

Vacant
Mayor

Rene Rodriguez
At Large/ Mayor Pro Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

DATE: October 14, 2016

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Charles Casiano

SUBJECT: DISCUSSION AND ACTION ON APPROVING AMENDMENT TO THE PURCHASING POLICY.

SUMMARY

The purchasing policy has been updated as follows:

Thresholds amounts changing from 3,000.000 to 5,000.00 to require a purchase order
Purchase Card will be made available to certain approved employees in order to facilitate the acquisition of goods

WellsOne Purchase Card Procedures and Policies to include issuance, restrictions and limitations, lost or stolen cards, account maintenance

Contracts are require approval of the City Manager and Finance Director

All invoices need to be forwarded to Finance Director

STATEMENT OF THE ISSUE

Same as above

FINANCIAL IMPACT

N/A

ALTERNATIVE

Deny

STAFF RECOMMENDATION

The staff recommends approving this item.

CITY OF SOCORRO PURCHASING POLICY MANUAL



ADOPTED: SEPTEMBER 5, 2013

UPDATED: MARCH 19, 2015

UPDATED: AUGUST 20, 2015

UPDATED: May __, 2017

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PURCHASING POLICIES AND PROCEDURES

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

No obligation shall be incurred nor shall any invoice be paid unless the procedures included in this document are adhered to completely. Purchases made in a manner not in accordance with these will be the financial responsibility of the person who made the purchase. Purchases shall be in accordance with each department's budgetary requirements which means that each department will verify that sufficient unencumbered funds exist in the account code to be charged prior to obligating the City's funds.

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

This policy supersedes all previous policies and is effective upon approval of the Mayor and Council.

GENERAL GUIDELINES FOR ACQUISITION OF GOODS AND SERVICES

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

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

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

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

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

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

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

PURPOSE

The purpose of this policy is to:

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

PURCHASING ETHICS

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

1. **Personal Gain** – it shall be a breach of ethics to attempt to realize unauthorized personal gain through employment with the City or by any conduct inconsistent with the proper discharge of the employee's duties.
2. **Influence of a Public Employee** – it shall be a breach of ethics to attempt to influence any public employee of the City to violate the standards of conduct set forth by the City.
3. **Participating in Procurement with Family or Friends** – it shall be a breach of ethics for any employee of the City to participate directly or indirectly in a procurement for the City when the employee knows that:
 - a. The employee or any member of the employee's immediate family had a financial interest pertaining to the procurement;
 - b. A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
 - c. Any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment involving the procurement.
 - d. On an annual basis, employees will disclose any relationships that exist with vendors that are family members to the third degree of consanguinity that are engaged in financial dealings with the City. This will include, child, parent, grandchild, sister, brother, grandparent, great-grandchild, niece, nephew, aunt, uncle or great grand-parent.
4. **Gratuities / Kickbacks** – The following prohibition against gratuities and kickbacks shall be set forth in every contract and solicitation:

The City may at any time, without prior notice, terminate this Contract without any further responsibility to Contractor if any gratuities, whether in the form of entertainment, gifts, employment or otherwise, were offered or given by the Contractor or any agent or representative thereof to any employee, official, or representative of the City with a view toward securing favorable treatment with respect to the entry into or performance of this Contract.
5. **Confidential Information** – it shall be a violation for any employee of the City to knowingly use confidential information for actual or anticipated personal gain, or for actual or anticipated gain of any person.

6. **Private Purchases Through City Facilities** – no employee may use the purchasing power of the City to make private purchases.

TAX EXEMPT STATUS

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

SIGNATURE AUTHORITY

A Purchase Requisition or Purchase Order shall not be considered complete until signed by the proper authority. Generally, this will be the Department Head. Should the Department Head not be available the City Manager or his/her designee may sign the Purchase Order.

1. Purchase Requisitions:

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

2. Purchase Orders:

- A. **APPROVAL:** The City Manager or his/her designee.

3. Payment Checks:

- A. **APPROVAL:** City Manager and Department Heads officially designated as signatories.

PROCEDURES

The following prescribed procedures shall be established to provide for the proper control for purchases and/or contracts. Approval of all purchase requisition for expenditures over \$5,000 will be done by an authorized individual as approved by council. The same person cannot authorize and approve the purchase requisition.

1. Purchase Requisitions

Except as provided in Section 4, Further Exceptions to Purchase Requisition, purchases in excess of \$5,000 of goods and services require the completion of an electronic Purchase Requisition.

2. Responsibilities of the Department

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

3. Levels of expenditure

PURCHASES LESS THAN \$5,000

Purchase Requisitions and Purchase Orders are not required for purchases less than \$5,000. Purchases made that are less than \$5,000 may be made by Department Heads or their representative designees, without further approval of the Finance Department.

The Department Head will be responsible to ensure that a sufficient unencumbered balance is available in their respective budget balance for all such purchases. On a weekly basis, the Finance Department will print and distribute a Budget to Actual Report with additional detail of the underlying transactions to each Department Head.

A Purchasing Card will be made available to certain approved employees in order to facilitate the acquisition of goods and services. The Purchasing Card Procedures in Section 7 will be strictly enforced.

In cases where individual purchases will be for \$3,000 to \$5,000 the procedures in Section 252.0125 of the Local Government Code delineate the quotation process which must be followed regarding Historically Underutilized Businesses, as follows:

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

- A. Each Department Head will identify purchases that will be included in these parameters and will exercise due diligence to ensure that the City is receiving the best value.
- B. The Department Head or his/her designee places the order using either the City's Purchasing Card or requesting an invoice for the supplies, material, equipment or contractual services involved.
- C. The Department Head will be responsible for and establish procedures to ensure proper receipt of these goods and will forward to the Accounts Payable technician any packing slips used to verify goods received.
- D. If a Purchasing Card was used, the department will attach the invoice, packing slip and/or itemized original receipt for submittal with the "Purchasing Card Processing Form" within 2 working days of receiving the goods or services. It is incumbent upon the department to generate or request receipts of sufficient detail to clearly indicate what was purchased. The form must be completed in its entirety which will include a section for the Department Head's signature and date, account number – Fund, General Ledger Code, City Department Code, Grant Program, and Function, and any special instructions required.
- E. If the department is to be invoiced, the invoice will be stamped using the "Accounts Payable Processing Stamp" that will need to be completed in its entirety by the department. This will include a section for the Department Head's signature and date, account number – Fund, General Ledger Code, City Department Code, Grant Program, and Function, and an indication of authorization to pay the invoice along with any special instructions required.

PURCHASES BETWEEN \$5,000 AND \$24,999:

Purchases of goods or services between \$5,000 and \$24,999 must follow this procurement process:

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

A municipality, in making an expenditure of more than \$3,000 but less than \$50,000, shall contact at least two historically underutilized businesses on a rotating basis, based

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

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

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

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

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

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

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

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

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

PURCHASES OVER \$50,000:

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

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

- G. Before making such purchases, the City must prepare specifications detailing the requirements for the goods and services, which the City proposes to purchase, and publish bid notice of time and place at which the bids or proposals for the specified goods and services, will be publicly opened and read aloud.
- H. If the City wishes to consider factors other than price in its selection, such as best overall value, the City's bid specification should clearly state that such factors will be considered. Best overall value can be determined by (i) the purchase price, (ii) the reputation of the bidder and the bidder's good or services, (iii) the quality of the bidder's goods or services, (iv) the extent to which the goods or services meet the City's needs, (v) the bidder's past relationship with the municipality, (vi) the impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities, (vii) the total long-term cost to the City to acquire the bidder's goods or services, and (viii), any other relevant criteria specifically listed in the request for bids or proposals. While best overall value is not solely determined by price, the lowest bid should be recommended, unless you can show that a higher bid provides the best overall value based on the foregoing factors, which must be listed in the bid specifications if they are to be considered. Also, if the City is considering using a method other than competitive sealed bidding (ie. competitive sealed proposals) the City Council must determine before notice is given the method of purchase that provides the best value for the City. See also on page 20, Cooperative Purchasing.
- I. Additional procedures and requirements may be required by state law for purchases involving more than \$50,000.00.
- J. Contracts for the services of architects, engineers, land surveyors, certified public accountants and other professions must be awarded using procedures provided in the Texas Professional Services Procurement Act. TEX. GOV'T CODE ANN. §2254.001 et seq. (West 2008 & Supp. 2011) (Professional Services Procurement Act). The selections of certain services are exempt from competitive bidding requirements under Texas law as a "professional service." TEX. LOC. GOV'T CODE ANN §252.022(a)(4) (West Supp. 2011); Op. Tex. Att'y Gen. No. JM-940 at 3 (1988), MW-344(1981). If there is not adequate time to publish RFQ for "professional services" as defined by this statute, the City Council may elect not to follow competitive bidding requirements.
- K. Except in the case of emergencies, defined as an unforeseen condition arising suddenly and unexpectedly, not caused by any neglect or omission which calls for immediate action. In an actual emergency, bidders or proposers shall have a minimum of 21 calendar days *except that in the event of extenuating circumstances this period may be reduced to 14 calendar days* from the date of first publication to respond to the bid or RFP.
- L. All responses to bids or RFPs shall be received by the City Clerk's Office where they will be date/time stamped and held un-opened. After the closing day and time for the receipt of proposals the City Clerk shall notify the originating department of the receipt of all bids or proposals and it shall be the responsibility of the department head to place the appropriate item on the agenda to open / award the responses.

- M. All responses shall be opened in public at the date and time stated in the specifications. Submitted bids or proposals are final and may not be altered. Vendors may, however, submit sealed alternate bids or proposals before closing time.
- N. Final award of a bid will be made by City Council to the lowest responsive bidder unless Council wishes to consider the location of the bidder's principal place of business as detailed in Section 271.905 of the Texas Local Government Code. In the event the City receives two or more bids that are identical in nature and amount, as the lowest and best bids, award shall be made pursuant to Section 271.901 of the Texas Local Government Code
- O. For an RFP, final award will be made to that response which best meets the stated selection criteria or, Council may direct that the City Manager conduct further negotiations with proposer(s).
- P. Council may table an award and direct staff to review and make recommendation to Council at another date.
- Q. Council may reject all bids or proposals and direct that new specifications be prepared and advertised.

Sole Source Vendor

Texas law provides for general exemptions to the procurement process. Please refer to Section 252.022 of the Texas Local Government Code. More specifically Section 252.022 (7-16) provides exemptions for sole source vendors as follows:

(7) a procurement of items that are available from only one source including:

- (A) items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;***
 - (B) films, manuscripts, or books;***
 - (C) gas, water, and other utility services;***
 - (D) captive replacement parts or components for equipment;***
 - (E) books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials; and***
 - (F) management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits;***
-
- (8) a purchase of rare books, papers, and other library material for a public library;***
 - (9) paving drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements;***
 - (10) a public improvement project, already in progress, authorized by the voters of the municipality, for which there is a deficiency of funds for completing the project in accordance with the plans and purposes authorized by the voters;***

- (11) *a payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchapter C, Chapter 212;*
- (12) *a personal property sold:*
 - 1. *at an auction by a state licensed auctioneer;*
 - 2. *at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code;*
 - 3. *by a political subdivision of the state, a state agency of this state, or an entity of the federal government; or*
 - 4. *under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391;*
- (13) *services performed by blind or severely disabled persons;*
- (14) *goods purchased by a municipality for subsequent retail sale by the municipality;*
- (15) *electricity; or*
- (16) *advertising, other than legal notices.*

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

4. Further Exceptions to Purchase Requisition

- A. Utility Payments - To be reviewed by the Finance Department.
- B. Payroll taxes - To be reviewed by The Finance Department.
- C. Debt Service Payments.
- D. Petty Cash Reimbursements.
- E. Unencumbered payments, not to exceed 10% of the approved purchase order, for invoices that have exceeded the authorized purchase order amount.
- F. Refunds of revenue.
- G. Payroll deduction remittances.
- H. Employee benefits remittances authorized by the Human Resources Department Head.

5. Completing the Purchasing Requisition Form.

- A. Effective with the adoption of this policy ALL departments shall utilize the electronic Requisition Form.
- B. Type of Requisition:
 - 1. **Regular** - Purchase Order # will generally be issued within 48 hours.
 - 2. **Emergency** - Purchase order # will generally be issued the same day. (An emergency is defined as an unforeseen condition arising suddenly and unexpectedly.)
- C. Travel in excess of a 100 mile radius of the City of Socorro, Texas must be approved by Council in advance during the adoption of the fiscal year budget. Travel which has not been identified and approved during the budgetary process will need approval by City Council before travel can take place; to exclude emergency travel. The City Manager has the

authority to approve emergency travel. Once approved, a purchase requisition must be generated by the department regardless of the amount involved (i.e. less than \$5,000). The individual is responsible for providing the Finance Department with a travel recap and all receipts. Reimbursement for expenditures in excess of those originally authorized by Council will require further Council approval before they may be paid.

D. Department Heads or their designees will review the Purchase Requisition form for completeness, accuracy and ensure that sufficient unencumbered funds are available.

E. Purchase Requisitions received by facsimile WILL NOT be accepted by the Finance Department for processing.

6. Open Purchase Orders:

A. Departments may opt to request an open purchase order to cover a year's worth of planned expenditures which are routine expenditures such as fuel and office supplies. All procedures required for a regular purchase order must be followed for issuance of a blanket purchase order, and;

1. The blanket purchase order may not exceed **\$24,999, except for fuel and road materials**, without a current bid/RFP/RFQ award (except utilities). Road material purchases exceeding \$50,000 during any fiscal year must comply with competitive purchasing procedures requiring publication for bids.
2. Sufficient funds must be available to cover the entire purchase order amount.

7. Credit Card Purchases

A. Purchase Card Procedures and Policies

General

The Purchase Card is a purchasing tool that offers an alternative to the existing City's purchasing process. It is the intention of this policy to provide an extremely efficient and effective method of purchasing and paying for goods and services with a value of less than \$5,000. In most cases the Purchase Card will reduce the volume and nature of associated paperwork.

This policy describes the procedures for appropriate purchasing card use. Each card holder will sign a Cardholder Agreement, Exhibit B and in doing so consents to comply with program rules and regulations. A Purchase Card will be issued to an employee upon management approval and after the employee executes a signed agreement form. Upon receipt of the card, the employee should immediately sign the back of the card and keep it in a secure place.

The Purchase Card is issued to one employee only. It is prohibited for another person to use this card. As a cardholder, the employee is responsible for the appropriate use of City funds. Although the card is issued to the employee, it remains the property of the City and it may be rescinded at any time for any reason. The employee should use the card for the types of purchases described in the guidelines included below. Each employee should document any questions, suggestions or difficulties he/she or vendors have regarding the Purchasing Card program. Please notify the Program Administrator/Finance Director of any suggestions for changes and improvements.

Card Issuance

~~A card will be issued to a City employee upon the approval of the Department Head and City Manager. An individual will only receive the card after completing the Cardholder Agreement Form and receiving instructions from the Finance Director.~~

~~Each employee issued a card should read the Card Holder Agreement in its entirety and become familiar with the record keeping requirements as well.~~

As a cardholder, you will be asked to complete a cardholder agreement. By signing the agreement, you have agreed to adhere to the guidelines established in this manual. Please refer to Exhibit B for an example of the cardholder agreement. Most importantly, ***you are the only person entitled to use the card and the card is not to be used for personal use.*** As each Commercial Card is linked to a specific area number and individual employee, the card cannot be transferred from one employee to another. If you are moving to another area contact your Program Administrator for the necessary changes. You should be able to keep your card.

Upon receipt of your WellsOne Commercial Card, you will need to activate the account by calling the toll-free number printed on the card. For verification purposes, you will be asked to provide your unique ID, and other identification information. Although the card will be issued in your name, your personal credit history will not affect your ability to obtain a card. The company is responsible for payment of all purchases.

Limitations and Restrictions:

Your Manager has assigned limits to your card. There may be a single transaction limit placed on your card, which means your card will be declined if you attempt to purchase more than this set amount at one time. Do not split a purchase to avoid the single transaction limit. If you believe the single transaction limit will inhibit optimum usage of the Program, please discuss this with your Manager.

In addition to the single transaction limit, every cardholder has a total monthly dollar limit assigned to his/her account. If you believe your monthly limit to be insufficient for your requirements, please discuss this with your Manager, who should contact your Program Administrator. Your limit is replenished once per month on the Wells Fargo Commercial Card Expense Reporting (CCER) System.

The *WellsOne* Commercial Card Program also allows for Merchant Category blocking. If a particular Merchant Category is blocked (e.g., jewelry stores), and you attempt to use your card at such a merchant, your purchase will be declined. Management has made an effort to ensure that the vendors/suppliers used during the normal course of business are not restricted. If your card is refused at a merchant where you believe it should have been accepted, you should call Wells Fargo Business Purchasing Service Center at **1-800-932-0036** to determine the reason for refusal. Depending on the result of your inquiry, you may want to discuss the issue further with your Manager. He/she is empowered to advise the Program Administrator to modify the restrictions on your use of the Commercial Card.

Customer service assistance is available 24 hours/day, 7 days/week at **1-800-932-0036**.

Option 1: Automated options - balance, available credit, and recent transaction information

Option 2: Cardholder options

Sub-option 1: Lost or stolen card

Sub-option 2: Fraud or dispute resolution

Sub-option 3: Commercial Card Expense Reporting (CCER), including mobile

Sub-option 4: All other inquiries

IMPORTANT: All requests for changes in limitations and restrictions must be made through your Program Administrator. Wells Fargo Bank will change existing cardholder restrictions only after a written request is received from the Program Administrator.

Lost or Stolen Cards:

You are responsible for the security of your card and any purchases made on your account. If you believe you have lost your card or that it has been stolen, **IMMEDIATELY** report this information to Wells Fargo Business Purchasing Service Center (BPSC) at **1-800-932-0036**. Immediately after reporting to the BPSC, you must inform your Program Administrator. **It is extremely important to act promptly in the event of a lost or stolen card to avoid company liability for fraudulent transactions.**

As with a personal charge card, you will no longer be able to use the account number after notifying the bank. A new card should be issued *within* 48 hours of notice to Wells Fargo Bank.

Account Maintenance:

If there's a need to change any information regarding your account, such as mailing address or expense accounting code, please contact your Program Administrator.

Purchasing Guidelines

The card program will not circumvent the City's purchasing rules and procedures. Instead, it is designed to streamline smaller purchases that are made on-site, via Internet, telephone, fax or mail.

Each employee is responsible for the security of the Purchase Card that he/she is issued and for the purchases made with it. Consequences for card misuse are severe, and penalties may include reimbursement of expenses, suspension of card privileges, or other disciplinary action up to and including termination.

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

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

Documentation

~~Cardholders will be required to timely submit a "Purchasing Card Processing" Form within 2 working days of receiving the goods or services that were purchased. Failure to do so on a chronic basis will result in the cancellation and return of the card.~~

Lost or Stolen Purchasing Cards

~~It is the responsibility of the Cardholder to immediately report a lost or stolen card both. A copy of the back of the card should be kept available so that the instruction can be followed to properly report the card. Additionally the Program Administrator and Finance Director should be notified immediately in writing or via email. Unauthorized use of the card will be reported to the City of Socorro Police Department.~~

Conclusion

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

8. Contracts

All written contracts, regardless of procurement methodology, require the approval of the City Manager and Finance Director. A copy of all contracts will be kept in the City Clerk's

office. This includes but is not limited to agreements associated with office equipment and vehicles.

9. Receiving Purchases Requiring Receiving Reports

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

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

9. Processing of Invoices

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

- A. When the proper documentation is received it shall be matched with the original purchase order and the original purchase requisition if required.
- B. If the invoice amount is greater than the purchase order, the Finance Department will process payment up to 10% of the original purchase order amount without having to issue another purchase order (unencumbered). If the difference between the invoice and purchase order amount is greater than 10% each Department Head is responsible for submitting a written request to Council to increase the purchase order prior to the invoice being paid OR returning the merchandise to the vendor for proper invoicing.
- C. Accounts Payable will process invoice for payment when the stated procedures have been followed. When approved, special event invoices will be paid within 5 days after receipt of the signed invoice and receiving report; a purchase order must be provided, if applicable.
- D. If the invoice submitted for payment is for goods or services from a Council approved contract, BID/RFP/RFQ award or utilities the request for payment shall be processed and

a check issued to the vendor. The payment will be listed on the accounts payable list presented to council as an informational item.

11. Ratifications

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

12. Manual Checks

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

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

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

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

14. New vendor process

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

ACCOUNTS PAYABLE LIST

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

CAPITAL EXPENDITURE REQUESTS

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

Annually, each department shall submit a budget request detailing equipment and/or projects exceeding \$5,000 (five thousand dollars) in total cost and having a life expectancy of 1 (one) years or more. Each request must be supported by a needs assessment and a statement of benefits derived from the purchase of the equipment and/or completion of the project.

Cooperative Purchasing

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

Criminal Penalties and Removal

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

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



Exhibit A

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

Date:

Department:

Employee Name:

Brief Description of Purchase:

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

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

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

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

REVISED AND APPROVED BY THE CITY COUNCIL OF SOCORRO, TEXAS ON THIS
____ DAY OF _____, 2017.

Mayor Pro Tem Rene Rodriguez

ATTEST:

Olivia Navarro
City Clerk

APPROVED AS TO FORM:

City Attorney

CITY OF SOCORRO

PURCHASING POLICY

MANUAL



ADOPTED: SEPTEMBER 5, 2013

UPDATED: MARCH 19, 2015

UPDATED: AUGUST 20, 2015

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PURCHASING POLICIES AND PROCEDURES

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

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

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

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

GENERAL GUIDELINES FOR ACQUISITION OF GOODS AND SERVICES

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

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

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

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

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

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

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

PURPOSE

The purpose of this policy is to:

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

PURCHASING ETHICS

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

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

Socorro may at any time, without prior notice, terminate this Contract without any further responsibility to Contractor if any gratuities, whether in the form of entertainment, gifts, employment or otherwise, were offered or given by the Contractor or any agent or representative thereof to any employee, official, or representative of Socorro with a view toward securing favorable treatment with respect to the entry into or performance of this Contract.

5. **Confidential Information** – it shall be a violation for any employee of the City to knowingly use confidential information for actual or anticipated personal gain, or for actual or anticipated gain of any person.
6. **Private Purchases Through City Facilities** – no employee may use the purchasing power of the City of Socorro to make private purchases.

TAX EXEMPT STATUS

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

SIGNATURE AUTHORITY

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

1. Purchase Requisitions:

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

2. Purchase Orders:

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

3. Payment Checks:

- A. APPROVE:** City Manager and Department Heads officially designated as signatories.

PROCEDURES

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

1. Purchase Requisitions

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

2. Responsibilities of the Department

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

3. Levels of expenditure

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

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

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

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

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

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

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

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

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

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

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

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

PURCHASES OVER \$50,000:

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

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

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

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

Sole Source Vendor

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

(7) *a procurement of items that are available from only one source including:*

(A) *items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;*

(B) *films, manuscripts, or books;*

(C) *gas, water, and other utility services;*

(D) *captive replacement parts or components for equipment;*

(E) *books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials; and*

(F) management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits;

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

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

4. Exceptions to Purchase Requisition

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

5. Completing the Purchasing Requisition Form.

A. Effective with the adoption of this policy ALL departments shall utilize the electronic Requisition Form.

B. Type of Requisition:

1. **Regular** - Purchase Order # will generally be issued within 48 hours.
2. **Emergency** - Purchase order # will generally be issued the same day. (An emergency is defined as an unforeseen condition arising suddenly and unexpectedly, not caused by any neglect or omission which calls for immediate action. Lack of planning or preparation does not constitute an emergency.)

C. Travel in excess of a 100 mile radius of the City of Socorro, Texas must be approved by Council in advance during the adoption of the fiscal year budget. Travel which has not been identified and approved during the budgetary process will need approval by City Council before travel can take place; to exclude emergency travel. The City Manager has the authority to approve emergency travel. Once approved, a purchase requisition must be generated by the department. The individual is responsible for providing the Finance Department with a travel recap and all receipts. Reimbursement for expenditures in excess of those originally authorized by Council will require further Council approval before they may be paid.

