

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Human Resources

AGENDA DATE: November 14, 2017 – Introduction
November 28, 2017 – Public Hearing

CONTACT PERSON NAME AND PHONE NUMBER: Linda Ball Thomas, 915-212-1258

DISTRICT(S) AFFECTED: All Districts

STRATEGIC GOAL: Strategic Goal 6: Set the Standard for Sound Governance and Fiscal Management

SUBJECT:

AN ORDINANCE AMENDING ORDINANCE 8065 (CIVIL SERVICE RULES AND REGULATIONS), RULE NUMBER 2, SECTION A, PARAGRAPH 22, PROVIDING FOR THE DEFINITION OF WORKING DAYS.

BACKGROUND / DISCUSSION:

The Civil Service Commission will meet on Thursday, November 9, 2017 to discuss and act on changes to Rule 2, Section 1, Paragraph 22 of Ordinance 8065. Upon approval from City Council, the amendment will update Ordinance 8065 (Civil Services Rules and Regulations)

PRIOR COUNCIL ACTION:

03/12/2012

AMOUNT AND SOURCE OF FUNDING:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE 8065 (CIVIL SERVICE RULES AND REGULATIONS), RULE NUMBER 2, SECTION A, PARAGRAPH 22, PROVIDING FOR THE DEFINITION OF WORKING DAYS.

WHEREAS, Rule Number 2 (Definitions and Rules of Construction) of the Civil Service Rules and Regulations, Section A, Paragraph 22, currently provides that the definition of “working days” shall be established by resolution of City Council based on a percentage of employees assigned to work at City Hall; and

WHEREAS, subsequent to the adoption of the current definition, City Hall was relocated, with City employees being dispersed and assigned to various City buildings, thereby making difficult the application of the definition of “working days” under the rule; and

WHEREAS, it is therefore now necessary and appropriate to amend Rule Number 2 to clarify the City’s definition “working days”; and

WHEREAS, prior to City Council taking action on this amendment, the Civil Service Commission is given the authority under Section 6.1-6 of the City Charter to make recommendations on amendments to the City’s Civil Service Rules; and

WHEREAS, on November 9, 2017, the Civil Service Commission was presented with and recommended the proposed revision to Rule Number 2, as set forth herein; and

WHEREAS, the City Council is the final approving authority for amendments to the Civil Service Rules.

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

- 1. That Ordinance 8065, Civil Service Rules and Regulations, Rule 2, Section A, Number 22 is amended as follows:**

22. **“Working Days”:** Means Monday through Friday, but excluding City observed holidays and days in which more than 50% of employees assigned to work at City Hall 1 are not working. (Added 3/6/12; Amended _____)

- 2. Except as herein provided, Rule Number 2 of Ordinance 8065 shall remain in full force and effect.**

PASSED AND APPROVED this _____ day of _____, 2017.

THE CITY OF EL PASO

Dee Margo, Mayor

ATTEST:

Laura D. Prine
Municipal Clerk

APPROVED AS TO FORM:



Elizabeth M. Ruhmann
Assistant City Attorney

APPROVED AS TO CONTENT:



Linda Ball Thomas, Director
Human Resources Department

CITY CLERK DEPT.
2017 NOV 6 PM5:19

ORDINANCE 8065
RULE 2, SECTION A, PARAGRAPH 22
WITH TRACK CHANGES

Red-Lined Version of Proposed Amendments to Rule 2, Section A, Paragraph 22

RULE 2

Definitions and Rules of Construction

A. Definitions

22. **"Working Days":** ~~Means business days as established by a resolution of City Council, but excluding city observed holidays and days in which more than 50% of employees assigned to work at City Hall are not working. In the absence of such a resolution, it shall mean Monday through Friday, but excluding city observed holidays, and days in which more than 50% of employees assigned to work at City Hall are not working.~~ Means Monday through Friday, but excluding City observed holidays and days in which more than 50% of employees assigned to work at City Hall 1 are not working. (Added 3/6/12; Amended _____)

