



CITY OF EL PASO

Boards and Commissions Overview

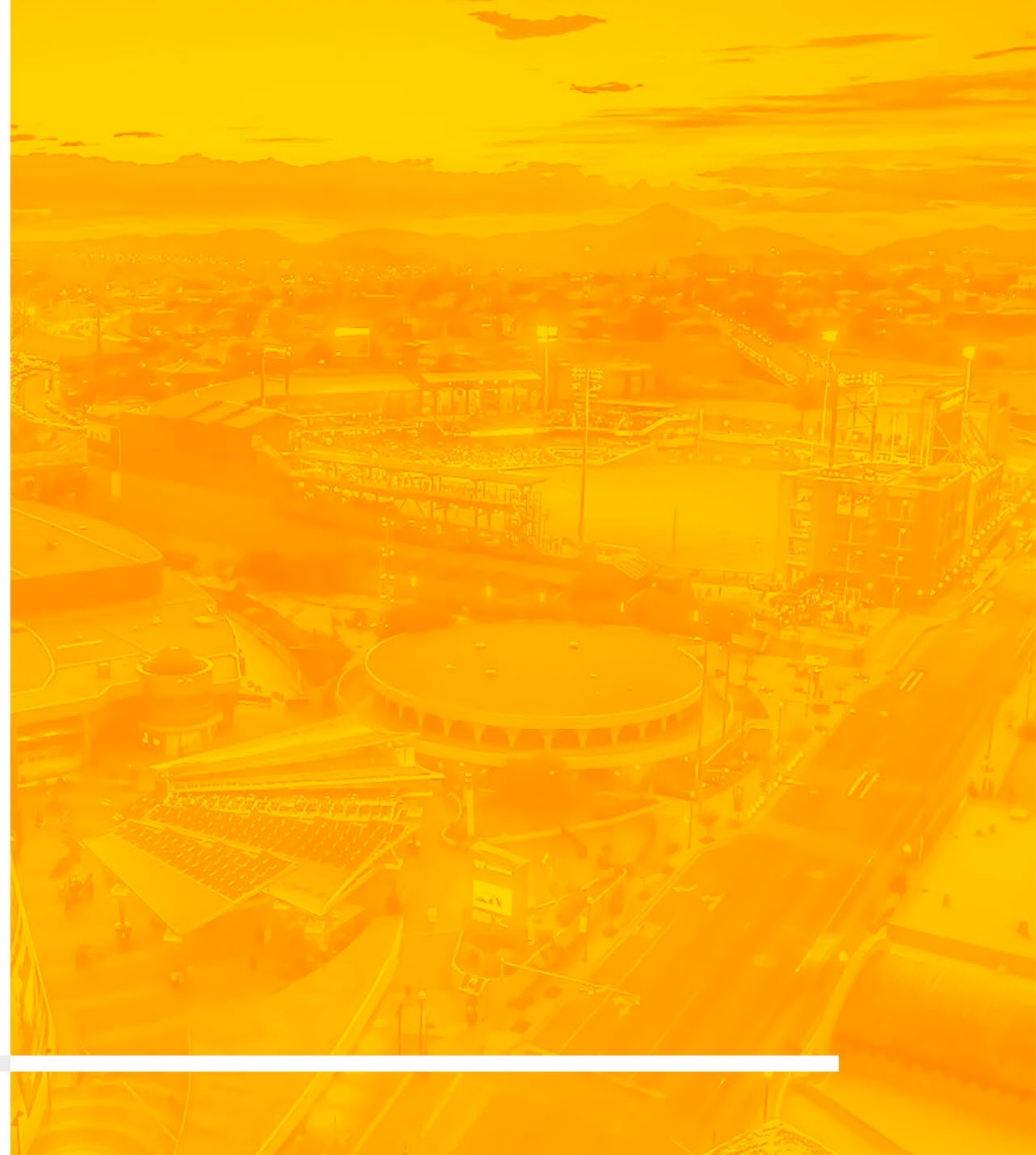
May 12, 2025

Council Direction on January 22, 2025

**Motion made by Mayor Pro Tempore Chávez,
seconded by Representative Acevedo, and
unanimously carried to DIRECT the City Manager
and City Attorney to conduct a review of all City
boards and commissions.**

