



CITY CLERK DEPT
2020 NOV 13 AM9:45

**NOTICE OF SPECIAL JOINT MEETING OF THE FOLLOWING BOARDS
AND COMMISSIONS OF THE CITY OF EL PASO:**

BUILDING AND STANDARDS COMMISSION

VETERANS AFFAIRS ADVISORY COMMITTEE

PARKS AND RECREATION ADVISORY BOARD

COMMUNITY DEVELOPMENT STEERING COMMITTEE

REGIONAL RENEWABLE ENERGY ADVISORY COMMITTEE

OPEN SPACE ADVISORY BOARD

ANIMAL SHELTER ADVISORY COMMITTEE

CITY PLAN COMMISSION

CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

UPTOWN PARKING BENEFIT DISTRICT ADVISORY

ZONING BOARD OF ADJUSTMENT

HISTORIC LANDMARK COMMISSION

MUSEUMS & CULTURAL AFFAIRS ADVISORY BOARD

FAIR HOUSING TASK FORCE

CITIZEN'S ADVISORY COMMITTEE FOR THE BOARD OF THE MASS TRANSIT

THURSDAY, NOVEMBER 19, 2020, AT 4:00 P.M.

Teleconference phone number: 1-915-213-4096

Toll Free number: 1-833-664-9267

Conference ID 491 524 938#



TEMPORARY SUSPENSION OF OPEN MEETINGS LAWS DUE TO EMERGENCY

The Texas Governor temporarily suspended specified provisions of the Texas Open Meetings Act to allow telephonic or videoconference meetings and to avoid congregate settings in physical locations.

Notice is hereby given that a Special Meeting of the Building and Standards Commission, Veterans Affairs Advisory Committee, Parks and Recreation Advisory Board, Community Development Steering Committee, Regional Renewable Energy Advisory Committee, Open Space Advisory Board, Animal Shelter Advisory Committee, City Plan Commission, Capital Improvements Advisory Committee, Uptown Parking Benefit District Advisory Committee, Zoning Board of Adjustment, Historic Landmark Commission, Museums & Cultural Affairs Advisory Board, Fair Housing Task Force, Citizen's Advisory Committee For the Board of The Mass Transit Department will be conducted on November 19, 2020 at 4:00 PM Members of the public may view the meeting via the following means:

Via the City's website. <http://www.elpasotexas.gov/videos>

Via television on City15

YouTube: <https://www.youtube.com/user/cityofelpasotx/videos>

In compliance with the requirement that the City provide two-way communication for members of the public, members of the public may communicate with the aforementioned Boards & Commissions regarding agenda items or to provide public comment by calling the following number:

1-915-213-4096 or Toll free number: 1-833-664-9267

At the prompt please enter the following Conference ID: 491 524 938#

The following members of the Building and Standards Commission will be present via video conference:

Rodolfo A. Barba, Paulina Lagos, and Yajaira Lopez,

The following members of the Veterans Affairs Advisory Committee will be present via video conference:

Bruce Biegel, Laura A. Butler, Reginald Daniel, Hope Jackson, Lance Lehr, Efren Montelongo, Don Parrott, Justin Rotti, and Larry Dean Sanders

The following members of the Parks and Recreation Advisory Board will be present via video conference:

Michael Adjemian, Anna Aleman, Robert Bigney, Sylvia Carreon, Paul Garcia, Romaree Herbert, Martin Morgades, Sandra Olivar, Julia Smith.

The following members of the Community Development Steering Committee will be present via video conference:

Andrew Paul De La Pena, Rene Hurtado, Tamieka Henry, Deidra Pratt, Jose Torres, Fabiola Campos-Lopez, Manuela Silva Rodriguez, Lance Lehr.



The following members of the Regional Renewable Energy Advisory Committee will be present via video conference:

Eduardo Dominic Chacon, Alejandra Chavira, Miguel Fraga, KC Griffin, Joseph Gutierrez, Howard Pearlmutter, Joshua Simmons, Maria Trevino

The following members of the Open Space Advisory Board will be present via video conference:

Alyssa Benavides Cervantes, Yvonne Cacho, Sarah Elena Dillabough, Joe Garibay, Sharon Miles-Bonart, Stephen Tures, and Patricia White

The following members of the Animal Shelter Advisory Committee will be present via video conference:

Alexsandra Anello, Barbara M. Candelaria, Sandra DiFrancesco, Elvira Stephanie Frias, Gina Gagen, Mary Kay Rosenkranz, Julie Rutledge, Celeste Varela, Regina Wagner.

