

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

DEPARTMENT: El Paso International Airport

AGENDA DATE: December 11, 2018

CONTACT PERSON/PHONE: Monica Lombraña, A.A.E., Managing Director of Aviation and International Bridges, (915) 212-7301

DISTRICT(S) AFFECTED: All Districts

STRATEGIC GOAL: NO. #1: Create an Environment Conducive to Strong, Sustainable Economic Development

SUBJECT:

Presentation on Holiday Lighting at the Airport (for Management Update)

BACKGROUND / DISCUSSION:

New lights, decorations and upcoming events at the airport will be presented.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

N/A

BOARD / COMMISSION ACTION:

N/A

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

DEPARTMENT HEAD:



Monica Lombraña, A. A. E., Director
Managing Director of Aviation and International Bridges Director of Aviation



DEPARTMENT HEAD'S AGENDA ITEM CHECK LIST



Primary User Department:

El Paso International Airport

Secondary User Department:

I have verified the following:

Posting Language

☒ The accuracy of the agenda posting language, including addresses and the correct District number.

Description

Powerpoint presentation and department update on holiday lighting in the airport.

Documentation

☒ All electronic and hard copy documents (resolutions, ordinance, contracts, leases, agreements) with all required signatures are attached to the agenda submittal and delivered to the City Clerk's Office. This includes the department head's signature, the City Attorney's signature (if required) and the other party's signature (if required).

City Management Leadership

☐ I have cleared this item for placement through my supervisor in the City Manager's Office

Please select name

Cary Westin

Contacted

☐ By Phone

☐ In Person

☒ By E-Mail

Date

11/26/2018

Time

7:00 am

Board / Commission Action

☒ Not Applicable

Strategic Briefing Review

Date:

☒ I presented the Power Point for this item at SBR on

12/05/2018

☐ Item was not required to be presented at SBR

☐ Draft Agenda prepared 30 - 60 days in advance

The Power Point has been revised to reflect the feedback received at SBR.

Briefing Request

☐ I or my staff member(s), have briefed the affected City Council members, specifically,

ALL	<input type="checkbox"/>	Date	<input type="text"/>	Time	<input type="text"/>
Mayor Margo	<input type="checkbox"/>	Date	<input type="text"/>	Time	<input type="text"/>
District #1	<input type="checkbox"/>	Date	<input type="text"/>	Time	<input type="text"/>
District #2	<input type="checkbox"/>	Date	<input type="text"/>	Time	<input type="text"/>
District #3	<input type="checkbox"/>	Date	<input type="text"/>	Time	<input type="text"/>
District #4	<input type="checkbox"/>	Date	<input type="text"/>	Time	<input type="text"/>
District #5	<input type="checkbox"/>	Date	<input type="text"/>	Time	<input type="text"/>
District #6	<input type="checkbox"/>	Date	<input type="text"/>	Time	<input type="text"/>
District #7	<input type="checkbox"/>	Date	<input type="text"/>	Time	<input type="text"/>
District #8	<input type="checkbox"/>	Date	<input type="text"/>	Time	<input type="text"/>

Source of Funding

☐ There is available funding for this item in the proper account. The amount of the item and the funding source are correct.

Department Head Signature

Date: