

*Ivy Avalos*  
Mayor

*Ruben Reyes*  
At Large

*Cesar Nevarez*  
District 1



*Alejandro Garcia*  
District 2

*Rudy Cruz, Jr.*  
District 3/Mayor Pro Tem

*Yvonne Colon-Villalobos*  
District 4

*Adriana Rodarte*  
City Manager

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

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

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

.....  
NOTICE IS HEREBY GIVEN THAT A SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF SOCORRO, TEXAS WILL BE HELD ON THURSDAY, THE 25<sup>TH</sup> DAY OF JANUARY, 2024 AT 6:00 P.M. AT THE CITY HALL CHAMBERS, 860 N. RIO VISTA RD., SOCORRO, TEXAS AT WHICH TIME THE FOLLOWING WILL BE DISCUSSED:

THIS WRITTEN NOTICE, THE MEETING AGENDA, AND THE AGENDA PACKET, ARE POSED ONLINE AT [HTTP://COSTX.US/CITY-CLERK-PUBLIC-NOTICE](http://costx.us/city-clerk-public-notice) THE PUBLIC CAN ALSO ACCESS THE MEETING BY CALLING TOLL FREE-NUMBER 844-854-2222 ACCESS CODE 323610.

THE PUBLIC MAY CALL IN 844-854-2222 ACCESS CODE 323610 BY 5:30 PM MOUNTAIN STANDARD TIME (MST) ON THE 25<sup>TH</sup> DAY OF JANUARY 2024 TO SIGN UP FOR PUBLIC COMMENT AND THE AGENDA ITEM THEY WISH TO COMMENT ON. THE PUBLIC THAT SIGNED UP TO SPEAK WILL BE CALLED UPON BY THE PRESIDING OFFICER DURING THE MEETING.

.....  
1. Call to order

2. Pledge of Allegiance and a Moment of Silence led by Campestre Elementary School.

**3. Establishment of Quorum**

**PUBLIC COMMENT**

- 4. Public Comment** (The maximum time for public comment will be 30 minutes and three minutes will be allotted for each speaker. Government Code 551.042 allows for responses by city council to be a statement of specific factual information given in response to the inquiry; or a recitation of existing policy in response to the inquiry; or a decision to add the public comment to a future agenda.)

**PRESENTATIONS**

- 5. Presentation** from Kaila Perales of the Texas Mission of Mercy regarding dental program.  
*Rudy Cruz, Jr.*
- 6. Presentation** on Community Input Process and Findings for the Economic Recovery Strategic Plan currently in development.  
*Alejandra Valadez*

**NOTICE TO THE PUBLIC**

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

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

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

**CONSENT AGENDA**

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

- 7. Excuse** absent council members.  
*Olivia Navarro*
- 8. Approval** of City Council Minutes of January 4, 2024.  
*Olivia Navarro*



9. **Discussion and action** to approve the December 2023 Monthly Report. *Adriana Rodarte*
10. **Introduction First Reading and Calling for a Public Hearing** of an Ordinance approving the Proposed Amendment to The City of Socorro's Master Plan and Rezoning of Block 2, Tracts 6 and 6A, Socorro Grant located at 11051 North Loop Drive, Socorro, Tx. from A-1 (Agricultural) to IC-MUD (Industrial/Commercial Mixed-Use Developments) to allow for Enclosed Manufacturing (Warehouses), Compounding, Assembling or Treatment of Articles. *Lorraine Quimiro*
11. **Introduction First Reading and Calling for a Public Hearing** of an Ordinance to approve a Replat and Variance Request for Eastwind Industrial Replat 'A' Subdivision, being Lot 1, Block 1 and Lot 1, Block 2, Eastwind Industrial, Socorro, Tx. *Lorraine Quimiro*
12. **Introduction First Reading and Calling for a Public Hearing** of an Ordinance approving a Final Plat for Horizonte Subdivision, being a portion of Tract 24E, Block 9, Socorro Grant, Socorro, Tx. *Lorraine Quimiro*
13. **Introduction First Reading and Calling for a Public Hearing** of an Ordinance approving a Final Plat Resubmission for Socorro Logistics Center Unit 2. being all of Tract 8, 9, 10A, and 11C, and a Portion of Tract 10A1 and 11C1, Block 5, Socorro Grant, Socorro, Tx. *Lorraine Quimiro*
14. **Introduction, First Reading, and Calling for a Public Hearing** of an Ordinance to Amend Chapter 2 Administration, Article IV. Boards, Commissions, Agencies and Authorities, Division 8. Building and Standards Commission, Section 2-276 Members and Terms. *Lorraine Quimiro*
15. **Introduction, First Reading and Calling for a Public Hearing** of an Ordinance of the City of Socorro, Tx. adopting an amended Ordinance 186 of the Civil Service Commission for the City of Socorro, Tx. Amendment No. 6. *Carol Candelaria*

**REGULAR AGENDA**  
**PUBLIC HEARINGS AND ORDINANCES**

16. **Public Hearing** of an Ordinance approving a Proposed Amendment to The City of Socorro's Master Plan and Rezoning of a portion of Tract 16-D, Block 27, Socorro Grant, located at 11686 Socorro Road, Socorro, Tx. from C-1 (Light Commercial) to R-2 (Medium Density Residential) to allow for a duplex. *Lorraine Quimiro*
17. **Second Reading and Adoption** of an Ordinance approving a Proposed Amendment to The City of Socorro's Master Plan and Rezoning of a portion of Tract 16-D, Block 27, Socorro Grant, located at 11686 Socorro Road, Socorro, Tx. from C-1 (Light Commercial) to R-2 (Medium Density Residential) to allow for a duplex. *Lorraine Quimiro*
18. **Public Hearing** of an Ordinance approving the Preliminary and Final Plat for Figueroa Subdivision being a portion of Tract 16-D, Block 27, Socorro Grant, Socorro, Tx. with a waiver for requirement of a soils report. *Lorraine Quimiro*

19. **Second Reading and Adoption** of an Ordinance approving the Preliminary and Final Plat for Figueroa Subdivision being a portion of Tract 16-D, Block 27, Socorro Grant, Socorro, Tx. with a waiver for requirement of a soils report. **Lorraine Quimiro**
20. **Public Hearing** of an Ordinance approving a proposed Amendment to The City of Socorro's Master Plan and Rezoning of Lot 1, Block 1, Vinedo Acres Replat "I", located at 342 F.E. Jackson Rd., Socorro, Tx. from RM-1 (Residential Mobile Home District) to R-1 (Single Family Residential) to allow for a Single-Family Home. **Lorraine Quimiro**
21. **Second Reading and Adoption** of an Ordinance approving a proposed Amendment to The City of Socorro's Master Plan and Rezoning of Lot 1, Block 1, Vinedo Acres Replat "I", located at 342 F.E. Jackson Rd., Socorro, Tx. from RM-1 (Residential Mobile Home District) to R-1 (Single Family Residential) to allow for a Single-Family Home. **Lorraine Quimiro**
22. **Public Hearing** of an Ordinance approving a proposed Amendment to The City of Socorro's Master Plan and Rezoning of Lot 19, Block 1, Delip Subdivision, located at 634 Burma Place, Socorro, Tx. from R-1 (Single Family Residential) to R-2 (Medium Density Residential) to allow for a duplex. **Lorraine Quimiro**
23. **Second Reading and Adoption** of an Ordinance approving a proposed Amendment to The City of Socorro's Master Plan and Rezoning of Lot 19, Block 1, Delip Subdivision, located at 634 Burma Place, Socorro, Tx. from R-1 (Single Family Residential) to R-2 (Medium Density Residential) to allow for a duplex. **Lorraine Quimiro**
24. **Public Hearing** of an Ordinance approving The Horizon Estates Master Plan, being all of Tract 4-C-6-B, Block 3, Socorro Grant, Socorro, Tx., as per Section 38-7 of The City of Socorro Municipal Code. **Lorraine Quimiro**
25. **Second Reading and Adoption** of an Ordinance approving The Horizon Estates Master Plan, being all of Tract 4-C-6-B, Block 3, Socorro Grant, Socorro, Tx., as per Section 38-7 of The City of Socorro Municipal Code. **Lorraine Quimiro**
26. **Public Hearing** of an Ordinance approving the Preliminary and Final Plat for Horizon Estates Subdivision being a portion of Tract 4-C-6-B, Block 3, Socorro Grant, Socorro, Tx. **Lorraine Quimiro**
27. **Second Reading and Adoption** of an Ordinance approving the Preliminary and Final Plat for Horizon Estates Subdivision being a portion of Tract 4-C-6-B, Block 3, Socorro Grant, Tx. **Lorraine Quimiro**
28. **Public Hearing** of an Ordinance approving The Horizon Park Master Plan being all of Tracts 2, 2-A, 3-B, 3-B-1, 3-B-5, 4-C-1-L, 4-E-1-A, and 9-A-2, Block 3, Socorro Grant, Socorro, Tx., as per Section 38-7 of The City of Socorro Municipal Code. **Lorraine Quimiro**

- 29. *Second Reading and Adoption*** of an Ordinance approving The Horizon Park Master Plan being all of Tracts 2, 2-A, 3-B, 3-B-1, 3-B-5, 4-C-1-L, 4-E-1-A, and 9-A-2, Block 3, Socorro Grant, Socorro, Tx., as per Section 38-7 of The City of Socorro Municipal Code.

*Lorraine Quimiro*

- 30. *Public Hearing*** of an Ordinance approving The Final Plat for Horizon Park Unit One Subdivision being all of Tracts 2-A, 3-B-1, 4-C-1-L, and 9-A-2, Block 3, Socorro Grant, Socorro, Tx.

*Lorraine Quimiro*

- 31. *Second Reading and Adoption*** of an Ordinance approving The Final Plat for Horizon Park Unit One Subdivision being all of Tracts 2-A, 3-B-1, 4-C-1-L, and 9-A-2, Block 3, Socorro Grant, Socorro, Tx.

*Lorraine Quimiro*

### **GRANTS DEPARTMENT**

- 32. *Discussion and action*** to approve Resolution 777 authorizing the submission of a grant application to the Office of the Governor (OOG), Criminal Justice Division (CJD) FY 2025 Criminal Justice Program (JAG) for the Socorro Police Department. There is no match requirement for this grant.

*Alejandra Valadez*

- 33. *Discussion and action*** to approve Resolution 778 authorizing the submission of a grant application to the Office of the Governor (OOG), Criminal Justice Division (CJD) FY 2025 Juvenile Justice & Truancy Prevention Grant Program for the Socorro Police Department PAL Program. There is no match requirement for this grant.

*Alejandra Valadez*

- 34. *Discussion and action*** to approve Resolution 779 authorizing the submission of a grant application to the Office of the Governor (OOG), FY 2025 Bullet-Resistant Shield Grant Program for the Socorro Police Department. There is no match requirement for this grant.

*Alejandra Valadez*

- 35. *Discussion and action*** to approve Resolution 780 authorizing the submission of a grant application to the Office of the Governor (OOG), FY 2025 Rifle-Resistant Body Armor grant for the Socorro Police Department. There is no match requirement for this grant.

*Alejandra Valadez*

- 36. *Discussion and action*** to approve Resolution 781 authorizing the submission of a grant application to the Office of the Governor (OOG), Criminal Justice Division (CJD) FY 2025 General Victim Assistance Grant Program for the Crime Victims Advocacy Program in the Socorro Police Department. There is a 20% requirement for this grant.

*Alejandra Valadez*

- 37. *Discussion and action*** to approve the submission of a grant application to the Texas A&M Community Forestry Grant Program for the Socorro Tree Planting Project. There is a match of up to \$20,000 for this grant.

*Alejandra Valadez*



**POLICE DEPARTMENT**

38. ***Discussion and action*** to approve grant purchase of Fixed License Plate Readers from ELSAG in amount is \$62,133.00. ***Chief Robert C. Rojas***
39. ***Discussion and action*** to approve a grant purchase of an Active Shooter System in the amount of \$38,260.00 with a reoccurring annual cost of \$1,085.00. ***Chief Robert C. Rojas***
40. ***Discussion and action*** to approve the grant purchase of five (5) Speed Monitoring Trailers in the amount of \$38,095.00. ***Chief Robert C. Rojas***
41. ***Discussion and action*** to approve the purchase of Lexipol Law Enforcement Policy Manual Subscription Service in the amount of \$25,490.40. ***Chief Robert C. Rojas***

**PLANNING AND ZONING DEPARTMENT**

42. ***Discussion and action*** to approve Resolution 782 authorizing Mayor to sign the Public Highway At-Grade Crossing Agreement in relation to the Railroad Federal Signal Program Improvements at Union Pacific Railroad and N. Moon Rd. on behalf of the City of Socorro, Tx. ***Lorraine Quimiro***
43. ***Discussion and action*** to approve Resolution 783 authorizing Mayor to sign the agreement between the State of Texas and the City of Socorro, for maintenance, control, supervision, and regulation of state highways in the City of Socorro and entered through a Municipal Maintenance Agreement. ***Lorraine Quimiro***
44. ***Discussion and action*** to approve Resolution 784 granting an extension of The Valle Nuevo Preliminary Plat Per CH.38 Subdivision – Article L Sec. 38-8.7. ***Lorraine Quimiro***
45. ***Discussion and action*** to approve Construction Contract Change Order Numbers Two, Three, and Four for The Passmore Shared Use Project (CCSJ:0924-06-604) under Contract No. 22-07-01 with Huitt-Zollars, Inc., added by Change Order #2 \$3,010.37, added by Change Order #3 9,586.73 added by Change Order #4 4 734.44. ***Lorraine Quimiro***

**MAYOR AND COUNCIL**

46. ***Discussion and action*** to support the Texas Mission of Mercy through promotion of this free event through all City of Socoro Media platforms. ***Rudy Cruz, Jr.***
47. ***Discussion and action*** to amend language to City of Socorro, Texas Chapter 8 Sec. 8-49 of the Municode. ***Rudy Cruz, Jr.***

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

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

***Discussion on the following:***


**48. *Discussion and action*** on advice received from City Attorney in closed session, and action to approve real estate transaction; authorize filing or settlement of legal action; authorize employment of expert witnesses and consultants, and employment of special counsel with respect to pending legal matters.  
***Adriana Rodarte***

**49. *Discussion and action*** on qualifications of individuals for employment and for appointment to Boards & Commissions, job performance of employees, real estate acquisition and receive legal advice from City Attorney regarding legal issues affecting these matters.  
***Adriana Rodarte***

**50. *Discussion and action*** regarding pending litigation and receive status report regarding pending litigation.  
***Adriana Rodarte***


**51. *Adjourn***

**DATED THIS 22<sup>ND</sup> DAY OF JANUARY 2024**

By:   
**Olivia Navarro, City Clerk**

I, the undersigned authority, hereby certify that the above notice of the meeting of the City Council of Socorro, Texas is a correct copy of the notice and that I posted this notice at least Seventy-two (72) hours preceding the scheduled meeting at the City Administration Building, 124 S. Horizon Blvd., in Socorro, Texas.

**DATED THIS 22<sup>ND</sup> OF JANUARY 2024**

By:   
**Olivia Navarro, City Clerk**

Agenda posted: 1-22-24 @ 2:21 PM  
Removed: \_\_\_\_\_ Time: \_\_\_\_\_ by: \_\_\_\_\_

*Ivy Avalos*  
Mayor

*Ruben Reyes*  
At Large

*Cesar Nevarez*  
District 1



*Alejandro Garcia*  
District 2

*Rudy Cruz, Jr.*  
District 3/ Mayor ProTem

*Yvonne Colon-Villalobos*  
District 4

**DATE: January 18, 2024**

**TO: Mayor and Council**

**FROM: Rudy Cruz, Jr.**

**SUBJECT: *Presentation*** from Kaila Perales of the Texas Mission of Mercy Regarding dental Program

### **SUMMARY**

The Texas Mission of Mercy will provide more than 200 community members with certain free dental services over the course of 2 days at Socorro High School April 12, and 13th. This will have a great impact to our community and will provide FREE dental services to any person who is in need of services. We need to begin promoting the event since the organizers will need to begin screening the patients for services required. Additional flyers and information are attached to this item for public viewing

### **BACKGROUND**

### **STATEMENT OF THE ISSUE**

### **FINANCIAL IMPACT**

### **ALTERNATIVE**

### **NO APPROVE**

### **STAFF RECOMMENDATION**



# Save the Date

**Texas Mission of Mercy  
April 12th & 13th 2024**

**Free dental care** will be provided by the  
**El Paso District Dental Society** in partnership with the  
**Texas Mission of Mercy Organization** for El Paso County  
and surrounding areas at **Socorro High School!**

**Formal Details to Follow**

For more info, contact Kaila Perales at 915-487-0043



*Dear Friends of the El Paso Dental Community,*

We are pleased to announce that The El Paso District Dental Society, in partnership with the Texas Mission of Mercy organization, will be hosting the 2024 Texas Mission of Mercy event for the city and county of El Paso at Socorro High School, on April 12th and 13th, 2024.

In our previous event, held in 2018, we were able to provide free dental care to 830 patients from our community thanks to generous donors like you. To make this program a success, we recruit dentists and other dental professionals to volunteer their time and talents to provide charitable restorative dental care to hundreds of adults and children over a two-day period. Our goal is to provide necessary dental care to our community, matching, if not exceeding, our numbers from 2018.

At this stage, we are seeking in-kind donations to support the dedicated volunteers, comprised of dental professionals from our community and beyond. Specifically, we are in need of in-kind donations such as food for our hardworking dental professionals. Your contribution in this regard will go a long way in ensuring the success of the program and the well-being of our volunteers. We are confident that your support will help us achieve our objective of providing necessary dental care to our community and further establish El Paso as a champion for oral health and the well-being of our citizens.

We want to thank you all in advance for your consideration and dedication to this worthwhile cause. This program will not only provide adults and children in our community with much-needed dental care but will also put the City of El Paso on the map alongside the other major cities of the nation as true advocates for oral health and our children. Should you have further questions please feel free to reach Kaila Perales, Community Chair at 915-487-0043 or Dr. Krystell Anaya at [krystelle.barrera@gmail.com](mailto:krystelle.barrera@gmail.com).

Thank you in advance for your consideration in support of our mission.

Sincerely,

Krystell Anaya, DDS  
Texas Dental Association, Southwest Senior Director  
Texas Mission of Mercy, El Paso Dental Chair

Hans Brockhoff II, DDS, MD, FACS  
President El Paso District Dental Society

## **FOR IMMEDIATE RELEASE**

### **El Paso District Dental Society to Provide Free Dental Care in the El Paso County in Partnership with the Texas Mission of Mercy Organization**

**Socorro, TX, January 17, 2024**— The El Paso District Dental Society, in collaboration with the Texas Mission of Mercy organization, will offer free dental treatment and education to patients from the El Paso County and surrounding areas. This initiative aims to underscore the importance of good dental health. The program is scheduled to take place on April 12th and 13th at Socorro High School in Socorro, Texas.

"The Texas Mission of Mercy is a two-day event that provides essential dental care to those who cannot typically access or afford it. The community we serve has a significant need for dental care, and this event helps to address that need. This service will also help with the financial struggle that many encounter when seeking care and help prevent or relieve pain. In turn, it will ease the burden on our local hospitals to see people with dental problems," said Dr. Krystelle Anaya, Southwest Senior Director for the Texas Dental Association and the Texas Mission of Mercy El Paso Dental Chair.

During this two-day charitable event, all adults and children will receive free dental treatment and educational resources, regardless of insurance status. The total value of dental treatments provided during this program is estimated at \$600,000. The success of this initiative is made possible thanks to sponsors, donors, and the generous assistance of the El Paso community, dental professionals, dental students, and dedicated community volunteers.

#### **About Texas Mission of Mercy**

Texas Mission of Mercy (TMOM) is a compassionate initiative that operates a mobile dental clinic, reaching various communities across Texas. TMOM's mission is to provide essential dental care to individuals with limited resources and those facing challenges accessing dental services.

###

If you would like more information, please contact Dr. Krystelle Anaya at [krystelle.barrera@gmail.com](mailto:krystelle.barrera@gmail.com) or Kaila Perales at 915-487-0043 email at [hello@theenvisageco.com](mailto:hello@theenvisageco.com).



*Ivy Avalos*  
Mayor  
*Ruben Reyes*  
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District 1



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*Rudy Cruz Jr.*  
District 3 / Mayor Pro-Tem  
*Yvonne Colon - Villalobos*  
District 4  
*Adriana Rodarte*  
City Manager

January 19, 2024

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: Alejandra Valadez, City Development Director, City of Socorro**

**SUBJECT:**

Presentation on Community Input Process and Findings for the Economic Recovery Strategic Plan currently in development.

**SUMMARY**

Ascendo Strategies will provide a presentation to the public and to the City Council on the community input process and key findings as part of the Economic Recovery Strategic Plan currently in development.

**STATEMENT OF THE ISSUE**

The City of Socorro commissioned the development of an Economic Recovery Strategic Plan to identify the negative impacts of the COVID-19 pandemic on Socorro's economy, and to identify strengths, weaknesses, and opportunities that can be developed into strategic actions to ensure economic recovery, revitalization and future vitality.

Ascendo Strategies completed a community involvement process that gathered feedback from community members, business owners, City staff, elected officials, and partner entities on the economic future of Socorro. Ascendo strategies will present some key findings from this community feedback process for the public and City Council. This feedback will be incorporated into, and become part of the Economic Recovery Strategic Plan document.

**FINANCIAL IMPACT**

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

**Funding Source: N/A**

**Amount:** N/A

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

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

**ALTERNATIVE**

N/A – No action is requested.

**STAFF RECOMMENDATION**

N/A – No action is requested.

**REQUIRED AUTHORIZATION**

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

**Ivy Avalos**  
Mayor

**Ruben Reyes**  
At Large

**Cesar Nevarez**  
District 1/Mayor Pro Tem



**Alejandro Garcia**  
District 2

**Rudy Cruz, Jr.**  
District 3/Mayor Pro Tem

**Yvonne Colon-Villalobos**  
District 4

**REGULAR COUNCIL MEETING MINUTES  
JANUARY 4, 2024 @ 6:00 P.M.**

**MEMBERS PRESENT:**

Mayor Ivy Avalos  
Ruben Reyes  
Cesar Nevarez  
Alejandro Garcia  
Rudy Cruz, Jr.  
Yvonne Colon-Villalobos

**STAFF PRESENT:**

Adriana Rodarte, City Manager  
Olivia Navarro, City Clerk  
Lorraine Quimiro, City Planner  
Jim Martinez, City Attorney  
  
Estevan Gonzales, IT Director  
Victor Reta, Rec Centers Director  
Victor Perez, Deputy City Manager  
Charles Casiano, Finance Director  
Chief Robert Rojas  
Laura Arredondo, Wellness Coordinator  
Lizbeth Castro, Recreation Coordinator  
Diana Rodriguez, Multimedia Specialist

**1. CALL TO ORDER**

The meeting was called to order at: 6:03 pm.

**2. Pledge of Allegiance and a Moment of Silence**

Pledge of Allegiance led by Adriana Rodarte.

**3. Establishment of Quorum**

Quorum was established with all council members present.

The honorable County Commissioner Iliana Holguin was recognized.



A motion was made by Rudy Cruz, Jr., seconded by Yvonne Colon-Villalobos to *move up item number twenty-seven (27)*. Motion passed.

Ayes: Ruben Reyes, Cesar Nevarez, Alejandro Garcia, Rudy Cruz, Jr., and Yvonne Colon-Villalobos

Nays:

Absent:

**27. DISCUSSION AND ACTION TO APPROVE FEE WAIVER FOR EXCAVATION PERMIT FEE FOR THE LOWER VALLEY WATER DISTRICT'S BEJAR ESTATES WASTEWATER. LORRINE QUIMIRO**

A motion was made by Alejandro Garcia seconded by Yvonne Colon-Villalobos to *approve item number twenty-seven (27)*. Motion passed.

Mary Ann Dominguez, Alejandra Baquera, Ruben Baquera, Manuel Martinez, Matt Dudley, and Jacqueline Acuña spoke on this item.

Ayes: Ruben Reyes, Cesar Nevarez, Alejandro Garcia, Rudy Cruz, Jr., and Yvonne Colon-Villalobos

Nays:

Absent:

**PUBLIC COMMENT**

**4. PUBLIC COMENT**

No speakers for Public Comment.

**PRESENTATIONS**

**5. PRESENTATION BY PRISCILLA MORENO EL PASO COUNTY DIGITAL FOR ILUMINA PUBLIC LIBRARY. ADRIANA RODARTE**

Presentation made by Commissioner Iliana Holguin and Priscilla Moreno.

**6. PRESENTATION AND UPDATE ON RIO VISTA HISTORICAL SITE. VICTOR RETA**

Presentation made by Victor Reta, see Exhibit "A."

**CONSENT AGENDA**

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

**8. APPROVAL OF CITY COUNCIL MINUTES OF DECEMBER 7, 2023. OLIVIA NAVARRO**

9. ***DISCUSSION AND DISCUSSION TO APPROVE THE NOVEMBER DEPARTMENT'S MONTHLY REPORT.*** ***ADRIANA RODARTE***
10. ***DISCUSSION AND ACTION ON APPROVING NOVEMBER 2023 CASH RECEIPTS REPORT.*** ***CHARLES CASIANO***
11. ***DISCUSSION AND ACTION ON APPROVING NOVEMBER 2023 ACCOUNTS PAYABLE REPORT.*** ***CHARLES CASIANO***
12. ***DISCUSSION AND ACTION ON APPROVING NOVEMBER 2023 UNAUDITED FINANCIAL REPORT.*** ***CHARLES CASIANO***
13. ***INTRODUCTION FIRST READING AND CALLING FOR A PUBLIC HEARING OF AN ORDINANCE APPROVING A PROPOSED AMENDMENT TO THE CITY OF SOCORRO'S MASTER PLAN AND REZONING OF A PORTION OF TRACT 16-D, BLOCK 27, SOCORRO GRANT, LOCATED AT 11686 SOCORRO ROAD, SOCORRO, TX. FROM C-1 (LIGHT COMMERCIAL) TO R-2 (MEDIUM DENSITY RESIDENTIAL) TO ALLOW FOR A DUPLEX.*** ***LORRINE QUIMIRO***
14. ***INTRODUCTION, FIRST READING AND CALLING FOR A PUBLIC HEARING OF AN ORDINANCE APPROVING THE PRELIMINARY AND FINAL PLAT FOR FIGUEROA SUBDIVISION BEING A PORTION OF TRACT 16-D, BLOCK 27, SOCORRO GRANT, SOCORRO, TX.*** ***LORRINE QUIMIRO***
15. ***INTRODUCTION FIRST READING AND CALLING FOR A PUBLIC HEARING OF AN ORDINANCE APPROVING A PROPOSED AMENDMENT TO THE CITY OF SOCORRO'S MASTER PLAN AND REZONING OF LOT 1, BLOCK 1, VINEDO ACRES REPLAT "I", LOCATED AT 342 F.E. JACKSON RD., SOCORRO, TX. FROM RM-1 (RESIDENTIAL MOBILE HOME DISTRICT) TO R-1 (SINGLE FAMILY RESIDENTIAL) TO ALLOW FOR A SINGLE-FAMILY HOME.*** ***LORRINE QUIMIRO***
16. ***INTRODUCTION FIRST READING AND CALLING FOR A PUBLIC HEARING OF AN ORDINANCE APPROVING A PROPOSED AMENDMENT TO THE CITY OF SOCORRO'S MASTER PLAN AND REZONING OF LOT 19, BLOCK 1, DELIP SUBDIVISION, LOCATED AT 634 BURMA PLACE, SOCORRO, TX. FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO R-2 (MEDIUM DENSITY RESIDENTIAL) TO ALLOW FOR A DUPLEX.*** ***LORRINE QUIMIRO***

- 17. INTRODUCTION FIRST READING AND CALLING FOR A PUBLIC HEARING OF AN ORDINANCE APPROVING THE HORIZON ESTATES MASTER PLAN, BEING ALL OF TRACT 4-C-6-B, BLOCK 3, SOCORRO GRANT, SOCORRO, TX., AS PER SECTION 38-7 OF THE CITY OF SOCORRO MUNICIPAL CODE.**  
**LORRINE QUIMIRO**
- 18. INTRODUCTION, FIRST READING AND CALLING FOR A PUBLIC HEARING OF AN ORDINANCE APPROVING THE PRELIMINARY AND FINAL PLAT FOR HORIZON ESTATES SUBDIVISION BEING A PORTION OF TRACT 4-C-6-B, BLOCK 3, SOCORRO GRANT, SOCORRO, TX.**  
**LORRINE QUIMIRO**
- 19. INTRODUCTION, FIRST READING AND CALLING FOR A PUBLIC HEARING OF AN ORDINANCE APPROVING THE HORIZON PARK MASTER PLAN BEING ALL OF TRACTS 2, 2-A, 3-B, 3-B-1, 3-B-5, 4-C-1-L, 4-E-1-A, AND 9-A-2, BLOCK 3, SOCORRO GRANT, SOCORRO, TX., AS PER SECTION 38-7 OF THE CITY OF SOCORRO MUNICIPAL CODE.**  
**LORRINE QUIMIRO**
- 20. INTRODUCTION, FIRST READING AND CALLING FOR A PUBLIC HEARING OF AN ORDINANCE APPROVING THE FINAL PLAT FOR HORIZON PARK UNIT ONE SUBDIVISION BEING ALL OF TRACTS 2-A, 3-B-1, 4-C-1-L, AND 9-A-2, BLOCK 3, SOCORRO GRANT, SOCORRO, TX.**  
**LORRINE QUIMIRO**

A motion was made by Alejandro Garcia seconded by Cesar Nevarez *to approve the Consent Agenda.*

An amended motion was made by Alejandro Garcia seconded by Cesar Nevarez *to approve the Consent Agenda and amend the Ordinance for item number fourteen (14) to include "with a waiver for the requirement of a soils report."*

Ayes: Ruben Reyes, Cesar Nevarez, Alejandro Garcia, Rudy Cruz, Jr., and Yvonne Colon-Villalobos

Nays:

Absent:

**REGULAR AGENDA**  
**PUBLIC HEARINGS AND ORDINANCES**

- 21. PUBLIC HEARING OF AN ORDINANCE APPROVING THE PRELIMINARY PLAT FOR HORIZONE SUBDIVISION BEING A PORTION OF TRACT 24E, BLOCK 9, SOCORRO GRANT, SOCORRO, TX.**  
**LORRINE QUIMIRO**

Public Hearing opened at 7:06 pm

Alejandro Garcia stepped out of the meeting at 7:06 pm

No Speakers

Public Hearing closed at 7:07 pm

**22. SECOND READING AND ADOPTION OF AN ORDINANCE APPROVING THE PRELIMINARY PLAT FOR HORIZONE SUBDIVISION BEING A PORTION OF TRACT 24E, BLOCK 9, SOCORRO GRANT, SOCORRO, TX.**  
**LORRINE QUIMIRO**

A motion was made by Ruben Reyes seconded by Cesar Nevarez to *approve item twenty-two (22)*. Motion passed.

Alejandro Garcia returned to the meeting at 7:08 pm

Cesar Nevarez stepped out at 7:09 pm

Cesar Nevarez returned to the meeting at 7:10 p.m.

Ayes: Ruben Reyes, Cesar Nevarez, Alejandro Garcia, Rudy Cruz, Jr., and Yvonne Colon-Villalobos

Nays:

Absent:

**23. PUBLIC HEARING OF AN ORDINANCE APPROVING THE PRELIMINARY AND FINAL PLAT FOR ROCHA SUBDIVISION BEING ALL OF TRACTS 12B, 12C AND A PORTION OF TRACTS 13B AND 13E, BLOCK 7, SOCORRO GRANT, SOCORRO, TX.**  
**LORRINE QUIMIRO**

Public Hearing opened at 7:13 pm

No Speakers

Ruben Reyes stepped out of the meeting at 7:13 pm

Public Hearing closed at 7:13 pm

**24. SECOND READING AND ADOPTION OF AN ORDINANCE APPROVING THE PRELIMINARY AND FINAL PLAT FOR ROCHA SUBDIVISION BEING ALL OF TRACTS 12B, 12C AND A PORTION OF TRACTS 13B AND 13E, BLOCK 7, SOCORRO GRANT, SOCORRO, TX.**  
**LORRINE QUIMIRO**

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

Ricardo Rocha spoke on this item.

Ruben Reyes returned to the meeting at 7:16 pm

Ayes: Ruben Reyes, Cesar Nevarez, Alejandro Garcia, Rudy Cruz, Jr., and Yvonne Colon-Villalobos

Nays:

Absent:

Cesar Nevarez stepped out of the meeting at 7:17 pm.

**25. PUBLIC HEARING OF AN ORDINANCE APPROVING THE CONDITIONAL USE PERMIT TO ALLOW A COMMUNICATIONS TOWER IN AN SU-1 (SPECIAL USE) ZONING DISTRICT AT 11400 SOCORRO RD., BEING LOT 1, BLOCK 1, A REPLAT OF TRACT 19-E, BLOCK 27, SOCORRO GRANT, SOCORRO, TX. LORRINE QUIMIRO**

Public Hearing opened at 7:17 on

No Speakers

Public Hearing closed at 7:18 pm

**26. SECOND READING AND ADOPTION OF AN ORDINANCE APPROVING THE CONDITIONAL USE PERMIT TO ALLOW A COMMUNICATIONS TOWER IN AN SU-1 (SPECIAL USE) ZONING DISTRICT AT 11400 SOCORRO RD., BEING LOT 1, BLOCK 1, A REPLAT OF TRACT 19-E, BLOCK 27, SOCORRO GRANT, SOCORRO, TX. LORRINE QUIMIRO**

A motion was made by Alejandro Garcia seconded by Ruben Reyes to *approve item number twenty-six (26)*. Motion passed.

Cesar Nevarez returned to the meeting at 7:19 pm.

Ayes: Ruben Reyes, Cesar Nevarez, Alejandro Garcia, Rudy Cruz, Jr., and Yvonne Colon-Villalobos

Nays:

Absent:

**CITY MANAGER**

**28. DISCUSSION AND ACTION REQUESTING APPROVAL TO APPOINT LORRINE QUIMIRO AS THE BUILDING OFFICIAL OF THE CITY OF SOCORRO. ADRIANA RODARTE**

A motion was made by Alejandro Garcia seconded by Cesar Nevarez to *approve item number twenty-eight (28)*. Motion passed.



Ayes: Ruben Reyes, Cesar Nevarez, Alejandro Garcia, Rudy Cruz, Jr., and Yvonne Colon-Villalobos

Nays:

Absent:

**MAYOR AND COUNCIL**

**29. DISCUSSION AND ACTION TO APPROVE CONTRIBUTION TO LOWER VALLEY NURSES ASSOCIATION IN THE AMOUNT OF \$1,500 TO BE HELD ON APRIL 27, 2024. YVONNE COLON-VILLALOBOS**

A motion was made by Rudy Cruz seconded by Alejandro Garcia to *delete item number twenty-nine (29)*. Motion passed.

Ayes: Ruben Reyes, Cesar Nevarez, Alejandro Garcia, Rudy Cruz, Jr., and Yvonne Colon-Villalobos

Nays:

Absent:

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

**31. DISCUSSION AND ACTION ON QUALIFICATIONS OF INDIVIDUALS FOR EMPLOYMENT AND FOR APPOINTMENT TO BOARDS & COMMISSIONS, JOB PERFORMANCE OF EMPLOYEES, REAL ESTATE ACQUISITION AND RECEIVE LEGAL ADVICE FROM CITY ATTORNEY REGARDING LEGAL ISSUES AFFECTING THESE MATTERS.**

**ADRIANA RODARTE**

**32. DISCUSSION AND ACTION REGARDING PENDING LITIGATION AND RECEIVE STATUS REPORT REGARDING PENDING LITIGATION.**

**ADRIANA RODARTE**

A motion was made by Rudy Cruz, Jr. seconded by Alejandro Garcia to *delete items thirty (30), thirty-one (31) and thirty-two (32)*. Motion passed.

Ayes: Ruben Reyes, Cesar Nevarez, Alejandro Garcia, Rudy Cruz, Jr., and Yvonne Colon-Villalobos

Nays:

Absent:

**33. *ADJOURN***

A motion was made by Alejandro Garcia seconded by Cesar Nevarez to *adjourn at 7:29 pm.*

Ayes: Ruben Reyes, Cesar Nevarez, Alejandro Garcia, Rudy Cruz, Jr., and Yvonne Colon-Villalobos

Nays:

Absent:

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**Ivy Avalos, Mayor**

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Olivia Navarro, City Clerk

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Date minutes were approved.

*Ivy Avalos*  
Mayor

*Ruben Reyes*  
At Large

*Cesar Nevarez*  
District 1



*Alejandro Garcia*  
District 2

*Rudy Cruz Jr.*  
District 3/ Mayor Pro Tem

*Yvonne Colon-Villalobos*  
District 4

*Adriana Rodarte*  
City Manager

January 19, 2024

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: City Manager, Adriana Rodarte**

**SUBJECT: December's Departments monthly report.**

**SUMMARY**

**City Manager submitting City of Socorro Departments for the month of December 2023.**

**STATEMENT OF THE ISSUE**

**FINANCIAL IMPACT**

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

**Funding Source:**

**Amount:**

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

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

**ALTERNATIVE**

**N/A**

**STAFF RECOMMENDATION**

N/A

**REQUIRED AUTHORIZATION**

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



**Socorro Municipal Court  
December 2023**

1. SMC has arraignments every Mondays of the month, from 8:30 AM to 11:30 AM and from 1:30 PM to 5:30 PM via Zoom and in person.
  2. December 1<sup>st</sup> submitted the monthly Omni Base report (defendants with active warrants will not be able to renew their DL).
  3. December 5<sup>th</sup> collections report was submitted to the collection law firm.
  4. December 6<sup>th</sup> Code Enforcement pre-trials were held in the morning and FTA hearings in the afternoon.
  5. December 13<sup>th</sup> Animal control pre-trials were held all day.
  6. December 14<sup>th</sup> submitted the Convictions/Dismissals to DPS and Office of the Court Administration (OCA).
  7. December 20<sup>th</sup> FTA Hearings were set from 8:30 to 11:30 AM and Juvenile's pre-trials, show cause hearings and resets were set from 1:00 to 4:00 PM.
  8. December 27<sup>th</sup> attorney showcase hearings and resets were held all day.
- 6 cases were closed in which fine and court costs satisfied by community service.
- 16 cases were closed with Jail Time (CFTS).
- 102 Capias Pro Fine were issued.
- 6 Alcohol offences, 1 Paraphernalia, and 10 Traffic citations were issued to minors under 21 years old.
- 202 citations were issued by SPD, 32 Code Enforcement, and 161 Animal Control.
- \$36,398.13 total collected this month.



City of Socorro

HR Monthly Report for  
December 2023

Carol Candelaria  
Human Resources Director

January 10, 2024

## Human Resources December 2023 Report

Human resources department provides overall policy direction on human resources management issues and administrative support functions related to the management of employees for all City departments. The mission of the department is to be a strategic partner by providing Human Resources programs that attract, develop, retain, and engage a skilled and diverse workforce.

### 1. Employee Birthdays

10

<u>Last Name</u>	<u>Employee First Name</u>	<u>Birth Date</u>	<u>Position</u>
Caro	Ana	12/14	Communications Dispatcher
Cobos	Daniela	12/23	Recreation Leader
Monarrez	Daniel	12/3	Police Officer
Morales	Sergio	12/18	CODE ENFORCEMENT OFFICER
Palacios	Sergio	12/19	Police Officer
Rodas	Martina	12/28	Payroll Clerk II
Rodriguez	Judith	12/2	Planning Clerk
Sandoval Ochoa	Jose	12/28	Laborer
Stanzione	Jason	12/21	Deputy Chief
Reyes	Tomasita	12/5	Accounting Technician

### 2. Employee, Anniversaries for the Month

5

<u>Last Name</u>	<u>Employee First Name</u>	<u>Hire Date</u>	<u>Position</u>
Botello	Jose	12/12/2022	Planner
Candelaria	Carolyn	12/21/2020	Human Resources Director
Gonzales	Estevan	12/11/2017	IT Director
Jara	Trinity	12/28/2015	PD Dispatcher Supervisor
Reyes	Tomasita	12/15/2009	Accounting Technician

3.

### Vacancies

9

### Police Department

**Total**

**6**

Police Officers		4	4
Communication Dispatcher		0	0



Police Recruits		2	2
Chief of Police			

#### **Parks and Public Works**

**Total 1**

Equipment Operator		1	1
<b>Recreation Center</b>		<b>Total</b>	<b>1</b>
Recreation Leader		1	1

#### **Planning And Zoning**

**Total 0**

--	--	--	--

#### **City Manager**

**Total 0**


#### **Grants**

**Total 1**

Program Office Compliance Coordinator		1	1
---------------------------------------	--	---	---

#### **4. New hires for the month**

**3**

Last Name	First Name	Hire Date	Position
Hajdar	Aldina	12/11/2023	Communication Dispatcher
Scoggins	Cynthia	12/11/2023	Communication Dispatcher
Perez,	Victor	12/11/2023	Deputy City Manager

#### **5. Employee Separations / Retirement**

**4**

Last Name	First Name	Position	Department	Date of Separation
Hajdar,	Aldina	Communication Dispatcher	Police	12/28/2023
Norte	Ricky	Animal Control	Police	12/08/2023

#### **6. Personnel Changes Promotion, Transfers**

None			
------	--	--	--

**7. Employee Leaves / FMLA****1****Leave request / FMLA**

<b>Department</b>	
Parks and Public Works	<b>0</b>
Police Department	<b>1</b>
Planning and Zoning	<b>0</b>
Recreation Center	<b>0</b>
City Manager	<b>0</b>
Municipal Court	<b>0</b>

**8.****Performance Reviews for the month****5***Note: Evaluation notices are sent last week of the month for the upcoming months reviews*

City Manager	2
Finance	1
PPW	0
Police / Code Enforcement/ Animal	2
Rec Center	0
Municipal Court	0
Planning & Zoning	0
Grants	0
IT	0

**9.****Incidents / Workers Compensation Reported:****2**

City Manager	0
Finance	0
PPW	0
Police	2
Rec Center	0
Municipal Court	0
Planning & Zoning	0
IT	0

**10.****Unemployment claims for the Month****1**

11.

