



## AGENDA FOR THE SUN METRO CITIZENS ADVISORY COMMITTEE

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**January 14, 2026  
10151 MONTANA AVENUE, EL PASO, TX 79925  
3:00 PM  
SUN METRO CONFERENCE ROOM, ROOM 117**

Notice is hereby given that a meeting of the Sun Metro Citizens Advisory Committee of the City of El Paso will be conducted on the above date and time.

**A quorum of five committee members must be present and participate in the meeting.**

### **ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

### **NOTICE TO THE PUBLIC**

All matters listed under the Consent Agenda below will be considered by the Committee to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Committee or persons in the audience request specific items be removed from the Consent Agenda to the Regular Agenda for discussion prior to the time the Committee votes on the motion to adopt the Consent Agenda.

### **CONSENT AGENDA**

1. Approve the Minutes of the Regular Committee meeting of September 10, 2025. [BC-1597](#)  
Sun Metro Mass Transit, Karl Rimkus, (915) 212-3317

### **REGULAR AGENDA**

2. Discussion and action regarding a vision statement for the committee. [BC-1598](#)

City Manager's Office, Roman Sanchez, (915) 549-7905

3. Discussion and action regarding the adoption and implementation of uniform bylaws for advisory committees as required by El Paso City Ordinance 019766. [BC-1599](#)  
Sun Metro Mass Transit, Karl Rimkus, (915) 212-3317

4. Discussion and action regarding decorum and discussion by committee members during committee meetings. [BC-1600](#)  
Scott White, Committee Chair

5. Discussion and action regarding preparation, submittal and presentation of an annual report of the Committee. [BC-1601](#)  
Sun Metro Mass Transit, Karl Rimkus, (915) 212-3317

6. Discussion regarding Sun Metro data report for the Committee. [BC-1602](#)  
Sun Metro Mass Transit, Karl Rimkus, (915) 212-3317

7. For notation: [BC-1603](#)

- EPATS LGC Board of Directors meet monthly regarding transit services in the El Paso County Transit service area.
  - Website: <https://elpasotransportationauthority.org/>
- The Sun Metro Paratransit Advisory Public Meeting occurs twice (10 a.m. and 6 p.m.) via MS Teams on the first Thursday of March, June, September and December. For more information, please contact Mr. Victor Caraveo at 212 -LIFT. Meeting announcements are also posted on Sun Metro's Facebook page at: <https://www.facebook.com/sunmetro>

### **PUBLIC COMMENT**

The Committee will allow speakers from the public to comment on any transit-related issue that is not on the agenda. During the Public Comment Period of the meeting, audience members who sign up to address the Committee will be given an opportunity to address the Committee. Unless modified by the Chair, speakers will be allowed three (3) minutes for their comments. For more information, please contact Mariana Orozco at (915) 212-3308.

### **ADJOURN**

### **NOTICE TO THE PUBLIC**

Sign language interpreters will be provided for this meeting upon request. Requests must be made to Mariana Orozco at [OrozcoM@elpasotexas.gov](mailto:OrozcoM@elpasotexas.gov) a minimum of 48 hours prior to the date and time of this hearing.

If you need Spanish Translation Services, please email OrozcoM@elpasotexas.gov at least 48 hours in advance of the meeting.

Posted this the \_\_\_\_\_ of \_\_\_\_\_ at \_\_\_\_\_ AM/PM by \_\_\_\_\_



## Legislation Text

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**File #: BC-1597, Version: 1**

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### **CITY OF EL PASO, TEXAS LEGISTAR AGENDA ITEM SUMMARY FORM**

#### **DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

*Please choose District and Department from drop down menu. Please post exactly as example below.*

*No Title's, No emails. Please use ARIAL 10 Font.*

Sun Metro Mass Transit, Karl Rimkus, (915) 212-3317

#### **AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Approve the Minutes of the Regular Committee meeting of September 10, 2025.