D. Department Heads or designated individuals will review and approve form for completeness, accuracy and budgetary requirements.

E. Purchase Requisitions received by facsimile WILL NOT be accepted by Finance Department for processing.

6. Open Purchase Orders:

A. Departments may opt to request an open purchase order to cover a year's worth of planned expenditures which are routine expenditures such as fuel and office supplies. All procedures required for a regular purchase order must be followed for issuance of a blanket purchase order, and;

1. The blanket purchase order may not exceed ***\$24,999, except for fuel and road materials***, without a current bid/RFP/RFQ award (except utilities). Road material purchases exceeding \$50,000 during any fiscal year must comply with competitive purchasing procedures requiring publication for bids.
2. Sufficient funds must be available to cover the entire purchase order amount.

7. Credit Card Purchases

A. Fuel Credit Cards

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

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

B. Credit Cards Purchases

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

unexpectedly, not caused by any neglect or omission, and which calls for immediate action. Such travel will need to be placed as an item on the agenda immediately, no later than (5) working days, after returning from travel. A staffing report will need to be submitted to the City Clerk with copies of all receipts, total cost, and a brief explanation of the emergency or unforeseeable event. Please refer to the Travel Manual for detailed requirements.

C. Council Member Credit Card Purchasing

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

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

9. The Council member's credit card along with all receipts for purchases shall be delivered to the City Clerk or the City Manager before the member leaves office.

8. Receiving Purchases

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

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

9. Processing of Invoices

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

- A. When the proper documentation is received it shall be matched with the original purchase order and the original purchase requisition.
- B. If the invoice amount is greater than the purchase order, Finance will process payment up to 10% of the original purchase order amount without having to issue another purchase order (unencumbered). If the difference between the invoice and purchase order amount is greater than 10% each Department Head is responsible for submitting a written request to Council to increase the purchase order prior to the invoice being paid OR returning the merchandise to the vendor for proper invoicing.
- C. Accounts Payable will process invoice for payment when the stated procedures have been followed. Special Event invoices will be paid within 5 days after receipt of the signed invoice and receiving report; a purchase order must be provided, if applicable.
- D. If the invoice submitted for payment is for goods or services from a Council approved contract, BID/RFP/RFQ award or utilities the request for payment shall be processed and a check issued to the vendor. The payment will be listed on the accounts payable list presented to council as an informational item.

10. City Council Discretionary Funds

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

Guidelines for expenditures are in the table below.

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

11. Ratifications

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

which calls for immediate action. Lack of planning or preparation does not constitute an emergency.

12. Manual Checks

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

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

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

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

14. New vendor process

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

ACCOUNTS PAYABLE LIST

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

CAPITAL EXPENDITURE REQUESTS

A purchase requisition form must be completed for each acquisition of equipment where the total cost is in excess of \$5,000.00 and has a life expectancy of year (1) or more years. Also a purchase requisition form must be prepared for each capital renovation project. Acquisition is defined as either outright purchase or a lease or rental of equipment. Total cost is defined as

equipment cost, applicable taxes, freight, and projected installation and/or renovation costs. The various components of the total cost should be shown as indicated on the purchase requisition.

Annually, each department shall submit a budget request detailing equipment and/or projects exceeding \$5,000 (five thousand dollars) in total cost and having a life expectancy of 1 (one) years or more. Each request must be supported by a needs assessment and a statement of benefits derived from the purchase of the equipment and/or completion of the project.

Cooperative Purchasing

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

Criminal Penalties and Removal

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

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



CITY OF SOCORRO BID AND QUOTE COMPARISON WORKSHEET

Date:

Department:

Employee Name:

Brief Description of Purchase:

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

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

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


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

REVISED AND APPROVED BY THE CITY COUNCIL OF SOCORRO, TEXAS ON THIS
20 DAY OF August, 2015.



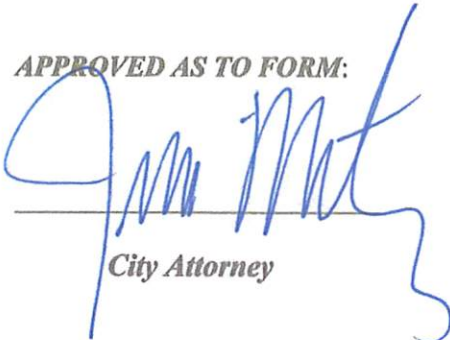
Mayor Jesus Ruiz

ATTEST:



Olivia Navarro
~~Assistant~~ City Clerk

APPROVED AS TO FORM:



City Attorney

Vacant
Mayor

Rene Rodriguez
At Large/ Mayor Pro-Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

May 15, 2017

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Rosio Marin, HR Director

SUBJECT: Discussion and action to approve amendment to Building Inspector job description, qualifications, and salary.

SUMMARY

This action approves City of Socorro to amend Building Inspector job description, qualifications, and salary.

STATEMENT OF THE ISSUE

The City of Socorro Planning and Zoning Department, Building Inspector's job description has been updated. The "Duties, Functions, and Responsibilities" section includes a more detailed description of customer service expectations. The "Minimum Qualifications" and "Equipment" sections have also been updated.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 05101 / 016

Funding Source: General Fund

Amount: Up to \$4,867.20 per year.

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

Decline modification

STAFF RECOMMENDATION

HR recommends approval of updates to Building Inspector's job description, qualifications, and salary.

REQUIRED AUTHORIZATION

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

City of Socorro
Job Description

PROPOSED

Position

Job Title: Building Inspector	Department: Planning and Zoning
FLSA Status: Non -Exempt	Salary: \$17.66 - \$20.00
Approved:	Last Revised: 11/19/2012

General Purpose and Description:

Under general supervision, conduct site inspections of commercial or residential construction projects to enforce compliance with municipal, state and federal building codes and regulations.

Duties, Functions and Responsibilities:

- Responsible for the enforcement of building and housing zoning codes and ordinances and the administration and operation of public inspections. Conducts on the job inspections of assigned new and remodeled sites and structures at different stages of construction. Conducts inspections of assigned building and structural portions of new and remodeled sites and structures. Reviews plans and specifications, materials, layouts and equipment. Performs inspections of construction projects for compliance with occupational health and safety requirements. Informs, explains, and interprets code requirements for project superintendents, contractors, architects, engineers, homeowners, and the public. Provides uniform conformance to building codes, standards, and regulations. Investigates and responds to complaints regarding illegal construction, safety or hazardous conditions. Issues stop orders, corrective action, or citations depending on the situation. Testifies in court and before city boards and commissions as required.
- Plans, coordinates, and administers a building safety inspection program. Administers the issuance of permits and the enforcement of municipal building codes and ordinances. Directs inspection program involving building, plumbing, electrical, mechanical, solar, heating and cooling, and sign installation. Directs the review, checking, and approval of plans and specifications. Directs training of new personnel. Reviews requests for variances and forwards to appropriate boards with corresponding recommendations. Consults with and advises architects, contractors, engineers and others concerning conflicts in code interpretations and inspection policies and procedures in coordination with Planning and Zoning Director. Reviews plans and specifications for compliance with city building code; recommends corrections on plans in accordance with standards established by the building code. Reviews preliminary subdivision plans for compliance with codes and regulations. Recommends condemnation when building construction is found to be dangerous, unsafe, or defective. Estimates construction values to assigned permit fees. Prepares various reports, summaries, recommendations, and correspondence. Provides technical advice to departments. Climbs ladders to visually inspect complex structures during the construction process.
- Issues red tags, stop work orders, correction notices, or citations as required when construction does not meet requirements of City Code, City Ordinances or plans and specifications. Refers citations not signed by defendants to police department for service. Confers with contractors issuing verbal and written corrections as needed. Investigates work, as assigned and during daily inspections, to assure construction is being performed by licensed contractors with city issued permit and in compliance with requirements. Signs permits if all construction is in compliance. Maintains applicable database, records, and files. Research prior inspections for approval/disapproval. Attend training and meetings. Maintain certifications.
- Provide customer service in assigned areas. Serve as a representative of the City of Socorro demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and the public. Respond to citizen or contractor questions over the phone, in person, and in correspondence regarding development regulations, permit and license fees, business license, and development procedures required by the City.
- Highly organized, dependable, and ability to keep matters confidential. Clear, concise oral and written communication to present reports. Establish and maintain effective working relationships with department, directors and supervisors, employees, and coworkers.
- Complies with all requirements for City employees as set forth in the most recent version of the City's Employee Handbook and as otherwise set forth in the City Code and City Ordinances.
- Responsible for any assignments issued by the City of Socorro.

**City of Socorro
Job Description**

Position

- Attendance is an essential function of the job.

Minimum Qualifications:

- A High School Diploma or GED
- Two years' journey, master, or supervisory level building trades experience, and code compliance experience.
- Valid Building Official Certification from the International Code Council (ICC) within six months of appointment.
- Valid ICC Residential and Commercial Inspector's Certification (to include building, electrical, mechanical, and plumbing).
- Construction related degree from an accredited technical or academic institution preferred.
- Possess a valid Texas class "C" Drivers License.

Equipment:

- Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Experience in Accela, AutoCAD, and GIS preferred.

Physical Requirements:

- Must be able to lift a minimum of 25 pounds.
- Sits, stands for extended periods of time.
- Works indoors and outdoors, including adverse weather conditions, such as extreme cold, heat, heights, temperature swings and noise.
- Works in trenches and some exposure to mechanical, radiation, fume/odor and dust/mite hazards.

Conditions of Employment:

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

Mayor

Date

City Manager

Date

Human Resource Director

Date

Employee

Date

CURRENT



JOB TITLE: Building Inspector
DEPARTMENT: Planning & Zoning
REPORTS TO: Planning Director

CIVIL SERVICE: X
COMPETITIVE: X
EXEMPT:
FULL TIME: X

NON-CIVIL SERV.:
NON-COMPETITIVE:
NON-EXEMPT: X
PART-TIME:

City Council Approved: 11 / 1 / 2012

JOB SUMMARY:

Under general supervision, conduct site inspections of commercial or residential construction projects to enforce compliance with municipal, state and federal building codes and regulations.

ESSENTIAL JOB FUNCTIONS:

- Responsible for the establishment and enforcement of building, housing, zoning codes and ordinances; the administration and operation of the public inspections. Conduct on the job inspections of assigned new and remodeled sites and structures at different stages of construction project. Conduct inspections of assigned building and structural portion of new and remodeled sites and structures. Review plans and specifications, materials, layouts and equipment. Perform inspections of construction projects for compliance with occupational health and safety requirements. Inform, explain and interpret code requirements for project superintendents, contractors, architects, engineers, homeowners and the public. Provide uniform conformance to building codes, standards and regulations. Investigate and respond to complaints regarding illegal construction, safety or hazardous conditions. Issue stop orders, corrective action or citation depending on the situation. Testify in court and before city boards and commissions, as required.
- Plan, coordinates and administers a building safety inspection program. Administers the issuance of permits and the enforcement of municipal building codes and ordinances. Directs inspection program involving building, plumbing, electrical, mechanical, heating and cooling and sign installation. Directs the review, checking and approval of plans and specifications. Directs training of new personnel. Reviews request for variances and forwards to appropriate boards with corresponding recommendations. Consults with and advises architects, contractors, engineers and others concerning conflicts in code interpretation and inspection policies and procedures. Reviews plans and specifications for compliance with city building code; recommends corrections on plans in accordance with standards established by the building code. Reviews preliminary subdivision plans for compliance with codes and regulations. Furnishes of building codes and the zoning ordinances. May recommend condemnation when building construction is found to be dangerous, unsafe or defective. Estimates construction values to assigned permit fees. Prepares various reports, summaries, recommendations and correspondence. Provides technical advice to departments. Climbs ladders to visually inspect complex structures during the construction process.
- Issue red tags, stop work orders, correction notices or citations as required when construction does not meet Technical or Municipal codes, zoning ordinances, local ordinances or plans. Refer citations not signed by defendants to police department for service. Confer with contractors issuing verbal and written corrections as needed. Investigate work, as assigned and during daily inspections to assure construction is being performed by licensed contractors with a city-issued permit and in compliance with requirements. Sign permits if all construction is in compliance. Maintain applicable database, records and files. Research prior inspections for approval/disapproval. Attend training and meetings. Maintain certifications.
- Highly organized, dependable, and ability to keep matters confidential. Clear, concise oral and written communication to present reports. Establish and maintain effective working relationships with department, directors or supervisors, employees, and coworkers.
- Responsible for any assignments issued by the City of Socorro.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

- A High school diploma or GED.
- Two years journey, master, or supervisory level building trades experience, or two years code compliance experience and one ICC certification or a construction related degree from an accredited technical or academic institution.
- Possess a valid Texas class "C" Drivers License.

EQUIPMENT:

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

PHYSICAL REQUIREMENTS:

- Must be able to lift a minimum of 25 pounds.
- Sits, stands for extended periods of time.
- Works indoors and outdoors, including adverse weather conditions, such as extreme cold, heat, heights, temperature swings and noise.
- Works in trenches and some exposure to mechanical, radiation, fume/odor and dust/mite hazards.

CONDITIONS OF EMPLOYMENT:

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



Mary B. Garcia
Mayor Pro Tem

Employee Signature

Date

Vacant
Mayor

Rene Rodriguez
At Large/ Mayor Pro-Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

May 15, 2017

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Rosio Marin, HR Director

SUBJECT: Discussion and action to approve amendment to Planning and Zoning Director job description, qualifications, and salary.

SUMMARY

This action approves City of Socorro to amend Planning and Zoning Director job description, qualifications, and salary

STATEMENT OF THE ISSUE

The City of Socorro's Planning and Zoning Director's job description has been updated to include duties and responsibilities related to economic development. Other sections were rewritten and reorganized to eliminate redundancy and improve clarity. The "Minimum Qualifications" section was updated as was the "Equipment" section.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 05101 / 016

Funding Source: General Fund

Amount: possible annual salary savings of up to \$9,347.20

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

Decline modification

STAFF RECOMMENDATION

HR recommends approval for job description and qualifications update to Planning and Zoning Director job description, qualifications, and salary.

REQUIRED AUTHORIZATION

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

**City of Socorro
Job Description**

PROPOSED

Position

Job Title: Planning and Zoning Director	Department: Planning and Zoning
FLSA Status: Exempt	Salary: \$60,000 to \$69,347
Approved:	Last Revised: 11/1/2012

General Purpose and Description:

Under administrative direction from the City Manager, direct the Planning & Zoning Department in preparing, revising, maintaining and implementing the comprehensive plan for the City of Socorro.

Duties, Functions and Responsibilities:

- Plan, organize, manage and direct operations of the planning department; organize programs for engineering review, field inspections, and code enforcement of commercial and residential designs and construction, and related permit issuance and customer service. Oversee and assign work that involves preparing, revising and maintaining a comprehensive plan that addresses the physical, economic, demographic, environmental and social components of the City. Oversee the specific functions of the department including comprehensive planning, subdivisions, form based codes, land development, land use, demographics, community development, and personnel administration. Explore and analyze methods for improving the planning process by developing plans and programs that are new and innovative. Manage priorities and progress of projects and activities.
- Formulate department-wide policies and strategies to ensure compliance with federal, state, and local statutory mandates, and architectural and engineering standards on such matters as building trades work, emergency management, environmental protection, fire prevention, flood control, flood plan management, housing safety, land grading and drainage, and zoning. Recommend operational adjustments to establish and modify methods to ensure the efficiency and effectiveness of City's development control functions. Evaluate, devise, and implement short and long-range departmental goals, project priorities, and resources allocations.
- Develop and coordinate, lead and manage, the implementation of a strategic economic development plan that aligns with the City's comprehensive plan. Plan, organize, manage, and direct economic development programs, projects, and initiatives setting clear goals, objectives, and associated metrics of performance. Facilitate technology-based economic development; foster entrepreneurship and small business growth; sustainability based economic development; and develop sector or cluster specific projects or initiatives that strengthen the City's economic base.
- Coordinate and control department operations. Acquire and deploy personnel, materials, or other resources and arrange to maintain equipment to balance workflow and ensure availability of services as needed. In a manner consistent with City Charter, City Code and City Ordinances, represent the City's development control interests to the public as necessary to approve alternate materials and methods of code compliance, provide code interpretations, and resolve conflicts and complaints. Recommend appropriate amendments and variances to City Ordinances and City Code.
- Prepare and manage fiscal year budget for department. Conduct cost-benefit, statistical, or other analyses. Review suggestions for program improvements and staffing changes to assist in preparation of consolidated annual budget. Participate in capital improvement planning by recommending new and modified equipment and monitoring expenditures of budget in accordance with established City financial policies and procedures. Monitor and approve expenditures.
- Implement and enforce City Code, City Ordinances and department policies and procedures. Design, establish, and maintain an organizational structure and staffing to effectively accomplish the organization's goals and objectives. Prepare a variety of reports regarding department activities, accomplishments, and goals. Resolve problems associated with integration of processes with other City departments, other jurisdictions, and regulatory agencies. Oversee permit processing software operation, including studying technological developments to enhance system for integrating related database and permits tracing through plan review and inspection.
- Supervise large number of assigned personnel. Participate in hiring of staff, interview applicants and recommend hire, transfer, discipline, and assign merit pay or other employee status changes.

City of Socorro Job Description

Position

Schedule, assign, and check work. Appraise employee performance and review evaluations. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate, and maintain harmony.

- **Represent the department in a professional manner. Meet with City management and outside agency officials to inform of pending expansions or relocations. Make presentations to City management, Mayor and Council, boards and commissions members, and other officials as required. Interact with a variety of governmental agencies, architects, engineers, neighborhood associations, and others to gather and provide accurate information. Work with other city departments to provide assistance or gather information.**
- **Act as liaison for the Planning and Zoning Commission, Board of Adjustment, and other Boards and Commissions responsible for Land use functions; assist in staff function to support the responsibilities and duties of these Boards and Commissions including preparation of notices, documents and reports for meetings, documentation, and providing recommendations for disposition of matters, monitoring and providing recommendations for amendments of the Zoning and Subdivision Ordinances (Chapters 38 and 46 of the City Code), other applicable ordinances, the Comprehensive Master Plan, and the zoning, land use, and transportation laws and regulations of Texas and the United States.**
- **Highly organized, dependable, and ability to keep matters confidential. Clear, concise oral and written communication to present reports. Establish and maintain effective working relationships with department, directors and supervisors, employees, and coworkers.**
- **Responsible for complying with all requirements for City employees as set forth in the most recent version of the City's Employee Handbook and as otherwise set forth in the City Code and City Ordinances.**
- **Responsible for any assignments issued by the City of Socorro.**
- **Attendance is an essential function on the job.**

Minimum Qualifications:

- **A Bachelor's degree in Urban or Regional Planning, Urban Design, Architecture, Engineering, Construction Administration, Business or Public Administration, or a related field from an accredited technical or academic institution.**
- **Five years of professional administrative experience in Architecture, Engineering, Building Construction, Planning, or Building and Zoning Codes Enforcement.**
- **Three years of supervisory experience.**
- **Valid Building Official Certification from the International Code Council preferred.**
- **Possess a valid Texas class "C" Drivers License.**

Equipment:

- **Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.**
- **Experience in Accela, AutoCAD, and GIS preferred.**

Physical Requirements:

- **Must be able to lift a minimum of 25 pounds.**
- **Sits, stands for extended periods of time.**
- **Ability to work long hours on a periodic basis.**
- **Works indoors and outdoors, including adverse weather conditions, such as extreme cold, heat, heights, temperature swings and noise.**
- **Works in trenches and some exposure to mechanical, radiation, fume/odor and dust/mite hazards.**

Conditions of Employment:

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

City of Socorro
Job Description

Position

Mayor

Date

City Manager

Date

Human Resource Director

Date

Employee

Date

CURRENT

Job Title: Director of Planning/Public Works

Reports to: Mayor and Council

Approved by Civil Service:

Civil Service _____

Full Time _____

.....
JOB CLASS SUMMARY AND CHARACTERISTICS:

Under general administrative direction is responsible for the establishment and enforcement of building, housing, zoning, health and safety codes and ordinances, the administration and operation of the public inspections, public works, housekeeping, maintenance, and construction departments, and performs related work as required.

.....
PRINCIPAL DUTIES AND RESPONSIBILITIES:

Directs and evaluates the activities of the planning, public works and inspection departments which includes planning, coordinating and administering a building safety inspection program, administering the issuance of permits, enforcing municipal building codes and ordinances, directing inspection programs that involve building, plumbing, electrical, mechanical, heating, cooling, neighborhoods, and sign installation. Directs and evaluates supervisors and other employees. Directs the review, checking and approval of plans and specifications. Directs the training of new personnel. Reviews requests for variances and forwards to appropriate boards with corresponding recommendations. Consults and advises architects, contractors, engineers and other concerning conflicts in code interpretation and inspection policies and procedures. Prepares departmental budgets. Reviews plans and specifications for compliance with city building codes. Recommends corrections on plans in accordance with standards established by the building code. Reviews preliminary subdivision plans for compliance with codes and regulations. Furnishes information to the public and contractors regarding the requirements of building codes and the zoning ordinances. May recommend condemnation when building construction is found to be dangerous, unsafe or defective. Participates in the writing and revising of subdivision and zoning ordinances and regulations as requested. Works with representatives of other City departments or governmental agencies and the commercial and industrial community to determine effects and to coordinate implementation of community plans. Presents information and recommendations to City Council, Boards and Commissions as requested. Estimates construction values to assigned permit fees. Provides technical advice to departments. Reviews and approves agenda for Planning Commission and Board of Adjustment meetings.

.....

Director of Planning/Public Works
Page 2

Ensures administration of the city public works maintenance project on existing public right of ways and the coordination with the Texas Department of Transportation and the Metropolitan Planning Organization the development of major arterials and collectors county wide. Develops and directs the maintenance of parks.

.....
REQUIRED EDUCATION; DEGREES, CERTIFICATES, AND/OR LICENSE:

Bachelors degree in civil or mechanical engineering, business or public administration or a related field and six years of supervisory and administrative experience in architecture, civil engineering, building construction or building and zoning codes enforcement, or an equivalent combination of training and experience.

.....
KNOWLEDGE, ABILITIES AND SKILLS:

Comprehensive knowledge of the principles and practices of modern building construction and maintenance, comprehensive knowledge of the city building codes, considerable knowledge of standard tools, materials and practices of the building trades, considerable knowledge of building safety features and practices. Ability to plan, direct, and coordinate the works of administrative personnel and employees engaged in inspectional and enforcement activities, ability to interpret specifications, plans, and detailed drawings to insure compliance with building codes, ability to institute and direct planning and research activities, ability to keep operational and inspectional records and prepare comprehensive reports, ability to establish and maintain effective working relationships with fellow employees, officials and the general public.

[Handwritten signature and date]
19/10



DATE: May 11, 2017

TO: Mayor and City Council

FROM: Special Projects Department

SUBJECT:

Resolution to authorize the City of Socorro to submit a grant application requesting the amount of \$100,000 to the Texas Department of Housing and Community Affairs, and authorize a match in the amount of at least 5% of the Direct Project Costs.

SUMMARY

The Texas Department of Housing and Community Affairs (TDHCA) is awarding funding for single family housing under the HOME Investment Partnerships Program (HOME). Specifically, the Homebuyer Assistance (HBA) Program provides down payment and closing cost assistance, as well as possible rehabilitation assistance for accessibility modifications for eligible low-income Households.

BACKGROUND

The City of Socorro is currently not participating in any HOME programs. The previous programs have expired, and the City currently lacks programs for individuals who qualify for affordable housing.

STATEMENT OF THE ISSUE

The City of Socorro is currently not participating in partnerships to create affordable housing opportunities.

FINANCIAL IMPACT

5% Match of Direct Project Cost

ALTERNATIVE

Fund the project with City funds

STAFF RECOMMENDATION

Approval

REQUIRED AUTHORIZATION

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

Gloria M. Rodriguez
Mayor

Rene Rodriguez
At-Large
Mayor ProTem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOCORRO, TEXAS AUTHORIZING THE SUBMISSION OF A 2017 HOME SINGLE FAMILY OPEN CYCLE HOMEBUYER ASSISTANCE APPLICATION TO THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS; AND AUTHORIZING THE MAYOR TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE 2017 HOME SINGLE FAMILY OPEN CYCLE.