**Employee Assistance Program (EAP)**  
EAP referrals

5

12.

**Investigations Internal**

0

13.

**Civil Service Meeting:**

NO Civil Service meeting held in the month of December 2023.

14.

**Ethics Commission Meeting:**

A special meeting for Ethic Training was held December 13, 2023 @ 6:00 pm.  
There were 2 commissioners present, 5 staff members in attendance.

15.

**Miscellaneous**

- .



## **Parks & Public Works Monthly Report December 2023**

### **MONTHLY HIGHLIGHTS:**

- Working Float
- Parade
- Painting PD
- Install Street Names & Signs
- Making Sandbags
- Clean Culverts
- Work on Court House
- Maintenance of Parks
- Clean Weeds
- Work on Lights
- Maintenance Parks
- Work on Guardrail
- Sweeping City
- Work on Potholes
- Working Luminarias
- Clean School Zones
- Finish Mats
- Finish Installing Mini Splits



## **Parks & Public Works Monthly Report December 2023**

### **DECEASED ANIMAL PICKUP:**

- Rankin Dr                      Walcott Rd
- Bovee Rd
- Flor Margarita
- Flor Cadillo Pl
- Passmore Rd
- Episo Rd
- Lydia Rd
- Bauman Rd
- Flor del Sol St

### **POTHOLE:**

- Valle Calido Dr              Middle Drain Rd
- Valle Negro Dr              Vineyard Rd
- Patti Jo Dr                  Peters Rd
- Samuel St
- S Moon Rd
- N Moon Rd
- Delano Dr
- Rio Vista
- Poona Rd
- Zebu Rd
- Hodaka Way



## **Parks & Public Works Monthly Report December 2023**

### **WEEDS CLEAN UP:**

- Ron Sub
- Montreal Sub
- Rio Vista Sub
- Coyote Melon Sub
- Valle Calido Sub
- Old Hueco Tanks Sub
- Rancho Miraval Way
- Santa Gertrudes Sub



## **Parks & Public Works Monthly Report December 2023**

### **SWEEP UP STREET:**

- |                    |                         |
|--------------------|-------------------------|
| ■ Rio Vista Rd     | Le Lois St              |
| ■ Horizon Blvd     | Sunnybrook Ln           |
| ■ Moon Rd          | Midnight Sun            |
| ■ Old Hueco Tanks  | Sun Park Rd             |
| ■ Rancho Viejo Dr  | Bauman Rd               |
| ■ Jewels Dr        | Los Valles Neighborhood |
| ■ Roden Rd         | Hacienda Del Valle      |
| ■ McAdoo Dr        | Jo Way                  |
| ■ Russ Rd          |                         |
| ■ Jim Bean Dr      |                         |
| ■ Jervis Dr        |                         |
| ■ Sudan Dr         |                         |
| ■ Lydia Rd         |                         |
| ■ Richardson Rd    |                         |
| ■ Milo Dr          |                         |
| ■ Judy Ln          |                         |
| ■ Maxine Dr        |                         |
| ■ Delilah Ave      |                         |
| ■ Genevieve Cir    |                         |
| ■ Bernice Ct       |                         |
| ■ Nueva Mission Rd |                         |
| ■ San Ysidro Rd    |                         |





## **Parks & Public Works Monthly Report December 2023**

### **Street Sign:**

- Armstrong Dr
- Rosa Azul Dr
- Piro Ct
- Muscat St
- Winn Rd
- Calcutta Dr
- Xanadu Valley Rd
- Moon Rd
- Loya Dr
- Lainy Rd
- Middle Drain Rd
- Sylvia Dr
- Eagle's Den Ln
- Bauman Rd
- Moon Rd
- Bovee Rd
- Rio Vista Rd
- Flor Cipres



## Parks & Public Works Monthly Report December 2023

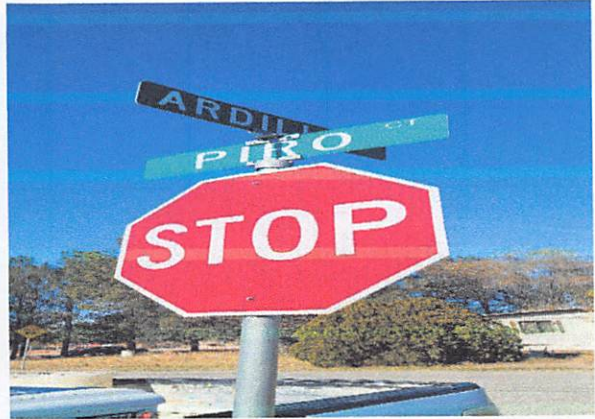
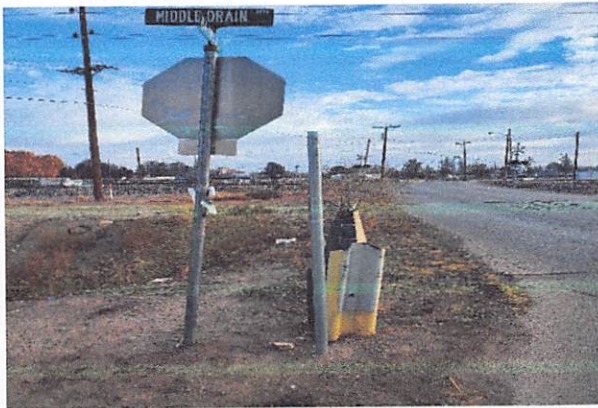
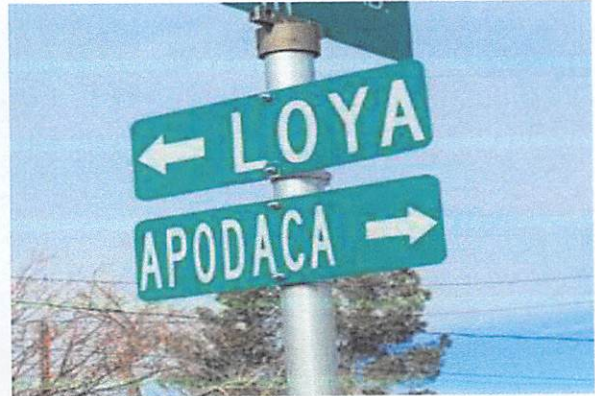
Monthly Report	
Deceased Animal Pickup	10
Potholes	14
Weeds Clean Up	8
Sweep Up Street	30
Street Sign	18







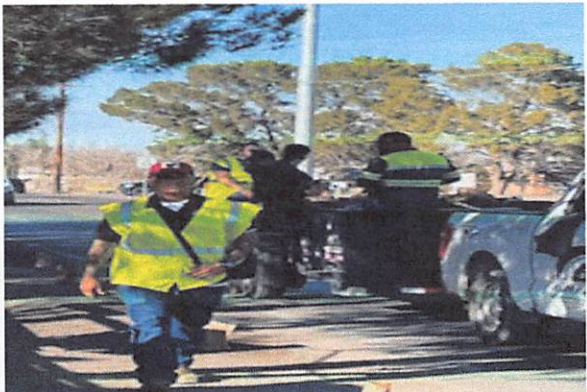
# Parks & Public Works Monthly Report December 2023







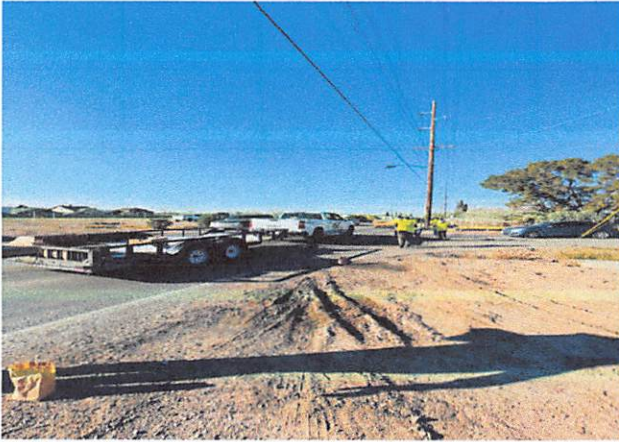
## Parks & Public Works Monthly Report December 2023







## Parks & Public Works Monthly Report December 2023





# SOCORRO POLICE DEPARTMENT

Monthly Report (December 2023)





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## INTRODUCTION

### PURPOSE OF THIS REPORT

THE PURPOSE OF THIS REPORT IS TO SUMMARIZE THE ACTIVITY OF THE SOCORRO POLICE DEPARTMENT. THIS REPORT ALLOWS AN IN DEPTH LOOK AT THE PROGRESS AND ANY DEFICIENCIES OF THE AGENCY. THE REPORT IS A WORK IN PROGRESS AND WILL BE MORE COMPREHENSIVE AS THE AGENCY TAKES THE NEW DIRECTION UNDER CHIEF ROBERT C. ROJAS



## PERSONNEL: AUTHORIZED PERSONNEL / EMPLOYEE STATUS

### ADMINISTRATION

1 CHIEF OF POLICE

1 DEPUTY CHIEF OF POLICE

1 ADMINISTRATIVE ASSISTANT

### EMPLOYEE STATUS:

- 1 LIEUTENANT MILITARY LEAVE (JASIEL MUNOZ – 08/24)
- 1 OFFICER MILITARY LEAVE (VICTORIO TECOMAHUA – 04/24)

### CRIMINAL INVESTIGATIONS DIVISION

1 LIEUTENANT

1 SERGEANT

2 DETECTIVE

2 CORPORAL

4 INVESTIGATOR

1 OFFICER

1 RECORDS CLERK

1 CRIME VICTIMS ADVOCATE

1 PROPERTY & EVIDENCE OFFICER

1 CLERK



VACANCY:

- 1 DETECTIVE
- 1 CORPORAL
- 2 INVESTIGATORS
- 1 OFFICER

EMPLOYEE STATUS:

- 1 INVESTIGATOR (BIRTH-RELATED LEAVE – LINDA AGUIRRE)

PATROL OPERATIONS DIVISION

1 LIEUTENANT

4 SERGEANT

29 OFFICER

1 CIT SPECIALIST

VACANCY:

- 1 OFFICER

EMPLOYEE STATUS:

- 3 TRAINEES (KEVIN LUJAN, AMANDA DONAHUE, VICTOR ACOSTA)
- 1 OFFICER LIGHT DUTY (BELEN VEGA – 09/24) – TDY TO SUPPORT SERVICES DIVISION
- 1 OFFICER LIGHT DUTY (ADRIAN CASTANEDA – 01/11/24) – TDY TO CRIMINAL INVESTIGATIONS DIVISION



## SUPPORT SERVICES DIVISION

---

1 CORPORAL

1 INTERMEDIATE COMMUNICATIONS SUPERVISOR

1 BASIC COMMUNICATIONS SUPERVISOR

9 COMMUNICATIONS DISPATCHER

3 CODE ENFORCEMENT OFFICERS

3 ANIMAL CONTROL OFFICERS

### VACANCY:

---

- 2 COMMUNICATIONS DISPATCHER
  - 1 ANIMAL CONTROL OFFICER
- 

### EMPLOYEE STATUS:

---

- NONE
-



**BUDGET:****DEPARTMENT BUDGET****\$5,956,389****REMAINING BUDGET****\$4,618,338.89**

GL Code	GL Title	Budget	Actual	Encumbrance	Available Budget	% Used	FY Remaining
05101	Salaries	3,569,077.00	833,933.12	0.00	2,735,143.88	23.4	24.75
05111	FICA/Medicare Taxes	304,469.00	69,515.75	0.00	234,953.25	22.8	24.75
05112	T.W.C. Payroll Taxes	17,940.00	105.83	0.00	17,834.17	0.6	24.75
05113	Health Insurance Premiums	642,400.00	118,821.37	0.00	523,578.63	18.5	24.75
05114	Workers Compensation Insurance	72,100.00	7,314.00	0.00	64,786.00	10.1	24.75
05115	Deferred Compensation Benefits	85,000.00	26,766.66	0.00	58,233.34	31.5	24.75
05116	Life Insurance	5,543.00	1,114.61	0.00	4,428.39	20.1	24.75
05117	Dental Insurance Expense	21,024.00	3,648.34	0.00	17,375.66	17.4	24.75
05118	Vision Insurance Expense	4,536.00	704.13	0.00	3,831.87	15.5	24.75
05201	Office Expense and Supplies	35,000.00	8,008.11	0.00	26,991.89	22.9	24.75
05202	Medical Supplies	500.00	323.20	0.00	176.80	64.6	24.75
05211	Postage	1,800.00	1,807.77	0.00	(7.77)		24.75
05212	Tools and Supplies	120,000.00	6,178.89	0.00	113,821.11	5.1	24.75
05213	Uniforms	33,000.00	5,201.95	0.00	27,798.05	15.8	24.75
05311	Building & Property Maintenance	15,000.00	4,905.97	0.00	10,094.03	32.7	24.75
05313	Utilities	42,000.00	10,888.81	0.00	31,111.19	25.9	24.75
05314	Telephone	113,000.00	26,030.78	0.00	86,969.22	23.0	24.75
05411	Legal Fees	30,000.00	4,905.50	1,259.71	23,834.79	16.4	24.75



05510	Property Insurance	12,500.00	2,898.00	0.00	9,602.00	23.2	24.75
05516	Dues/Subscriptions	3,000.00	5,487.08	0.00	(2,487.08)		24.75
05518	Liability Insurance	55,000.00	9,866.00	0.00	45,134.00	17.9	24.75
05520	Service Contracts	40,000.00	16,305.65	4,036.47	19,657.88	40.8	24.75
05521	Support Activities	8,000.00	2,611.46	0.00	5,388.54	32.6	24.75
05523	Equipment Rental/Lease	7,500.00	2,615.60	0.00	4,884.40	34.9	24.75
05527	Seminars/Training/Workshops	75,000.00	14,995.43	7,500.00	52,504.57	20.0	24.75
05611	Radio Communications and Maintenance	2,000.00	0.00	0.00	2,000.00	0.0	24.75
05612	Vehicle Repair & Maintenance	45,000.00	8,159.25	0.00	36,840.75	18.1	24.75
05613	Equipment Repair & Maintenance	8,000.00	312.97	0.00	7,687.03	3.9	24.75
05614	Vehicle Fuel	80,000.00	14,591.20	0.00	65,408.80	18.2	24.75
05711	Travel / Lodge / Airfare / Meals	33,000.00	6,964.86	0.00	26,035.14	21.1	24.75
05810	Property and Equipment	75,000.00	9,062.71	9,437.60	56,499.69	12.1	24.75
Transaction Total		5,956,389.00	1,315,816.33	22,233.78	4,618,338.89		

#### OVERTIME BUDGET

#### OVERTIME SALARY BUDGET

\$400,000.00

#### OVERTIME SALARY BUDGET REMAINING

\$308,228.67

#### PERCENTATGE OF OVERTIME BUDGET REMAINING

77%



## PERFORMANCE MEASURES

CURRENTLY THIS IS ALL THAT IS REPORTED IN THE MONTHLY REPORT BUT IN THE FUTURE ALL SECTIONS WILL HAVE PERFORMANCE MEASURE THAT WILL BE REPORTED. THIS WILL ENSURE THAT WORK IS BEING DONE IN AN EFFECTIVE AND EFFICIENT MANNER THAT IS BENEFICIAL TO THE CITY OF SOCORRO AND THE COMMUNITY.

- CALLS FOR SERVICE: 2606
- TRAFFIC STOPS: 552
- MOTOR VEHICLE CRASHES: 54
- ARRESTS: 46





## COMMENDABLE CASES & SIGNIFICANT ACCOMPLISHMENTS

- THE DEPARTMENT SECURED TRAINING THAT WILL TAKE PLACE IN JANUARY 2024 TO ADDRESS REPORT WRITING FROM BLUE TO GOLD. ALL SWORN OFFICERS WILL ATTEND THE COURSE AT A COST OF \$129.00 PER OFFICER. THE COURSE WILL EXPLAIN THE IMPORTANCE OF CAREFULLY WORDED REPORT AND HOW THAT CONVEYS IN COURT. IT WILL ALSO ILLUSTRATE ANY UNDERSTANDING OF ARTICULATING EVENTS IN DETAIL. OFFICERS WILL ALSO UNDERSTAND HOW A REPORT SERVES AS A ROADMAP FOR PROSECUTION.
- THE DEPARTMENT TOOK THE FINAL STEPS NECESSARY (SHIFT ASSIGNMENTS, PAYROLL ISSUES) TO TRANSITION TO A 12-HOUR SHIFT SCHEDULE FOR PATROL PERSONNEL. THIS WILL TAKE EFFECT IN JANUARY 2024 AND IS EXPECTED TO REDUCE OFFICER BURNOUT, INCREASE OFFICER QUALITY OF LIFE, DECREASE OVERTIME AND IMPROVE PUBLIC SAFETY.
- THE DEPARTMENT IS LOOKING AT IMPROVING INTERNAL INVESTIGATIONS, REPORTING, AND OTHER DOCUMENTATION PROCESS THAT INCREASE TRANSPARENCY WITH THE PUBLIC AND OTHER DEPARTMENTS.
- THE DEPARTMENT RECEIVED AN ANONYMOUS DONTATION OF SEVERAL HUNDRED CHILDRENS CHRISTMAS GIFTS. THOSE GIFTS WERE PASSED OUT TO CHILDREN IN THE COMMUNITY ON NORMAL CALLS FOR SERVICE.
- THE DEPARTMENT ALSO RECEIVED AN ANONYMOUS DONATION OF BLANKETS. THOSE BLANKETS WERE HANDED OUT TO PERSONS IN NEED THROUGHOUT THE MONTH OF DECEMBER.



## QUALITY CONTROL REVIEWS

- MOVING FORWARD SUPERVISORS WILL BE CHECKING RANDOM BODY CAMERA VIDEOS, REPORTS, AND OTHER BODIES OF WORK TO DETERMINE THE LEVEL OF QUALITY THAT IS BEING PROVIDED TO THE COMMUNITY. THIS WILL WORK AS A COMPLIANCE CHECK WITH POLICIES AND PROCEDURES. THIS WILL BE DOCUMENTED IN THIS PORTION OF THE DEPARTMENT MONTHLY REPORT.

**Ivy Avalos**  
Mayor

**Ruben Reyes**  
At-Large

**Cesar Nevarez**  
District 1



**Alejandro Garcia**  
District 2

**Rudy Cruz, Jr.**  
District 3/Mayor Pro Tem

**Yvonne Colon-Villalobos**  
District 4

TO: Mayor and Council

FROM: Olivia Navarro, City Clerk

SUBJECT: MONTHLY REPORT – December 2023

Attended Council Meetings: December 7, 2023

Prepared minutes for December 7, 2023

Received 40 Open Records Requests

Responded to 21 Open Records requests.

Civil Service Commission Meeting December 4, 2023

Prepared 2 publications



**End of Month Report**  
**12/1/2023 through 12/31/2023**

Permits		Fees Paid	
Residential Permits	14	\$	6,361.91
Commercial Permits	8	\$	3,171.03
Excavation and Grading Permits	5	\$	1,900.00
Demolition Permits	5	\$	250.00
Fence Permit	0	\$	-
Utility Gas Permits	9	\$	450.00
Utility Water Permits	3	\$	150.00
Utility Sewer Permits	1	\$	50.00
Utility Plumbing Permits	6	\$	600.00
Utility Electric Permits	25	\$	1,800.00
Utility Mechanical Permits	8	\$	875.00
Re-Inspection Fees	14	\$	630.00
Plan Check Fee	24	\$	600.00
Vendor Permits	4	\$	349.44
Event Permits	0	\$	-
Sign Permits	1	\$	125.00
Inspections	75	\$	5,873.55
Special Inspections	8	\$	480.00
Park Fees	0	\$	-
Building Card Replacement	0	\$	-
Solar Panel Permit	13	\$	650.00
Credit	3	\$	(900.00)
<b>TOTALS</b>	<b>226</b>	<b>\$</b>	<b>23,415.93</b>
Registrations		Fees Paid	
Business Registration/Renewals	20	\$	1,100.00
Business Registration Late Fee	6	\$	367.50
Car Dealership Annual Applications	1	\$	150.00
Tire Management Registration	0	\$	-
TABC	0	\$	-
Event Sponsor	1	\$	25.00
<b>TOTALS</b>	<b>28</b>	<b>\$</b>	<b>1,642.50</b>
Applications		Fees Paid	
Conditional Use Applications	0	\$	-
Rezoning Applications	0	\$	-
Lot Split Applications	0	\$	-
Re-Plat Applications	0	\$	-
Subdivision Applications	3	\$	11,204.00
BOA Applications	0	\$	-
Engineering Plan Review	2	\$	5,330.10
Mobile Home Placements	2	\$	120.00
<b>TOTALS</b>	<b>7</b>	<b>\$</b>	<b>16,654.10</b>
Letters		Fees Paid	
Official Address Changes	5	\$	75.00
Zoning Verification Letter	0	\$	-
Certificate of Occupancy	9	\$	450.00
Zoning Compliance Letter	7	\$	105.00
Admin Fee	20	\$	326.06
<b>TOTALS</b>	<b>41</b>	<b>\$</b>	<b>956.06</b>
<b>Grand Totals</b>	<b>302</b>	<b>\$</b>	<b>42,668.59</b>



**City of Socorro**  
800 N. Rio Vista  
Socorro, Texas 79927  
915-872-8673



---

## **CODE COMPLIANCE AND ANIMAL CONTROL MONTHLY REPORT FOR DECEMBER 2023**

### **INSPECTIONS**

**The code compliance personnel accomplished the following activities:**

---

Notices of Violation issued	65
Number of cleared cases (Through voluntary Compliance)	75
Citations Issued	32
<b>Total</b>	<b>172</b>

**The animal control personnel accomplished the following activities:**

Impounded animals	23
Notices of Violation issued	51
Number of cleared cases (Through voluntary Compliance)	10
Citations Issued	159
<b>Total</b>	<b>243</b>

**Animal Control calls** **167**

### **INTERNAL AND EXTERNAL PROJECT INVOLVEMENT**

---

#### **Code Enforcement**

- Sweep completed on Santa Paula, Escalante, La Cienega, Villas de Socorro and Poole Subdivision (pending completion)

#### **Animal Control**

- Animal Control completed a sweep on Belen Plaza, Lynn Park, Wilton Acres subdivision.
- continue patrolling Datsun Rd. and Spring Valley Area.



# RECREATION DEPARTMENT REPORT

December  
2023

 915-860-8615

 HELLO@COSTX.US

 901 N RIO VISTA RD.  
SOCORRO, TX 79927

 WWW.COSTX.US



# LETTER FROM THE DIRECTOR



THE CITY OF  
**SOCORRO**  
WELCOMES YOU!

Hello Community Members,

I am pleased to present a new take on how my Department presents its monthly activities, which will detail all the hard work our fantastic staff performs behind the scenes and publicly to provide first-class services for the residents of Socorro.

While each City of Socorro Department holds a variety of duties and responsibilities, this report encompasses the services the Recreation Department is entrusted with within the five divisions of Community Centers & Services, City Communications, Historic Preservation, Special Events, and City Resiliency.

We hope this new direction will illustrate the commitment to transparency, innovation, diversity, and inclusion our City has always prided itself on. While this report is a starting point, we aim to use this as a metric for understanding our service levels, meeting constituents' demands, and aligning funding into our programs and services; as our City continues to grow, so does our level of standards and expectations.

It truly takes a village, and I owe our department's success and gratitude to a team of amazingly talented women who love serving our beautiful community! This team is committed to making a difference in the lives of our residents daily and ensuring our community is a place of love & celebration. It is an honor to work alongside this amazing team! We invite you to visit us at each of our community centers and attend one of our fun-filled City events.

Sincerely,

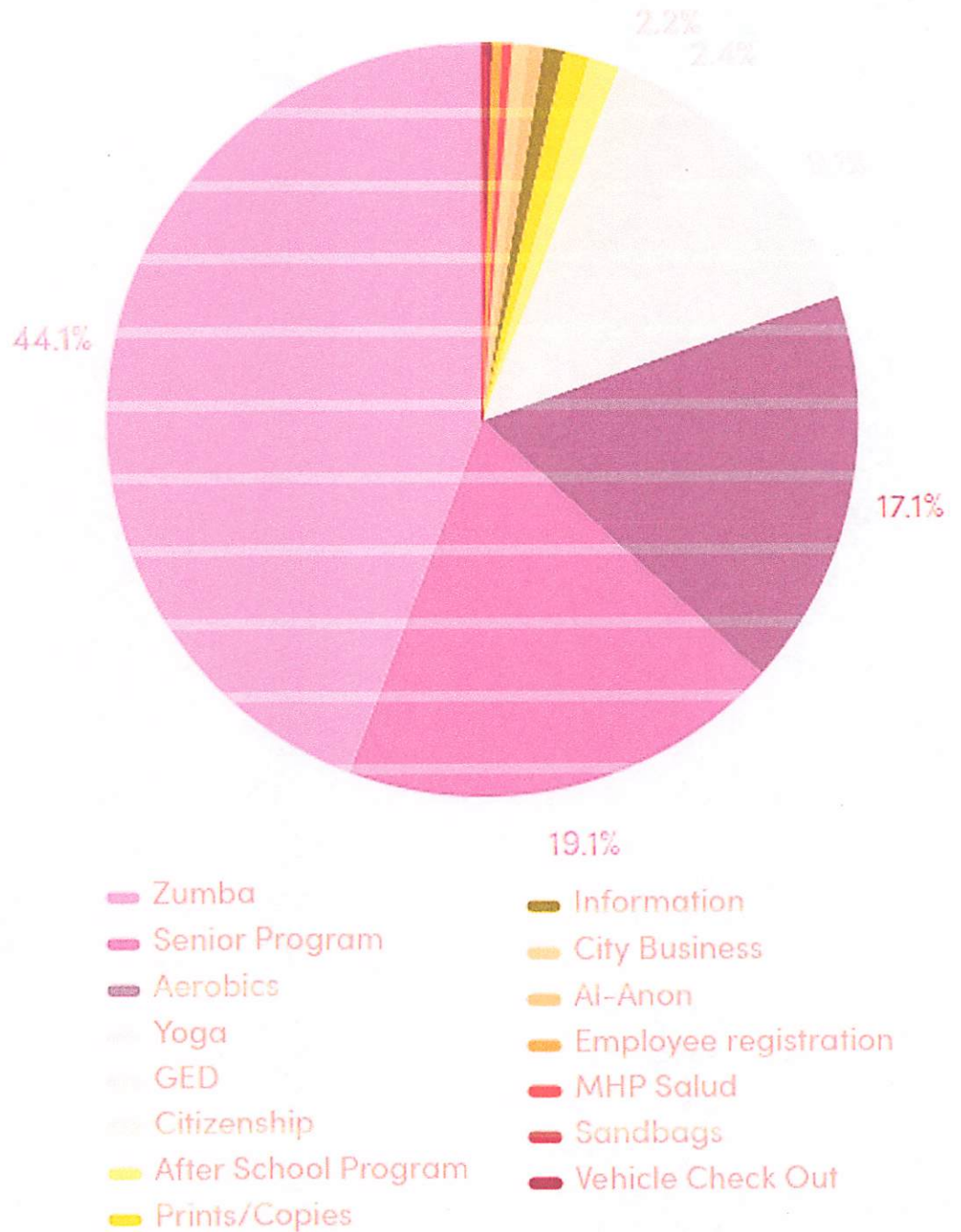
*Victor Reta*

City of Socorro, Texas  
Director

# DEPARTMENT OVERVIEW

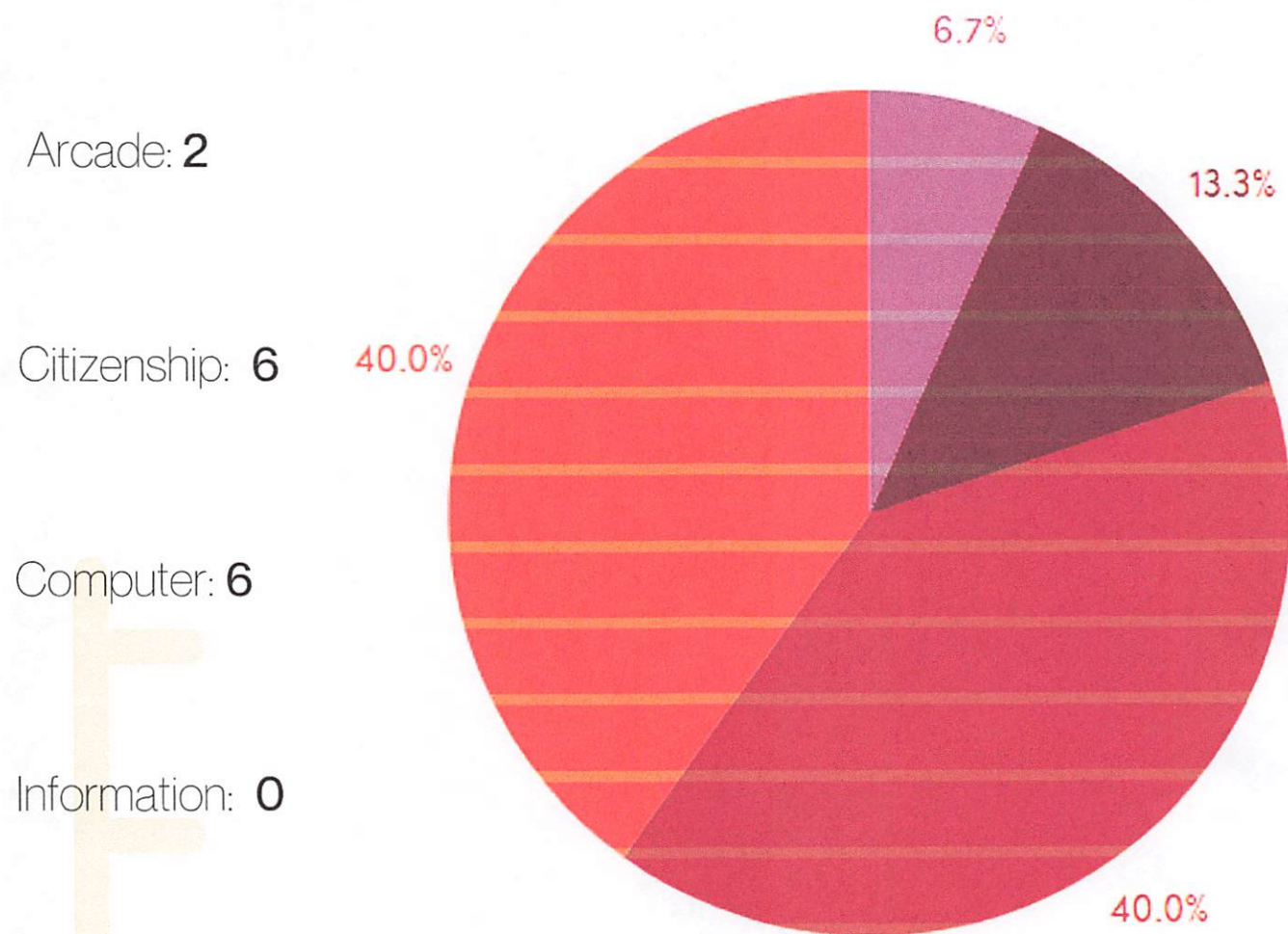
## Rio Vista Community Center Analytics

Aerobics	77
Al-Anon	2
Art Program.	0
Book Club	0
Citizenship	3
City Business	10
Employee registration	6
GED	4
Historic Preservation	1
Information	1
Prints/Copies	11
Sandbags	1
Senior Program	199
Yoga	41
Zumba	86
Grand Total	442





# DEPARTMENT OVERVIEW



Print/ Copies: 1

Total: 15

- Citizenship
- Computer
- Arcade
- Print/Copies
- Information
- Small Business



# HISTORIC PRESERVATION

## *Board Activities*

Meeting Date: 12/13/23

Meeting Type: Regular

Commissioners Appointed: 7

Commission Vacancies: 0

Commissioners Absent: Estrada  
& Angeles

Regular Agenda Items: 3

Items Approved: 3

Items Tabled: 0

Items Denied: 0

Presentations: 0

Time in Session: 35

## *Special Projects*

- Rio Vista Campus Capital Rehabilitation Project - **Pending Bid Documents**
- HLC Bylaw, Ordinance, and Process Re-Write- **Working with legal on final revision**
- Historical Design Guideline Re-Write-**Awarded ARPA funds, selecting consultant**
- Arts, Ale, & the Mission Trail Videos- **Pending edit**
- National Historical Landmark Designation - **Pending federal government review**

- The city has established the historic landmark commission (HLC). To the extent possible, the city council shall appoint members to the HLC who have a background in architecture, urban design, history, or similar professions, or have an interest in historic preservation. The purpose of the HLC shall be as follows:

- (1) To review and approve historical sites as provided in Article XIII of the City Charter;
- (2) To ensure the protection, enhancement, preservation and use of historic areas, places, buildings and structures as provided in Chapter 20 of this Code;
- (3) To establish policy and direction for the city museum and to work towards the establishment of same through the city, surrounding county, state, and federal governments, the city community, and the general public; and
- (4) To collect, preserve, and exhibit objects valuable to the art and history of the city community.

- The commission consists of seven members appointed to four-year terms by the members of the city council as follows:

- Mayoral Appointee 1 - Vice Chair Ricardo Rocha Term Expires February 2026
- Mayoral Appointee 2- Dr. Elizabeth Ponce Lugo Term Expires August 2026
- At-Large Appointee- Al Borrego Term Expires March 2026
- District 1 Appointee- Sgt. Jesse Montelongo Term Expires February 2026
- District 2 Appointee- Rafael Padilla Term Expires April 2026
- District 3 Appointee- Maria Angeles- Term Expires March 2026
- District 4 Appointee- Chair David Estrada Term Expires February 2026





# SENIOR CENTER PROGRAM

## Monthly Activities:

- (38) Senior Citizens Registered
- (19) Active Nutrition Days
- (12) Senior Welfare Calls
- (722) County Meals Distributed

## Senior Transportation Data

- (76) Senior Pick Ups
- (119) Senior Drop Offs
- (0) Senior Grocery
- (0) Senior Pharmacy
- (0) Senior Faith Based
- (0) Senior Medical

**Total Senior Transports:** (195)

## Special Celebrations:

- December Birthdays
- Christmas Luncheon



## Program Summary

The Senior Citizen Program

**Rio Vista Community Center:**

**901 N. Rio Vista Rd.**

**Socorro, TX 79927**

**Monday-Friday 9AM - 1 PM**

**(915) 860-8615**

### Features:

- **Free** Transportation for Socorro Residents
- One **Free** Meal provided by the County
- **Daily** exercise & wellness activities
- **Fresh** coffee & provisions
- **Quality of Life & Activities of Daily Living** trips to entertainment centers, grocery stores, pharmacies, tradeshows, theaters & more!
- To **qualify** must be 60 years of age or older!
- **No Insurance** needed
- **Daily Loteria & Bingo**
- **Self Service Senior Program** where our loved ones can independently congregate with their peers and enjoy the day free of worry!





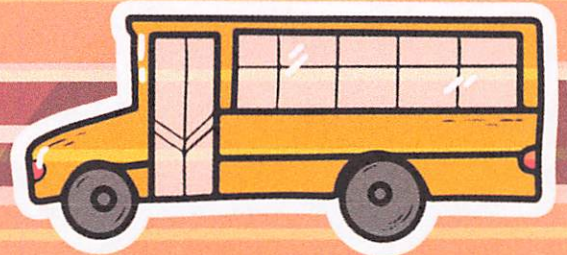
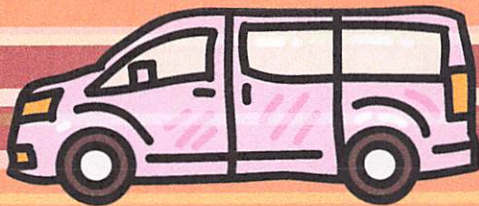
# TRANSPORTATION PROGRAM

## RC-01

TRIPS: **0**  
MILES DRIVEN: **0**  
PASSENGERS: **0**  
GALLONS FUELED: **0**  
MECHANIC WO: **0**  
OPERATIONAL: **YES**  
REGISTRATION DUE: **2024**  
COVID PASSENGER CAPACITY: **4**  
NEXTRAQ NOTIFICATIONS: **1**

## RC-02

TRIPS: **0**  
MILES DRIVEN: **0**  
PASSENGERS: **0**  
GALLONS FUELED: **0**  
MECHANIC WO: **0**  
OPERATIONAL: **YES**  
REGISTRATION DUE: **2024**  
COVID PASSENGER CAPACITY: **4**  
NEXTRAQ NOTIFICATIONS: **0**



## RC-03

TRIPS: **4**  
MILES DRIVEN: **28**  
PASSENGERS: **13**  
GALLONS FUELED:  
MECHANIC WO: **0**  
OPERATIONAL: **YES**  
REGISTRATION DUE: **2024**  
COVID PASSENGER CAPACITY: **4**  
NEXTRAQ NOTIFICATIONS: **3**

## RC-04

TRIPS: **12**  
MILES DRIVEN: **295**  
PASSENGERS: **42**  
GALLONS FUELED:  
MECHANIC WO: **0**  
OPERATIONAL: **YES**  
REGISTRATION DUE: **2024**  
COVID PASSENGER CAPACITY: **4**  
NEXTRAQ NOTIFICATIONS: **3**





# TRANSPORTATION PROGRAM

*RC-05*

TRIPS: **8**

MILES DRIVEN: **129**

PASSENGERS: **21**

GALLONS FUELED:

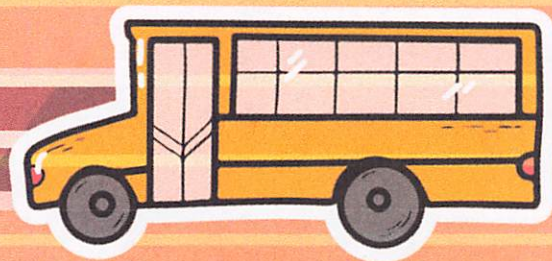
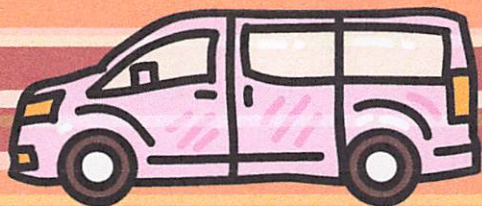
MECHANIC WO: **0**

OPERATIONAL: **YES**

REGISTRATION DUE: **N/A**

COVID PASSENGER CAPACITY: **5**

NEXTRAQ NOTIFICATIONS: **1**





# MEDIA RELATIONS

**25**

KINT

**3**

KDBC

**27**

KVIA

**17**

KTDO

**MONTHLY  
TV  
MENTIONS**

**36**

KTSM

**3**

KFOX

**6**

EP TIMES

**14**

OTHER

**131**



Posts: **58**

Followers: **14,848**

New Followers: **154**

Views: **16,491**

Reach: **78,744**

Engagements: **7,738**

Posts: **68**

Interactions: **5,929**

Discoveries: **3,882**

Followers: **5,368**

New Followers: **190**

Page Reach: **10,087**

Posts: **56**

Followers: **3,313**

New Followers: **N/A**

Impressions: **25,300**

Likes: **223**

Mentions: **N/A**

Posts: **1**

Followers: **101**

Unique Visitors: **10**

New Followers: **7**

Post Impressions: **152**

Search Appearances: **7**

Engagement Rate: **17.3%**

[WWW.COSTX.US](http://WWW.COSTX.US)

[@CITY\\_OF\\_SOCORRO](https://www.instagram.com/city_of_socorro)

[LINKEDIN.COM/COMPANY/CITY-OF-SOCORRO-TEXAS](https://www.linkedin.com/company/city-of-socorro-texas)



# MEDIA RELATIONS

## WEB PAGE WORK

Art: **0**  
Calendar of Events: **1**  
Commissions & Boards: **0**  
Communication: **1**  
Community Centers: **1**  
Historic Preservation: **0**  
Parks: **0**  
PD: **0**  
PPW: **0**  
Storm Water: **0**  
Total: **3**

Total Unique Visitors: **N/A**

Total Impressions: **95,000**

Total Visitors & Users: **0**

Total Clicks: **1,900**

Total Page Views: **N/A**

## WEBSITE

## MEDIA RELEASES

PD: **1**  
PD Spanish: **1**  
COS: **0**  
COS Spanish: **0**

Public Meetings: **4**

Minutes in Services:  
**13:19:57**

## ENGAGEMENT

## CITIZEN

[WWW.COSTX.US](http://WWW.COSTX.US) @CITY\_OF\_SOCORRO

[LINKEDIN.COM/COMPANY/CITY-OF-SOCORRO-TEXAS](http://LINKEDIN.COM/COMPANY/CITY-OF-SOCORRO-TEXAS)



# MULTI-MEDIA

CCTV

Videos Produced: **1**

Live City Council Broadcast:  
**1:19:57**

Commissions Broadcast:  
**2:24:38**

Social Media Live: **1:41:10**

Number of Incidents: **6**

AUTO/VIDEO  
SUPPORT

YOUTUBE

Posts: **6**

Post Views: **410**

Live Broadcasts: **6**

Live Views: **46**

Views Last 28 Days: **1400**

Subscribers: **182**

[WWW.COSTX.US](http://WWW.COSTX.US)

[@CITY\\_OF\\_SOCORRO](https://twitter.com/CITY_OF_SOCORRO)

[LINKEDIN.COM/COMPANY/CITY-OF-SOCORRO-TEXAS](https://www.linkedin.com/company/city-of-socorro-texas)





# COVID-19 SITUATIONAL MONITORING

January 9, 2024



COVID-19 CDC Community Risk Level

LOW

Positive Tests  
18 New  
17,052 Cumulative

COVID-19 Deaths  
0 New  
246 Cumulative

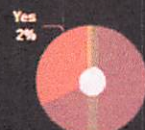
Hospitalized  
67

In ICU  
12

On Vents  
0

## COVID-19 Related Deaths - Underlying Conditions

### Renal Disease



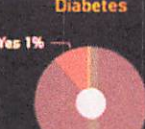
### Heart Disease



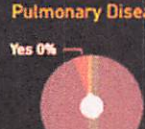
### Hypertension



### Diabetes



### Pulmonary Disease



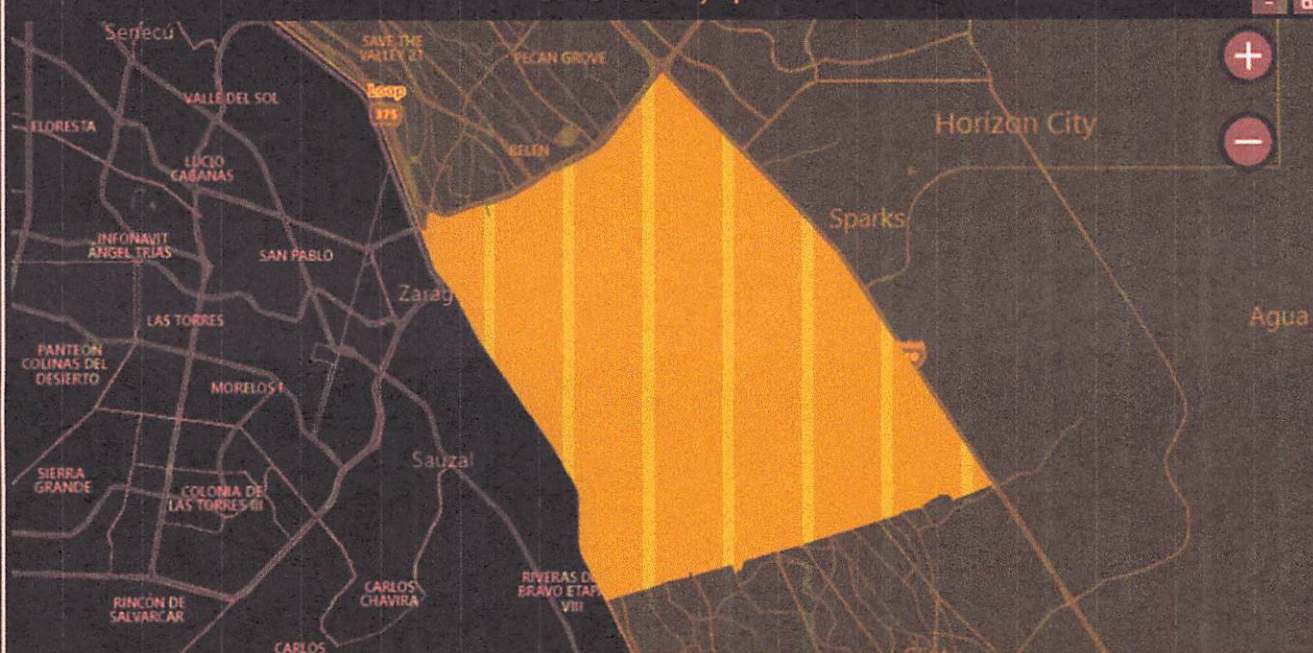
1.11%  
Case Fatality Rate

New COVID Cases per 100,000 (7-Day Average)

45



COVID-19 Data by Zip Code



Hover cursor over zip code for data

## Hospital Admissions

Female Male

0-12	11	23
13-19	8	9
20-29	47	17
30-39	35	31
40-49	51	73
50-59	85	94
60-69	85	119
70-79	88	117
80-89	78	82

## Cases by Age and Gender

Female Male

0-12	1164	1120
13-19	962	863
20-29	1599	1309
30-39	1411	1080
40-49	1376	856
50-59	1195	888
60-69	986	688
70-79	499	447
80-89	253	201
90-99	104	41

# COVID-19

## City/County Response

May 11, 2023, marks the end of the federal COVID-19 PHE declaration.