## SUN METRO CITIZENS ADVISORY COMMITTEE MEETING MINUTES

Location Address	10151 Montana
Meeting Date	September 10, 2025
Meeting Time	3:00PM
Meeting Start Time	3:04PM

### ATTENDANCE

District	Member Name	Present	Absent	Arrived Late (Time)	Left Early (Time)
Mayor	Xavier Banales	X			
1	Keith Andrews	X			
2	Elisa Tamayo		X		
3	William Graham	X			
4	Sandy Azcona		X		
5	Aziz Afravi	X			
6	Angela Ochoa	X			
7	Sylvia Carreon	X			
8	Scott White		X		

### CONSENT AGENDA

Item	Approve the Minutes of the Regular Committee meeting of July 9, 2025.			
Motion	Motion made by member Banales, seconded by member Ochoa, passed unanimously.			
Vote	AYES Members Banales, Andrews, Graham, Afravi, Ochoa and Carreon NAYS None			
Not Present	Members Tamayo, Azcona and White			

### REGULAR AGENDA

Item	Discussion regarding introduction of John Andoh, Executive Director of Transit Operations, El Paso Transportation Authority			
Comments	Mr. Andoh commented. Mr. Banales, committee member, commented. Ms. Ochoa, committee member, commented.			
Motion	N/A			
Vote	AYES NAYS			
Not Present				

Item	Discussion and action regarding a vision statement for the committee.			
Comments	Roman Sanchez and Julie Baldwin Munoz presented a PowerPoint presentation of the proposed vision statement.			

Motion	Mr. Banales, committee member, commented. Mr. Rimkus, commented. Ms. Ochoa, committee member, commented.			
Vote	N/A			
Not Present	AYES NAYS			
Item	Discussion regarding a presentation on paratransit software and ride app.			
Comments	Mr. Caraveo presented. Mr. DeMuro commented. Mr. Graham, committee member, commented. Mr. Arnold commented. Mr. Afravi, committee member, commented.			
Motion	N/A			
Vote	AYES NAYS			
Not Present				
Item	Discussion regarding how Sun Metro Citizens Advisory Committee is impacted by Ordinance 019766, adopted by City Council on August 5, 2025.			
Comments	Ms. Garcia, attorney, presented.			
Motion	N/A			
Vote	AYES NAYS			
Not Present				
Item	Discussion regarding Sun Metro service to Beaumont Hospital and New VA Hospital.			
Comments	Members decided to move discussion to the following meeting.			
Motion	Motion made by member Ochoa, seconded by member Banales, passed unanimously.			
Vote	AYES Members Banales, Andrews, Graham, Afravi, Ochoa and Carreon NAYS None			
Not Present	Members Tamayo, Azcona and White			
Item	Discussion regarding an update on Sun Metro Fleet Maintenance Operations.			
Comments	Mr. Arnold presented.			
Motion	N/A			
Vote	AYES NAYS			
Not Present				
Item	Discussion regarding an update on Veterans Ride for Free grant progress.			
Comments	Mr. Reyes presented. Mr. Graham, committee member, commented. Mr. Banales, committee member, commented.			
Motion	N/A			
Vote	AYES NAYS			
Not Present				

Item	Discussion regarding a potluck event for the November committee meeting.		
Comments	Mr. Rimkus presented. Mr. Graham, committee member, commented.		
Motion	N/A		
Vote	AYES		NAYS
Not Present			

## CALL TO THE PUBLIC (NON-AGENDA ITEMS)

The following members of the public commented:

Mr. Afravi, committee member, commented.

## ADJOURN

Item	Adjourn the meeting of September 10, 2025.		
Motion	Motion made by member Afravi, seconded by member Banales, passed unanimously.		
Vote	AYES	Members Banales, Andrews, Graham, Afravi, Ochoa and Carreon	NAYS
Not Present	Members Tamayo, Azcona and White		
Time	4:57PM		



## Legislation Text

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City Manager's Office, Roman Sanchez, (915) 549-7905

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Discussion and action regarding a vision statement for the committee.

# visioning Session

**Citizens Advisory Committee**

Sun Metro

November 12, 2025



# Approach Recap

## DISCOVERY

- Scheduled one-hour, one-on-one meetings with the 9 SMCAC member via Microsoft Teams or phone.
- Meetings were guided by a set of questions, but allowed space for open feedback
- Feedback was collected to inform the Strategic Planning Session

## KEY INSIGHTS

- Synthesized feedback/data to identify key themes
  - 9 listening sessions
  - 5+ hours of conversations
  - Over 375 data points captured

## DEVELOPMENT

- Formalize key priority areas
- Began crafting a vision statement during September 10, 2025 SMCAC Meeting



# Proposed KEY PRIORITY AREAS

## 2025-2027 *Strategic Planning*

### **ADVOCACY**

Community Engagement & Awareness:  
*How might we build stronger trust and participation from riders, residents, and stakeholders?*

