



AGENDA FOR THE SUN METRO CITIZENS ADVISORY COMMITTEE

**September 10, 2025
10151 MONTANA AVENUE, EL PASO, TX 79925
3:00 PM
SUN METRO TRANSIT OPERATIONS, 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 July 9, 2025. [BC-1101](#)

REGULAR AGENDA

2. Discussion regarding introduction of John Andoh, Executive Director of Transit Operations, El Paso Transportation Authority. [BC-1102](#)
Sun Metro Mass Transit, Karl Rimkus, (915) 212-3317

3. Discussion and action regarding a vision statement for the committee. [BC-1103](#)
City Manager's Office, Roman Sanchez, (915) 549-7905
4. Discussion regarding a presentation on paratransit software and ride app. [BC-1104](#)
Sun Metro Mass Transit, Victor Caraveo, (915) 212-3348
5. Discussion regarding how Sun Metro Citizens Advisory Committee is impacted by Ordinance 019766, adopted by City Council on August 5, 2025, standardizing boards and commissions in the City. [BC-1105](#)
City Attorney's Office, Joyce Garcia, (915) 212-1141
6. Discussion regarding Sun Metro service to Beaumont Hospital and New VA Hospital. [BC-1106](#)
Sun Metro Mass Transit, Anthony R. DeKeyzer, (915) 212-3306
7. Discussion regarding an update on Sun Metro Fleet Maintenance Operations. [BC-1107](#)
Sun Metro Mass Transit, Dwayne Arnold, (915) 212-3332
8. Discussion regarding an update on Veterans Ride for Free grant progress. [BC-1108](#)
Sun Metro Mass Transit, Rodolfo Reyes, (915) 212-3477
9. Discussion regarding a potluck event for the November committee meeting. [BC-1109](#)
Sun Metro Citizens Advisory Committee, William Graham, Vice-Chair
10. **For notation:** [BC-1110](#)

*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 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

File #: BC-1101, **Version:** 1

**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.

Approve the Minutes of the Regular Committee meeting of July 9, 2025.

SUN METRO CITIZENS ADVISORY COMMITTEE (SMCAC)
July 9, 2025
MEETING MINUTES

Call meeting to order.

Meeting was called to order at 3:00PM. The following Committee Members were present:

District	Name	Present	Absent
D1	Keith Andrews	X	
D2	Elisa Tamayo		X
D3	William Graham	X	
D4	Sandy Azcona	X	
D5	Aziz Afravi	X	
D6	Angela Ochoa	X	
D7	Sylvia Carreon	X	
D8	Scott White	X	
Mayor	Xavier Banales	X	

1. Approve the Minutes of the Regular Committee meeting of May 14, 2025.

Motion made by Ms. Carreon, seconded by Mr. Afravi, and unanimously carried to **APPROVE** the meeting minutes of May 14, 2025.

2. Welcome of new members to the committee.

Mr. Rimkus introduced Mr. Banales and Mr. Andrews and they each gave a brief statement about their experience and appointment to the committee.

3. Discussion regarding Sun Metro Transit License Agreements.

Mr. Rimkus provided a summary of the licenses currently in place, and discussed pending transit licenses for South Central Regional Transit and Greyhound. Mr. Rimkus also reviewed the City of Socorro's transit service and its transit license. Mr. White inquired on maintenance and Mr. Rimkus replied.

4. Discussion regarding a vision statement for the committee.

Mr. Rimkus introduced Roman Sanchez, Chief Innovation Officer, who reviewed the role his office plays with strategic planning for the City of El Paso. Julie Baldwin Munoz, Chief Strategy Officer, gave a brief presentation to include purpose and approach for establishing a vision statement and priorities for the committee. Ms. Carreon asked if Mr. Sanchez and his team would be contacting the members, Roman replied and introduced Coral Contreras, Performance Analyst, who is a member of his team.

5. Discussion regarding an update on Sun Metro Rising.

Mr. Mendez updated the members, Ms. Carreon asked if ridership data is gathered by the drivers, Mr. Mendez replied the data is recorded using technology located inside the buses. Mr. Andrews asked if Sun Metro Rising is available online, Mr. Mendez replied that it is.