## COS Response:

PPE Distributed: 4  
Rapid Concluded: 0  
PCR Scheduled: 0  
Situation Reports Received: 0  
Vaccination Drives Co-Hosted: 0



# EVENT *Calendar*



WINTERFEST

December 1

EMPLOYEE APPRECIATION  
LUNCHEON

December 15

BENEFIT COOKOUT FOR  
OFFICER SIGALA

December 22

CHRISTMAS DAY  
OFFICES CLOSED

December 25

MAGESTIC MISSION TRAIL

December 12

SENIOR CHRISTMAS  
LUNCHEON

December 20

LUMINARIAS ON THE MISSION  
TRAIL

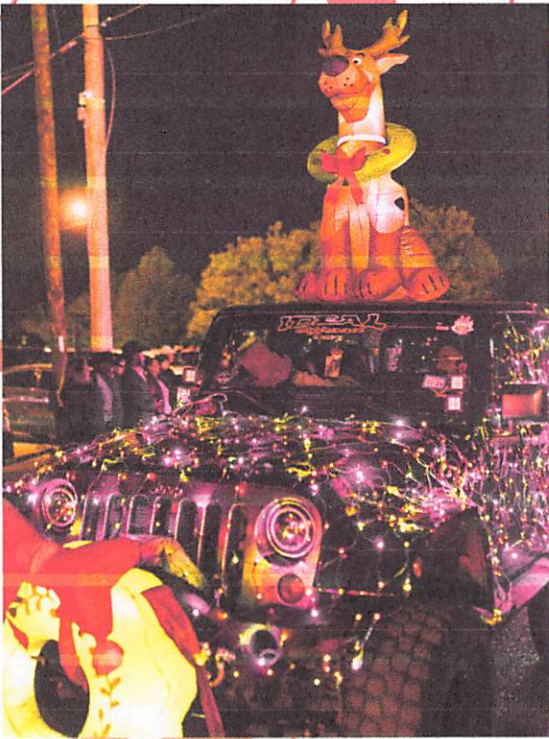
December 22



Date of Event: December 1st 2023

Time of Event: 6 PM- 10 PM

# EVENT OVERVIEW









# MAJOR & CAPITAL PROJECTS

PROJECT NAME	STAGE	DATA/OUTCOME
RVCC Rehabilitation	Launched & On Going	<ul style="list-style-type: none"> <li>Completed Main Campus plans and drawings.</li> <li>Waiting for cost estimates</li> <li>Working with Grants/Special Projects to update the strategy to obtain additional funding.</li> <li>Working on THC Trust Fund &amp; CLG Grant Applications</li> <li>Finalizing Barracuda PR Project</li> <li>Working on the next phase of oral histories and video productions</li> </ul>
Luminarias	Completed	<ul style="list-style-type: none"> <li>Supported Grants &amp; Special Projects as needed to accomplish Mission Trail Decor</li> </ul>
WinterFest	Coordinated & Completed	<p>XMAS Tree Set Up Theme Decorations Staff Coordination Public Safety Mtg Markeint &amp; Ad Strategy Plan</p>
City Wellness Program	Launched & On-Going	<ul style="list-style-type: none"> <li>Yoga/Zumba/Aerobics Classes are now being offered</li> <li>Update on Fitness Classes</li> <li>Socorro Sunday: Farmer's Market Fitness Classes</li> <li>Socorro Sunday's fee wived</li> </ul>



# December Calendar

December 1- WinterFest

December 7- Socorro

Business Info and

Networking Breakfast

December 7- Senior Tree  
Giveaway

December 7- Council  
Meeting

December 7- Appreciation  
tokens awarded to  
WinterFest Sponsors

December 9- Rio Bosque  
Wetlands 50 yr Celebration

December 12- Debut of the  
Majestic Mission Trail at  
Alamo Draft House Theater

December 13- Historical  
Landmark Commission  
Meeting

December 15- Employee  
Appreciation Luncheon

December 15- Anniversaries  
and Birthdays

December 19-  
Congresswoman Veronica  
Escobar Visit

December 20- Senior  
Christmas Party

December 21- Community  
Meeting

December 21- Community  
Conversation regarding Texas  
Public School concerns

December 22- Benefit cookout  
for Officer Sigala

December 22- Luminarias on  
the Mission Trail

December 22- PD Officer  
swearing- in

December 25-City offices  
closed for Christmas Day

December 29- Regional  
Emergency Mgmt Meeting



A photograph of three children dancing at night. The child in the foreground is a young boy with a wide smile, wearing a white and purple striped long-sleeved shirt and jeans, with his arms raised in the air. Behind him to the left is another boy in a red hoodie with a white graphic that says "OLD HOLLEY Elementary School" and dark jeans, also with his arm raised. In the background, a girl in a pink and white striped shirt is making peace signs with both hands. The background is dark with some blurred lights and a folding chair visible on the right.

*Come Visit Us!*

*Check Out Our New Website!*

**WWW.COSTX.US**



Victor Reta- Director,  
Lizbeth Castro-Coordinator,  
Diana Rodriguez- Multimedia Specialist,,  
Isabela Perez- Recreation Leader  
Daniela Cobos- Recreation Leader,  
Laura Arredondo-Wellnes Coordinator,





City of Socorro, Texas  
Grants & Special Projects Department

## December 2023 Monthly Report

[December 1, 2023 - December 31, 2023]

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<b>Capital Projects .....</b>	<b>Error! Bookmark not defined.</b>
<b>Economic Recovery .....</b>	<b>9</b>

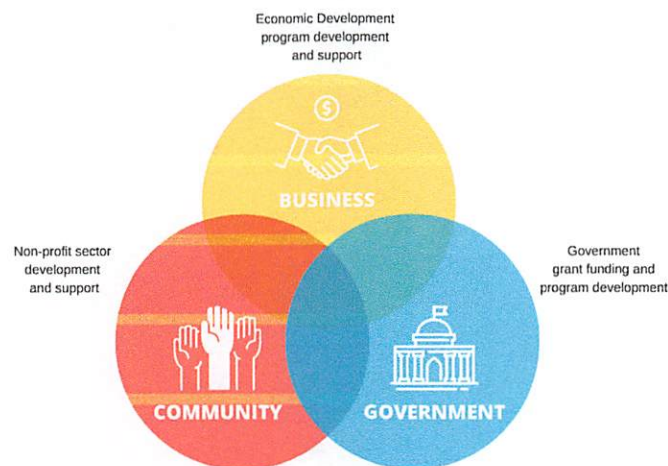


## Executive Summary

The primary function of the Grants & Special Projects Department (GSPD) is to assist City Departments and the City's non-profit partner organization in meeting our City's Mission and Vision to better serve the residents of Socorro, Texas. To this end, the GSPD has identified the following department goals:

- **Local Government grant funding and program development**
- **Non-profit sector development and support**
- **Economic Development program development and support**

Figure 1 – The GSPD fosters and supports development and collaboration between the Government, Community and Business Sectors in Socorro, Texas



The GSPD, which is composed of the City Development Director, one (1) full time Grants Accounting Specialists, and one (1) Economic Recovery Coordinator, spearheads new grant projects and special projects across various City departments, the City's nonprofit partner organization, and small business community.

**Department Highlights** during this reporting period (December 1, 2023 to December 31, 2023) include:

- **Grants Writing/ Administration –**
  - Increased department personnel capacity through the hiring of a Program Officer Compliance Specialist to assist with grant-funded project compliance and special projects compliance. Start date: January 2, 2024.

- Completion and administrative close out of four (4) active grant projects totaling \$149,760.57.
- Reviewed over twenty-three (23) newly published solicitations available through the Office of the Governors, and identified twelve (12) promising grant opportunities for the Socorro Police Department.
- Project development and coordination with the Ysleta del Sur Pueblo to access Tribal Bridge Funds for Socorro bridge projects.
- **Special Projects –**
  - Administrative support for Sparks Arroyo Drainage Improvement Project funded by the Texas Water Development Board at \$10,097,281 (loan portion \$6,664,000/ grant portion \$3,433,281).
  - Coordination with the Socorro small business community, Socorro Mission, and internal City staff on Socorro Road Luminarias project implementation.
- **ARPA –** Continued with Economic Recovery Strategic Plan development as part of ARPA Project GSP07. Continued administrative support to update ARPA Spending Framework per City needs.
- **Economic Recovery –** Coordinated SOCO Breakfast on December 2, 2023, with thirty (30) attendees from the small business sector. Request submitted to the Foreign Trade Zone Board for a minor boundary modification of Foreign-Trade Zone 302 under the alternative site framework for a usage-driven site at the Socorro Logistics Center.
- **Transportation –** Continued administrative support for TxDOT Transportation projects totaling \$14,063,177.40.

As always, it is the goal of the GSPD to continue to meet the funding needs and priorities of each department in order to enhance our capacity to serve the residents of Socorro.

## New Grant Awards

There were no new grant awards during this reporting period.

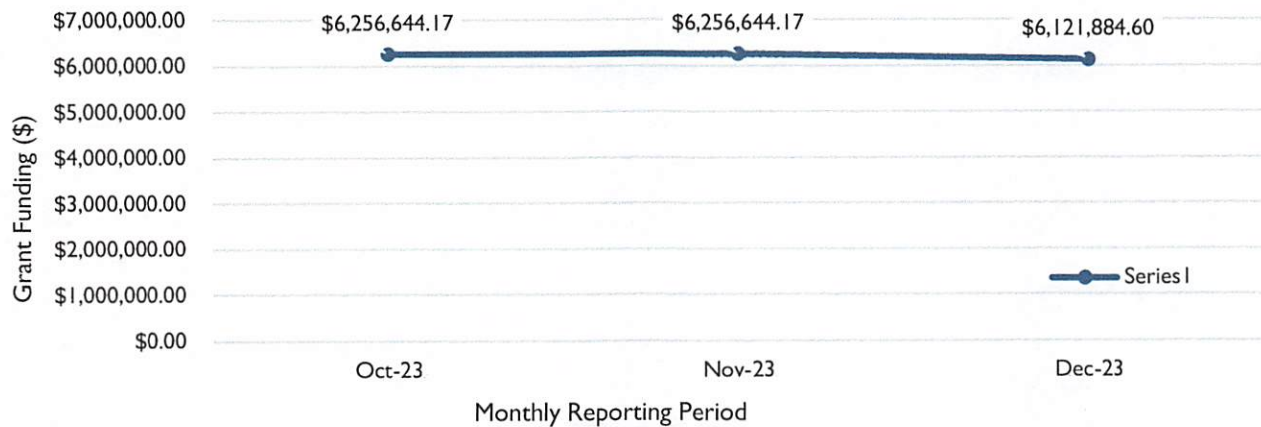
## Financial Overview

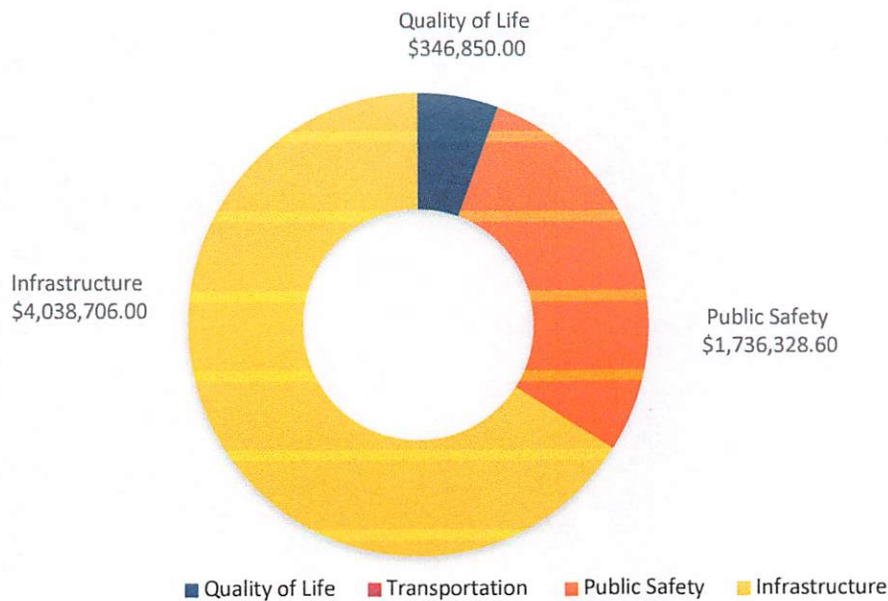
The following is a general overview of the grant funding available to City Departments since the start of the new 2023-2024 fiscal year on December 1st, 2023. The Active Grants Funding table below represents the **net amount** of grant funding available to active grant projects



since the start of the new 2023-2024 fiscal year. During this reporting period, a total of four (4) grant projects totaling \$149,760.57 have been completed, closed out, and removed from the active grant funding total below (see Table 2 for details). Additionally, funding for the FY23 Operation Stonegarden Grant increased by \$15,001.00 as a result of a Fragmentary Order (FRAGO). As such, there is a net decrease of (\$134,759.57.00) in funding from state and federal sources for active grant projects. As of this reporting period, active grant funding awards total **\$6,121,884.60**. **Please note** that this active grant total does not include funding awards to the CSCI nonprofit and does not include transportation project funding received for Arterial 1, Nuevo Hueco Tanks Road, or Bovee and Rio Vista Rd. Bridge Replacement Projects. Lastly, although the Texas Transportation Commission did vote to award the City of Socorro \$16,174,505.00 for the Paso del Norte Trail – Socorro Active Transportation Network Project, this amount will not be reported below until an Advance Funding Agreement with TxDOT is in place.

### FY 2023 - 2024 Active Grant Funding





**Graph 1.** The total amount of grant funding awarded to City Departments as of December 2023 is \$6,121,884.60. The largest public service categories receiving grant funding are Infrastructure (66%), and Public Safety (28%). **Please note: transportation projects are not reported in this section**

## Active Grants

Projects that have been awarded grant funds are listed in Table 1 below. Currently, the GSPD assists City departments with the administration of seventeen (17) grant projects across various departments totaling **\$6,121,884.60** in federal, state, or foundation dollars. Please note, although the Texas Transportation Commission did vote to award the City of Socorro \$16,174,505.00 for the Paso del Norte Trail – Socorro Active Transportation Network Project, this project will not be reported below until an Advance Funding Agreement with TxDOT is in place.

**Table 1. Summary of FY 2023 – 2024 Grant Funding Awards**

#	City Department	Funding Agency	Grant Program	Financial Information			Project Information		
				CFDA	Contract No.	Funding Awarded	Funding requested for...	Project Start Date	Project End Date
1	Police Department	Office of National Drug Control Policy (ONDCP)	High Intensity Drug Trafficking Areas (HIDTA) Program - FY22	95.001	G22SW0018A	\$61,533.00	West Texas HIDTA Anti-Gang Task Force initiative	1/1/22	12/31/23
2	Police Department	Homeland Security Grant Program (HGSP)	EP 2023 OPSG	97.067	3007208	\$176,866.00	OTH for officers supporting the border initiative and M&A	3/1/23	2/29/24
3	Police Department	Police Department	Office of the Governor (OOG) Criminal Justice Division	16.738	4820901	\$138,773.00	Socorro Criminal Justice Program	10/1/23	6/30/24



4	Police Department	Office of the Governor (OOG) Homeland Security Grants Division	FY24 Local Border Security Program (LBSP)	State	3000909	\$85,000.00	Overtime for officers and dispatchers supporting the border initiative	9/1/23	8/31/24
5	Police Department	BG-Rifle-Resistant Body Armor Grant Program (BAGP)	FY24 Rifle-Resistant Body Armor Grant	State	4850701	\$33,580.00	SPD Rifle Resistant Body Armor	9/1/23	8/31/24
6	Police Department	USDOJ - COPS Office	FY 2020 COPS Hiring Program (CHP)	16.710	2020UMWX0203	\$742,237.00	Hiring of six (6) officers for SPD Community Policing	7/1/20	9/30/24
7	Recreation Centers	Texas Historical Commission	FY 2022 Certified Local Government Grant	15.904	THC22	\$30,000.00	Rio Vista Farm Rehabilitation	4/26/22	9/30/24
8	Police Department	VA-Victims of Crime Act Formula Grant Program	PY24 Victim Assistance, First Responder Mental Health Program	16.575	4474502	\$29,490.02	Socorro First Responder Mental Health Program	10/1/23	9/30/24
9	Police Department	VA-Victims of Crime Act Formula Grant Program	PY24 Victim Assistance, General Victim Assistance Direct Services Program (VOCA)	16.575	4487802	\$49,248.16	Socorro Victim Assistance Program	10/1/23	9/30/24
10	Police Department	USDOJ - COPS Office	COPS Office Community Policing Development (CPD) Program	16.710	15JCOPS-21-GG-02315-SPPS	\$204,000.00	SPD Crisis Intervention Team - mental health professionals	9/1/21	12/31/24
11	Police Department	Office of National Drug Control Policy (ONDCP)	High Intensity Drug Trafficking Areas (HIDTA) Program - FY23	95.001	G23SW0018A	\$83,996.00	West Texas HIDTA Anti-Gang Task Force initiative	1/1/23	12/31/24
12	Police Department	HS-Homeland Security Grant Program (HSGP)	FY23 State Homeland Security Program (SHSP) - Regular Projects	97.067	4797301	\$131,605.42	Socorro Police Department Communications	9/1/23	8/31/25
13	Recreation Centers	Texas Historical Commission	FY 2023 Certified Local Government Grant	15.904	THC23	\$30,000.00	Rio Vista Farm Rehabilitation - Library	TBD	9/30/25
14	Planning & Zoning	Federal Highway Administration (FHWA) via pass-through to EPMPO	Transportation Alternatives Set-Aside (TASA)	20.205	E502X	\$605,425.00	Passmore Shared-Use Path	7/16/20	TBD
15	Planning & Zoning	Texas Water Development Board	Flood Infrastructure Fund	State	Pending	\$3,433,281.00	Sparks Arroyo Drainage Project	TBD	TBD
16	Recreation Centers	Federal Transit Administration	FTA Section 5310 Program - EPMPO (FY 2023)	20.513	5310	\$143,425.00	Rio Vista Transportation Program	TBD	TBD
17	Recreation Centers	Federal Transit Administration	FTA Section 5310 Program - EPMPO (FY 2024)	20.513	5310	\$143,425.00	Rio Vista Transportation Program	TBD	TBD
Total in Active Grant Funds*						\$6,121,884.60			

## Closed Out Grants

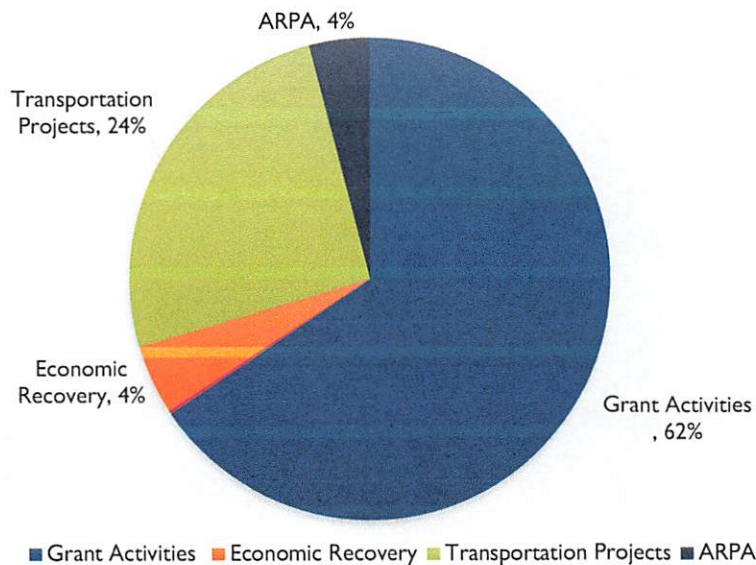
Projects that have been completed and have been closed out are listed in Table 2 below. A total of four (4) grant projects totaling \$149,760.57 have been completed, closed out, and removed from the active grant funding table.

**Table 2. Grant projects closed out during this reporting period.**

#	City Department	Funding Agency	Grant Program	Financial Information			Project Information		
				CFDA	Contract No.	Funding Awarded	Funding requested for...	Project Start Date	Project End Date
1	Police Department	Office of the Governor (OOG) Homeland Security Grants Division	BL20 Local Border Security Program (LBSP)	State	3000908	\$85,000.00	Overtime for officers and dispatchers supporting the border initiative	9/1/22	8/31/23
2	Recreation Centers	Texas Historical Commission	FY 2021 Certified Local Government Grant	15.904	THC21	\$7,500.00	Rio Vista Farm 360 virtual tour and website	4/29/21	9/30/23
3	Police Department	Office of the Governor (OOG) Criminal Justice Division	VC - Coronavirus State Fiscal Recovery Fund (Victims of Crime - SB 8)	21.027	4474501	\$27,197.57	Socorro First Responder Mental Health Program	10/1/22	9/30/23
4	Police Department	Office of the Governor (OOG) Criminal Justice Division	VC - Coronavirus State Fiscal Recovery Fund (Victims of Crime - SB 8)	21.027	4487801	\$30,063.00	Socorro Victim Assistance Program	10/1/22	9/30/23



## Department Activities



Between December 1, 2023 to December 31, 2023, approximately 228 service hours were provided across various projects and departments. Department staff focused 62% of department capacity on Grant Activities, including grant writing and grant administration, 24% of department capacity on TxDOT Transportation projects, and 4% on ARPA projects and administration support..

In addition to its general Grant Writing and Grants Administration functions, the GSPD also spearheads special projects as needed. **Special Project activities during this reporting period are described in the sections below.**

## Transportation Projects

Table 2 below summarizes transportation funding that is administered by the Grants & Special Projects Department (GSPD). The GSPD spearheads the development of new transportation projects through the pre-grant application, grant application submittal, and post-grant award phases. Although not all transportation projects are funded through a competitive grant process, the GSPD is also responsible for administrative support for all state and federal grant-funded transportation projects through the project's close-out phase. As of this reporting period, the GSPD administers **\$14,063,177.00** in transportation project funding across five (5) major transportation projects. Please note, although the Texas Transportation Commission did

vote to award the City of Socorro \$16,174,505.00 for the Paso del Norte Trail – Socorro Active Transportation Network Project, this amount will not be reported below until an Advance Funding Agreement with TxDOT is in place.

**Table 2. Summary of Transportation Project Funding**

#	Project Title	CSJ	Financial Information				Reimbursements	Reimbursements
			Federal	State	Local	Project Total	Reimbursed vs Expended (November 2023)	Reimbursed vs Expended (December 2023)
1	Rio Vista Rd. Bridge Replacement	0924-06-423	\$1,383,564.00	\$0.00	\$322,266.00	\$1,705,830.00	83.7%	83.7%
2	Bovee Rd. Bridge Replacement	0924-06-424	\$1,241,373.00	\$0.00	\$116,307.00	\$1,357,680.00	84.5%	84.5%
3	Nuevo Hueco Tanks Rd. Extension	0924-06-607	\$2,828,000.00	\$602,949.00	\$262,251.00	\$3,693,200.00	78.1%	78.1%
4	Passmore Shared Use Path*	0924-06-604	\$605,425.00	\$29,745.00	\$151,357.00	\$786,527.00	78.1%*	78.1%
5	Arterial 1 (1682 Blvd) Amendment No. 1	0924-06-563	\$4,205,450.93	\$907,888.15	\$1,406,601.32	\$6,519,940.40	95.6%	95.6%
Total in Transportation Project Funding as per existing Advance Funding Agreements (AFA)						\$14,063,177.40		

## Economic Recovery

- Small Business Support Activities
  - SOCO Breakfast Networking event on December 7, 2023. Attendees: 30
  - Socorro Business Hub:
    - New users: 0
  - Deployment of Socorro Small Business Resources Newsletter:
    - Email Campaigns: 16
    - Subscribers: 855
    - Average rate of opens: 27.0%
    - Average rate of clicks: 0.30%
- Small Business Assistance Services
  - Small Business Support Center Visitors:
    - 15 visits logged receiving small business support services at E.G. Chayo Apodaca Community Center during the month of December 2023
- Economic Recovery Strategic Plan



- 
- o Review of Operations and Management Plan component of strategic plan



# CITY OF SOCORRO CITY COUNCIL MEETING

**DATE: JANUARY 25, 2024**

## REZONING REQUEST

## STAFF REPORT

**SUBJECT:**

INTRODUCTION FIRST READING AND CALLING FOR A PUBLIC HEARING OF AN ORDINANCE APPROVING THE PROPOSED AMENDMENT TO THE CITY OF SOCORRO'S MASTER PLAN AND REZONING OF BLOCK 2, TRACTS 6 AND 6A, SOCORRO GRANT LOCATED AT 11051 NORTH LOOP DRIVE, SOCORRO, TX FROM A-1 (AGRICULTURAL) TO IC-MUD (INDUSTRIAL/COMMERCIAL MIXED USE DEVELOPMENTS) TO ALLOW FOR ENCLOSED MANUFACTURING (WAREHOUSES), COMPOUNDING, ASSEMBLING OR TREATMENT OF ARTICLES.

**NAME:** 11051 NORTH LOOP REZONING

**PROPERTY ADDRESS:** 11051 NORTH LOOP DRIVE

**PROPERTY LEGAL DESCRIPTION:** BLOCK 2, TRACTS 6 AND 6A, SOCORRO GRANT

**PROPERTY OWNER:** HERMANOS FARMS, LTD.

**REPRESENTATIVE:** MATT WILLIAMSON | PINCHAL & COMPANY LLC.

**PROPERTY AREA:** 99.332 ACRES

**CURRENT ZONING:** A-1

**CURRENT LAND USE:** AGRICULTURAL

**FUTURE LAND USE MAP:** AGRICULTURAL

**FLOOD MAP:** According to the Flood Insurance Rate Maps, the referenced property lies within Zone X; (Community Panel # 480212 250-B & 0239-B/ FEMA, September 4, 1991).

**SUMMARY OF REQUEST:** Request for **APPROVAL** of Rezoning of property from A-1 to IC-MUD to allow for enclosed manufacturing (Warehouses), compounding, assembling or treatment of articles.

**STAFF RECOMMENDATION:** Staff recommends **DENIAL** of the Rezoning request.

**P&Z COMMISSION:** Commission voted for a **DENIAL** of the Rezoning request at their May 16, 2023 meeting.



**Ivy Avalos**  
Mayor

**Ruben Reyes**  
Representative  
At Large

**Cesar Nevarez**  
District 1



**Alejandro Garcia**  
District 2

**Rudy Cruz, Jr.**  
District 3/ Mayor Pro Tem

**Yvonne Colon-Villalobos**  
District 4

**Adriana Rodarte**  
City Manager

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

**AN ORDINANCE APPROVING A REZONING OF BLOCK 2, TRACTS 6 AND 6A, SOCORRO GRANT LOCATED AT 11051 NORTH LOOP DRIVE, SOCORRO, TX FROM A-1 (AGRICULTURAL) TO IC-MUD (INDUSTRIAL/COMMERCIAL MIXED USE DEVELOPMENTS) TO ALLOW FOR ENCLOSED MANUFACTURING (WAREHOUSES), COMPOUNDING, ASSEMBLING OR TREATMENT OF ARTICLES.**

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

That pursuant to Chapter 46 of the Codification of Ordinances of the City of Socorro, Texas, the Zoning Ordinance of the City of Socorro, that the property being Block 2, Tracts 6 and 6A, Socorro Grant located At 11051 North Loop Drive, Socorro, TX From A-1 (Agricultural) to IC-MUD (Industrial/Commercial Mixed Use Developments) to allow for enclosed manufacturing (warehouses), compounding, assembling or treatment of articles.

**READ, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

CITY OF SOCORRO, TEXAS

\_\_\_\_\_  
Ivy Avalos, Mayor

ATTEST:

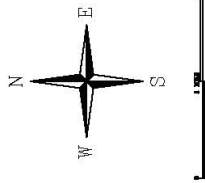
\_\_\_\_\_  
Olivia Navarro, City Clerk

APPROVED AS TO FORM:

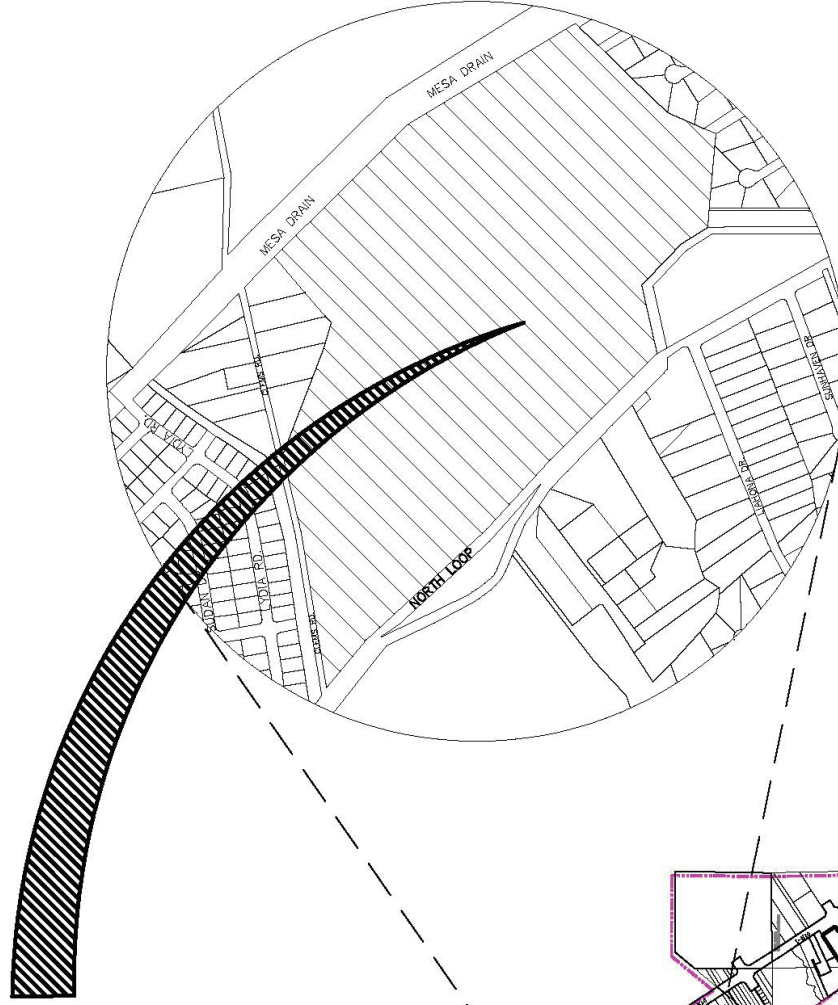
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\_\_\_\_\_  
James A. Martinez  
Socorro City Attorney

# LOCATION MAP



PROJECT SITE;  
11051 North Loop Dr.  
Tract 6-A & 6, Block 2  
Socorro Grant



CITY OF SOCORRO

**LOCATION MAP**  
Scale: AS SHOWN

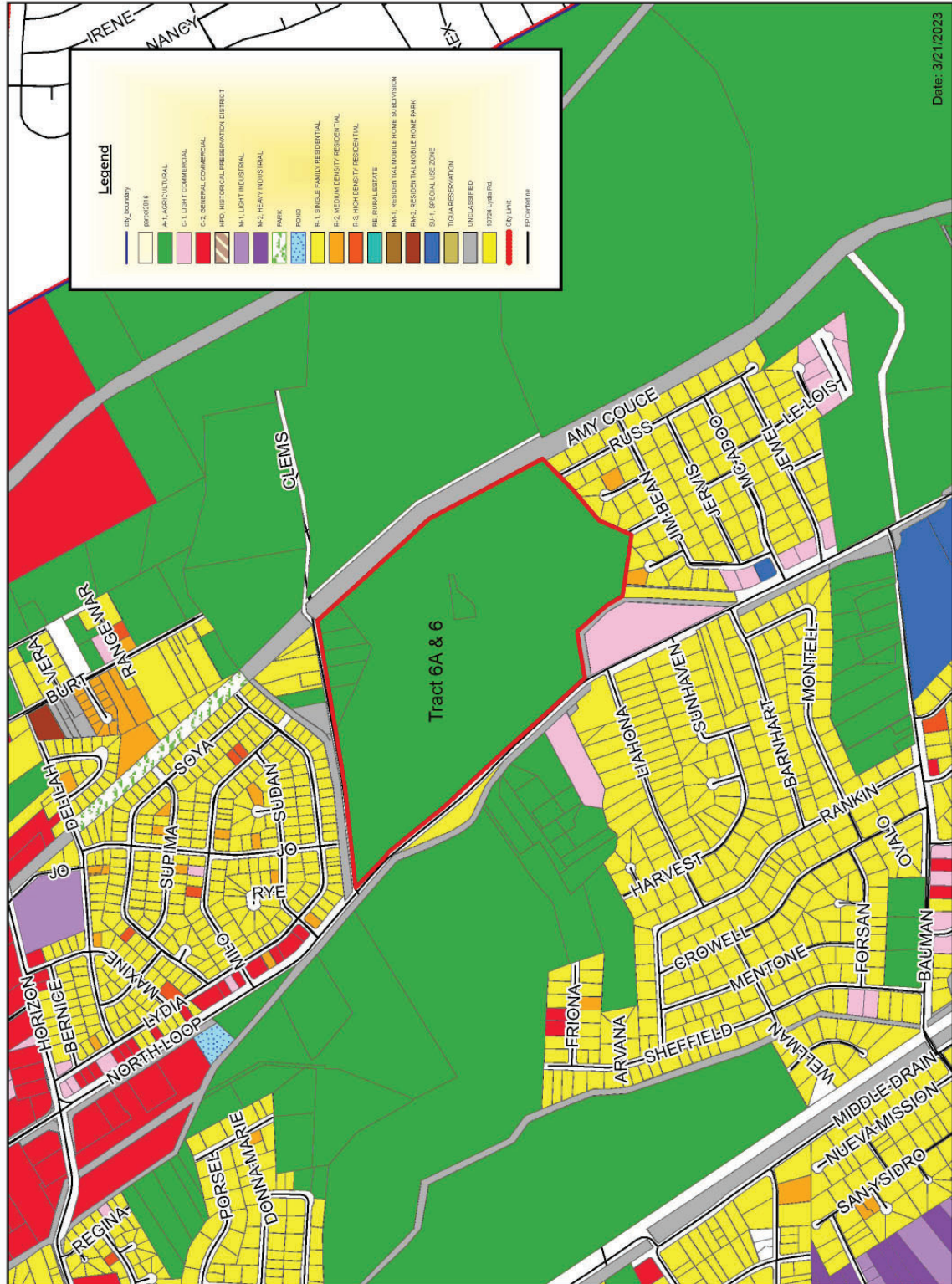
**Planning and Zoning Department**

860 N. Bas Vista Socorro, Texas 79027 Tel. (913) 872-8331 Fax (913) 872-8673



# ZONING MAP

Zoning Map 11051 North Loop Dr.





# SITE PICTURES

View towards property from North Loop with Clems Rd visible.