### **ACCESSIBILITY**

Rider-Centered Service Design:  
*How might we ensure transit services are inclusive, reliable, and designed around community needs?*

### **ACCOUNTABILITY**

Collaboration, Data, & Funding:  
*How might we align with city priorities, leverage research, and optimize resources to deliver results?*

### **STRATEGIC GROWTH & SUSTAINABILITY**

*How might we position Sun Metro as a driver of economic mobility and environmental resilience?*

# Crafting a Vision Statement

## *2025-2027 Strategic Planning*

- Concise, **aspirational statement** of your long-term goals
- Paints a picture of **what success looks like** in the future, serving as a guiding star
- Focuses on the 'how,' it defines the 'what' and 'why' of your organization's future
- Aligns with **core purpose and values**

# What Resonates Most

## ***Sun Metro Citizen Advisory Committee Feedback***

“To be a **voice of the people in my district** to help better assist them.”

“Citizen Advisory Committee has two purposes to **communicate** to district rep what SM is doing, and their goals are and how they can **better serve community**.”

“The goal of Citizen Advisory Committee to be the voice of the people, working with SM to share these needs, and **working together how we meet these needs**.”

“**Helping people** with disabilities whether visible or not and give back to the population.”

“Changing the public's perception - to gain more appreciation of the **green efforts** of Sun Metro.”

# Crafting a Vision Statement

## *2025-2027 Strategic Planning*



- Examples provided during September 10, 2025, SMCAC Meeting for initial feedback
- Following September SMCAC meeting, e-mail issued to all Committee Members for additional feedback on vision statement options/language
  - Request open from October 7<sup>th</sup>-November 3<sup>rd</sup>
  - Reminder sent on October 20<sup>th</sup>

# Crafting a Vision Statement

## 2025-2027 Strategic Planning

Options provided:

1. The Sun Metro Citizens Advisory Committee advocates for accountable, accessible, and strategic sustainable transit

operations and development to meet the needs of our community.

2. The Sun Metro Citizens Advisory Committee advocates for accountable transit services and development to build an accessible, connected future shaped by our community's needs.

3. *Other. Please propose alternative language for the committee to consider during the November meeting.*

**Three out of four responses received selected option 1**

# Crafting a Vision Statement

## 2025-2027 *Strategic Planning*

With recommended edits:

The Sun Metro Citizens Advisory

Committee advocates for accountable,

accessible, and **strategically**

sustainable transportation services

~~and development~~ to meet the transit

needs of our community.

**Additionally, two responses provided recommended edits:**

- **Replacing “strategic” with “strategically”**
- **Removing “development”**

# On the Horizon

## 2025-2027 *Strategic Planning*

- Establish key priority areas
  - *Advocacy*
  - *Accessibility*
  - *Accountability*
  - *Strategic Growth & Sustainability*
- Begin initial action planning + agenda setting by priority area with Sun Metro team for 2025 SMCAC meetings



## Legislation Text

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**File #: BC-1599, Version: 1**

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Sun Metro Mass Transit, Karl Rimkus, (915) 212-3317

#### **AGENDA LANGUAGE:**

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Discussion and action regarding the adoption and implementation of uniform bylaws for advisory committees as required by El Paso City Ordinance 019766.



# Ordinance Amending Title 2, Chapter 2.04

## Boards and Commissions and Committees Generally

August 5, 2025

### Ordinance amendments

- Rename Section 2.04.010 (Meetings-Excessive Absences) to “Uniform Bylaws”
  - Remove references of excessive absences
  - Require adoption of “Uniform Bylaws”
- Amend Section 2.04.020 (Meetings-Minutes-Recordkeeping Requirements)
  - Require filing of original meeting minutes with the City Clerk



# Uniform Bylaws will standardize:

- Membership Requirement and Composition
- Board Member Terms
- Clarification of Operational and Advisory Roles
- Closed Session Guidelines
- Reporting
- Board Member and Staff Responsibilities

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## Article I - Purpose

- Provide consistent **governance** framework for all Boards
- Ensure consistent City **policy and compliance** with applicable laws
- Ensure **efficient, transparent, and accountable operations** across all Boards, while respecting their unique roles and responsibilities



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## Article II - Scope

- **Applies** to all City-governed boards unless otherwise specified by law
- **Authority** to study and make recommendations to City Council unless authorized by law
- **Scope** limited to each board's interest as specified in enabling document



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## Article III – Composition

