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OFFICE OF THE MAYOR

TO: Council Members

CC: Joyce Wilson, City Manager
Sylvia Borunda Firth, City Attorney

DATE: December 21, 2011

RE: Council Meeting changes

I have placed an item on the January 3, 2012 agenda to revise the time and manner in which items will be considered on the City Council meetings agenda. Attached is a red line copy of the proposed changes to the Rules of Order for the City Council to allow:

1. The regular City Council meetings will start at 8:30 a.m. with the Invocation and Pledge of Allegiance followed by the Proclamations and Recognitions.
2. The Executive Session will be considered at Noon.
3. The Call to the Public will be considered after all of the regular business on the agenda is completed.

The purpose of these changes is to minimize the inconvenience to the public, especially citizens who show up to receive proclamations and/or recognitions and constituents who have items posted on our agenda and have an expectation of when the item will be considered.

Also beginning Monday, January 2, 2012, agenda review will be conducted at 9:00 a.m. in the 10th Floor Conference Room. Agenda review will be posted as a Special City Council meeting in the event there is a quorum present. Please use agenda review to question staff about agenda items and/or to request additional information or backup materials.

These changes should help to move the council meetings more expeditiously.

Thank you.



Two Civic Center Plaza
El Paso, TX 79901
(915) 541-4145

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susie Byrd

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Dr. Michiel R. Noe

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Cortney Carlisle Niland

City Manager
Joyce A. Wilson

**RESOLUTION AMENDING THE FIRST PARAGRAPH OF
SECTION 13, CALLING AND ORDER OF AGENDA ITEMS,
OF THE RULES OF ORDER FOR THE EL PASO CITY COUNCIL**

Paragraph 1 of Section 13:

SECTION 13. CALLING AND ORDER OF AGENDA ITEMS

~~Executive Session will be scheduled as the first item for discussion and action. When the City Council retires into Executive Session to consider items posted for such a session, the City Attorney shall designate which of such items shall be considered during the time period from 8:30 a.m. to 9:00 a.m., and any remaining items posted for the Executive Session shall be considered at the end of the meeting or other such time as determined by the Council. The Regular meetings of the City Council shall ordinarily begin at 8:30 a.m. with the Invocation and Pledge of Allegiance will take place no sooner than 9:00 a.m. Ceremonial items, including proclamations, will be presented next at the direction of the presiding officer, not to exceed thirty (30) minutes. The public comment (call to the public) portion of the agenda will follow, not to exceed thirty (30) minutes. Items accepting or acknowledging donations to the City will be taken prior to consideration of the consent agenda. Items removed from the consent agenda by the Mayor Pro Tempore or at the request of other Council members will be considered at the time when items for the related department are being considered or as otherwise requested by the Mayor Pro Tempore. The introduction of ordinances will be considered first on the regular agenda, followed by the procurement items posted on the regular agenda by the Financial Services and/or Engineering and Construction Management departments, and any reports or updates from the City's Committees, Boards and Commissions other than the Legislative Review Committees. The public comment (call to the public) portion of the agenda will follow the items posted on the regular agenda, not to exceed thirty (30) minutes. The presiding officer will, at his discretion, direct the time at which the Council will consider items posted for the Executive Session.~~

ADOPTED this 3rd day of January 2012.

THE CITY OF EL PASO

John F. Cook, Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Elaine S. Hengen
Senior Assistant City Attorney

