento de Vista Bonita Estates Unidad 1 está dentro de una zona de riesgo de inundación especial de un por ciento o mayor.

La inundación de 100 años por lo tanto está contenida dentro de cada lote residencial. Como se indicó, la altura del piso terminado de cada casa debe ser al menos 18 pulgadas por encima de la parte superior de la altura media de la acera en frente del lote, o 12 pulgadas por encima del nivel del terreno natural que rodea la fundación, whichever sea mayor.

Ver detalle típico a continuación.

**Certificación:**

Bajo §232.021 de código de gobierno local (4), "inundación" significa cualquier área susceptible de ser inundada por agua de cualquier fuente o que se identifica por FEMA bajo la ley nacional de inundación de 100 años como así definida está contenida dentro de los límites de Vista Bonita Estates Subdivision Unit 1:

**MAP OF TOPOGRAPHY AND DRAINAGE  
(MAPA DE TOPOGRAFIA Y DRENAJE)  
(DRENAJE PLUVIAL)**







PLANNING AND ZONING DEPARTMENT  
APPLICATION FOR SUBDIVISION APPROVAL

Date: January 30, 2018

REQUIRED DOCUMENTS

1. Plat of proposed subdivision done by a registered land surveyor showing easements.
2. Title guarantee by a Certified Abstractor showing that the applicant owns or controls the proposed property and that the property is free from any liens or other encumbrances.
3. Property deed of proposed subdivision.
4. Property Tax Certificate.

**Application must be completed and validated prior to subdivision processing.**

Subdivision Name: Vista Bonita Estates Subdivision Unit 1

1. Legal description of Area: Being a Portion Tract 5, Block 24, San Elizario Grant, El Paso County, Texas.

2. Proposed Land Uses:

	Acres	Sites		Acres	Sites
Single Family	55.163	200	Office		
Duplex			Street & Alley	13.791	1
Apartment			Ponding/Drainage		
Mobile Home			Institutional		
P.U.D.			Other (Specify)		
Park/Pond					
School					
Commercial			Total No. Sites	201	
Industrial			Total Acreage	68.954	

3. What is existing zoning of the above described property? N/A
4. Will the residential sites, as proposed, permit development in full compliance with all zoning requirements of the existing residential zone(s). Yes X No \_\_\_\_\_

5. Which of the following public improvements will be installed in this development:

Pavement	X	Water Lines	X
Sidewalks, Curb and Gutter	X	Street Name Signs	X
Storm Sewer	X	Protective Fence	X
Flood Retention Pond	X	Guardrails	
Fire Protection		Street Lights	X
Survey Monuments	X	U/G Electric Lines	X
Sanitary Sewer	X	Other (Specify)	

6. Are sidewalks proposed along all dedicated streets? Yes X No \_\_\_\_\_  
If only along some streets, which ones? \_\_\_\_\_

7. What type of telephone easements are proposed?

Underground \_\_\_\_\_ Overhead \_\_\_\_\_ Both X

What type of electrical easements are proposed?

Underground \_\_\_\_\_ Overhead \_\_\_\_\_ Both X

What type of cable T.V. easements are proposed?

Underground \_\_\_\_\_ Overhead \_\_\_\_\_ Both \_\_\_\_\_

8. What type of drainage is proposed?

On Site Ponding

9. Remarks and/or explanation of special circumstances:

10. Owner of record: T 4 S, LLC P.O. Box 3860, Fabens, TX 79838 915-592-0283  
Name & address Zip Phone

11. Developer: T 4 S, LLC P.O. Box 3860, Fabens, TX 79838 915-592-0283  
Name & address Zip Phone

12. Engineer: Conde, Inc., 6080 Surety Drive, Ste. 100, El Paso, TX 79905 915-592-0283  
Name & address Zip Phone

Applicant's Signature: \_\_\_\_\_

Capacity: Representative

## Olivia Navarro

---

**From:** Adriana Rodarte <citymanager@ci.socorro.tx.us>  
**Sent:** Monday, April 2, 2018 10:31 AM  
**To:** 'Olivia Navarro'  
**Subject:** FW: Agreement for Vista Bonita

Please add to back up for the Vista Bonita Subdivision item

---

**From:** Conrad Conde [mailto:CConde@condeinc.com]  
**Sent:** Friday, March 30, 2018 8:31 AM  
**To:** P&Z Director <aochoa@ci.socorro.tx.us>; landcomagement@gmail.com; Yolanda Giner <yginer@eplawyers.com>; Yvonne Conde-Curry <ycurry@condeinc.com>; Michael M. Birkelbach <mbirkelbach@condeinc.com>  
**Cc:** Adriana Rodarte <citymanager@ci.socorro.tx.us>  
**Subject:** Re: Agreement for Vista Bonita

Adam, the attorney has drafted the agreement and pending the owners review and approval. Once we have the owner approval- we will forward to you all.

Thanks and have a great EASTER weekend

Sent from my iPad

On Mar 30, 2018, at 7:37 AM, Adam Ochoa <[aochoa@ci.socorro.tx.us](mailto:aochoa@ci.socorro.tx.us)> wrote:

Good Morning Mr. Conde,

What is the statues on the agreement that your applicant and his attorneys were to submit to the City for the development of Phase 4 of Vista Bonita Estates? Any information would be greatly appreciated. Thank you.

*Adam Ochoa*

Planning & Zoning Director  
City of Socorro, Texas  
860 N. Rio Vista  
Socorro, TX. 79927  
(915)872-8531  
<image001.jpg>

*Elia Garcia*  
Mayor

*Rene Rodriguez*  
At Large

*Cesar Nevarez*  
District 1



*Ralph Duran*  
District 2

*Victor Perez*  
District 3/Mayor ProTem

*Yvonne Colon-Villalobos*  
District 4

*Adriana Rodarte*  
City Manager

**DATE:** 03/20/2018

**TO:** City Clerk

**FROM:** Alejandra Valadez, Interim Grants Coordinator, City of Socorro

**SUBJECT:**

Resolution authorizing the City of Socorro to submit a grant application to the Office of the Governor Homeland Security Grants Division (HSGD) 2019 Local Border Security Program (LBSP) requesting \$52,320.60 in funding for overtime patrol hours (no cash match required).

### **SUMMARY**

The goal of the 2019 Local Border Security Program (LBSP) is to support Operation Border Star and enhance local law enforcement patrols to facilitate directed actions to deter and interdict criminal activity. Grant funds will be requested by the City of Socorro's Police Department to fund overtime patrol hours directly supporting Border Star operations.

### **BACKGROUND**

The Socorro Police Department has participated in the Local Border Security Program in the past. Currently, the Socorro Police Department administers a \$44,918.44 grant under this program, which has increased overtime patrol hours to 1,028 and overtime dispatcher hours to 99. The proposed continuation of the program will lead to increased patrolling hours in an effort to reduce border-related crime in Socorro, Texas.

### **STATEMENT OF THE ISSUE**

The City of Socorro sits directly across the border from Ciudad Juarez, Mexico, a metropolitan area with a population of over 1.3 million residents besieged by an ongoing drug cartel war that has the potential to spill into our city. The limited number of officers patrolling small border communities like Socorro, exposes a vulnerability that

transnational gangs can exploit to continue criminal enterprises, such as drug and human trafficking, smuggling of weapons, ammunition, and currency across the border, and the continued distribution of illegal merchandise and drugs to other parts of the country. Increasing the number of overtime patrol hours for Socorro PD officers, as well as increased coordination between federal, state, and local agencies, is necessary to curve existing threats from transnational border crime.

The City of Socorro's Police Department has a relatively small police force and a small operational budget, limiting its ability to hire more officers or cover overtime patrol expenses. This, in turn, limits our PD's capacity to engage in intelligence gathering, enhanced operations, and information sharing with law enforcement agency partners.

Grant funds must be secured on a continual basis to offset the costs of overtime patrol hours in order to ensure the safety of Socorro residents.

### **FINANCIAL IMPACT**

There is no match requirement for this grant.

### **ALTERNATIVE**

**NOT APPROVE** – City of Socorro Police Department will not apply for grant funding and will fund overtime patrol operations from its own departmental budget.

### **STAFF RECOMMENDATION**

It is the recommendation of the Grants & Special Projects Department that Council authorize the submission of a grant application to the Office of the Governor Homeland Security Grants Division (HSGD) 2019 Local Border Security Program (LBSP).



## Office of the Governor - Homeland Security Grants Division 2019 Local Border Security Program (LBSP) Request for Applications (RFA)

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The Homeland Security Grants Division (HSGD) of the Governor's Office is soliciting grant applications under the Local Border Security Program (LBSP) for projects that support Operation Border Star during state fiscal year 2019.

**Purpose:** Operation Border Star centers on the use of intelligence to increase the effectiveness of federal, state, and local law enforcement assets. **For FY 2019 the LBSP allowable costs have been expanded in an effort to better meet the needs of local departments and enhance funding that is available through other sources (e.g. Operation Stonegarden).**

The purpose of the program is to sustain interagency law enforcement operations and enhance local law enforcement patrols to facilitate directed actions to deter and interdict criminal activity. Program participants shall assist in the execution of coordinated border security operations in an effort to:

- 1) Increase the effectiveness and impact of Steady State and Surge Operations.
- 2) Reduce border-related criminal activity in Texas.
- 3) Implement and increase the effectiveness of operational methods, measures, and techniques for outbound/southbound operations.
- 4) Decrease the supply of drugs smuggled into and through Texas from Mexico.
- 5) Disrupt and deter operations of gang and cartel criminal organizations.
- 6) Decrease specifically targeted tactics (such as conveyance methods) for drugs in the Texas border region.
- 7) Decrease use of specific areas for crime as targeted in directed action missions.
- 8) Increase the effectiveness of air operations mission planning and prioritization.
- 9) Increase the coordination and integration of air-ground team operations to include Texas Military Forces (TMF) aviation, United States Customs and Border Protection (USCBP) Air and Marine, Texas Department of Public Safety (DPS) Aircraft Division, and United States Coast Guard (USCG) aviation support.
- 10) Increase the effectiveness of directed action missions based upon intelligence and analysis to ensure they target the most serious threats and are conducted in high pay-off areas.
- 11) Increase the number and quality of analytical intelligence products developed at the Unified Command and state levels.
- 12) Increase intelligence-based operations at the Unified Command level through integration of TxMap, sector specific information, and intelligence analysis.

**Available Funding:** State funds for these projects are authorized under the Texas General Appropriations Act, Article I, Rider 21 for Trusteed Programs within the Office of the Governor. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

**Funding Levels:**  
**Minimum: None**

*Elia Garcia  
Mayor*

*Rene Rodriguez  
At Large*

*Cesar Nevarez  
District 1*



*Ralph Duran  
District 2*

*Victor Perez/Mayor Pro Tem  
District 3*

*Yvonne Colon-Villalobos  
District 4*

## RESOLUTION #

**WHEREAS**, The City Council of the City of Socorro finds it in the best interest of the citizens of Socorro, Texas that the City of Socorro Border Star Program be operated for the 2018-2019 fiscal year; and

**WHEREAS**, the City Council of the City of Socorro agrees to provide applicable matching funds for the said project as required by the Local Border Security Program grant application; and

**WHEREAS**, the City Council of the City of Socorro agrees that in the event of loss or misuse of the Office of the Governor funds, the City of Socorro assures that the funds will be returned to the Office of the Governor in full.