- **Eligibility:** 18 years+, El Paso resident, and meet criteria
- **Structure:** 9 members per board
- **Term:** 2-year staggered terms (fiscal year), max 6 years in total
- **Quorum:** 5 members
- **Holding Over:** until successor is appointed or 30 days after term expires
- **Attendance:** Council notification after 3 consecutive absences
- **Removal:** upon 3 consecutive absences or has an attendance record of less than 60%



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# Article III – Board Leadership & Duties

- **Leadership**
  - **Chair and Vice chair:** elected annually
  - **Board Liaison:** City staff serves a Secretary
  - **Legal Representative:** Assistant City Attorney advises on matters of law
- **Board Members:** respect and uphold City policies, practices, protocols & procedure



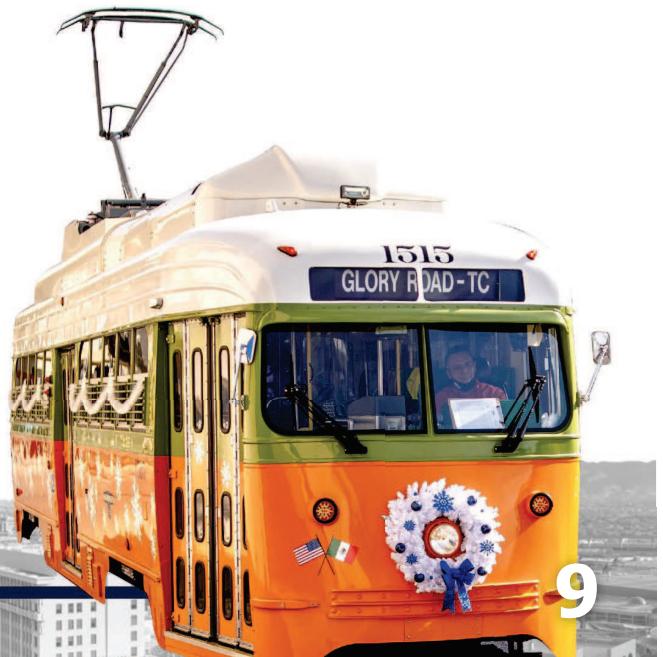
# Article III – Board Leadership & Duties

- **Representation:** board members will not represent the City unless authorized by Council
- **Meeting Procedure:** Robert's Rules of Order
- **Minutes:** Board Liaison prepares action minutes
- **Training and Orientation:** mandatory training and orientation program for board members
- **Executive Session:** not applicable for advisory boards
- **Reports:** annual report to be provided by August 1<sup>st</sup> each year
- **Recommendations:** City Manager will review prior to Council



# Article IV – Miscellaneous

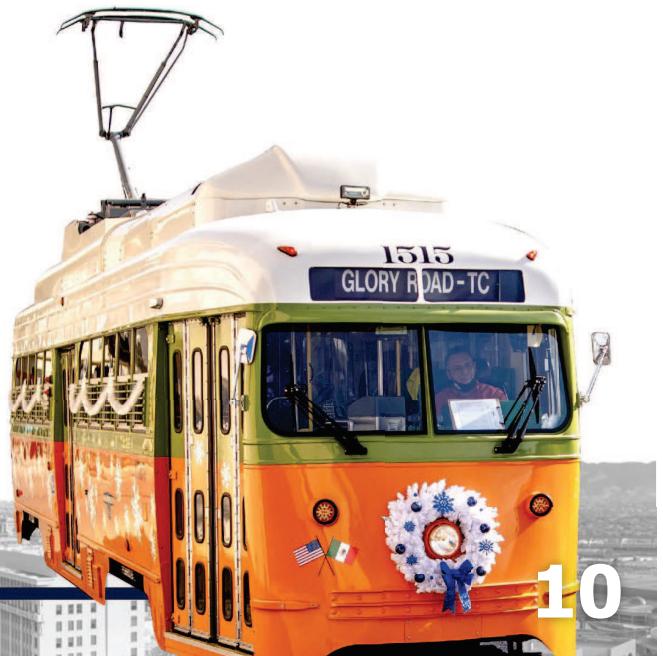
- **Conflicts of Interest:** Board members will disclose any potential conflicts
- **Effective Date:** 90 days after ordinance adoption (Nov. 3, 2025)



## Requested Action

Adopt ordinance amending Title 2, Chapter 2.04 (Boards and Commissions and Committees Generally) to:

- Rename and amend Section 2.04.010
- Require adoption of “Uniform Bylaws”
- Amend Section 2.04.020 to update requirement for meeting recordkeeping