Call to the Public Results

ENTITY	TIME & DATE OF MEETINGS	PLACE ON AGENDA	TIME ALLOCATION / # OF SPEAKERS
County of El Paso	Weekly meetings on Mondays @ 9:30 a.m.	Beginning of the agenda - after presentations	No limit on the number of speakers. Limit is 5 mins./speaker on items not posted; limit is 3 mins./speaker on items posted.
El Paso County Hospital District	2nd Tuesday of the month @ 3:00 p.m.	No public comment section. However, citizens are allowed to speak on posted agenda items for typically 5 minutes. Citizens are requested to talk to the secretary to place a concern on one of the two committee agendas prior to the item being considered by the board.	
PSB	2nd Wednesday of the month @ 9:00 a.m.	End of the agenda	No limit on the number of speakers. Unlimited time but may impose time limits depending on the number of speakers.
EPCC	2nd Wednesday of the month @ 5:00 p.m.	Beginning of the agenda - after approval of minutes but before presentations	No limit on the number of speakers. Presentations are limited to three minutes for any individual presenting an original topic, and additional presentations on the topic will be limited to one minute. A maximum of ten (10) minutes will be allocated to any given topic. Preference will be given to speakers who have not made recent appearance before the Board.
EPISD	2nd and 4th Tuesday of the month @ 5:00 p.m.	Beginning of the agenda - after presentations - Public Forum	No limit on the number of speakers but limit on the total time allocated for Public Forum to one hour. Limit is 3 mins/speaker. Groups must select one representative. First come first serve basis. Speakers can sign up the day before the meeting by calling the office or appear 30 minutes before the meeting and fill out request form.

Call to the Public Results

ENTITY	TIME & DATE OF MEETINGS	PLACE ON AGENDA	TIME ALLOCATION / # OF SPEAKERS
SISD	3rd Tuesday of the month @ 6:00 p.m.	Beginning of the agenda - after Superintendent's comments, recognitions, special presentations/reports, but before the consent agenda and public hearings, etc.	No limit on the number of speakers. Limit is 5 mins/speaker. Groups must select one representative. First come first serve basis. Form must be filled out the day of the meeting before the beginning of meeting.
YISD	2nd Wednesday of the month @ 6:00 p.m.	Beginning of the agenda - after recognitions - Citizen's Input	No limit on the number of speakers. Limit is 3 mins/speaker. Groups must select one representative. First come first serve basis. Form must be filled out before the beginning of the meeting.
City of San Antonio	Weekly meetings on Wednesday & Thursdays with 4th week off. Informational Session on Wednesdays @ 2:00 p.m. - no action taken & executive session. Formal City Council on Thursday @ 6:00 p.m.	At the end or at 6:00 p.m., set time - Ceremonials @ 5:15 p.m. followed by Citizens to be Heard @ 6:00 p.m. on Wednesdays during the Information Session that begins at 2:00 p.m.	No limit on the number of speakers. 3 mins./speaker, a group (3 or more) gets 9 mins. for designated speaker.
City of Austin	Weekly meetings for an average of 3 meetings per month. Work Session on Tuesdays @ 9:00 a.m. - no action taken. Regular meeting on Thursday @ 10:00 a.m.	Citizen Communication is during the Regular meeting on Thursdays @ 12:00 p.m. followed by Executive Session, Public Hearings, w/ recognitions at the end.	Limit 10 speakers for 3 mins./speaker who have not spoken in the last 30 days, first-come first-serve basis.
City of Houston	Weekly meetings on Tuesday @ 1:30 p.m. and Wednesday @ 9:00 a.m. Informal session on Tuesday and formal meeting on Wednesday.	Public Speakers @ 2:00 p.m. on Tuesday during informal session.	No limit on the number of speakers but limit on the total time allocated for public forum to 120 minutes (1 1/2 hr). Speakers have option to speak for 1, 2 or 3 minutes, if public speaking time has reached 120 minutes, any speaker after that time is limited to 1 minute/speaker. It has not happened very often.
City of Dallas	2nd and 4th Wednesday of the month @ 9:00 a.m.	2 open microphone sessions, one at the beginning of the meeting after the invocation and presentations and the other at the end of meeting.	Limited to 5 speakers 3 mins. each, first-come first-serve basis, who have not spoken in the last 30 days. Remainder of speakers get to speak at the end of the meeting for 3 minutes each. They typically have less than 10 speakers at the end and meetings are not too lengthy.