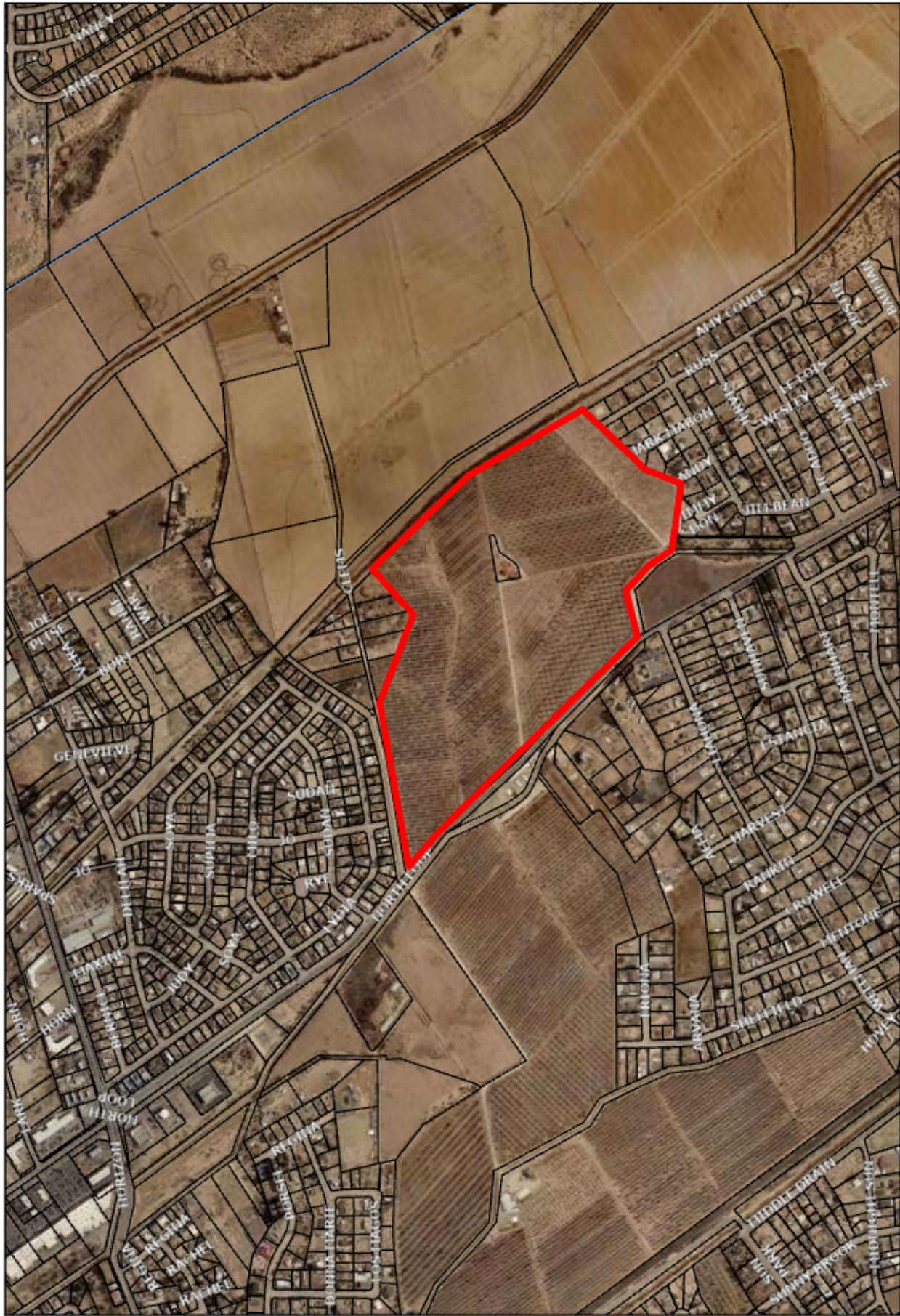


View towards property from North Loop (north bound).





# AERIAL PHOTO



City of Socorro  
Planning & Zoning Department  
860 N. Rio Vista Rd.  
Socorro, TX 79927

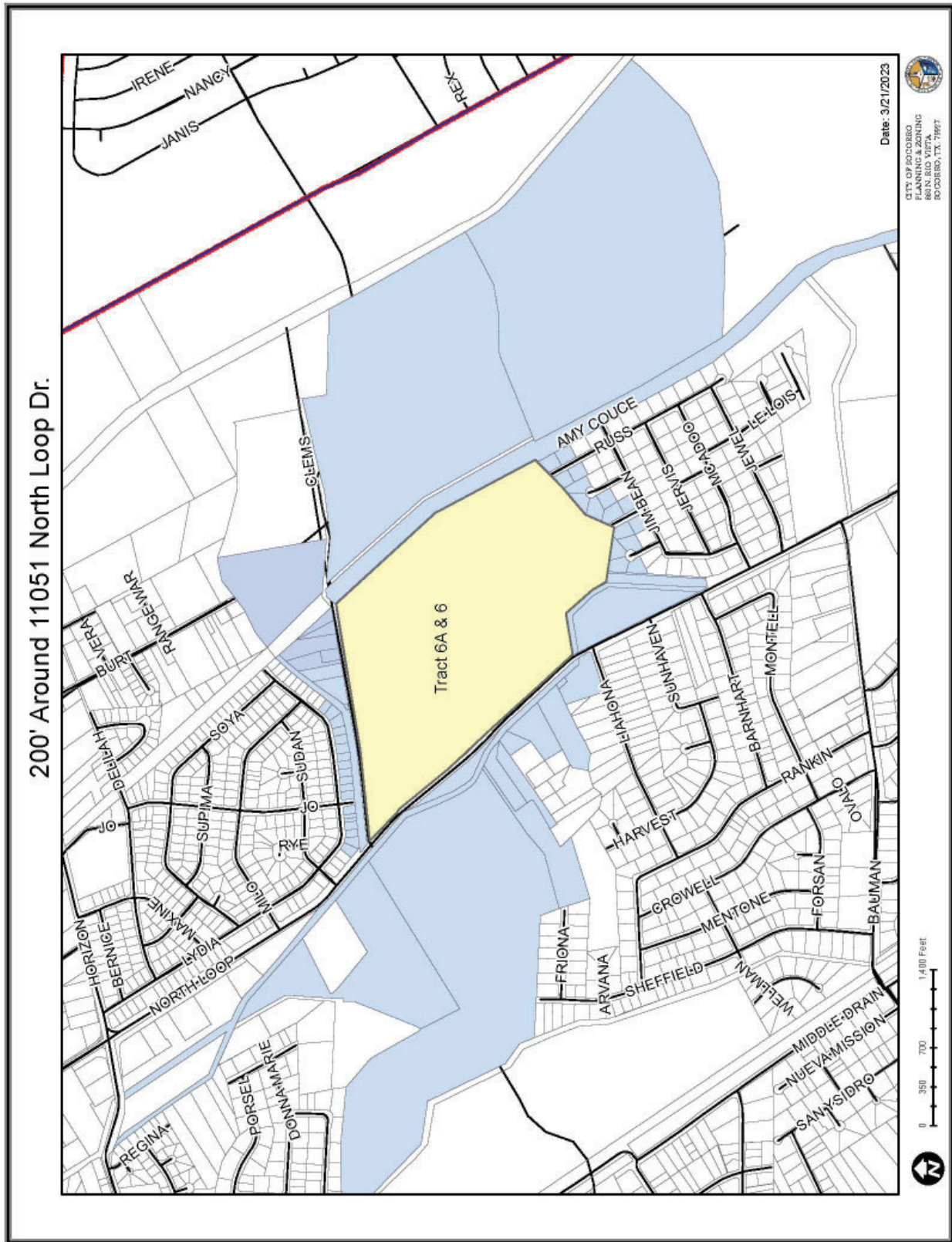
Date prepared: 1/18/2024





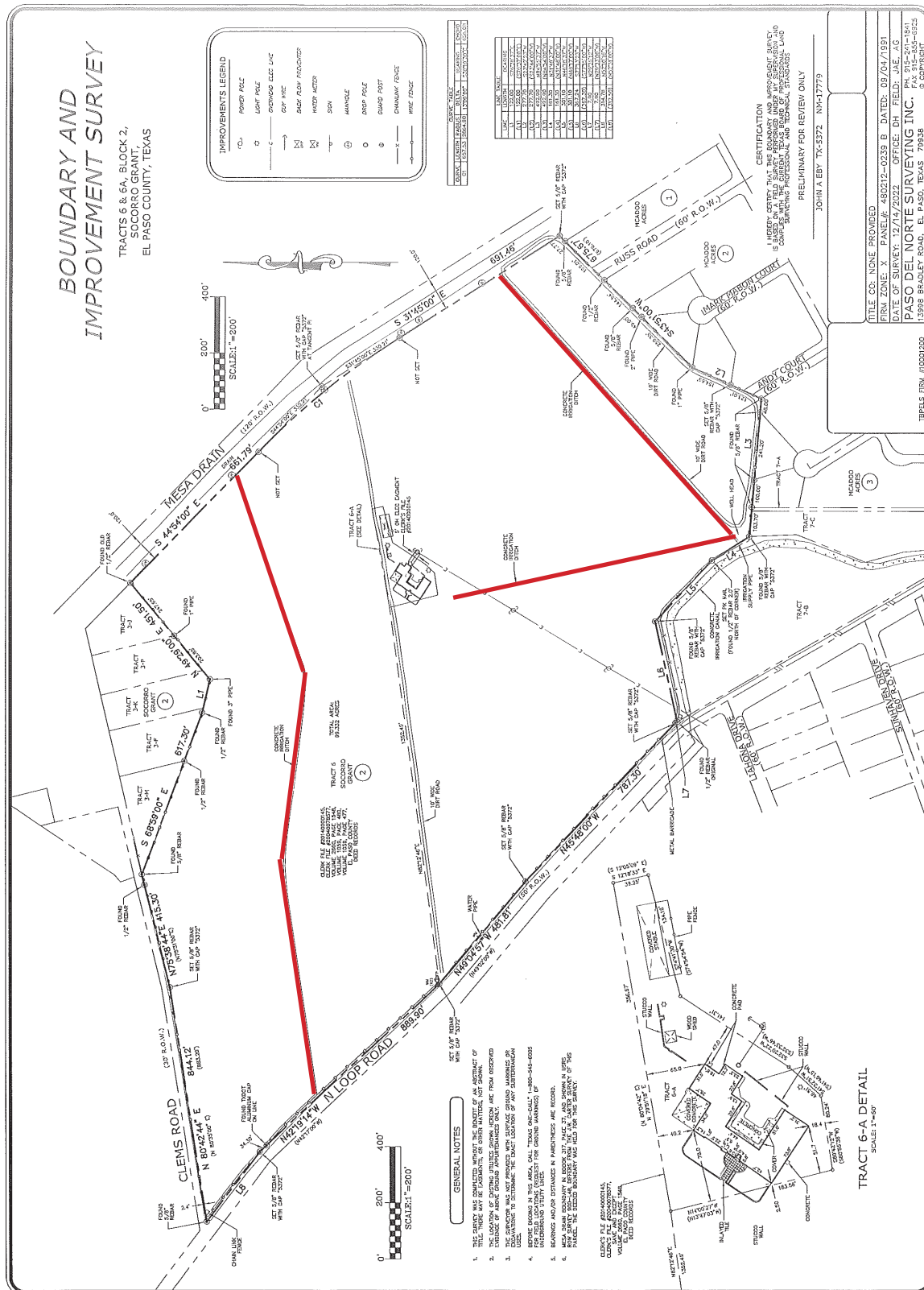
# PUBLIC HEARING

In-person comments were received for the rezoning request.





— - Concrete Irrigation Ditch



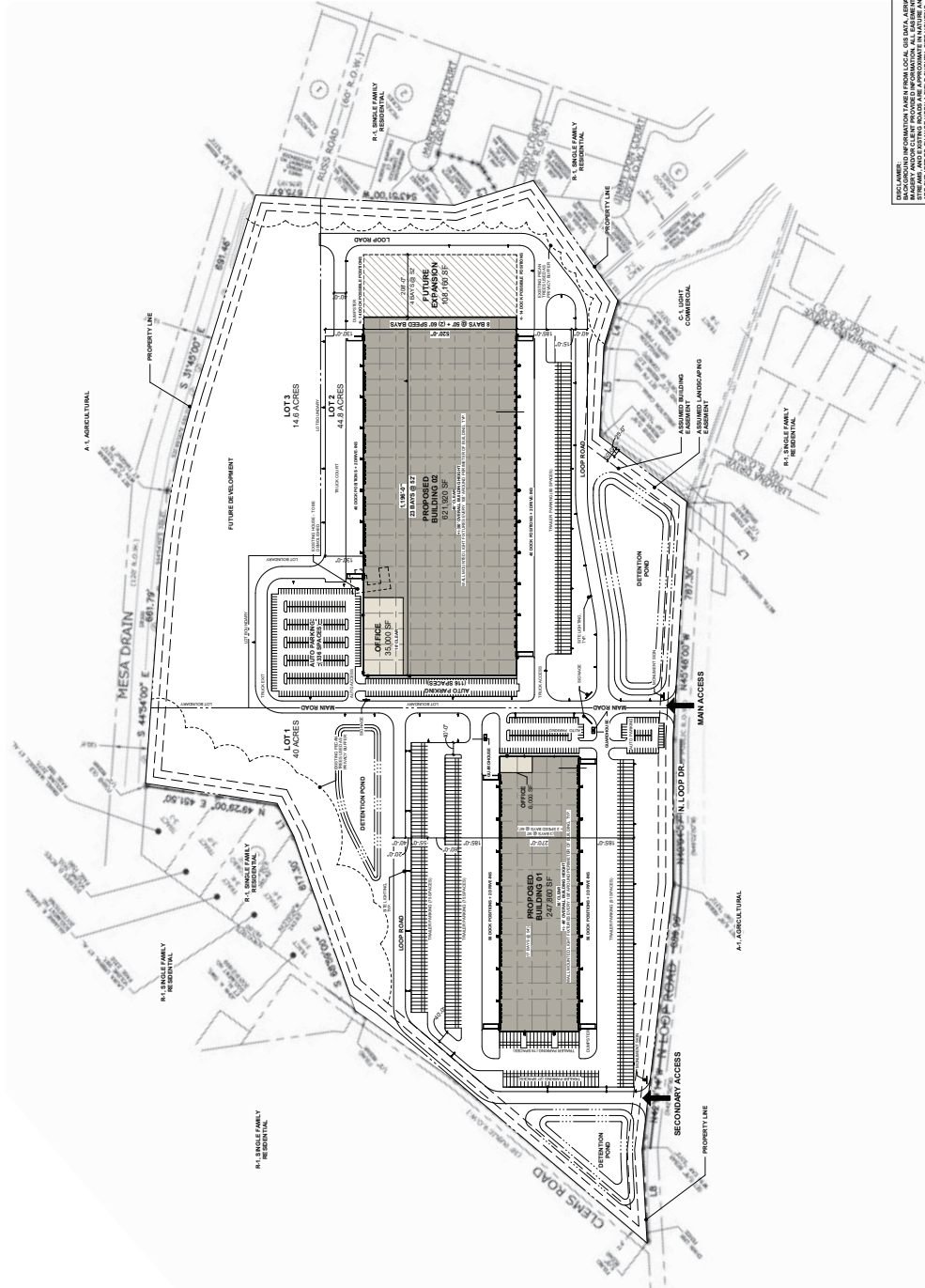
**ADB / DESIGN SERVICES**  
380 International North Pkwy. SE, Atlanta, GA 30339  
Suite 210  
770.541.1700

11051 N. Loop Dr., Socorro, TX 79927

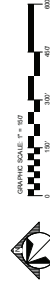
# PRESENTATION SITE PLAN

P-01

Date: 03/16/23



**DISCLAIMER:**  
BACKGROUND INFORMATION TAKEN FROM LOCAL GIS DATA, AERIAL  
IMAGERY AND/OR CLIENT PROVIDED INFORMATION. ALL EASEMENTS,  
STREAMS, AND EXISTING ROADS ARE APPROXIMATE IN NATURE AND  
ARE SUBJECT TO CHANGE UPON A FIELD SURVEY. SITE LIGHTING  
DESIGN MAY VARY DEPENDING ON LUMINAIRE, COOL, AND SITE





GRAPHIC SCALE  
HORIZONTAL

(IN FEET)  
1 inch = 100 ft.



## **CITY OF SOCORRO CITY COUNCIL MEETING**

**DATE: JANUARY 25, 2024**

**REPLAT AND VARIANCE REQUEST APPLICATION**

### **STAFF REPORT**

**SUBJECT:**

**INTRODUCTION FIRST READING AND CALLING FOR A PUBLIC HEARING OF AN ORDINANCE TO APPROVE A REPLAT AND VARIANCE REQUESTS FOR EASTWIND INDUSTRIAL REPLAT 'A' SUBDIVISION, BEING LOT 1, BLOCK 1 AND LOT 1, BLOCK 2, EASTWIND INDUSTRIAL, SOCORRO, TX.**

**NAME:** EASTWIND INDUSTRIAL REPLAT 'A' SUBDIVISION

**PROPERTY ADDRESS:** GATEWAY BLVD. EAST

**PROPERTY LEGAL DESCRIPTION:** LOT 1, BLOCK 1 AND LOT 1, BLOCK 2, EASTWIND INDUSTRIAL, SOCORRO, TX.

**PROPERTY OWNER:** EL PASO LOGISTICS II, LLC.

**REPRESENTATIVE:** ADRIAN I. HOLGUIN-ONTIVEROS | CSA DESIGN GROUP, INC.

**PROPERTY AREA:** 185.343 ACRES

**CURRENT ZONING:** IC-MUD (INDUSTRIAL/COMMERCIAL MIXED USE DEVELOPMENTS)

**CURRENT LAND USE:** VACANT

**FUTURE LAND USE MAP:** LIGHT INDUSTRIAL

**FLOOD MAP:** According to the Flood Insurance Rate Maps, the referenced property lies within Zone X; (Community Panel # 480212 0277-B / FEMA, September 4, 1991).

**SUMMARY OF REQUEST:** Request is for approval of a Replat and variances requested for Eastwind Industrial Replat 'A' Subdivision.

**VARIANCE REQUEST:** Applicant is requesting the following variants: 1.) Reduction in the minimum setback (for properties facing minor arterials), 2.) Reduction in the total number of parking spaces required for development, and 3.) An increase in the maximum allowable height for buildings in the IC/MUD zoning district.





## CITY OF SOCORRO CITY COUNCIL MEETING

**DATE: JANUARY 25, 2024**

### **REPLAT AND VARIANCE REQUEST APPLICATION**

### **STAFF REPORT (CONT.)**

**STAFF RECOMMENDATION:** Staff recommends **APPROVAL** of the Replat with the variances requested.

**P&Z COMMISSION:** Commission voted for **APPROVAL** of the Replat and Variance request to approve a minimum of 45 ft front setback, to approve for a maximum of 55 ft height, to approve the parking lot variance so long as it complies with the approved development plan which is one parking spot for every 2000 sq ft at their January 16, 2024 meeting.

**Ivy Avalos**  
Mayor

**Ruben Reyes**  
Representative  
At Large

**Cesar Nevarez**  
District 1



**Alejandro Garcia**  
District 2

**Rudy Cruz, Jr.**  
District 3 / Mayor Pro Tem

**Yvonne Colon-Villalobos**  
District 4

**Adriana Rodarte**  
City Manager

## ORDINANCE \_\_\_\_\_

**AN ORDINANCE APPROVING EASTWIND INDUSTRIAL REPLAT 'A' SUBDIVISION, BEING LOT 1, BLOCK 1 AND LOT 1, BLOCK 2, EASTWIND INDUSTRIAL, SOCORRO, TX, AND VARIANCE REQUESTS TO APPROVE A MINIMUM OF 45 FT FRONT SETBACK, TO APPROVE FOR A MAXIMUM OF 55 FT HEIGHT, TO APPROVE THE PARKING LOT VARIANCE SO LONG AS IT COMPLIES WITH THE APPROVED DEVELOPMENT PLAN WHICH IS ONE PARKING SPOT FOR EVERY 2000 SQ FT SOCORRO, TEXAS.**

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

That Eastwind Industrial Replat 'A' Subdivision, Being Lot 1, Block 1 and Lot 1, Block 2, Eastwind Industrial, Socorro, TX, And variance requests to approve a minimum of 45 ft front setback, to approve for a maximum of 55 ft height, to approve the parking lot variance so long as it complies with the approved development plan which is one parking spot for every 2000 sq ft Socorro, Texas. has been granted final plat approval as per the subdivision ordinance of the City of Socorro, Texas

**READ, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

CITY OF SOCORRO, TEXAS

\_\_\_\_\_  
Ivy Avalos, Mayor

ATTEST:

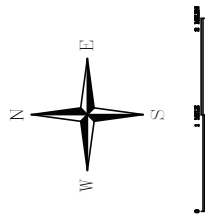
\_\_\_\_\_  
Olivia Navarro, City Clerk

APPROVED AS TO FORM:

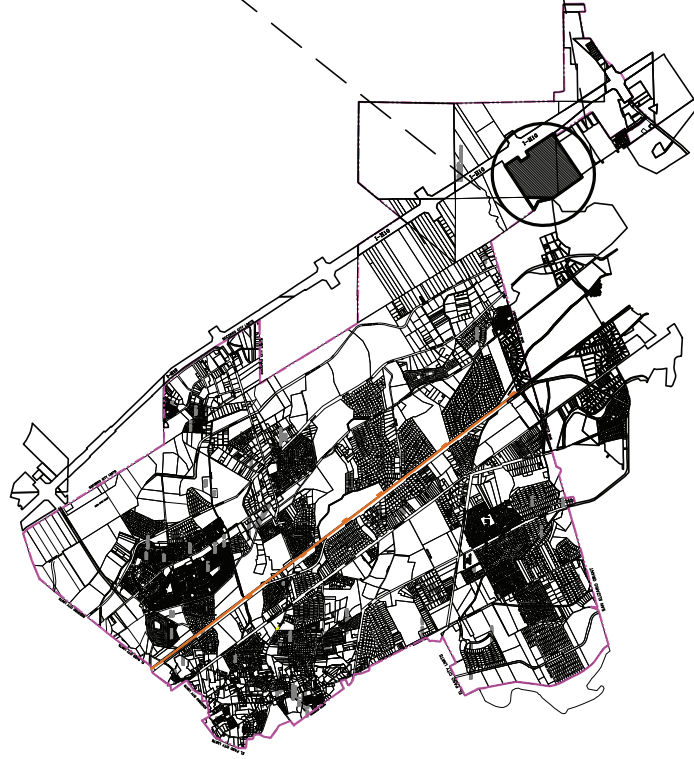
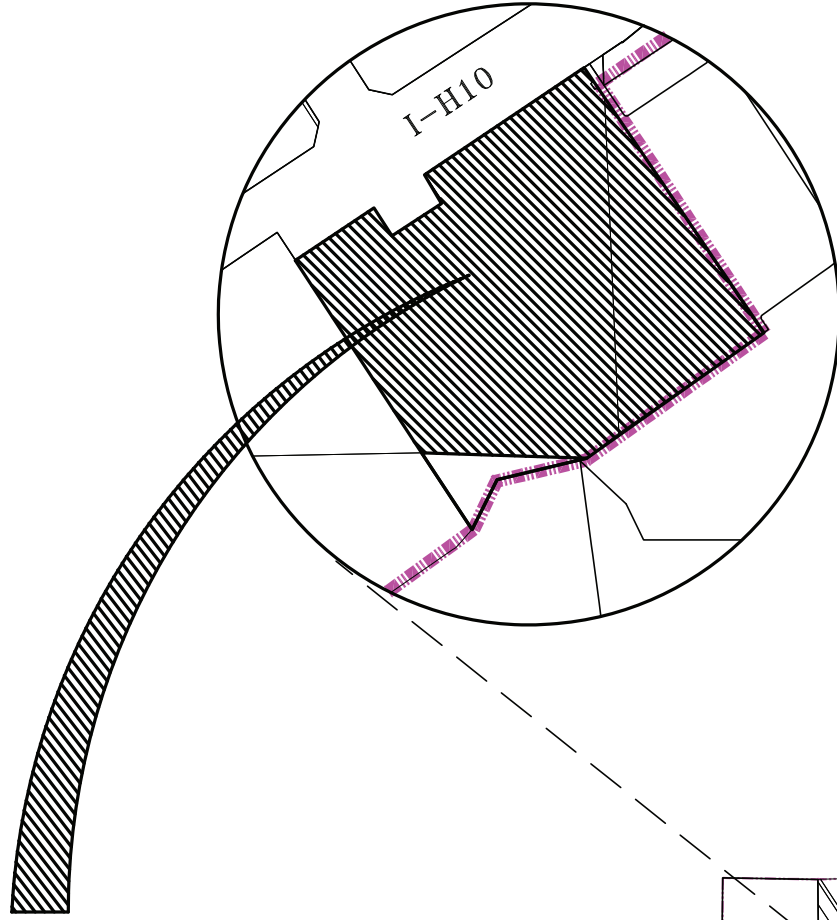
\_\_\_\_\_  
James A. Martinez  
Socorro City Attorney



# LOCATION MAP



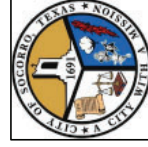
PROJECT SITE;  
Eastwind Industrial Replat "A"  
Lot 1, Block 1, Lot 1, Block 2  
Eastwind Industrial Subdivision



CITY OF SOCORRO

**LOCATION MAP**

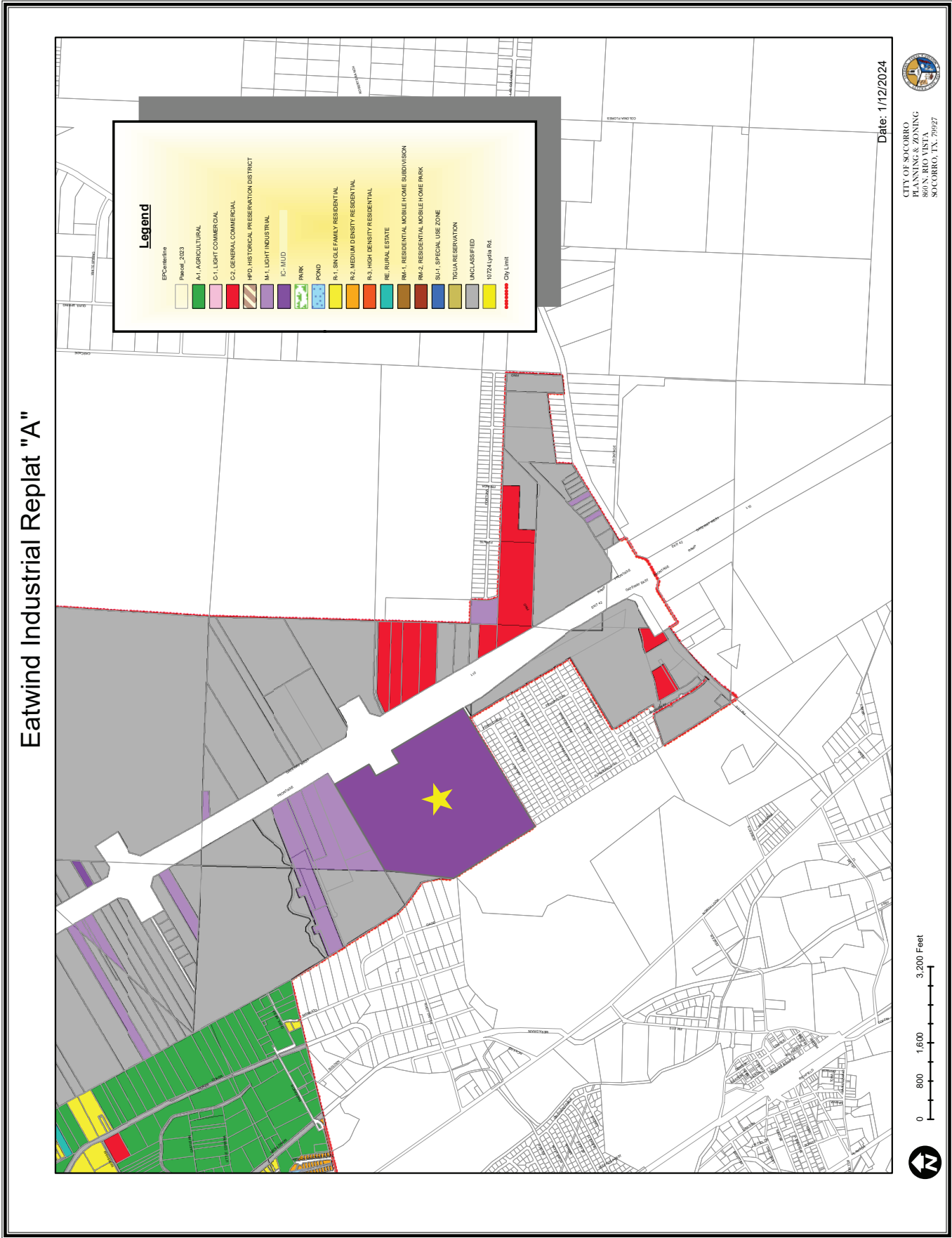
Scale: AS SHOWN



**Planning and Zoning Department**

860 N. Rio Vista Socorro, Texas 79927 Tel: (505) 872-4531 Fax: (505) 872-4673

# ZONING MAP





# PROPERTY PICTURES

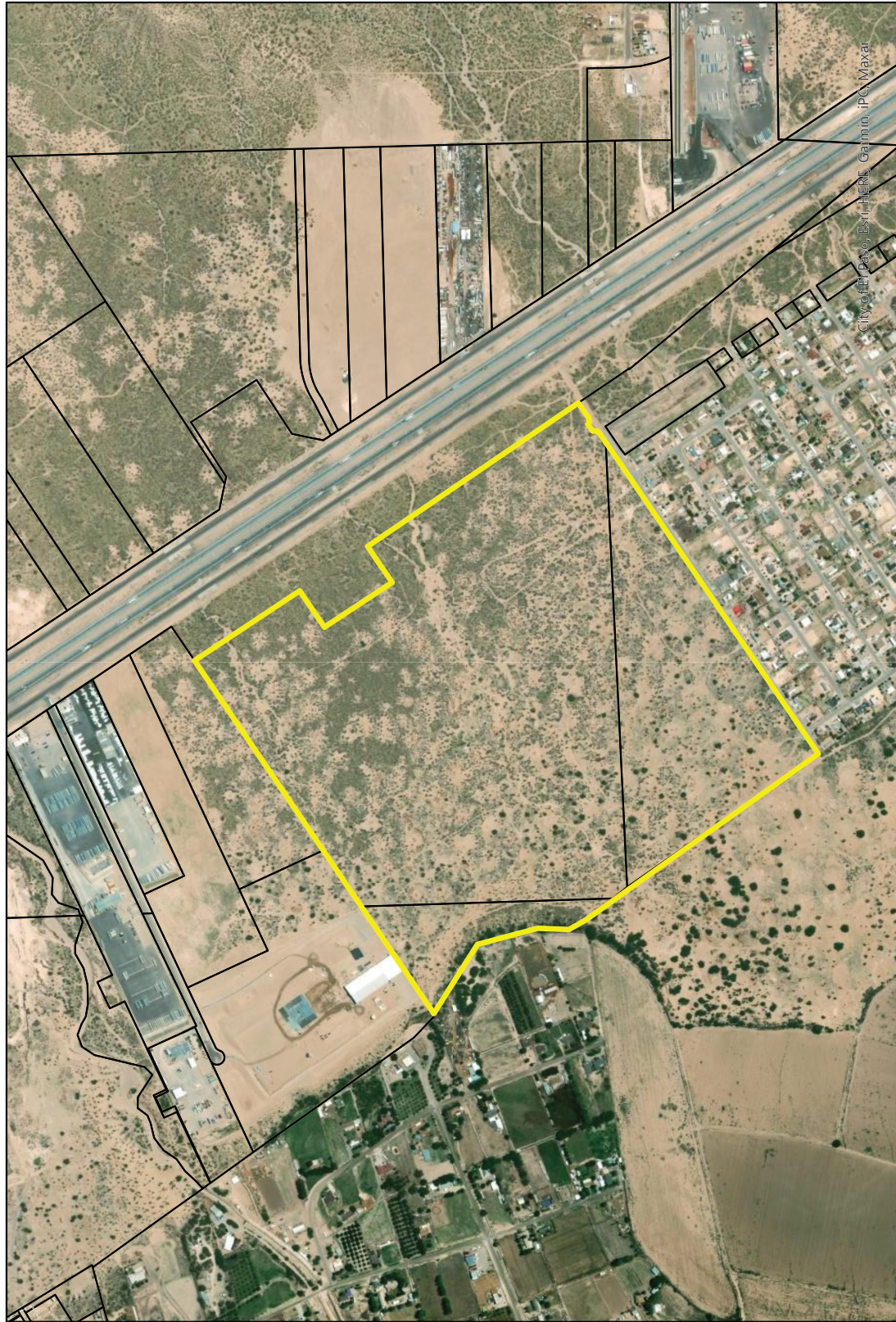


View of property from Gateway Blvd East.





## Eastwind Industrial Replat 'A'


$$z \triangleright$$

0	312.5625	1,250 US Feet
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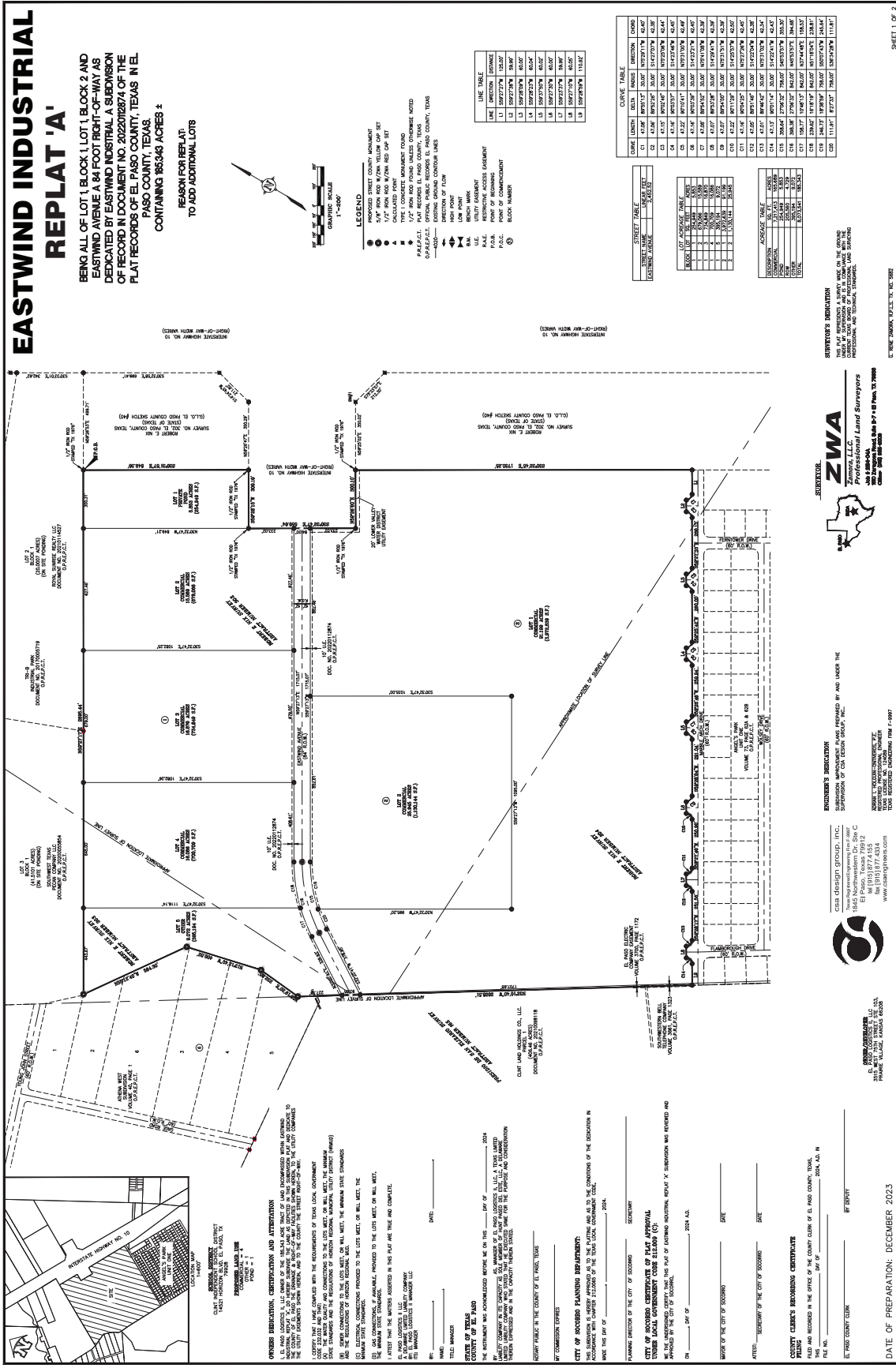
City of Socorro  
Planning & Zoning  
860 N. Rio Vista Rd.  
Socorro, TX 79927











# EASTWIND INDUSTRIAL REPLAT 'A'

BEING ALL OF LOT 1, BLOCK 1, LOT 1, BLOCK 2 AND  
EASTWIND AVENUE A 84 FOOT RIGHT-OF-WAY AS  
DEDICATED BY EASTWIND INDUSTRIAL, A SUBDIVISION  
OF RECORD IN DOCUMENT NO. 2022012874 OF THE  
PLAT RECORDS OF EL PASO COUNTY, TEXAS. IN EL  
PASO COUNTY, TEXAS.  
CONTAINING 165.343 ACRES ±

REASON FOR REPLAT:  
TO ADD ADDITIONAL LOTS

DATE OF PREPARATION: DECEMBER 2023

CLINT LAND HOLDING COMPANY, LLC  
2505 E MISSOURI AVE STE 300,  
EL PASO, TEXAS 79903

**csa design group, inc.**  
Team Lead/Engineering P.E. #007  
1845 Northwestern Dr., Ste C  
El Paso, Texas 79912  
tel (915) 877.4155  
fax (915) 877.4334  
[www.csaengineering.com](http://www.csaengineering.com)

**SURVEYOR**

**ZWA**

Zamora, L.L.C.  
Professional Land Surveyors

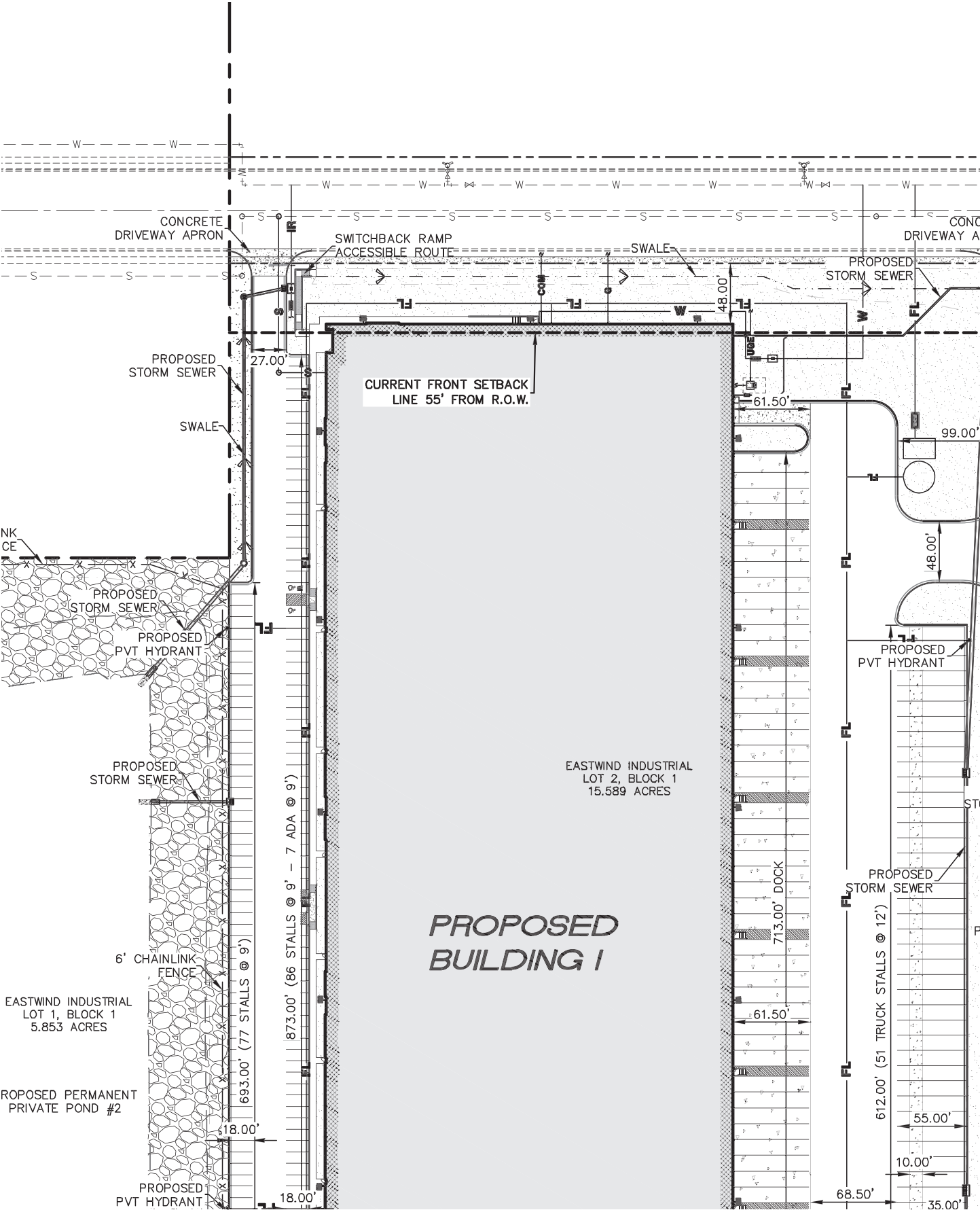
Job # 284-044  
503 Zamora Road, Suite B-7 • El Paso, TX 79903

SHEET 2 OF 2



bioRxiv preprint doi: <https://doi.org/10.1101/2022.05.11.491474>; this version posted May 11, 2022. The copyright holder for this preprint (which was not certified by peer review) is the author/funder, who has granted bioRxiv a license to display the preprint in perpetuity. It is made available under aCC-BY-NC-ND 4.0 International license.