**ORDINANCE NO. 019766**

**AN ORDINANCE AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL), CHAPTER 2.04 (BOARDS, AND COMMISSIONS AND COMMITTEES GENERALLY) TO RENAME AND AMEND SECTION 2.04.010 (MEETINGS—EXCESSIVE ABSENCES) TO REMOVE REFERENCES OF EXCESSIVE ABSENCES, SECTION BE RENAMED “UNIFORM BYLAWS,” AND REQUIRE BOARDS AND COMMISSIONS TO ADOPT THE CITY’S UNIFORM BYLAWS; TO AMEND SECTION 2.04.020 (MEETINGS—MINUTES—RECORDKEEPING REQUIREMENTS) TO UPDATE THE REQUIREMENTS OF RECORDKEEPING MEETING MINUTES.**

**WHEREAS**, the El Paso City Council establishes City Boards and Commissions to inform City Council under statutory authorization or on particular issues or subjects of interest to the Council; and

**WHEREAS**, the City of El Paso recognizes the importance of consistent governance and operational procedures across all city boards and commissions to ensure efficient and effective public administration; and

**WHEREAS**, on May 12, 2025 City Council directed the development and adoption of a uniform ordinance to standardize boards and commissions; and

**WHEREAS**, the City desires to amend Chapter 2.04 to add language establishing a set of uniform bylaws to be adopted and followed by all city boards to promote standardization, transparency, and accountability, and update the process of recordkeeping meeting minutes; and

**WHEREAS**, adoption of the City’s uniform bylaws by all city boards and updating the process of recordkeeping meeting minutes is in the best interest of the City as they will provide a consistent governance framework, ensure consistent City policy and compliance with applicable laws.

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

**SECTION 1.** That section 2.04.010 (Meetings—Excessive absences) of Chapter 2.04 (Boards, and Commissions and Committees Generally), be renamed to “Uniform bylaws” and be amended to read as follows:

- A. All city boards and commissions established by the City will adopt and implement the City Uniform Bylaws. The City Uniform Bylaws will be the standard bylaws for all City Boards unless otherwise specified by the City Charter, state law, federal law, or other applicable law.
- B. The City Manager and City Clerk may recommend amendments to the City Uniform Bylaws. Proposed amendments will be submitted in writing to the City Clerk, who will forward them to the City Council for consideration and approval by simple majority.

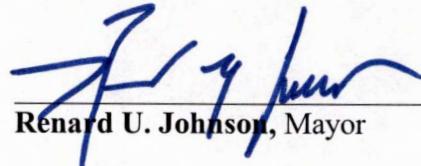
**SECTION 2.** That section 2.04.020 (Meetings—Minutes—Recordkeeping requirements), be amended to read as follows:

- A. All duly constituted boards and commissions of the city are required to file their meetings with the city clerk of the city. The original minutes will be filed with the city clerk upon approval by the appropriate board and commission.
- B. The city clerk is required to maintain a file of the minutes of the meetings of all boards and commissions for inspection by the mayor and council and the public.
- C. The city clerk is authorized to require a uniform format of such minutes.

**SECTION 3.** Except as expressly herein amended, all other provisions of the El Paso City Code will remain in full force and effect. Any provision of this ordinance deemed illegal will be severed and the remainder will remain in effect. The requirements of this ordinance will take effect 90 days from its adoption and publication in accordance with and as provided by law and the City Charter.

ADOPTED this 5<sup>th</sup> day of August, 2025.

THE CITY OF EL PASO



Renard U. Johnson, Mayor

ATTEST:



Laura D. Prine  
City Clerk

APPROVED AS TO FORM:



Sarah L. Hartnett  
Senior Assistant City Attorney

APPROVED AS TO CONTENT:



Laura D. Prine  
City Clerk

**CITY OF EL PASO, TEXAS  
BOARDS AND COMMISSIONS**  
**Uniform Bylaws**

**Article I-Purpose**

El Paso City Council establishes City Boards and Commissions (“Boards”) to inform City Council under statutory authorization or on particular issues or subjects of interest to the Council. These Uniform Bylaws (“Bylaws”) are established to provide a consistent governance framework for all Boards operating within the City of El Paso, and to ensure consistent City policy and compliance with applicable laws. The purpose of these Bylaws is to ensure efficient, transparent, and accountable operations across all Boards, while respecting their unique roles and responsibilities within the City of El Paso.