The following members of the City Plan Commission will be present via video conference:

Ricardo Cabrera, Chris Cummings, Robert Garcia, Jose J. Guzman-Hernandez, Patrick Cigarraista, Margaret Livingston, Samuel Trimble, Juan Uribe, Geoffrey Wright

The following members of the Capital Improvements Advisory Committee will be present via video conference:

Carmen Arrieta-Candelaria, Jacob Barde, Carleen Barth, Ben Carnevale, Stephen Mercer, Manuel Moreno, Duane E. Murphy, Victor Soto, Eduardo Valencia.

The following members of the Uptown Parking Benefit District Advisory Committee will be present via video conference:

Austin Allen, Sammy Holaschutz, Charlie Intebi, William Keating, Carlos John Moye, Michael Myers, Cynthia Pina, and Gloria Viramontes

The following members of the Zoning Board of Adjustment will be present via video conference:

Jacob Barde, Janet Fortune, Maria Elena Garza DVargas, Jose G. Gutierrez, Marcia Heller, Wesley Lawrence, Evi Marisa Licon, Walter O. Lujan, Maritza Perez, Isaac Rodriguez, Linda C. Troncoso, William Veliz, Christopher Villa.

The following members of the Historic Landmark Commission will be present via video conference:

Edmund Castle, Christopher Esper, Vicki Hamilton, Ivan Lopez, Francisco Macias, Shane Mercer, Donald J. Sevigny.

The following members of the Museums & Cultural Affairs Advisory Board will be present via video conference:

Rachel Adame Anderson, Raul Miguel Arizpe, Alfredo Diaz, Anne M. Giangliulio, Kenneth Gorski, Lloyd C. III Hamilton, Jeffry A. Harris, David Herrera, Laura Jaquez, Beth Leffler, Vanessa Leon, Carlos A. Loweree III. Adam Marshall, Ivan Nino, Stephanie Schmid-Falcon, Laura Valdez



The following members of the Fair Housing Task Force will be present via video conference:

Marcella Carrillo, Kimberly Cook-McDaniel, Rosa I. Estrada, Andres Farias, Mauricio Felix, Christine S. Gallegos, Miguel A. Hernandez, Jonathan Macias, Anibal Olague, Marc Salazar, Bill Schlesinger, Luis Yanez.

The following members of the Citizen's Advisory Committee For the Board of The Mass Transit Department will be present via video conference:

Aziz Afravi, Rebecca Hernandez, Alec W. Mondello, Jonathan Moran, Eden Robles, Noemi Herrera Rojas, Mark Steele, David Valencia, Lori L. Vugteveen, Leah M. Wood.

A quorum of each of the aforementioned Boards & Commissions must participate in the meeting.

AGENDA

1. Roll Call of:
 - a) Building and Standards Commission
 - b) Veterans Affairs Advisory Committee
 - c) Parks and Recreation Advisory Board
 - d) Community Development Steering Committee
 - e) Regional Renewable Energy Advisory Committee
 - f) Open Space Advisory Board
 - g) Animal Shelter Advisory Committee
 - h) City Plan Commission
 - i) Capital Improvements Advisory Committee
 - j) Uptown Parking Benefit District Advisory Committee
 - k) Zoning Board of Adjustment
 - l) Historic Landmark Commission
 - m) Museums & Cultural Affairs Advisory Board
 - n) Fair Housing Task Force
 - o) Citizen's Advisory Committee For the Board of The Mass Transit Department

2. Training and Discussion on Ethics and City's Code of Conduct.

All Districts

City Manager's Office, Cary Westin, (915) 212-1063

3. Adjourn

EXECUTIVE SESSION

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The Building and Standards Commission, Veterans Affairs Advisory Committee, Parks and Recreation Advisory Board, Community Development Steering Committee, Regional Renewable Energy Advisory Committee, Open Space Advisory Board, Animal Shelter Advisory Committee, City Plan Commission, Capital Improvements Advisory Committee, Uptown Parking Benefit District Advisory Committee, Zoning Board of Adjustment, Historic Landmark Commission, Museums & Cultural Affairs Advisory Board, Fair Housing Task Force, Citizen's Advisory Committee For the Board of The Mass Transit Department of the City of El Paso may retire into EXECUTIVE SESSION pursuant to Section 3.5A of the El Paso City Charter and the Texas Government Code, Chapter 551, Subchapter D, to discuss any of the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the aforementioned Boards and Commissions of the City of El Paso may move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act and the Rules of each Board and