6. Discussion regarding an update on Veterans Ride for Free grant progress.

Ms. Fierro provided a report on the program and grant funds remaining. Ms. Azcona asked for numbers of passes issued and ridership, Ms. Fierro replied with the requested information. Ms. Orozco also replied to Ms. Azcona's questions. Mr. Graham asked regarding grant funds utilized for the LIFT portion of the program, Mr. Arnold replied.

7. Discussion regarding Title VI demographic survey.

Ms. Fierro reviewed the need for committee members to complete the requested Title VI Survey; three members had not yet completed it.

8. Discussion regarding purchase of new vehicles for LIFT paratransit.

Ms. Caraveo provided an update on the new vehicles and advised members that the electric vehicles will be in service early next year. A few committee members had questions which were all answered by Sun Metro staff.

9. Discussion regarding training portal for committee members.

Ms. Orozco went over the training portal for committee members. Mr. Afravi asked if he would get notified by email, Ms. Orozco replied yes.

10. For notation

Mr. Rimkus reviewed EPATS monthly meeting times, and Mr. Caraveo reviewed the Sun Metro Paratransit Advisory Public meeting dates and times.

Public Comment

No member of the public signed up to address the committee.

Adjourn

Motion made by Ms. Carreon, seconded by Mr. Graham, and unanimously carried to **ADJOURN** the meeting of July 9, 2025.



Legislation Text

File #: BC-1102, **Version:** 1

**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:

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Discussion regarding introduction of John Andoh, Executive Director of Transit Operations, El Paso Transportation Authority.



Legislation Text

File #: BC-1103, **Version:** 1

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

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

AGENDA LANGUAGE:

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Discussion and action regarding a vision statement for the committee.



Visioning Session

Citizens Advisory Committee

Sun Metro

September 10, 2025



Approach

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

DEVELOPMENT

- Formalize key priority areas
- Begin crafting a vision statement

Discovery

Understanding the SMCAC Experience



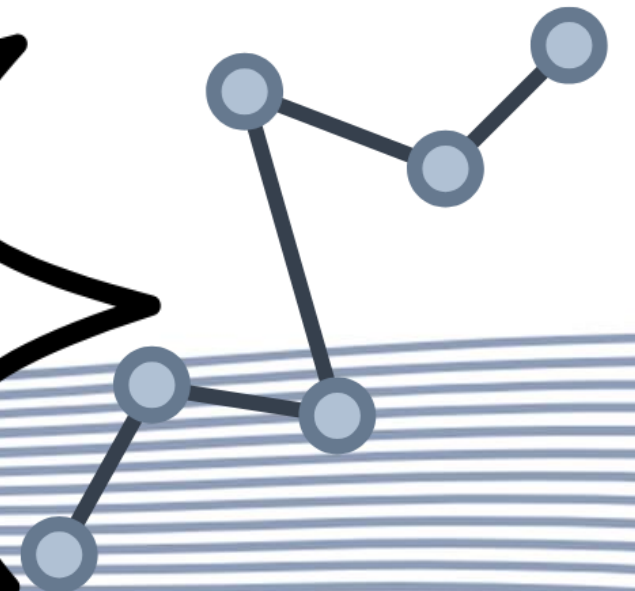
**One-on-one meetings
with the SMCAC
members**