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

WHEREAS, the City of Socorro, Texas is a unit of Local Government making it an eligible applicant for the 2017 HOME Single Family Open Cycle Homebuyer Assistance; and

WHEREAS, the 2017 HOME Single Family Open Cycle Homebuyer Assistance is to provide down payment and closing cost assistance, as well as possible rehabilitation assistance for accessibility modifications for eligible low-income Households.

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

1. That a 2017 HOME Single Family Open Cycle Homebuyer Assistance; is hereby authorized to be filed on behalf of the City of Socorro, Texas;
2. That the application be for the amount of \$100,000 dollars to carry out the scope of proposed program's eligible activities.
3. That the City Council direct and designates the Mayor as the City's Chief Executive Officer an authorized representative to act in all matters in connection with this application and the city's participation in said program.
4. The City of Socorro agrees that in the event of loss or misuse of funds, the funds will be returned to the Texas Department of Housing and Community Affairs. In addition the City of Socorro commits \$20,000 in cash reserves.
5. The City of Socorro agrees to provide applicable Match of a minimum of 5% of Direct Project Costs required by the 2017 HOME Single Family Open Cycle

Homebuyer Assistance grant program.

6. That if further be stated that the assisted homeowner must be low to very low Income.

Dated this 18th day of May, 2017.

Rene Rodriguez, Mayor Protem

Olivia Navarro, City Clerk

Mayor

Rene Rodriguez
Mayor Pro Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

DATE: May 18, 2017

TO: MAYOR AND CITY COUNCIL

FROM: CHIEF CARLOS MALDONADO

SUBJECT: DISCUSSION AND ACTION TO AUTHORIZE THE MAYOR, CITY ATTORNEY AND CHIEF OF POLICE TO SIGN A MEMORANDUM OF UNDERSTANDING WITH THE YSLETA del SUR PUEBLO TRIBAL EMPOWERMENT DEPARTMENT FOR THE PURPOSE OF ALLOWING HIGH SCHOOL INTERNS TO WORK DURING THE SUMMER TO ASSIST THE STUDENTS IN OBTAINING WORK EXPERIENCE IN THE REAL WORLD. STUDENTS WILL BE ASSIGNED TO ASSIST IN DISPATCH, RECORDS AND PROPERTY AND EVIDNCE. STUDENTS WILL NOT BE ALLOWED TO WORK MORE THAN 20 HOURS PER WEEK.

SUMMARY

See attached letter.

BACKGROUND

City of Socorro Police Department may be able to utilize assistance throughout the summer from High School students that are in this internship program.

STATEMENT OF THE ISSUE

Utilizing interns working with the Police Department will help in giving the students valuable experience in real life situations as well as help out the Department by assigning and training them to assist department employees. The program is funded by the Ysleta del Sur Pueblo Tribal Empowerment Department.

FINANCIAL IMPACT

None

ALTERNATIVE

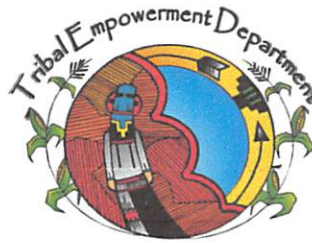
Pay interns to assist department employees.

STAFF RECOMMENDATION

It is recommended to approve the Memorandum of Understanding.

REQUIRED AUTHORIZATION

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



Memorandum of Understanding

Between

Ysleta del Sur Pueblo

Tribal Empowerment Department

AND

City of Socorro d/b/a

Socorro Police Department

I. Parties

This following Memorandum of Understanding sets forth the terms of Memorandum of Understanding (MOU) agreement between the **Tribal Empowerment Department**, hereinafter "TIETP - WIOA" and the City of Socorro d/b/a Socorro Police Department hereinafter "Worksite Agency".

Ysleta del Sur Pueblo Tribal Empowerment Department is the administering agency of a Tigua Indian Employment and Training Program under the Workforce Innovation and Opportunity Act of 2014 (WIOA), program funded under Title I of Public Law 105-220, Section 166. As such it is bound by the Federal Rules and Regulations governing implementation of the act. The objectives of the program are to employ and increase the future employability of economically disadvantaged Native Americans to help coordinate and improve existing approaches in decreasing the employment barriers of the participant. The primary activities of the program are to provide meaningful work experience leading to permanent employment.

II. Terms of Agreement

The Agreement shall be in effect beginning _____ and ending no later than _____.

III. Objective

The purpose of this agreement is to provide work experience in a healthy working environment. Participant must successfully complete all training and meet all of the Worksite Agency's provisions prior to a job offer. If the Worksite Agency determines that participants cannot or will not meet the needs of the job, the Worksite Agency must contact TIETP - WIOA to communicate this information as soon as possible.

IV. Allowable Activities and Services

The primary act activity under this agreement is well-supervised work experience. This activity is provided by Worksite Agency in coordination with the TIETP - WIOA. Supervision of participant is a responsibility of the Worksite Agency and is extremely important to the experience and training of the participant.

V. Responsibilities of Parties Under Agreement

In consideration of the mutual aims and desires of the parties to this Agreement and in recognition of the public benefit to be derived from effective implementation of the programs involved, the parties agree that their responsibilities under this agreement shall be as follows:

A. The Worksite Agency is responsible:

1. To provide adequate training and instruction in job duties and responsibilities;
2. To provide orientation to the Worksite Agency and individual duties of the participants and notify the Tribal Empowerment Staff TEITP-WIOA staff in the event of the need for consultation;
3. To provide adequate supervision of the participant in the performance of their job duties;
4. To provide participant access to the employee and safety handbooks;
5. To provide adequate equipment and/or materials necessary for the performance of the participants' job duties;
6. To provide a job description of all the duties to be performed by participant and provide meaningful work in accordance with said description;
7. To provide an objective evaluation of the participants' work performance stating participants strengths and areas needing improvement along with recommendations for developing in areas requiring improvement;
8. To ensure the work environment is free from discrimination against any participant on the grounds of race, sex, age, or religious belief;
9. To assure that the participants' work time is accurately recorded daily;
10. To assure participant will not be compensated for unexcused absences, unworked hours or recreation, leaves, and holidays;
11. To assure that the participant does not exceed authorized working hours of 20 hours per week for part-time placements or 40 hours per week for full-time placements;
12. To assure the participant does not exceed a total of 480 hours for either part-time placements or for full-time placements unless an extension is granted upon availability of funds;

13. To ensure timesheets are signed and submitted to the TIETP - WIOA by the identified payroll deadline;
14. To guide participants in updating their resume to include all duties and responsibilities performed under Worksite Agency supervision upon completion of the training period.

B. The TIETP - WIOA is responsible for the following duties:

1. To recruit, interview and select participants before being enrolled or referred to the Worksite Agency for placement and ensure TIETP - WIOA Program identified participants meet Worksite Agency prerequisites;
2. TIETP - WIOA supervisors will provide an orientation to participants prior to placement at the Worksite Agency and at other times as deemed necessary by the parties;
3. TIETP - WIOA will perform on-site visits to review and evaluate Worksite Agency activities and to provide procedural assistance and counseling as deemed necessary by the parties.
4. TIETP - WIOA will provide the Worksite Agency personnel with all the necessary forms that need to be completed. This includes timesheets, leave forms, and participant and worksite evaluation forms. The TIETP - WIOA Program will provide on-site orientation to the Worksite Supervisor in the completion of forms, program procedures and TIETP - WIOA contact information;
5. TIETP - WIOA will ensure that the requirements of this agreement adheres to all federal laws and regulations, and all state and local laws and policies;
6. TIETP - WIOA shall ensure participant's compensation reflects the Worksite Agency prevailing wage for the agreed upon Job Description for the hours reflected on each individual timesheet;
7. TIETP - WIOA shall be solely responsible for all on the job injuries. The Worksite Agency shall have no liability or responsibility for injuries to participants. Participants shall have workers' compensation insurance as their sole remedy for on the job injuries.
8. TIETP - WIOA will inform and assure the TIETP - WIOA participants of their equal, fair and just treatment under the Civil Rights Act of 1964.

C. Both Parties shall ensure compliance of their respective requirements with the following:

1. §188 of the Workforce Innovation and Opportunity Act (WIOA) and assurances required for the WIOA programs pursuant to 29 CFR § 37.20, and all applicable standards;
2. Title VI and VII of the Civil Rights Act of 1964 (PL 88.352), which prohibits discrimination based on race, color, or national origin in programs and activities that receive federal financial assistance;
3. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability in programs and activities, public and private, that receive federal financial assistance;
4. the requirements of the Americans with Disabilities Act of 1990, PL 101-336, 101 Congress, 2nd Session, 104 Stat. 327 (July 26, 1990);
5. the Age Discrimination Act of 1974, as amended, which prohibits discrimination on the basis of age;
6. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
7. §§ 523 and 527 of the Public Health Service Act of 1912, as amended, relating to confidentiality of alcohol and drug abuse patient records;
8. the Equal Pay Act of 1963; Nontraditional employment for Women act of 1991, as amended; and the requirements of any other nondiscrimination statutes which may apply;
9. all applicable Federal State, and local laws, standards, orders, policies, and regulations relating to health and safety, including those required by the Health and Safety Code, Ann., Section 85.0001, et seq.,
10. all applicable environmental and energy and conservation standards pursuant to the Clear Air Act (47 U.S.C. § § 7401, et. Seq.) and the Federal Water Pollution Control act as amended (33 U.S.C., § § 1251, et. seq.);
11. the requirements in accordance with the Drug Free Workplace Act (41 U.S.C. §§ 701-707);
12. the provisions of Texas Family Code, § 231.006, which prohibit payments to a person who is in arrears on child support payments, and with the provisions of Texas Family Code, § 231.006, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Family and Protective Services, and that its program personnel are properly trained and aware of this requirement.

13. the requirements of the Texas Revised Civil Statute 4419b-4, Sections 5.03-5304, which outline the workplace and confidentiality guidelines regarding AIDS and HIV.

General Provisions

The parties agree to the following General Provisions:

1. The parties agree that this Agreement may be amended at any time in writing by concurrence of the parties hereto.
2. This agreement may be terminated at any time by mutual consent. In addition, either party to this agreement may terminate by giving thirty (30) days written notice to the other party.
3. The parties agree that the TIETP - WIOA participants are not employees of the Worksite Agency and that Worksite Agency incurs no financial obligation in this contract.
4. The parties agree that modifications cannot be made unless both parties are in agreement.
5. The parties agree that the Worksite Agency will not be responsible for participants' transportation to the Worksite Agency.
6. The parties agree that the Worksite Agency will not be responsible for meals.
7. The parties agree that the Worksite Agency will not be responsible for other out of pocket expenses.
8. The parties agree that the Worksite Agency and/or TIETP - WIOA may request the removal of a participant at any time.
9. The parties agree that a participant may withdraw from the Worksite Agency upon providing one-week advance notice to the Worksite Agency and TIETP - WIOA.
10. The parties agree that at the discretion of the Worksite Agency supervisor, reasonable breaks may be taken by the participants.
11. The parties agree that the participants' work schedule will not exceed 40 hours per week.
12. The Worksite Agency will not request, assign, nor permit participants to conduct or engage in religious, sectarian, or political activity or instruction during working hours.

13. The parties agree not to request, nor permit participants to use either their personal vehicles or any Worksite Agency vehicles for work related matters unless properly insured by the Worksite Agency.

14. All attachments (General Terms and Conditions and policies) are incorporated herein by reference and TIETP - WIOA and TIETP - WIOA Program participants will comply with the requirements contained therein.

EXECUTED THIS ____ day of _____, 2016.

SIGNATURES:

Ysleta del Sur Pueblo

Carlos Hisa, Governor
Christopher Gomez, Lt. Governor

Ysleta del Sur Pueblo
Tribal Empowerment Department

Anna Silvas, Director
MarySue Femath, Assistant Director

City of Socorro- Mayor Pro Tem

City of Socorro- City Attorney

Socorro Police Chief
Carlos R. Maldonado

PRICE OF RENTAL OF MESSAGE BOARDS**PRICE PER UNIT:****\$35 PER DAY****\$160 DELIVERY****TOTAL: \$ 195 PER DAY (including delivery)**

The city uses 4 units on average for any given event. On average, we rent these signs 6 times a year for a 3-day period.

The approximate investment on renting these signs for a year is \$3480.00

In renting the signs the city only pays for the actual rental of the message boards without having any additional costs (battery's, maintenance, set up, pick up and any other damages that occur while in use.)

Purchase option

Lowest priced message board (vermac)

\$14,000 each x 4 = \$56,000

2 yr. warranty on craftsmanship defects

1 yr. warranty on led board and electrical components from defect or failure

Replacement controller: \$ 742.00

Replacement Batteries: \$ 208 ea. (4-6) depends on model

Replacement led board: \$800-1000 depends on model

Will take one labor approximately 3 hours to set up/pick up and arrange 4 message boards.

Scenario: To break even it would take the city approximately 16 years to break even on the investment of purchasing 4 message boards not including any maintenance costs.



APACHE BARRICADE & SIGN

DATE: 09-19-15
EXP: 09-19-15

WOBE / DBE / HUB

ESTIMATE RENTAL SHEET

CITY OF SOCORRO

LOCATION: SOCORRO COUNTY
PROJECT MANAGER: VICTOR REYA
PH: 915-319-0125
PROJECT: MESSAGE BOARDS - EVENT - CHILI WAR FEST

ESTIMATED PREPARED BY: ART SALAZAR
PH: 915-592-6619
FX: 915-592-7571

TRAFFIC CONTROL

	<u>QUANTITY</u>	<u>PER UNIT / DAILY</u>	<u>3 DAY RENTAL TOTAL</u>
1) MESSAGE BOARD	4	\$35.00	\$420.00
2) DELIVERY - PICK UP	1	\$160.00	\$160.00

* RENTAL DAYS: SEPTEMBER 10, 11, 12, 2015

- * NO CHARGE FOR TRAFFIC CONTROL PLAN (CONTRACTOR RESPONSIBLE FOR ANY CITY OR STATE FEES)
- * ANY EXTRA EQUIPMENT OR LABOR WILL BE CHARGED ACCORDING TO THE UNIT PRICE.
- * ADD SALES TAX OR PROVIDE EXEMPT FORM


ART SALAZAR



APACHE BARRICADE & SIGN

DATE: 09-19-15
EXP: 09-19-15

WOBE / DBE / HUB

ESTIMATE RENTAL SHEET

CITY OF SOCORRO

LOCATION: SOCORRO COUNTY
PROJECT MANAGER: VICTOR RETA
PH: 915-319-0125
PROJECT: MESSAGE BOARDS - AMNESTY

ESTIMATED PREPARED BY: ART SALAZAR
PH: 915-582-6619
FX: 915-582-7571

TRAFFIC CONTROL

	<u>QUANTITY</u>	<u>PER UNIT / DAILY</u>	<u>2 DAY RENTAL TOTAL</u>
1) MESSAGE BOARD	4	\$35.00	\$280.00
2) DELIVERY - PICK UP	1	\$160.00	\$160.00
* RENTAL DAYS: SEPTEMBER 4 & 5, 2015			
1) MESSAGE BOARD	4	\$35.00	\$280.00
2) DELIVERY - PICK UP	1	\$160.00	\$160.00
* RENTAL DAYS: SEPTEMBER 13 & 14, 2015			

- * NO CHARGE FOR TRAFFIC CONTROL PLAN (CONTRACTOR RESPONSIBLE FOR ANY CITY OR STATE FEES)
- * ANY EXTRA EQUIPMENT OR LABOR WILL BE CHARGED ACCORDING TO THE UNIT PRICE.
- * ADD SALES TAX OR PROVIDE EXEMPT FORM


ART SALAZAR

Vacant
Mayor

Rene Rodriguez
At Large
Mayor Pro Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

DATE: May 18, 2017
TO: MAYOR AND CITY COUNCIL
FROM: Job Terrazas, Administrative Assistant
CC: Adriana Rodarte, City Manager

SUBJECT:

Consider and Take Action on the proposed amendment to the City of Socorro Master Plan, and rezoning of Tract 4-D-1, Block 1, Socorro Grant, at 1069 Coker Rd. from RE (Rural Estates) to M-1 (Light Industrial) for Heavy Equipment Operations.

SUMMARY:

The property matter of this request is northerly located at 460 feet from the intersection of Worsham Rd. and Coker Rd. This property has an estimated area of 162,843 sq. ft. (3.8262 acres), owned by Jose Pablo Acosta, 9858 Sayers., El Paso, TX 79927.

BACKGROUND:

Per our Future Land Use map, the projected land use for this property is: Rural Residential.

According to the Flood Insurance Rate Maps, the referenced property lies within **Zone AO**. This area has a 1% or greater chance of shallow flooding each year, usually in the form of sheet flow, with an average depth ranging from 1 to 3 feet.

Adjacent Land Uses:

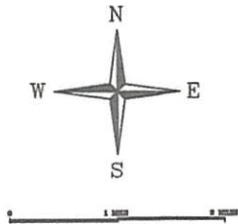
North: R-1 (SFR), South: A-1 (Agri.), East: Unclassified, West: A-1 (Agri.)

STATEMENT OF THE ISSUE:

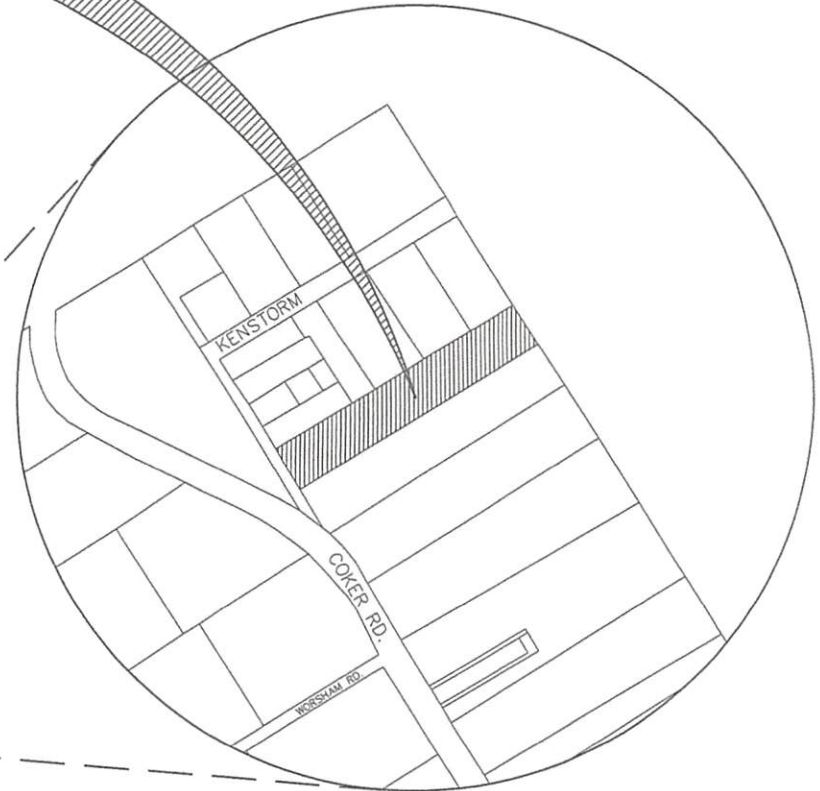
Petitioner is asking for M-1 classification to allow the storage of heavy equipment within the property. This City of Socorro is currently working on a systematic approach to detect existing zoning violations. The owner of this property was detected with heavy equipment within the yard and a N.O.V. was issued.

STAFF RECOMMENDATION:

The Planning and Zoning Commission recommends Denial.



PROJECT SITE;
1069 Coker Rd.
Tr.4-D-1, Blk.1
Socorro Grant



CITY OF SOCORRO

LOCATION MAP

Scale: AS SHOWN



Planning and Zoning Department

560 N. Rio Vista Socorro, Texas 79927 Tel. (512) 872-4531 Fax (512) 872-4673

Sec. 46-637. - Wall and fence requirements.

(a) *Residential fence and wall requirements.*

(1) *Height.*

- a. Front yard. Maximum of six feet in height above ground surface level shall be permitted; a three-foot solid wall, masonry, rock or wood; three-foot section of chainlink, wrought iron or other approved fence material or a maximum of six feet in height of chainlink, wrought iron or approved fencing material.
- b. Rear yard. An eight-foot maximum height above ground surface level shall be permitted on any part of the lot that is to the rear of the required front yards.
- c. Corner lots. There shall be no fence, wall, or obstruction more than three feet above street curb level within the clear sight triangle, measured 30 feet in both directions on the property line from the corner, or in the clear sight triangle for entry and exit of off-street, multi-parking area.
- d. Retaining walls. A wall retaining four or more feet of soil must be designed and stamped (signed) by a professional engineer, registered in the state.
- e. No fence shall be constructed with materials not listed or approved.
- f. Access shall be provided for areas having community irrigation. No fence shall be constructed on or in the irrigation easements.

(2) *Exclusion from public right-of-way.* No wall or fence shall be permitted in a public right-of-way. A fence or wall constructed on a right-of-way shall be removed at the property owner's expense.

(3) *Wall and fence for swimming pools.* All swimming pools or yards in which swimming pools are located shall be completely enclosed by a wall or fence at least five feet in height.

(4) *Barbed wire fences.* Barbed wire is not permitted except when located at least six feet above the highest adjacent ground surface.

(5) *Graffiti removal.* All fences shall be maintained by the property owner free of graffiti.

(6) *Exceptions.*

- a. Tennis courts may have walls or fences a maximum of 16 feet in height, provided they shall be located in the side or rear yard.
- b. Fences may be eight feet in height in the rear yard of double-frontage lots, provided all such adjacent yards between the two intersection streets are also rear yards.
- c. Fences eight feet or less in height as measured from the highest directly adjacent ground surface may be permitted on any part of a lot that is as far back from streets and lot lines as minimum required setbacks.

(b) *Commercial, office, and manufacturing fence requirements.* All zones other than residential. No fence shall be used as a building wall.

(1) *Height.*

- a. Front yard. Maximum of six feet in height above ground surface level shall be permitted; a three-foot solid wall, masonry, rock or wood; three-foot section of chainlink, wrought iron or other approved fence material or a maximum of six feet in height of chainlink, wrought iron or approved fencing material. Exception: required screening on junkyards (existing or new). An eight foot fence facing on junkyards shall have a screening fence (masonry, rock, brick, cinder block or concrete or chainlink with slats. Option: six foot masonry with two feet approved fencing on top for an eight foot total fence height.
- b. Rear yard. An eight-foot maximum height above ground surface level shall be permitted on any part of the lot that is to the rear of the required front yards. Exception: required screening

on junkyards (existing or new). An eight foot fence facing on junkyards shall have a screening fence (masonry, rock, brick, cinder block or concrete or chainlink with slats). Option: six-foot masonry with two feet approved fencing on top for an eight-foot total fence height.

- c. Corner lots. In all zones (including junkyards), there shall be no fence, wall or obstruction more than three feet of total height above street curb level within the clear sight triangle measured 30 feet both directions on the property line from the corner or in the clear sight triangle for entry and exist of off-street multi-parking area.
 - d. Retaining walls. A wall retaining four or more feet of soil must be designed and stamped (signed) by a professional engineer, registered in the state.
 - e. No fence shall be constructed with materials not listed or approved.
 - f. Access shall be provided for areas having community irrigation. No fence shall be constructed on or in the irrigation easements.
- (2) *Exclusion from public right-of-way.* No wall or fence shall be permitted in a public right-of-way.
 - (3) *Fences from swimming pools.* All swimming pools or yards in which swimming pools are located shall be completely enclosed by a wall or fence at least five feet in height.
 - (4) *Barbed wire fences.* Barbed wire is not permitted, except when located above a wall or fence that is at least six feet in height.
 - (5) *Exceptions.* Fences may be eight feet in height in the rear yard of a double-frontage lot, provided all such adjacent yards between the two intersecting streets are also rear yards.
 - (6) *Solid fence.* Any solid fence (masonry, rock, brick, cinder block, concrete etc.) that is over eight feet in height shall have engineered footings and supports.
- (c) *Screening requirements between zoning districts.*
- (1) An approved fence as outlined in subsection (a) of this section shall be permitted between residential and residential by either property owner.
 - (2) A six-foot-high masonry fence shall be erected:
 - a. Between all residential and urban mobile districts by the owner of the urban mobile home district.
 - b. Between all residential and commercial districts by the owner of the commercial district.
 - c. Between all commercial and commercial districts by the owner of the commercial district who builds first.
 - (3) An eight-foot-high masonry fence shall be erected (note: exception in subsection (b) of this section):
 - a. Between all residential and manufacturing districts by the owner of the manufacturing district property.
 - b. Between all commercial and manufacturing districts by the owner of the manufacturing district property.
 - c. Between all agricultural and manufacturing districts by the owner of the manufacturing district.