Commission.) The aforementioned Boards and Commissions 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	CONSULTATION WITH ATTORNEY
Section 551.072	DELIBERATION REGARDING REAL PROPERTY
Section 551.073	DELIBERATION REGARDING PROSPECTIVE GIFTS
Section 551.074	PERSONNEL MATTERS
Section 551.076	DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS
Section 551.087	DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS
Section 551.089	DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS;
	CLOSED MEETING

NOTICE TO THE PUBLIC:

Please note that you will need to have Acrobat Reader to open PDF documents. If you do not have Acrobat Reader you may download the free program from the following address: <http://www.adobe.com/products/acrobat/readerstep2.html>. Sign language interpreters will be provided for this meeting upon request. Requests must be made to Human Resources at a minimum of 24 hours prior to the date and time of the meeting. Copies of this agenda will be provided in Braille, large print or audio upon request. Request must be made a minimum of 48 hours prior to the date and time of the meeting.

ALL CITY OF EL PASO BOARDS AND COMMISSION AGENDAS WILL BE PLACED ON THE INTERNET AT LEAST 72 HOURS PRIOR TO THE MEETING AT THE ADDRESS BELOW:

<http://www.elpasotexas.gov/>

Posted this 13th day of November, 2020 at 9:58 a.m. Martha P. Lozano
ML



Code of Conduct

City of El Paso – Board/Committee Appointed Officials



OUR MISSION

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



OUR VISION

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



OUR VALUES

Integrity
Respect
Excellence
Accountability
People

CORE COMPETENCY

Supporting a high quality of life and place through:

- A focus on continuous improvement
- A highly engaged workforce
- Optimizing resources to maximize outcomes

City of El Paso Strategic Plan

- **Goal 5:** “Promote transparent consistent communication among all members of the community”
 - **5.1:** Set a climate of respect, collaboration, and team spirit among Council, City Staff and the community
 - **5.4:** Enhance internal communication and employee engagement
- **Goal 6:** “Set the Standard for Sound Governance and Fiscal Management”
 - **6.3:** Implement programs to reduce organizational risk
 - **6.4:** Implement leading-edge practices for achieving quality performance excellence
 - **6.8:** Support transparent and inclusive government

Agenda

- What is a code of conduct and its importance
- Who does it apply to
- Five pillars of conduct and impact in work environment
- Appointed Officials conduct protocols with:
 - ❖ One another in public and private settings
 - ❖ City staff
 - ❖ Public in public and unofficial settings
 - ❖ Other public agencies
 - ❖ Other Elected/Appointed Officials
 - ❖ Media
- Strategies to address issues with employee/volunteer and other appointed/elected official

What is a Code of Conduct?

- A **Code of Conduct** is a document that serves as an agreement of behavioral standards for all members of the organization.
- The document is helpful in directing and guiding all members of an organization on expected standards of conduct.
- All members are responsible for its adherence and will be held accountable.

Who Currently has adopted a Code of Conduct?

- Large and small cities throughout the United States.
- Large enduring organizations such as United States Military.
- Large businesses, for example Google, Starbucks, The Coca-Cola Company and others.

Why is it important?

- As appointed officials, your personal conduct and behavior is not only a reflection of who you are as individuals but also a reflection of the organization, the City of El Paso.
- Everyone must work together for the common good of the people of El Paso and not for any private or personal interest, and must assure fair and equal treatment of all persons, claims, and transactions.

How does a Code of Conduct help our city?

- A **Code of Conduct** enhances the City's core values and sets the right organizational culture.
- It articulates the values the organization wishes to foster in leaders and employees and, in doing so, defines desired behavior.
- Is a central guide to support day-to-day operations and decision making.
- Serves as a public statement of the City of El Paso's commitment to high standards and proper conduct.

Benefits of a Code of Conduct

- Demonstrates what we value and highlights our organizational culture.
- Enhances our reputation by treating each other and others with respect and dignity.
- Keeps us mindful of our behavioral standards.
- Fosters an environment of trust.