**9 listening sessions with
5+ hours of conversations**



**Over 375 data points
captured during initial
conversation**



Human-Centered Design

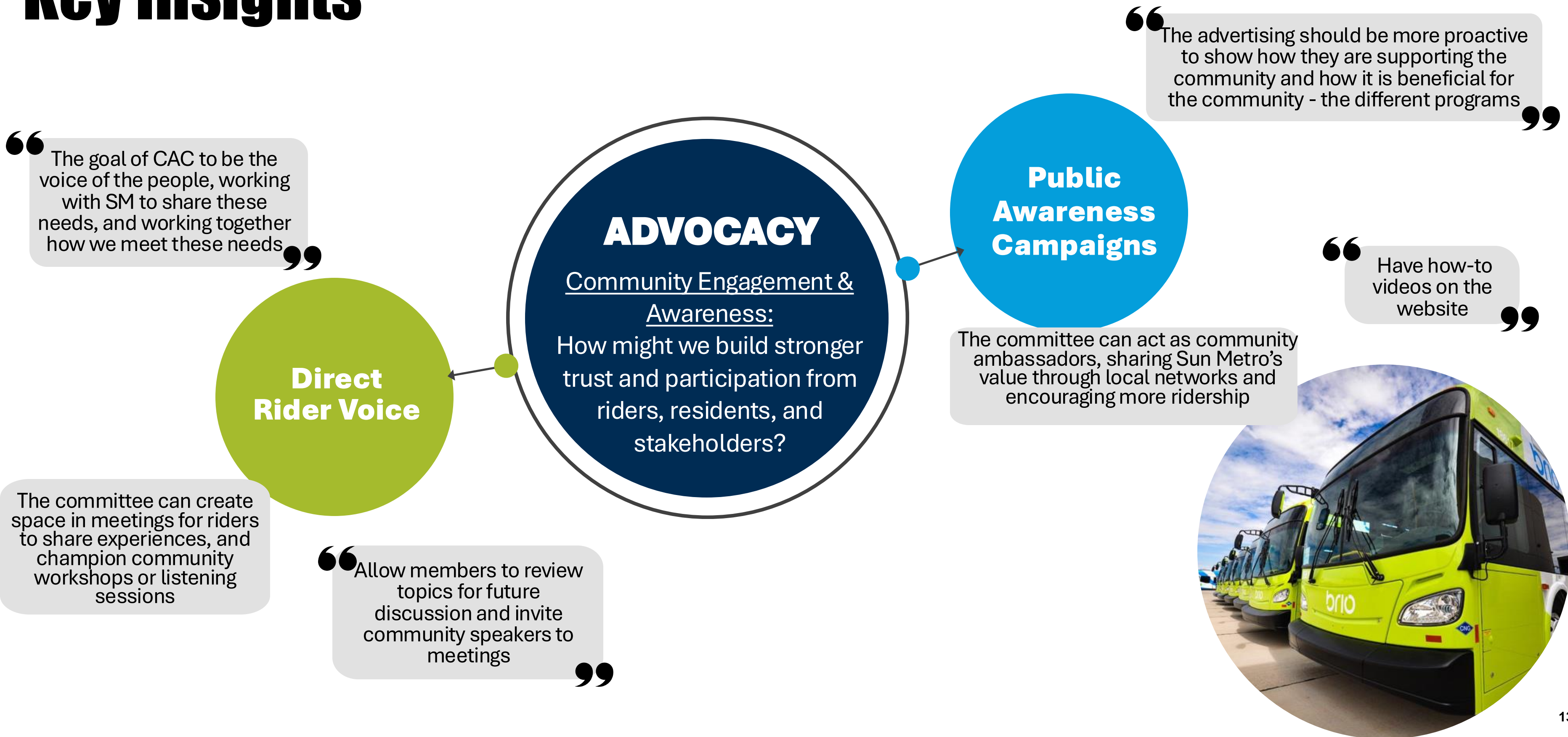
Understanding the SMCAC Experience

"How Might We" questions are a way to frame ideation. They are often used for launching brainstorm sessions because they help look at ideas in new ways.