# VARIANCE REQUEST (ENLARGED)





# VARIANCE REQUEST

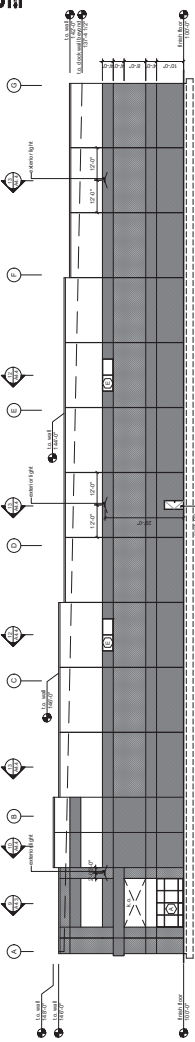
DAVIDSON  
ARCHITECTS



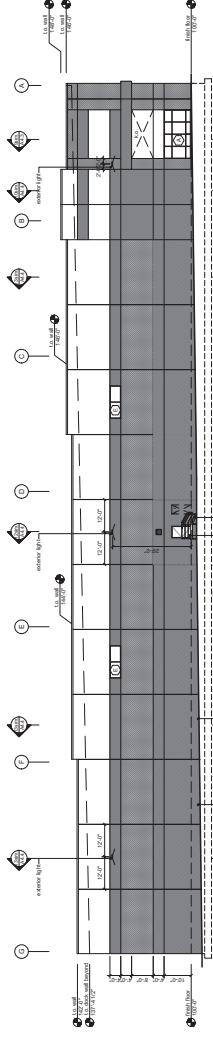
a new development for  
Flint Eastwind - Building 1  
Interstate 10 and Eastwind Avenue  
El Paso, Texas

DATE: 01/11/2023  
BY: [Signature]  
DWG: [Signature]

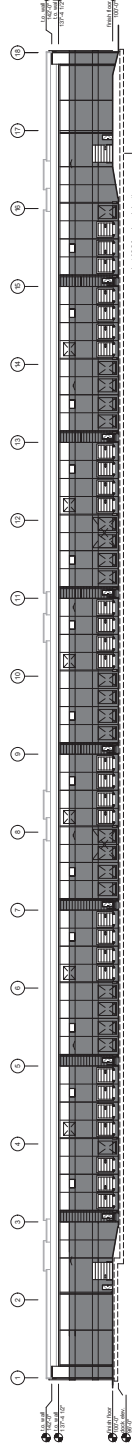
A3-1  
[Signature]  
20862



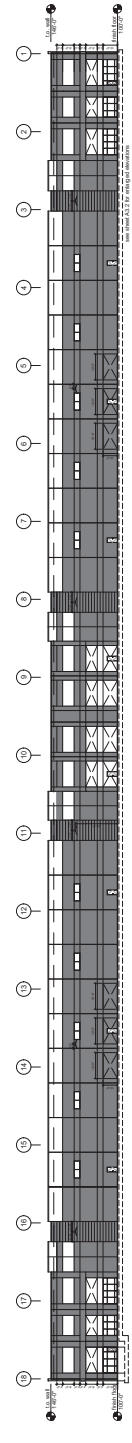
1 West Elevation  
Scale: 1/16" = 1'-0"



2 East Elevation  
Scale: 1/16" = 1'-0"



3 South Elevation  
Scale: 1/16" = 1'-0"



4 North Elevation  
Scale: 1/16" = 1'-0"

## Exterior Materials and Finishes:

- Exterior Walls: 1. 8" CMU, 2. 8" CMU, 3. 8" CMU, 4. 8" CMU, 5. 8" CMU, 6. 8" CMU, 7. 8" CMU, 8. 8" CMU, 9. 8" CMU, 10. 8" CMU
- Roof: 1. 1/2" Gypsum Board, 2. 1/2" Gypsum Board, 3. 1/2" Gypsum Board, 4. 1/2" Gypsum Board, 5. 1/2" Gypsum Board, 6. 1/2" Gypsum Board, 7. 1/2" Gypsum Board, 8. 1/2" Gypsum Board, 9. 1/2" Gypsum Board, 10. 1/2" Gypsum Board
- Windows: 1. 1/2" Gypsum Board, 2. 1/2" Gypsum Board, 3. 1/2" Gypsum Board, 4. 1/2" Gypsum Board, 5. 1/2" Gypsum Board, 6. 1/2" Gypsum Board, 7. 1/2" Gypsum Board, 8. 1/2" Gypsum Board, 9. 1/2" Gypsum Board, 10. 1/2" Gypsum Board
- Doors: 1. 1/2" Gypsum Board, 2. 1/2" Gypsum Board, 3. 1/2" Gypsum Board, 4. 1/2" Gypsum Board, 5. 1/2" Gypsum Board, 6. 1/2" Gypsum Board, 7. 1/2" Gypsum Board, 8. 1/2" Gypsum Board, 9. 1/2" Gypsum Board, 10. 1/2" Gypsum Board



**CITY OF SOCORRO  
CITY COUNCIL MEETING  
DATE: JANUARY 25, 2024  
FINAL PLAT APPLICATION  
STAFF REPORT**

**SUBJECT:**

**INTRODUCTION FIRST READING AND CALLING FOR A PUBLIC HEARING OF AN ORDINANCE APPROVING A FINAL PLAT FOR HORIZONE SUBDIVISION, BEING A PORTION OF TRACT 24E, BLOCK 9, SOCORRO GRANT, SOCORRO, TX.**

**NAME:** HORIZONE SUBDIVISION

**PROPERTY ADDRESS:** 10517 ALAMEDA AVE.

**PROPERTY LEGAL DESCRIPTION:** A PORTION OF TRACT 24E, BLOCK 9, SOCORRO GRANT, SOCORRO, TX

**PROPERTY OWNER:** HORIZONE PROPERTIES, LLC.

**REPRESENTATIVE:** HORIZONE PROPERTIES, LLC.

**PROPERTY AREA:** 3.76 ACRES

**CURRENT ZONING:** M-1 (LIGHT INDUSTRIAL)

**CURRENT LAND USE:** COMMERCIAL

**FUTURE LAND USE MAP:** COMMERCIAL

**FLOOD MAP:** According to the Flood Insurance Rate Maps, the referenced property lies within Zone X; (Community Panel # 480212 0250-B /FEMA, September 4, 1991).

**SUMMARY OF REQUEST:** Request is for approval of the Final Plat for Horizone Subdivision.

**STAFF RECOMMENDATION:** Staff recommends **APPROVAL** of the Final Plat.

**P&Z COMMISSION:** Commission voted for **APPROVAL** of the Preliminary Plat at their November 21, 2023 meeting.

Commission voted for **APPROVAL** of the Final Plat at their January 16, 2024 meeting.



**Ivy Avalos**  
Mayor

**Ruben Reyes**  
Representative  
At Large

**Cesar Nevarez**  
District 1



**Alejandro Garcia**  
District 2

**Rudy Cruz, Jr.**  
District 3 / Mayor Pro Tem

**Yvonne Colon-Villalobos**  
District 4

**Adriana Rodarte**  
City Manager

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

**AN ORDINANCE APPROVING FINAL PLAT FOR HORIZONE SUBDIVISION BEING A PORTION OF TRACT 24E, BLOCK 9, SOCORRO GRANT, SOCORRO, TEXAS.**

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

That the Horzone Subdivision, being a portion of Tract 24E, Block 9, Socorro Grant, Socorro, Texas. has been granted Final Plat approval as per the Subdivision Ordinance of the City of Socorro, Texas

**READ, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

CITY OF SOCORRO, TEXAS

\_\_\_\_\_  
Ivy Avalos, Mayor

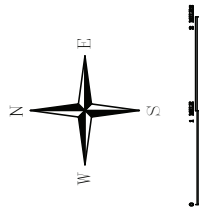
ATTEST:

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

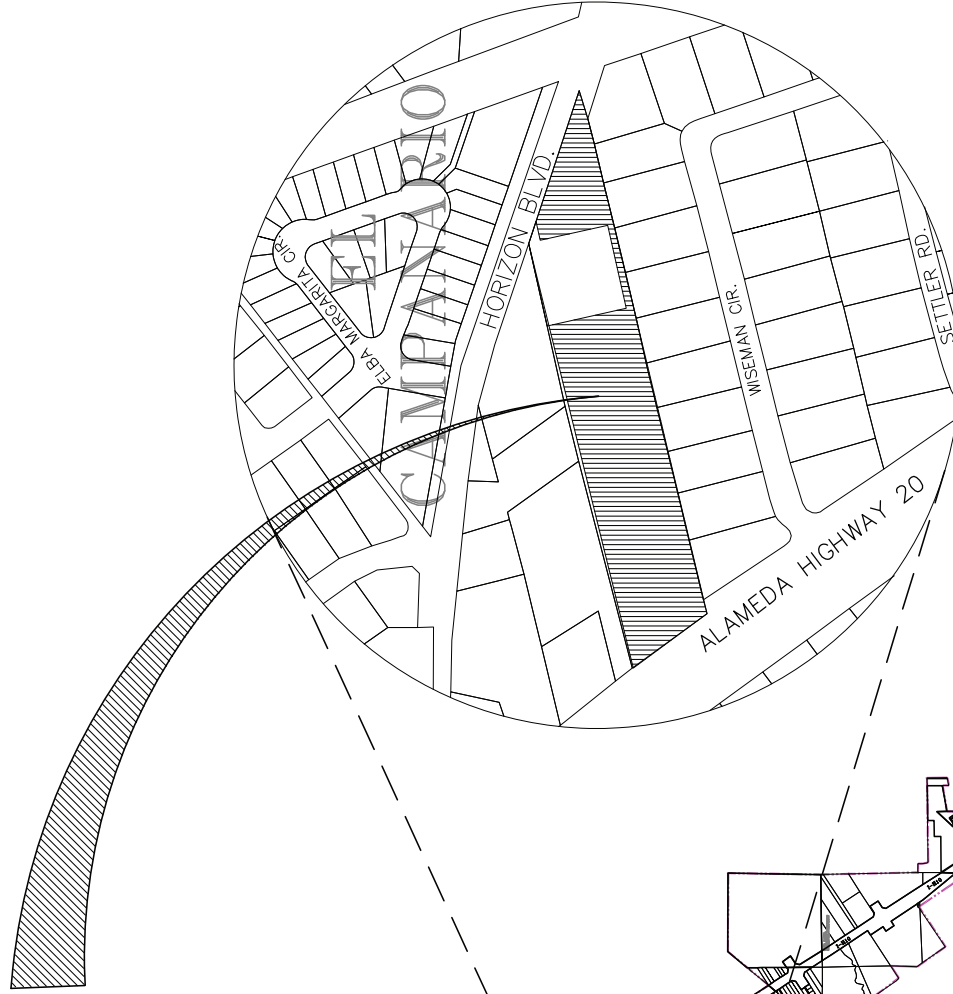
APPROVED AS TO FORM:

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

# LOCATION MAP



PROJECT SITE;  
10517 Alameda Ave.  
Tr.24-E, Block- 9  
Socorro Grant



CITY OF SOCORRO

## LOCATION MAP

Scale: AS SHOWN

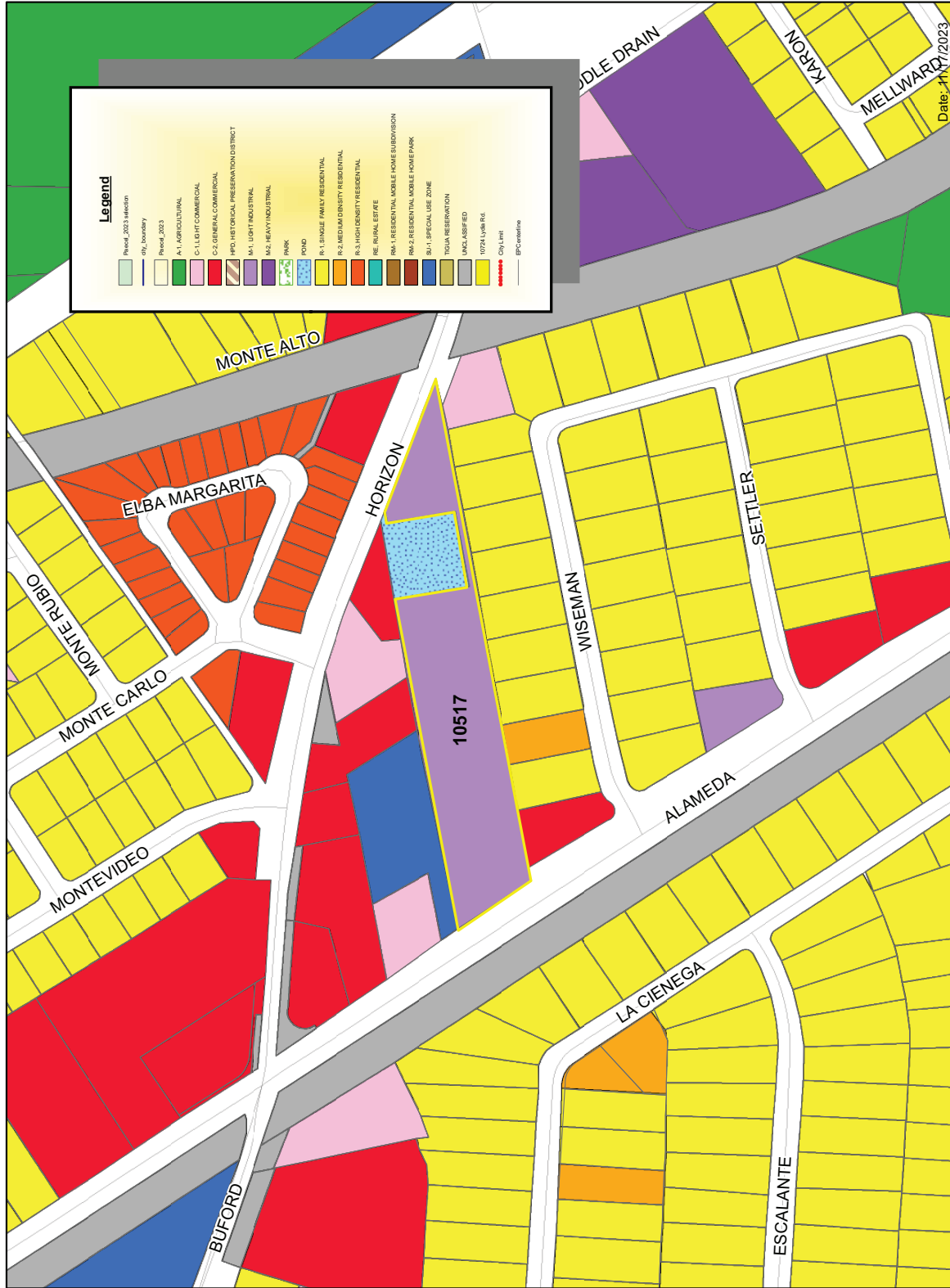
## Planning and Zoning Department

860 N. Rio Vista Socorro, Texas 79927  
Tel. (915) 872-8531 Fax (915) 872-8673



# ZONING MAP

Zoning Map 10517 Alameda Ave..



# SITE PICTURES

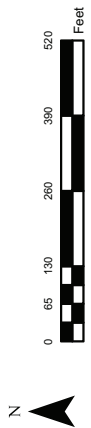
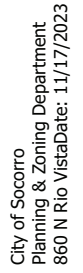
View of property from Alameda Ave.



View of property from Horizon Blvd.





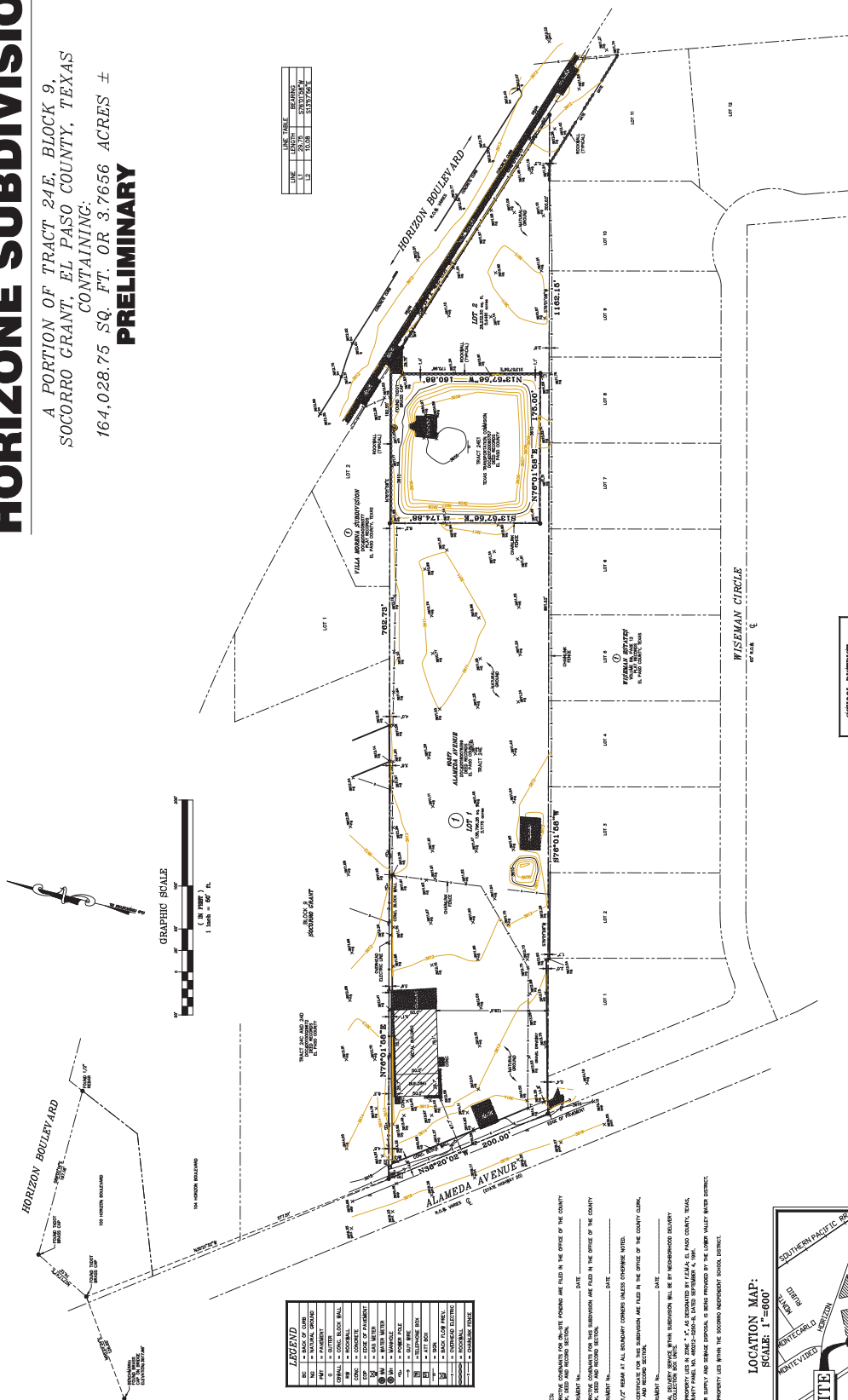
[illegible]



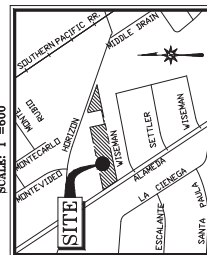
## HORIZONE SUBDIVISION

**PRELIMINARY**  
164,028.75 S<sup>Q</sup>. FT. OR 3.7656 ACRES ±  
CONTAINING:  
A PORTION OF TRACT 24E, BLOCK 9,  
SOCORRO GRANT, EL PASO COUNTY, TEXAS

LINE TABLE		
LINE	LENGTH	BEARING
L1	29.75	S76°01'38"W
L2	10.08	S135°57'56"E



LEGEND	
BC	BACK OF COMB
NO	NATURAL GROUND
PMT	PAVEMENT
0	GUTTER
SEWALL	SEW. CONC. BLOCK WALL
RM	ROOMWALL
CONC	CONCRETE
EDG	EDGE OF PAVEMENT
GA	GRASS
W	WATER
WM	WATER METER
MANH	MANHOLE
POLE	POWER POLE
WIRE	UTILITY WIRE
TELEPHONE BOX	TELEPHONE BOX
ATT BOX	ATT. BOX
SEAK	SEAK
BACK FLOW PREH.	BACK FLOW PREH.
OVERHEAD ELECTRIC	OVERHEAD ELECTRIC
ROOMWALL	ROOMWALL
CHARLANK FEN.	CHARLANK FEN.

[illegible]

**CAD**  
**CONSULTING COMPANY**  
1790 LEE TRIVINO DRIVE SUITE 309  
EL PASO, TEXAS 79936  
TEL (915) 633-6422 FAX (915) 633-6424

**SURVEYOR:**  
**ROAD CONSULTING CO.**  
**CARLOS M. JIMENEZ**  
**790 N. LEE TREVINO**  
**EL PASO, TEXAS 79936**  
**PHONE: (915) 633-6422**

**OWNER/DEVELOPER:**  
HORIZONE PROPERTIES LLC.  
529 OSBORNE DRIVE  
SANUTILLO, TEXAS 79922  
PHONE: (915) 633-6422

CB# HORIZONE SUB. ML DATE OF PREPARATION: 02/14/2022

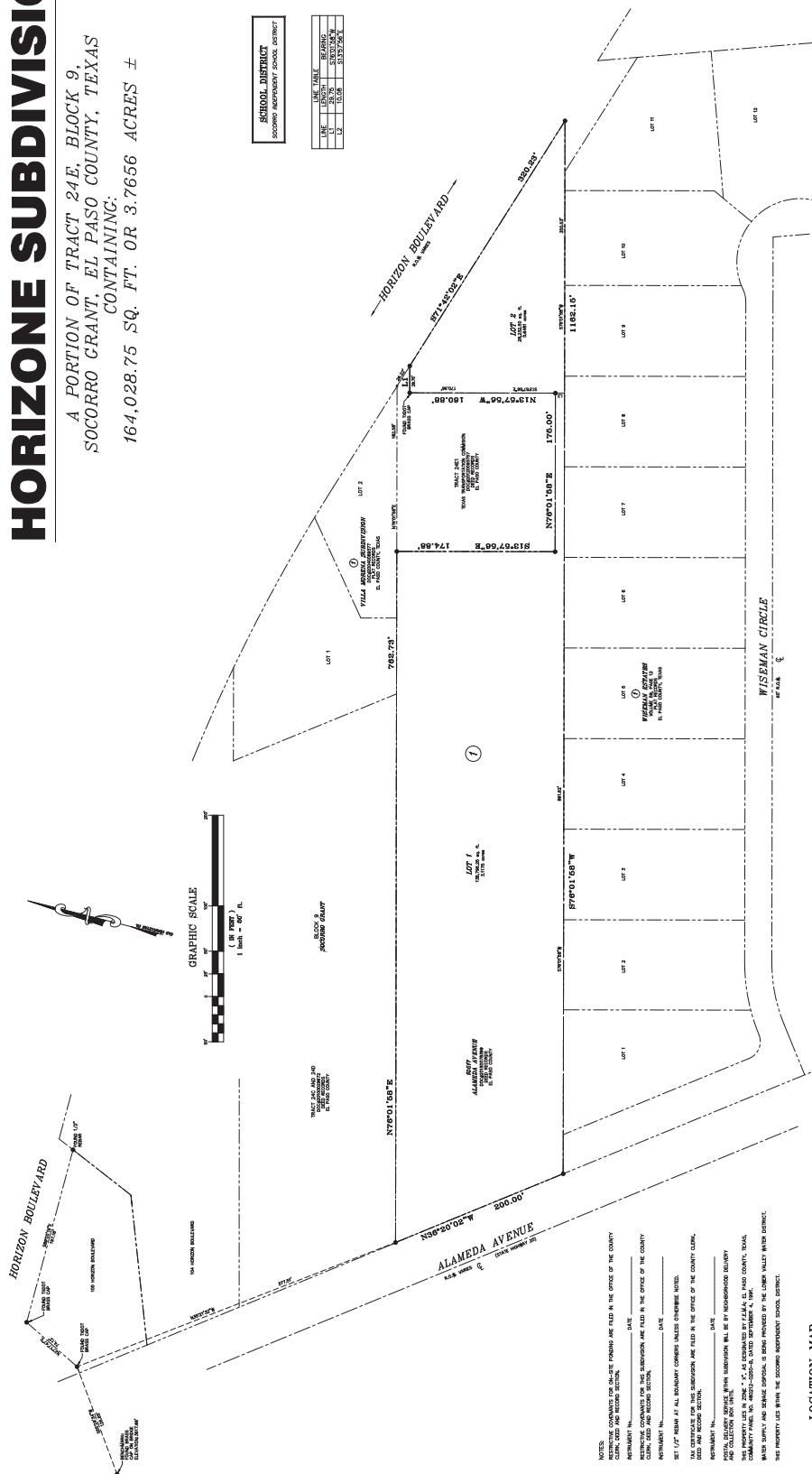


## HORIZONE SUBDIVISION

A PORTION OF TRACT 24E, BLOCK 9,  
SOCORRO GRANT, EL PASO COUNTY, TEXAS  
CONTAINING:  
164,028.75 SQ. FT. OR 3.7656 ACRES ±

**SCHOOL DISTRICT**  
SOCORRO INDEPENDENT SCHOOL DISTRICT

LINE TABLE	
LINE	LENGTH
L1	29.75
L2	10.08



NOTES: RESTRICTIVE COVENANTS FOR ON-SITE PARKING ARE FILED IN THE OFFICE OF THE COUNTY CLERK, IN INDEMNITY NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

RESTRICTIVE COVENANTS FOR THIS SUBDIVISION ARE FILED IN THE OFFICE OF THE COUNTY CLERK, IN INDEMNITY NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

RESTRICTIVE COVENANTS FOR THIS SUBDIVISION ARE FILED IN THE OFFICE OF THE COUNTY CLERK, IN INDEMNITY NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

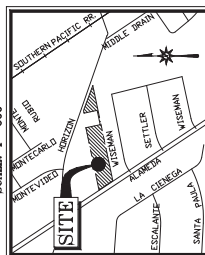
SET 1/7' REEFS IF ALL BOUNDARY CORNERS UNLESS OTHERWISE NOTED.

THIS CERTIFICATE FOR THIS SUBDIVISION IS FILED IN THE OFFICE OF THE COUNTY CLERK, IN INDEMNITY NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

POSTAL DELIVERY SERVICE (IN THIS SUBDIVISION WILL BE BY NEIGHBORHOOD DELIVERY AND COLLECTION FOR THE MAIL) IS PROVIDED BY U.S. MAIL, IN PLANO COUNTY, TEXAS. THE MAILING ADDRESS FOR THE SUBDIVISION IS: 10000 W. 10TH STREET, SUITE 100, PLANO, TEXAS 75075. THE MAILING ADDRESS FOR THE SUBDIVISION IS: 10000 W. 10TH STREET, SUITE 100, PLANO, TEXAS 75075.

MAILS SUPPLY AND SERVICE DISCOUNT IS BEING PROVIDED BY THE LOWER VALLEY WATER DISTRICT.

LOCATION MAP:  
SCALE: 1"=600'



CE# HORIZONE S.B. WL DATE OF PREPARATION: 02/14/2022

ACKNOWLEDGEMENT

STATE OF TEXAS

STATE OF NEW YORK COUNTY OF EL PASO

JOSEPH W. ME, the undersigned authority, on this \_\_\_\_\_ day personally appeared JKA Properties LLC, a limited liability company organized under the laws of the State of New York, known to me to be the person whose name is subscribed to the foregoing instrument, who, being by me first duly sworn, declared that the statements therein are true and correct and acknowledged that he executed the same for the purposes and consideration thereby expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Witness our signature this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

HORIZON PROPERTIES LLC 01/20/2017

Mortuary Public In and for El Paso County

**C&P CONSULTING COMPANY**  
1790 LEE TREVINO DRIVE SUITE 309  
EL PASO, TEXAS 79936  
TEL(915) 633-6422 FAX(915) 633-6404

OWNER/DEVELOPER:  
HORIZONE PROPERTIES LLC.  
529 OSBORNE DRIVE  
SAN ANTONIO, TEXAS 78222  
PHONE: (915) 633-6422

**SURVEYOR:**  
**LEAD CONSULTING CO.**  
**CARLOS M. JIMENEZ**  
**1790 N. LEE TREVINO**  
**EL PASO, TEXAS 79936**  
**PHONE: (915) 633-6422**

CITY OF SODDARO PLANNING DEPARTMENT

City Planner Secretary

CITY OF SOCORRO

THE UNDERSIGNED CERTIFY that this plat of Bauman Estates Unit Two Replat "K" was  
 prepared and approved by the City of Socorro on \_\_\_\_\_ day of \_\_\_\_\_, 2021 A.D.  
 UNDER TEXAS LOCAL GOVERNMENT CODE 212.009 (c)

NAME OF THE CHIEF OF BUREAU	DATE

Mayor of the City of Baltimore

10

Filed and recorded in the office of the County Clerk of El Paso County,  
Texas, this \_\_\_\_\_ day of \_\_\_\_\_, 2022, A.D. in

County Clerk \_\_\_\_\_ By Deputy \_\_\_\_\_

This plot represents a survey made on the ground by me or under my supervision and complies with the current Texas Board of Professional Land Survey Professional and Technical Standards.

Carla M. Jimenez, R.P.L.S.  
Registered Professional Land Surveyor  
Texas License No. 3950



## CITY OF SOCORRO CITY COUNCIL MEETING

**DATE: JANUARY 25, 2024**

### **FINAL PLAT RESUBMISSION APPLICATION**

### **STAFF REPORT**

**SUBJECT:**

**INTRODUCTION FIRST READING AND CALLING FOR A PUBLIC HEARING OF AN ORDINANCE APPROVING A FINAL PLAT RESUBMISSION FOR SOCORRO LOGISTICS CENTER UNIT 2. BEING ALL OF TRACT 8, 9, 10A, AND 11C, AND A PORTION OF TRACT 10A1 AND 11C1, BLOCK 5, SOCORRO GRANT, SOCORRO, TX**

**NAME:** SOCORRO LOGISTICS CENTER UNIT 2 SUBDIVISION

**PROPERTY ADDRESS:** SOCORRO LOGISTICS LANE

**PROPERTY LEGAL DESCRIPTION:** BEING ALL OF TRACT 8, 9, 10A, AND 11C, AND A PORTION OF TRACT 10A1 AND 11C1, BLOCK 5, SOCORRO GRANT, SOCORRO, TX

**PROPERTY OWNER:** HUNT EASTLAKE INDUSTRIAL, LLC. & SOCORRO LOGISTICS LAND, LLC.

**REPRESENTATIVE:** JORGE GRAJEDA | CEA GROUP

**PROPERTY AREA:** 60.74 ACRES

**CURRENT ZONING:** IC-MUD

**CURRENT LAND USE:** VACANT

**FLOOD MAP:** According to the Flood Insurance Rate Maps, the referenced property lies within Zone X; (Community Panel # 480212 0236-B/ FEMA, September 4, 1991).

**SUMMARY OF REQUEST:** Request is for approval of the Final Plat Resubmission for Socorro Logistics Center Unit 2

**STAFF RECOMMENDATION:** The Socorro Logistics Center Unit 2 Final Plat was **APPROVED** by City Council on December 1, 2022.

Staff recommends **APPROVAL** of the Socorro Logistics Center Unit 2 Final Plat Resubmission.

**P&Z COMMISSION:** Commission voted for a **APPROVAL** of the Rezoning request at their January 16, 2024 meeting.



**Ivy Avalos**  
Mayor

**Ruben Reyes**  
Representative  
At Large

**Cesar Nevarez**  
District 1



**Alejandro Garcia**  
District 2

**Rudy Cruz, Jr.**  
District 3 / Mayor Pro Tem

**Yvonne Colon-Villalobos**  
District 4

**Adriana Rodarte**  
City Manager

## ORDINANCE \_\_\_\_\_

**AN ORDINANCE APPROVING FINAL PLAT FOR SOCORRO LOGISTICS CENTER #2, BEING A PORTION OF TRACTS 8, 9, 10A, AND 11C, AND A PORTION OF TRACTS 10A1 AND 11C1, BLOCK 5, SOCORRO GRANT, SOCORRO GRANT, SOCORRO, TEXAS.**

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

That the Horizonte Subdivision, being a portion of Tracts 8, 9, 10A, and 11C and a portion of Tracts 10A1 and 11C1, Block 5, Socorro Grant, Socorro, Texas. has been granted Final Plat approval as per the Subdivision Ordinance of the City of Socorro, Texas

**READ, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

CITY OF SOCORRO, TEXAS

\_\_\_\_\_  
Ivy Avalos, Mayor

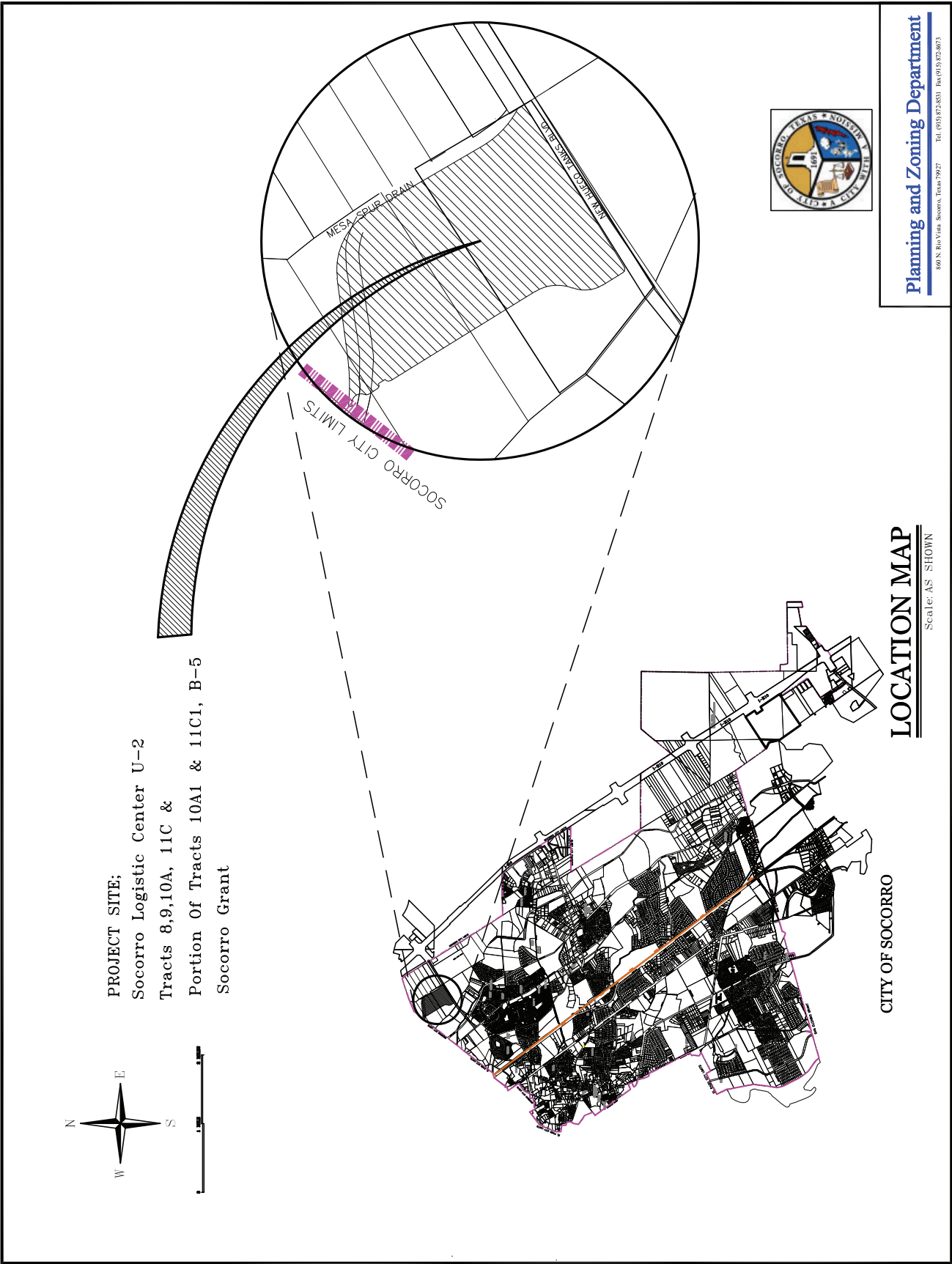
ATTEST:

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

APPROVED AS TO FORM:

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

# LOCATION MAP





# PROPERTY PICTURES



Views of property from Socorro Logistics Ln.



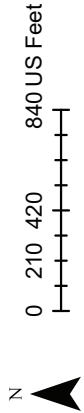


# AERIAL IMAGE

Socorro Logistics Center Unit 2



City of Socorro  
Planning & Zoning  
860 N. Rio Vista Rd.  
Socorro, TX 79927





# MASTER PLAN (ORIGINAL SUBMISSION)



**PSRBB**  
**INDUSTRIAL GROUP, INC.**  
1845 NORTHWESTERN SUITE "A"  
EL PASO, TEXAS 79902  
(915) 877-2030 (f/c)  
(915) 877-2888 (fax)

**SOCORRO LOGISTICS CENTER MASTER PLAN**  
DATE: 08-10-21  
SCALE: 1" = 400'-0"  
21404-G-MP8.DWG

**TPAGROUP**  
1776 PEACHTREE STREET, NW | SUITE 100 | ATLANTA, GA 30309

[illegible]



# FINAL PLAT (SHEET 2 OF 2 - ORIGINAL SUBMISSION)

## SOCORRO LOGISTICS CENTER

### UNIT TWO

BEING ALL OF TRACT 8, 9, 10A AND 11C,  
AND A PORTION OF TRACT 10A1 AND 11C1,  
BLOCK 5, SOCORRO GRANT,  
CITY OF SOCORRO, EL PASO COUNTY, TEXAS.  
CONTAINING 60.74± ACRES  
(SHEET 2 OF 2)

LINE TABLE			
LINE	BEARING	LENGTH	
L1	N30728.22°W	188.27'	
L2	N30729.58°W	60.00'	
L3	N30729.58°W	80.56'	
L4	N45501.44°W	27.96'	
L5	S39502.22°E	57.63'	

CURVE TABLE					
CURVE	RADIUS	LENGTH	TANGENT	CHORD	BEARING
C1	30.00'	47.10'	28.98'	42.41'	N7527.12°W
C2	270.00'	249.36'	134.37'	240.59'	N64007.05°W
C3	330.00'	304.84'	164.08'	293.85'	N63399.42°W
C4	30.00'	47.12'	30.00'	42.43'	N1154.02°E
C5	30.00'	47.12'	30.00'	42.43'	N7529.58°W
C6	35.00'	32.85'	17.75'	31.66'	N6332.37°W
C7	75.00'	168.04'	125.06'	135.03'	N40290.20°W
C8	1897.69'	416.51'	209.10'	415.67'	N89533.03°E
C9	525.00'	618.34'	305.68'	583.21'	S62417.45°E
C10	733.00'	418.30'	215.02'	412.65'	S45161.11°E
C11	216.00'	28.74'	14.89'	29.71'	S62307.60°W
C12	530.00'	223.94'	113.66'	222.27'	S77167.81°W
C13	560.00'	19.25'	9.63'	19.25'	N62477.28°E
C14	500.00'	21.26'	107.23'	209.69'	S77167.81°W
C15	590.00'	54.76'	27.40'	54.74'	N88107.02°E
C16	525.00'	244.66'	124.59'	242.45'	N42103.91°W
C17	525.00'	273.62'	139.99'	270.53'	N85307.37°W
C18	560.00'	236.61'	120.10'	234.86'	S77167.81°W



FINAL PLAT



INSET

LINE TABLE			
LINE	BEARING	LENGTH	
L6	S59317.27°W	1.00'	
L7	N09234.81°E	6.07'	

CURVE TABLE					
CURVE	RADIUS	LENGTH	TANGENT	CHORD	BEARING
C19	30.00'	23.67'	15.99'	28.62'	S57500.81°E
C20	30.00'	22.00'	13.40'	24.46'	S4422.02°E



SCALE: 1"=400'

LOCATION MAP

1"=400'

1"=400'

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# MASTER PLAN (UPDATED)



PSRBB

**TPA GROUP**  
1776 PEACHTREE STREET, NW | SUITE 100 | ATLANTA, GA 30309

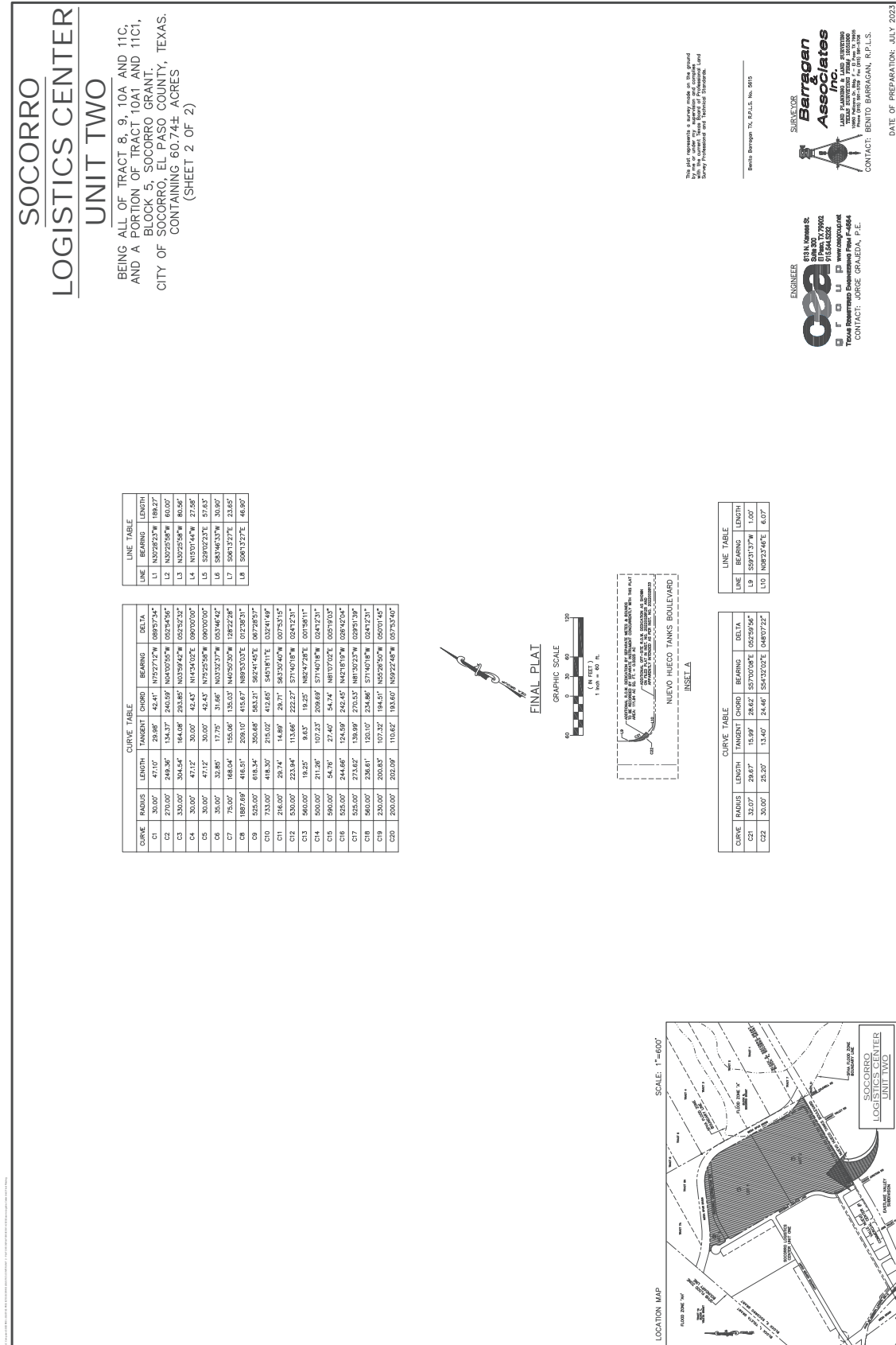
## SOCORRO LOGISTICS CENTER MASTER PLAN

SCALE: 1" = 400'-0"

1845 NORTHWESTERN AVENUE, SUITE 200  
EL PASO, TEXAS 79912  
(915) 877-2000  
(915) 877-2008 FAX



[illegible]





*Ivy Avalos*  
Mayor

*Ruben Reyes*  
At Large

*Cesar Nevarez*  
District 1



*Alejandro Garcia*  
District 2 /Mayor ProTem

*Rudy Cruz, Jr.*  
District 3 / Mayor ProTem

*Yvonne Colon-Villalobos*  
District 4

*Adriana Rodarte*  
City Manager

**DATE:** January 18, 2024

**TO:** Mayor & Council

**CC:** Adriana Rodarte, City Manager

**FROM:** Lorraine Quimiro, City Planner Development Director

**SUBJECT: INTRODUCTION, FIRST READING, AND CALLING FOR A PUBLIC HEARING OF AN ORDINANCE TO AMEND CHAPTER 2 ADMINISTRATION, ARTICLE IV. BOARDS, COMMISSIONS, AGENCIES AND AUTHORITIES, DIVISION 8. BUILDING AND STANDARDS COMMISSION, SECTION 2-276 MEMBERS AND TERMS.**

**SUMMARY**

This Ordinance amendment reconciles a discrepancy with the number of board members and their appointment. The ordinance calls for seven member but only account for the appointment of six members.