Role of an Advisory Board

- An advisory board offers non-binding advice that helps an organization grow and achieve its goals
- Members lend their skills, guidance, and knowledge to the organization
- Provides a citizen's view
- Does not have governance responsibilities
- Cannot make financial decisions on the organization's behalf
- May not direct staff to conduct work outside of administrative duties related to meeting preparation



Council's Role

- Considers recommendations
 - Boards and Committees
 - Staff
- Ability to accept, reject, or make modifications
 - In accordance with Council priorities, resources, urgent needs
- Final decision making



Staff's Role

- Provides
 - administrative support
 - background information
 - professional judgment
 - neutral position on topics
 - guides the board so they stay on track
 - legal advice with interpretation of local, state, and federal policies



Boards and Commissions Standardization

Develop and adopt a uniform Ordinance to standardize boards and commissions by addressing:

- Membership requirements and composition.
- Board terms.
- Responsibilities of board members to include a Code of Conduct agreement, handbook.
- Clarification of operational and advisory roles.
- Standardize boards to be enacted by Resolution instead of Ordinance
- Closed session guidelines.
- Mandatory annual training for all board liaisons and relevant City staff.
- Streamline directives, reports and communications from boards/commissions via City Manager's Office.

GRANICUS

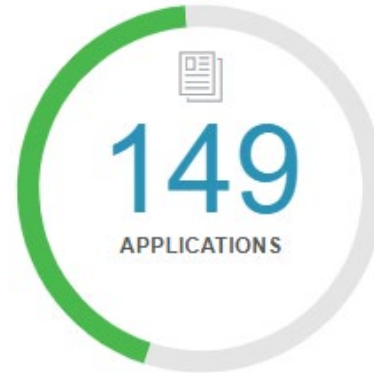
Dashboard



35 Complete
19 Missing information



418 Filled
86 Open



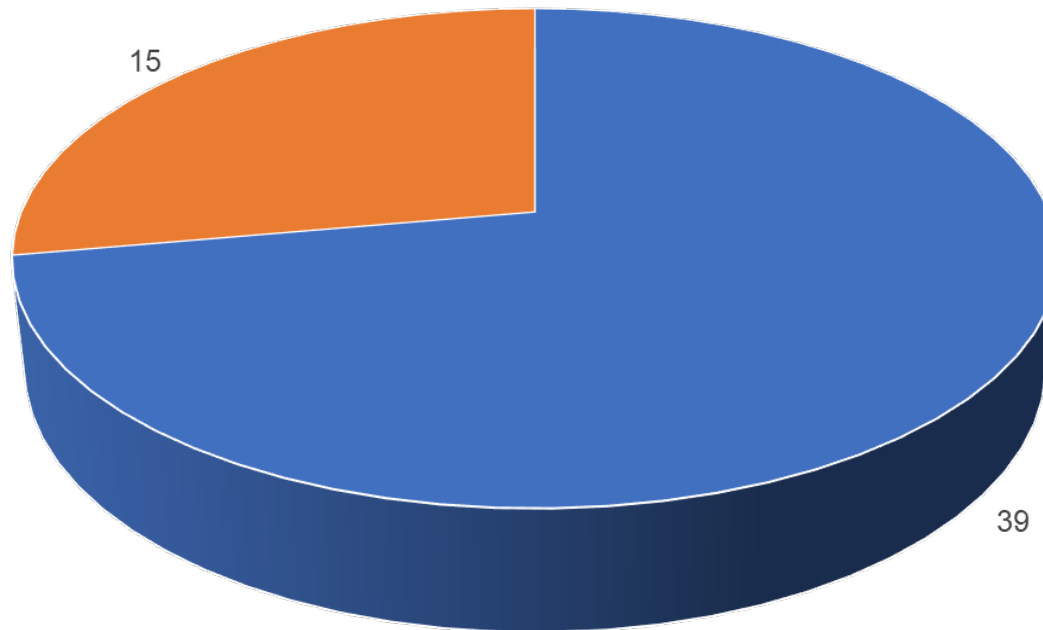
65 Recently submitted ?
84 Six months or older ?

The Dashboard includes three subcommittees where the Mayor & Council make no appointments.