**WHEREAS**, the City Council of the City of Socorro designates the Mayor and his/her designee as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Socorro approves submission of the grant application for the City of Socorro Border Star Program to the Office of the Governor.

PASSED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ 2018.

Grant Number: \_\_\_\_\_ 3000904 \_\_\_\_\_

CITY OF SOCORRO

\_\_\_\_\_  
Elia Garcia  
Mayor

ATTEST:

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Olivia Navarro  
City Clerk

## HSGD Funding Announcement: 2019 Local Border Security Program (LBSP)

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**Maximum: None**

**Match Requirement: None**

**Standards:** Grantees must comply with standards applicable to this fund source cited in the State Uniform Grant Management Standards ([UGMS](#)), and all statutes, requirements, and guidelines applicable to this funding.

**Prohibitions:** Grant funds may **not** be used to support the following services, activities, and costs:

- 1) inherently religious activities such as prayer, worship, religious instruction, or proselytization;
- 2) lobbying;
- 3) any portion of the salary of, or any other compensation for, an elected or appointed government official;
- 4) backfill costs for personnel participating in operations;
- 5) transportation, lodging, per diem, training fees or any related costs associated with participants who attend a training event;
- 6) purchase of vehicles;
- 7) purchase of equipment for government agencies that is solely for general agency use;
- 8) weapons, ammunition, tasers, or explosives;
- 9) postage;
- 10) admission fees or tickets to any amusement park, recreational activity or sporting event;
- 11) promotional gifts;
- 12) food, meals, beverages, or other refreshments, except for eligible per diem associated with grant-related travel;
- 13) membership dues for individuals;
- 14) any expense or service that is readily available at no cost to the grant project;
- 15) any use of grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources;
- 16) fundraising;
- 17) construction;
- 18) medical services;
- 19) legal fees;
- 20) legal services for adult offenders; and
- 21) any other prohibition imposed by federal, state, or local law.

**Eligible Applicants:**

- 1) Units of local government; and
- 2) Federally Recognized Native American tribes.
- 3) Eligible applicants must be located within a County within one of the six DPS Joint Operations and Intelligence Centers (JOIC) Regions including:
  - a) El Paso JOIC – El Paso County.
  - b) Coastal Bend JOIC – Aransas County, Bee County, Calhoun County, Dewitt County, Fayette County, Goliad County, Gonzales County, Guadalupe County, Jackson County,

## HSGD Funding Announcement: **2019 Local Border Security Program (LBSP)**

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Jim Wells County, Karnes County, Kleberg County, Lavaca County, Live Oak County, Matagorda County, McMullen County, Nueces County, Refugio County, San Patricio County, Victoria County, and Wharton County.

- c) Marfa JOIC – Brewster County, Culberson County, Hudspeth County, Jeff Davis County, Pecos County, Presidio County, Reeves County, and Terrell County.
- d) Del Rio JOIC – Dimmit County, Edwards County, Kinney County, Maverick County, Real County, Uvalde County, Val Verde County, and Zavala County.
- e) Laredo JOIC – Duval County, Frio County, Jim Hogg County, La Salle County, Webb County, and Zapata County.
- f) Rio Grande Valley JOIC – Brooks County, Cameron County, Hidalgo County, Kenedy County, Starr County, and Willacy County.

### **Eligible Costs:**

#### 1) PERSONNEL - OVERTIME

- a) Overtime for increased patrol and/or investigative capacity for certified peace officers.
- b) Overtime for law enforcement support personnel. These costs may include overtime for personnel necessary to support officers that are on patrol and participating in border security operations, such as Jailer overtime, or Communications Officer/Dispatcher overtime, necessary to maintain a safe Officer to Dispatcher ratio.
- c) Overtime for administrative personnel supporting border security grants.
- d) Overtime for law enforcement support and administrative personnel should be limited and anything greater than 10% may not be funded or may require significant additional data and justification.
- e) Applicants must provide a copy of the local overtime policy as approved by its governing board. This policy will be considered the official policy for grant purposes and must be used throughout the grant period. The policy must:
  - i. Clearly describe how overtime will be calculated;
  - ii. Be consistent with the agency's local overtime policy;
  - iii. Treat overtime for grant-paid personnel the same as non-grant paid personnel.
- f) Project Overtime (OT) shall be reimbursed following the grantee's overtime policy and the requirements as stated below:
  - i. OT is time actually worked that exceeds the required number of hours during an employee's designated work period, as per grantee's policies and procedures.
  - ii. OT must be worked to support border security operations.
  - iii. The project OT rate shall be no more than one-and-one-half (1.5) times the employee's regular pay rate.
  - iv. Exempt salaried employees may not be reimbursed for overtime unless the grantee's overtime policy specifically allows for this.
  - v. HSGD will only reimburse the grantee for OT that does not exceed a total of 16-hours worked (regular plus OT) during any 24-hour period.

2) **PERSONNEL** - REGULAR or STRAIGHT-TIME

- a) Augmentees: Personnel costs for law enforcement personnel who are not regular employees of a funded agency, but are brought on as needed to **specifically cover border security operations** so that there can be a force multiplier during a period of “surge.”
- b) **Regular time** for law enforcement personnel working border operations. Grant funds must be used to supplement existing funds and not supplant funds that have been budgeted for the same purpose.
- c) Part-time to Full-Time: Personnel costs for part-time law enforcement personnel in order to bring them to temporary full-time status.
- d) Regular time for administrative personnel supporting border security grant activities.

3) **EQUIPMENT**: Costs for equipment, or the rental of equipment, which will benefit the border security mission and will be routinely utilized during border security operations.

4) **SUPPLIES** and DIRECT OPERATING EXPENSE: Certain operational costs are also allowable, such as vehicle operating costs or costs for minor emergency repairs as described below, or for other services pre-approved by the HSGD that are critical to success of the program.

- a) The cost of **fuel**, lubricants, and minor emergency repairs or maintenance for vehicles, aircraft, boats, generators, and similar equipment used during the hours in which grant-funded staff are working.
- b) Only actual expenses supported by invoiced gas, oil, and repair or maintenance receipts may be reimbursed under this grant.
- c) Maintenance costs must be prorated to show the usage of vehicles or equipment for regular law enforcement duties as compared to usage while officers are working grant-paid patrols.
- d) The cost of minor emergency repairs, such as tire repair or fan belt replacement, to vehicles or equipment used in program operations is allowable.

**Eligibility Requirements:**

- 1) Eligible applicants must agree to perform the following activities:
  - a) Conduct Steady State operations and respond to calls for service.
  - b) Conduct enhanced law enforcement patrolling activities.
  - c) Conduct surveillance, interdictions, investigations, and collect and disseminate information within its jurisdiction or cross-jurisdiction lines as required.
  - d) Recognize and react to information/intelligence to adjust times and locations of enhanced patrol activities.
  - e) Report significant border-related events that occur during each 24-hour period.
  - f) Identify significant border-related trends or areas of interest that may be developed into focus areas for future operations.
  - g) Integrate air, ground, marine, and remote operations.

## HSGD Funding Announcement: 2019 Local Border Security Program (LBSP)

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- h) Participate in operational planning and coordination meetings, information/intelligence sharing meetings, and After Action Reviews (AARs) established by the Texas Department of Public Safety's (DPS) Joint Operations and Intelligence Centers (JOIC).
  - i) Participate weekly on the JOIC Unified Command conference calls or meetings as required by the JOIC.
- 2) Eligible applicants must agree to submit the **Daily Border Incident Assessment Report (BIAR)**. The BIAR is the primary incident and information-reporting tool for the grantee in local border security operations. The grantee shall ensure all BIARs conform to the respective standards outlined by the JOIC and are submitted within 24 hours of the end of shift and/or the timeframes established by the JOIC. The grantee shall report all activities that are considered Steady State activities, in addition to Enhanced Operation activities, to the JOIC. Steady State activities are defined as normal patrol or investigative duties that do not use grant funds, but directly impact the overall LBSP mission (organized crime arrests, terroristic activities, weapons trafficking arrests, kidnappings, human trafficking, human smuggling, home invasions with a border or organized crime nexus, illegal immigration, border-related murders, gang-related murders, vehicle thefts, or drug trafficking). Enhanced (Surge) Operations originate out of the use of LBSP funds when the local agency chooses to increase the hours of patrol or investigative bodies.
- 3) In order for an applicant to be eligible, the county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety for calendar years 2012 through 2016. This requirement must be met by August 1, 2018.
- 4) Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety (DPS) for inclusion in the annual Uniform Crime Report (UCR). To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year.
- 5) An application requirement pertaining to full compliance with Department of Homeland Security detainer requests applies to all municipal or county governments that operate a subdivision or department that detains individuals after arrest for a criminal violation. Full text of this certification can be found on the Narrative tab of each application or at [http://gov.texas.gov/cjd/dhs\\_detainerrequest](http://gov.texas.gov/cjd/dhs_detainerrequest). All applicants must select one of four options in their eGrants application to be considered for funding under this announcement.
- 6) Eligible applicants must have a DUNS (Data Universal Numbering System) number assigned to its agency (to request a DUNS number, go to <http://fedgov.dnb.com/webform/displayHomePage.do>).
- 7) Eligible applicants must be registered in the federal System for Award Management (SAM) database located at <https://www.sam.gov/>.
- 8) Failure to comply with program eligibility requirements may cause funds to be withheld and/or suspension or termination of grant funds.

**Project Period:** Projects selected for funding must begin on or after **September 1, 2018 and expire on or before August 31, 2019.**

## HSGD Funding Announcement: **2019 Local Border Security Program (LBSP)**

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**Application Process:** Applicants must access HSGD's eGrants grant management website at <https://eGrants.gov.texas.gov> to register and apply for funding. Additional requirements are included within the online application form.

**NOTE:** Applicants must upload the required Texas Direct Deposit Authorization Form, Texas Application for Payee Identification Number Form, and the IRS W9 Form for each application prior to submission. The eGrants system will not allow an application to be submitted until these forms are attached to the application. These forms are available for download from eGrants at <https://egrants.gov.texas.gov/updates.aspx> under the Financial Management section of Forms and Guides or from the Forms link on the Profile/Grant.Vendor tab within the grant application.

**Closing Date for Receipt of Applications:** All applications must be submitted, and certified, via HSGD's eGrants grant management website on or before **Thursday, March 29, 2018 by 5:00 PM CST**.

**Selection Process:** Applications will be reviewed by HSGD staff members in consultation with DPS Regional JOIC representatives. HSGD will make all final funding decisions based on eligibility and operational content which includes but is not limited to the following:

- 1) Compliance - Past compliance with grant requirements, reporting, and information sharing.
- 2) Performance – Impact and effectiveness of the Applicant's participation in previous border security operations or activities and effectiveness in using grant funds awarded for border security.
- 3) Risk – The Applicant's need as indicated by data available on border-related criminal activity, population, number of officers, and other factors.
- 4) Other Funding – The Applicant's history of applying for, receiving, and/or effectively utilizing other sources of funding available to support border security activities (e.g. Operation Stonegarden).

**Contact Information:** For technical assistance or additional information, contact HSGD at [eGrants@gov.texas.gov](mailto:eGrants@gov.texas.gov) or (512) 463-8382.