**BACKGROUND**

Staff direction was to prepare draft bylaws for the Building and Standards Commission so they may be called upon to meet if needed. In reviewing the ordinance the discrepancy was brought to our attention.

**STATEMENT OF THE ISSUE**

The ordinance calls for a panel of seven members made up of five (5) regular members and two alternates. Staff recommends that the regular member appointment be one member per City Representative and that Mayor appoint the two alternates.

**FINANCIAL IMPACT**

None

**ALTERNATIVE**

Deny

**NO APPROVE**

**STAFF RECOMMENDATION:**

Staff Recommends Approval.

**Ivy Avalos**  
Mayor

**Ruben Reyes**  
At Large

**Cesar Nevarez**  
District 1



**Alejandro Garcia**  
District 2

**Rudy Cruz Jr.**  
District 3 / Mayor Pro-Tem

**Yvonne Colon-Villalobos**  
District 4

**Adriana Rodarte**  
City Manager

---

## ORDINANCE \_\_\_\_\_

### AN ORDINANCE TO AMEND CHAPTER 2 ADMINISTRATION, ARTICLE IV. BOARDS, COMMISSIONS, AGENCIES AND AUTHORITIES, DIVISION 8. BUILDING AND STANDARDS COMMISSION, SECTION 2-276 - MEMBERS AND TERMS.

WHEREAS the City of Socorro desires to and believes it is in the best interest of the City to amend Chapter 2 Administration, Article IV. Boards, Commissions, Agencies and Authorities, Division 8. Building And Standards Commission, Section 2-276 - Members and Terms, for the safety, general welfare, and health of the residents within the City of Socorro, Texas.

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

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

#### DIVISION 8. Building And Standards Commission

##### Sec. 2-276. Members and terms.

The buildings and standards commission shall consist of one panel of seven members. The members of the buildings and standards commission shall serve for terms of two years. Two alternate members ~~shall~~ may also be appointed to serve for terms of two years. The members of the buildings and standards commission and alternates shall be appointed ~~by the mayor and city representatives places 1, 2, 3, 4, and 5~~ in the following manner: each member of council shall appoint one commission member and the mayor shall appoint two. No members of the city council may serve on the buildings and standards commission. A member of the buildings and standards commission may be removed by city council for cause on a written charge. Before a decision regarding removal is made, the city council must hold a public hearing on the matter if requested by the commission member subject to removal. The vacancy shall be filled for the unexpired term by the city council representative for the district for the removed commission member.

(Ord. No. 378, § 2, 10-15-2015; Ord. No. 445, § 2, 8-16-2018)



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

**READ, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

CITY OF SOCORRO, TEXAS

\_\_\_\_\_  
Ivy Avalos, Mayor

ATTEST:

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

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

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

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

Introduction and First Reading: \_\_\_\_\_, 2024

Second Reading and Adoption: \_\_\_\_\_, 2024

*Ivy Avalos*  
Mayor

*Ruben Reyes*  
At Large

*Cesar Nevarez*  
District 1



*Alejandro Garcia*  
District 2

*Rudy Cruz, Jr*  
District 3 / Mayor Pro Tem

*Yvonne Colon-Villalobos*  
District 4

**Date:** January 22, 2024

**To:** Mayor and Council

**From:** Carol Candelaria, HR Director

**Subject:** *Introduction, First Reading and Calling for a Public Hearing* of an Ordinance of the City of Socorro, Tx. adopting an amended Ordinance 186 of the Civil Service Commission for the City of Socorro, Tx. Amendment No. 6

### **SUMMARY**

This action is to approve the amendment to Ordinance 186 Amendment No. 5.

- **Section XV: Special Provision Item K**
- **Section XIX : Resignation Item A, B, C, D**

### **STATEMENT OF THE ISSUE**

#### **Section XV: Special Provision Item K**

This action is allowing the City Manager to extend temporary promotion due to the absence of an employee due to sickness, disability, or other approved absence(s).

#### **Section XIX: Resignation Item A, B, C**

This action allows the City Manager to approve or deny the rescission of an employee's resignation.

### **FINANCIAL IMPACT**

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

**05 Funding Source: General Fund**

**Amount:**



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

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

**ALTERNATIVE**

N/A

**STAFF RECOMMENDATION**

Human Resources is recommending the approval of the amendment to Ordinance 186 Amendment No.5 Section XV Letter (K) and Section XIX , Letter A, B, C, & D

**REQUIRED AUTHORIZATION**

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

**Ivy Avalos**  
Mayor

**Ruben Reyes**  
At Large

**Cesar Nevarez**  
District 1



**Alejandro Garcia**  
District 2

**Rudy Cruz Jr.**  
District 3 / Mayor ProTem

**Yvonne Colon - Villalobos**  
District 4

**Adriana Rodarte**  
City Manager

## ***Amendment No. 6***

## ***Ordinance 186***

**AN ORDINANCE OF THE CITY OF SOCORRO, TEXAS ADOPTING AN AMENDED ORDINANCE NO. 186 OF THE CIVIL SERVICE RULES AND REGULATIONS FOR CIVIL SERVICE SYSTEM AND FOR THE CIVIL SERVICE COMMISSION FOR THE CITY OF SOCORRO, TEXAS AMENDMENT NO.6**

***WHEREAS**, the City Council has determined that it is necessary to amend an update the City's Civil Service Rules and Regulations as set forth in Ordinance 186 Amendment No. 5, revised December 18, 2014.*

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

### **SECTION 1. FINDINGS**

That the matters and facts stated in the preamble hereof be, and same hereby, found and adjudicated to be true and correct.

### **SECTION 2. AMENDED CIVIL SERVICE REGULATIONS ORDINANCE 186.**

That Ordinance No. 186 revised February \_\_\_\_, Amendment No. 6 for the City of Socorro, which is attached hereto as Exhibit A and incorporated herein for all purposes, is hereby approved and adopted by the City Council to be effective immediately.

### **SECTION 3. REPEAL OF CONFLICTING ORDINANCES**

That all Ordinances of the City of Socorro, or parts thereof, that conflict with this Ordinance are, to the extent of said conflict, hereby repealed, but only to the extent of said conflict.

### **SECTION 4. EFFECTIVE DATE**

This Ordinance shall be in full force and effect from the date of adoption and shall become part of the City Code.



**SECTION 5. PREREQUISITES**

That this Ordinance was duly enacted with all requisites and formalities incident thereto the enactment of ordinance and any existing ordinance or amendments is hereby repealed and such is evidence by the below signatures.

***PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF  
SOCORRO, TEXAS.***

*This \_\_\_\_\_ day of \_\_\_\_\_, 2024.*

\_\_\_\_\_  
*Ivy Avalos, Mayor*

***ATTEST:***

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

***Introduction and First Reading: January 25, 2024***

***Second Reading and Adoption: \_\_\_\_\_***

CITY OF SOCORRO, TEXAS  
CIVIL SERVICE REGULATIONS  
ORDINANCE 186  
AMENDMENTS

**Exhibit “A” To Ordinance 186 Amendment 6**



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## I. PURPOSE

Pursuant to Article XI of the Socorro City Charter, the City Council has established a Civil Service System for the benefit of the employees and the City of Socorro. The Civil Service System shall be governed by the regulations set forth in this ordinance.

## II. CIVIL SERVICE COMMISSION FUNCTIONS, DUTIES, PROCEDURES, AND RULES

- A. **Duties:** The Commission shall hold regular meetings (at least once a month) on a day prescribed by the Commission. Special meetings shall be held as required for the proper discharge of the duties of the Commission. Special meetings may be called only by written order of the Chairman or by any three members of the Commission. Due notice of all meetings shall be given in accord with the Texas Open Meetings Act.

It shall be the duty of the Commission to:

- A. Hear and determine appeals or complaints by or concerning members of the classified service that fall within the commissioners' jurisdiction as established by this ordinance.
  - B. Appoint and replace hearing officers as necessary and appropriate.
  - C. Adopt rules for holding meetings and conducting hearings that are not inconsistent with this ordinance or the jurisdiction of the Commission. Staff shall assist the Commission to properly post notice of meetings, maintain minutes of all meetings, and records of all hearings conducted before the Commission.
- B. **Quorum:** Four (4) members of the Civil Service Commission will constitute a quorum.
- C. **Jurisdiction:** The Commission shall have limited jurisdiction which shall include the authority to conduct hearings and render appropriate decisions regarding the following matters:
- 1. Administration of testing and qualification of candidates for positions in the classified services.
  - 2. Hear grievances and appeals and render fair and equitable remedies, having due regard for the interests of the City and the non-probationary classified employees in the following instances: Jurisdiction for grievance and appeals is limited to non-probationary classified employees.
    - a. Demotion or reassignment where the employee's regular salary is reduced.
    - b. Suspension without pay for a period exceeding three (3) days, or any suspension without pay that exceeds six (6) month period. The Commission does not have jurisdiction over suspensions without pay for three or fewer days or suspensions without pay that do not exceed six (6) days in any six (6) month period.



- c. Termination
  - d. Appeals related to testing and management of eligibility lists as provided in this Ordinance.
  - e. Other matters as referred for decision or recommendation by the City Council of the City of Socorro.
- 3. All complaints, appeals, or grievances must be filed with the HR Director, on official forms supplied by the HR Director, within ten (10) days of the event or action complained of. If this Ordinance or any other ordinance provides a shorter period of time for an appeal or complaint related to a particular matter, the shorter time shall apply to that matter.
  - 4. Jurisdiction with respect to the Chief of Police is set forth in Section III. D. of this Ordinance.
  - 5. All matters not within the limited jurisdiction of the Commission are within the authority of the City Manager and/or the City Council.

**D. Qualifications:** Members of the Commission must be residents of the City at the time of their appointment and remain a resident of the City throughout their term of office. No Commissioner may hold any salaried public office or other employment compensated by the City or any entity funded in whole or in part by the City, and any violation of this provision shall be deemed malfeasance in office and cause for removal therefrom. At least two Commissioners must hold or have retired from positions other than managerial or professional. No more than three Commissioners may be former City employees or officers, and any such Commissioners are not eligible for appointment until one year following separation from any employment or office with the City. Any Commissioner may be either actively employed or retired.

**E. Seats 7 Members:** Members shall be selected by members of City Council and Mayor, to hold the following positions:

Place 1 ----- District 1  
Place 2 ----- District 2  
Place 3 ----- District 3  
Place 4 ----- District 4  
Place 5 ----- District 5  
Place 6 ----- Mayor  
Place 7 ----- Mayor

**F. Terms 4-year terms:** The City Council may by separate order, either reappoint the entire Commission as of the date of this amendment or adjust the terms of current commission members to provide for initial terms to establish a system of staggered terms. The initial terms for these positions will be as follows:

Place 1 initial terms expires December 1, 2026  
Place 2 initial terms expires December 1, 2026  
Place 3 initial terms expires December 1, 2026  
Place 4 initial terms expires December 1, 2026  
Place 5 initial terms expires December 1, 2026  
Place 6 initial terms expires December 1, 2026

Place 7 initial terms expires December 1, 2026

Persons appointed to fill positions after the initial terms shall serve full four (4) year terms.

- G. Replacement/Removal:** Commission members may be removed by the nominating members of City Council for any reason at any time by posting the removal and announcing same into the record of any City Council meeting.
- H. Organization:** At the first meeting in December of each year, the Commission shall elect from its membership a Chairman and Vice Chairman. The Commission shall select a Secretary who may, or may not, be a member of the Commission. The Chairman and all members of the Commission may vote on all matters coming before the Commission unless the member is prohibited from doing so by a conflict of interest as provided herein.
- I. Conflict of Interest:** No member of the Commission shall take any part in, or vote, on any matter involving an employee related to the commission member within the second degree by affinity or third degree by consanguinity.
- J. Term Limits:** Commissioners serving consecutive terms shall be limited to two full successive terms, regardless of the date of their original appointments. No person may serve as a member on the Commission for more than a total of ten years throughout their lifetime and no person may be appointed as a member on the Commission if, serving out the full length of the term to which they would be appointed, would result in the person having more than a total of ten years of lifetime service.
- K. Staff:** The Director of Human Resources shall serve as Director of the Civil Service and provide staff assistance related to employee testing and qualifications; and the City Manager shall assign sufficient support staff and resources to permit the Commission to perform its duties. The City Attorney or an Assistant City Attorney shall serve as counsel to the Commission.
- L. Rules:**

  - 1. **Public Employees Right to Privacy.** The public interest in public meetings as set forth in the Texas Open Meetings Act (“TOMA”) and disclosure of minutes of open meetings as set forth in the Texas Public Information Act (“TPIA”) is expressly recognized. However, the employee’s rights to privacy under TOMA are also acknowledged. There are limited instances when a public employee may require that a hearing be held in public. The Commission can hear any proceedings in Executive Session as authorized by law. In any proceeding before the Commission which may otherwise be required to be public, the City, or any employee under the jurisdiction of the Commission, may request a closed meeting in Chambers to receive legal advice or in conformity with other exceptions in TOMA. After a closed hearing or meeting, the Commission will reconvene in open session and any vote will be made in open session.
  - 2. The Commission may adopt rules for hearing and meetings that are not consistent with this Ordinance, TOMA, and TPIA.
- M. Power to Subpoena Witnesses:** The Commission shall have the power to subpoena witnesses (excluding members of the City Council), require the production of evidence and administer oaths. The Council shall provide, by Ordinance, penalties



for contempt for failing or refusing to obey a subpoena, or to produce evidence, and shall have the power to punish any of these acts of contempt in the manner provided in the Ordinance. Costs incident to actions under this section shall be borne by the party requesting the subpoena.

- N. **Civil Suits**: The Commission may prosecute all civil suits necessary for the proper enforcement of this Ordinance and the Rules of the Commission and defend all civil suits which may be brought against the Commission. The Commission may be represented in such suits by the legal staff of the City. Special Counsel may be employed in the event of conflict with the consent of the City Council.
- O. **Reports**: The Commission shall file with the Council an annual report on:
  - a. Recommendations for promoting efficiency in the public service;
  - b. Details of expenditures made; and
  - c. A summary of the work of the Commission.
- P. **Records**: Records of the Commission will be administered as permitted by the Texas Public Information Act.
- Q. **Non-Discrimination**: All personnel actions must be free of discrimination based on race, religion, color, nation origin, age, sex, or disability.
- R. **Hearing Officers**: The Commission may appoint hearing officers to hear appeals. Hearing officers will perform those duties and functions necessary to render a recommendation to the Commission on the matter in dispute. The hearing officers will serve at the Commission's pleasure and will not be classified. Reasonable compensation shall be paid by the City, as determined by the Commission, subject to City Council approval. Hearing Officers will be selected by the Commission on the basis of their knowledge, skills, training, and experience in the field of labor and employment law. Hearing Officer decisions will be advisory only. However, Hearing Officers will exercise independent judgement, which shall not be subject to the authority of the Commission or City Council.

### III. DIVISION OF THE CIVIL SERVICE

- A. **Division**: All offices and positions of trust or employment in the service of the City are hereby divided into the unclassified and classified services.
- B. **Unclassified Services**: The unclassified service shall include only the following positions:
  - 1. The City Attorney;
  - 2. City Manager;
  - 3. All department heads of the City of Socorro, including the following:
    - a. Human Resources / HR Director;
    - b. Planning Director;
    - c. Public Works Director;
    - d. City Clerk;
    - e. City Engineer;
    - f. Fire Chief;
    - g. Municipal Judge;
    - h. Municipal Court Clerk;
    - i. Director of Parks and Recreation;

- j. Director of Sanitation;
  - k. Director of Community Service; and
  - l. Any new Department Head positions heretofore created by the City Council.
4. Hearing officer(s) and the Commission Recorder;
  5. All elected officials;
  6. All members of all City boards, commissions, and committees;
  7. Independent contractors; and
  8. Employees who hold positions funded or contracted for by the State or Federal Grants.
  9. Part-time employees, those employees who are regularly employed to work less than thirty (30) hours per week.
  10. Temporary employees.
- C. Removal of Unclassified Personnel:** Hearing officers and the Commission Recorder may be removed only by majority vote of the Commission, based on a quorum of five (5). Unclassified employees, with the exception of Department Heads, shall be hired, terminated, disciplined, or suspended, with or without pay, by the City Manager. With the consent of the City Council, the City Manager may hire, suspend, with or without pay, for more than three days, demote, reassign, or terminate any Department Head. The City Manager shall have the authority without the consent of the City Council to suspend any Department Head, with or without pay, for up to three days.
- D. Special Procedure Related to Police Chief:** The Chief of Police is a classified employee covered by the Civil Service Rules and Regulations of the City. The Commission shall recommend the selection of the Chief of Police to the Mayor and City Council in conformity with the Socorro City Charter. In view of this unique position the following regulations and procedures shall apply to any Complaint, Appeal, or Grievance filed by the Socorro Police Chief.
1. The Complaint shall be governed by these Civil Service Regulations as to the filing and the hearing of the Complaint, Appeal, or Grievance; and,
  2. At the conclusion of the hearing regarding the Chief of Police, the Commission shall vote to decide the matter as in any other case, except the Commission's decision will be an advisory decision, which will be submitted to the City Council as a recommendation for final decision by the City Council, either on the record made before the Civil Service Commission or such supplemental or further hearing that the City Council shall choose to conduct.
- E. Classified Services:** The classified services include all positions not listed in this Article.

#### IV. HUMAN RESOURCES DIRECTOR

- A. Qualifications:** The Human Resources Director (HR Director) is a regular, department head of the City of Socorro and shall be appointed by the City Manager with the consent of City Council. The HR Director must have recent, successful experience in personnel administration and be fully knowledgeable of current personnel practices.
- B. Duties:** The HR Director shall:
1. Direct the personnel functions of the City under the supervision of the City Manager and City Council.
  2. Attend the regular and special meetings of the Commission and the proceedings before a hearing officer, either in person, or through a qualified representative.



3. Provide such staff assistance to the Commission as the Commission requests in carrying out its responsibilities.
4. Maintain the official personnel records of all employees, which shall include, but not be limited to, records of performance and efficiency, increases and decreases in salary, promotions, sick and vacation and other leave and orders of layoffs, and reinstatements.
5. Provide for, formulate, and hold competitive testes under the direction and supervision of the Commission to deter mine the relative qualifications of persons who seek employment in or promotion to any position in the classified services and as a result thereof, establish eligibility lists. In formulating the questions for examinations, the HR Director will consult with the head of the department and consider the job description for the position as may be appropriate.
6. Keep such other records as may be necessary for the proper administration of the Civil Service.
7. Provide and maintain a system for checking payrolls, estimates, and accounts for payment of salaries to officers and employees in the classified services. No officer of the City may approve the payment of or be in any manner concerned in paying, auditing or holding a position or office in the classified service unless a payroll, estimate, or account for such salary, wage, or other compensation containing the names of persons to be paid and a statement that such services have been performed first, has been approved and certified by the HR Director.
8. Conduct Studies concerning the administration and effect of the Civil Service and of the Rules made hereunder and report such findings and recommendations to the Commission and the Council as appropriate.
9. Make an annual report to the Commission and the City Council.
10. Perform such other and additional duties as may from time to time be prescribed by the City Manager or the City Council.
11. Conduct, direct, or supervise post-entry training.
12. Maintain eligibility lists.
13. As the Director of the Civil Service, the HR Director is to review all appeals and other hearing requests filed with the Civil Service and notify the Chairman of said filing. The HR Director, after consultation with the Chairman, may dismiss any appeal or other filing that the matter is not within the Commission's jurisdiction. At the next regular meeting, the HR Director shall provide the Commission with a full report on any matters dismissed under this authority.

## **V. DEPARTMENT HEADS**

Except as specifically provided in the Socorro City Charter, the employment, retention, suspension, termination, and discipline of all Department Heads within the City of Socorro shall be under the exclusive jurisdiction of the Socorro City Council and the City Manager.

## **VI. GRADES AND COMPENSATION**

- A. Classes and Grades:** After consideration of the recommendation of the Commission, the City Council shall arrange all positions and offices into classes, subdivisions, or grades.

**B. Grade Specifications:** The HR Director will maintain record of each grade of positions in the classification plan showing:

1. The applicable title, duties performed, and responsibilities;
2. The minimum qualifications, required knowledge, skills, and abilities to be required of job applicants;
3. The standard scale of compensation; and
4. The official copy of each specification will be endorsed with the date of adoption and the signature of the HR Director and the department head where appropriate. All amendments to the specifications will be similarly endorsed.

**C. Specifications Interpreted:** The specifications of classes of positions in the classification plan have the following force and effect:

1. They are descriptive and explanatory and are not restrictive. The use of a particular expression or illustration as to duties, qualification, or other attributes will not be held to exclude others not mentioned, if such others are similar in kind or quality.
2. When a substantial change of duties is made, or duties are added that are added that are incidental to the main employment, such changes will be reported to the HR Director for the purpose of possible reclassification of the position.

**D. Classification of New Positions:**

1. New positions may be created only with the approval of the Council based on needs demonstrated by the department head concerned.
2. Whenever a new position is proposed, the department head shall forward to the HR Department a description of the proposed duties and responsibilities of the position along with a proposed job description. The HR Director shall, after a study of the required duties, responsibilities and qualifications of the position, recommend the appropriate grade in the classification plan to which the position should be allocated.
3. If no appropriate grade exists, a new grade shall be developed by the HR Director, which shall be submitted to the Civil Service Commission for approval, and then to the City Council for adoption.
4. In determining the classification of a position, consideration shall be given to the general duties and responsibilities of the position, the recommended minimum entrance qualifications, and relationships to other positions.

**E. Reclassification of Positions:**

1. The Commission or the HR Director may investigate of its own accord, or upon the request of a department head, any change in the duties and responsibilities of a position from those upon which it was originally classified. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Commission may request the City Manager to direct the HR Director to place the position in its proper grade. A change in compensation applying to all positions of the same grade will not affect the seniority or other rights of those in the Civil Service. The HR Director may at any time secure from the appointing authority, department heads or employees involved, statements of the duties and responsibilities of the position under review. The comments of the appointing authority, department heads, and employees concerned will be considered before the revised grade is approved. The



decision is subject to review by the Commission at the request of any interested party.

2. Whenever the reclassification of a position has been authorized, the Commission, after conferring with the appointing authority and department head concerned and the HR Director, will determine whether:
  - a. the position in the new grade will continue to be held by the incumbent of the reclassified position; or
  - b. is to be filled through a non-competitive or competitive examination.

**F. Review of Classification Plan:** If City Council, under a reclassification of existing positions in the Civil Service, classifies a position at a higher grade than that to which the incumbent was certified as eligible, the Commission may require the incumbent to demonstrate his or her fitness to perform the enlarged duties of the position through a noncompetitive or competitive examination. Failure on such an examination will be cause for the employee to be retained in the position for ninety (90) days while the HR Director undertakes to locate another position at the employee's current grade for which the employee is qualified, and to which he or she may be reinstated in accordance with the order of certification. If the HR Director is unable to locate an appropriate vacancy within the ninety (90) day period, the employee will be laid off and placed on the appropriate reinstatement list.

**G. Appointment of Former City Employee:** Appointment of former City employees to classified positions shall normally be made at the minimum or first year rate. However, in accordance with the Ordinance, the City Council may permit appointment at a higher rate in cases where the person appointed has previously served in the same or in a similar position as a department head or assistant department head.

## **VII. COMPENSATION**

### **A. Compensation:**

1. Where graded scales of compensation have been established for positions in the Civil Service, appointment to such positions from either original or promotional eligibility lists will normally be made at the lowest compensation rate. Former department heads or assistant heads may be hired at a rate governed by this Ordinance, subject to approval by the Commission and Council.
2. The salary of a person already in a permanent position in the classified or unclassified service if the City will not be reduced upon entry or promotion to another position in higher graded class.
3. A transfer from one position to another position in the same grade will not deprive the person transferred of his credit for length of service in the former position.
4. Advancement from rate to rate within a pay range will be made on the basis of meritorious service and efficiency.
5. Special merit raises may be given to employees by the City Manager for outstanding service if permitted by the City Council. Such raises shall be in addition to the employee's base pay. The employee shall retain the merit raise so long as the employee remains in the Civil Service at the same or lesser pay grade as the one in which the employee was serving at the time of the merit raise. Should the employee be promoted to a new pay grade, the

base salary, plus the merit raise will be used to equalize the salary in the new grade, and the employee will be advanced one additional step. After the first fiscal year in which the employee receives the merit raise, the percentage amount will be translated into a dollar figure, which will remain with the employee's salary for final compensation for pension purposes. Such raises shall be considered only once during the fiscal year, and then only if permitted by the City Council. Such raises shall be given in accordance with the employee's performance of assigned duties, reliability, initiative, responsibility, creativeness, and overall outstanding service as documented and recommended by the employee's supervisor and department head and approved by the City Manager.

6. Employees are not allowed to work overtime without authorization from proper authority. Employees who work unauthorized overtime will be paid for time worked, but may be appropriately disciplined for insubordination. Supervisors are responsible for ensuring that all overtime work is authorized and reported. Exception to preapproved overtime will only be permitted under extraordinary circumstances. The supervisor (or proper authority) may adjust the employee's work hours by requiring the employee to take time off work, so that the employee works 40 hours during the workweek.

**B. Compensation Reduction:** The Council has no power to reduce the pay of any City employee or group of employees, except when such reduction is necessary to equalize pay, according to the provisions of the classification and compensation plans, or for reasons of economy. If pay reduction is for reasons of economy or pay equalization, it must be uniform throughout the classified service.

**C. Compensation Changes:**

1. The wages and salaries of all persons in the Civil Service will be reduced by the same percentage whenever the budget set by the Council for all wages and salaries is less than the normally required by the classification and compensation plans.
2. Except for reclassification, pay increases necessary to maintain competitive pay scales in departments, merit increases or similar circumstances, general increases in wages and salaries will be applied uniformly to all persons in the Civil Service.

**D. Salary Standardization:** Grades for classes of positions having substantially similar requirements as to duties, authority, responsibility, training, and experience must be uniform for all Civil Service positions. Payment of different rates within grades must be based only on factors of longevity, merit increases, step increases, and shift differentials.

**E. Transfer to Same Grade:** Whenever an employee in any department of the City is transferred to a position in another department, the employee shall retain his grade and step, provided:

1. The position is the same grade as the one from which transfer is made; and
2. The employee has been performing services substantially similar in nature and having similar requirements as to training and experience to those of the new position, as determined by the HR Director, subject to review by the Commission. Seniority credit where applicable will be given to the employee for the number of years he/she has been performing similar work in the former department.

## VIII ORDER OF CERTIFICATION



**A. Order of Certification:** Upon receipt of requisition from an appointing officer to fill a vacancy, the HR Director shall certify the names qualified eligibles. Except as otherwise provided in this Article, that certification shall be in accordance with the following order of certification of those persons who are:

1. Incapacitated from performing their position, but fully qualified to perform the essential duties and functions of the open position;
2. Separated, without fault or delinquency on their part, within ninety (90) days of the date of the requisition, from positions in the same department in which a vacancy exists, excluding those who have resigned;
3. Separated, without fault or delinquency on their part within ninety (90) days of date of requisition, excluding those who have resigned, and who are being reinstated to a position of the same job description as their former position, but not in the same department;
4. On a promotional list;
5. On a reinstatement list and who were not formerly employed in the same department within ninety (90) days of the date of the requisition, excluding those who have resigned;
6. On a reinstatement list as a result of resignation in good standing within ninety (90) days of the date of the requisition, and who are being reinstated to a position of the same job description from which they resigned;
7. On a transfer; and
8. On an original entrance list.

**B. Rule of Three:** Upon receipt of requisition to fill vacancy, names of the three (3) highest scoring on the eligibility list shall be certified for one (1) vacancy, and one (1) additional name (the next highest) for each additional vacancy shall be certified, except in cases where a reinstatement is being made. In cases where there are fewer than three names on the proper eligibility list, the HR Director may certify names from the next lower list(s) until three names are certified. In making certification from promotional lists, however, the City Council, in accordance with Ordinance, may direct that those persons serving in the department in which the vacancy exists, be certified in preference to persons on the same list serving in other departments, if it appears that this would improve the efficiency of the department.

**C. Other Provisions:**

1. **Certification from Lower Grade:** When an employee is eligible for appointment to a position, but there is no vacancy in that position, the employee may be certified to an appropriate lower grade position. Appointment to a lower grade position establishes the employee in that position provisionally. If a vacancy occurs in the higher grade position, while the employee is in good standing on the eligibility list, the employee may be appointed to that position in accordance with the order of certification.
2. **Certification to More Than One Vacancy:** Where certification has been made to more than one (1) vacancy, the relative seniority of those appointed will be determined by procedures established in this Ordinance.
3. **Positions Vacant Through Leaves of Absence:** Any position made vacant by temporary leave of an employee may be filled temporarily only. Persons who are temporarily employed to take place of employees on leave will take their original place on the eligibility list upon termination of the leave, provided the individual is in good standing at the time.

4. **Waiver:** The City Council will permit persons on eligibility list to waive certification, reinstatement, or appointment three (3) times. Request for waivers for appointment must be filed with the HR Director within two (2) working days from the date of certification; and, if approved, the name of the eligible may not be certified until the waiver has been withdrawn or expires. Waivers, whether continuous or otherwise, may not be permitted for a period of longer than one (1) year. The names of persons on algebra already list will be removed after three (3) waivers.
5. **Requisition:** to initiate the appointment of any classified employee, the appointing officer will submit a requisition to the HR Director to fill all vacancies. Requisitions will be made on a form prescribed by the HR director in making a proper certification.
6. **Certification:** The HR director will certify to the appointing officer upon receipt of the requisition, the names, and addresses for eligibles in order outlined below. The names of the three (3) highest scoring individuals on the eligibility list will be certified for the first vacancy, and one (1) additional name (with the next highest score) for each additional vacancy in all cases, except those where a reinstatement under the provision of this Ordinance, is being made. (The term "reinstatement" as here used does not include certification from an examination list, even though a person so certified may have been formally employed, and in every case where certification is made from an original examination list, the ordinary rule of certification of three (3) for one (1) vacancy and one (1) name for each additional vacancy, will be followed). The order of certification will be:
  - a. First, persons who are incapacitated from performing the duties of their position, but fully qualified to perform the essential duties and functions of the open position;
  - b. Second, persons separated without fault or delinquency on their part, from positions in the same department in which a vacancy exists (within ninety [90] days of the date of the requisition), excluding those who have resigned. Whenever any position or office is taken and the name of the former incumbent of that position or office is on a reinstatement list (who has been separated from employment with the City for less than ninety [90] days), excluding those who have resigned, the name of the former incumbent only will be certified for the position or office. The employee or officer so appointed will not be required to pass a probationary test or period of service. He will receive the salary fixed for the position or office at the time of reinstatement, and will hold the same seniority status as though he had not been separated from the position or office;
  - c. Third, persons separated, without fault or delinquency on their part (within ninety [90] days of the date of the requisition), excluding those who have resigned, and who are being reinstated to a position of the same job description as their former position, but not in the same department;
  - d. Fourth, persons on a promotional list;
  - e. Fifth, persons on the reinstatement list who were not formally employed in the same department (within 90 days of the date of the requisition), and we're being reinstated to a position of a



different but similar job description as their former position, excluding those who have resigned;

- f. Sixth, persons on the reinstatement list as a result of assignation in good standing (within ninety [90] days of their date of requisition) and to our being reinstated to a position of the same job description from which they resigned;
  - g. Seventh, persons for whom a transfer from one department to another has been approved under the rules governing transfers;
  - h. Eighth, persons standing on original entrance lists. When there are no persons eligible under paragraphs “A” through “G” above, names are to be certified from the original entrance list up to the number required by this Ordinance.
7. **Certification of Multiple Vacancies:** if more than one vacancy exists for a given position come the order of certification shall conform to our first choice from the first three (3) eligible for appointment (i.e. the second (2<sup>nd</sup>), third (3<sup>rd</sup>), and the fourth (4<sup>th</sup>) names on the appropriate eligibility list), and so on until the complete number of appointments has been made.
8. **Failure to Respond to Offer of Appointment:** The failure of an eligible person to reply to an appointing officer within six (6) working days from the date of mailing of notice of appointment, or within two (2) working days of the date of sending the notice by special messenger or electronic mail to the last contact shown on the records of the HR Director, will be considered sufficient cause for removal of the name of the person from the eligibility list. If the person declines or does not respond to the notice properly sent, certification of the name of the eligible name next in order on the list will be made.
9. **Objection by Appointing Officer:** The appointing officer will make a selection from the eligibility list solely on the basis of merit and fitness. If he or she has information regarding any person certified tending to show that the person is unfit for the position to be filled, he or she will communicate that information, in writing, to the HR Director and the Commission. Such information may relate to disqualification.
- a. Because of which the Commission might have refused to examine the applicant as set forth below, or
  - b. Which may have arisen subsequent to the filing of the application and holding of the examination.

In every such case the Commission will enter its finding in the record. The Commission will withdraw from the mane of any eligible whom it finds to be not qualified for the position under consideration, and will certify an additional name for each eligible so withdrawn. The Commission will also determine in each such case whether there is sufficient cause to remove the name of the person affected from the eligibility list, and if so, withdraw it.

**Limit on Certification.** The HR Director will permit persons on eligibility lists to waive certification, reinstatement, or appointment three (3) times. Certification for temporary appointment will not be counted as one of such certifications.

10. **Cancellation of Certifications:** At any time after and eligible person has been certified by the Commission at the request of an appointing officer, and the appointing officer decides not to fill the vacancy, or decides to fill the vacancy by other methods, which meet with the approval of the Commission and are in accordance with the provisions of this Ordinance,

the certification will be cancelled, the eligible persons so notified, and entry made on the record by the HR Director.

- 11. Notice of Appointment and Separation:** Each appointing officer will immediately notify HR Director of all appointments in a manner prescribed by the HR Director, in each case giving the name of the appointee, his or her address, the title of his position, the compensation grade, and date of commencement of service and salary or compensation. He or she will also notify HR Director immediately of any separation of a person from the service or any other change therein, and such additional information as the HR Director may, from time to time require, in order to maintain the list of employees in the Civil Service.



## IX. APPOINTMENTS

- A. Regular Appointments:** The HR Director will transmit the certification list to the city manager who will appoint a person or persons from the list to fill the applicable vacancies to which the list applies.
- B. Provisional Appointments:** With approval of the City Manager, provisional appointments may be made upon receipt of a request to fill a vacancy for which no reinstatement or other eligibility list exists or to which, after certification of names on the list, no one responds or will accept appointment. Any person so appointed must meet the minimum qualifications established for the position. No person may receive more than one (1) provisional appointment in any twelve (12) months. Provisional appointments will be effective only until a regular appointment is made from a certification list. In no case may a provisional appointment exceed six (6) months. Provisional appointments may be made in accordance with this ordinance provided that as soon as an eligibility list is secured for each position filled by provisional appointment, the HR director will certify to the appointing officer the names of the eligibles standing highest on the list, and the appointing officer will make a regular appointment within fourteen (14) working days of the date of the certification. If no appointment is made, the provisional appointment will terminate at the expiration of the six (6) month period provided in this Ordinance.
- C. Temporary Appointments:** When services to be rendered are of temporary character, a temporary appointment may be made by the City Manager from one (1) of the first three (3) persons on a certification list who is willing to accept the appointment. The person appointed will retain all rights to certification for full-time appointment as though no temporary appointment had been made. It is not practicable to make a temporary appointment from a certification list, the City Manager may authorize the employment of a noneligible until regular appointment can be made. The duration of temporary appointment may not exceed six (6) months and is subject to reappointment. Temporary appointments may be made in accordance with this Ordinance, provided that any non-eligible person so appointed must possess the minimum qualifications required for the position as described and set forth in the classification plan. A provisional or temporary appointment will not confer upon the appointee any privileges of promotion, transfer, or reinstatement to any other position in the service.
- D. Temporary Appointment Made Regular:** The appointment of any person temporarily serving may be made full-time, provided conditions set forth are met. Any person who has been appointed temporarily from the appropriate eligibility list, and who at the time of the appointment was one of the top three (3) eligibles, willing to accept the appointment under the conditions stated, may, in case the position is made full-time, be permanently appointed in the position. This appointment is authorized regardless of the number of higher eligibles willing to accept full-time appointment but only:
1. On approval by the City Manager;
  2. If it is shown to the City Manager's satisfaction that the fact that the position would become full-time was not known to the appointing officer at the time the temporary appointment was made; and
  3. If the eligibility list from which the temporary appointment was made is, or was, the most appropriate eligibility list for such full-time appointment.
- E. Notice of Certification:** The HR Director will send a notice of certification of a person's name for reinstatement or appointment to him or her at this or her last address that is on file with the HR Department.

**F. Nepotism:** It is the duty of every appointing officer to inquire of all prospective appointees whether a relationship or kindship as defined in this Ordinance and the City Charter exists, and to report to the HR Director the existence of such a relationship. The HR Director shall refuse to certify the salary of any person appointed without compliance with these provisions.

**G. Independent Contractors:** As an exception to the order of certification, independent contracts may be made, with approval of Council where, for reasons of economy, efficiency, or immediate and temporary need, it is necessary to contract with persons outside the Civil Service. The reasons shall be limited to a need for:

1. Temporary service, in which case the contract may not exceed one (1) year and may not be renewed or extended;
2. Professional services; or
3. Personal services; or
4. Any other service contracts authorized in this Ordinance.

In order for any independent contracts to be made outside the Civil Service, it must shown to the City Council that such contracts are only for the reasons of economy, efficiency, or immediate and temporary need. No such contract will be approved by the City Council if it is determined that such contract is being made for the purpose of circumventing the Civil Service provisions of this Ordinance.

The following definitions will apply:

1. Independent contractor shall be defined as one who, exercising an independent employment, contracts to do a piece of work according to his or her own methods and without being subject to the control of the employer except as to the result of his or her work.
2. Professional services shall be defined as those in which the labor and skill required are predominantly mental or intellectual rather than physical or manual, and are those which require years of education and experience in order to obtain competence, and those professions having standards of study that are widely recognized.
3. Personal services shall be defined as those in which the contract price is largely for employee wages rather than for machinery, profit, taxes, insurance, and other items.

**H. Reappointment to Temporary Employment:** Any person who has been appointed to a temporary position from an eligibility list, being one of the three (3) persons highest on the list willing to accept appointment at this time, may be reappointed to another temporary position, provided such reappointment is requested by the department head and approved by the City Manager.