Provided, however, that this requirement may be lifted by the zoning administrator when topographic condition negate the visual screen effect of the fence, or the where the property is adjacent to common recreational area, such as golf courses, parks or other areas designated as open area under the provisions of this chapter. No masonry fence shall be required where a street is the boundary line between the districts except that this does not apply to manufacturing district for used for outside storage.

- (4) A six-foot-high chainlink fence or six-foot-high masonry fence shall be erected along any property line adjacent to drainage or irrigation canals when building are erected on such properties or before the property is used for other than agricultural uses.

(Ord. No. 76, § 12, 5-1-1989; Ord. of 2-16-1995, § II; Ord. of 11-7-2002, § 12)

DIVISION 10. - M-1 - LIGHT INDUSTRIAL DISTRICT

Sec. 46-450. - Purpose.

The purpose of the M-1 district is to accommodate a wide variety of light manufacturing, processing, storage, packaging, compounding, wholesaling, and distribution operations. Such uses shall be constructed and operated in accordance with the performance standard found elsewhere in this chapter.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-451. - Permitted uses.

Permitted uses in this zone shall include:

- (1) Motor vehicle body shops, parts manufacturing, repair and maintenance facilities, provided that all work must be done in a completely enclosed buildings.
 - a. All body and fender repairing must be done within a completely enclosed building or room with stationary windows that may be opened only at intervals necessary for ingress and egress.
 - b. No spray painting may be done except in a completely enclosed spray booth especially designed for that purpose.
 - c. All other auto repairing, etc., must be conducted within a building enclosed on at least three sides
- (2) Wholesale and distribution facilities.
- (3) Vocational schools.
- (4) Manufacturing, compounding, assembling or treatment of articles from previously prepared materials, except those listed as conditional uses below, and provided that no toxic, flammable, explosive or otherwise hazardous substance may be used or stored in any quantity that would be reportable to, or necessitate a permit from, the U.S. Environmental Protection Agency or the state.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-452. - Conditional uses (requires permit).

Conditional uses in this zone shall include:

- (1) Correctional or detention facilities.
- (2) Airports, heliports.
- (3) Public or private utility facilities.
- (4) Uses listed as permitted or conditional in the C-2 General Commercial Zone.
- (5) One accessory dwelling per lot, provided the dwelling must be occupied only by a watchman or caretaker.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-453. - Area requirements.

Area requirements for this zone shall include:

- (1) Minimum lot area: buffer zones may be required by the planning and zoning commission.
- (2) Minimum yards required: yard requirements shall meet the minimum setbacks of the adjacent zones.
- (3) Minimum front setbacks for all properties facing:
 - a. Collector streets: 35 feet;
 - b. Minor arterials: 55 feet;
 - c. Major arterials: 60 feet.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-454. - Height requirements: maximum.

Heights of any building or structure shall be 45 feet.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-455. - Off-street parking.

Requirements shall be as provided in section 46-631. No loading or unloading is to be conducted on a public way.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-456. - Signs.

Sign limitations shall be as provided in section 46-634.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Secs. 46-457—46-480. - Reserved.



PLANNING AND ZONING DEPARTMENT
REQUEST TO AMEND ZONING MAP AND/OR
CITY OF SOCORRO MASTER PLAN

1. Name: Jose Pablo Acosta
Address: 1069 coker Rd Phone: _____
Representative: _____
Address: 9858 Sayers OR Phone: 915-412-1366
Email Address: _____

2. Property Location: 1069 coker Rd Socorro, Tx
Legal Description: 40114460 tract 04D1 Block 1

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

<u>3.8262 ac</u>	<u>A-1</u>	<u>Heavy equipment and semis</u>
Area (Sq. ft. or Acreage)	Current Zoning	buckhoe, front loader, dump trucks etc
<u>M-1</u>		<u>Heavy equipment operations</u>
Proposed Zoning		Proposed Land Use

3. All owners of record must sign document.

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

Jose Pablo Acosta
Representative/Owner

03-15-17
Date

ALL FEES ARE NON-REFUNDABLE

Vacant
Mayor

Rene Rodriguez
At Large
Mayor Pro Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

DATE: May 18, 2017
TO: MAYOR AND CITY COUNCIL
FROM: Job Terrazas, Administrative Assistant
CC: Adriana Rodarte, City Manager

SUBJECT:

Consider and Take Action on the proposed amendment to the City of Socorro Master Plan, and rezoning of Tract 15-A, Block 16, Socorro Grant, at 155 Moon Rd. from R-1 (Single Family Residential) to R-2 (Medium Density Residential) for an Apartment Complex.

SUMMARY:

The property matter of this request is located at 155 Moon Rd., easterly located at 627 feet from the intersection of Alameda Ave. and Moon Rd. This property has an estimated area of 58,806 sq. ft. (1.35 acres), owned by Francisco J. Arrieta, 9715 Naomi Dr., El Paso, TX. 79927.

BACKGROUND:

Adjacent Land Uses:

North: R-1 (SFR), South: M-2 (HI) & R-1 (SFR), East: C-2 (GC), West: M-2 (HI).

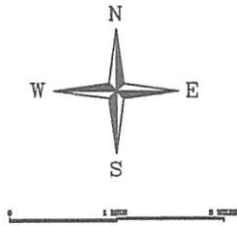
STATEMENT OF THE ISSUE:

Petitioner is asking for a change in zoning classification to allow an apartment complex. This complex will consist of 16 single story buildings, 32 parking spaces where 2 of these will be ADA accessible, ponding areas and landscaping around the buildings.

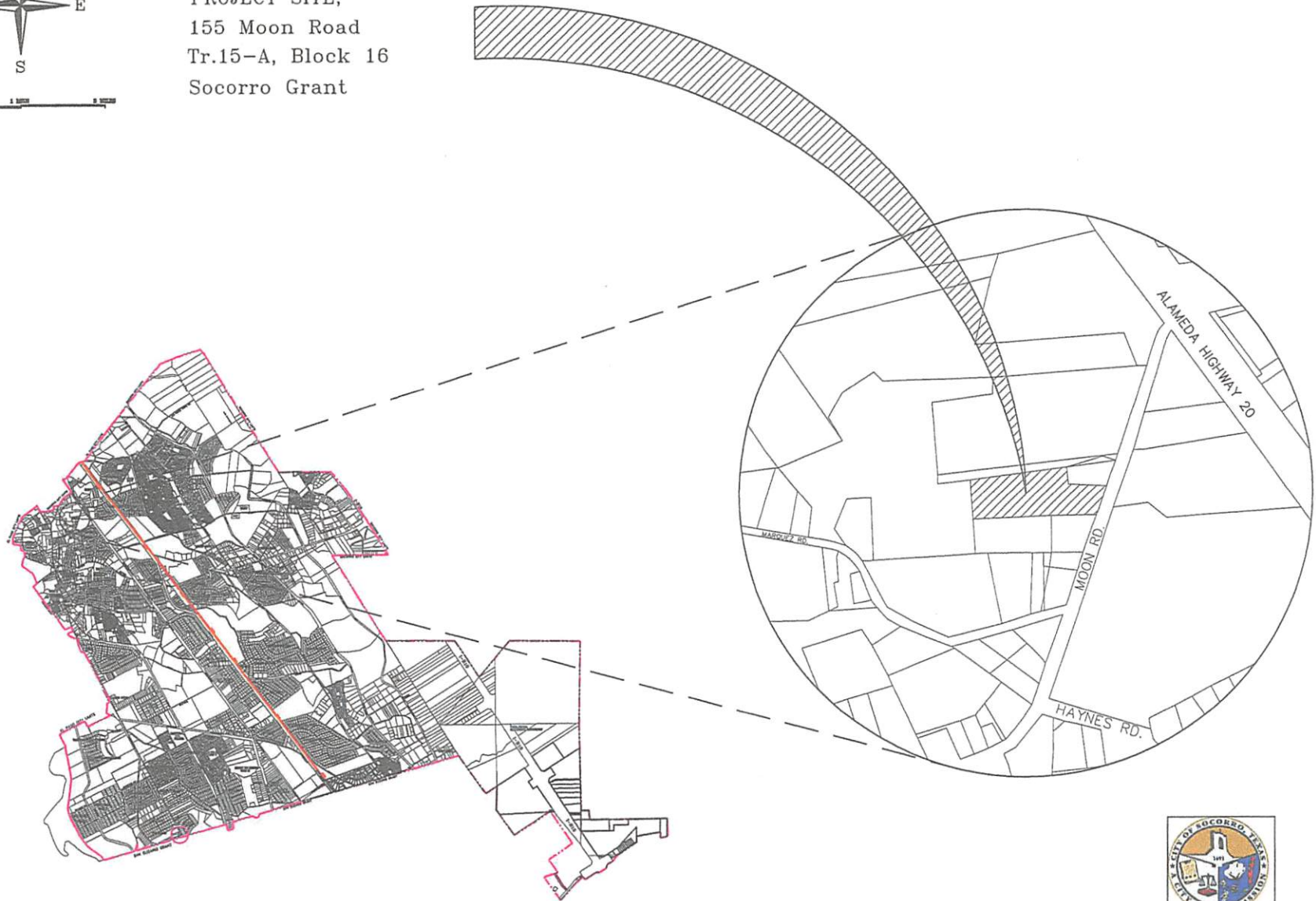
The proposed project complies with the minimum required setbacks for an R-2. It also complies with the maximum dwelling units per acre (15 per acre) since the property is 1.35 acres.

STAFF CONSIDERATIONS:

Despite the technical compliance showed in the proposed project, this project would increase our existing traffic congestion on Moon Rd. Moreover, several residents opposing this project appeared at the public hearing. For this reason, the Planning and Zoning Commission recommends to DENIAL.



PROJECT SITE;
155 Moon Road
Tr.15-A, Block 16
Socorro Grant



CITY OF SOCORRO

LOCATION MAP

Scale: AS SHOWN



Planning and Zoning Department

860 N. Rio Vista Socorro, Texas 79927 Tel. (512) 872-8531 Fax (512) 872-8673



PLANNING AND ZONING DEPARTMENT

Request for Rezoning

1. Name: FRANCISCO J. ARRIETA
Address: 9715 NAOMI DRIVE Phone: 915-539-7184
Representative: _____
Address: _____ Phone: _____

2. Property Location: 155 MOON ROAD
Legal Description: TRACT 15A, BLOCK 16, SOCORRO GRANT

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

1,3480 ACRES R-1 SINGLE-FAMILY
Area (Sq. ft. or Acreage) Current Zoning Current Land Use
15A R-2 APARTMENT COMPLEX
Proposed Zoning Proposed Land Use

3. All owners of record must sign document.

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

Vacant
Mayor

Rene Rodriguez
At Large
Mayor Pro Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

DATE: May 18, 2017
TO: MAYOR AND CITY COUNCIL
FROM: Job Terrazas, Administrative Assistant
CC: Adriana Rodarte, City Manager

SUBJECT:

Consider and Take Action on the proposed Conditional Use Permit for a Body Shop on Lot 1, Block 3, Mary Lou Park, at 700 Horizon Blvd.

SUMMARY:

The property matter of this request is located at the intersection of Maxine Dr. and Horizon Blvd. This property has an estimated area of 15,998 sq. ft. (0.3759 acres), owned by Carlos Lazo, 13721 Paseo del Mar Dr., El Paso, TX 79927.

BACKGROUND:

Mary Lou Park was recorded in 1971 with 121 residential lots classified as R-1 (SFR) after the City's reactivation in 1986.

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**.

The current use of the property is: Commercial.

The proposed use of the property: Commercial plus a Conditional Use Permit for a Body Shop

Adjacent Land Uses:

North: C-2 (GC), South: R-1 (SFR), East: M-1 (LI), West: C-2 (GC)

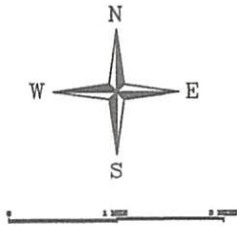
STATEMENT OF THE ISSUE:

Petitioner is asking for a conditional use permit for a body shop to allow them to establish a body shop as per Municode § 46-414(6).

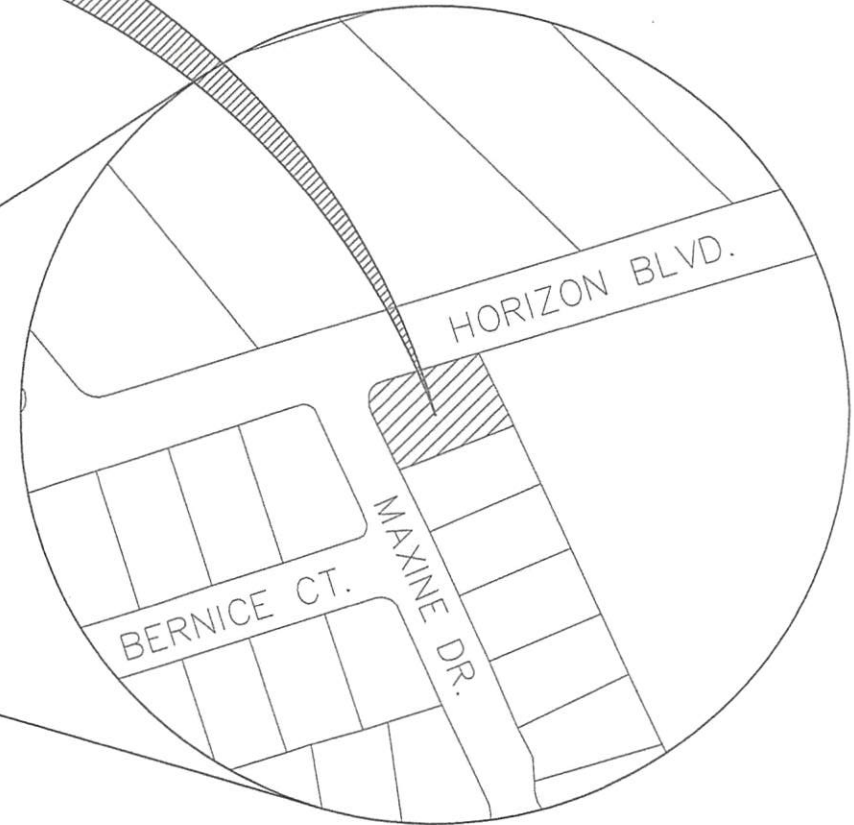
STAFF RECOMMENDATION:

The Planning and Zoning Commission recommends APPROVAL with the following conditions:

1. A solid fence shall be installed along the residential zone.
2. A ponding area shall be provided within the property.
3. Signs shall be removed from the clear sight triangle to allow visibility to traffic.



PROJECT SITE;
700 Horizon Blvd.
Lot 1, Blk. 3
Mary Lou Park



CITY OF SOCORRO

LOCATION MAP

Scale: AS SHOWN



Planning and Zoning Department

860 N. Rio Vista Socorro, Texas 79927 Tel. (515) 872-8531 Fax (515) 872-6073

DIVISION 9. - C-2 - GENERAL COMMERCIAL DISTRICT

Sec. 46-412. - Purpose.

The purpose of this zone is to allow those commercial activities that serve the general community on a day-to-day basis.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-413. - Permitted uses.

Permitted uses in this zone shall include:

- (1) All retail sales of goods and services conducted entirely within a building as well as the incidental display of merchandise wholly under a permanent part of a main building, such as a marquee.
- (2) Movie theaters, bowling alleys and skating rinks; pool tables allowed as an accessory and secondary use to such permitted uses.
- (3) Churches, post offices, fire stations, libraries and public buildings.
- (4) Offices.
- (5) Commercial kennels and veterinary clinics.
- (6) Cafes, restaurants, cafeterias, and drive through eating establishments.
- (7) Clubs and lodges without alcoholic beverages sale to members or the public.
- (8) Child care institutions, day care centers, nursing homes, and halfway houses.
- (9) Service establishments, including filling or service stations.
- (10) Ambulance service with or without outdoor storage of ambulances.
- (11) Spas, health studios or fitness centers, without outdoor activities.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-414. - Conditional uses (requires permit).

Conditional uses in this zone shall include:

- (1) Shopping centers and shopping malls and all other commercial, office, retail and service uses requiring over 50,000 square feet.
- (2) Bars, liquor stores, and adult businesses, provided that:
 - a. No such businesses shall be located within 1,500 feet of the nearest point of a lot on which is located a religious and/or educational institution, a public park or recreation facility.
 - b. No such business shall be located within 1,500 feet of any lot within any residential zone.
 - c. No such business shall operate between the hours of 2:00 a.m. and 9:00 a.m.

- (3) Amusement parks.
- (4) Hospitals.
- (5) Colleges and universities.
- (6) Motor vehicle body shops, parts manufacturing, repair and maintenance facilities, provided that:
 - a. All body and fender repairing must be done within a completely enclosed building or room with stationary windows that may be opened only at intervals necessary for ingress and egress.
 - b. No spray painting may be done except in a completely enclosed spray booth especially designed for that purpose.
 - c. All other auto repairing, etc., must be conducted within a building enclosed on at least three sides.
 - d. Service stations primarily for automobiles and petroleum gas for consumption but not for resale and including lubricating, minor repairs and associated activities that are conducted within a completely enclosed building. A solid wall or fence at least six feet high shall be erected between the activity and any abutting or contiguous residential zone, or other buffer as may be required by the planning and zoning commission.
 - e. Garage for automotive repair and painting provided it complies with the following:
 - 1. All activities shall be conducted within a completely enclosed building.
 - 2. Storage of not more than five inoperable automobiles intended for repair, owned by customers only, provided that the outdoor area in which such cars are stored shall be enclosed by a solid wall or fence at least six feet high.
 - f. Shopping centers and malls. Applications for conditional use shall be submitted according to the following requirements:
 - 1. An applicant shall submit a general development plat for the shopping center including drawings showing the approximate location of proposed buildings; lighting control; protective screening; landscaping; the general design of pedestrian and vehicular entrance, and circulation; and the general design of parking, loading, and traffic handling facilities and methods.
 - 2. The general development plan shall be accompanied by parking and traffic-engineering plan designed to accept traffic-engineering practices and laid out so as to be an integral part of the center development. Pick-up or unloading points must be designed so those vehicles stopped for this purpose do not create congestion on abutting public ways. No loading or unloading is to be conducted in a public street.
 - 3. Upon approval, the applicant is responsible for payment of cost for the necessary channelization, shelter, and vehicular turning movements into the shopping center or shopping center site. These responsibilities shall be reduced to written enforceable agreement and agreed upon between the applicant and the city at the time of approval of the general development plan.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-415. - Area requirements.

Area requirements for this zone shall include:

- (1) Minimum lot area: buffer zones may be required by the planning and zoning commission.

- (2) Minimum yards required: yard requirements shall meet the minimum setbacks of the adjacent zones.
- (3) Minimum front setbacks for all properties facing:
 - a. Collector streets: 35 feet;
 - b. Minor arterials: 55 feet;
 - c. Major arterials: 60 feet.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-416. - Height restrictions.

Height restrictions shall be the same as in the R-3 zone.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-417. - Off-street parking.

Requirements shall be as provided in section 46-631.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-418. - Sign limitations.

Sign limitations shall be as provided in section 46-634.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Secs. 46-419—46-449. - Reserved.



PLANNING AND ZONING DEPARTMENT

Request for Conditional Use

1. Name: Carlos Lazo / Jennifer Martinez Date: 3-15-17
Address: 13721 Paseo Del Mar Dr. El Paso, TX. Phone: 915-996-5197
Representative: _____

Address: _____
Property Location: 700 Horizon Blvd, Socorro, TX. 79927
Legal Description: Blk. 3 Mary Lou Park Lot 1
If legal description is not available, a metes and bounds description will be required.

Area (Sq. Ft. or Acreage)	Current Zoning	Proposed Zoning
<u>.3759</u>	<u>C-2</u>	<u>C-2, Conditional use</u>
		<u>Body Shop</u>
	Current Land Use	Proposed Land Use
	<u>Mechanic Shop</u>	

3. All owners of record must sign document.

Carlos Lazo
Jennifer Martinez

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

Planning Department

Owner or Representative

10/21/09

PZ Form CU

Vacant
Mayor

Rene Rodriguez
At Large
Mayor Pro Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

DATE: May 18, 2017
TO: MAYOR AND CITY COUNCIL
FROM: Job Terrazas, Administrative Assistant
CC: Adriana Rodarte, City Manager

SUBJECT:

Consider and Take Action on the proposed amendment to the City of Socorro Master Plan, and rezoning of Lot 5, Block 9, Lynn Park Subdivision, at 10717 Regina Dr. from R-1 (Single Family Residential) to R-3 (High Density Residential) for an apartment complex.

SUMMARY:

The property matter of this request is southerly located at 360 feet from Horizon Blvd and Regina Dr. This property has an estimated area of 9,000 sq. ft. (0.21 acres), owned by Hugo Quezada, 1457 Pin Cushion Rd., El Paso, TX 79928.

BACKGROUND:

Lynn Park Subidivision was recorded in 1971 with 168 residential lots classified as R-1 (SFR) before the City's reactivation in 1986.

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

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**.

The current use of the property is: Residential

The proposed use of the property: Residential

Adjacent Land Uses:

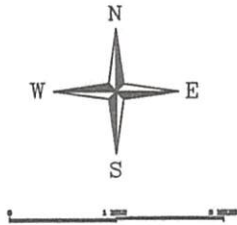
North: R-1 (SFR), South: C-1 (LC), East: C-2 (GC), West: R-1 (SFR).

STATEMENT OF THE ISSUE:

Petitioner is asking for R-3 classification to allow an apartment complex. The apartment complex was built since 1993 per the EPCAD.

STAFF RECOMMENDATION:

The Planning and Zoning Commission recommends DENIAL of R-3 but consider R-2 as an alternate zoning to allow the petitioner to fully comply with the requirements for the apartment.



PROJECT SITE;
10717 Regina Dr.
Lot 5, Blk. 9
Lynn Park



CITY OF SOCORRO

LOCATION MAP

Scale: AS SHOWN



Planning and Zoning Department

860 N. Rio Vista Socorro, Texas 79927 Tel. (512) 872-5331 Fax (512) 872-5673

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.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-260. - Permitted uses.

Permitted uses in this zone shall include:

- (1) Single-family detached dwellings. Only conventional building materials listed in the approved building codes will be used for structural and finish materials.
- (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.
- (3) Accessory structures and uses including garages, carports, private workshop, greenhouses, home occupations, and other structures that are customarily incidental to the principal structures.
- (4) Public parks, playgrounds, or ball fields.
- (5) Private kennels.
- (6) Real estate sales offices in connection with a specific development, allowable only as a renewable conditional for six-months at a time.
- (7) Storage of one boat, one camper, or one other recreational vehicle shall be limited to a maximum of one per dwelling unit. Storage is limited to the side or rear yard separated by at least ten feet from any property line. Any stored vehicle visible from any right-of-way shall be screened behind an opaque fence/wall of at least six feet in height.
- (8) A private swimming pool is permitted only when a protective fence four feet in height is provided around the yard, lot, or pool area. The pool shall be no closer than ten feet from any property line and approval from all utilities is required to ensure safety.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-261. - Conditional uses (requires use permit).

Conditional uses in this zone shall include:

- (1) Child care homes, childcare group homes, and day care centers.
- (2) Schools (public, private).
- (3) Churches.
- (4) Recreational facility (nonprofit), such as a community center, swimming pool, or tennis club.
- (5) Golf course and country club.