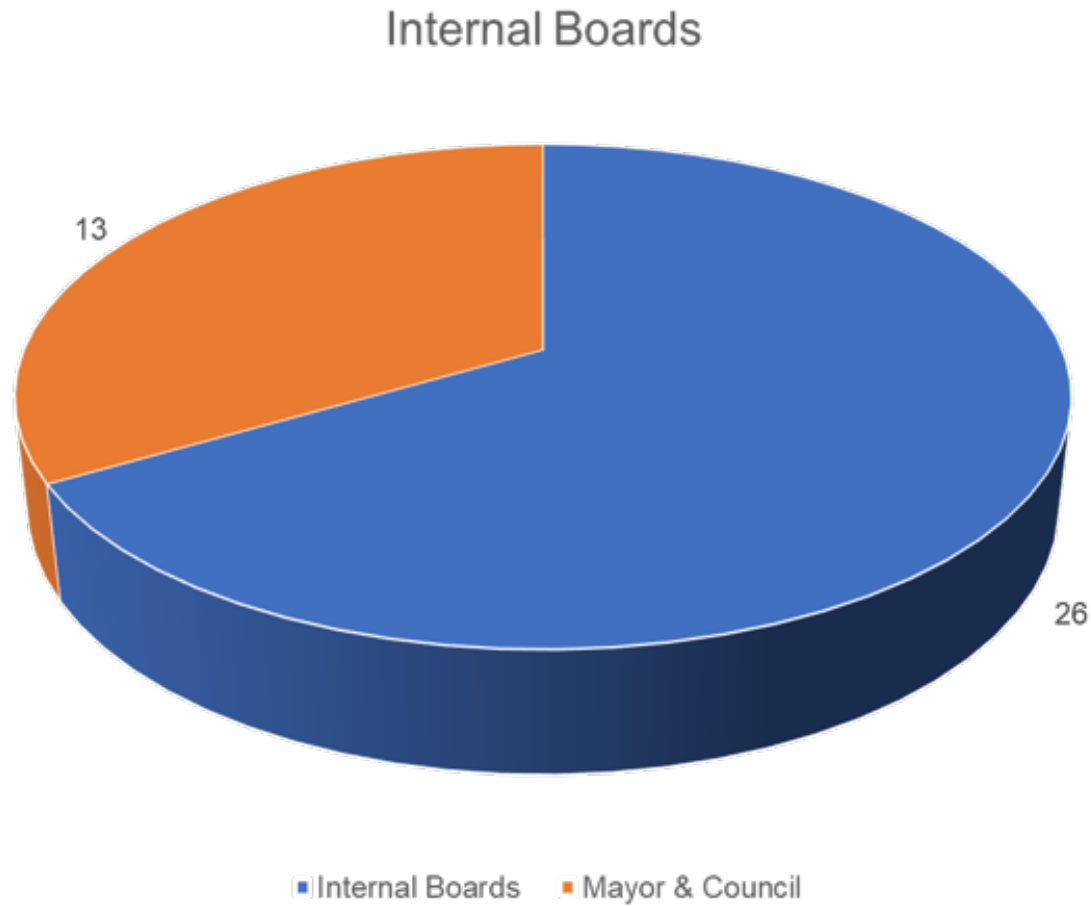
54 Boards and Commissions

Internal and External Boards



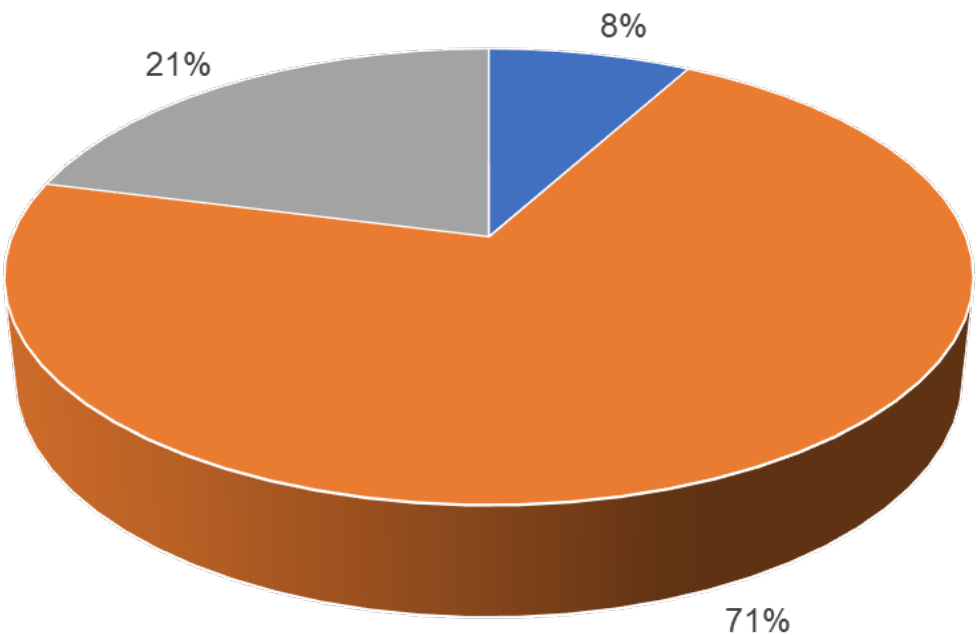
■ Internal Boards ■ External Boards

Boards and Commissions



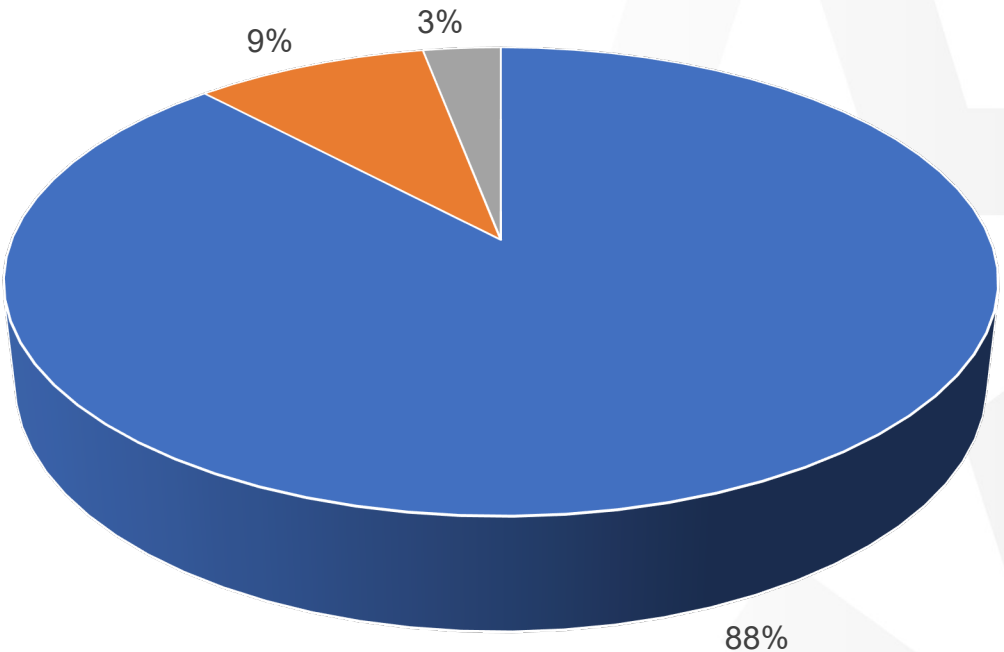
Survey Results

Meeting Frequency



■ Biweekly ■ Monthly ■ Quarterly

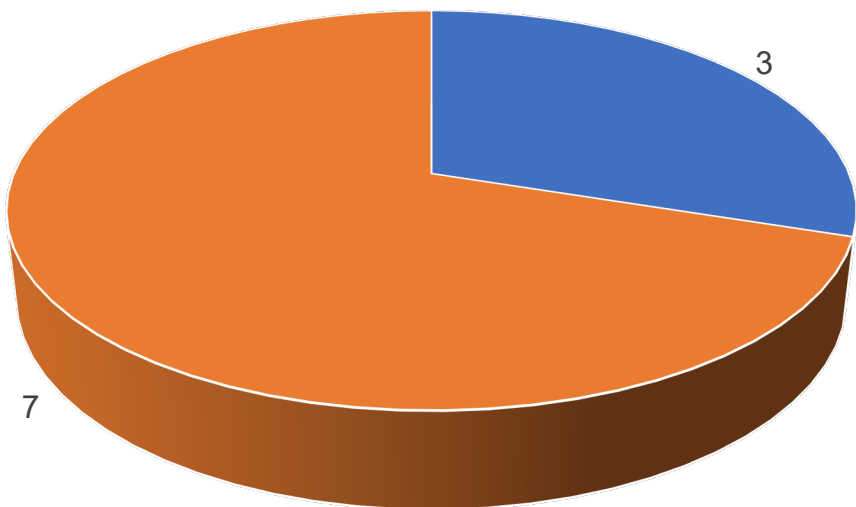
Cancellation Causes



■ Lack of Quorum ■ Improper Agenda Posting ■ Weather-Related Issues

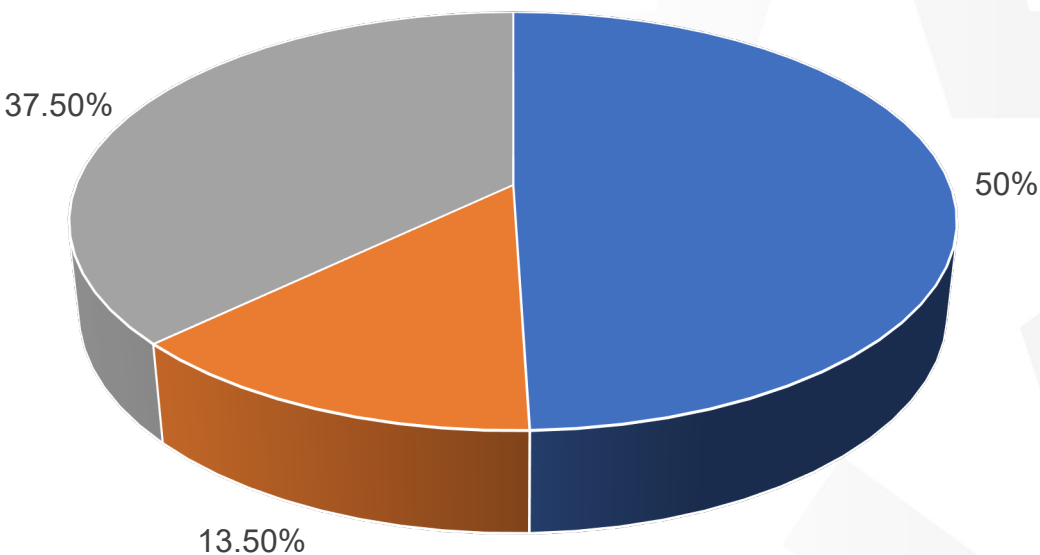
Survey Results

10 Departmental Responses



- Departments with Oversight of Multiple Boards
- Departments with Consolidation Opportunities

Meeting Format



- In-Person
- Virtual
- Hybrid

Challenges

- Quorum Issues
- Filling vacancies