*Elia Garcia  
Mayor*

*Rene Rodriguez  
At Large*

*Cesar Nevarez  
District 1*



*Ralph Duran  
District 2*

*Victor Perez/Mayor Pro Tem  
District 3*

*Yvonne Colon-Villalobos  
District 4*

## RESOLUTION #

**WHEREAS**, The City Council of the City of Socorro finds it in the best interest of the citizens of Socorro, Texas that the City of Socorro Border Star Program be operated for the 2018-2019 fiscal year; and

**WHEREAS**, the City Council of the City of Socorro agrees to provide applicable matching funds for the said project as required by the Local Border Security Program grant application; and

**WHEREAS**, the City Council of the City of Socorro agrees that in the event of loss or misuse of the Office of the Governor funds, the City of Socorro assures that the funds will be returned to the Office of the Governor in full.

**WHEREAS**, the City Council of the City of Socorro designates the Mayor and his/her designee as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Socorro approves submission of the grant application for the City of Socorro Border Star Program to the Office of the Governor.

PASSED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ 2018.

Grant Number: \_\_\_\_\_ 3000904 \_\_\_\_\_

CITY OF SOCORRO

\_\_\_\_\_  
Elia Garcia  
Mayor

ATTEST:

---

Olivia Navarro  
City Clerk

*Elia Garcia*  
Mayor

*Rene Rodriguez*  
At Large

*Cesar Nevarez*  
District 1



*Ralph Duran*  
District 2

*Victor Perez*  
District 3/Mayor ProTem

*Yvonne Colon-Villalobos*  
District 4

*Adriana Rodarte*  
City Manager

**DATE:** 03/26/2018

**TO:** City Clerk

**FROM:** Alejandra Valadez, Interim Grants Coordinator, City of Socorro

**SUBJECT:**

Resolution authorizing the City of Socorro to submit a grant application to the Bloomberg Philanthropies 2018 Public Art Challenge requesting \$456,363 in funding for a Public Arts Initiative to spur economic and cultural development in the City of Socorro. The City's match contribution of \$500,000 will be included as per Resolution 503 – Capital Improvements Plan which includes Rio Vista Improvements.

### **SUMMARY**

The City of Socorro will submit a grant application to the Bloomberg Philanthropies' 2018 Public Art Challenge requesting \$456,363 in funding for a Public Arts Initiative which will include Rio Vista Farm Historic District rehabilitation/ renovations, an art gallery exhibition and artist workshop space, a permanent Bracero Program exhibit, and an artist residency program that will produce public art pieces and works to be displayed at key locations throughout the City of Socorro. The City's match contribution to this project is \$500,000 as per Resolution 503 – Capital Improvements Plan.

### **BACKGROUND**

“Bloomberg Philanthropies’ Arts Program works to showcase the potential of artists to act as civic leaders, drawing attention to and encouraging dialogue around pressing problems. The Public Art Challenge, founded to further this work, supports temporary public art projects that engage communities and enrich the quality of life in cities. The program, launched in 2014, engages mayors of U.S. cities with 30,000 residents or more to collaborate with artists and arts organizations to develop temporary public art projects that address civic issues.”<sup>1</sup>

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<sup>1</sup> Public Art Challenge. (2018). About - Public Art Challenge. [online] Available at: <https://publicartchallenge.bloomberg.org/about/> [Accessed 26 Mar. 2018].

The City of Socorro must capitalize on the talent of our local artists and artisans in order to create a new vision for our City, improve the appeal of our public spaces, increase foot traffic to private businesses, and drive economic and cultural development through the public arts.

### **STATEMENT OF THE ISSUE**

The City of Socorro is in need of economic development opportunities to support small businesses and small entrepreneurial efforts. Adding to this issue, is the dearth of business incubators, workforce development centers, public libraries, museums or cultural exhibits, and public arts venues throughout the City.

Nonetheless, Socorro is full of talented and entrepreneurial local artists, artisans, and community members thirsty for economic development opportunities and support networks. Moreover, the City of Socorro is unlike many of our neighboring cities and communities, boasting a rich Bracero Program and Mission Trail history, an eclectic semi-rural vibe, and an engaged group of artists that are eager to share their passion with others.

It has long been theorized that economic development initiatives driven by talent and human capital can have positive impacts on the revitalization of varying business sectors, as well as on the networking support systems that many business startups rely on to grow their businesses and create and sustain jobs<sup>2</sup>.

The City of Socorro must capitalize on its physical assets and human capital in order to spur economic and cultural development and improve the quality of life of our residents through the public arts.

### **FINANCIAL IMPACT**

The City's match contribution of \$500,000 will be included as per Resolution 503 – Capital Improvements Plan which includes Rio Vista Improvements.

### **ALTERNATIVE**

NOT APPROVE – The City of Socorro will not apply for grant funding and will not implement a Public Arts Initiative through the Rio Vista Farm Historic District.

### **STAFF RECOMMENDATION**

It is the recommendation of the Grants & Special Projects Department that Council authorize the submission of a grant application to the Bloomberg Philanthropies 2018 Public Art Challenge in the amount of \$456,363.

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<sup>2</sup> Elizabeth Currid (2010) How Art and Culture Happen in New York, Journal of the American Planning Association, 73:4, 454-467, DOI: 10.1080/01944360708978526

# How to apply

Supporting Innovative Temporary Public Art Projects that Enhance the  
Vibrancy of Cities

**START APPLICATION**

**RETURN TO APPLICATION**

## Dates & Deadlines

**April 19, 2018**

application deadline

**Fall 2018**

winners announced

## Eligibility

## 30,000+ Residents

U.S. cities are required to have 30,000 residents or more to apply.

## Lead Applicant

Applications must be submitted by the mayor or chief executive of the host city on behalf of a collaboration between the city and an artist and/or arts organization.

## Selection Criteria

- Innovative public art project
- Potential for positive impact on the host city
- Proof of clear, specific partnership between local government and artists and/or arts organizations
- Commitment to evaluating outcomes
- Evidence of technical feasibility of the project idea and its implementation (i.e. staff, consultants, fabricators, engineers, strategy for regulatory approvals, etc.)
- Appropriate budget and capacity to leverage other sources of support
- Strong marketing and audience engagement strategies

## Frequently Asked Questions

### Funding

#### **How much will Bloomberg Philanthropies award to a single project?**

Up to \$1 million will be awarded by Bloomberg Philanthropies for selected projects. The grant may not be used to fund 100% of project costs. The grant is intended to provide catalytic funds as part of a strong, committed group of supporters for each project.

#### **What is the duration of the grant?**

Grant funds will be available for development and execution of the project over a maximum of 24 months following the announcement of final awards.

## Eligibility

### **Does someone from City Hall have to submit the application? Can a private citizen or non-governmental entity apply? What about a city agency?**

Your application must be submitted by the mayor or chief official of your city. The application must be on behalf of a collaboration between the host city and an artist and/or arts organization.

### **Can a city submit multiple applications?**

No, each city can only submit one application for one project.

### **Can applications be from partnerships of two or more cities, city and regional governments, or other combinations of government entities (multiple agencies)?**

Yes, partnerships and multi-site projects are welcome. Cities may apply as part of a consortium but only one city can serve as the lead applicant. Information about all consortium members will need to be included in the application materials.

### **Does the application have to be for a new public art project or can it be an in-progress project?**

Bloomberg Philanthropies encourages all applicants to submit new ideas for temporary public art projects that have the potential for positive impact on the host city. However, projects that are in development and have not yet been realized will also be considered.

### **What types of temporary public art projects will be considered?**

We encourage submissions from all artistic disciplines for projects that fulfill the selection criteria. Visual and performing arts, including multimedia projects, will be considered.

### **What project expenses are eligible for support from Bloomberg Philanthropies?**

Public Art Challenge grants can be used for any project related expenditures including artist and curator fees, design team outlays, artwork production and maintenance, administrative overhead and fundraising costs. Funds may also be used to cover expenses for project evaluation, public programming and community engagement activities, and communications, such as marketing and media relations. The application's budget template includes a set of expense categories to help provide guidance; it also provides space for applicants to suggest additional line items that may be more unique to their proposal. While the use of our funds is intended to be flexible, Bloomberg Philanthropies will not fund 100% of project costs. Grant payment schedules will be determined based on individual projects.

### **Do in-kind contributions count as part of the total project budget?**

Yes, in-kind contributions count and you will be asked to itemize them as part of your application. However, compelling proposals will also include meaningful cash contributions as evidence of a robust public-private partnership in support of your project.

### **Will projects outside the United States be funded?**

Only projects presented in cities in the 50 United States, and territories including Puerto Rico, Guam, American Samoa, the US Virgin Islands and the Northern Marianas, will be considered.

## Process & Review

### **Who will review my application?**

Bloomberg Philanthropies staff and a jury of experts will review all applications and select winners.

### **Should we submit a letter of support for our work?**

Please provide only those materials and information specified on the online application. The last page of the Public Art Challenge application will require an uploaded request letter signed by your city's mayor or chief executive before you can submit your application. The letter must:

- Describe the project for which you are seeking Bloomberg Philanthropies support
- Introduce all key collaborators, including artists, arts organizations, city agencies, and private sector groups
- Explain the goals of this project and the potential difference it will make for your city

You can find all other submission requirements on the online form.

### **What are the legal terms and conditions applicants must agree to?**

The complete terms and conditions are available [here](#).

## Technical Assistance

### **Am I considered a new applicant if I have received a grant from Bloomberg Philanthropies in the past?**

Yes. All prospective grantees are considered new to this program, even if you have used our application portal for a previous grant. If you are starting a new Public Art Challenge application, please click on "[START APPLICATION](#)." If you are returning to the application portal to access a saved Public Art Challenge application, please click on "[RETURN TO APPLICATION](#)."

### **Should I create login credentials?**

If you have never used the Bloomberg Philanthropies' application portal, please create a username and password. Your username should be the email address that you want connected to this application and that should receive important application-related correspondence.

If you created login information for a past application, please use your previously created login credentials.

**When filling out the online application, will I be able to save my work and return to it prior to submission?**

Yes, you will be prompted to create a log in and password when you first enter the online application. This will allow you and others as needed to input the requested information prior to submitting the complete application. Please note that only one person can be logged in at any time.

**I have forgotten my password for the online form. How may I retrieve it?**

You can change your password at the prompt on the online form. If unable to do so, please email [publicart@bloomberg.org](mailto:publicart@bloomberg.org) or call 212-205-0222.

[How to apply](#)

[Privacy Policy](#)

[Terms of Use](#)



*Elia Garcia  
Mayor*

*Rene Rodriguez  
At Large*

*Cesar Nevarez  
District 1*



*Ralph Duran  
District 2*

*Victor Perez/Mayor Pro Tem  
District 3*

*Yvonne Colon-Villalobos  
District 4*

## RESOLUTION #

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

**WHEREAS**, The City Council of the City of Socorro finds it in the best interest of the citizens of Socorro, Texas that a 2018 Public Arts Challenge - Socorro Public Arts Initiative be operated for the 2018-2019 fiscal year; and

**WHEREAS**, the City Council of the City of Socorro is committing \$500,000 in matching funds for the said project as per Resolution 503 – A Resolution of the City of Socorro, Texas Adopting a Five-Year Capital Improvements Plan; and

**WHEREAS**, the City Council of the City of Socorro designates the Mayor and his/her designee as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Socorro approves submission of the grant application for the Bloomberg Philanthropies' 2018 Public Arts Challenge - Socorro Public Arts Initiative.

PASSED and APPROVED this \_\_\_\_ day of \_\_\_\_\_ 2018.

CITY OF SOCORRO

\_\_\_\_\_  
Elia Garcia  
Mayor

ATTEST:

---

Olivia Navarro  
City Clerk

*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

A.