ORDINANCE 8065
RULE 2, SECTION A, PARAGRAPH 22
WITH ACCEPTED CHANGES

Proposed Amendment to Rule 2, Section A, Paragraph 22 with accepted changes

RULE 2

Definitions and Rules of Construction

A. Definitions

22. **“Working Days”:** Means Monday through Friday, but excluding City observed holidays and days in which more than 50% of employees assigned to work at City Hall 1 are not working. (Added 3/6/12; Amended _____)



“5-Day Business Week”

Revisions to Ordinances addressing Definitions and City Council Agenda Deadline and Procedures

**Strategic Goal 6: Set the Standard For Sound
Governance and Fiscal Management**



Affected Ordinances

- **Ordinance 8065**—Civil Service Rule 2 (Definitions and Rules of Construction) – Section A, Paragraph 22 – Definition of “Working Days”
- **Ordinance 18031** – Establishing Deadlines and Procedures for Placing Matters on the Agenda for City Council Meetings (adopted July 2, 2013).
 - *Ordinance 18390 – Amends Ordinance 18031 to Establish Deadlines and Procedures for Members of City Council to Place Matters on the Agenda for City Council Meetings (adopted July 21, 2015).*
 - *Ordinance 18466 – Amends Ordinance 18390 to take into account the adoption of every-other-week meetings (adopted February 23, 2016).*



Proposed Revisions to Ordinance 8065

(Civil Service Rules and Regulations)

RULE 2

Definitions and Rules of Construction

22. “Working Days”: ~~Means business days as established by a resolution of City Council, but excluding City observed holidays and days in which more than 50% of employees assigned to work at City Hall are not working. In the absence of such a resolution, it shall mean Monday through Friday, but excluding City observed holidays, and days in which more than 50% of employees assigned to work at City are not working.~~ Means Monday through Friday, but excluding City observed holidays and days in which more than 50% of employees assigned to work at City Hall 1 are not working. (Added 3/6/12; Amended _____)



Proposed Revisions to Ordinance Establishing Deadlines and Procedures for Agenda Item Placement

- Repeal Ordinance Nos. 18031, 18390 and 18466.
- Adopt a new, clean version setting forth the deadlines and procedures for placing matters on the City Council Agenda. The new ordinance will:
 - *reflect and take into account the adoption of a 5-day business week;*
 - *Incorporate and combine the relevant provisions from Ordinance Nos. 18031, 18390 and 18466.*



Proposed Agenda Deadlines for Regular City Council Meetings

10:00 A.M. ON TUESDAY

Administrative Posting Deadline for all Departments (*per administrative policy*)
(Must include backup at time of submission)

12:00 P.M. ON WEDNESDAY

Deadline for Mayor and Council Items
(Must include backup at time of submission)

6:00 P.M. ON WEDNESDAY

Deadline for placement of items on the Regular Agenda
Departmental items submitted after the Administrative Posting Deadline require approval from the City Manager

3:00 P.M. ON THURSDAY

Deadline for Addition to the Agenda
(Must include backup at time of submission)

Items must be approved by the Mayor, City Attorney, or City Manager to be placed on the Addition.

4:00 P.M. ON THURSDAY

Deadline for submission of Presentations

EXECUTIVE SESSION ITEMS

Executive Session Items can be placed up until the agenda is posted if they are approved by the City Attorney. Once the agenda has been posted, any additional Executive Session Items will go on the Addition to the Agenda up until 3:00 p.m. on Thursday

"Delivering Outstanding Services"



Requested City Council Action

- November 14th:
 - Approve the Introduction of an Ordinance Establishing the Deadlines and Procedures for Placing Matters on the Agenda for City Council Meetings and Repealing Ordinance Nos. 18031, 18390 and 18466; and
 - Approve the Introduction of an Ordinance Amending Ordinance 8065, Rule 2, Providing for the Definition of “Working Days.”
- November 28th:
 - Adoption of the new Ordinance Establishing the Deadlines and Procedures for Agenda Items, and repeal of prior ordinances; and
 - Adoption of Ordinance 8065 Amendment.



Questions?