**Article II-Scope**

- 2.1 **Applicability.** These Bylaws will apply to and control all City governed Boards established by or operating within the City of El Paso, unless otherwise specified by applicable law, regulation, resolution, or an express exemption granted by the City Council. This policy does not apply to certain committees, boards, and commissions of the City that are external or have independent legal status as separate entities.
- 2.2 **Limitation on Authority.** Unless otherwise authorized by law that specifically provides for the establishment and function of a particular City board or commission, Boards generally will have no executive, administrative, judicial, or operational functions. Their function will be solely to study and make recommendations to City Council within the scope of the subject matter specified in the statute, ordinance, or resolution establishing them. Boards will not be empowered, nor assume by their appointment to be empowered, with authority on behalf of the City to decide matters of City policy; oversee or enter into any contract; procure materials or services; recruit, hire, direct, manage, review or terminate staff, or involve themselves in any other way in personnel matters; seek, inquire about, or negotiate regarding the purchase, sale or lease of property. Individual City Board members or the Boards may not use the Board as a vehicle for political activity or to engage in political activity such as lobbying or campaigning on an issue. A Board may, as a body, take a position on certain issues as long as the issue is aligned with the Board’s mission and purpose as set by City Council or by law. Boards will not have, nor assume to have, any authority to raise funds or solicit revenues, nor incur indebtedness, nor to expend City resources of any type. Any resources necessary for the support of a Board’s meetings will be approved by City Council as part of the departmental budgetary process. City Council will specifically approve any other special or extraordinary expenditures requested by Boards.

2.3 **Scope of Interest.** The scope of each Board's interest and activity will be limited to that specified in the law, resolution, or order establishing or providing for the Board. If not specified, the scope will be as indicated by the title of the Board and directive from City Council. Agenda items must be items within the scope of the Board.

### Article III-Board Structure and Composition

3.1 **Eligibility.** To be eligible for appointment to the commission, a person must:

- 3.1.1 Be eighteen years or older.
- 3.1.2 Reside in the City of El Paso.
- 3.1.3 Appointed based on their interest and experience relevant to the specific board.
- 3.1.4 Not be involved in litigation against the City of El Paso.
- 3.1.5 Not be in any financial obligation to the City of El Paso.
- 3.1.6 Not be a current employee or have been employed by the City of El Paso in the last two (2) years.
- 3.1.7 Not be related within the third degree of consanguinity or within the third degree of affinity to a member of the city council or the city manager as defined within the Code of Ethics Section 2.92.020.

3.2 **Structure.** The structure of the members is set below unless it is set or stated differently by statute, City Charter, City Code, or resolution.

- 3.2.1 **Number.** The number of members will be nine.
- 3.2.2 **Appointment.** The members of the Board will be those appointed by the Mayor and each member of City Council.
- 3.2.3 **Term.** The appointment of all members will be for a two-year term. The term will begin on September 1 and conclude on August 31, with appointments from districts 2, 3, 4, and 7 and the mayor to begin in odd-numbered years, and districts 1, 5, 6, and 8 to begin in even-numbered years. If needed, the first term thereafter for districts with terms beginning on even numbered years will be for one year, however, all terms thereafter will be for two years. An individual may serve no more than two full (2) consecutive terms on the Board and for no more than six (6) years in total.
- 3.2.4 **Quorum.** A quorum of the Board must be present to conduct a meeting. A quorum will consist of five (5) members.
- 3.2.5 **Holding over.** When the time the term of office of any member expires, the member will continue to serve until their successor is appointed and qualified, or until thirty (30) days have passed following the expiration of the term, whichever event occurs first. Any holding over past the thirty (30) day period is prohibited, and after that time a vacancy will exist.
- 3.2.6 **Attendance.** A member who cannot attend a Board will notify the Board Liaison or Chair prior to the meeting, or as soon as practicable. The Board Liaison will report any member who is absent from three consecutive meetings to the Mayor and City Council. The Chair will attach an attendance record to the Committee's annual report to the Mayor and City Council.
- 3.2.7 **Removal.** Any member who fails to attend three consecutive meetings or has an attendance record of less than sixty percent automatically vacates their position for the remainder of the unexpired term.

3.2.8 **Vacancies.** Vacancies of a board are to be filled by the appointing Member of City Council for the remainder of the unexpired term, as it applies to their own appointment slot. If appointed to fulfill an unexpired term, an individual may also serve two full terms on the Board.