Hasso Plattner Institute of Design at Stanford University. (n.d.). "How Might We" questions. Stanford d.school.
<https://dschool.stanford.edu/tools/how-might-we-questions>

Sun Metro Citizen Advisory Committee

Key Insights



Sun Metro Citizen Advisory Committee

Key Insights

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



The committee can elevate rider stories, especially those with visible and invisible disabilities, and advocate for policy changes to expand reduced fare awareness and Lift accessibility

“Focus on customer service improvements and a positive rider experience”



“Improve on-time performance and reduce excessively long routes”

The committee can surface community pain points on on-time performance, mini-routes, and service gaps to inform Sun Metro’s operational priorities

The committee can test and provide feedback on stops, hybrid meeting access, and rider engagement tools to ensure they reflect real rider needs



Sun Metro Citizen Advisory Committee

Key Insights



Sun Metro Citizen Advisory Committee

Key Insights





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**

Purpose

- A. The SMCAC shall act as an **advisory body to the Mass Transit Department Board** and may advise it on any matters over which the Board has authority.
- B. The committee may from time to time recommend such general studies of existing Department facilities and operations as may be useful in **keeping the mass transit system efficient and adequate to meet the needs of the City.**
- C. The committee **may prepare and provide a written annual report** to the Board, reviewing the operations of the Department and shall make such recommendations to the Board regarding the operations of the Department as the committee considers necessary and appropriate. If a report will be provided by the committee, it shall be presented at a meeting of the Board held during the month of March.

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

EXAMPLE 1: *Through focused **advocacy** and **accountability**, the Citizen Advisory Committee provides a trusted voice to help position Sun Metro as a driver of **sustainable growth** and **accessible** rider-centered services for the El Paso community.*

EXAMPLE 2: *The Sun Metro Citizen Advisory Committee **advocates** for **accessible** and **sustainable growth** to ensure future transit service delivery is responsive to the needs and voices of our community.*



Legislation Text

File #: BC-1104, **Version:** 1

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

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Sun Metro Mass Transit, Victor Caraveo, (915) 212-3348

AGENDA LANGUAGE:

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Discussion regarding a presentation on paratransit software and ride app.

LIFT Scheduling and Dispatch Software

Contract information

- Old Contract 2022-0511
 - VIA Ride
 - July 20, 2022 to July 19, 2025
- New Contract 2025-0132R
 - Rideco US Inc.
 - July 19, 2025 to July 19, 2028

Implementation:

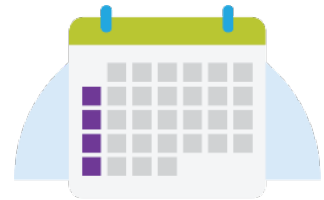
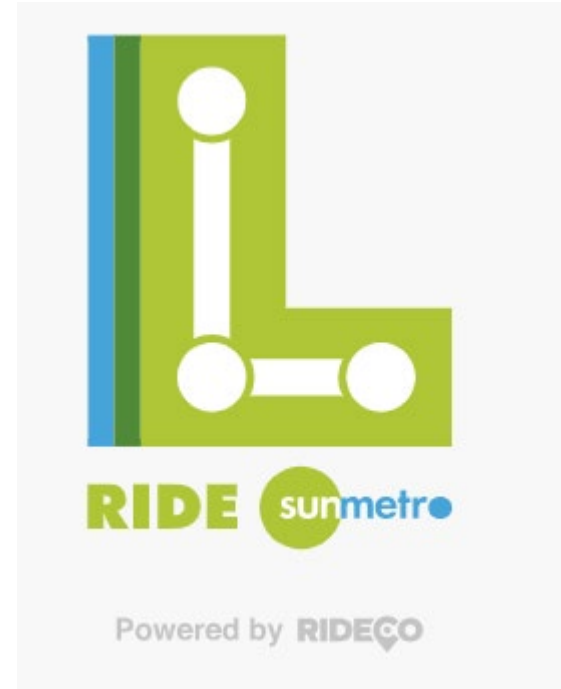
- May 15, 2025 to July 18, 2025

User Adoption

- July 19, 2025 to October 18, 2025

Schedule/Cancel/Edit Trip Online

- book.smondemand.rideco.com
- Ride Sun Metro mobile app





Legislation Text

File #: BC-1105, **Version:** 1

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

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City Attorney's Office, Joyce Garcia, (915) 212-1141

AGENDA LANGUAGE:

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Discussion regarding how Sun Metro Citizens Advisory Committee is impacted by Ordinance 019766, adopted by City Council on August 5, 2025, standardizing boards and commissions in the City.

