

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

CITY CLERK DEPT.
2015 JUL -9 AM 11:33

DEPARTMENT: Municipal Clerk

AGENDA DATE: INTRODUCTION: July 14, 2015
PUBLIC HEARING: July 21, 2015

CONTACT PERSON NAME AND PHONE NUMBER: Sylvia Borunda Firth, City Attorney, 212-0033

DISTRICT(S) AFFECTED: All

SUBJECT:

APPROVE an Ordinance amending Ordinance No. 018031 to establish deadlines and procedures for members of City Council to place matters on the Agenda for City Council meetings.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

At the City Council meeting of July 7, 2015, City Council members requested procedures to follow when City Council Representatives wanted to place matters on the City Council agenda.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

N/A

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

N/A

BOARD / COMMISSION ACTION:

N/A

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

DEPARTMENT HEAD:

AN ORDINANCE AMENDING ORDINANCE NO. 018031 TO ESTABLISH DEADLINES AND PROCEDURES FOR MEMBERS OF CITY COUNCIL TO PLACE MATTERS ON THE AGENDA FOR CITY COUNCIL MEETINGS

WHEREAS, Ordinance No. 018031 established deadlines and procedures for placing items on the agenda for meetings of City Council but did not specify how members of council were to do so; and

WHEREAS, the Mayor and City Council have determined it is necessary to establish rules and procedures to govern the manner in which the members of City Council place matters on the agenda.

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

1. Procedures for placing matters on the agenda of the City Council shall be as follows:
 1. **Special City Council Meetings/Legislative Review Committees:** City Council Representatives may place items on any agenda for a Special City Council Meeting/Legislative Review Committee called in accordance with Section 3.5A of the El Paso City Charter by notifying the Mayor, City Manager and City Clerk prior to the posting of the agenda for the respective Special City Council Meeting/Legislative Review Committee.
 2. **City Council Reporting and Appointments:** City Council Representatives may place matters relating to appointments to boards and commissions, financial reporting, campaign contributions, donations received, gifts, or any other reporting requirements arising from the Charter, State law or applicable law on any City Council agenda by providing notice to the City Clerk by noon on the Wednesday before the City Council meeting to be held on the following Tuesday.
 3. **City Council Presentations:** City Council Representatives may place items on the City Council Agenda to allow for presentations by the respective City Council member on any City Council Agenda by providing notice to the City Clerk by noon on the Wednesday before the City Council Meeting to be held on the following Tuesday. The City Council presentations shall not require input or work by members of City staff and the only action to be requested by the respective council member shall be approval of Resolutions in support of a measure, request for a subsequent agenda item, or a request for additional work from staff; if approved by a majority of City Council.

ORDINANCE NO. _____

15-1065-050/426791/Ord. Amend. Ord. 18031

4. **Request for Staff Reports or Action:** City Council Representatives may place items on the City Council Agenda to request status, reports, work or other information regarding City work from staff. However, in order to allow staff an adequate opportunity to prepare responses, the matters will be placed on the agenda for the second Tuesday following the date they are submitted to the City Clerk. The deadline for submission to the City Clerk is Wednesday at noon. Upon receipt of a submittal from a City Council member, the Clerk will schedule the item for the City Council the second Tuesday following the submittal and the item shall not be removed from the agenda without the consent of the member who made the submittal.

5. **Agenda Items Placed by Mayor:** The Mayor may place items on any agenda of the City Council in accordance with the terms of the City Charter and applicable State law.

6. **Adequate Back-up For Agenda Items:** All submissions from City Council Representatives and the Mayor must be accompanied by adequate back-up to provide the council members, public and City staff with sufficient information to ascertain the details of the topic and action that will be requested. The City Clerk will not post an item on the agenda if the request for submission is not accompanied by a fully completed "Agenda Summary" in the form provided by the City Clerk. The Agenda Summary shall be the minimum amount of back-up acceptable.

2. All other terms and conditions of Ordinance No. 018031 shall remain in full force in effect unless expressly modified herein. In the event of a conflict between Ordinance No. 018031 and this Amendment, this Amendment will take precedence.

ADOPTED THIS ___ day of _____, 2015.

THE CITY OF EL PASO

 Oscar Leeser
 Mayor

ATTEST:

 Richarda Duffy Momsen
 City Clerk

APPROVED AS TO FORM:

Sylvia Borunda Firth
 Sylvia Borunda Firth
 City Attorney

ORDINANCE NO. _____
 15-1065-050/426791/Ord. Amend. Ord. 18031

CITY CLERK DEPT.
 2015 JUL -9 AM 11:34