March 30, 2018

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: Adriana Rodarte**

**SUBJECT: *Discussion and action*** to approve At-Large Representative Rene Rodriguez and District 4 Representative Yvonne Colon-Villalobos to attend an exclusive workshop meeting with the Mayor and Council of Terrell TX on April 8TH & 9TH, 10<sup>th</sup> 2018 as oppose to only the 8<sup>th</sup> & 9<sup>th</sup> as previously approved.

**SUMMARY**

**Terrell TX is a city in Kaufman County, population 17,000 plus. Terrell is located 32 miles east of Dallas.**

**Recently several of us council members attended Training in San Antonio TX, hosted by TML. At this training, I had the good fortune of meeting District 2 Council member Grady Simpson from the city of Terrell TX, who shared with me along with council member Rene Rodriguez their passed city struggles and adversities regarding Economic Development, which mimicked in many ways our current Economic Development struggle issues.**

**The City of Terrell TX worked diligently and mastered a powerful business plan ultimately partnering up with giant corporations and now Terrell TX is the fastest growing city in**

**Dallas-Fort Worth Metropolitan area. At this 2-day workshop we hope to gain knowledge how to begin, maintain & grow a long-term sound economic strategy along with referral contact information with their business partners.**

**STATEMENT OF THE ISSUE**

**DEVELOPER'S CORNER**

Welcome to the Terrell Developer's Corner. We believe you will find that Terrell offers one of the most probusiness and developer-friendly environments in North Texas. We are a CAN DO community - let us know where you want to go and we will help you get there.

**FINANCIAL IMPACT**

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

**Funding Source:**

**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 \_\_\_\_\_

*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

March 30, 2018

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: City Manager, Adriana Rodarte**

**SUBJECT: DISCUSSION AND ACTION TO APPROVE 9 STREET LIGHTS ON LISA DIANE, ERNEST AND KLEPPIN TOTAL COST OF \$9,441.00.**

**SUMMARY**

On March 15<sup>th</sup> Council approved street lights on Ernest and Kleppin. Staff went out and received a recommendation and quote from the El Paso Electric Company.

Staff is needing approval on cost.

**STATEMENT OF THE ISSUE**

**FINANCIAL IMPACT**

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

**Funding Source:**

**Amount: estimated cost**

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

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

**ALTERNATIVE**

N/A

**STAFF RECOMMENDATION**

**REQUIRED AUTHORIZATION**

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

## Adriana Rodarte

---

**From:** Lopez, Sylvia M <sylvia.lopez@epelectric.com>  
**Sent:** Tuesday, March 27, 2018 12:24 PM  
**To:** mrosas@ci.socorro.tx.us  
**Cc:** Lopez, Sylvia M  
**Subject:** cost estimates

Mr. Rosas,

The cost estimate for 3 street lights on Vineyard is \$2010.00 and the cost for 6 street lights on Lisa Diane, 2 on Ernest and 1 on Keplin is \$9441.00 for a total of \$11,451.00.

Thank you



Sylvia M. Lopez | [El Paso Electric Company](#)  
Senior Street Light Representative  
P.O. Box 982 | El Paso, Texas 79960  
9505 Carnegie I Loc 503 El Paso, TX 79925  
T: (915) 543-5920 | C: (915) 915-474-3047 | F: (915) 915-521-4720  
[sylvia.lopez@epelectric.com](mailto:sylvia.lopez@epelectric.com)

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*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

March 30, 2018

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: Adriana Rodarte**

**SUBJECT: Discussion and action to award Del Mar Contracting, Inc for excavation of the onionfield in the amount of \$1,265,706.75 and authorize City manager or her designee to sign contract or reject bid and go out for bid again.**

**SUMMARY**

Three contractors submitted their bids after 10:00 am and were not accepted. Two of the contractors called to apologize for overlooking the submittal time and to express their interest in submitting their bid if the project is re-advertised.

On March 23, 2018, one bid was received on time for the referenced project. Three potential bids were disqualified because they were not submitted by the time posted on the Invitation to Bid. The single bid was opened and read aloud and is as follows:

BIDDERS	BIDDER COMPANY	ADDENDUM ACKNOWLEDGEMENT	TOTAL BASE BID
Bidder No. 1	Del Mar Contracting, Inc.	N/A	\$1,265,706.75

This amount is only 2.5% over our Estimated Opinion of Probable Construction Costs of \$1,234,089.47. Moreover, we verified the information submitted by Del Mar Contracting and confirmed they submitted all the required documents to be considered responsive as listed in Section I-B, Item 6 of the bidding documents. We also checked for accuracy the responses to information requested in the bidding documents.

Based on the information provided to us by the Contractor and the references provided, we did not discover any adverse information that would prevent the City of Socorro from awarding this contract to Del Mar Contracting, Inc.

**STATEMENT OF THE ISSUE**

**FINANCIAL IMPACT**

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

**Funding Source: CO 2014**

**Amount: \$1,265,706.75**

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

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

**ALTERNATIVE**

**Decline or deny all bids.**

**STAFF RECOMMENDATION**

**Staff recommends approval on this item if no conflict of interest exist.**

**REQUIRED AUTHORIZATION**

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

**DANNENBAUM ENGINEERING CO. – EL PASO, LLC**

10737 GATEWAY BLVD. WEST SUITE 112 • EL PASO, TEXAS 79935 • (915)629-0401

March 29, 2018

Ms. Adriana Rodarte  
City of Socorro  
City Manager  
124 S. Horizon Blvd.  
Socorro, TX 79927

RE: Sparks Arroyo Phase I – Onion Field Basin

Dear Ms. Rodarte,

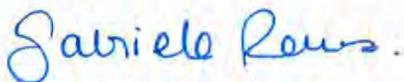
On March 23, 2018, one bid was received on time for the referenced project. Three potential bids were disqualified because they were not submitted by the time posted on the Invitation to Bid. The single bid was opened and read aloud and is as follows:

BIDDERS	BIDDER COMPANY	ADDENDUM ACKNOWLEDGEMENT	TOTAL BASE BID
Bidder No. 1	Del Mar Contracting, Inc.	N/A	\$1,265,706.75

This amount is only 2.5% over our Estimated Opinion of Probable Construction Costs of \$1,234,089.47. Moreover, we verified the information submitted by Del Mar Contracting and confirmed they submitted all the required documents to be considered responsive as listed in Section I-B, Item 6 of the bidding documents. We also checked for accuracy the responses to information requested in the bidding documents.

Based on the information provided to us by the Contractor and the references provided, we did not discover any adverse information that would prevent the City of Socorro from awarding this contract to Del Mar Contracting, Inc.

Sincerely,



Gabriela Ramos, P.E.  
Project Engineer

## Olivia Navarro

---

**From:** Adriana Rodarte <citymanager@ci.socorro.tx.us>  
**Sent:** Sunday, April 1, 2018 7:07 PM  
**To:** 'Olivia Navarro'  
**Subject:** Fwd: Sparks Arroyo Phase 1

Please use this email as back up

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** mrosas@ci.socorro.tx.us  
**Date:** 3/31/18 9:20 AM (GMT-07:00)  
**To:** adriana rodarte <arodarte@ci.socorro.tx.us>  
**Subject:** FW: Sparks Arroyo Phase 1

-----Original Message-----

**From:** "Renegade Construction" <renegadeconstruction@outlook.com>  
**Sent:** Friday, March 23, 2018 3:13pm  
**To:** "publicworks@ci.socorro.tx.us" <publicworks@ci.socorro.tx.us>, "mrosas@ci.socorro.tx.us" <mrosas@ci.socorro.tx.us>, "dhernandez@ci.socorro.tx.us" <dhernandez@ci.socorro.tx.us>  
**Subject:** Sparks Arroyo Phase 1

Gentlemen,

I would like to take this opportunity to extend our apologies for failing to adhere to the requirements set forth in the Invitation For Bid for Solicitation No. 18-01, which states that bids shall be turned in 4 hours prior to the bid opening rather than at the time of bid opening. This was a project that we took very seriously, and in hindsight, the level of attention and effort we dedicated in building our estimate would have been rewarding, as we were significantly lower than the single estimate turned in. Until now, we had not been introduced to your method of procurement, but will make certain to use this as a learning experience and pay special attention to the procurement method that the City of Socorro follows. We trust that this incident does not prevent future opportunities to bid and perform the work you solicit.

Respectfully submitted,

Michael Stevenson, Estimator  
Renegade Construction, LLC  
200 Crawford Blvd.  
Las Cruces, NM 88007  
575.523.2600 P  
575.523.5595 F  
[renegadeconstruction@outlook.com](mailto:renegadeconstruction@outlook.com)

*Elia Garcia*  
Mayor

*Rene Rodriguez*  
At Large

*Cesar Nevarez*  
District 1



*Ralph Duran*  
District 2

*Victor Perez*  
District 3/Mayor Pro-Tem

*Yvonne Colon - Villalobos*  
District 4

*Adriana Rodarte*  
City Manager

April 2, 2018

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: Adriana Rodarte, City Manager**

**SUBJECT: Discussion and action to waive permit fees of the annual event First Thanksgiving 1598 on April 22, 2018.**

**SUMMARY**

Good morning,

EL Paso Mission Trail Association would like to request to have items on agenda. Requesting waiver fees for permits of the annual event on April 22, 2018. 2nd. Socorro Rd. Closure from Moon Rd. to Cougar Park for annual Walk The Camino Real at 8:00 am to 9:15 am with City Police escort . 3rd. Requesting the Fire Dept. to assist in events raising of the flag ceremony at 9 am. Thank you, and deeply appreciate your assistance in making this community event success.

Respectfully,  
EL Paso Mission Trail Association  
9065 Alameda  
EL Paso, Texas 79907  
Chairwoman,  
Sylvia Barron  
851- 9997

**STATEMENT OF THE ISSUE**

**FINANCIAL IMPACT**

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

**Funding Source: CO 2014**

**Amount: \$1,265,706.75**

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

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

**ALTERNATIVE**

**Decline or deny all bids.**

**STAFF RECOMMENDATION**

**Staff recommends approval on this item if no conflict of interest exist.**

**REQUIRED AUTHORIZATION**

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

## **Olivia Navarro**

---

**From:** El Paso Mission Association <epmta1598@gmail.com>  
**Sent:** Sunday, April 1, 2018 8:07 PM  
**To:** cityclerk@ci.socorro.tx.us; EPMTA 1598  
**Subject:** Request of City Permit and Rd. Closure  
**Attachments:** Final\_-\_Mission\_Trail\_Thanksgiving\_Poster\_2018\_v3.jpeg

Good morning,

EL Paso Mission Trail Association would like to request to have items on agenda. Requesting waiver fees for permits of the annual event on April 22, 2018. 2nd. Socorro Rd. Closure from Moon Rd. to Cougar Park for annual Walk The Camino Real at 8:00 am to 9:15 am with City Police escort . 3rd. Requesting the Fire Dept. to assist in events raising of the flag ceremony at 9 am. Thank you, and deeply appreciate your assistance in making this community event success.