- Dormant boards/commissions
- Recent legislation
- Operational Inefficiencies

Quorum Issues/Filling Vacancies

- Consolidate Capital Improvements Advisory Committee with City Plan Commission
- City Accessibility Advisory Committee
 - Reduce the number of members to a minimum of 5 and allow up to 9.
- Museums and Cultural Affairs Advisory Board
 - Reduce membership from 18 to 9.

Fill vacancies through application process

Dormant/Inactive

- Reactivate Youth Advisory Board
 - Fill vacancies administratively processed through the City Manager's Office.
 - Expand eligibility
- Reinstate Uptown Parking Benefit District Advisory Committee
 - Reduce the number of members to 5
 - Expand current boundaries
 - Biannual Meetings

Dormant/Inactive cont.

- Reactivate Committee on Border Relations
 - Reduce the number of members to a minimum of 5 and allow up to 9.

Appointment process – Interested persons submit an online application, candidates posted on agenda for City Council approval.



Sunset

- City of El Paso Health Facilities Development Corporation
 - No outstanding bonds. Last meeting in 2023.
- Construction Board of Appeals
 - Sunset the board and handle appeals administratively. Last meeting in 2015.



Sunset cont.

- Regional Renewable Energy Advisory Committee
 - Due to the establishment of the Regional Chihuahuan Desert Climate Collaborative comprised of municipalities and unincorporated communities.