## **X. APPLICATIONS**

**A. Filing of Applications:** Applicants for all positions, except those in the common labor service, must file an application with the Human Resources Department not later than the date specified in the announcement for the examination and in the manner prescribed in the job announcement. Under no circumstances will application forms of any examination be distributed after the close of the filing period:

1. The HR Director will fix the limits of time within which applications for a given examination must be presented, but such period will in no case be less than ten working days.

2. Any false statement knowingly made by an applicant in his or her application for admission to any examination or made at his or her request, or with his or her knowledge in any certification which may accompany his or her application, or any other fraudulent conduct will be sufficient grounds to:
    - a. Exclude him or her from such examination, or;
    - b. Remove his or her name from any register or eligibility list, or
    - c. Remove him or her permanently from his or her position if he or she has secured appointment from such examination.

Any applicant who knowingly falsifies his or her application will be ineligible to apply for any City position for a period of three (3) years from the date the falsified application was submitted. Additionally, that persons name will be removed from any eligibility list on which it currently appeals.
  3. In case of applicants for positions, the duties of which require special qualifications, the HR Director will require evidence of a sufficient degree of education, training, or experience. He or she may also demand such certificates of competency or licenses as the law may require for the practice of the profession, art or trade involved.
  4. The HR director, subject to appeal to the Commission, will refuse to examine it advocate, or after examination to certify him or her as ineligible, I will remove applicants name from the eligibility list for any of the following reasons, and each case to be fully documented:
    - a. Applicant is found to lack any of the preliminary requirements established in the classification for the position and grade for which he or she applies; or
    - b. Applicant is unable physically or mentally to perform the duties of the position to which he or she seeks appointment; or
    - c. Applicant has been convicted of a felony, or a misdemeanor involving moral turpitude, which is determined to be job related to the position sought; or
    - d. Applicant has been dismissed from public service for delinquency or misconduct, which is determined to be job related to the position sought; or
    - e. applicant is found to have committed any act, either while in the service of the City, or otherwise, or have any deficiency or disqualification which, would be sufficient to constitute a just cause or discharge from the civil service as defined in this Ordinance.
  5. 8% may at any time leave on file with the HR director, his or her name and mailing address and the name of the position for which he or she wishes to take an examination. Such application will remain on file for a period of one (1) year. the HR director will send notice of the date Of the examinations to persons who have fulfilled such notice to be sent, is possible at least ten (10) working days prior to examination.
- B. Applications Not to be Returned:** Applications filled with the City will become the property of the City, and under no circumstances will they be returned to the applicants or be altered or revised.
- C. Unused Applications:** Application for one examination will not be used for any other or later examination.
- D. Disqualification From Examination:** Applicants who are disqualified from taking an examination for any of the above reasons and who wish to file an appeal must do so within eight (8) calendar days after the mailing of such notice of disqualification. Such appeals will be forwarded to the Commission for its review and determination. Untimely appeals will not be accepted. If the examination is held before the appeal is heard and determined, the HR Director may allow the applicant to take the



examination conditionally pending a Commission determination. In such cases, the applicant will have no examination review right unless the Commission rules in the applicants' favor.

1. **Fees:** no fees will be charged in any examination.
2. **Age:** Appointment to any position in the classified service shall be made without discrimination based on age, except where age constitutes "bona fide occupational qualification." Age limits for classes of positions will be established by the City's employment policies.

When age limits for positions are established, an applicant will be considered to be within the age limit if his or her birthday falls anytime within the month in which examination is held. This examination has more than one component, the applicant must meet the age requirement in the month in which the first component of the examination is administered.

## **XI. ORIGINAL ENTRANCE EXAMINATIONS AND ELIGIBILITY LISTS**

- A. Residence Preference:** Preference will be given to all original entrants who reside within the City. The Commission may make exceptions, either full-time or temporary, because of particular job-related circumstances.
- B. Examination Standards:** Whenever necessary, the City Council shall hold original, competitive and entrance examinations for positions in the classified service. Examinations will be held only after due notice, as defined in this Ordinance. Persons attaining at least the minimum rating required for the examination shall be placed on an eligibility list in the related order scores achieved. Tests shall be confined to subjects which will determine fairly the capacity of the persons examined to perform the duties of the position to which appointment is to be made. When it is not practicable to give examinations (as in the case of Labor positions which do not require any specialized knowledge, skills and abilities), priority in filing applications will establish priorities of standing on the eligibility list. No question in any examination will relate to the applicant's religion or political affiliation. Subject to review by the Commission, the HR Director may refuse to examine or to certify an applicant judged disqualified for any just reason, as delineated in this Ordinance.
- C. Penalty for Deceit in Examination:** any applicant in any examination who uses or attempts to use any unfair or deceitful means to pass the examination shall be excluded from further participation in the examination, I will not be eligible to reapply for any employment with the City of Socorro for three (3) years.
- D. Medical and Physical Examinations:** All applicants for classified positions must meet any physical requirements to be set in the classification manual or required by the City's employment policies.
- E. Oral Examination and Practical Tests:** The HR Director in consultation with the department head involved may include oral examinations or performance tests of fitness, as appropriate for the position involved.
- F. Police Investigations:** All applicants for examination or for employment must agree to participate in identification procedures and provide information, for purposes of background investigation, to the Human Resources Director. Refusal to comply with this section will result in rejection of the application.
- G. Eligibility Lists:** Eligibility lists will be compiled and maintained by the Human Resources Director. They will be enforced for at least one (1) year, and removal from eligibility list will be governed by this Ordinance.

**H. Consolidation of Eligibility Lists:** When there are names on an eligibility list for a position for which a new list is approved, the lists will be consolidated, and all names will be placed on the consolidated list. Those persons who are named on the first list, who have not taken the new examination, will have their names removed from the consolidated list on the cancellation or expiration of the earlier list.

**I. Removal from Eligibility List on Account of Nonappointment:** the human resources director must remove the name of any eligible person from the list who:

1. Refuses regular appointment three (3) times after an offer of employment is made, or, who is not accepted for the appointment after certification to any position three (3) times;
2. No longer fulfills the requirements for the position; or
3. Is the pointed from a higher list.

## **XII. EXAMINATION, MARKING AND RATING**

**A. Minimum Rating Required:** The method of determining passing scores in each part of an examination will be determined by the HR Director and approved by the Commission. The method of scoring and grading tests will be objective and applied uniformly to all candidates. Where an examination consists of two or more parts, the HR Director may set minimum scores to be required in any part of the examination. An applicant who fails to attain this minimum score will be considered to have failed the entire examination and will not be entitled to take the balance of the examination. The HR Director shall establish a passing score on an examination for professional and technical positions (from a listing of the same to be established by the Commission) at seventy-five (75) percent. Minimum passing scores may be established for each component or an examination consist of more than one component and such scores shall be published in the notice concerning the examination.

Any applicant who has failed an examination for a position within one (1) year of the date of the failure will not be allowed to retake an examination for the same position, unless he or she can demonstrate to the Commission that he or she has acquired new skills or knowledge related to the positions.

**B. Special Credit for Veterans:**

1. Veterans of any of the wars or other armed conflicts of the United states, including the Coast Guard, who are otherwise qualified, who have obtained a passing score on an original entrance examination, and who present an honorable discharge from military service, will have their ratings in the examination advanced by five points. A veteran is defined as any person who has served on active duty in the armed forces of the United states, or any division thereof, including the Coast Guard, in time of war or armed conflict for a period of 180 days and has been separated under honorable conditions from said service.

**C. Penalty for Deceit in Examination:** Where deceit in an examination is alleged, and the applicant denies the fact of deceit, or if the examiner in charge of the examination believes extenuating circumstances exist, the applicant will be permitted to finish the examination, and a full report shall be submitted immediately to the HR Director, who shall forward it to the Commission along with comments and recommendations. The applicant will be given an opportunity to be heard. Should the Commission find the applicant guilty of deceitful conduct in connection with the examination, it may either cancel the examination papers of the applicant, or may reduce the examination score.

**D. Tie Ratings:** in case two or more persons receive the same rating after the addition of seniority efficiency credits, the resulting tie will be resolved by application, and succession, of the following procedure:

1. If the person's tied are already in the classified service, the one having the greatest seniority in the City service will have precedence on the list,
2. Is two (2) or more tied persons have the same seniority, the one among this group with the highest overall efficiency rating in the last two efficiency reports for each will have precedence.
3. If the person's tied are not in the classified service or if a tie still exists after using paragraphs one and two above, the tied person who has been a resident of Socorro for the greatest continuous length of time immediately preceding the examination, shall have precedence.
4. If the person's tied are not in the classified service or if a tie still exist after using paragraphs 1, 2 and 3 above, the tie shall be broken by drawing lots.

**E. Notice to Candidate of Result of Examination:** Each candidate will be notified of the rating he has received, and, if such rating is above the required minimum, he or she shall be given his or her comparative standing. Any candidate who, though admitted to the examination, has been rejected for reasons other than failure to receive a rating above the required minimum will likewise be notified of the reasons for rejection.

**F. Preservation of Examination Papers:** Examination papers of each examination shall be preserved for at least the length of the light of the resulting eligibility lists. The examination papers written by an applicant certified for appointment will be open to the inspection of the appointing officer during such time as the papers are on file with the HR Director.

**G. Identification Marks:** Any competitor in a written examination who places any form of identification mark upon his examination answer sheet will be deprived of all benefits under such examination. No written examination answer sheets having identification marks will be marked or graded. The following are some, but not all, of the examples of marks of identification within the meaning of this section:

1. The real name or address of the applicant;
2. Any assumed or fictitious name or address;
3. Names of individuals or firms;
4. any initials, lines, signs, marks, or characters that may indicate the identity of the applicants.

**H. Review of Examination and Appeals:**

1. An examinee will be allowed to file a written appeal from any portion of a written examination. Such appeal should contain specific points or objection to specific questions, actions, or procedures. The HR Director will schedule one (1), one (1) hour protest period, for such appeals to be filed, at the convenience of the HR department on the date of the examination, or, during the five (5) consecutive working days following the administration of the written examination. The protest schedule will depend on the size of the applicant group, and the availability of space and personnel staff. Central sessions may be scheduled, if necessary, to handle large groups. However, each individual will be allowed to attend only one (1) session. The time of such protest period will be announced prior to, or at the time of the written examination.
2. During the one (1) hour period, The following materials will be available to examinees: unmarked test booklet, correct answers to questions, and protest forms. Examinees may bring their own reference materials. At the end of one (1) hour, all protests must be turned in to the Human Resources Department



staff. No protests regarding the examination will be accepted after this time. Any individuals attending such sessions may write down the number of the test questions protested, and remove such written notations from the testing room. No other notes or papers shall be carried out by any individual attending such a session.

3. If the HR Director finds that any of the objections are justifiable due solely to clerical or other errors, he or she may make appropriate corrections in scores subject to the right of appeal by the examinee to the Commission. The HR Director will make a written report to the Commission on any clerical changes made during such a protest period.
4. Commencing the sixth (6<sup>th</sup>) day after the date of the written examination, the HR Director will make available to the examinees scored answer sheets, a scoring key, and a written disposition of appealed items. Search information will be available to the examinees for five (5) days thereafter, during regularly scheduled work hours.

### **XIII. ORIGINAL ENTRANCE EXAMINATIONS**

- A. Character:** All examinations will be job-related and consistent only of subjects which will fairly test the related capacity of the person examined to discharge the particular duties of the grade to which appointment is sought.
- B. Content:** Examinations held to establish an eligibility list for any grade will consist of one (1) or more of the following components as determined by the HR Director subject to the review of the Commission.
  1. **Written Test:** The written part, when required, will include a written demonstration designed to show the familiarity of competitors with the knowledge involved in the grade of positions to which they seek appointment, their ability in the use of English (where job related), the range of their general information, or their general education attainments. An essay upon one (1) or more subjects may be required, if advisable.
  2. **Oral Interview:** The oral interview, when required, will include personal interviews with the competitors for classes of positions where ability to deal with others, to meet the public, or other special personal qualifications or verification of special technical or professional knowledge are involved. Normally, such interviews will be given only to the upper group of candidates as ranked by previous examination components.
  3. **Performance Test:** The performance test, when required, will include tests to measure the skill or ability of competitors to perform the work involved.
  4. **Physical Test:** The physical test, when required, will consist of tests of bodily condition, muscular strength, ability and the general physical fitness of competitors. The results either may be given a weight in the total examination, or maybe used to exclude from further examination applicants who do not achieve the minimum required physical standards.
  5. **Psychological Tests:** The psychological tests, when required, will include tests to determine mental alertness, the general capacity of applicants to adjust their thinking to new problems and conditions, or to ascertain their special character traits and aptitudes related to the job to be performed.

6. **Training Experience:** An evaluation of training and experience, when required, will be based on the statements of education and experience contained in the application form or such supplementary data as may be required by the HR Director. The HR Director may investigate the truth of any statement by the applicant as to training and experience. If any such statement is false, the HR Director shall recommend to the Commission appropriate action as governed by this Ordinance.
- C. Subject and Weights:** The HR director, after consulting the Department Head involved, will determine subjects to be included in the examination and the weights to be ascribed each. The weights will represent reasonably the value of the associated subject in ascertaining the fitness of the applicants being examined.
- D. Special Examiners:** The HR Director may use other persons, qualified in a particular field, to prepare, conduct, or mark an examination.
- E. Medical Examinations:** All eligibles for employment in the Civil Service may be required to pass a medical examination before physicians designated for such purpose by the Human Resources Director to determine their physical and or mental fitness for the position for which they are applying.
- F. Notice of New Examination:** A circular of information stating the date, time and place of examination, age, residence, and other qualifications or limitations, definition of duties, salary schedules, and such other data as may be desirable will be prepared by the HR Director and will be available for review to every person who applies for the position. He or she will also publish this information in a newspaper of general circulation at least once a week of two (2) consecutive weeks and will post the information on the official public bulletin board at City Hall.
- G. Notice to Persons on Eligibility Lists of New Examinations:** When a new examination is called for a position for which there is an inadequate eligibility list, the persons whose names are on the existing eligibility list will be notified by the HR Director and given the opportunity to take the new examination for the purpose of establishing their names on the new eligibility list and raising their grades. Such persons' places on the eligibility list will be determined by the higher rating received in either examination.
- H. Postponement or Continuance of Examination:** Whenever it appears to the HR director, by reason of the small number of applicants for any examination, that such examination has not been given sufficient publicity, or for any other good and sufficient reason, he or she may postpone the examination to a later date, or cancel it. A postponement which does not exceed sixty (60) days, will not necessitate readvertisement; but all persons who have applied will be notified of the postponement by the Director in writing and will be further notified of the time at which they are to appear for such examination.
- I. Development and Administration of Examination:** Every examination will be under the responsible direction of the HR Director. The HR Director will make periodic reports and recommendations to the Commission on testing procedures. The Commission may review at anytime all examination procedures developed by the Human Resources Department.
- J. Concealing Identity on Written Examinations:** On the date of formal written examination the identification sheets of candidates will be sealed and the identity of each will remain concealed until the papers have been graded. When specified ratings have been required in one or more subjects prior to the

completion of the examination, the identification envelopes may be opened on the establishment of such ratings in order to notify applicants to appear for the remainder of the examination. The identity of the candidates completing the examination will be concealed again in the above manner.

#### **XIV. PROMOTION**

- A. Examination:** Promotion to any position in the Civil Service shall be by examination weighed by seniority and performance record, except as otherwise provided in this Ordinance. Examination standards shall be as described here in. Promotional examinations shall be held whenever a vacancy or anticipated vacancy exists for which there is no reinstatement or appropriate promotional list, unless the Commission and the City Manager determined that it is not reasonably possible to do so. Examinations may also be held when fewer than three (3) eligibles are available on a current list, if requested by the Department Head or appointing authority.
- B. Eligibility:** A person will be eligible for promotion following successful completion of the initial probationary period and after meeting any criteria established in this Ordinance.
1. A person is eligible to take promotional examinations after actual service in a full-time position for six (6) months and upon fulfilling the qualifications for the grade as specified in the job description.
  2. Employees who are on probation in positions to which they were recently promoted will not be allowed to take promotional examinations, unless completion of the probationary period is not necessary for the employee to meet the minimum experience requirements of the promotional position.
  3. Persons on leave or on reinstatement lists, if otherwise qualified, are eligible to take promotional examinations.
  4. Persons holding appointment in a regular, full-time position in the Civil Service will not, while holding such appointment, be permitted to participate in any subsequent examination held for other positions within the same grade. Any examination standing secured in violation of this section will be void. No person may be an appointee any full-time position in one grade in the Civil Service and at the same time be eligible for another position in the same grade. Such applicants will be rejected.
  5. No person may take a promotional examination if he or she cannot physically perform essential duties of the position to which he or she seeks promotion.
  6. No employee who is demoted for disciplinary reasons is eligible for any promotional examination within two (2) years of the effective date of his or her demotion.
  7. Any employee who is removed or who resigns during his or her probationary period is ineligible to take any Civil Service examination for a period of two (2) years from the date of removal or resignation. This provision may be waived by the Commission if in its judgment the cause of the removal or resignation will not affect the employee's usefulness in some other position.
- C. Rating of Seniority:** The credit given for seniority is as follows: One-half (1/2) point will be added to the score of an applicant for each of the first (1<sup>st</sup>) four (4), complete years of continuous service in a full time Civil Service position, to a maximum of two (2) points; except, as provided in this ordinance, and provided



that the minimum passing grade is achieved on the examination or evaluation. Seniority will be computed from the date of the person's last promotion and the date of the examination. If the employee has never received a promotion, seniority will be computed from the date of appointment to the position from which promotion is sought.

## **XV. SPECIAL PROVISIONS**

- A. Probationary Period:** All persons employed by the City of Socorro will be on probation for a period of six (6) months of actual continuous service, except the probationary period for Police Department employees will be twelve (12) months of actual continuous service. Promoted employees whose probationary appointment is not made full-time will be reinstated in their former positions.
- B. Impact of Staff Reductions:** the HR Director is authorized and directed, subject to approval by the City Council, to establish systems for reducing the impact on the Civil Service of staff reductions caused by operating economies.
- C. Nepotism Prohibited:** Except in the case in which an appointing officer appoints the highest scoring individual certified from a promotional or original entrance eligibility list, or from a reinstatement list involving the appointment of a former incumbent, no person may be appointed to or reinstated in any classified position who, at the time of appointment or reinstatement, is related in the first (1<sup>st</sup>) or second (2<sup>nd</sup>) degree of consanguinity or in the first (1<sup>st</sup>) or second (2<sup>nd</sup>) degree of affinity, to the City Manager, the appointing officer, the HR Director, or the direct supervisor of the position being considered. Kinship to members of City Council shall be governed by the terms of the City Charter.
- D. Governing provisions:** The provisions governing the character and content of examinations set forth previously herein above will also apply to promotional examinations.
- E. Frequency and Examination:** Promotional examinations will be given whenever needed to fill a vacancy for which an adequate promotional list does not exist, or when a request is received to fill a vacancy and a promotional examination has not been offered for the grade within the past year. More frequent testing will be held by the HR department for those classes which have been shown to have a high or moderate demand, whether or not a requisition is received, or a vacancy occurs. Unless the Commission finds that the needs of the city would be otherwise better met, an original and promotional examination will be given simultaneously.
- F. Notice of Examination:** Notice of promotional examinations will be posted by the HR director for at least ten (10) working days prior to the examination on the official bulletin board in City Hall and in such other City buildings as are appropriate to ensure that all employees are fully informed. The notice will give the date, time and place of the examination and the minimum qualifications of the position.
- G. Application for Promotional Examination:** Each eligible who cares to compete for promotion must fill out the prescribed application for promotional examination and file this application at the office of the HR Director on or before the closing date specified in the announcement of the examination. The eligible must be able to read and write, and must fill in his or her own application, unless the HR director after consulting the Department head involved, determines that such abilities are not necessary to the performance of the duties of the higher position.

- H. Promotion Within Department:** Promotional examinations will be open to all persons properly qualified, without regard to the department in which they are serving. In making certification from promotional lists, however, the HR Director may direct that those persons on the promotional lists who are serving in the department or other organization in which the vacancies to be filled exists, be certified in preference to persons on the same list serving and other departments or organizations, if it appears that the efficiency of the service would be improved thereby, in accordance with this Ordinance. In making certification from promotional lists wherein the department head wishes to appoint the top-ranking eligible serving in the same department in preference to others on the promotional list, the department head will first interview the top three (3) candidates on the promotional eligibility list, to ensure that the efficiency of the service would be improved by preferential certification of the person serving in the same department.
- I. Promotion Following Creation of Higher Position With Overlapping Duties:** Whenever a new and higher position is created having substantially the same duties as one already existing, the incumbent of the old position, whether abolished or not, may be appointed to a new position without examination. It must be shown to the satisfaction of the Commission that the person is performing the duties of the position satisfactorily, and the additional duties were not assigned to the person for the purpose of evading the necessity of a competitive examination.
- J. Promotion After Reclassification:** Where a position has been formally reclassified because of additional duties and responsibilities, or to correct an error in classification, the incumbent of the former position may be promoted or appointed without examination, upon request of the proper appointing officer. It must be shown to the satisfaction of the Commission that the person for whom promotion or appointment is requested has fully performed the additional duties and assumed the responsibilities on account of which reclassification was allowed, and is fully qualified to fill that higher grade position. It must further be shown to the classification of the commission that the additional duties were not assigned to the person for the purpose of evading the appointment to a position by competitive examination, and the necessity for the creation of the higher position has been established.
- K. Temporary Promotions:** An interim or temporary promotion to a higher position made necessary by reason of sickness, disability or other approved absence of a regular employee for at least thirty (30) days, may be authorized by the City Manager, without examination upon written request other department head, who will set for full information regarding such requests. The City Manager may extend the temporary promotion during the entirety of the approved absence of the other employee. All such temporary promotions will continue only during the period of sickness, ~~or~~ disability or other approved absence of the other employee. ~~In no event will such temporary appointment be effective for longer than six (6) months without a new request being made by the appointing officer and approved by the Commission.~~ An individual appointed in this manner must meet the minimum qualifications for the position to which promotion is seen made. Such promotions are limited to individuals within the same department as the absent regular employee. ~~From which the temporary absence exists.~~ If a promotional list exists for the position, the appointing authority should give first consideration to persons within the department who are on such list. ~~Who are on such list~~

## XVI. ELIGIBILITY LISTS

- A. Duration of Eligibility Lists:** Eligibility lists, other than reinstatement lists, will expire automatically one (1) year from the date they are certified from those extended by the commission prior to the expiration date.
- B. Change of Address:** Each person on an eligibility list will file with the HR Director written notice of any change of address, and failure to do so may cause his or her name to be removed from the list after notification has been attempted and subject to appeal to the Commission.
- C. Impact of Changes:** Changes or rank, or additional or subtraction of names, made on lists of eligibles because of clerical errors or re-ratings, will not change the date of the adoption of such lists nor give any persons the right to claim any beginning date of eligibility other than the date of the adoption of the original eligibility list that created their eligibility.
- D. Revocation of List:** An eligibility list, other than a reinstatement list, may be revoked and another examination ordered only when in the judgment of the Commission such action is deemed advisable because of errors, fraud, or inappropriate standards prescribed in connection with an examination. All competitors in the first (1<sup>st</sup>) examination will be given an opportunity to compete; and new eligibility list will be established except in the case of inappropriate minimum qualifications, in which event only competitors in the first (1<sup>st</sup>) examination who meet the new qualifications may be tested. No eligibility list will be altered or revoked except upon written notice to all persons whose standing may be affected.
- E. Removal From Eligibility List Through Loss of Qualifications:** The name of any eligible who no longer fulfills any preliminary requirement required at the time of examination (such as residence or the possession of a license or certification) will be removed from eligibility lists by the HR Director.
- F. Removal From the Promotional List of Persons Permanently Separated From Service:** The names of persons permanently separated from the service on account of resignation, discharge or other cause will be removed from all promotional lists by the HR Director.
- G. Removal From Lower List if Appointed From Higher List:** A person whose name is on lists of different grades or lists with different salary schedules will be removed from a lower grade eligibility list or one with a lower salary schedule upon appointment to a higher-grade position or one with a higher salary schedule. Upon giving up such appointment to the higher-grade position, an employee may request and have his or her name restored by the HR Director to any eligibility list from which it was removed under this section.
- H. Removed on Account of Non Appointment:** Certification for temporary appointment and certification on which waiver is requested and approved will not count as one of the certificates under this Ordinance.
- I. Circulation of Eligibility List:** The HR Director may at any time in anticipation of a request for certification circulate the names of persons on any eligibility list to determine if they will accept appointment or if they wish their names to remain on or be deleted from the list. The HR Director will be governed in certification and the keeping such names on the list by the returns from such circulation. A circulation of a list need not be made with a period of six (6) months of a previous circulation for greater salary or greater permanency. Eligibles who have declined appointment need not be certified to new vacancies with the six (6) month period. However, anyone eligible who has



declined but who thereafter notifies the HR Director in writing of his or her willingness to accept will not be passed over within the period.

## **XVII. LAY-OFF; VACATIONS; LEAVE; RESIGNATION AND REINSTATEMENT**

**A. Conditions for Layoff:** Whenever it becomes necessary through lack of work or funds, or through the abolishment of a position or grade, or for any other reason not involving delinquency on the part of the employee, to reduce the number of employees in any grade, the appointing authority may order a layoff the reduction will be made in the following order:

1. Temporary and provisional employees;
2. Unclassified employees hired under this Ordinance; and
3. Full-time classified employees in the reverse order based on seniority in all City positions held.

Procedures governing this section will be prescribed in this Ordinance.

**B. Job Rights:** Employees are removed from their positions as a result of abolishment or a layoff (to include subsequent displacement action) will have the right to be appointed to any vacant position for which they are qualified, provided the vacancy occurs within ninety (90) days of the grade to which appointment is sought is at or below the employee's class grade at the time of removal. If such an appointment cannot be made, the employees will have the right of appointment to position, occurring within ninety (90) days, in any department in a lower grade, in the same grade, or to upgrade in which the employees have served, provided that:

1. The employees are fully qualified for the position; and
2. The employees who may be displaced as a result of the appointment have less seniority than the employees claiming the job.

**C. Reinstatement Lists:** Laid off employees who cannot be placed in other positions at a pay grade equivalent to or below their current grade will have their names placed on reinstatement list for a period of ninety (90) days, and will be considered in accordance with Order of Certification for subsequent vacancies, as they occur.

**D. Leave of Absence:** After consideration of an employee's request and the recommendation of the department head, the City Manager may grant an employee leave under conditions set forth in the City's leave policies in the Socorro official employee handbook.

**E. Reinstatement Following Leave of Absence:** Upon the expiration of an approved leave, an employee is reinstated as provided in the City's leave policies in the Socorro official employee handbook.

**F. Failure to Return After Leave:** Failure to report at the expiration of a leave will be cause for separation from the service. However, if the employee so separated shows to the satisfaction of the City Manager that the failure to report was excusable the City Manager may order reinstatement.

**G. Sick Leave; Military and Family Medical Leave:** Classified employees are entitled to annual sick leave, as provided in the City's leave policies in the Socorro official employee handbook. Military and family medical leave will be provided as required by state and federal law and the Socorro employee handbook.

**H. Vacations:** Classified employees are entitled to annual vacation with pay as provided in the City's vacation leave policies in the Socorro employee handbook.

- I. Resignation:** The head of the department receiving an accepting a resignation will immediately notify the Human Resource Director of the resignation.
- J. Reinstatement Following Resignation:** Any person who has held a classified position and has resigned from the service in good standing and without fault or delinquency will, upon recommendation of the City Manager and Council approval, be placed on the proper reinstatement list below those on the list because of layoff or job abolishment.
- K. Removal from Reinstatement List:** Any person on any reinstatement list who becomes ineligible to hold the position or from moves from the City will be removed from the list. All names of persons on the reinstatement lists will expire and be removed ninety (90) days after the individual's separation from employment.

## **XVIII. TRANSFER AND REDUCTION**

- A. When Transfer is Permissible:** Transfers may be made from a position in one department to a similar position at the same grade in another department, provided that requirements of the order of certification are met and that the heads of the two departments concerned approve the request.
- B. When Transfer is Not Permissible:** Transfer will not be allowed where the:
  - 1. Examination upon which the appointment of an employee was based was not of a character and standard to test the fitness of the employee for the position to which it is proposed to make the transfer.
  - 2. Grade of the position to which the employee is seeking transfer is higher than the employee's current grade; or
  - 3. Transfer is requested to avoid a layoff when there are persons of greater seniority targeted for layoff.
- C. Reorganization:** When unofficial reorganization of the City staff results in the transfer of a position from one department to another without substantive change in duties, the incumbent will, with recommendation of the Commission and approval of the City Council, be transferred with the position, without regard for the order of certification.

## **XIX. RESIGNATION**

- A. Effect of Resignation:** Whenever an employee of the civil service resigns, he or she severs his or her connection with the city and loses all ~~rights~~ seniority and ~~other all rights to reinstatement~~ of employment.
- B. Effective Date:** Resignations are effective immediately upon delivery. ~~Acceptance of a resignation is not required.~~
- C. Responsibility of Department Head:** The Department Head shall immediately forward all resignations to the Human Resources Director ~~and City Manager.~~
- D. Rescission and Acceptance:** Within ninety (90) days of the date of resignation, an employee may make a written request to the City Manager to approve the rescission of the employee's resignation. The City Manager, in his or her sole discretion, may approve or deny the rescission request. If the rescission request is approved by the City Manager, seniority and Civil Service protection will be restored, but with no credit for the period during which the individual was not employed by the City.

## XX. EVALUATION RATINGS

- A. Frequency:** Each employee will give a written efficiency rating on a form to be prescribed by the Human Resources Director in accordance with the following schedules:
1. Provisional, temporary, and probationary employees at the end of listed periods of employment.
  2. Full-time employees every six (6) months in January and July, except for our department heads and assistant department heads who shall be evaluated annually in August.
  3. Unscheduled reports may be rendered at any time the rater considers necessary.
- B. Responsibility:** The immediate supervisor of the employees is responsible for rating his or her efficiency. The individual so charged will be designated in writing by the department head. Each draft report will be reviewed by the rater's supervisor before it is finalized. Department heads shall be evaluated by the City Manager who shall determine the Performance Evaluation Rating.
- C. Performance Standards:** Performance ratings will be based on written performance standards to be prepared by the rater and reviewer approved by the HR Director and reviewed with the employee.
- D. Counseling:** And integral part of the efficiency rating system is frequent job and efficiency counseling. As a minimum, it will be done in conjunction with each written efficiency report, normally by the rater.
- E. Use:** Efficiency ratings are used in conjunction with career development, promotion, separation, reassignments, merit increases, and similar personnel action. Therefore, ratings should be frank, objective assessments of the employee's job performance that informs the employee of performance weaknesses in order to permit the employee to improve performance.
- F. Performance Scale:** The following scale will be used in describing employee performance:
- Poor: Fails to perform duties as assigned.
  - Below Average: Performs duties but requires regular supervision.
  - Satisfactory: Performs duties requiring little supervision.
  - Good: Performs duties without incident.
  - Excellent: Performs duties exceptionally well without need for supervision.
- G. Appeals:** A classified, non-probationary employee has the right to appeal any rating he or she considers unfair, discriminatory, or otherwise objectionable. Such appeal must be made to the Commission utilizing approved forms within ten (10) days after the employee has had final review on the rating with his or her department head. If an employee terminates employment with the City of Socorro, for any reason, any pending performance evaluation appeal shall be considered withdrawn and no further action shall be taken on the performance evaluation.

## XXL DISCHARGE, APPEAL, HEARING

- A. Discharge During Probation:** The appointing authority or appointing officer may discharge a new employee at any time during the probation period for any reasons but, for the record, a full statement of those reasons must be filed with the HR Director within three (3) days of discharge. Probationary employees



have no right to appeal any employment action, including their termination or discharge.

- B. Discharge of Full-Time Employees:** The appointing authority or head of the department in which an employee is serving may, with the consent and approval of the City Manager, for any cause defined herein and in the City's employment policies, discharge, suspend or reduce in rank or position.
- C. Appeals:** Any full-time classified, non-probationary employee may appeal to the Commission any suspension (without pay) as limited in Section II, termination or reduction in grade, which is believed to violate the rights granted employees by this Ordinance. Appeals must be file with the Human Resources Director within ten (10) days from the date of the alleged violation and must be on a form provided by the Human Resources Director and must clearly state the order complained of and all reasons why the employee believes the action violated the employee's rights.
- D. Hearing Options:** Upon receiving notice of appeal, the Commission may in its discretion hear the appeal directly or refer it to a Hearing Officer. Hearings will be conducted in accord with procedural rules adopted by the Commission.

## **XXII. SUSPENSION, REDUCTION, DISCHARGE**

- A. Causes of Suspension, Reduction, or Discharge:** The following may constitute cause for discharge, suspension, or reduction of full-time non probationary, classified employees. That an officer or employee in the civil service:
  - 1. Has been convicted of a felony, or a misdemeanor involving moral turpitude, or;
  - 2. Has willfully, wantonly, or through culpable negligence, been guilty of brutality or cruelty to an inmate or prisoner, or to a person in custody provided, the act committed was not necessarily or lawfully done in self-defense, or to protect others, or to prevent the escape of a person lawfully in custody, or;
  - 3. Has been under the influence of intoxicants or drugs or the use thereof while on duty, or in violation of city employment policies, or;
  - 4. Has contracted a disease or has some physical or mental ailment or defect which makes him or her unfit to perform the essential duties of the possession; or
  - 5. Is wantonly offensive in his or her conduct or language towards the public, supervisors, or his or her fellow employees, or;
  - 6. Is consistently inefficient in the performance of the duties of his or her position so that his or her general average of efficiency is below the minimum standards established, or;
  - 7. Is negligent and or destructive in the care of city property, or
  - 8. Has an unexcused absence from duty for a period of three (3) or more successive days, or three (3) or more times in any twelve (12) month period, or;
  - 9. Has used or threatened to use or attempted to use personal or political influence in securing promotion, leave, transfer, change of grade, pay, or character of work, or;
  - 10. Has induced, or has attempted to induce an officer or employee in the service of the City to commit an unlawful act; or to act in violation of any lawful departmental or official regulation or order; or has taken any fee, gift,

or other valuable thing in the course of his or her work, or in connection with it, for his or her personal use from any person, when such fee, gift or other valuable thing is given in exchange for a favor or better treatment than accorded other persons, or promise of favorable treatment, or;

11. Has induced or attempted to induce anything, for corporations doing business with the City to give employment to any relative of the City officer or employee, or has induced or attempted to induce any such person, firm or corporation to show any material favor or consideration of any kind to the City officer or employee, or any relative of the city officer or employee, when the officer or employee hold a position in department having direct contact with such persons, firm or corporation, or
12. Has exerted improper influence on behalf of a relative, or;
13. Has, after the date of the adoption of this Ordinance, been actively engaged in the management of partisan political campaign; or acted as any election; or has been concerned in the soliciting of money for any political purpose; has engaged in the distribution of badges, posters, bills, or printed or written matter favoring the candidate for nomination or election to any municipal office while on duty, or in a City uniform, or in the offices or buildings of the City of Socorro; or has publicly endorsed any candidate for municipal elections; or has contributed money or other valuable things or any political purpose in connection with any municipal election; or has attempted, during his or her hours of duty as a City employee, to support or oppose any candidate for nomination or election to office or any proposition to be submitted to a vote of the people or so attempt, whether on duty or not, while the person sought to be influenced is on duty as a City employee; or otherwise used the City's time or resources for any political purpose; or has engaged in any political activity while wearing a City uniform; or has attempted to influence the vote for political action of any other City employee by a threat or promise under circumstances that the reasonably gives such other employee to understand that he or she will be rewarded for complying, or punish for not complying with the wishes of the person seeking to influence him or her; or as an employee in a superior position, has required or brought pressure to any subordinate to support or engage in political activity on the superior's behalf by demanding or implying support as a condition of favorable personnel action, or demanding or encouraging involuntary campaign work; or has sought political office without first resigning as provided herein, or
14. Has violated the City's employment policies or the Department's Code of Conduct.
15. For just cause. Nothing in this section will be construed to interfere with the right of an employee in the civil service to become a member of a political club or organization, to attend political meetings, to express his or her opinion on all political subjects, to enjoy freedom from all interference in casting his or her vote, or to exercise rights granted the individual by the constitution and laws of the United states or the state of Texas.

**B. Dismissal Notice:** the discharge of a full-time non-probationary classified employee will not become effective until the appointing authority or department head has first served upon such employee or mailed (certified mail, return receipt requested) a written notice of discharge. The notice must contain one or more reasons or grounds for discharge together with such specifications of far as will enable the employee to make an explanation and place him or her fairly

upon his or her defense. A copy of such notice of discharge, together with the explanation, if any, made by the employee will be filed with the HR Director.

**C. Resignation Before Appeal Decision:** the acceptance by an appointing office or authority of the resignation of a person discharged before final action on the part of the Commission will be considered a withdrawal of the charges and the separation of the employee concerned will be recorded as a resignation and the proceeding will be dismissed.

**D. Disqualification for Reappointment:** any employee who is dismissed for the cause or who resigns while not in good standing will be disqualified from taking any Civil Service examination for two years thereafter; and his or her name will be removed from all eligibility lists.

**E. Non-Certification of Suspended Persons:** the names of persons suspended will not be certified for eligibility lists during the period of suspension.

**F. Action By Commission:**

1. If the Commission hears the appeal in a disciplinary case, it will, by majority vote of its members present and voting, determine whether the charges are sustained by the evidence. If the Commission determines that the charges are sustained, in whole or in part, it will at once determine whether the good of the service requires that the appealed action be upheld or reduced. If the Commission determines that the charges are not sustained, the accused will be reinstated immediately and without prejudice, I will not be deprived of any salary for any period of suspension preceding the hearing.
2. In cases involving alleged discrimination or other administrative matters such as promotions, assignments, grading and examinations, the Commission shall review all factors in the cases and direct appropriate corrective steps, if necessary.
3. In conducting any hearing, the Commission must in all cases, afford full and free opportunity to all parties in interest to present evidence relevant to the issue or issues involved. The burden of proving all the alleged offense and of establishing just ground of discharge, suspension, or reduction rest upon the department head or officer I whom the action was taken. A preponderance of the evidence is required to substantiate any charge.

**G. Hearing Officer:** the powers and duties of the Hearing Officer are here delineated:

1. **Pre-Hearing Conference:** the hearing officer may conduct pre hearing conferences, during which that officer may:
  - a. Encourage parties to pursue actively a settlement of the dispute;
  - b. Require parties to designate their representative when desired;
  - c. Require submission of exhibits and witness lists with brief summaries of their proposed testimony;
  - d. Rule on evidentiary questions and reject irrelevant or unnecessary cumulative exhibits or testimony;
  - e. Accept exhibits and stipulations of fact between the parties;
  - f. Authorize the preparation and submission of written interrogatories and depositions;
  - g. Issue subpoenas to compel the attendance of witnesses;
  - h. Prepare a written record of all stipulations, the issues in dispute, the rulings made on exhibits and witnesses and any agreements on terms of settlement arrived at between the parties; and



2. **Hearings:** Preside at all hearings, maintaining order and decorum, taking testimony under oath or affirmation, disposing of all objections, asking questions when necessary and assuring that a clear and complete record is made of all proceedings;
  3. **Continuance:** grant or denying continuances;
  4. **Preparations of Opinions:** Prepare written recommendation (including findings of fact and conclusions of the law) affirming, reducing, or reversing the action appeals in conformance with the procedures and the time limitations set forth in the Ordinances. This opinion must be submitted to the Commission for action as specified below with a copy to the appellant and the person whose actions are being appealed and to any attorneys representing the parties involved in the matter;
  5. **Further Appeal:** Forward to the Commission recommendations concerning any rehearing or review when a motion for rehearing has been filed by one (1) of the parties;
  6. **Related Duties:** Perform such other duties as may be necessary to implement and maintain an efficient, fair, and speedy system of appeals adjudication, and perform any additional duties imposed by the Commission.
- H. Subsequent Action:** Upon receipt of the Hearing Officer's opinion and recommendations were applicable, the Commission will review the written record of the hearing, review any written briefs or oral arguments which the parties are permitted by the Commission to submit, and take one of the following actions:
1. Accept or modify the Hearing Officers' recommendations; or
  2. Remand the matter to the Hearing Officer for development of such additional facts and findings as the Commission deems necessary. Consistent with the remand, the Hearing Officer must conduct an additional hearing and render further opinion or recommendation to the Commission for its further action pursuant to this provision.
- I. Referral of Charges by Citizens:** Any citizen of the City has the right to prefer sworn written charges, before the Commission, alleging misconduct against any employee subject to its jurisdiction. The Commission may order investigation of the charges when it deems proper and in its discretion may hear and dispose of the charges in the same manner as prescribed above. This section does not apply to any charges or appeals which may be brought before the Commission under other sections of this Ordinance.
- J. Constitutional Rights:** nothing in this ordinance shall be construed as denying or abridging any constitutional right.

### XXIII. HEARINGS

- A. Hearing by Commission:** Any party to Commission proceedings may invoke the rule as to witnesses, as known to the practice in the District Courts of the State of Texas, and the Commission or Hearing Officer may, on their own motion, impose such rule, the effect of which will be to exclude from the hearing room, all witnesses, except the person preferring the charges or acting in the discharge, suspensions or reduction of the accused employee, while other witnesses are being questioned or other testimony given.