Respectfully,  
EL Paso Mission Trail Association  
9065 Alameda  
EL Paso, Texas 79907  
Chairwoman,  
Sylvia Barron  
851- 9997

El Paso Mission Trail Association presents  
*First Thanksgiving 1598*



**Socorro Mission 9am - 6pm April 22, 2018**

**Rio Bosque**  
Magoffin House  
El Paso Archeology  
El Paso Museum of History  
El Paso Public Library  
El Paso Railroad

**Exhibits**  
Birth of the American Southwest  
Bilbo Family  
Cruz Contreras Mural  
War Kit - Ysleta Native Arts  
Avila Viqueiro History  
Museo Tarika Park  
Irvin H.S. Bicycle Club  
Parland H.S. Fencing Club

**Fort Seldon**  
International Water Boundry  
Salt Commerce  
Socorro H.S.  
Pebble Hills H.S.  
CARTA



**First Thanksgiving 1598 Reenactment Socorro Misison 4:00pm**

**Socorro Mission 328 S. Nevarez Rd., Socorro, TX 79927**



**Zarzuela  
Arias**

*Director: Joe B. Estala*



Following Reenactment

Featuring: Cynthia Hill, Roger Herrera, Steven Avila, Liliana Labrado and Allen Thompson  
Dr. Ezequiel Meza



Facebook • El Paso Mission Trail Association • [www.visitelpasomissiontrail.com](http://www.visitelpasomissiontrail.com) • (915) 851-9997



*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: March 8, 2018**  
**TO: CITY COUNCIL MEMBERS**

**FROM: Mayor Elia Garcia**

**SUBJECT: DISCUSSION AND ACTION TO REVIEW POSSIBLE VIOLATION OF CITY OF SOCORRO MEDIA POLICY.**

**SUMMARY**

**Effective Date: 01/02/2014**

1. Mayor is the first point of contact. Mayor is responsible for updating city information online, in social media, press conferences, and press releases.
2. If the Mayor is not able to give an interview or issue a statement, the Mayor will designate a member of Council or the City Manager to conduct the interview or issue the statement.
3. The Mayor will be the point of contact in press conferences held by other entities. If the Mayor is unable to attend the press conference, he/she will designate someone to attend.
4. In legal matters, the City of Socorro will not send representatives to press conferences or any events pertaining to litigation. The Mayor will release a statement in response to the issue.

**STATEMENT OF THE ISSUE**

Council needs clarification and direction on enforcing Media Policy.

**FINANCIAL IMPACT**

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

**Funding Source: General Fund**

**Amount: N/A**

**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 \_\_\_\_\_

# City of College Station

## Media Relations Procedures

### I. Purpose

This policy establishes procedures and guidelines for all City employees concerning communication with members of the news media when the employee is on the job or acting as a City employee. The City seeks to provide consistent, accurate, and timely information in a coordinated manner to the media while keeping city officials informed of emerging media issues. To accomplish this goal, the City maintains a systematic, well coordinated and decentralized communications policy.

### II. City Representation

- A. General. All paid employees are permitted, but are not required, to respond directly to members of media at their discretion. Employees should limit their discussion of city operations to those areas where they have specific knowledge, referring other requests to the appropriate person in accordance with this policy. After speaking directly with members of the media, employees are to promptly notify the appropriate department director (or designee), who will then notify the Public Communications Director. When communicating with the media, employees should remember that they represent the City and conduct themselves accordingly.
- B. Official Spokesperson. The Public Communications Director is the City's official spokesperson for all City departments except as indicated in Sec. II-C or as directed by the City Manager. The Public Communications Director promotes and provides background information about city issues, projects, and services to both the news media and the public.
  - a. The Public Communications Director is on-call 24 hours a day in order to facilitate the City's media relations policy, answer questions, respond to developing situations, and offer assistance as needed.
  - b. The Public Communications Director is available to all employees for advice, consultation, and assistance in media relations. Upon request, the Public Communications Director can be present for any arranged interviews with media personnel.
  - c. When the Public Communications Director is unavailable to serve as the city's spokesperson, an alternate spokesperson shall be designated by the City Manager.

- C. Public Safety. The Police Chief and Fire Chief each shall designate a member of their respective department to serve as the City's official spokesperson for public safety incidents, including but not limited to criminal reports and fire scene reports. The Public Communications Director and Police and Fire designees shall jointly coordinate the release of all other material to news media outlets. On the scene of an active police or fire incident, the incident commander shall serve as the media contact until the departmental or City spokesperson is present, or unless an alternate spokesperson is designated by the Chief.

### III. Application to Staff

#### A. Department Liaisons

- a. Each director shall assign one or more staff representative(s) to serve as the media liaison (primary contact) for the respective departments. The Public Communications Director shall maintain a list of all department liaisons and shall make that list available to all directors.
- b. The role of the liaisons is to present official, accurate information to the media on behalf of their departments and the City.
- c. The Public Communications Director will provide basic instruction and training in media relations to media liaisons.
- d. Each director shall make employees within each department aware of the identity and role of the media liaison(s).
- e. Each liaison shall inform the Public Communications Director and the appropriate departmental director of all media requests for information and other contacts with the media.

#### B. Subject Experts

- a. Each director may designate members of his or her department as "subject experts" on one or more specific topics. These subject experts shall serve as the city's primary spokesperson for media contacts related to that specific topic. The Public Communications Director shall maintain a list of all subject experts and shall make that list available to all directors.
- b. The Public Communications Director will provide basic instruction and training in media relations to all designated subject experts.
- c. Subject experts shall inform the Public Communications Director and the appropriate departmental director of all media requests for information and other contacts with the media.

#### C. Other City Staff

- a. Readily Available Requests. When an employee other than a designated liaison is contacted by the media requesting readily available information about City operations that is known to be public, the employee shall make a reasonable effort to provide it. Such information includes, but is not limited to, city staff names, titles and extensions; public meeting dates, locations and agendas; provisions of city ordinances or city charter; and copies of materials prepared by the City for public distribution. If the employee is unsure whether the requested information is considered public, he or she shall forward the request to the appropriate department director.
- b. Other Requests. When an employee who is not designated as a media liaison is contacted by the media for information about City operations that is not readily available, the employee shall refer the request to the appropriate department liaison or to the Public Communications Director. The employee shall inform the appropriate department director, who then will notify the Public Communications Director, of all media requests for information and other contacts with the media.

#### D. Staff Training

- a. Training Coordinator. The Public Communications Director shall serve as coordinator for media relations training for City employees.
- b. Mandatory Training. All department directors, management staff, departmental liaisons and designated subject experts shall complete a training course on applied media relations.
- c. Optional Training. All other paid employees of the City shall have the option, with supervisor's approval, of attending a basic media relations course.
- d. Elected and Appointed Officials. Elected officials of the City, and those appointed by the City Council to serve on City boards and commissions, shall have the option of attending any media relations course coordinated by the Public Communications Director.

#### IV. Standard Procedures

- A. Confidential Matters. Items of confidential or litigious matter shall not be addressed or discussed with the media. Such items include, but are not limited to, the following:
  - a. Medical records
  - b. Certain personnel records (including disciplinary actions)
  - c. Pending employee discipline investigations

- d. Actual proceedings of executive sessions of City Council
- e. Draft correspondence (preliminary notes or intra-city memoranda not yet finished)
- f. Records pertaining to pending litigation where the City is a party
- g. Legal opinions of City attorneys
- h. Certain law enforcement records
- i. Certain fire and EMS records
- j. Matters related to internal and external security measures
- k. Third-party proprietary information held by the City

B. Formal Media Interviews

- a. An employee who receives a request from the media for scheduled interviews, tapings or recordings shall forward the request to the appropriate department liaison and the Public Communications Director.
- b. Employees shall attempt to provide a timely and thorough response to all interview requests, but may ask for and expect to be afforded additional time to research relevant issues and to prepare for the interview.
- c. The Public Communications Director is available to advise employees on interviews with the media.
- d. Media interviews conducted with City employees or elected/appointed officials may be taped (video or audio) when subject matter relates to City matters.

C. Emergency / Crisis Situations

- a. In the event of a declared emergency or crisis, the Public Communications office shall serve as the formal media area and official spokesperson for the dissemination of information.
- b. Employees are encouraged to direct all reporters and media personnel to the officially designated spokesperson, as described in the Emergency Operations Plan.
- c. The Public Communications Department and department liaisons shall be available to assist media personnel in the Emergency Operations Center and / or the Public Communications office.

## **COMMUNICATION AND NEWS MEDIA RELATIONS POLICY AND PROCEDURE**

### **1.0 POLICY/PURPOSE**

1.1 **Policy.** The City of San Angelo is committed to maintaining a positive relationship with the members of the community governed by the City's actions. A critical factor in maintaining this relationship is effective communication.

1.2 **Purpose.** The purpose of this directive is to establish guidelines for appropriate practices in direct public communications and in indirect public communications through the news media. It is issued by authority of the City Manager, who reserves the right to modify, revoke, suspend, interpret, terminate, or change any or all of the provisions of this directive at any time with or without notice.

### **2.0 GENERAL PROVISIONS**

2.1 The Public Information Department is the primary communication agency for creating and managing the flow of public information between the City government, its employees and citizens. The Public Information Department may initiate communications or may assist other City departments in matters pertaining to the media, employee and citizen communication, public information requests, corporate image, and electronic and web broadcasting of public information. Specifically, the Public Information Department provides:

- Strategic message development and placement for City Manager's Office and City departments
- Public affairs assistance to Mayor and Council
- Public affairs and communications assistance to City Manager's Office and City departments
- Release of information to employees and citizens
- News media relations access
- Communications coordination in Crisis/Disaster situations
- Evaluation of press coverage

- 2.2 **City Spokespersons.** The City Manager, City Manager Designee, Mayor, and Community Information Coordinator are the authorized spokespersons for the City of San Angelo. Department Directors may speak on behalf of the City on matters within their areas of control. Department Directors may designate individual employees to handle news media relations and/or public information requests. In particular situations, such as making presentations to community groups or at scenes of incidents that result in on-scene media response, individual employees have authority as specified by their Directors to speak on behalf of the City. In communicating on behalf of the City, employees should limit their comments to presenting factual information within their personal knowledge, and avoid speculation, or making any comments on the actions taken by or likely to be taken by other employees or departments. Most City employees should not respond to the media if there is a more appropriate person/expert on the subject matter.
- 2.3 **Publications.** The City publishes information in print and electronic form to advise the public of City programs and services. All City publications should be timely, accurate, and understandable. Where necessary for effective communication, information distributed in print or electronic media should be in languages other than English. Each department should review its publications on an annual basis to ensure information is current and complete, and that it does not unnecessarily duplicate other information published by that department or any other division of the City.
- 2.4 If an employee receives a request for information that is best supplied by another department, the employee should not speculate about the operations of another department but should refer the requestor to the appropriate department. The employee should then contact the other department to provide advanced notice of the request for information.

### 3.0 PUBLIC INFORMATION

- 3.1 Unless a more specific statute applies, access to all information collected, assembled, or maintained by City employees in the course of their duties is governed by Texas Government Code Chapter 552, the Public Information Act (PIA). The Act applies to documents and records maintained in any form (paper, film, devices that store electronic signals, tape, and voice, data, or video held in computer memory).