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.

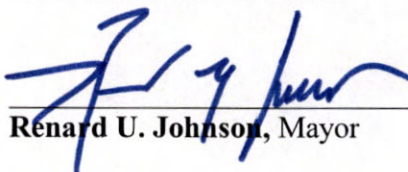
SECTION 2. That section 2.04.020 (Meetings—Minutes—Recordkeeping requirements), be amended to read as follows:

- 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 5th 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 No. 019766 is set to take effect, and will supersede any previous individual bylaws governing the Boards.



Legislation Text

File #: BC-1106, **Version:** 1

**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, Anthony R. DeKeyzer, (915) 212-3306

AGENDA LANGUAGE:

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

Discussion regarding Sun Metro service to Beaumont Hospital and New VA Hospital.



Legislation Text

File #: BC-1107, Version: 1

**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, Dwayne Arnold, (915) 212-3332

AGENDA LANGUAGE:

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

Discussion regarding an update on Sun Metro Fleet Maintenance Operations.



Legislation Text

File #: BC-1108, **Version:** 1

**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, Rodolfo Reyes, (915) 212-3477

AGENDA LANGUAGE:

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

Discussion regarding an update on Veterans Ride for Free grant progress.



CITY OF EL PASO



Sun Metro Citizen Advisory Committee

Sept 10, 2025

Texas Veterans Commission

Grant Information

- **Project Name:** Sun Metro General Assistance for Veterans
- **Award Date:** 5/19/2025
- **Award Amount:** \$120,000.00
- **Matching Funds:** 0
- **Total Budget:** \$120,000.00
- **Amount Expended:** \$18,450.00
- **Amount Remaining:** \$0
- **Current Status:** Program year ends August 31, 2026
- **New Program Year Started:** 7/1/2025

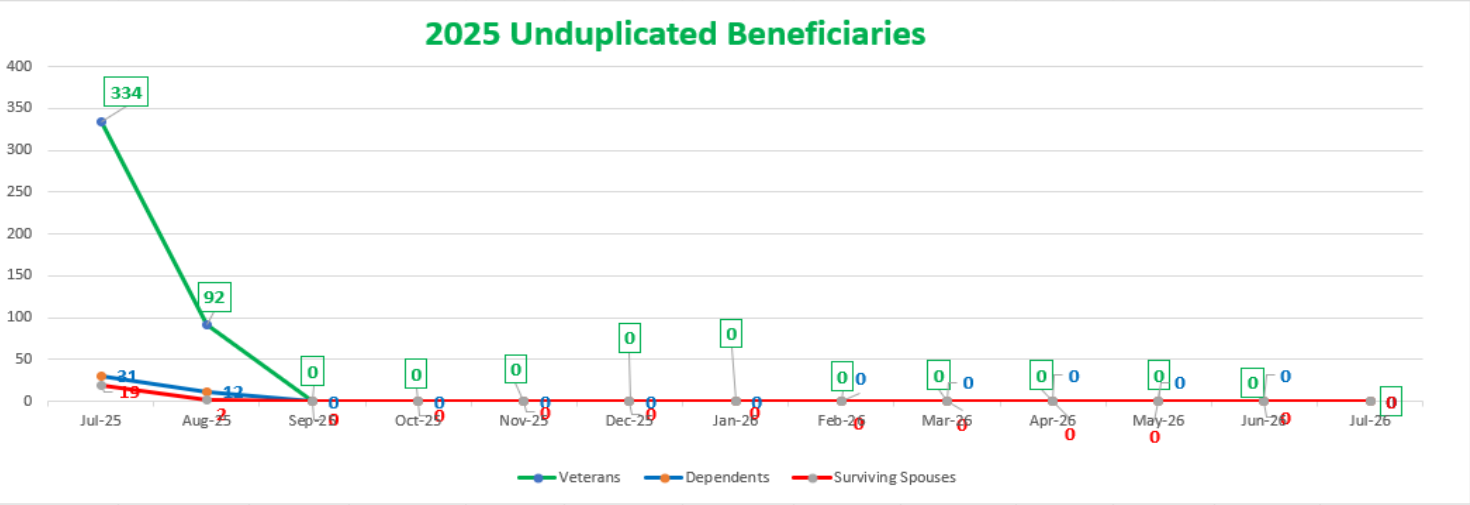
Project Description

Sun Metro provides qualified veterans and their family members free monthly passes on fixed routes and free trips for paratransit service. The award is divided with \$56,750 allocated for fixed routes, and \$56,750 for paratransit LIFT service.