- (6) Cemetery and mausoleums.
- (7) Nursing home assisted living facilities, and community homes.
- (8) Public and private utility services, excluding sanitary landfills, incinerators and refuse and trash dumps.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-262. - Area requirements.

Area requirements for this zone shall include:

- (1) Minimum lot area:
 - a. 6,000 square feet for areas with public ponding.
 - b. 10,000 square feet for areas without public ponding.
- (2) Minimum yard setbacks:
 - a. Front: 25 feet;
 - b. Side (interior): seven feet;
 - c. Side (exterior) street: ten feet;
 - d. Rear: 25 feet.
- (3) Minimum front setbacks for all properties facing:
 - a. Collector streets: 35 feet;
 - b. Minor arterials: 55 feet;
 - c. Major arterials: 60 feet.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-263. - Accessory structures.

- (a) No accessory structure, excluding fences, patios, porches or walls, shall be closer to any property line than the required yard setback; however, an accessory structure may be as close as ten feet to any rear property line.
- (b) An accessory structure shall not exceed the interior square footage of the principal structure.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Secs. 46-264—46-289. - Reserved.

DIVISION 5. - R-3 - HIGH DENSITY RESIDENTIAL DISTRICT

Sec. 46-290. - Purpose.

The purpose of this zone is to accommodate single-family and multifamily dwelling units, to accommodate a maximum density of 30 dwelling units per acre.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-291. - Permitted uses.

Permitted uses in this zone shall include:

- (1) Single-family detached dwellings. Only conventional building material listed in the approved building codes will be used for structural and finish materials.
- (2) Multifamily dwellings, including duplexes, townhouses, row houses, and other dwellings with a maximum of four attached or detached dwelling units per lot.
- (3) Boardinghouses, fraternity and sorority houses.
- (4) Accessory structures and uses including garages, carports, private workshop, greenhouses, home occupations, and other structures that are customarily incidental to the principal structures.
- (5) Public parks, playgrounds, ball fields.
- (6) A private swimming pool is permitted only when a protective fence four feet in height is provided around the yard, lot or pool area. The pool shall be no closer than ten feet from any property line and approval from all utilities is required to ensure overhead safety.
- (7) Real estate sales offices in conjunction with a specific development, allowable only as a renewable conditional use for six months at a time for a maximum of three years. Use shall discontinue upon completion of the development or within three years from the date of original permit, whichever is sooner.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-292. - Conditional uses (requires permit).

Conditional uses in this zone shall include:

- (1) Child cares homes, childcare group homes, and day care centers. Play areas shall be in accord with state licensing requirements and enclosed with a solid wall or fence five feet in height. A stacking lane for autos shall be provided at least 15 feet in width and a minimum length of 27 feet for each ten children of maximum enrollment.
- (2) Construction yard or building (temporary use). Such yard or building shall be removed upon the completion of construction or within three years from date of permit, whichever is sooner. All such areas will be enclosed by a fence five feet in height.

- (3) Club buildings shall not be located within 100 feet of an R-1 or R-2 zone. Private clubhouses and game rooms are also permitted when used as part of an apartment, condominium, or city house complex, provided such building shall not be located within 50 feet of an R-1 or R-2 zone.
- (4) Churches.
- (5) Community buildings.
- (6) Cemetery and mausoleums.
- (7) Halfway houses, assisted living facilities, community homes, group homes, hospices, and nursing homes.
- (8) Schools (public, private).
- (9) A private swimming pool is permitted only when a protective fence four feet in height is provided around the yard, lot or pool area. The pool shall be no closer than ten feet from any property line and approval from all utilities is required to ensure overhead safety.
- (10) Public and private utility services, excluding sanitary landfills, incinerators, refuse and trash dumps.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-293. - Area requirements.

Area requirements for this zone shall include:

- (1) Minimum lot area:
 - a. 5,000 square feet for areas with public ponding.
 - b. 10,000 square feet for areas without public ponding.
- (2) Minimum yard setbacks:
 - a. Front: 15 feet;
 - b. Side (interior): five feet;
 - c. Side (exterior): ten feet;
 - d. Rear: 15 feet.
- (3) Minimum front setbacks for all properties facing:
 - a. Collector streets: 35 feet;
 - b. Minor arterials: 55 feet;
 - c. Major arterials: 60 feet.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-294. - Accessory structures.

- (a) No accessory structure, excluding fences, patios, porches or walls, shall be closer to any property line than the required yard setback; however, an accessory structure may be as close as ten feet to any rear property line.
- (b) An accessory structure shall not exceed the interior square footage of the principal structure.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Sec. 46-295. - Height limitations.

No building or structure shall exceed 45 feet in height, except that accessory objects which are usually required to be placed above the roof level, that do not consume more than one-third of the total roof area, and are not intended for human occupancy, may exceed this height.

(Ord. No. 76, § 8, 5-1-1989; Ord. of 12-21-1992, § II; Ord. of 7-6-1993, §§ I, II; Ord. of 10-8-1996, § II; Ord. of 11-7-2002, § 8; Ord. of 5-2-2007; Ord. of 11-17-2008; Ord. of 1-13-2011, § II; Ord. of 6-30-2011, § 3)

Secs. 46-296—46-323. - Reserved.

EPCAD - Print View for Property 31099

Property

Account

Type:	R	Geo ID:	L98500000090005
Prop ID:	31099	Legal Description:	9 LYNN PARK LOT 5 (9000.00 SQ FT)
Agent Code:	-	Property Use	-
Property Use Code:	-	Description:	

Location

Address:	10717 REGINA DR SOCORRO, TX
Neighborhood:	-
Neighborhood CD:	NL98513170
Mapsco:	TDC59
Map ID:	SEA122

Owners

Name:	RODRIGUEZ CECILIA
Mailing Address:	8108 PARKLAND DR EL PASO TX 79925-3847
Owner ID:	227261
Ownership (%):	100
Exemptions	-

Values (2017)

(+) Improvement Homesite Value:	\$0.00
(+) Improvement Non Homesite Value:	\$62,549.00
(+) Land Homesite Value:	\$0.00
(+) Land Non Homesite Value:	\$15,030.00
(+) Agricultural Market Valuation:	\$0.00
(+) Timber Market Valuation:	\$0.00
(=) Market Value:	\$77,579.00
(-) Agricultural Or Timber Use Value Reduction:	\$0.00
(=) Appraised Value:	\$77,579.00
(-) HS Cap:	\$0.00
(=) Assessed Value:	\$77,579.00

Taxing Jurisdiction (2017)

Owner:	RODRIGUEZ CECILIA
Ownership (%):	100
Total Value:	\$77,579.00

Entity:	Description:	Tax Rate:	Freeze Ceiling:	Appraised Value:	Taxable Value:	Estimated Tax:
CAD	CENTRAL APPRAISAL DISTRICT	0	\$-.-	\$77,579.00	\$77,579.00	\$0.00
CSO	CITY OF SOCORRO	0.727555	\$-.-	\$77,579.00	\$77,579.00	\$564.43
G01	EL PASO COUNTY	0.452694	\$-.-	\$77,579.00	\$77,579.00	\$351.20
ISO	SOCORRO I.S.D.	1.274794	\$-.-	\$77,579.00	\$77,579.00	\$988.97
SCC	EPCC	0.134909	\$-.-	\$77,579.00	\$77,579.00	\$104.66

Entity:	Description:	Tax Rate:	Freeze Ceiling:	Appraised Value:	Taxable Value:	Estimated Tax:
SF2	EMGCY SRVC DIST#2	0.094595	\$--	\$77,579.00	\$77,579.00	\$73.39
SHO	UNIV MED CTR	0.234456	\$--	\$77,579.00	\$77,579.00	\$181.89
SWL	LWR VALLEY WTR D	0.189467	\$--	\$77,579.00	\$77,579.00	\$146.99
Total Tax Rate:		3.108470				
Taxes With Current Exemptions:						\$2411.53
Taxes Without Exemptions:						\$2411.53

The El Paso Central Appraisal District makes no claims, promises or guarantees about the accuracy, completeness, or adequacy of this information and expressly disclaims liability for any errors and omissions. Data relating to tax rates and tax values is being provided as unofficial data. Please visit the City of El Paso Consolidated Tax Office website for official values.

Improvements/Building (2017)

Type: Residential
 State Code: A1
 Living Area: 2756 sqft
 Value: \$62,549.00

Type CD:	Description:	Class CD:	Exterior Wall:	Year Built:	Square Footage:
MU	MAIN-UPPER FLOOR	*	-	0	1378
O	OPEN PORCH	*	-	0	212
MA	MAIN AREA	R01	D	1993	1378
BALC	BALCONY	*	-	0	212

Land (2017)

#	Type:	Description:	Acres:	Square Footage:	Eff Front:	Eff Depth:	Market Value:	Prod Value:
1	L985R13170	L985R13170	0.21	9000	0	0	\$15,030.00	\$0

Roll Value History

Year:	Improvements:	Land Market:	Ag Valuation:	Appraised:	HS Cap:	Assess:
2017	\$62,549.00	\$15,030.00	\$0.00	\$77,579.00	\$0.00	\$77,579
2016	\$62,549.00	\$15,030.00	\$0.00	\$77,579.00	\$0.00	\$77,579
2015	\$62,549.00	\$15,030.00	\$0.00	\$77,579.00	\$0.00	\$77,579
2014	\$72,656.00	\$15,030.00	\$0.00	\$87,686.00	\$0.00	\$87,686
2013	\$72,656.00	\$15,030.00	\$0.00	\$87,686.00	\$0.00	\$87,686

Deed History

#	Date	Type	Description	Grantor	Grantee	Volume	Page	Deed Number
---	------	------	-------------	---------	---------	--------	------	-------------

1	9/16/2009	SP	Sale-pending deed	-	-	0	0	-
2	4/25/2008	W	Warranty Deed	THOMASON LOWELL A & ARGENTINA L	RODRIGUEZ CECILIA			200800347
3	4/19/2005	M	MLS	OLIVAS ALMA & EMMA	THOMASON LOWELL A & ARGENTINA L			200500357

Executive Director/Chief Appraiser

Dinah L. Kilgore, R.P.A.

Location:

6801 Trowbridge Dr.

El Paso, TX 79925

P: (915) 780-2000

F: (915) 780-2130

General Information:

(915) 780-2131

Email us: admin@epcad.orgWebmaster: webmaster@epcad.org

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PLANNING AND ZONING DEPARTMENT
REQUEST TO AMEND ZONING MAP AND/OR
CITY OF SOCORRO MASTER PLAN

1. Name: Hugo Guezada
Address: 1457 PIN CUSHION RD 79928 Phone: 915-216-7166
Representative: ANA VASQUEZ
Address: 1457 PIN CUSHION RD 79928 Phone: 915-216-5686
Email Address: VASQ77zuda@gmail.com
2. Property Location: 10717 REGINA DR SOCORRO 79927

Legal Description: _____

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

9,000 SQ. FT.
Area (Sq. ft. or Acreage)

R-1
Current Zoning

4 RESIDENCE
Current Land Use

R-3
Proposed Zoning

APARTMENT COMPLEX
Proposed Land Use

3. All owners of record must sign document.

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

[Signature]
Representative/Owner

March 30, 2017
Date

ALL FEES ARE NON-REFUNDABLE

Vacant
Mayor

Rene Rodriguez
At Large
Mayor Pro-Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

DATE: May 16, 2017
TO: PLANNING AND ZONING COMMISSION
FROM: Job Terrazas, Administrative Assistant
CC: Adriana Rodarte, City Manager

SUBJECT:

Consider and Take Action on obtaining an Injunction to remove vehicles from Lots 6 & 7, Three Missions, Block 1 at 10570 & 10580 North Loop.

SUMMARY:

The property matter of this request is located at the intersection of North Loop Rd and Three Missions Rd. This property owned by Viva Chaparral Properties LP LLP, 10580 North Loop Socorro, TX 79927.

BACKGROUND:

This property was first detected with violations in July 23, 2014 and a notice of violation was issued to Jorge Olmos. He was given 7 days to plan to correct the zoning violation. His rezoning to M-1 request was denied on October 16, 2014 and they were given 30 days to vacate the property and cease operations. A writ of entry was granted on March 20, 2015 to verify continued business and a citation was issued. Case was rescheduled to be heard at the Municipal court on May 18, 2015. The owner appealed his case on August 14, 2015 and the case was taken to district court. After a series of events in the higher court, the owner pled guilty and was fined a total of \$500.

STATEMENT OF THE ISSUE:

The C-2 (General Commercial) classification only allows the storage of a maximum of 5 vehicles with a conditional use permit. The type of business that the applicant is conducting is considered industrial.

ALTERNATIVE:

The owner must apply for a rezoning to allow his business to be continue operating.

STAFF RECOMMENDATION:

The Planning and Zoning Department recommends APPROVAL to allow the City of Socorro to proceed with the injunction process.

REGISTER OF ACTIONS

CASE No. 20150C07577

State of Texas vs Jorge Olmos Garcia

§
§
§
§
§Case Type: **Appeal from Lower Courts
(Class C)**Date Filed: **08/14/2015**Location: **County Criminal Court 3****PARTY INFORMATION**Defendant **Olmos Garcia, Jorge**

Lead Attorneys

State **State of Texas****EVENTS & ORDERS OF THE COURT****DISPOSITIONS**11/09/2016 **Plea** (Judicial Officer: Carrasco, Carlos)
1. ZONING-LOT AREA VIOLATIONS
Guilty11/09/2016 **Disposition** (Judicial Officer: Carrasco, Carlos)
1. ZONING-LOT AREA VIOLATIONS
Convicted11/09/2016 **Sentenced - Fine Only** (Judicial Officer: Carrasco, Carlos)
1. ZONING-LOT AREA VIOLATIONS
Fee Totals:

Fine	\$271.00
Arrest Fee Program	\$35.00
Class C Misdemeanor	\$184.00
Fees	
Bond Admin Fee	\$10.00
Fee Totals \$	\$500.00

OTHER EVENTS AND HEARINGS08/14/2015 **City of Socorro Municipal Court Appeal**10/13/2015 **Arraignment/Pre-Trial** (8:30 AM) (Judicial Officer Carrasco, Carlos)12/14/2015 **Final Judge's Conference** (8:30 AM) (Judicial Officer Carrasco, Carlos)10/27/2016 **Docket Call** (8:30 AM) (Judicial Officer Carrasco, Carlos)

Result: Heard

11/02/2016 **Motion to Withdraw** Doc ID# 211/07/2016 **Order**11/09/2016 **Jury Trial** (8:30 AM) (Judicial Officer Carrasco, Carlos)

Result: Pled

11/09/2016 **Bill of Cost** Doc ID# 311/09/2016 **Docket Sheet**11/10/2016 **Financial Recovery Division Note** Doc ID# 4

Vol./Book JS

11/10/2016 **Scanned Financial Recovery Division File**

INCIDENT DATA	Agency Name City of Socorro Planning and Zoning		CODE COMPLIANCE INCIDENT/INVESTIGATION REPORT		OCA : City of Socorro Texas	
	ORI Code Compliance Unit				Date/Time Reported : 07/23/2014 12:00 PM	
	#1	Incident INFO. RECEIVED / ORD. Violation #76-A1 ZONING N.O.V. 00919				
	#2	Incident Citation # PZ-0716				
	#3	Incident				
Location of Incident: 10570 / 10580 North Loop Drive Socorro, Texas 79927						
Premise Type : Business			Offense Tract PZ 14-000919 N.O.V.			
Name: Jorge Olmos OF 0-1		Race H	Sex M	Age/DOB 12/09/1963		
Home Address: 12277 Red Sun Drive El Paso Texas. 79938		Home Phone N/A		Relationship to Offenders Offender		
OTHERS INVOLVED	Code IO	Name (Last, First, Middle) Benavidez, Mario L.	Race N/A	Sex N/A	Age/DOB N/A	
	Home Address: N/A				Home Phone N/A	
	Code Compliance Unit / Planning and Zoning Department					
NARRATIVE	<p>Case Synopsis : 07/23/2014 12:00 PM.</p> <p>Code compliance inspector while checking the area for code / zoning violations, met with the listed offender who had recently opened the business.</p> <p>As a result of the investigation it was learned that the business was in violation of zoning ordinance #76 of the city of Socorro, Texas.</p> <p>A notice of violation was issued to the offender and advised of proper procedure to correct the violation through the Planning and Zoning Dept.</p> <p>07/28/2014 All pertinent documentation submitted by offender for re-zoning.</p> <p>10/07/2014 Public Hearing held on proposed re-zoning issue.</p> <p>Case DENIED by Planning and Zoning Commission.</p> <p>10/16/2015 Case considered by Socorro City Council / case was DENIED.</p> <p>11/19/2014 Letter sent to property owner from planning and zoning department advising of a 30 day request to cease business operations.</p> <p>Tenant refused to sign or acknowledge listed letter and continued operations.</p> <p>03/20/2015 WRIT of ENTRY and INSPECTION WARRANT obtained by judge E. Garcia to verify continued business operations, citation also issued.</p> <p>The listed case remains active and opened pending court hearing on 04/20/2015</p> <p>Case was re-scheduled by Municipal court Judge Garcia to be heard on 05/18/2015 1630 hrs.</p> <p>Offender stated he had evidence to submit that he was allowed to operate the business by an agreement from the Planning and Zoning Director S. Leony.</p>					

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1



Gloria M. Rodriguez
District 2

Victor Perez
District 3/ Mayor Pro Tem

Vacant
District 4

November 19, 2014

Mr. Clinton Dean
10570 North Loop
Socorro, Texas 79927

Re: Proposed rezoning of Lots 6 & 7, Block 1, Three Missions Subdivision at 10570 & 10580 North Loop Dr., from C-2 (General Commercial) to M-1 (Light Industrial).

On October 16, 2014, City Council considered your request for the rezoning of Lots 6 & 7, Block 1, Three Missions Subdivision at 10570 & 10580 North Loop Dr., from C2 (General Commercial) to M-1 (Light Industrial).

City Council ruled to **DENY** your request; therefore, you have 30 days to comply with the provisions under *Ordinance No. 76-1A*.

Should you have questions please contact the undersigned.

Respectfully,

City of Socorro Planning and Zoning Department

By; _____


Samuel A. Leony, Director
860 N. Rio Vista Rd.
Socorro, Texas 79927
Tel. (915) 872-8531 Fax (915) 872-8673
email: sleony@ci.socorro.tx.us

SAL/lad

860 N. Rio Vista Rd., Socorro, Texas 79927 Tel. (915) 872-6531 Fax (915) 872-8673
www.ci.socorro.tx.us



Re Zonal
Attempt
From Gen Com
C-2 TO M1 =

CITY OF SOCORRO *light Industrial*
PLANNING & ZONING DEPARTMENT
(915) 872-8531

Zonal
C-2
M-1

CITATION

I AGREE TO ANSWER TO THIS CITATION WITHIN TEN WORKING
DAYS FROM THIS DATE BY SETTING OF A COURT DATE FOR A
HEARING WITH CITY OF SOCORRO MUNICIPAL COURT FOR
VIOLATION CHARGED.

X _____
(SIGNATURE IS NOT AN ADMISSION OF GUILT)

NAME OF DEFENDANT (PRINT) **DATE** 03-20-15 **TIME:** PZ - 0716
FIRST NAME: Jorge Olmos MI: _____
LAST NAME: Olmos

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

DATE OF BIRTH: 12 09 1963

PHONE: _____ **WORK#:** _____

EMPLOYERS ADDRESS 10570 N Loop DR.

DRIVERS LICENSE # 10623955 **LICENSING STATE** TX

LOCATION OF VIOLATION

- ___ ORD. # 30 NO BUILDING PERMITS
- ___ ORD. # 74 ILLEGAL DUMPING WEEDS, GRASS, TRASH AND TIRES
- ___ ORD. # 76 ZONING
- ___ ORD. # 96 ILLEGAL BURNING TRASH, VEGETATION AND TIRES
- ___ ORD. # 106 ILLEGAL STREET VENDORS WITHOUT PERMITS
- ___ ORD. # 109 CLEANING AND MAINTAINING OF LOTS
- ___ ORD. # 115 ILLEGAL SALE AND USE OF FIREWORKS
- ___ ORD. # 145 HEALTH & SAFETY CODE
- ___ ORD. # 170 DESIGNATED TRUCK ROUTES.
- ___ ORD. # 254(A) VEHICLE SALES PROHIBITED

OTHERS: 04 20 2015
Court Date

OFFICER/INSPECTOR: M B enavidez

Socorro Municipal Court
Judge Elia Garcia
860 N. Rio Vista
Socorro, TX 79927



ORDER COURT SETTING

STATE OF TEXAS

VS.

JORGE OLMOS GARCIA
12277 RED SUN DR.
EL PASO, TX 79938

CAUSE NO: 201501310

The above mentioned defendant in the above-numbered cause is ordered to appear before the said court having jurisdiction of the matter, gives notice to the defendant as follows:

The Court, by its own motion, sets the above cause for Trial on the 18th day of May, 2015 at 4:30 PM. Case to be heard at the Socorro Municipal Court located at 860 N. Rio Vista, Socorro, Texas 79927. The court can be contacted at (915)872-8574.

You must dress appropriately for your court appearance. **MUST BE ON TIME**. All in attendance must wear a shirt with collar, shirt **Must** be tucked in at all times. Shorts, low rise jeans, skinny jeans, low-cut shirts, capri pants, saggy pants, flip flops, T-shirts, sunglasses, caps and backpacks **WILL NOT BE ALLOWED**. Only the parties summoned to court will be allowed into the courtroom while court is in session. Please do not bring other children to court. If you do not have a competent adult to care for the children you will be asked to wait in the lobby area with your children until your case is called on the docket.

LA CORTE NO LE PROPORCIONARÁ UN INTÉPRETE. ASEGURESE QUE USTED PROPORCIONE SU PROPIO SI NECESITA UNO.



[Signature]
Court Coordinator
City of Socorro
El Paso County, Texas

NO CASH

Money Order, Personal Check, Credit/Debit Cards ONLY (Need Personal Identification-ID)

* 860 N. RIO VISTA, SOCORRO, TX 79927 * TEL 915.872.8574 * FAX 915.872.0450 *

Copy (15)

THE STATE OF TEXAS

IN THE MUNICIPAL COURT

VS

CITY OF SOCORRO

EL PASO COUNTY, TEXAS

JORGE RAMOS

CITATION# PZ-0716

DOCKET# 201501310

TO ANY PEACE OFFICER OF THE STATE OF TEXAS-GREETINGS:

You are hereby commanded to summons Officer/Inspector M. BENAVIDEZ be and appear before the Municipal Court of the City of Socorro, El Paso County, Texas on the 18th Day of May, 2015 at 4:30 P.M. at Socorro Municipal Court, 860 N. Rio Vista, Socorro Texas 79927.

Herein fail not, and make due return hereof.

Witness my official signature this 5th Day of May, 2015.



[Signature]
Judge (X) Court Coordinator
Socorro Municipal Court
El Paso County, Texas

Came to hand the ____ day of _____, A.D., and executed on this the
____ day of _____, A.D., 2014, by reading the above subpoena in the hearing of _____ the
within named witness (es)

Returned on this the ____ day of _____, A.D., 2014.

Official Signature

[Signature]



Priority Case File

CITY OF SOCORRO
PLANNING & ZONING DEPARTMENT
CODE ENFORCEMENT
(915) 872-8531

NOTICE OF VIOLATION

COMPLIED/ NON-COMPLIED

DATE: 07-23-14 TIME: 12:00

#PZ - N^o 000919

NAME: Jorge Olmos

INSPECTION OF PROPERTY LOCATED AT: 10570 North Loop DR.

YOU HAVE 7 DAYS TO COMPLY WITH NOTICE OF VIOLATION.