- 3.2 The statute provides that any member of the public may both inspect and obtain copies of government documents and records. Among information excepted from required disclosure under the Act are: certain personal information on employees, information relating to civil or criminal litigation where the government or an officer or employee of the government is or may be a party as a consequence of the person's office or employment, information that would give an advantage to a competitor or bidder in a competitive bidding process, certain law enforcement or prosecutorial information, birth records (for up to 50 years), death records (for up to 25 years), personal information on participants in Neighborhood Crime Watch organizations, and certain information on economic development activities of the governmental entity. Other exemptions from disclosure may apply in certain situations.
- 3.3 The Act allows the governmental entity to establish reasonable rules of procedure for access to or providing copies of documents and records, including copy costs. Unless the requestor agrees otherwise in writing, all requests for information made under the Public Information Act must be responded to within ten working days of receipt of the request.
- 3.4 Any employee who receives a request for access to documents and/or records specifically designated as being under the Texas Public Information Act (PIA) should immediately direct the request to the person in the employee's department specified in department written procedures for handling PIA requests. In the absence of any designation of a person within the employee's department to handle PIA requests, the request should be directed to the Public Information Department.
- 3.5 The Public Information Act provides a criminal penalty for failure to comply with a properly submitted request and for distribution of information that is designated as confidential under the Act. It also provides a criminal penalty for willful destruction, mutilation, or removal without permission, or alteration of public information. Destruction or removal of documents or records of the City of San Angelo are to be made only in accordance with the City's Records Retention Schedule.

#### **4.0 NEWS MEDIA RELATIONS**

- 4.1 **General Guidelines.** The news media plays a critical role in the City's communication with the community. In interacting with representatives of the news media, the following guidelines will be observed by City spokespeople:
- Understand how the media organization's needs affect its ability to pass on the desired information. Consider deadlines, impact of video or graphic presentations, and whether subjects are "hard news" or "feature" material.

- Establish and maintain a positive cooperative working relationship with reporters.
  - Respect enterprise stories. If a reporter has developed a story that another media outlet has not expressed an interest in and if the City had not otherwise intended to publicly release the information in an open forum, only the reporter requesting the information should get it.
  - Avoid use of the phrase “No comment”. When an employee has insufficient knowledge to answer an inquiry, or when other reasons preclude a factual and complete answer, indicate the reason for the failure to provide information.
  - **Bad news is better released sooner than later.**
  - Be prepared to admit mistakes.
  - Information that is required by law to be disclosed cannot be withheld arbitrarily. If there is a question about the release of information, consult the Public Information Department or the City Attorney’s Office. The City does not withhold information that it knows is public record to delay its publication or avoid criticism.
  - Never lie to the news media.
  - Be sure there is clear understanding of what is “on the record” and what is “off the record”. It is better to **NEVER** speak “off the record”
- 4.2 The Public Information Department is responsible for oversight of City communications with the news media. The Office will provide the media with requested information and when necessary refer the media to the appropriate sources of information in other departments. The Public Information Department provides assistance to other departments in media matters. If you have been contacted by the media for an interview, please send a short summary of your communication with them to the Community Information Coordinator.
- 4.3 **Media Communications Tools**
- 4.31 **News Releases** are typically limited to one or two pages, and are written as the ideal article on the subject. They should be reviewed by Public Information Department before release. News releases are related to “spot news” or news features.

- 4.3.2 **News Advisories** are abbreviated news releases that are provided to give the media information, not to provide a written story for the public. They usually encourage media to attend or participate in an event. They may be used as a summary of involved, complicated information and typically outline how information will be released to the media.
- 4.3.3 **News Conferences** are coordinated by the Public Information Department unless a department director determines that this would constitute a delay that would not be in the best interest of the City. A news conference is held when the City has something significant to announce that would be inadequately explained in another media distribution tool. Use of a news conference allows for questions and answers on complicated issues. A news conference includes all local media. A news conference is not held unless the subject matter is particularly useful and significant to the City and the media.
- 4.3.4 **Photo Opportunities** are provided to the media on events, people, or other subject matter that may not merit a news story but will provide interesting video footage or still pictures.
- 4.3.5 **Editorial Board Meeting appearances** are intended to educate the members of the editorial boards at newspaper and broadcast news organizations. These members set the standards and dictate the editorial positions of news organizations, thus influencing the way news is reported. Editorial board meetings are typically reserved for executive team members to have a dialogue with editors and reporters on this board. Boards vary on ground rule policies. Ground rules should be determined before the meeting. **(we do not currently do this but may in the future.)**
- 4.3.6 **Interviews** are one-on-one communication between a reporter and the subject of the interview. An interview is the most effective method for communicating with the media because it provides the opportunity to clear up misunderstandings and misconceptions face-to-face. All media requests to interview employees should be coordinated through the Public Information Department, a department director or the employee designated by the department director to handle media relations. This will ensure that the most appropriate department personnel act as media sources and contacts. If the resulting story is expected to be controversial or if the interview between the reporter and employee did not go well; contact the Public Information Department immediately. This will make city management and other city officials aware of issues that may appear in the press.
- A. Those who are likely to be a regular media source for the City must complete media training courses to sharpen skills in interviewing and message presentation.

- B. Management level employees should expect to regularly interact with the news media. It is expected that these employees will be able to anticipate when an issue or concern will lead to news coverage.
- C. “Practice makes perfect.” Management level employees and/or City spokespeople who regularly interact with the media must do their homework before all interviews. Especially valuable are “question and answer” drills with the assistance of staff and in some cases strategy sessions to determine the most effective way to communicate the message.
- D. Identify “must quotes.” Write out or know your most important quotes and do not be afraid to repeat them more than once during the interview.
- E. Never assume the reporter understands the complexity or nuances of an issue. Be prepared to explain and summarize the issue during the interview.
- F. Never guess. If you do not know the answer to a question, offer to obtain the information or refer the reporter to someone else in the City or to the Public Information Department. Comment only on issues that you have personal knowledge and expertise.
- G. Do not use jargon or purposely obfuscate (confuse).

4.3.7 **Background Briefings** are critical for complex, involved subjects. They allow the City to provide in-depth explanations that will assist the reporter with clarification, and ensure a more thorough story because reporters understand the information. They are most effective when accompanied by significant amounts of reference material that the reporter can refer to when later preparing his or her story.

4.3.8 **Media Tours** are an effective method of telling an involved, visually interesting story. They usually guarantee extensive news coverage by multiple media outlets. A media advisory or a press release explaining the event should precede a media tour.

## 5.0 ADMINISTRATIVE NOTIFICATIONS

5.1 When major incidents or crises occur, administrative and/or legal support procedures are required to be initiated as soon as possible. In addition, administrators who are likely to receive media or citizen inquiries and/or citizen complaints should be made aware of the incident. Such notifications should generally be initiated through the chain of supervision within the involved department as soon as possible.

5.2 Major incidents requiring notification are:

- death or serious bodily injury of an employee, any person in a city facility, or any person alleged to be caused by a city employee
- significant damage to City property
- significant damage to non-City property alleged to be caused by a city employee
- severe weather conditions or disasters
- events requiring significant deployment of City personnel and/or equipment; and
- any other incident or event that is likely to generate significant media or community inquiries.

5.3 General Order of Notification: A Telephone Tree or other broad based network should be used to notify individual employees or departments.

5.3.1 Crisis Event

- 911
- Immediate Supervisor
- Division Supervisor
- Department Director
- Department Public Information Officer or Designated Spokesperson
- Administrative Services department

5.3.2 General Event

- Immediate Supervisor
- Division Supervisor
- Department Public Information Officer or Designated Spokesperson
- Department Director
- Administrative Services department

**6.0 EMERGENCY/DISASTER RESPONSE**

6.1 During emergency situations, the community needs detailed information about protective action to be taken for minimizing loss of life and property. The City provides information on hazard awareness and how to deal with hazards to the public through publications, public education presentations to the community, and through the news media.

- 6.2 In the course of an actual emergency or disaster when the City's Emergency Operations Center is activated, public information efforts will be provided as detailed in the City's Emergency Preparedness Plan. In a situation where the Emergency Operations Center is not activated, public information efforts will be directed by the City department having primary operational responsibility for the incident, with assistance from the Administrative Services department as necessary.



## CITY OF SAN MARCOS, TEXAS

### COMMUNICATIONS POLICY

#### PURPOSE

To establish policy, procedures and guidelines for public communication between City officials and employees and those citizens, news media representatives and others requiring information concerning City issues, programs, projects, services and activities.

#### POLICY

It is the policy of the City of San Marcos to encourage positive communication and to ensure the exchange of accurate, timely information among City Council members, City employees and administrators, citizens, media representatives and others interested in City issues, policies, operations and services.

The Director of Communications & Intergovernmental Relations (Communications Director) is responsible for developing, directing and implementing the City's overall community and media relations function. The Communications Director will assist in the planning of key programs and projects to ensure that community and media relations concerns are fully considered.

The Communications Director will act as a consultant to City departments to design communications strategies for City services and programs, develop guidelines for publications, and coordinate a consistent graphic identity for the City.

#### COMMUNITY RELATIONS

City departments and their staffs, in cooperation with the Communications Director, have a joint responsibility to initiate and develop community relations material, whether printed, displayed or produced through audio/visual media. The departments will consult with the Communications Director to ensure the presentation of a consistent, positive, and professional image for the City. Non-routine materials shall be routed through the Communications Director at an early stage for review and for approval at the final draft stage.

#### NEWS MEDIA

When questions arise from the news media, a reasonable effort should be made to answer or address them in a timely manner - generally within the business day **and according to the following levels of responsibility:**

**City Council Members, the City Manager and Assistant City Managers** will provide information on policy issues.

**Department Directors and Assistant Directors** will provide information on the planning, direction, effect, and status of policies and programs or events within their areas of responsibilities.

**Project Managers** will provide information concerning the individual projects and services within their areas of responsibility, as designated by a Department Director or Assistant Director.

## **I. CONTACT WITH THE MEDIA**

Directors should notify the Director of Communication before an interview.

In most situations, the Director should respond to media inquiries as quickly as possible with either the requested information or a timeframe for acquiring that information. This will ensure the media is given the best and most complete information in a timely manner.

All employees who handle media requests must have passed the State of Texas Open Records Act online course and must participate in media relations courses offered by the Communication Office.

When an employee is going to be interviewed by a reporter, the Director shall notify the Communication Office in advance. This will allow the Director of Communications to contact the reporter to find out if additional information or interviews are needed. (Communication Office does not need to be notified about routine Police and Fire Department contact with the media regarding blotters.)

The Communications Director will notify the City Manager, Council and other departments (when necessary) about the story being developed. This will ensure the necessary individuals are prepared if they are also contacted by the reporter. It will also prevent them from being surprised by the story when it airs or is printed.

In order to promote a consistent city-wide message Mayor and City Council should consult with the Communication Director regarding any media interviews. Under the direction of the City Manager the Communication Office will also work with the Council to promote City programs, events and policies and coordinate their participation in City activities.

## **II. PRESS RELEASES**

All news releases issued by the City shall be channeled through the Communication Office, (with the exception of daily Police and Fire Department reports or blotters). This allows all releases to follow a consistent format and makes it possible for a central file for all releases. This also keeps the Director of Communications better informed of newsworthy activities in all departments.

Press releases promoting routine events and activities should be written and edited by the individual departments and e-mailed to the Communication Office for distribution. These may include:

- a. Announcements for scheduled exhibits, classes, programs and activities at the library, activity center, parks and other City facilities; as well as City programs and initiatives
- b. Annual events sponsored by a department.
- c. Awards or special recognition given to a department or employee
- d. Construction or repair projects that will disrupt normal flow of traffic

Press releases should be as complete as possible, explaining the who, what, when and where of the activity or event.

Departments should contact the Communication Office for assistance in writing (non-routine) press releases.

The Communication Office will ensure all local media outlets are treated fairly and provided with the same information. The Communication Office will also forward news releases to the City Manager's Office and City Council so they will stay informed about City activities.

