

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

DEPARTMENT: City Clerk
AGENDA DATE: 3/18//08
CONTACT PERSON/PHONE: Richarda Duffy Momsen, (915) 541-4127
DISTRICT(S) AFFECTED: All

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

A resolution for the approval of Brian Heller as an Alternate City Clerk.

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?

To provide a back up for the City Clerk in her absence. Mr. Heller is the new Asst. Municipal Clerk-City Clerk.

PRIOR COUNCIL ACTION:

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

Yes. Asst Municipal Clerk –Municipal Court Lilia Worrell was appointed as Alternate City Clerk on 7/24/07.

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?

No funding impact.

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

LEGAL: (if required) _____

FINANCE: (if required) _____

DEPARTMENT HEAD: _____

(Example:  if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA: _____

CITY MANAGER: _____

DATE: _____

RESOLUTION

That Brian Heller is appointed as alternate City Clerk to act as the City Clerk during the absence or disability of the City Clerk.

Approved this _____ day of March 2008.

CITY OF EL PASO

John F. Cook, Mayor

ATTTEST:

APPROVED AS TO FORM:

Richarda Duffy Momsen
City Clerk



Elaine S. Hengen
Senior Assistant City Attorney

CITY CLERK DEPT.
08 MAR 10 AM 7:56