

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

DEPARTMENT: Municipal Clerk
AGENDA DATE: Tuesday, May 26, 2009
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.

That additional, earlier deadlines for the placement of items on the City Council Agenda as permitted by Ordinance No. 16086, are hereby established during the time period established for the four day workday summer pilot program by moving up the normal deadlines by approximately four hours.

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?

The City Council has approved a summer pilot program to adjust to a four day weekday, with City Hall being closed on Fridays, which will impact the ability of staff to timely get agenda back-up information organized and uploaded to the City's website. It is necessary to amend Ordinance No. 016086 to provide for the administrative adjustment of the deadlines in situations when City Hall is closed on a weekday and such closure impacts the deadlines set in the ordinance.

The new deadline for the summer pilot period will be Wednesday at 5:00 p.m. for the Regular Agenda and Thursday at noon for the Addition to the Agenda.

PRIOR COUNCIL ACTION:
Has the Council previously considered this item or a closely related one?

Ordinance 016086 was approved on July 5, 2005.

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 impact on budget _____

BOARD / COMMISSION ACTION:
Enter appropriate comments or N/A

*****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

WHEREAS, Ordinance No. 16086 establishes the deadlines and procedures for placing matters on the agenda for City Council meetings; and

WHEREAS, the deadlines established therein assume that City Hall will regularly be open for business every weekday; and

WHEREAS, the City Council has approved a summer pilot program from June 1, 2009 through August 28, 2009, to change to a four day workday for some City offices, with City Hall being closed on Fridays, which will impact the ability of staff to timely get agenda back-up information organized and uploaded to the City's website; and

WHEREAS, it is necessary for the Council to create additional deadlines for the submission of agenda items to the City Clerk as permitted by Ordinance No. 16086, during period of time of the summer pilot program, which can appropriately be done by this Resolution.

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

That additional, earlier deadlines for the placement of items on the City Council Agenda as permitted by Ordinance No. 16086, are hereby established during the time period established for the four day workday summer pilot program by moving up the normal deadlines by approximately four hours, as follows:

1. That items for the Agenda shall be submitted to the City Clerk at or before 5:00 pm on Wednesday prior to the Council meeting at which discussion or action is requested; and
2. That items qualifying for placement on the Additions to the Agenda shall be submitted to the City Clerk at or before 12:00 pm (noon) on Thursday prior to the Council meeting at which discussion or action is requested.

PASSED AND APPROVED this 26th day of May, 2009.

CITY OF EL PASO

John F. Cook, Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Elaine S. Hengen
Assistant City Attorney

Richarda Duffy Momsen
City Clerk