### **III. CONTROVERSIAL/CATASTROPHIC EVENTS**

All Directors will keep the Communication Office and City Manager informed of events and activities that are likely to make the news. Types of stories to be reported are those with a potential for controversy, those that might be considered negative or embarrassing, those that threaten public health and safety, and those that might produce follow-up questions from the media.

Directors should report in person or by telephone as soon as possible when:

- a. Controversial statements, accusations or debates occur in meetings of advisory boards or commissions;
- b. City services such as water, transit or garbage collection are disrupted;
- c. Personnel problems occur, such as suspensions or resignation of key individuals.
- d. Fire, explosion, accident or other emergencies result in damage of City property or cause injury or death to City personnel;
- e. An industrial accident causes injury or death to employees of contractors or vendors doing business with the City;
- f. Accident on City property results in injury or death to citizens. This might include a fall in a City building or a drowning in a City pool;
- g. Other incidents involving City personnel and injury or death to citizens. This could include a traffic accident involving a city vehicle;
- h. Litigation filed or decisions rendered;
- i. Any other events that might threaten the safety or welfare of the community.

All information should be coordinated through the Communication Office. The Director of Communications or another spokesperson will be identified to respond to all media inquiries about the event.

Having a single spokesperson will prevent conflicting, incomplete and inaccurate information from being released.

Steps should be taken to assure that no information is released by employees who are not designated to speak with the media.

If more than the media has already contacted more than one City employee, a briefing may be held to avoid the release of conflicting or contradictory statements. The City Manager will approve all press releases of a controversial nature.

In the event of a natural disaster or other catastrophic event, the City Manger, the Mayor, Emergency Management Coordinator, Police Chief, Fire Chief or Director of Communications will serve as the City's official spokesperson and will call a press conference to

ensure that information is disseminated swiftly and accurately to all media sources. The Director of Communications is the primary public information contact when the Emergency Operations Center is activated.

Every effort will be made to respond quickly and provide correct and realistic facts about the controversial or catastrophic event. By cooperating with the media, we can minimize confusion, speculation and rumors. We can also minimize the consequences of unfortunate incidents and prevent stories from being dragged out over an extended period of time with corrections and additions.

The designated spokesperson will stick to facts that have been verified and authorized for release to the media. The spokesperson will avoid answering questions that require speculation or opinion.

#### **IV. CORRECTING INACCURATE INFORMATION**

The City should clarify or correct any information released by the media that contains inaccuracies that significantly impact public perception of a city-related issue.

1. **Factual Discrepancies.** It is the responsibility of the Director to immediately contact the Communication Office when a story has been published or aired containing a factual error that significantly impacts the public's perception of the issue being discussed. Depending on the nature of the error, the request for correction will be made by written letter or an informal telephone call.
  - a. The Director and Director of Communications shall ask the City Manager's Office for direction if they feel an official City rebuttal or response is needed. If there are repeated problems with City officials being misquoted by a certain reporter, officials will be directed by the Communication Office to respond to that reporter.
2. **Letters to the Editor.** When appropriately presented, letters to the editors of newspapers and electronic media can be effective tools in clarifying a misconception of City policy or programs or correcting inaccurate information that has been widely reported by the press.
  - a. Those Directors who believe, as public officials, that a City rebuttal is warranted shall discuss their concerns

with the City Manager. The City Manager and Director of Communications will determine if a response is appropriate as well as who should prepare and sign the letter. The City Manager must review all letters sent to the editor, which identify the author as City employee/official acting in an official capacity on behalf of the City.

3. **Responding to Media Stories as Private Citizens.** The City respects employees First Amendment right to respond to the media as a private citizen. However, the following guidelines shall be followed for those employees who choose to contact, initiate or respond to City-related news stories as private citizens.

- a. Letters may not be prepared on City time, distributed on City letterhead or mailed at City expense.
- b. Telephone contact may not be made on City time using City telephones.
- c. Use of City facilities or supplies is prohibited.
- d. Responses or letters shall not include the employee's official title or status or state that the response is on behalf of the City of San Marcos.

## V. PROFESSIONAL PUBLICATIONS

The City encourages all employees to contribute articles to professional publications and journals, both as a means of enhancing personal development and highlighting City achievements.

- a. **Professional Articles.** Managers are encouraged to submit articles promoting City services/programs to the appropriate professional journals. Copies of all articles identifying the author in their official capacity or prepared on-duty shall be forwarded to the Director and Communication Office for review and comment prior to submittal for publication. The name of the publication and the tentative publication date shall be noted.
- 1) The Communication Office is available to assist in preparation, review and edit articles scheduled for publication in professional journals. Please make all requests for assistance in a reasonable time frame.

**CITIZEN REQUESTS –  
NON MEDIA**

When information is requested by a non-media customer, each City official and employee shall respond in a professional, concise and timely manner – generally within the business day – within his or her area of responsibility and knowledge.

Each employee shall notify his/her supervisor when a potential communication problem or misunderstanding may develop and what action might mitigate the situation before it becomes a serious problem.

**PUBLIC  
INFORMATION  
ACT REQUESTS**

Public Information requests (sometimes referred to as Freedom of Information Act) are processed by the City Clerk's Office. Requestors shall be referred to the City Clerk's Office to file public information requests directly with that office.

**EXCEPTIONS**

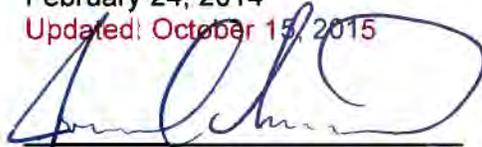
In the event of a natural or technological emergency/disaster, the City's Emergency Management Plan and procedures will take precedence. Annex B of that document outlines Emergency Public Information and Communication procedures.

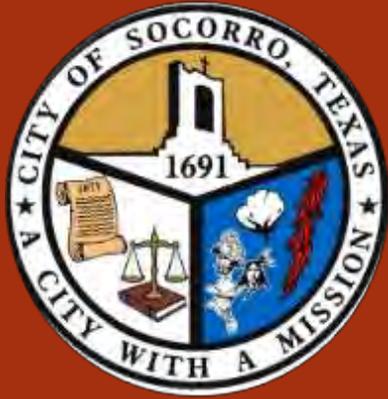
**RELATED POLICIES**

Public Information Policy  
Emergency Management Plan  
Internet Use Policy  
Computer and Network Usage Policy  
Social Media Policy

**EFFECTIVE DATE**

February 24, 2014  
Updated: October 15, 2015

  
\_\_\_\_\_  
Jared Miller, City Manager



## City of Socorro

Administration Office:  
(915) 858- 2915  
124 S. Horizon Blvd.  
Socorro, TX 79927

Mayor:  
*Elia Garcia*

Rep at Large:  
*Rene Rodriguez*

District 1 Representative:  
*Cesar Nevarez*

District 2 Representative:  
*Ralph Duran*

District 3  
Representative/Mayor Pro  
Tem:  
*Victor Perez*

District 4 Representative:  
*Yvonne Colon- Villalobos*

City Manager:  
*Adriana Rodarte*

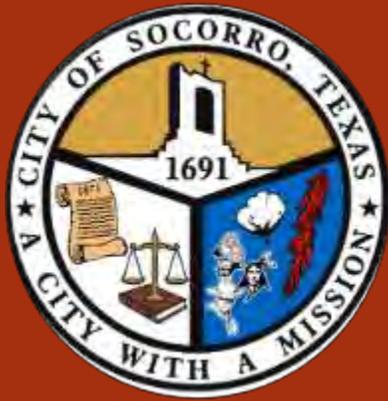
## City of Socorro Media Relations Policy Updated April 2, 2018

### 1. Policy & Purpose

- a. Policy: The City of Socorro is committed to maintaining a positive relationship with the members of the community through media relations.
- b. Purpose: The purpose of this administrative procedure is to establish clear guidelines for appropriate practices in direct public communications and in indirect public communications through the news media & under the Texas Public Information Act. To accomplish this goal the City of Socorro maintains a systematic, well-coordinated, and specific communications policy to provide consistent, accurate, and timely information.

### 2. City Representation

- a. Official Spokesperson
  - i. The Public Information Officer (PIO) is the primary communication contact for creating & managing the flow of public information between the City government, it's employees, and citizens. The PIO will initiate communications or assist other City Departments in matters pertaining to the media, employee, and citizen communication.
  - ii. In communicating on behalf of the City, employees should limit their comments to presenting factual information within their personal knowledge and avoid speculation or making any comments on the actions taken by or likely to be taken by other employees or departments.
- b. Responsibilities:
  - i. Specifically, the PIO provides:
    1. Strategic message development & placement for City Departments
    2. Public affairs & communication assistance for Mayor, Council, & City Departments



## City of Socorro

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*Victor Perez*

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*Yvonne Colon- Villalobos*

City Manager:  
*Adriana Rodarte*

3. Release of information to employees & citizens
4. News media relations access
5. Communications coordination in crisis/disaster situations
6. Evaluation of press coverage
7. Media requests, corporate imagery, & electronic & web broadcasting of public information on city platforms

### c. Media Requests

- i. Any employee who receives a request for an interview, comment, or inquiry from a news, media, or communication outlet must direct them to the PIO office.
- ii. The PIO is responsible for direct oversight of City communications with news media. The PIO will provide the media with requested information and when necessary, refer the media to the appropriate source of information such as the City Clerk for Open Records Requests.

### d. Interviews

- i. Interviews are a one-on-one communication between a reporter and the subject of the interview.
- ii. Prior to any interview, the PIO will collaborate with City Council, Manager, and Staff to appropriately coordinate official City correspondence and vital information.
- iii. City Council should refer all media requests to the PIO. City Council interviews will be coordinated as a team with Mayor, Rep At- Large, District Representative, City Manager, & Departments as the inquiry references.
- iv. PIO & City Manager will relay information to council as it unfolds.

### e. Platforms

- i. The City maintains numerous public information platforms:
  1. Website: [Ci.socorro.tx.us](http://Ci.socorro.tx.us)
  2. Facebook: [facebook.com/cityofosocorro](https://facebook.com/cityofosocorro)
  3. Twitter: [twitter.com/City\\_of\\_Socorro](https://twitter.com/City_of_Socorro)
  4. Instagram: [instagram.com/city\\_of\\_socorro/](https://instagram.com/city_of_socorro/)



## City of Socorro

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District 3  
Representative/Mayor Pro  
Tem:  
*Victor Perez*

District 4 Representative:  
*Yvonne Colon- Villalobos*

City Manager:  
*Adriana Rodarte*

5. Physical Printed Locations: City Hall:124 S. Horizon, & City Council Chambers: 860 N. Rio Vista Rd.

- ii. The City's Information Technology Director shall post the contact information for the PIO on the City's website and the PIO is responsible for providing the City's Press Releases, Announcements, & Flyers to the IT Director and assuring that they are accurate.

### 3. Penalties

- a. Failure to comply with the provisions of the policy may subject the City and individual employees to criminal and civil penalties. Action that may be considered violations of the policy include but are not limited to:
  - i. The willful destruction, mutilation, removal without permission, or alteration of public information
  - ii. The failure or refusal to provide access to public information
  - iii. The intentional disclosure/misuse of information considered confidential, privileged, or information learned by virtue of position and used for his/her benefit or to injure another staff member
  - iv. Violation of Texas Penal Code 39.06 or the Texas Public Information Act

*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

March 30, 2018

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: MAYOR, ELIA GARCIA**

**SUBJECT: DISCUSSION AND ACTION TO DIRECT STAFF ON CREATING A BUDGET AND RECOMMENDATION FOR FUTURE PAVING AND STREET LIGHTS.**

**SUMMARY**

There are multiple needs regarding future paving and street lights. Before approving any of the paving and street light request. We need a recommendation from staff and budgetary information before proceeding.