- ___ ORD. # 25 MAINTENANCE AND CLEARANCE OF DEVELOPED AND UNDEVELOPED TRACTS OF LAND OR LOTS
BUILDINGS AND THE REMOVAL OF GRAFFITI
- ___ ORD. # 30 NO BUILDING PERMITS
- ___ ORD. # 74 ILLEGAL DUMPING (WEEDS, GRASS, TRASH OR TIRES)
- XX ORD. # 76 ZONING
- RESIDENTIAL USED FOR COMMERCIAL
MORE THAN ONE DWELLING
MOBILE HOME (NO PLACEMENT PERMIT, NO TRANSPORT PERMIT)
JUNKED / INOPERABLE VEHICLE STORED ON PROPERTY
MOBILE HOME (NO SKIRTING- ALL MUST HAVE SKIRTING)
MORE THAN TWO LARGE ANIMALS ON HALF ACRE
- ___ ORD. # 96 BURNING TRASH, VEGETATION, OR TIRES (WITHOUT PERMIT)
- ___ ORD. # 106 VENDORS WITHOUT PERMITS
- VENDOR IN UNAUTHORIZED LOCATION / GARAGE SALE (NO PERMIT)
- ___ ORD. #109 CLEANING AND MAINTAINING OF LOTS
- UNKEPT YARD, WEEDS, OVERGROWTH OF GRASS, TRASH/ DEBRIS, JUNKED TIRES, TREE TRIMMINGS
- ___ ORD. #115 ILLEGAL SALE AND USE OF FIREWORKS
- ___ ORD. #146 HEALTH AND SAFETY CODE
- ___ ORD. #170 DESIGNATED TRUCK ROUTES (YOU CAN NOT OPERATE TRACTOR AND/OR TRAILER IN RESIDENTIAL AREAS
OR UNAUTHORIZED ROUTES)
- PARKING OVERSIZED VEHICLE (TRACTOR/ TRAILER IN AREA WITHOUT TRACTOR TRAILER PERMIT)
- ___ ORD. #254 VEHICLE SALES PROHIBITED
- ___ ORD. #309 ANIMAL REGULATIONS
- REGISTRATIONS, NUISANCES, PROHIBITIONS, LIMITATIONS, SANITARY CONDITIONS
- ___ ORD. #316 STREET AND HOUSE NUMBER SIGNS (MINIMUM 4 IN. MAX 9 IN. / REFLECTIVE MATERIAL / VISIBLE)
- ___ ORD. # _____

IF YOU ARE UNABLE TO COMPLY WITH THE TIME LISTED YOU CAN CONTACT OUR OFFICE AND REQUEST A ONE TIME EXTENSION.

NOTES wrong zoning used for business / was given option
to Rezone

OFFICER / CODE ENFORCEMENT INSPECTOR M. Bauschler

X On TO Property Tenant

SIGNATURE IS NOT AN ADMISSION OF GUILT



APPLICATION FOR BUSINESS REGISTRATION

Permit No: _____

Business Information

Business Name: LA CASETA AZUL
Business Address: 10570 North Loop Dr.
City: Socorro State: TX Zip: 79927
Mailing Address (if different): 12277 Red Sun Dr.
City: El Paso State: TX Zip: 79938
Legal Description: Lot/Tract: Lot 6 Block: _____
Subdivision: Three Missions Zoning: _____

Owner's Information

Owner's Name: Jorge Olmos
Owner's Address: 12277 Red Sun Dr.
City: El Paso State: TX Zip: 79938
Telephone No.: Business: (915) 540-4452 Home: _____
Type of Business: Temporary Storage
Email Address: jolmos.232@gmail.com

I am aware of the zoning requirements of this property and agree to abide to all conditions of use permitted by Zoning Ordinance No. 76 and business registration Ordinance No. 34 of the City of Socorro, Texas. I understand that future business registration notifications may be performed solely through online services.

ALL BUSINESS REGISTRATIONS EXPIRE ON MARCH 15

Jorge Olmos
Applicant's Signature

[Signature]
Planning Department Approval

7-28-2014
Date

7/28/14
Date

FEE IS NON-REFUNDABLE



CITY OF SOCORRO PLANNING DEPARTMENT

860 N. RIO VISTA ROAD
SOCORRO, TEXAS 79927
(915) 872-8531

20085

DATE 8/23/14

RECEIVED FROM Jorge Olmos \$ 750 ⁰⁰
Seven hundred fifty dls 00/100 DOLLARS
FOR Rezoning of 10570-10580 North Loop Dr.
Thank You

AMOUNT OF ACCOUNT	750
THIS PAYMENT	750
BALANCE DUE	0

☐ CASH

☒ CHECK

☐ M.O.

BY

M. Workman

1092



SOUTHWEST ADVANCED CREATIONS CO.
1136 SOUTHSIDE RD
EL PASO, TX 79927

1092
88-627/1119

Pay to the
Order of

City of Socorro

\$ 750 ⁰⁰

Seven hundred fifty dls

Dollars



FIRST NATIONAL BANK TEXAS

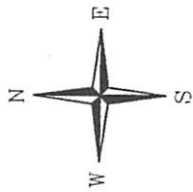


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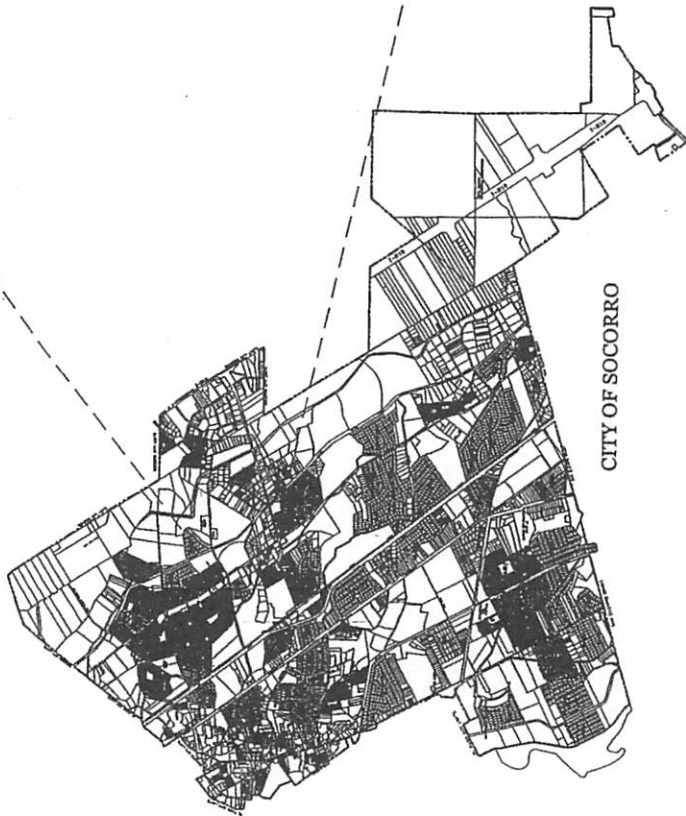
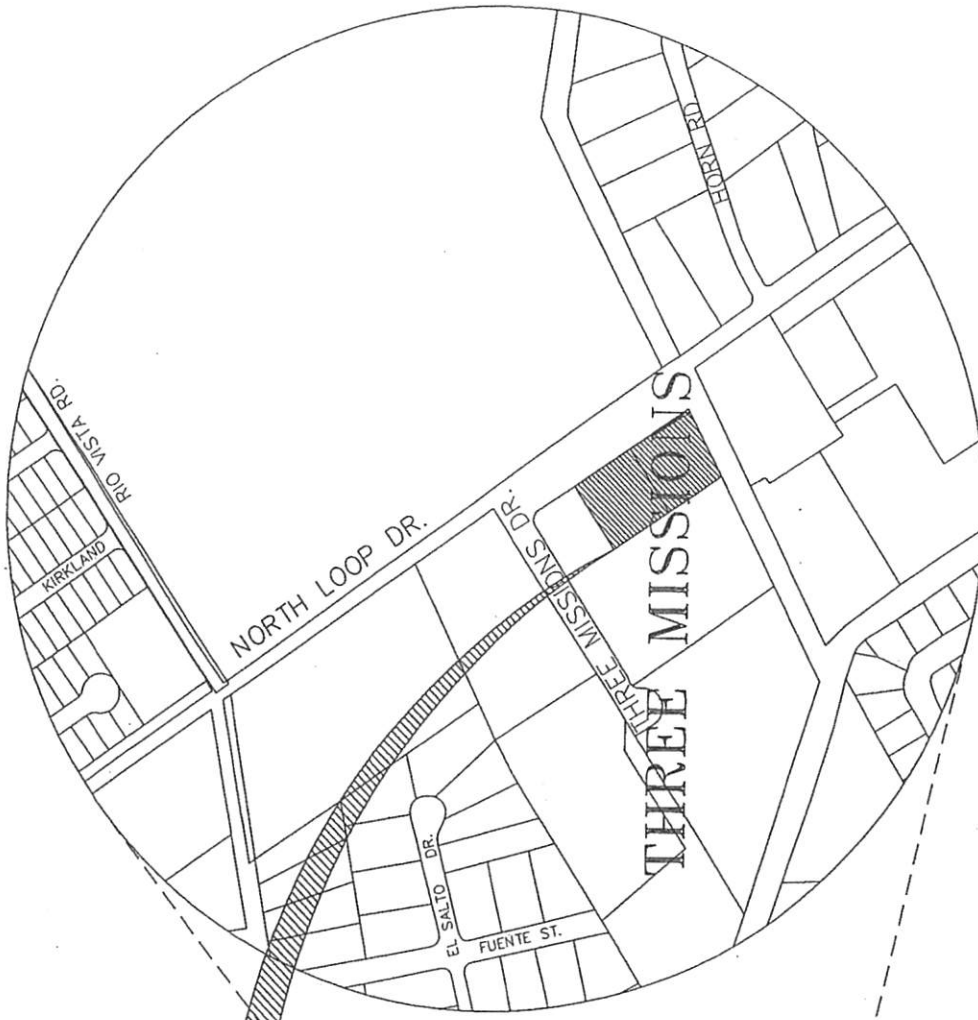
M-I
Rezoning 10570-10580 N Loop

⑆111906201⑆1092⑆432052⑆24⑆

Perthment - Bradford Exchange Checks 1-800-333-8104 www.bradfordexchangechecks.com



PROJECT SITE:
10570 & 10580 NORTH LOOP
LOTS 6 & 7, BLOCK 1
THREE MISSIONS SUBDIVISION



Planning and Zoning Department
1000 N. Main Street, Suite 100
Socorro, NM 87789

LOCATION MAP

Scale: N.T.S.

Socorro Municipal Court
Judge Elia Garcia
860 N. Rio Vista
Socorro, TX 79927



WRIT OF ENTRY AND INSPECTION WARRANT

The attached sworn affidavit establishes probable cause to believe that a violation of the City of Socorro Municipal Code exists on the premises located at:

10570 & 10580 NORTH LOOP DRIVE City of Socorro Code of Ordinance #76 Zoning /

_Division 9 C-2 SEC.46-413 _ / Permitted Uses _____, Socorro, Texas 79927

NOW, THEREFORE, BE IT ORDERED, ADJUDGED AND DECREED:

That any representative of the City of Socorro Planning and Zoning Services, peace officer, and City employee acting in support of this entry may enter the premises identified above to perform any duty required of them by the City of Socorro Municipal Code for the duration of the investigation until resolved; including but not limited to inspecting the premises, taking photographs or securing evidence disabling locks to gain entry to premises, posting notice(s) restraining animals, and/or abating any nuisance identified in the Municipal Code.

SIGNED THIS 20th DAY OF March, 2015


HONORABLE JUDGE ELIA GARCIA





AFFADAVIT FOR WRIT OF ENTRY AND INSPECTION WARRANT

I, Mario L. Benavidez, do solemnly swear that I have reason to believe that a possible violation of the City of Socorro Municipal Code exists at:

10570 & 10580 North Loop Drive _____, Socorro, Texas. My belief that a violation may exist is based on the following facts:

1. I, Mario L. Benavidez, am a representative of the Department of Planning and Zoning Services of the City of Socorro, Texas.
2. The following attempts have been made by phone, written notice, and/or personal contact to obtain permission to enter and inspect the premises:

Located at 10570 & 10580 North Loop Drive Socorro, Texas **LEGAL DESCRIPTION:**

LOTS # 6 & 7 BLOCK # 1 THREE MISSIONS SUBDIVISION

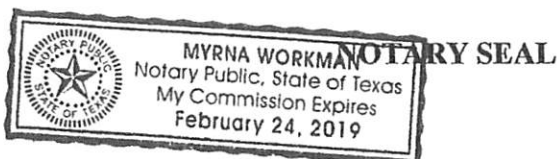
3. The following facts were observed by me, indicating potential violation of the Municipal Code identified: **ZONING ORDINANCE VIOLATIONS / VIOATION REZONING REQUEST - DENIED BY CITY OF SOCORRO, TEXAS 11/19/2014.**

Therefore, on behalf of the Socorro Planning and Zoning Department of Environmental Services, I request authority to enter said property for the purpose of inspecting the premises, taking photographs or securing evidence, disabling locks to gain entry to premises, posting notice(s), restraining animals, and/or abating any nuisance identified.

Mario L. Benavidez
Affiant (Printed)

[Signature]
Affiant (Signature)

SWORN AND SUBSCRIBED TO BEFORE ME BY THE AFFIANT THIS _____
20th _____ DAY OF _____ March _____, 2015



[Signature]
Notary Public in and for the State of Texas

Vacant
Mayor

Rene Rodriguez
At Large
Mayor Pro-Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

DATE: June 1, 2017

TO: MAYOR AND CITY COUNCIL

FROM: Job Terrazas, Administrative Assistant

CC: Adriana Rodarte, City Manager

SUBJECT:

Approval request to waive the Event Permit fee for the Annual Bazaar at La Purisima Church.

EVENT LOCATION:

328 S. Nevarez Rd. (La Purisima Church),
Socorro, Texas 79927

APPLICANT:

Father Angel Maldonado
328 S. Nevarez Rd.
Socorro, Texas 79927
(915) 859-7718

DATE OF EVENT:

September 29, 30 & October 1, 2017

RECOMMENDATION:

The Planning and Zoning Department recommends APPROVAL contingent to the following:

- 1) The applicant shall provide traffic control and safety for the public attending the event.



Event Permit # _____

1. Applicant's Name: La Purisima Church
2. Applicant's Address: 328 S. Nevarez Rd.
3. Date of Event: September 29, 30 & October 1, 2017
4. Address of Event: 328 S. Nevarez Rd.
5. Phone Number: (915) 859-7718
6. Legal Description Subdivision: _____
Tract: _____ Lot: _____ Block: _____
7. Zoning: _____

This permit is issued on the express condition that the event authorized shall be in compliance with the provision set forth in Ordinance #48, and all amendments to said ordinance.

This application becomes a permit upon receipt of the permit fee and signed approvals.

Angel Maldonado V.
Applicant's Signature

May 23, 2017
Date

\$ _____
Fee

Planning Department Approval

Date



WAIVER REQUEST FORM

Applicant's Name: La Purisima Church

Applicant's Address: 328 S. Nevarez Rd.

City: Socorro State: TX Zip: 79927

Address of Proposed Waiver: Same as above

Reason for request and circumstance causing conflict: _____

Annual Bazaar

Angel Maldonado V.
Applicant's Signature

May 23, 2017
Date

City Council Action: Approved _____ Disapproved _____

Date: _____

Planning and Zoning Director: _____

Vacant
Mayor

Rene Rodriguez
At Large
Mayor Pro-Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

DATE: June 1, 2017
TO: MAYOR AND CITY COUNCIL
FROM: Job Terrazas, Administrative Assistant
CC: Adriana Rodarte, City Manager

SUBJECT:

Final Subdivision Plat Approval for Dairyland Subdivision Replat "L", being a replat of Lots 1 and 2, Block 6, Dairyland Subdivision, El Paso County, Texas.

SUMMARY:

The project matter of this request is westerly located at 2.56 miles from the Socorro City limit but within the Extra Territorial Jurisdiction. This subdivision project has an estimated area of 2.6524 acres, owned by Kasco Venture, Inc., 1600 E. Fourth Ave., El Paso, Texas 79901.

BACKGROUND:

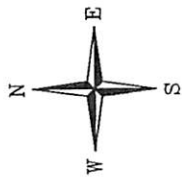
This project is a replat of two (2) residential lots of an already approved subdivision in the County of El Paso. The lots to be obtained from this replat will be five (5) residential lots exceeding one acre per lot with onsite ponding.

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**; this classification is the safest area with the less possibility of being flooded (Community Panels # 480212 0250-B / FEMA, September 4, 1991).

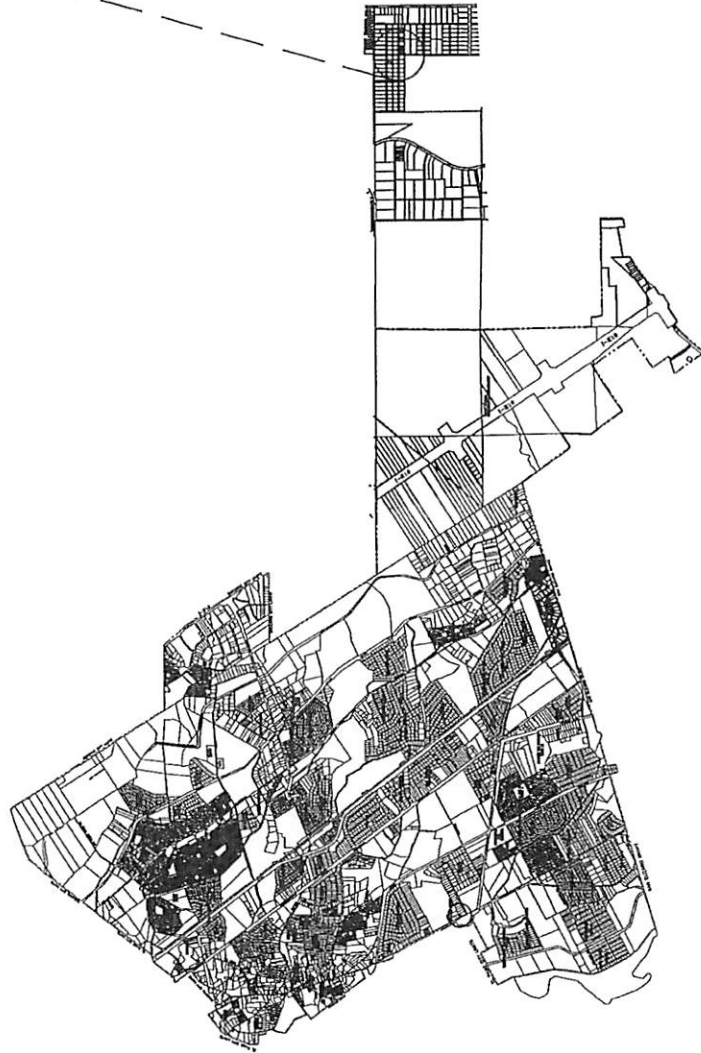
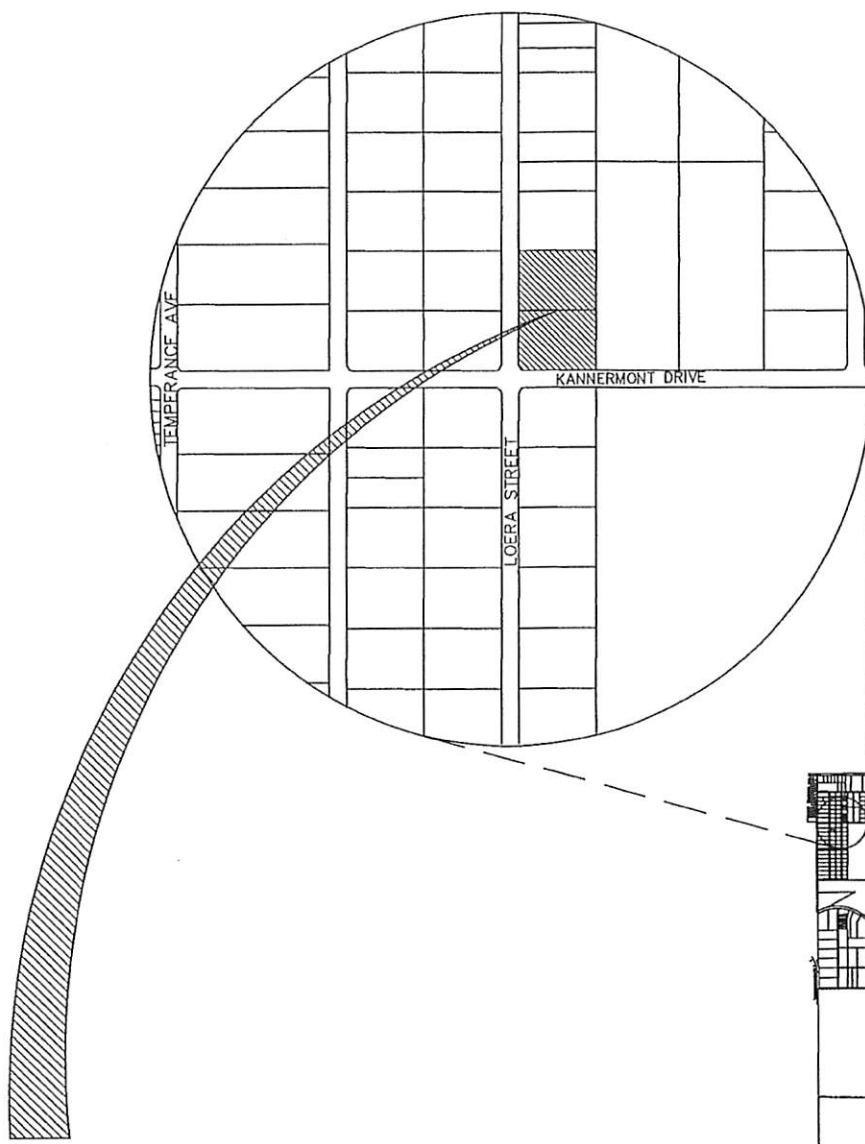
STAFF RECOMMENDATION:

Being this project a replat of an already approved subdivision, the Planning and Zoning Commission recommends APPROVAL contingent upon the following:

- 1) A 2.5% of the total land of physical park shall be paid in cash value to the City of Socorro.
- 2) Applicable pending fees shall be paid before recording.



PROJECT SITE;
Replat "L"
Lots 1 & 2, Blk.6
Dairyland Subdivision



CITY OF SOCORRO

LOCATION MAP

Scale: AS SHOWN



Planning and Zoning Department

560 N. Elm Street, Socorro, New Mexico 87902 Tel. (505) 872-4331 Fax (505) 872-4673



PLANNING AND ZONING DEPARTMENT
APPLICATION FOR SUBDIVISION APPROVAL

Date: 03/29/2017

Application must be completed and validated prior to subdivision processing.

Subdivision Name: Dairyland Subdivision Replat L

1. Legal description of Area: Lots 1 and 2, Block 6, Dairyland Subdivision

El Paso County, Texas.

2. Proposed Land Uses:

	Acres	Sites		Acres	Sites
Single Family	2.6524	5	Office		
Duplex			Street & Alley		
Apartment			Ponding/Drainage		
Mobile Home			Institutional		
P.U.D.			Other (Specify)		
Park/Pond					
School					
Commercial			Total No. Sites	2.6524	5
Industrial			Total Acreage	2.6524	

3. What is existing zoning of the above described property? Residential

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		Water Lines	
Sidewalks		Street Name Signs	
Storm Sewer		Protective Fence	
Flood Retention Pond		Guardrails	
Bridge		Street Lights	
Survey Monuments		U/G Electric Lines	
Sanitary Sewer		Other (Specify) Services	

6. Are sidewalks proposed along all dedicated streets? Yes No X

If only along some streets, which ones?