3.2.9 **Subcommittees.** Strongly discouraged. Can only be established within the framework of the Board's enabling resolution.

### 3.3 **Board Leadership.**

3.3.1 **Each Board will choose a Chair and Vice Chair.** The officers will be elected annually by a simple majority vote of the members present at the last meeting of their term.

3.3.2 **Board Liaison:** Each Board will be related to or affiliated with a specific city department. The head of that department, or designee, will serve as Board Liaison to the Board. The Liaison will be responsible for ensuring the carrying out of the duties, as well as serving as a non-partisan, non-voting guiding facilitator during the meetings.

3.3.3 **Legal Representative.** Each Board will be assigned an assistant city attorney to advise the board on matters of law. The legal representative will be responsible with providing non-partisan, non-voting guidance on legal restrictions, authorities, and any consequences from Board actions.

### 3.4 **Duties.** The duties of the officers and members are as follows:

3.4.1 **Chair.** Votes on all matters. It is the responsibility of the chair to: (1) Be thoroughly familiar with the Board's rules of order, by-laws, enabling resolutions, code of conduct handbook, code of conduct agreement, and State law and relevant City policies, practices, protocols and procedures, including this policy; (2) Inform the members, when necessary or referred to for that purpose, on pertinent points of order or practice; (3) Open and call official meetings of the Board to order; (4) Recognize members entitled to the floor; (5) Expedite business in every way compatible with the rights of the members; (6) Restrain members engaged in debate within the rules of order and (7) Enforce on all occasions the observance of civility, order and decorum among the members and others in attendance.

3.4.2 **Vice Chair.** Votes on all matters. It is the responsibility of the Vice Chair to preside in the chair's absence. In cases of the chair's illness, resignation, or death, the vice chair is first in line to assume the office of chair for the remainder of the unexpired term.

3.4.3 **Board Liaison.** The Board Liaison serves as the secretary. They do not vote on matters, and do not count towards quorum. It is the responsibility of the Board Liaison to: (1) Keep the official records of the Board; (2) Record in the formal minutes the actions of the group; (3) Keep attendance of the members and call roll when required; (4) Work with City Council on filling vacancies and immediately communicate any changes to member status (i.e. excessive absences and resignations) to the appointing office; (5) Post notice of public meetings in accordance with the Texas Open Meetings Act; (6) Format, compile, prepare, post and distribute meeting agendas and materials to the members of the Board; (7) Post signage for meeting locations; (8) File the minutes with the Clerk's Office upon approval; (9) Announce the business of the day; (10) State, call for and put to vote all questions moved or necessary in the course of the proceedings, and to announce the results of the vote; (11) Conduct correspondence for the group as necessary and appropriate; (12) Maintain in good order the Board's enabling statute or resolution; (13) Be familiar with relevant regulations, policies, practices, protocols and procedures, including this Policy, as may be amended from time to time; (14) Provide Board specific training and an

orientation for all newly appointed Board members; and, (15) Provide guidance and information to the Board.

3.4.4 **Members.** It is the responsibility of each appointee to Boards to respect and uphold City policies, practices, protocols and procedures. It is the responsibility of each appointee to conduct themselves at all times with appropriate civility, respect and decorum, mindful that their conduct before the public reflects upon the integrity of the El Paso City Council.

3.4.5 **Representation.** A Board, its officers, or the members, will not represent the City to any state, county, city, special district or school district, agency or commission, nor to any other organization or members of the public, on any matter unless specifically authorized to do so by City Council. Each member will serve without compensation or reimbursement of expenses unless otherwise provided in accordance with statute, ordinance or resolution authorizing the same and specifying the details thereof.

3.4.6 **Rules of Order and Procedure.** Robert's Rules of Order will be used as a general guide for the conduct of Boards.

3.4.7 **Minutes.** Each Board will keep written minutes of its meetings which will be maintained as public records in accordance with applicable laws. Minutes will include: (1) The kind of meeting; (2) The name of the Board; (3) The date, time, and location of the meeting; (4) The names of the Board members present and absent, note the time of late arrivals and early departures; (5) Whether the minutes of the previous meeting were approved; (6) Actions (motions) to include notations of: Language of motion made, by whom the motion was made and by whom it was seconded; (7) The results of all votes, including the names of members voting for and against each action, and whether the motion passed or failed; (8) The times the meeting started and adjourned, and (9) Statements or abstracts made by a member that they specifically ask to be included in the record. These specific and occasional directives should be the only time you include verbatim statements in the record.