**CO 2014 HAVE BEEN EXHAUSTED FOR THESE TYPES OF PROJECTS**

The City of Socorro has a total of 469 dedicated roads, since 2014 the department had been instructed to pave and over lay the ones in worst conditions. This led to 80 streets around the city to be upgraded.

There are a lot of streets left that need upgrading, but since last fiscal year no set budget has been set in order to keep overlaying roadways.

The reason that the sections in question and many other roadways were not placed on the lists to be upgraded might have been that at the time of the visual inspections the road ways were still operational and in decent driving conditions compared to the ones that made it on the paving lists.

The road in question is separated into sections, the section of Ernest close to fray Holguin was overlaid recently.

**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**

N/A

**STAFF RECOMMENDATION**

**REQUIRED AUTHORIZATION**

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

*Elia Garcia*  
Mayor

*Rene Rodriguez*  
At Large

*Maria Reyes*  
District 1



*Ralph Duran*  
District 2

*Victor Perez*  
District 3 / Mayor Pro Tem

*Yvonne Colon-Villalobos*  
District 4

*Adriana Rodarte*  
City Manager

**DATE: 03/30/2018**

**TO: Mayor & Council Members**

**FROM: MAYOR, ELIA GARCIA**

**SUBJECT: Discussion and action to amend Ordinance 320 Section V. Public Comment to allow a speaker to sign up for public comment and only 3 agenda items with a 2 minute limit each.**

**SUMMARY**

**V. PUBLIC COMMENT**

- A. General public comment, known as open forum, will be permitted at all regular and special meetings of the City Council. The maximum time for public comment will be thirty (30) minutes and three minutes will be allotted to each person to speak.
- B. All agenda items are available for public comment and limited to one and a half minutes. Public comment will be taken after the motion is made but before the vote is called. Speakers must sign up in order to speak on any item no later than five minutes before the scheduled commencement of the public meeting for which the item is posted.
- B. Public comment will not be permitted on introduction of any item where a public hearing is called prior to final action on the matter. All public comment on such matters will be reserved for the public hearing on the matter.

**BACKGROUND**

**STATEMENT OF THE ISSUE**

**FINANCIAL IMPACT**

**ALTERNATIVE**

**APPROVE**

**NOT APPROVE**

**STAFF RECOMMENDATION**

#### **IV. CONDUCT AT MEETINGS**

- A. Meeting rooms shall be arranged so that the members of the City Council face the members of the public attending the meeting.
- B. Those attending the meeting shall maintain decorum so as to permit the City's business to be conducted without interruption by applause or vocal interruption by the audience.
- C. Anyone causing a disruption will receive a warning, and upon a second interruption will be removed for the balance of the meeting.
- D. Individuals who continuously interrupt the public meeting and/or commit a breach of the peace may be cited and subjected to criminal penalties.
- E. Personal attacks are not permitted. Members of the public should address their questions to the members of the City Council, not to the staff.

#### **V. PUBLIC COMMENT**

- A. General public comment, known as open forum, will be permitted at all regular and special meetings of the City Council. The maximum time for public comment will be thirty (30) minutes and three minutes will be allotted to each person to speak.
- B. All agenda items are available for public comment and limited to one and a half minutes. Public comment will be taken after the motion is made but before the vote is called. Speakers must sign up in order to speak on any item no later than five minutes before the scheduled commencement of the public meeting for which the item is posted.
- B. Public comment will not be permitted on introduction of any item where a public hearing is called prior to final action on the matter. All public comment on such matters will be reserved for the public hearing on the matter.

#### **VI. RECORDING OF CLOSED SESSION**

- A. The presiding officer must certify that the agenda is a true and correct record of the executive session. The certified agenda must include (1) a statement of the subject matter of each deliberation, (2) a record of any further action taken, and (3) an announcement by the presiding officer at the beginning and the end of the closed meeting indicating the date and time. The agenda does not have to be a verbatim transcript of the meeting, but it must provide a brief summary of each deliberation.

*Elia Garcia*  
Mayor

*Rene Rodriguez*  
At Large

*Cesar Nevarez*  
District 1



*Ralph Duran*  
District 2

*Victor Perez*  
District 3

*Yvonne Colon-Villalobos*  
District 4

*Adriana Rodarte*  
City Manager

**DATE:** 03/29/2018

**TO:** Mayor & Council

**FROM:** Yvonne Colon-Villalobos

**SUBJECT:** New Street Light Pole near Vineyard

**SUMMARY** Discussion & action to place a new light pole near Vineyard & Perlette.

**BACKGROUND**

Constituent, Hector Rodriguez from 340 Vineyard is requesting a new street light pole. His area is extremely dark, there are no other lights nearby. I would also request that the Street dept. evaluate if additional lights are needed on Vineyard & take action.

**STATEMENT OF THE ISSUE**

**FINANCIAL IMPACT**

**ALTERNATIVE**

**NO APPROVE**

**STAFF RECOMMENDATION**



### Dropped Pin

near 358-352 Vineyard Rd, Socorro, TX 79927

 [Directions](#)











*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

March 30, 2018

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: Cesar Nevarez, District 1 Representative**

**SUBJECT: DISCUSSION AND ACTION TO APPROVE PAVING OF RANGE WAR, SUDAN, RYE, SUPIMA, JUDY AND COTTON VALLEY ESTATE SUBDIVISION IN THE AMOUNT OF \$275, 695.00.**

**SUMMARY**

City has received multiple complaints on the following streets in need of paving.

Cotton Valley Subdivision  
Richardson, Pamela Raye and Stevie  
Range War  
Sudan  
Rye  
Supima  
Judy

The City of Socorro has a total of 469 dedicated roads, since 2014 the department had been instructed to pave and over lay the ones in worst conditions. This led to 80 streets around the city to be upgraded.

There are a lot of streets left that need upgrading, but since last fiscal year no set budget has been set in order to keep overlaying roadways.

The reason that the sections in question and many other roadways were not placed on the lists to be upgraded might have been that at the time of the visual inspections the road ways were still operational and in decent driving conditions compared to the ones that made it on the paving lists.

**STATEMENT OF THE ISSUE**

**FINANCIAL IMPACT**

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

**Funding Source:**

**Amount: estimated cost \$275, 695.00**

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

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

**ALTERNATIVE**

N/A

**STAFF RECOMMENDATION**

**REQUIRED AUTHORIZATION**

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

**Cotton valley paving estimate**

**Richardson: 550 tons = \$ 36,850**

**Pamela raye: 1600 TONS = 107,200**

**Stevie: 140 TONS=\$ 9,380**

**TOTAL ESTIMATED TONNAGE: 2,290 TONS @ \$67 PER TON = \$ 153,430**

**TACK OIL 165 GALS @ \$ 5 PER GALLON = \$825**

**BASE MATERIAL 400 TONS @ 12 PER TON= \$ 4800**

**TOTAL ESTIMATED MATERIALS COST \$159,085**

Cell: (915)209-9945  
e-mail: [citymanager@ci.socorro.tx.us](mailto:citymanager@ci.socorro.tx.us)

**From:** Paul Solis III [<mailto:psolis1@elp.rr.com>]  
**Sent:** Monday, March 12, 2018 1:10 AM  
**To:** Adriana Rodarte <[citymanager@ci.socorro.tx.us](mailto:citymanager@ci.socorro.tx.us)>  
**Cc:** [mayor@ci.socorro.tx.us](mailto:mayor@ci.socorro.tx.us); [atlarge@ci.socorro.tx.us](mailto:atlarge@ci.socorro.tx.us); [james.napier@bobcatofelpaso.com](mailto:james.napier@bobcatofelpaso.com); [gabriel.r.garcia@dhs.gov](mailto:gabriel.r.garcia@dhs.gov);  
P&Z Director <[aocchoa@ci.socorro.tx.us](mailto:aocchoa@ci.socorro.tx.us)>; [district1@ci.socorro.tx.us](mailto:district1@ci.socorro.tx.us)  
**Subject:** Cotton Valley Sub division

Ms. Rodarte,

I am writing to you and city council today to request your attention to the Cotton Valley Sub division sewer project. We in the community are grateful for the progress that has been made to bring this last piece of infrastructure into our neighborhood. With this said, it has come to the attention of many of our neighbors on how poor the roads are going to be left once the contractors complete their work. We do not believe that these dilapidated roads were the direct result of the construction as they were already in poor shape prior to the start of this project. The black top is very thin in some areas only two inches, with many pot holes that are continuously being repaired. One of our main concerns are the 18 wheelers that are allowed into this residential area which are a direct cause of the issues.(see attachments for pictures and bridge loads) In addition, I have enclosed a section of the Texas Transportation Code for your reference <http://www.statutes.legis.state.tx.us/Docs/TN/htm/TN.545.htm#545.307>

We would like to request that the city of Socorro, please consider repaving our streets in the Cotton Valley subdivision instead of allowing the contractor to only do patch work. We believe that we are still early enough to address this situation especially before monies are spent on work that is not going to leave an acceptable result. Is it possible that arrangements be made to help subsidize the cost to leave our area in better shape than what it was before?

Any consideration or response to this request will be appreciated.

Respectfully,



## Adriana Rodarte

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**From:** Miguel Rosas <mrosas@ci.socorro.tx.us>  
**Sent:** Wednesday, March 28, 2018 4:15 PM  
**To:** Adriana Rodarte  
**Subject:** district 1 paving estimates

Good afternoon,

Below are the estimates for certain streets that need overlay in district 1.

Street name	length	width	tons	\$ price
Sudan	1600	25	605	37,510
Rye	300	40	180	11,160
Supima	1400	25	530	32,860
Judy	700	25	265	16,430
Range war	505	25	200	12,400
Base			350	3,500
Tac oil			550	2,750
<b>Estimated total</b>				<b>\$116,610</b>

If you have any questions please contact me.

*Miguel A. Rosas*  
Parks & Public works Director



City of Socorro, Texas  
241 Old Hueco Tanks rd.  
Socorro, Texas 79927  
(915)858-2915  
(915)539-2049 cell  
[mrosas@ci.socorro.tx.us](mailto:mrosas@ci.socorro.tx.us)

**ITEM 27**

*Elia Garcia*  
Mayor

*Rene Rodriguez*  
At Large

*Cesar Nevarez*  
District 1



*Ralph Duran*  
District 2

*Victor Perez*  
District 3

*Yvonne Colon-Villalobos*  
District 4

*Adriana Rodarte*  
City Manager

**DATE: 03/29/2018**

**TO: Mayor & Council**

**FROM: Yvonne Colon-Villalobos**

**SUBJECT: Guard Rail At the end of Flor Blanca, 79927**

**SUMMARY** Discussion & action to place a metal guard rail from corner to corner at the end of Flor Blanca.

**BACKGROUND**

Constituents are very concern with the end of this road. At the end follows an open dirt road that is being used to go four wheeling, by all types of motor vehicles, at all hours of the day. These vehicles are also speeding thru Flor Blanca before entering and exiting the dirt road. A guard rail would seize this type of activity & protect the residents that live nearby.

**STATEMENT OF THE ISSUE**

**FINANCIAL IMPACT**

**ALTERNATIVE**

**NO APPROVE**

**STAFF RECOMMENDATION**



45%



3:26 PM