7. What type of telephone easements are proposed?

Underground _____ Overhead _____ Both _____
What type of electrical easements are proposed?
Underground _____ Overhead _____ Both _____
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: KASCO Venture Inc. 1600 E. Fourth Avenue 79901 (915) 54-1210

Name & address Zip Phone

11. Developer: KASCO Venture Inc. 1600 E. Fourth Avenue 79901 (915) 54-1210

Name & address Zip Phone

12. Optioned by: _____

Name & address Zip Phone Aaron Alvarado

13. Engineer: Brock & Bustillos Inc. 417 Executive Center Blvd. 79902 (915) 542-4900 ext. 36

Name & address Zip Phone

Applicant's Signature: _____

Capacity: _____

ENGINEER

Subdivision Fees

Application Fee	\$150.00 or \$5.00 per lot (whichever is greater)
Preliminary Plat Review	\$100.00
Variance Request	\$100.00
Eng. Report Review	\$200.00
Construction Plans & Spec. Review	\$100.00
Construction Inspection & Testing	\$100.00 Testing Cost
Final Plat Review	\$100.00
Recording Fee	Determined by County of El Paso

Vacant
Mayor

Rene Rodriguez
At Large
Mayor Pro-Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

DATE: June 1, 2017
TO: MAYOR AND CITY COUNCIL
FROM: Job Terrazas, Administrative Assistant
CC: Adriana Rodarte, City Manager

SUBJECT:

Final Subdivision Plat Approval for Dairyland Subdivision Replat "O", being a replat of Lots 4 and 5, Block 2, Dairyland Subdivision, El Paso County, Texas.

SUMMARY:

The project matter of this request is westerly located at 2.14 miles from the Socorro City limit but within the Extra Territorial Jurisdiction. This subdivision project has an estimated area of 2.5571 acres, owned by Kasco Venture, Inc., 1600 E. Fourth Ave., El Paso, Texas 79901.

BACKGROUND:

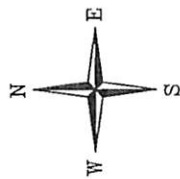
This project is a replat of two (2) residential lots of an already approved subdivision in the County of El Paso. The lots to be obtained from this replat will be five (5) residential lots exceeding half acre per lot with onsite ponding.

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**; this classification is the safest area with the less possibility of being flooded (Community Panels # 480212 0250-B / FEMA, September 4, 1991).

STAFF RECOMMENDATION:

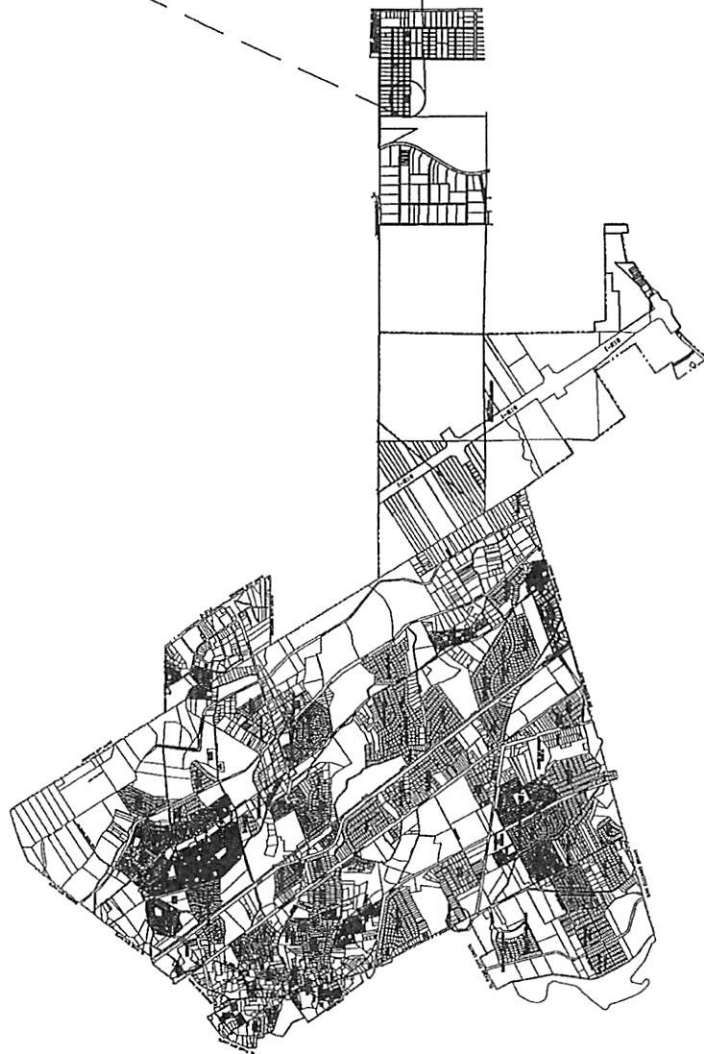
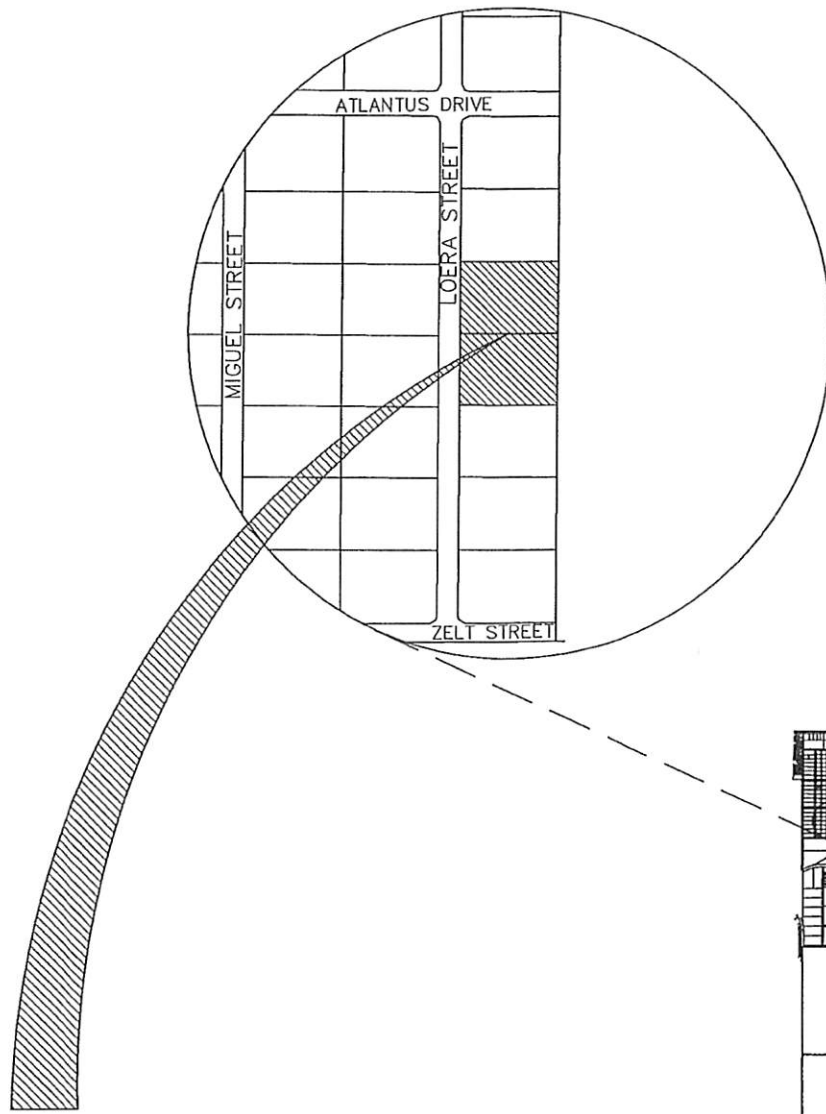
Being this project a replat of an already approved subdivision, the Planning and Zoning Commission recommends APPROVAL contingent upon the following:

- 1) A 2.5% of the total land of physical park shall be paid in cash value to the City of Socorro.
- 2) Applicable pending fees shall be paid before recording.



1/4" = 100'

PROJECT SITE;
Replat "O"
Lots 4 & 5, Blk.2
Dairyland Subdivision



CITY OF SOCORRO



LOCATION MAP

Scale: AS SHOWN

Planning and Zoning Department

640 N. Rio Vista Socorro, Texas 78787 Tel. (505) 875-5531 Fax (505) 875-5673



PLANNING AND ZONING DEPARTMENT
APPLICATION FOR SUBDIVISION APPROVAL

Date: 03/29/2017

Application must be completed and validated prior to subdivision processing.

Subdivision Name: Dairyland Subdivision Replat O

1. Legal description of Area: Lots 4 and 5, Block 2, Dairyland Subdivision

El Paso County, Texas.

2. Proposed Land Uses:

	Acres	Sites		Acres	Sites
Single Family	2.5571	5	Office		
Duplex			Street & Alley		
Apartment			Ponding/Drainage		
Mobile Home			Institutional		
P.U.D.			Other (Specify)		
Park/Pond					
School					
Commercial			Total No. Sites	2.5571	5
Industrial			Total Acreage	2.5571	

3. What is existing zoning of the above described property? Residential
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		Water Lines	
Sidewalks		Street Name Signs	
Storm Sewer		Protective Fence	
Flood Retention Pond		Guardrails	
Bridge		Street Lights	
Survey Monuments		U/G Electric Lines	
Sanitary Sewer		Other (Specify) Services	

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

7. What type of telephone easements are proposed?

Underground _____ Overhead _____ Both _____

What type of electrical easements are proposed?

Underground _____ Overhead _____ Both _____

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: KASCO Venture Inc. 1600 E. Fourth Avenue 79901 (915) 54-1210

Name & address

Zip

Phone

11. Developer: KASCO Venture Inc. 1600 E. Fourth Avenue 79901 (915) 54-1210

Name & address

Zip

Phone

12. Optioned by: _____

Name & address

Zip

Phone

13. Engineer: Brock & Bustillos Inc. 417 Executive Center Blvd. 79902 (915) 542-4900

Name & address

Zip

Phone

Applicant's Signature: _____

Capacity: _____

ENGINEER

Subdivision Fees

Application Fee	\$150.00 or \$5.00 per lot (whichever is greater)
Preliminary Plat Review	\$100.00
Variance Request	\$100.00
Eng. Report Review	\$200.00
Construction Plans & Spec. Review	\$100.00
Construction Inspection & Testing	\$100.00 Testing Cost
Final Plat Review	\$100.00
Recording Fee	Determined by County of El Paso

Vacant
Mayor

Rene Rodriguez
At Large
Mayor Pro-Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

DATE: June 1, 2017
TO: MAYOR AND CITY COUNCIL
FROM: Job Terrazas, Administrative Assistant
CC: Adriana Rodarte, City Manager

SUBJECT:

Final Subdivision Plat Approval for Dairyland Subdivision Replat "V", being a replat of Lots 3, 4, 5 and 6, Block 7, Dairyland Subdivision, El Paso County, Texas.

SUMMARY:

The project matter of this request is westerly located at 2.65 miles from the Socorro City limit but within the Extra Territorial Jurisdiction. This subdivision project has an estimated area of 6.3425 acres, owned by Kasco Venture, Inc., 1600 E. Fourth Ave., El Paso, Texas 79901.

BACKGROUND:

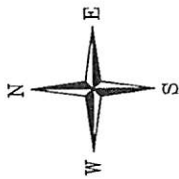
This project is a replat of four (4) residential lots of an already approved subdivision in the County of El Paso. The lots to be obtained from this replat will be six (6) residential lots exceeding one acre per lot with onsite ponding.

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**; this classification is the safest area with the less possibility of being flooded (Community Panels # 480212 0250-B / FEMA, September 4, 1991).

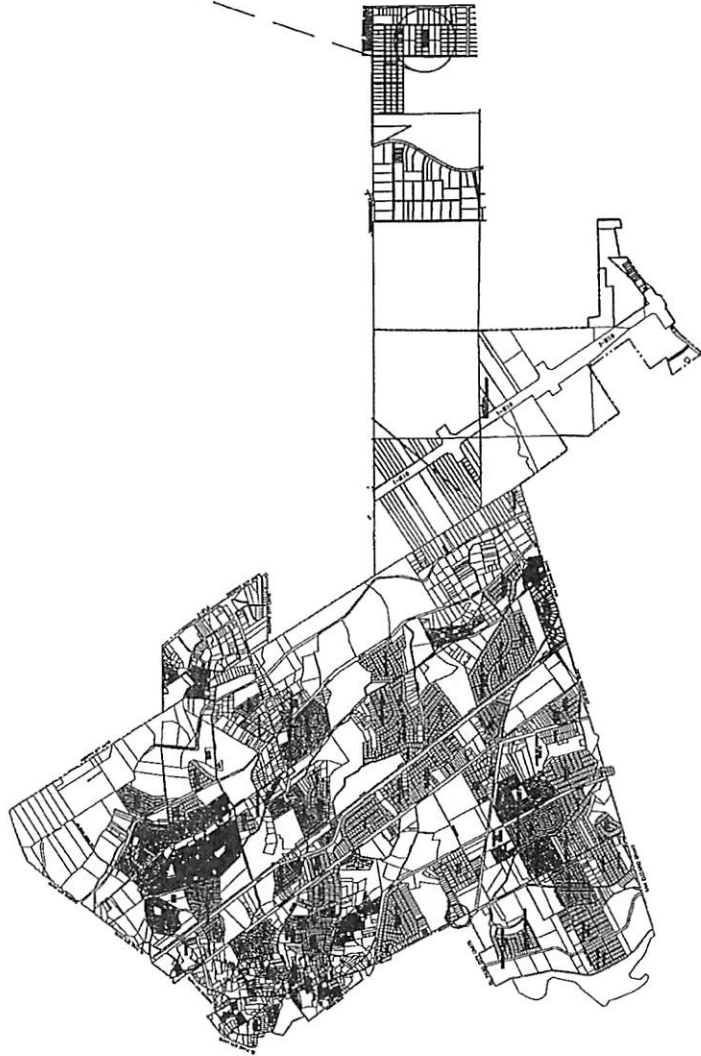
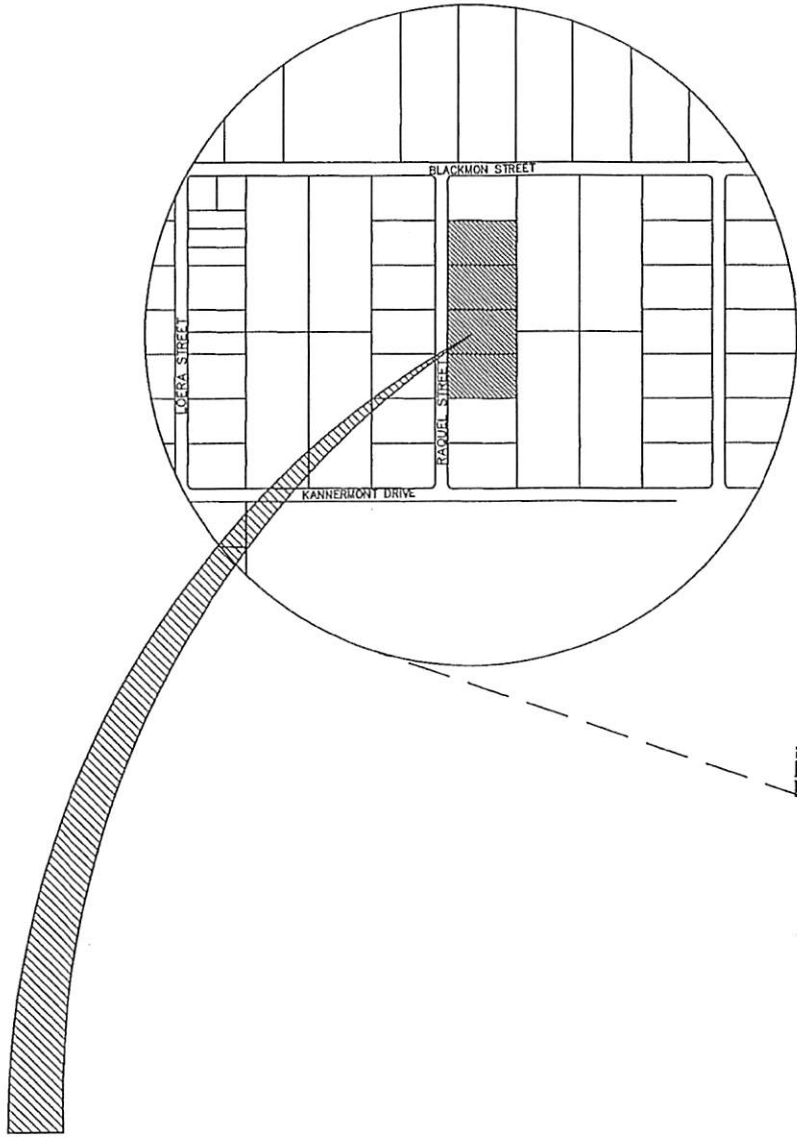
STAFF RECOMMENDATION:

Being this project a replat of an already approved subdivision, the Planning and Zoning Commission recommends APPROVAL contingent upon the following:

- 1) A 2.5% of the total land of physical park shall be paid in cash value to the City of Socorro.
- 2) Applicable pending fees shall be paid before recording.



PROJECT SITE;
Replat "V"
Lots 3,4,5,6, Blk.7
Dairyland Subdivision



CITY OF SOCORRO



LOCATION MAP

Scale: AS SHOWN

Planning and Zoning Department

160 N. 1st St., Socorro, NM 87797 Tel. (505) 872-5331 Fax (505) 872-6673



PLANNING AND ZONING DEPARTMENT
APPLICATION FOR SUBDIVISION APPROVAL

Date: 03/29/2017

Application must be completed and validated prior to subdivision processing.

Subdivision Name: Dairyland Subdivision Replat V

1. Legal description of Area: Lots 3, 4, 5 and 6, Block 7, Dairyland Subdivision

El Paso County, Texas.

2. Proposed Land Uses:

	Acres	Sites		Acres	Sites
Single Family			Office		
Duplex			Street & Alley		
Apartment			Ponding/Drainage		
Mobile Home			Institutional		
P.U.D.			Other (Specify)	Res/Comm	6
Park/Pond					
School					
Commercial			Total No. Sites		6
Industrial			Total Acreage	6.3425	

3. What is existing zoning of the above described property? Residential

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		Water Lines	
Sidewalks		Street Name Signs	
Storm Sewer		Protective Fence	
Flood Retention Pond		Guardrails	
Bridge		Street Lights	
Survey Monuments		U/G Electric Lines	
Sanitary Sewer		Other (Specify) Services	

6. Are sidewalks proposed along all dedicated streets? Yes No X

If only along some streets, which ones?

7. What type of telephone easements are proposed?

Underground _____ Overhead _____ Both _____

What type of electrical easements are proposed?

Underground _____ Overhead _____ Both _____

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: KASCO Venture Inc. 1600 E. Fourth Avenue 79901 (915) 54-1210

Name & address

Zip

Phone

11. Developer: KASCO Venture Inc. 1600 E. Fourth Avenue 79901 (915) 54-1210

Name & address

Zip

Phone

12. Optioned by: _____

Name & address

Zip

Phone

13. Engineer: Brock & Bustillos Inc. 417 Executive Center Blvd. 79902 (915) 542-4900

Name & address

Zip

Phone

Applicant's Signature: _____

Capacity: ENGINEER

Subdivision Fees

Application Fee	\$150.00 or \$5.00 per lot (whichever is greater)
Preliminary Plat Review	\$100.00
Variance Request	\$100.00
Eng. Report Review	\$200.00
Construction Plans & Spec. Review	\$100.00
Construction Inspection & Testing	\$100.00 Testing Cost
Final Plat Review	\$100.00
Recording Fee	Determined by County of El Paso

Vacant
Mayor

Rene Rodriguez
At Large
Mayor Pro Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

DATE: June 1, 2017
TO: MAYOR AND CITY COUNCIL
FROM: Job Terrazas, Administrative Assistant
CC: Adriana Rodarte, City Manager

SUBJECT:

Consider and Take Action on the proposed amendment to the City of Socorro Master Plan, and rezoning of Tract 4-C-1-K, Block 3, Socorro Grant, at 900 Horizon Blvd. from A-1 (Agricultural) to M-1 (Light Industrial) for an Auto, Truck and Tractor Trailer Sales business.

SUMMARY:

The property matter of this request is located at 80 feet from the intersection of Patti Jo. and Horizon. This property has an estimated area of 51,400 sq. ft. (1.18 acres), owned by Edmundo & Sonia Rubio P.O. Box 600, Clint, TX. 79836.

BACKGROUND:

This case was presented before the Planning and Zoning Commission on March 7, 2017 and the board voted to deny. The commission argued that an industrial zoning classification would not be appropriate to have along Horizon Blvd. due to traffic and because of the proximity to a residential zone. The board also said that a commercial zoning would be more appropriate for a major arterial road.

STATEMENT OF THE ISSUE:

Petitioner is asking for a change in the zoning classification to establish a business for the sale of Autos, Trucks and Tractor Trailers. The current zoning classification does not allow this type of land use.

ALTERNATIVE:

An alternative to allow a business in this property is to approve a C-2, General Commercial with the condition that no junked vehicles be stored within the property.

STAFF RECOMMENDATION:

The Planning and Zoning Commission recommends DENIAL of the M-1 zoning. According to the information provided by the owner, a commercial classification would be more appropriate for this business. Furthermore, approval of a commercial property would not constitute an amendment to the master plan.



PLANNING AND ZONING DEPARTMENT
REQUEST TO AMEND ZONING MAP AND/OR
CITY OF SOCORRO MASTER PLAN

1. Name: Edmundo & SONIA. P. Rubio
Address: P.O. Box 600 Clint TX. 79836 Phone: 637 0577
Representative: Same - Above
Address: Same Phone: 637 0577
Email Address: edmondorubio65@gmail.com

2. Property Location: 900 HORIZON Blvd.
Legal Description: TRACT 4-C-1-K Block 3, Socorro Grant

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

<u>53,247.57</u> Area (Sq. ft. or Acreage)	<u>A-1 Agricultural</u> Current Zoning	<u>VACANT</u> Current Land Use
<u>ER-M-1</u> Proposed Zoning	<u>ER Auto & Truck & Tractor Trailer Sales</u> Proposed Land Use	

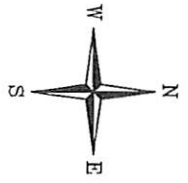
3. All owners of record must sign document.

<u>[Signature]</u>	<u>Edmundo Rubio</u>
<u>[Signature]</u>	<u>Sonia P. Rubio</u>

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

<u>[Signature]</u> Representative <u>Owner</u>	<u>1-17-17</u> Date
---	------------------------

ALL FEES ARE NON-REFUNDABLE

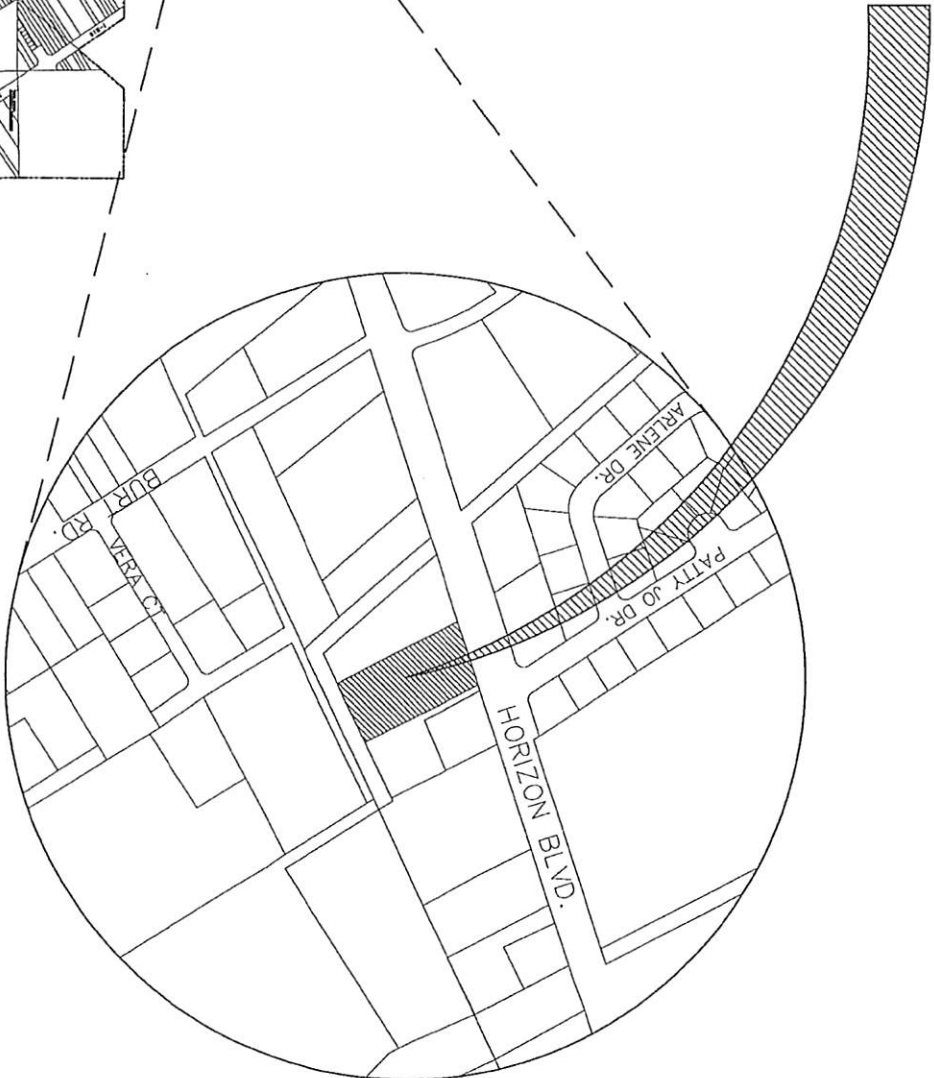


1/4" = 100'

PROJECT SITE,
900 Horizon Blvd.
Tr. 4-C-1-K, Blk. 3
Socorro Grant



CITY OF SOCORRO



LOCATION MAP

Scale: AS SHOWN



Planning and Zoning Department

800 N. Rio Vista Socorro, Texas 78777 TEL (512) 872-4311 FAX (512) 872-4673

Vacant
Mayor

Rene Rodriguez
At Large/ Mayor Pro Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

DATE: May 11, 2017

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: ADRIANA RODARTE

SUBJECT: DISCUSSION AND ACTION ON APPROVING AMENDMENT TO SERVICE FEES FOR THE PLANNING AND ZONING DEPARTMENT.