3.4.8 **Training and Orientation.** All Board members will participate in a mandatory training and orientation program to ensure they are knowledgeable about their roles, responsibilities, and ethical obligations. Training will include, but is not limited to: Ethics, Code of Conduct, Rules of Order, Public Information Act, and Texas Open Meetings, Act, which will be coordinated by the Board Liaison. Board members must sign Code of Conduct agreement. Assistant City Attorney assigned to the Board will also provide an annual presentation to the Board regarding their charge, purview, legal requirements, etc.

3.4.9 **Executive Session.** There are limited circumstances in which a typical Board will need to hold executive sessions as provided for under the Texas Open Meetings Act. If the Board is advisory, there is no circumstances in which the Board will need to hold an executive session. Any Board having such a need must strictly adhere to the provisions of the Act in conducting such meetings when so authorized and approved by the City Attorney.

3.4.10 **Reports.** All Boards by August 1st of each year must develop an annual report of its activities and recommendations to be provided to City Council in writing, and can be presented during a Council meeting by the membership if desired.

3.4.11 **Recommendations.** The recommendations Boards wants City Council to consider for official action will be submitted to the City Manager for review before being provided to City Council, as deemed appropriate. City departments will retain the right to include an alternate recommendation for consideration.

## Article IV-Miscellaneous Provisions

4.1 **Conflicts of Interest.** Each Board member will disclose any potential conflicts of interest, financial or otherwise, that may impact their ability to serve impartially on the Board.

4.2 **Effective Date.** These Uniform Bylaws will take effect November 3, 2025, when Ordinance No019766 is set to take effect, and will supersede any previous individual bylaws governing the Boards.



## Legislation Text

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**File #: BC-1600, Version: 1**

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### **CITY OF EL PASO, TEXAS LEGISTAR AGENDA ITEM SUMMARY FORM**

#### **DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

*Please choose District and Department from drop down menu. Please post exactly as example below.*

*No Title's, No emails. Please use ARIAL 10 Font.*

Scott White, Committee Chair

#### **AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Discussion and action regarding decorum and discussion by committee members during committee meetings.



## Legislation Text

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**File #: BC-1601, Version: 1**

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### **CITY OF EL PASO, TEXAS LEGISTAR AGENDA ITEM SUMMARY FORM**

#### **DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

*Please choose District and Department from drop down menu. Please post exactly as example below.*

*No Title's, No emails. Please use ARIAL 10 Font.*

Sun Metro Mass Transit, Karl Rimkus, (915) 212-3317

#### **AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Discussion and action regarding preparation, submittal and presentation of an annual report of the Committee.



## Legislation Text

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**File #: BC-1602, Version: 1**

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### **CITY OF EL PASO, TEXAS LEGISTAR AGENDA ITEM SUMMARY FORM**

#### **DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

*Please choose District and Department from drop down menu. Please post exactly as example below.*

*No Title's, No emails. Please use ARIAL 10 Font.*

Sun Metro Mass Transit, Karl Rimkus, (915) 212-3317

#### **AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Discussion regarding Sun Metro data report for the Committee.

# **Sun Metro Citizens Advisory Committee Annual Report**

Karl Rimkus, Special Projects Manager

November 12, 2025



# Annual Report

- Written report due to MTDB by August 1, 2026
- Topics to include (from previous agenda items)
  - Activities
  - Recommendations
  - *All recommendations must be reviewed by City Manager prior to submittal of final report*
- Committee needs to select lead member to work with staff in drafting report
- Schedule (four committee meetings remain before report is due)
  - Draft by March meeting
  - Final by July meeting
- Presentation to MTDB? Yes or No

## Legislation Text

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**File #: BC-1603, Version: 1**

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### **CITY OF EL PASO, TEXAS LEGISTAR AGENDA ITEM SUMMARY FORM**

#### AGENDA LANGUAGE:

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

For notation:

- EPATS LGC Board of Directors meet monthly regarding transit services in the El Paso County Transit service area.
  - Website: <https://elpasotransportationauthority.org/>
- The Sun Metro Paratransit Advisory Public Meeting occurs twice (10 a.m. and 6 p.m.) via MS Teams on the first Thursday of March, June, September and December. For more information, please contact Mr. Victor Caraveo at 212-LIFT. Meeting announcements are also posted on Sun Metro's Facebook page at: <https://www.facebook.com/sunmetro>