Failure to adhere to the Code of Conduct may result in...

- Breeding internal and external hostility.
- Damaging the City's reputation in the community.
- Building distrust from residents, businesses, and potential business owners.

Who does the Code of Conduct apply to?

Mayor and City Council

City Manager

City Attorney

Chief Internal Auditor

Appointed Officials

Board Committee members

City Employees

City Volunteers

Five Pillars of Conduct

1

Comply with the spirit & letter of the law and City Policy

2

Make decisions and act on facts

3

Never disclose confidential information

4

Respect City Process

5

Maintain a Positive Work Place Environment

Appointed Officials Conduct With One Another in Public Meetings

Practice civility, professionalism, and decorum during discussions and debate.

Refrain from making belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.

It is the responsibility of the Chair to maintain order and keep the comments of appointed officials on track during public meetings.

Demonstrate effective problem-solving approaches to issues that may arise.

Be respectful of everyone's time. Be punctual and keep comments relative to topics being discussed.

Appointed Official Conduct With One Another in Private Encounters

Continue respectful communications in private.
The same level of respect and consideration of differing
points of view deemed appropriate for public discussions
should be maintained in private conversations.



Be mindful that written notes, voicemail messages, and
e-mails may be subject to the Texas Public Information Act.



Be mindful that private conversations can have a public
presence.



Appointed Officials Conduct With City Staff

All questions and/or requests for information should be directed to the designated staff member assigned to the Board/Committee.

Treat all employees/volunteers as professionals.

Do not disrupt employees/volunteers from their jobs.

Refrain from making personal attacks on an individual employee/volunteer.

Do not get involved in administrative functions.

Requests for additional staff/volunteer support - even in high priority or emergency situations -- should be made to the City Manager who is responsible for allocating City resources and personnel.

Appointed Officials Conduct With Public In Public Meetings



Be welcoming to speakers.



Be fair and equitable in allocating public hearing time to individuals speakers.



Be an active listener.



Ask for clarification, but avoid debate and argument with the public.



No personal attacks of any kind, under any circumstance.

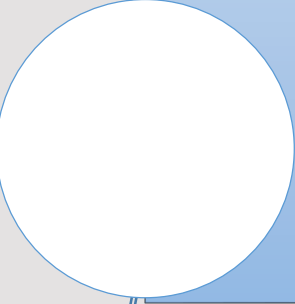


Follow parliamentary procedure for the Board/Committee.

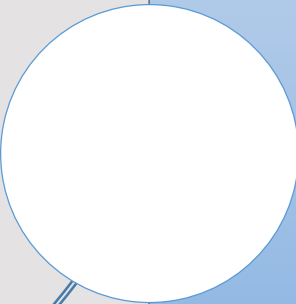
Appointed Officials Conduct With Public In Unofficial Settings



Refrain from making promises on behalf of the City.



Appointed officials may be asked to explain a City Council action about an issue as they meet and talk with members of the community. It is appropriate to refer them to Mayor and Council or City staff for further information.



Refrain from making personal comments about elected or other appointed officials. It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about elected officials or other appointed officials, or their opinions and actions.

Appointed Officials Conduct With Other Public Agencies



Be clear about representing the City or personal interests.

The Mayor represents the City in intragovernmental and intergovernmental relationships.

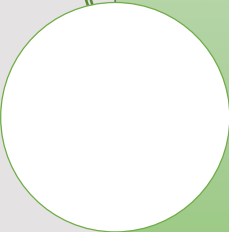
If an appointed official appears before another governmental agency or organization to give a statement on an issue, the appointed official must clearly state whether his or her statement reflects personal opinion or is the stance of the City.

If the appointed official is representing the City, the appointed official must support and advocate the official City position on an issue, not a personal viewpoint.

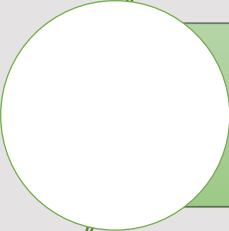
Elected Officials Conduct With Other Elected/Appointed Officials



The City has established several Boards and Committees as a means of gathering more community input.



By serving on a Board or Committee, you are an appointed official and serve as an advisor to the Mayor and City Council. Appointed officials are a valuable resource to the City's leadership and should be treated with appreciation and respect.

