



PROCEDURES FOR PLACING MATTERS ON THE AGENDA

MARCH 17, 2020

STRATEGIC GOAL 6

Set the standard for Sound
Governance and Fiscal Management

WHAT WE WILL COVER

- ✓ Previous Council Action
- ✓ The Role of the Strategic Plan as it relates to Agendas
- ✓ Options for placing items and presentations on City Council agendas
- ✓ Placing backup material with items on City Council agendas
- ✓ Placing items on the Addition to the Agenda

PREVIOUS COUNCIL ACTION

On December 1, 2015, City Council approved the following amendment to Section 2.06.060:

By Resolution in accordance with Section 3.5A of the El Paso City Charter, the City Council has called recurring work sessions on every other Monday occurring prior to the Tuesday Regular City Council Meeting to review the agenda and consider any other matter which the City Council and/or City Manager determine is appropriate for a Monday City Council Work Session.

PREVIOUS COUNCIL ACTION

On May 13, 2019, City Council approved the following:

1. For presentation and action items, **2 signatures** are required;
2. If an item for presentation or action is regarding a **specific Representative District**, the Representative from that district **must** be one of the 2 signatures approving placement of the item on Council Agenda.

PREVIOUS COUNCIL ACTION



On May 16, 2019, Mayor, City Council and Senior Leaders:

1. Reviewed the eight strategic goals activated in 2015
2. Reviewed the 20 in 2020 visionary initiatives
3. Adopted a refreshed Mission and Vision
4. Approved the new 25 by 2025 visionary initiatives



THE STRATEGIC PLAN & COUNCIL AGENDAS

The Strategic Plan is reflected in the Council's agendas. The proposed amendments will codify previous Council action:

- Council items are related to the City's Strategic Plan adopted by the City Council.
- City Council items that require additional research or preparation by City Staff in or outside of the adopted Strategic Plan initiatives or scope should have support from a Council majority.
- The new procedures will allow Council to make an informed decision by providing City Staff adequate time for research, and preparing responsive information or legal recommendations regarding new matters that are not within the Strategic Plan.

STAFF PROCESS PRIOR TO PLACING ITEMS ON A CITY COUNCIL AGENDA

- Items go through an extensive vetting process.
- Some items are referred to Boards and Commissions for review prior to placement.
- The prep work to compile an agenda item packet takes several weeks to complete:
 - Research
 - Legal Review
 - Back-up
 - Presentation

PLACING PRESENTATIONS ON THE REGULAR AGENDA

A City Council Representative may place an item for presentation by:

- Providing notice to the City Clerk by Noon on Wednesday (week before the regular meeting).
- The City Clerk will place the item on the next Tuesday's agenda.
- Supported by and contain **the signature of two additional** Council members.
- At least one of the affected district(s) representative **must** be one of the signing representatives.
- These presentations **shall not require input, research or work by City staff or the City Attorney's Office.**
- Council may direct the City Manager/City Attorney for a subsequent agenda item, or additional work from staff; if approved by a majority of City Council.

PLACING ACTION ITEMS ON THE REGULAR AGENDA

A City Council Representative may place items for action, including proposed Resolutions on the regular Tuesday agenda by:

- Providing notice to the City Clerk by Noon on Wednesday (week before the regular meeting).
- Supported by and contain the signature of two additional Council members.
- At least one of the affected district(s) representative must be one of the signing representatives.
- The City Clerk will place items that require work by City staff or the City Attorney's Office on the second regularly scheduled Tuesday agenda to allow staff and the City Attorney's Office an adequate opportunity to research, prepare responsive information, or legal recommendations.

PLACING ACTION ITEMS ON THE REGULAR AGENDA

- The item shall not be removed from the agenda without the consent of the members who made the submittal.
- The City Clerk will not accept submissions with incomplete or missing back-up materials.
- Routine items such as board appointments and notation of campaign contributions will not be affected.

PLACING ITEMS ON WORK SESSIONS & LEGISLATIVE REVIEW COMMITTEE(LRC) AGENDAS

In accordance with Section 3.5A of the El Paso City Charter, Council may place an item on the Work Session or LRC by notifying the Mayor, City Manager and City Clerk prior to the posting of the agenda for the respective meeting.

A City Council Representative may place an item for discussion on a City Council work session agenda to obtain support for future consideration.

- The only action taken will be to direct the City Manager/City Attorney for a subsequent agenda item, or additional work from staff; if approved by a majority of City Council.

PLACING BACKUP MATERIAL WITH THE ITEMS ON THE AGENDA



The head of each department shall submit to the City Clerk **no later than the administrative deadline established by the City Manager** a summary explanation and other back-up material for those agenda items related to his or her department.

The City Clerk will post the agenda with this back-up material on the City's website no later than noon Thursday before the regular meeting.

Any additional back-up **must** be provided separately to each member of the City Council and the City Manager **and** shall be submitted no later than 4 p.m. Thursday before the regular meeting.

PLACING BACKUP MATERIAL WITH THE ITEMS ON THE AGENDA

All legal documents accompanying agenda items **must be signed by the City Attorney or designee**, including:

- Resolutions,
- Contracts and
- Ordinances

and shall be submitted to the City Clerk for posting on the City's website at the time the item is placed on the agenda.

PLACING ITEMS ON THE ADDITION TO THE AGENDA



- Items received after 5 p.m. on Wednesday and if the agenda has been posted, will be listed as an “Addition to the Agenda”, if:
 - ✓ Item is received by 3 p.m. on Thursday prior to the meeting, and
 - ✓ Accompanied by authorization from the Mayor, City Manager or Designated Deputy City Manager, or the City Attorney, and
 - ✓ Contains all back-up material.
- Additions to the agenda are posted by 5 p.m. Thursday before a regular Council meeting.
- Requests for these items are to be made in writing, electronic mail, or other electronic means.

SUMMARY



- Agenda action items should connect to the Strategic Plan and be supported by the majority of Council.
- Agenda items that require additional research or work by City Staff will be placed on the second Tuesday after submission to allow for adequate time for research and preparation.
- Backup material items will be submitted by the placement deadline and if applicable with appropriate legal review and signatures
- Agenda items that affect specific District(s) should have the respective representative's support
- Work Sessions will allow for effective vetting



Thank you.