**B.** **Continuance of Appeal Hearings:** The following rules will apply when either party before the Commission or a Hearing Officer in a disciplinary appeal hearing request a continuance of the hearing:

1. When either party requests a continuance or adjournment of up to fifteen (15) days, such requests must be in writing and in the hands of the Hearing Officer or the Secretary of the Commission at least twenty-four (24) hours prior to the hearing time period the hearing officer or Commission may allow a continuance for emergency reasons with less than twenty-four (24) hours prior notice.
2. Upon receipt of notice for continuance, the Secretary of the Commission will notify the Chairman, who may accept and approve the request on behalf of the entire Commission, thus precluding the need for the entire Commission to convene and accept the notice. This will apply only to a party's request for continuance up to fifteen (15) days.
3. Any continuance beyond fifteen (15) days or in addition to the first request for continuance must be:
  - a. By mutual agreement of the parties; or
  - b. By the Hearing Officer or Commission at either party's request after a hearing on the merits of the continuance.
4. Failure to comply with the provisions of this section will be grounds for denial of the continuance requested.

#### **XXIV. EMPLOYEES SEEKING PUBLIC OFFICE**

No employee of the Civil Service shall seek election for a public office, as listed below, without having first resigned from his or her position in the Civil Service.

- A.** Any City Office; or
- B.** Any partisan office within the City of Socorro or a jurisdiction that includes the City of Socorro; or
- C.** Any public office if the employee is serving in a supervisory or managerial position with the City; or
- D.** Any public office in a jurisdiction which has direct or indirect contractual relations with the City and which would represent a conflict of interest to the employee's position in the City.

#### **XXV. GRANT FUNDED POSTIONS**

Employees who hold positions funded or contracted or by state or federal grants, shall have no right to continue holding such positions when state or federal funding ceases. If said positions, at the end of state or federal funding, become Civil Service positions, they shall be still as provided in this Ordinance.

#### **XXVI. DEPARTMENTAL RULES**

Any department head shall have the right to promulgate rules of conduct and regulations (Code of Conduct) regarding the operation of the department, and the conduct of the employee therein, provided that such rules do not conflict with this ordinance or the City's employment policies. Large departments having various subdepartments may, in their rules, have rules and regulations pertaining to subdepartments in addition to general rules and regulations regarding the department. Any department head, as provided in this Ordinance, suspend, discharge, or demote

any employee or insubordination, for failure to comply with departmental rules and regulations, for failure to comply with the rules of the Commission or for failure to obey any lawful order of a superior officer.

## **XXVII. LAYOFFS, JOB RIGHTS, REINSTATEMENT**

### **A. Layoffs:**

1. When layoff of employees is necessary in accordance with this Ordinance, notice of such proposed layoff will be provided to the HR Director immediately. The HR Director will certify to the appropriate department head the names of the employees to be laid off and will coordinate all procedures to affect the layoffs.
2. In certifying the names of the employees to be laid off, in the case of a tie in the amount of seniority of full-time, classified employees in the affected position, the HR Director will certify for layoff the employees with the lowest efficiency ratings based on an average of the last three (3) rating periods.
3. Thirty (30) days prior to the actual layoff date, the HR Director will freeze the filling of all City vacancies in the same occupational group at or below the grade of the affected employees. No such vacancy will be filled without first considering the eligibility of affected employees for the vacant positions. The HR Director will attempt to place affected employees in such vacancies within the thirty (30) day period. This procedure will not affect vacancies which occur after the thirty (30) days.
4. The HR Director will counsel all affected employees to ensure that all such employees are aware of their rights and obligations during the layoff.

**B. Job Rights:** an employee, who is to be removed from a position as the result of abolishment or layoff, has the right, within the order of certifications, to be appointed to a vacant position in the following manner.

The opportunity to be appointed to a vacant position within the same department at or below the employees' grade at the time of removal will be offered to each employee to be laid off in the order of the employee's seniority in the City. In the event of multiple layouts, the HR Director will ensure that most senior employees receive the greatest rights hereunder.

Vacancies will be offered to the employee in order of the categories listed below.

1. Vacancies which exist within the same department in the same grade series of the position in which the employee serves at or below the employee's current position;
2. Vacancies which exist within the same department in the same grade series of the position in which the employee serves at or below the employee's current position; and
3. Vacancies which exist within the same department in the same occupational branch as the position in which the employee currently serves at or below the employee's current position.

The refusal of an employee to accept an offer to fill a vacancy made under this section will result in the employee being placed on a reinstatement list. If no vacancy exists in any of the above categories, the employee will have the right



to displace a person in a position in the same department in a lower grade, in the same grade, or in the same grade series in which the employee is currently serving. If no such position exists, then the employee will have the right to displace a person in the same department in a grade series in which the employee to be laid off has previously served. Displacement rights will be given to employees in order of their seniority. Persons who are displaced as a result of the above procedure shall then have the same right to displace persons serving in positions as outlined above. No person may be displaced in any action if the person holding the position has greater seniority than the employee claiming the right to displace.

If a person accepts a position, either through filling a vacancy or displacement, at a lower grade, the person, if otherwise qualified, may take promotional examinations for any grade above that grade period no person who would that appointment to a vacant position or displaces another person under this section shall be placed on a reinstatement list for the position from which the person was removed.

For purposes of this Ordinance, the following definitions apply:

- a. **Same grade series:** one (1) or more classes that are similar in all respects except for the level of skills, ability, qualifications, and responsibilities required.
  - b. **Occupational groups:** groups of one or more related grade series.
  - c. **Occupational branch:** major subdivision of related occupational groups.
  - d. **Vacancy:** A position which is vacant or is occupied by a temporary or provisional employee.
  - e. **Qualified:** Meeting all minimum qualifications and requirements as set forth in the classification description for the position.
- C. Reinstatement:** Individuals on reinstatement lists as a result of a layoff who are interested in reinstatement to a specific position in a different but similar grade in any City department must notify the HR Director in writing of such interests. If the HR Director has already certified the names to a vacancy when such notification arrives, that certification will not be cancelled, but the individual will be contacted prior to certifying name for their vacancies in which the individual has expressed an interest. If an examination announcement for the vacancy has been posted, the last individual must notify the HR Director of his or her interest no later than the last day of the filing period for the examination. The HR Director will, subject to Commission review, determine whether or not the position in question is of a similar nature, evaluate the individual's qualifications for the position, and determine whether or not the individual must take a qualifying examination or be determined eligible based on his or her possession of the minimum qualifications and similarity of previous job duties.

Notwithstanding any other terms all regulations herein, all rights of reinstatement after layoff, or abolishment, or other job displacement will expire on the ninetieth (90<sup>th</sup>) day after the individual is laid off, displaced or separated.

## XXVIII. EX PARTE COMMUNICATIONS

Unless required for the disposition of unrelated matters or as authorized by law, or in connection with the scheduling of meetings and hearings, Civil Service Commissioners, hearing officers, or employees of the City assigned to render a decision, may not communicate, directly or indirectly, in connection with any issue of fact, or law, with any agency, person, parties, or their representatives, except on notice and opportunity for all parties to participate. A Commissioner or hearing officer may communicate *ex parte* with employees of the City who have not participated in any hearing in the case for the purpose of utilizing the special skills or knowledge of the City and its staff in evaluating the evidence.

Commissioners or hearing officers shall not participate in deliberations of the Commission or rendering the decision in a case where they have participated in the case in an advocacy role. The Commission may take judicial notice of facts which a court of Texas could take judicial notice of, and in addition the Commission or hearing officer may take notice of generally recognized facts within the area of the Commission's specialized knowledge.

## XXIX. DEFINITIONS OF TERMS

**Definitions:** the following definitions apply to this Article.

**Abolishment:** either temporary or full time discontinuance of a given office, service or position, by reason whereof the functions and duties of the office, service, or employment cease; Generally evidenced by the deletion of a position from a departmental manning table.

**Advancement:** a salary increase within a range of compensation provided for each position which is conditioned upon a given minimum term of meritorious services in the same position.

**Appeal:** the procedure by which an employee gives written notice within the prescribed form to the Commission requesting review of a protest of any adverse employment action.

**Appointing Officer:** the department head having the power of appointment to subordinate offices or positions.

**Appointment:** Selection by the appointing officer of an individual from the certification list to fill vacancy or by the appointing authority in the case of department heads.

**Certification:** The process by which the names and addresses of persons on a proper eligibility list are placed in the correct order in which vacancies are to be filled and thereby become entitled to be considered to fill a vacancy.

**Certification List:** List of names from an eligibility list sent to the appointing authority or appointing officer for consideration in filling a vacancy.

**Grade:** a group of positions within the same title so arranged because of similarity of duties and responsibilities and for which the same basic examination, compensation and minimum qualifications apply.

**Classification:**

1. A classification plan consisting of a systematic arrangement or index of great titles arranged by:
  - a. Occupation groups;
  - b. Grade series; and
  - c. grade title within series.
2. A compensation plan consisting of:
  - a. A minimum rate, serving as the entrance rate for new appointees to any position in the grade;

- b. a maximum rate representing the highest rate to be paid to any employee in the grade; and
  - c. a series of specific rates, between the minimum and maximum rate, together with rules outlining elements of efficiency and length of service to be used in determining when and under what conditions an employee is to receive an intermediate rate.
3. An administrative plan consisting of roles for the application and administration of the classification plan and the compensation plan.

**Classified:** All officers and positions in the civil service, excluding those defined as being “unclassified” in this ordinance.

**Commission (when used by itself):** The Civil Service Commission

**Competitive Examination:** an examination in which the candidates are in competition and from which an eligibility list is promulgated.

**Department:** Any City agency, office, Bureau, or other organizational unit.

**Dismissed, Discharged, Removed:** actions under which employees are separated from their respective positions for A cause.

**Efficiency or Service Records:** Records of the manner in which an employee’s service was rendered, the record being made at stated intervals by the several department heads and submitted to the HR Director.

**Eligibility List:** a list of names of persons who have been determined to be qualified through applicable criteria, for employment and positions allocated to a specified trade, arranged in order of merit. Includes original entrance, promotional, and reinstatement lists.

**Grade:** term representing a specific range of compensation.

**Layoff:** the involuntary temporary separation of employees from their positions, often on a seasonal basis, without fault or delinquency on their part, normally by reason of lack of work or funds; generally evidence by the retention of a vacant position within the department. If the position is deleted from the departments manning table, the “layoff” becomes an “abolishment.”

**New Position:** a position created through the authorized addition to a department of opposition not previously existent or a position created through an authorized change in classification.

**Full Time Employee:** Any classified employee who has been regularly appointed after serving he probationary period to a position normally involving continuous year-round service and involving regular working hours of more than thirty (30) hours per week.

**Position (when used by itself):** specific set of duties to be performed by an employee.

**Probationary Employee:** an employee who has been employed or promoted and is within the period of probation established for the position.

**Promotion:** A change from a position in a lower grade to a physician and a higher grade, involving a change of duties more responsibilities as well as an upward change in compensation.

**Provisional Employee:** any employee temporarily filling the position without competition pending the establishment of a certification list.

**Resignation:** The voluntary separation from employment of a classified employee, notice of which is tendered, in writing, to the employee’s department head, superior, Human Resource Director or other authorized agent of the City.

**Reinstatement:** the act of reinstalling a person separated from a classified position to that position or some other position.

**Rules:** when used by itself, the Rules of the Commission.



**Suspension:** action under which an employee is for cause temporarily separated for a definite or indefinite period, may be with or without pay.

**Temporary Employee:** an employee whose services are of a temporary nature or for a limited., usually six (6) months or less.

**Unclassified:** those positions exempted from the Civil Service provisions of this ordinance.

**Work Day:** any day that the City HR Department is open to the public for the transaction of business.

### **XXX. TRANSITION**

Existing Laws and Constitutionality: all existing ordinance provisions pertaining to Civil Service are hereby repealed, and all Ordinance or parts thereof in any wise conflicting or inconsistent with this Ordinance or any provisions hereof are hereby expressly repealed. However, the enactment of this Ordinance will in no wise effect the rights of persons whose appeals have been filed and are pending before the Commission or in the courts at the time of its adoption. Such pending appeals or other pending matters may be decided by the Commission or appropriate tribunal in the light of the provisions of the Civil Service Regulations existing at the time the appeal was filed.

Adopted by the Socorro City Council February , 2024



## CITY OF SOCORRO CITY COUNCIL MEETING

**DATE: JAN 25, 2024**

### **REZONING REQUEST**

### **STAFF REPORT**

**SUBJECT:**

**PUBLIC HEARING AND SECOND READING AND ADOPTION OF AN ORDINANCE APPROVING A PROPOSED AMENDMENT TO THE CITY OF SOCORRO'S MASTER PLAN AND REZONING OF A PORTION OF TRACT 16-D, BLOCK 27, SOCORRO GRANT, LOCATED AT 11686 SOCORRO ROAD, SOCORRO, TX FROM C-1 (LIGHT COMMERCIAL) TO R-2 (MEDIUM DENSITY RESIDENTIAL) TO ALLOW FOR A DUPLEX.**

**NAME:** 11686 SOCORRO RD. REZONING

**PROPERTY ADDRESS:** 11686 SOCORRO RD.

**PROPERTY LEGAL DESCRIPTION:** A PORTION OF TRACT 16-D, BLOCK 27, SOCORRO GRANT

**PROPERTY OWNER:** ELIBORIO FIGUEROA

**REPRESENTATIVE:** ELIBORIO FIGUEROA

**PROPERTY AREA:** 12,517 S.F.

**CURRENT ZONING:** C-1 (Light Commercial)

**CURRENT LAND USE:** RESIDENTIAL

**FUTURE LAND USE MAP:** HIGH DENSITY RESIDENTIAL

**FLOOD MAP:** According to the Flood Insurance Rate Maps, the referenced property lies within Zone X; (Community Panel # 480212 0300-B/ FEMA, September 4, 1991).

**SUMMARY OF REQUEST:** Request is for approval of a rezoning of a property from C-1 to R-2 to allow for a duplex.

**STAFF RECOMMENDATION:** Staff recommends **APPROVAL** of the Rezoning request.

**P&Z RECOMMENDATION:** Commission voted for **APPROVAL** of the rezoning request on December 5, 2023

**Ivy Avalos**  
Mayor

**Ruben Reyes**  
Representative  
At Large

**Cesar Nevarez**  
District 1



**Alejandro Garcia**  
District 2

**Rudy Cruz, Jr.**  
District 3/ Mayor Pro Tem

**Yvonne Colon-Villalobos**  
District 4

**Adriana Rodarte**  
City Manager

## ORDINANCE \_\_\_\_\_

**AN ORDINANCE APPROVING A REZONING A PORTION OF TRACT 16-D, BLOCK 27, SOCORRO GRANT, LOCATED AT 11686 SOCORRO ROAD, SOCORRO, TX FROM C-1 (LIGHT COMMERCIAL) TO R-2 (MEDIUM DENSITY RESIDENTIAL) TO ALLOW FOR A DUPLEX.**

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

That pursuant to Chapter 46 of the Codification of Ordinances of the City of Socorro, Texas, the Zoning Ordinance of the City of Socorro, that the property being a portion of Tract 16-D, Block 27, Socorro Grant, located at 11686 Socorro Road, Socorro, TX From C-1 (Light Commercial) to R-2 (Medium Density Residential) to allow for a duplex.

**READ, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

CITY OF SOCORRO, TEXAS

\_\_\_\_\_  
Ivy Avalos, Mayor

ATTEST:

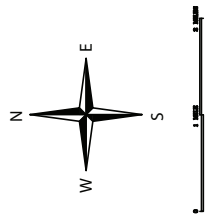
\_\_\_\_\_  
Olivia Navarro, City Clerk

APPROVED AS TO FORM:

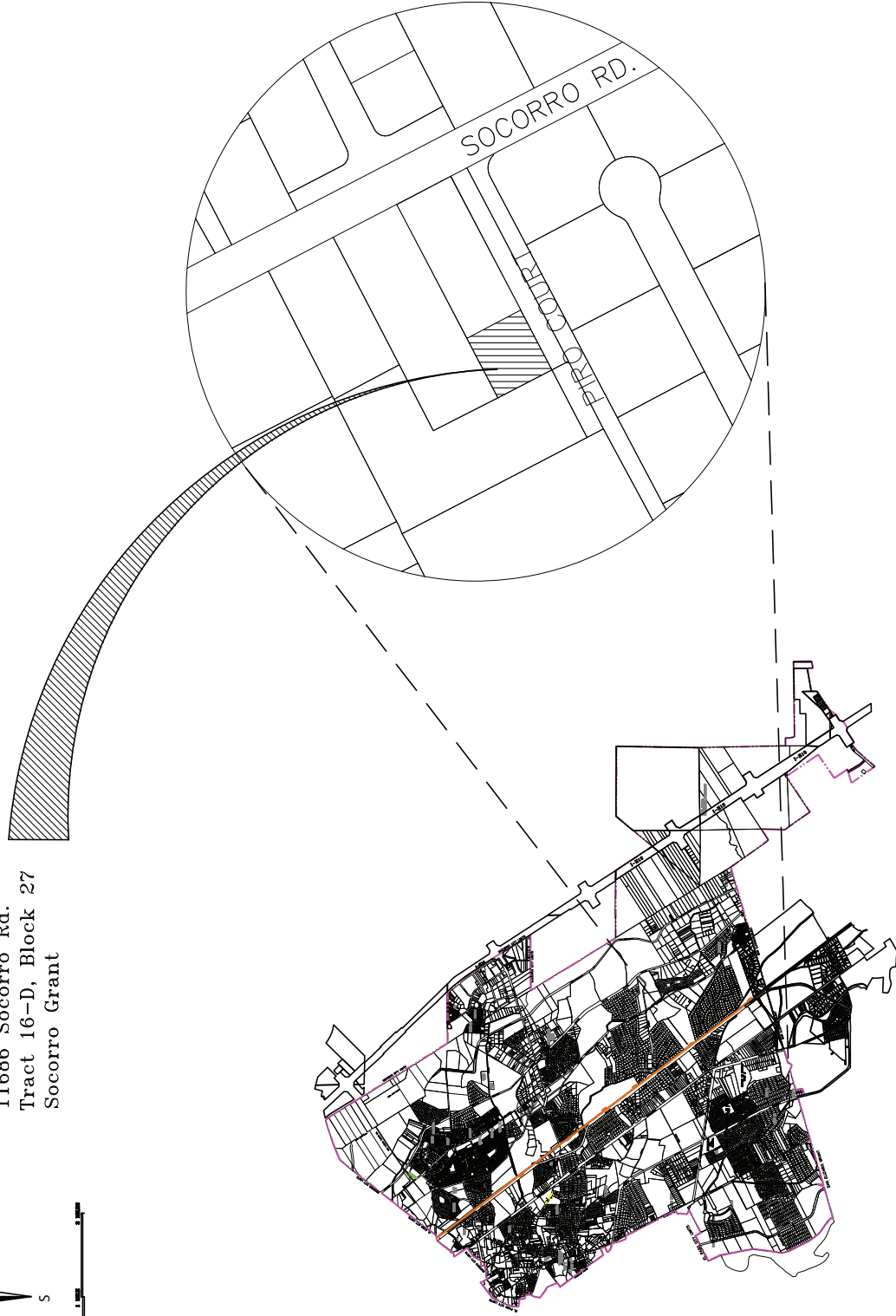
\_\_\_\_\_  
James A. Martinez  
Socorro City Attorney



# LOCATION MAP



PROJECT SITE;  
11686 Socorro Rd.  
Tract 16-D, Block 27  
Socorro Grant



CITY OF SOCORRO

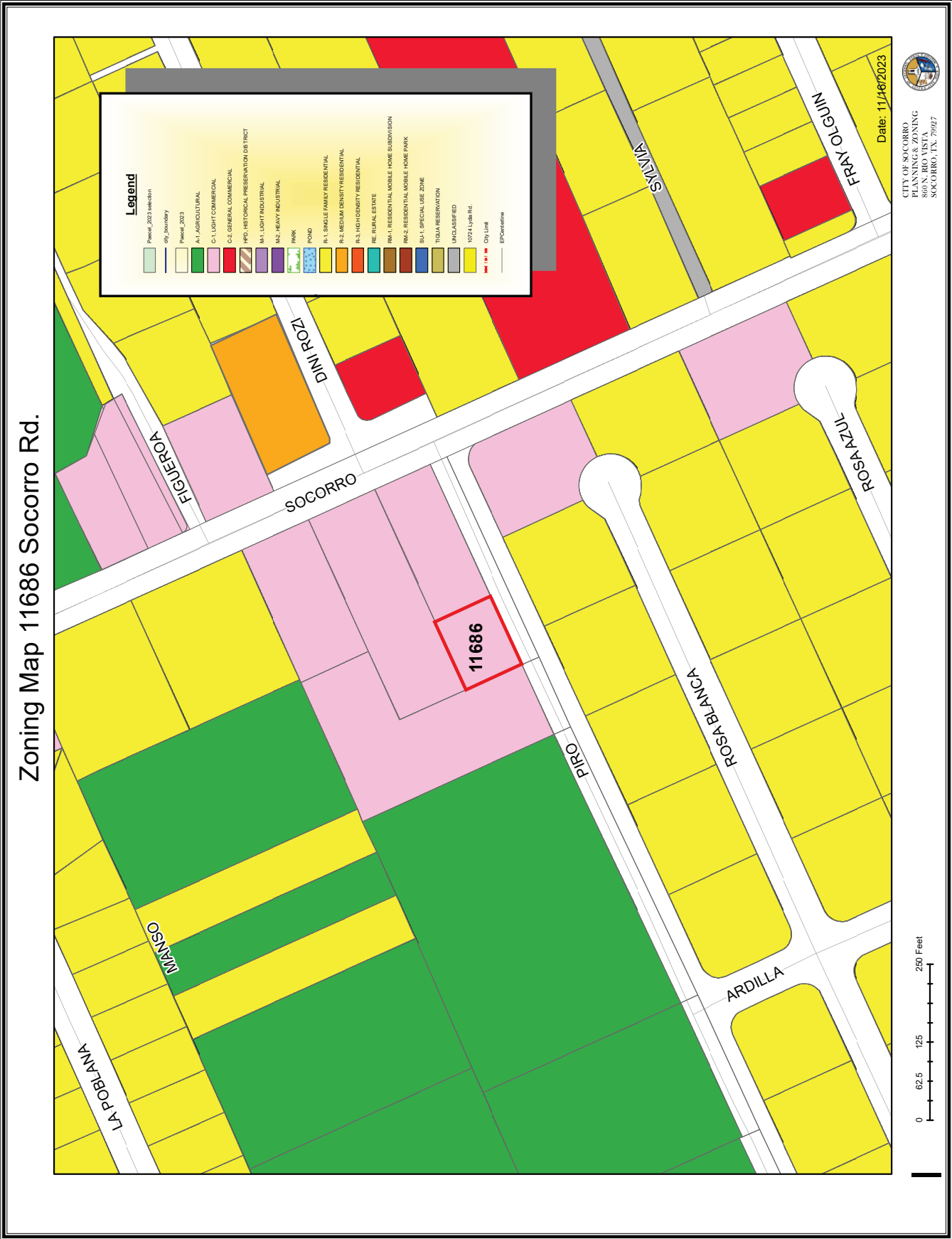
## LOCATION MAP

Scale: AS SHOWN

Planning and Zoning Department

860 N. Rio Vista Socorro, Texas 79927 Tel. (505) 872-4831 Fax (505) 872-4603

# ZONING MAP



# SITE PICTURES




View of property from Piro Ct.

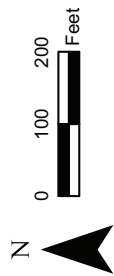




# AERIAL PHOTO



  
City of Socorro  
Planning & Zoning Department  
860 N. Rio Vista Rd.  
Socorro, TX 79927  
Date prepared: 12/1/2023



# PUBLIC NOTICE





# PUBLIC NOTICE LETTER

*Ivy Avalos*  
Mayor

*Ruben Reyes*  
At Large

*Cesar Nevarez*  
District 1



*Alejandro Garcia*  
District 2/ Mayor ProTem

*Rudy Cruz, Jr.*  
District 3

*Yvonne Colon-Villalobos*  
District 4

*Adriana Rodarte*  
City Manager

November 16, 2023.

Dear property owner,

A **PUBLIC HEARING** will be held on December 5, 2023, at 5:30 p.m. during the Planning and Zoning Commission meeting at the City of Socorro City Council Chambers, 860 N. Rio Vista Road, Socorro, Texas 79927. The purpose of the Public Hearing is to receive public comments on the following:

- a) Public hearing request for the proposed amendment to the City of Socorro's Master Plan and rezoning of a portion out of Tract 16D, Block 27, Socorro Grant, located at 11686 Socorro Rd., Socorro, TX from C-1 (Light Commercial) to R-2 (Medium Density Residential) to allow for a duplex.

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

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

**The public can also access the meeting by calling 844-854-2222 and use access code 579797 by 5:00 p.m. mountain standard time (MST) on December 5, 2023, to join the meeting and to sign up to speak on the public hearing, the speaker will be called upon by the presiding officer during the public hearing.**

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

Respectfully,

*Judith Rodriguez*

Judith Rodriguez  
Planning & Zoning Commission Secretary



# PUBLIC NOTICE LETTER

*Ivy Avalos*  
Mayor

*Ruben Reyes*  
At Large

*Cesar Nevarez*  
District 1



*Alejandro Garcia*  
District 2 /Mayor Pro Tem

*Rudy Cruz, Jr.*  
District 3

*Yvonne Colon-Villalobos*  
District 4

*Adriana Rodarte*  
City Manager

16 de noviembre, 2023

Estimado dueño(a) de propiedad,

Se le notifica que habrá una **AUDIENCIA PUBLICA** durante la junta de la Comisión de Planeación y Zonificación el 5 de diciembre, del año 2023 a las 5:30 p.m. en las Cámaras del Concejo Municipal de la Ciudad de Socorro, Texas 79927. El propósito de la audiencia pública es recibir comentarios públicos sobre lo siguiente:

- a) Solicitud de audiencia pública para la enmienda propuesta al Plan Maestro de la Ciudad de Socorro y la rezonificación de una parte del Traque 16D, Bloque 27, Socorro Grant, ubicado en 11686 Socorro Rd., Socorro, TX de C-1 (Comercial Ligero) a R-2 (Residencial de Densidad Media) para permitir un dúplex.

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

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

**El público también puede acceder a la reunión llamando al 844-854-2222 y usar el código de acceso 579797 antes de las 5:00 p.m. del 5 de diciembre del año 2023 para unirse a la reunión e inscribirse para hablar durante la audiencia pública. El oficial que conducirá la reunión llamará la persona para comentar en su artículo.**

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

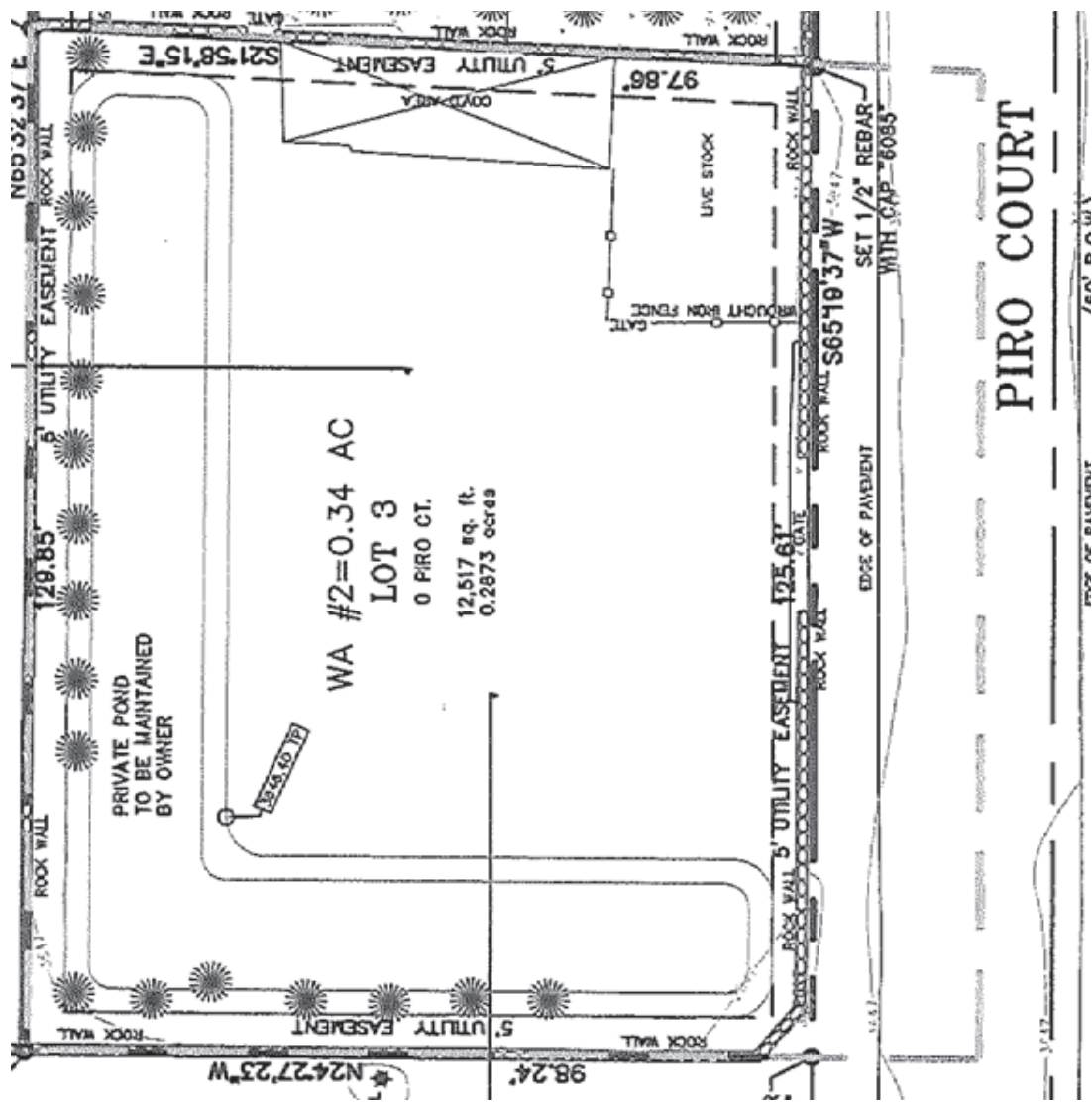
Atentamente,

*Judith Rodriguez*

Secretaria de la Comisión de Planeación y Zonificación.

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

# SITE PLAN



PIRO COURT



## CITY OF SOCORRO CITY COUNCIL

**MEETING DATE: JANUARY 25, 2024**

### **PRELIMINARY AND FINAL PLAT STAFF REPORT**

**SUBJECT:**

**PUBLIC HEARING AND SECOND READING AND ADOPTION OF AN ORDINANCE APPROVING THE PRELIMINARY AND FINAL PLAT FOR FIGUEROA SUBDIVISION BEING A PORTION OF TRACT 16-D, BLOCK 27, SOCORRO GRANT, SOCORRO, TX WITH A WAIVER FOR THE REQUIREMENT OF A SOILS REPORT.**

**NAME:** FIGUEROA SUBIDIVISION

**PROPERTY ADDRESS:** 11686 SOCORRO RD.

**PROPERTY LEGAL DESCRIPTION:** A PORTION OF TRACT 16-D, BLOCK 27, SOCORRO GRANT

**PROPERTY OWNER:** ELIBORIO FIGUEROA

**PROPERTY AREA:** 0.788 ACRES

**CURRENT ZONING:** C-1 (Light Commercial)

**CURRENT LAND USE:** RESIDENTIAL

**FUTURE LAND USE MAP:** HIGH DENSITY RESIDENTIAL

**FLOOD MAP:** According to the Flood Insurance Rate Maps, the referenced property lies within Zone X; (Community Panel # 480212 0300-B/ FEMA, September 4, 1991).

**SUMMARY OF REQUEST:** Request is for approval of a Preliminary and Final Plat for Figueroa Subdivision.

The applicant also requested a waiver from the drainage report, soils analysis, and sidewalks requirement.

**STAFF RECOMMENDATION:** Staff recommends **APPROVAL** of the Preliminary and Final Plat

**P & Z RECOMMENDATION:** Commission voted for **APPROVAL** of the Preliminary and Final Plat with a waiver for the requirement of a soils report on December 19, 2023.



**Ivy Avalos**  
Mayor

**Ruben Reyes**  
Representative  
At Large

**Cesar Nevarez**  
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District 2

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District 3/ Mayor Pro Tem

**Yvonne Colon-Villalobos**  
District 4

**Adriana Rodarte**  
City Manager

## ORDINANCE \_\_\_\_\_

**AN ORDINANCE APPROVING PRELIMINARY AND FINAL PLAT FOR FIGUEROA SUBDIVISION BEING A PORTION OF TRACT 16-D, BLOCK 27, SOCORRO GRANT, SOCORRO, TEXAS WITH A WAIVER FOR THE REQUIREMENT OF A SOILS REPORT.**

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

That the Figueroa Subdivision being a portion of Tract 16-D, Block 27, Socorro Grant has been granted Preliminary and Final Plat approval as per the Subdivision Ordinance of the City of Socorro, Texas with a waiver for the requirement of a soils report.

**READ, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

CITY OF SOCORRO, TEXAS

\_\_\_\_\_  
Ivy Avalos, Mayor

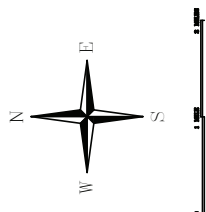
ATTEST:

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

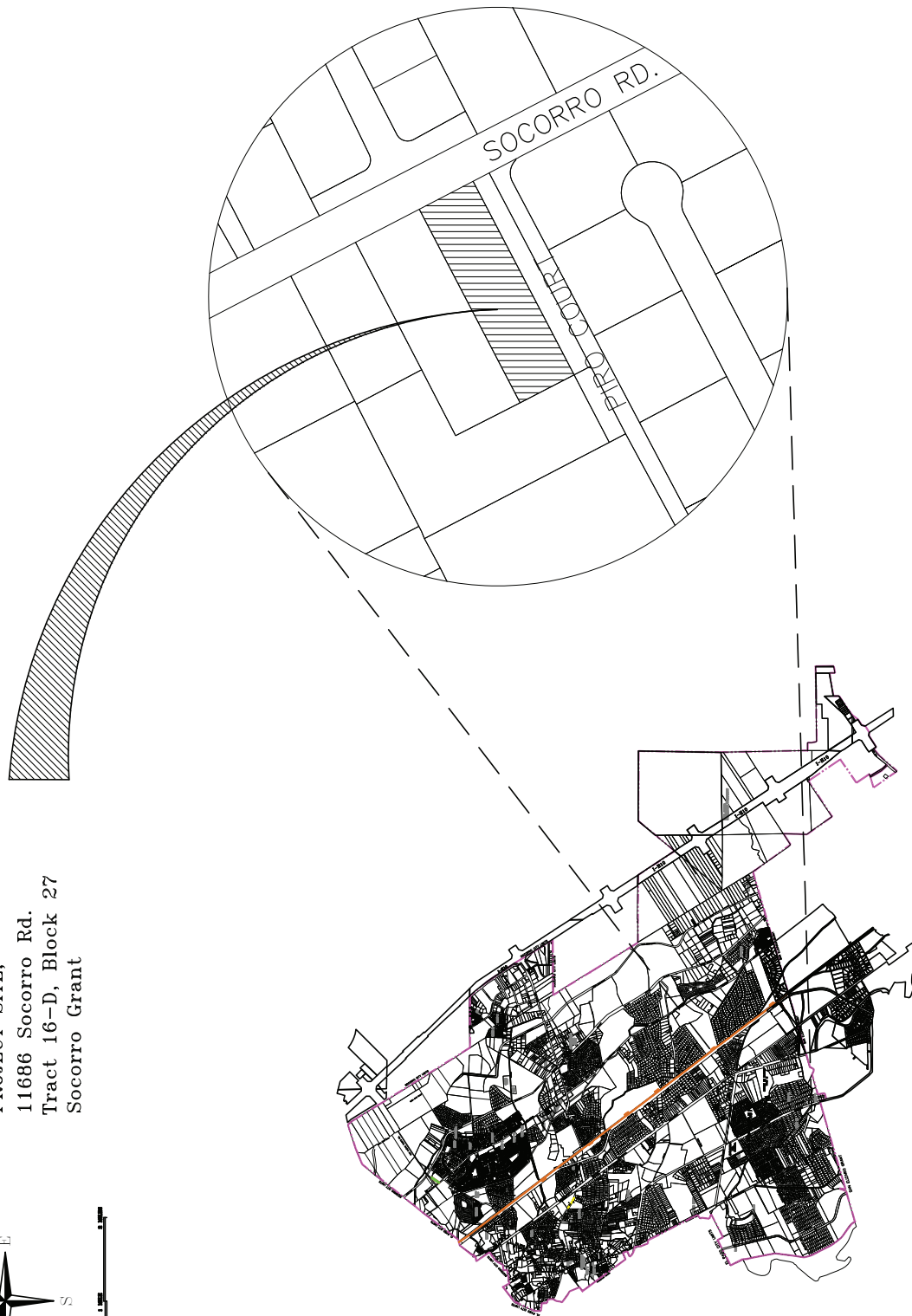
APPROVED AS TO FORM:

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

# LOCATION MAP



PROJECT SITE;  
11686 Socorro Rd.  
Tract 16-D, Block 27  
Socorro Grant



CITY OF SOCORRO

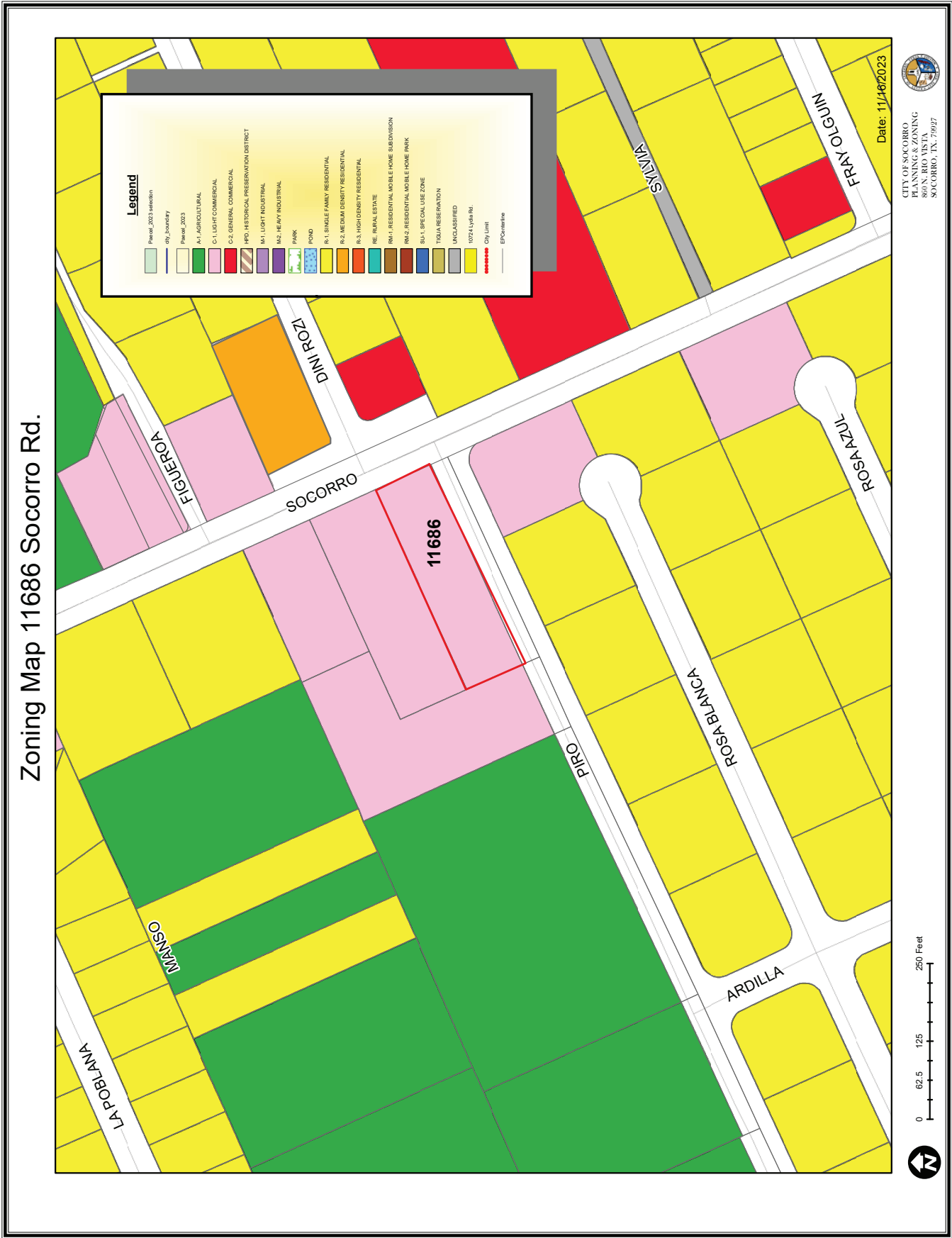
## LOCATION MAP

Scale: AS SHOWN

Planning and Zoning Department

860 N. Rio Vista Socorro, Texas 79027 Tel: (505) 872-4531 Fax: (505) 872-8673

# ZONING MAP





# SITE PICTURES




View of property from Piro Ct.





# AERIAL PHOTO



  
City of Socorro  
Planning & Zoning Department  
860 N. Rio Vista Rd.  
Socorro, TX 79927  
Date prepared: 12/1/2023