Bond Overview Advisory Committee

Board was formed specifically for 2012 Quality of Life Bonds

Provide quarterly, financial update on the entire capital portfolio to the Financial Oversight Audit Committee.

- Option 1 (staff recommendation): Sunset after completion of last project; otherwise on January 1, 2028, and form an Ad Hoc Bond Development Advisory to develop any future bond funded projects.
- Option 2: Update enabling Resolution to redefine intent and purpose based on the specific bond program; biannual meetings
- Option 3: Sunset after completion of last project; otherwise on January 1, 2028

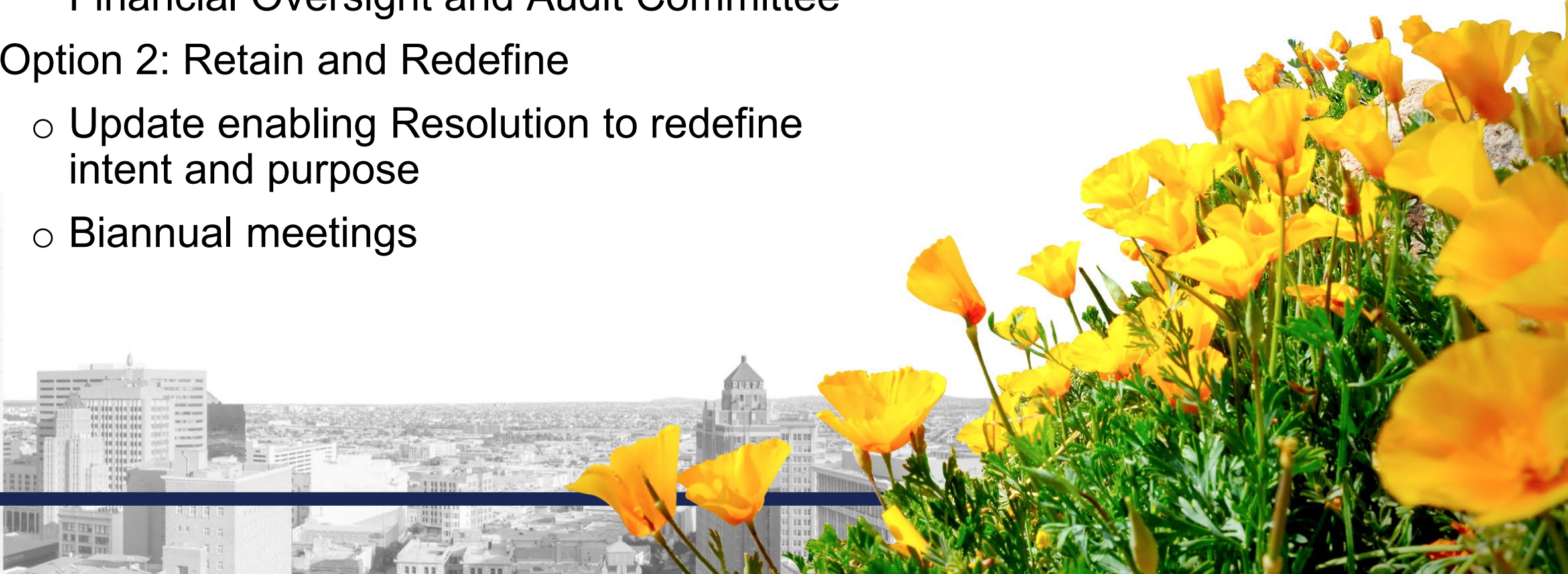


Women's Rights Commission

- Update enabling Resolution to redefine intent and purpose
- Quarterly Meetings

Open Space Advisory Board

- Option 1 (staff recommendation): Consolidate
 - with Parks & Recreation Advisory Board
 - align oversight of 10% stormwater fund with Financial Oversight and Audit Committee
- Option 2: Retain and Redefine
 - Update enabling Resolution to redefine intent and purpose
 - Biannual meetings



Next Steps

- Check enabling documents for any overlap with any other resolutions and/or governing ordinances that may be in conflict.
- Review and amend enabling documents.
- Introduce Uniform Boards and Commissions Ordinance.
- Training for staff and members on decorum and guidelines
- Shift enabling document from ordinance to resolution where possible

Requested Action

Approve staff recommendations



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