Texas Veterans Commission Data

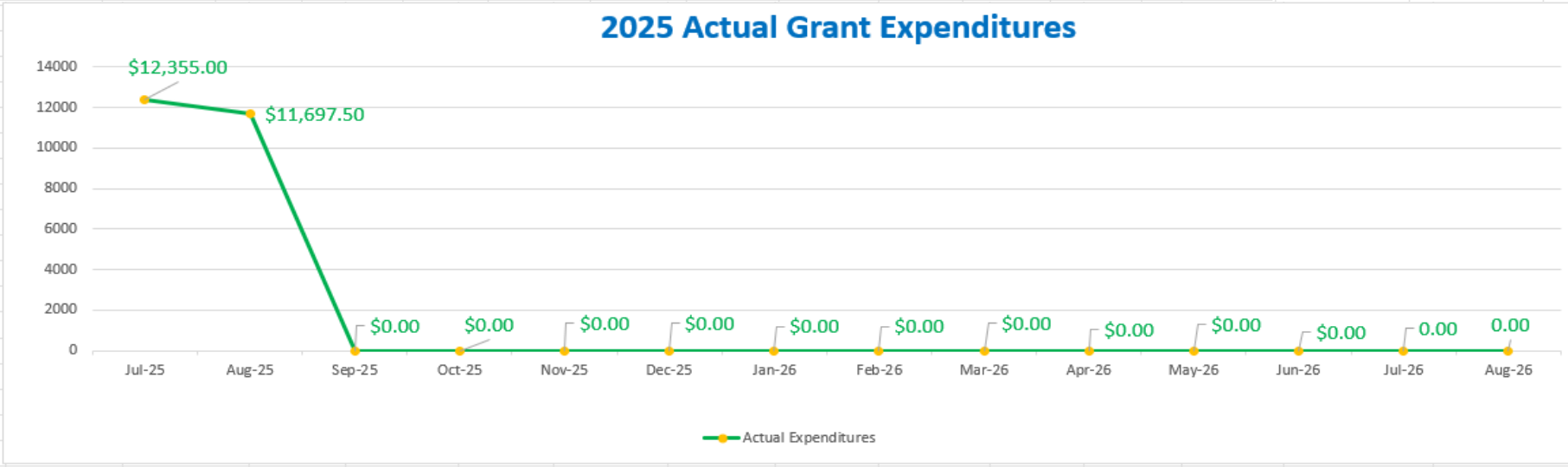


FY 24-25 TVC Benchmark Goals

600 Veterans
50 Dependents
100 Surviving Spouses
750 Total Beneficiaries Served

Benchmarks July through Oct 2024

426 Veterans
43 Dependents
21 Surviving Spouses
490 Total Unduplicated



Projected Expenditure Goal \$120,000.00

Actuals

\$120,000.00 Total Grant Award
\$24,052.50 Total Expended
\$95,947.50 Remaining Funds

MISSION



Deliver exceptional services to support a high quality of life and place for our community.

VISION



Develop a vibrant regional economy, safe and beautiful neighborhoods and exceptional recreational, cultural and educational opportunities powered by a high performing government.



VALUES

Integrity, **R**espect, **E**xcellence,
Accountability, **P**eople



Legislation Text

File #: BC-1109, **Version:** 1

**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 Citizens Advisory Committee, William Graham, Vice-Chair

AGENDA LANGUAGE:

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

Discussion regarding a potluck event for the November committee meeting.



Legislation Text

File #: BC-1110, **Version:** 1

**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>