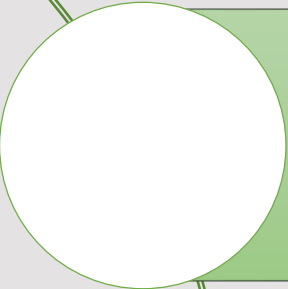


Although not prohibited, appointed officials attendance at other City Board or Committee meetings is discouraged, based on the affect that their presence may have on the proceedings.



It is inappropriate for appointed officials to contact other appointed officials to lobby on behalf of an individual, business, or developer.

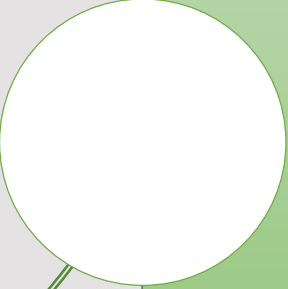
Elected Officials Conduct With Other Elected/Appointed Officials



Appointed officials (Board/Committee members) report to the Mayor and City Council, not to individual Council members. Mayor and Council members should never feel they have the power or right to threaten appointed officials with removal if they disagree about an issue.



A Board or Committee appointment should not be used as a political "reward."



A primary role of Boards and Committees is to represent many points of view in the community and to provide the Mayor and City Council with advice based on a full spectrum of concerns and perspectives. Mayor and City Council members must be fair and respectful to all citizens serving on Boards and Committees.

Conduct with the Media

1

Never say “No Comment.”



Any appointed official that receives a request from media for comment or information should direct the reporter to the Board or Committee's assigned staff member or the City's Public Affairs Office

2



Addressing Issues Appointed Official to Employee/Volunteer

1

Appointed official must directly notify the City Manager.

City Manager will handle through set process.

2

Addressing Issues - Appointed Official to Appointed/Elected Official

1

Visit with fellow member and discuss the issue.

2

If the behavior continues; member will need to inform the Chair.

3

Chair will inform assigned staff, who will follow process to inform the Mayor.

4

If it is the Chair's behavior in question, then member will inform assigned staff, who will follow process to inform the Mayor.

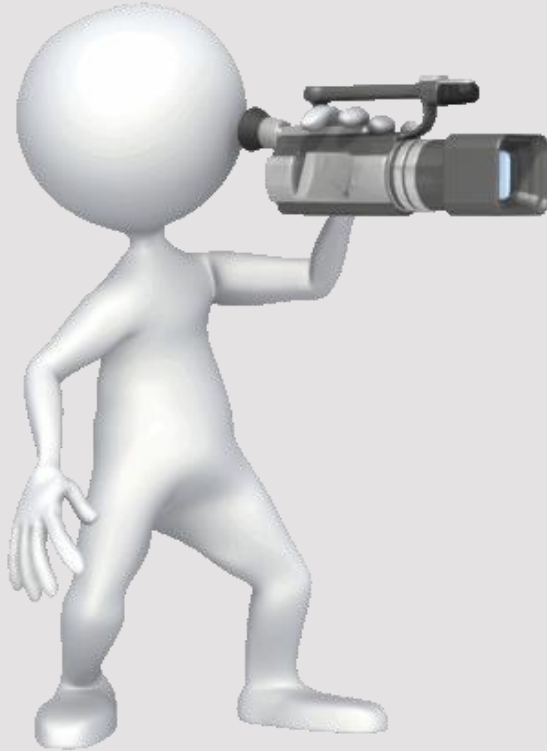
5

Mayor will work with the member to address the issue.

Behavior and Conduct

- If the appointed official repeatedly fails to follow proper conduct, the City Council may remove the member from office.
- Any form of discipline imposed by City Council shall be determined by a majority vote of at least a quorum of the City Council.

Video



<https://www.amazon.com/clouddrive/share/fqELtT9tJ3kLb5iKPi2LPuVIO177yr6ZKJeLmlGT2n>

Code of Conduct – Appointed Officials

- Maintain a cooperative and professional workplace environment.
- Our personal conduct and behavior is not only a reflection of who we are as individuals but also a reflection of the organization.
- Show mutual respect at all times.
- Self-police to ensure that we adhere to behavioral standards.

Code of Conduct – Appointed Officials

- We work for the common good of the community and must assure fair and equal treatment to all.
- The public expects the highest standards of professional conduct from all representatives of local government.
- As an appointed member of the City organization, we are all accountable to the community and this code assists in providing for the good governance of the City of El Paso.