SUMMARY

The City of Socorro has researched surrounding cities in the area to compare fee's and has a recommendation to council.

STATEMENT OF THE ISSUE

Fee Schedule has been researched and staff is recommending amendment.

FINANCIAL IMPACT

N/A

ALTERNATIVE

Deny

STAFF RECOMMENDATION

The staff recommends approving this item.

Permit	City of Socorro		City of El Paso		Horizon		Vinton		Proposed Modification
UTILITY PERMITS	Residential	Commercial	Residential	Commercial	Residential	Commercial	Residential	Commercial	** Pink color, ADD to Fee Schedule.
Gas Line	\$50.00	\$75.00	\$90.10						\$60 Residential \$80 Commercial
Water Line	\$50.00	\$75.00	\$76.32						\$60 Residential \$80 Commercial
Sewer Line	\$50.00	\$75.00	\$86.92		\$15.00				\$60 Residential \$80 Commercial
Electric, Plumbing and Mechanical			\$76.32				\$ 40.00	\$ 50.00	
More than \$200	\$50.00	\$75.00			\$50.00				
Up to \$25,000	\$75.00	\$100.00			\$60.00				
Up to \$60,000	\$100.00	\$125.00			\$100.00				
Up to \$100,000	\$125.00	\$150.00			\$150.00				
Up to \$120,000	\$150.00	\$175.00			\$160.00				
Solar Panels	\$50.00	\$75.00							Add to fee schedule
Starting Work With No Permit	Double fee		Double Fee				Double permit fee	Double permit Fee	
Official Address Letter	\$15.00						\$ 100.00	\$ 100.00	
Zoning Compliance Letter	\$15.00						\$ 100.00	\$ 100.00	
Replacement Card	\$25.00		\$14.84						
Special Inspection	\$60.00		\$76.32						
Re-inspection Fee	\$45.00		\$64.66						
Zoning Confirmation Letter	\$45.00						\$ 50.00		
Classification of Use from Zoning Administrator	\$45.00		\$44.52				\$ 350.00		
Certificate of Occupancy	\$50.00		\$167.48				\$ 25.00	\$ 100.00	
Flood Determination Letter	\$15.00		\$12.72						
Building Permit	Per Sq..		Per Sq..		Per Sq. Ft.				
**Fee is calculated \$100.00 for every \$25,000 square feet.									
If the work is not begun within 30 days after the date of the permit and thereafter pursued with reasonable diligence the permit shall expire and new permit will be required. Sec 36-95 (ord. No. 094 V(B) 11-20-1989 Amd. No.2 V (B) 8-15-1994									
** There will be a fee of \$25 per plan review this will inturn be credited to the building permit total									
Fences	\$60.00		\$76.32				\$ 51.00	\$ 51.00	
Rock Wall	\$60.00								Add to fee schedule
Wooden Fence	\$60.00								2 inspections
Cinder rock wall 8' by 12'	\$60.00								Add to fee schedule
Rockwall & Retaining Walls	\$50.00		\$115.54				\$ 40.00	\$ 50.00	
Sidewalks	\$50.00		\$76.32						
Driveways	\$50.00		\$76.32						
Roofing ADD TO TITLE	\$50.00		\$116.60						proposing \$70.00 two inspection to charge \$35 for each inspections
Re-roof	\$50.00								REMOVE FROM FEE SCHEDULE
Demolition	\$50.00	\$100.50	\$115.54						
Swimming Pools & Spas	\$100.00		\$76.32		120 + (per engineer report)				
Home Alarm System Annual Fee	\$50.00		69/3 years		30	60			City no longer issues permits
Temporary Structures	\$50.00		50.88/month				\$ 250.00	\$ 500.00	
Amusement Devices (per weekend)	\$100.00		9.54/ride/month						
Sign Permit	(Sq.Ft. X 2) + 45		Per Sq.Ft.		Per Value of Sign		\$ 30.00		
Mobile Home Placement	\$60.00		76.32				\$ 50.00		
Mobile Home Transporter	\$45.00								
Business Registration	\$35.00	7.5/month late fee	Type of Business		Per # of Employees				
Adult Oriented Business	\$300.00		\$667.00						
Hotel & Motel	\$150.00		\$230.00				\$ 50.00		
Home Occupation	\$50.00		\$55.00		50		\$ 50.00	\$ 50.00	
Contractor	\$75.00		\$100.00		50				
Sign Painting Contractor	\$75.00		\$110.00		25				
Sign Installer	\$75.00		\$607.00		25				
Temporary Inflatable Sign Installer	\$75.00		\$607.00		25				
Car Dealer	\$150.00		\$145.00						

Vendors									
Seasonal Vendors	\$7.50 day	300/year	48		7.50/month	75/year	\$	25.00	
EVENT VENDORS	\$7.50 per day								CITY EVENTS/CHURCH BAZAARS
Mobile Vendors	\$7.50 day								Add descriptions for mobile vendors
Flea Market Operators	\$100.00		\$630.00				\$	50.00	\$ 600.00
FLEA MARKET VENDORS	\$75.00								
Yard Sales	0		0		0				ADD APPLIES TO RESIDENTIAL AREAS ONLY
									No more than two yard sales per year
Conditional Use Permit & Rezoning			C.U.P.	212	S.U.P. 200 + (60/per 1/2 hr.)		\$	50.00	
Less than 1 acre	\$650.00		\$835.28		\$300.00		\$	250.00	
1 to 10 acres	\$750.00		\$902.06		\$350.00		\$	300.00	
10.1 to 30 acres	\$950.00		\$968.84		\$400.00		\$	350.00	
30.1 to 50 acres	\$1,150.00		\$1,029.26		\$450.00		\$	400.00	
50.1 to 75 acres	\$1,400.00		\$1,090.74		\$500.00		\$	450.00	
75.1 or more acres	\$1,650.00		\$1,541.24		\$600.00		\$	500.00	
Lot Split & Replat									
Application	\$150.00				\$80.00				
Preliminary Plan Review	\$100.00				\$500.00				
Final Plan Review	\$100.00								
Engineering Report Review	\$200.00								
Capital Improvement	400/lot								
Lot Unification	550								
SUBDIVISION									
Small Subdivision (convenient store or gas Station)									
Medium Subdivision (Shopping center)									
Large Subdivision									
Application	150 or 5/lot which is greater								
Preliminary Plan Review	\$100.00				\$500.00		\$	300.00	\$ 600.00
Variance Request	\$100.00								
Engineering Report Review	\$200.00						\$	400.00	\$ 800.00
Construction Plans & Spec Review	\$100.00								
Construction Inspection & Testing	\$100.00								
Final Plat Review	\$100.00				\$500.00		\$	250.00	\$ 500.00
Parkland Fee	2.5% total project cost								
Capital Improvement	400/lot								
Excavation & Grading	Per Engineer Report		Per Engineer Report		Per Engineer Report				
Event Permit	\$125.00		Many Events						
Board of Adjustments	\$100.00	\$200.00	662.5		100	150	\$	200.00	\$ 400.00
Planning Documents									
Color Prints	\$45.00		9.81					At cost	
Black & White	\$15.00							\$	0.10

NOTE:
There will be a double fee assesment when projects are initiated prior to permit issuance.
Failed inspection may require a re-inspection fee.

**** Pink color, ADD to Fee Schedule.**
****Green color, fee increase PROPOSED.**
****Yellow color, AMEND to add description.**
****BLUE color, REMOVE from fee schedule.**

Vacant
Mayor

Rene Rodriguez
At Large / Mayor Pro-Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon - Villalobos
District 4

Adriana Rodarte
City Manager

May 12, 2017

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Adriana Rodarte

SUBJECT: Discussion and Action Requesting To Appoint Job Terrazas and Miguel Rosas, as Building Officials of the Planning & Zoning Department.

SUMMARY

The position for the Planning & Zoning Director is currently vacant. City Manager is overseeing the department, requesting to appoint Job Terrazas and Miguel Rosas as a Building Officials, with the supervision of the City Manager. This appointment will allow the city to be able to sign all required documentation in reference to the Planning and Zoning Department.

I am recommending to have more than one individual appointed, in case one individual is absent the department will always have a qualified individual to perform the day to day operations.

STATEMENT OF THE ISSUE

Job Terrazas – possess a Associates of Science; Civil Engineering Degree with over 10 years of experience in residential, commercial and public construction

Miguel Rosas – possess a Bachelor's of Science; Civil engineering Degree with over 10 years of experience in residential, commercial and public construction and engineering.

FINANCIAL IMPACT

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

Funding Source: General Fund

Amount:

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

N/A

STAFF RECOMMENDATION

N/A

REQUIRED AUTHORIZATION

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

Vacant
Mayor

Rene Rodriguez
At Large / Mayor Pro-Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon - Villalobos
District 4

Adriana Rodarte
City Manager

May 10, 2017

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Adriana Rodarte

SUBJECT: Discussion and action to approve an Interlocal Agreement with El Paso County for Animal Control Services to the City of Socorro, and to authorize city manager or her designee to execute agreement.

SUMMARY

This agreement provides certain animal services to the City of Socorro is necessary for the mutual advancement of the health and general welfare of the citizens.

STATEMENT OF THE ISSUE

Same as above

FINANCIAL IMPACT

Account Code (GF/GL/Dept):

Funding Source: General Fund

Amount:

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

Decline agreement

STAFF RECOMMENDATION

Ms. Rodarte recommend approval for this interlocal agreement.

REQUIRED AUTHORIZATION

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



JO ANNE BERNAL
EL PASO COUNTY ATTORNEY
500 EAST SAN ANTONIO
ROOM 503, COUNTY COURTHOUSE
EL PASO, TEXAS 79901

(915) 546-2050
FAX: (915) 546-2133
April 27, 2017

Olivia Navarro
City Clerk
124 S. Horizon Blvd
Socorro, Texas 79927

RE: Interlocal Agreement for Animal Control Services;
CA No. 2016-0777.

Dear Ms. Navarro,

Enclosed please find two (2) original copies of the Interlocal Agreement for the City of Socorro. Please sign both originals where indicated and return one original to me.

If you have any questions, please do not hesitate to contact Mr. Carlos Madrid at (915) 538-2133.

Sincerely,

Irma Mariza Murillo
Paralegal – Sheriff's Legal Unit

/imm
Attachments

INTERLOCAL AGREEMENT FOR ANIMAL CONTROL SERVICES

This Agreement is entered into between the COUNTY OF EL PASO, TEXAS ("County of El Paso") and the CITY OF SOCORRO, TEXAS ("City of Socorro") by and through their duly authorized officials, pursuant to the Interlocal Cooperation Act.

RECITALS

WHEREAS, the County of El Paso and the City of Socorro are authorized to enter into this Agreement pursuant to the Interlocal Cooperation Act, Chapter 791, Texas Government Code; and

WHEREAS, the El Paso County Sheriff's Office employs animal control officers; and

WHEREAS, this Agreement for interlocal cooperation for the County of El Paso to provide certain animal control services to the City of Socorro is necessary for the mutual advancement of the health and general welfare of the citizens of all jurisdictions concerned; and

WHEREAS, the City of Socorro desires to have the County of El Paso's designated local rabies control authority serve as the City of Socorro's designated authority, as necessary pursuant to state law; and

FOR THESE REASONS, and in consideration of the mutual promises contained in this Agreement, the County of El Paso and the City of Socorro mutually agree as follows:

I. SCOPE OF SERVICES

The County of El Paso shall perform the following animal control services by and through the El Paso County Sheriff's Office under the terms and conditions hereinafter stated, and the City of Socorro hereby accepts and agrees to the following terms and conditions:

A. The County of El Paso agrees to provide animal control services as determined to be appropriate by the El Paso County Sheriff's Office staff and as required by law, including, but not limited to, investigating citizen complaints, conducting periodic patrols to proactively enforce appropriate County and/or State animal-related rules and laws and engaging in the impoundment of stray animals, investigation of animal bite reports, quarantine of animals involved in bites, investigation of allegations of animal cruelty, and the euthanasia of animals as necessary.

B. Any animals impounded by the El Paso County Sheriff's Office shall be delivered to the Shelter designated by the City of Socorro. The City of Socorro is responsible for any and all Shelter costs and fees, including, but not limited to, Shelter impoundment fees, daily kenneling fees, vaccination fees, and spay/neuter fees.

C. Any stray cat trapped by the El Paso County Sheriff's Office that takes part in a trap-neuter-return program shall be returned by the El Paso County Sheriff's Office to the location

where it was trapped. Trap-neuter-return is the process of humanely trapping, sterilizing, vaccinating for rabies, ear tipping, and returning a cat to the location where it was trapped. The City of Socorro shall be responsible for any fees or costs related to the sterilization, vaccination, or ear tipping of the cat.

D. The County of El Paso agrees to provide periodic free and/or low-cost spay/neuter events for low income residents of the City of Socorro. The date, time, location, and frequency of these events shall be determined by the El Paso County Sheriff.

E. Nothing within the terms of this Agreement shall require the County of El Paso to purchase additional equipment or hire additional personnel in order to comply with the terms of this Agreement.

F. The County of El Paso agrees that it will keep accurate records of all services provided to the City of Socorro pursuant to this Agreement as part of its routine data collection processes and shall report such activities to the City of Socorro on a monthly basis via email.

II. LOCATION OF PERFORMANCE

The place where the services are to be performed is in the City of Socorro, Texas.

III. DESIGNATION OF LOCAL RABIES CONTROL AUTHORITY

The Parties agree that the individual or entity designated by the County of El Paso to serve as the local rabies control authority will serve as the local rabies control authority for the City of Socorro's designated authority, as necessary pursuant to Section 826.017, Texas Health and Safety Code.

IV. COUNTY ANIMAL REGULATIONS

The Parties acknowledge that the October 24, 2016 El Paso County Animal Regulations Order of the El Paso County Commissioners' Court, and any lawfully adopted successor orders and animal regulations, shall apply within the jurisdictional areas of the City of Socorro.

A. The El Paso County Sheriff's Office will enforce the October 24, 2016 El Paso County Animal Regulations Order of the El Paso County Commissioners' Court, and any lawfully adopted successor orders and animal regulations, within the jurisdictional areas of the City of Socorro.

B. If the City of Socorro adopts animal regulations that supersede the County of El Paso animal regulations, the El Paso County Sheriff's Office will enforce those municipal animal regulations to the extent that they are consistent with the County of El Paso animal regulations.

1. To the extent allowed by law, the City of Socorro agrees to pass all ordinances and resolutions necessary to give the El Paso County Sheriff's Office the authority to issue citations for violations of any municipal animal regulations.

2. The County of El Paso agrees that any citations issued for the violation of a municipal animal regulation will be filed with the City of Socorro Municipal Court. It is agreed that the appropriate personnel from the El Paso County Sheriff's Office will be administratively directed to be present at such times as court sessions are set and cases involving said citations are on the court's docket, without the necessity for the issuance of a subpoena. The City of Socorro Municipal Court will provide reasonable notice of any case settings to the El Paso County Sheriff's Office.

V. TIMES OF PERFORMANCE

The County of El Paso shall commence the provision of its services on the 1st day of January 2017 and shall terminate on the 31st day of December 2017, regardless of the date of execution of this Agreement.

VI. COMPENSATION

A. The City of Socorro agrees to pay SEVENTY FIVE THOUSAND TWO HUNDRED FORTY EIGHT DOLLARS (\$75,248) for services rendered in accordance with this Agreement.

B. Payments shall be made in four equal consecutive monthly installments, each in the amount of EIGHTEEN THOUSAND EIGHT HUNDRED TWELVE DOLLARS (\$18,812), with the first payment becoming due and payable on the 1st day of January 2017 or within 15 days after the date that the City of Socorro signs this Agreement, whichever is later.

C. Payments submitted under this Agreement shall be made payable to the County of El Paso, Attn: El Paso County Auditor, 800 E. Overland, Room 406, El Paso, Texas 79901.

VII. TERMINATION

This Agreement may be terminated by either Party, without cause, by written notice received via certified mail at least forty-five (45) days in advance of the effective date of termination.

VIII. MISCELLANEOUS

A. Notice. Unless otherwise provided herein, all notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally in hand or sent by certified mail, return receipt requested, postage prepaid and addressed to the appropriate party at the following address or to any other person at any other address as may be designated in writing by the Parties. Notices are effective upon receipt. Parties may change their notice information in the same manner.

COUNTY: El Paso County Sheriff
3850 Justice Dr.
El Paso, Texas 79938

cc: Michael Martinez
County Contract Administrator
800 E. Overland, Room 406
El Paso, Texas 79901

City of Socorro: Olivia Navarro
City Clerk
124 S. Horizon Blvd.
Socorro, Texas 79927

B. **Governing Law.** This Agreement and the rights and obligations of the Parties hereto shall be governed by, and construed according to, the laws of the State of Texas, except as specifically noted. Venue shall lie in El Paso County, Texas.

C. **Entire Agreement; Amendment.** This Agreement constitutes the entire agreement of the Parties and is intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and agreements that have been made in connection with the subject matter. No modifications or amendments to this Agreement shall be binding upon the Parties unless the same is in writing and signed by the respective Parties hereto. All prior negotiations, agreements, and understandings with respect to the subject matter of this Agreement are superseded hereby.


D. **Waiver of Breach.** The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or other provision hereof.

E. **Severability.** In the event any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect and enforceable in accordance with its terms.

F. **Force Majeure.** Neither party shall be held responsible for any delay or failure in performance to the extent that such delay or failure is caused by fire, flood, explosion, war, strike, embargo, government regulation, civil or military authority, acts of God, acts or omissions of carriers, or other similar causes beyond their control.

IN WITNESS WHEREOF, the Parties have executed this Agreement in their official capacities, with legal authority to do so.

COUNTY OF EL PASO



Veronica Escobar
County Judge, County of El Paso

Date: 12/19/16

AGREED:



Richard D. Wiles
El Paso County Sheriff

CITY OF SOCORRO

Printed Name: _____

Title: _____

Date: _____

Vacant
Mayor

Rene Rodriguez
At Large / Mayor Pro-Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon - Villalobos
District 4

Adriana Rodarte
City Manager

May 15, 2017

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Adriana Rodarte

SUBJECT: Discussion and Action to Approve Dannenbaum Engineering to Provide Status Update on Onion Field Basin Excavation.

SUMMARY

We have been informed that by the Antiquities Code of Texas, the City of Socorro will be required to secure an archeologist to perform an archeological investigation at the site of the proposed basin prior to performing earthwork for the proposed basin. If this is not performed, the City can face penalties by the State and Federal Government. This investigation has not been completed and therefore we are informing all plan holders that the Sparks Arroyo Ph 1 – Onion Field, that the bid opening scheduled for May 15th, will be cancelled. The City will Re-Advertise the project and we will reissue plans and specifications after the archeological investigation can be completed. Please feel free to let me know if you have any questions. We apologize for any inconvenience this may have caused.

STATEMENT OF THE ISSUE

FINANCIAL IMPACT

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

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 _____

Vacant
Mayor

Rene Rodriguez
At Large / Mayor Pro-Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon - Villalobos
District 4

Adriana Rodarte
City Manager

May 25, 2017

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Adriana Rodarte

SUBJECT: Discussion and action to approve paving of the closed off area of South Nevarez.

SUMMARY

Paving of the closed off area of Nevarez Road right next to the Socorro Mission Father Maldonado would like to make improvements (add a curb) to that area and is asking for the paving of the street. This request had been made to the Planning & Zoning Department but never addressed.

STATEMENT OF THE ISSUE

FINANCIAL IMPACT

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

Funding Source: Capital Funding for 2014

Amount: 210,000.000

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

Deny dedication

STAFF RECOMMENDATION

Ms. Rodarte recommends approval.

REQUIRED AUTHORIZATION

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

Gloria M. Rodriguez
Mayor

Rene Rodriguez
At Large

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon-Villalobos
District 4

Adriana Rodarte
City Manager

DATE: 05/11/2017

TO: Council

FROM: Yvonne Colon-Villalobos

SUBJECT: Discussion and action to add La Poblana Rd, in Socorro, Texas to 2017 paving list.

BACKGROUND Constituents of La Poblana Rd. have been complaining for years to council members regarding major issue on this road with rainwater. This road has been re-paved several time over that now the road height is greater than properties causing rain water to flood homes and yards. Recommendation would be to remove exciting road and re-pave to same level as properties.

STATEMENT OF THE ISSUE

FINANCIAL IMPACT

ALTERNATIVE

APPROVE

NOT APPROVE

STAFF RECOMMENDATION

Vacant
Mayor

Rene Rodriguez
At Large / Mayor Pro-Tem

Maria Reyes
District 1



Alejandro Garcia
District 2

Victor Perez
District 3

Yvonne Colon - Villalobos
District 4

Adriana Rodarte
City Manager

May 15, 2017

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Yvonne Colon - Villalobos

SUBJECT: Discussion and Action to Direct Staff and City Attorney to Review and Amend Ordinance #30, No Building Permit; Ordinance 76, Zoning and Setbacks; Ordinance 106, Vendors Without Permits.

SUMMARY

Due to a high increase of complaints on the above-mentioned ordinances, I am requesting staff and attorney to review and provide options to resolve specific challenges the city is facing.

I am requesting staff and attorney to consider providing constituents a time frame to pay fees owed or to reduce fees for the following:

Past Zoning Changes (define past: 15yrs, 10 yrs., 5yrs, or 1yr)

No Past Building Permits Fees (define past: 15yrs, 10yrs, 5yrs, or 1yr)

Scenario 1: applicant has received building permit for 5 yrs. and this year, is unable to receive permit due to property not being zoned correctly.

Scenario 2: presently resident receives a notice of violation for building without a permit for a structure that was built 10 yrs., ago. Resident was unaware a permit was required.

Scenario 3: presently if a resident resides with no neighbors to their backyard setbacks apply.

STATEMENT OF THE ISSUE

Same as above

FINANCIAL IMPACT

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

Funding Source: General Fund

Amount:

Quotes (Name/Commodity/Price) N/A

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

ALTERNATIVE

N/A

STAFF RECOMMENDATION

N/A

REQUIRED AUTHORIZATION

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