

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

**DEPARTMENT:** City Manager's Office

**AGENDA DATE:** Introduction: May 29, 2012 and Public Hearing: June 5, 2012

**CONTACT PERSON/PHONE:** Deborah Hamlyn, Deputy City Manager, Community Services (541-4686)

**DISTRICT AFFECTED:** City Wide

**SUBJECT:**

An ordinance amending Title 13 (Streets, Sidewalks and Public Places), Chapter 13.06 (Engineering and Construction Management Department), of the El Paso City Code, to amend the functions of the department known as the Engineering and Construction Management Department.

**BACKGROUND / DISCUSSION:**

The proposed ordinance forms part of a series of code amendments that formalize the creation of the new City Development Department. These amendments align the appropriate roles and responsibilities that reflect the new departmental structure and address the necessary administrative provisions related thereto. The proposed changes will become effective on June 11, 2012.

**PRIOR COUNCIL ACTION:**

**AMOUNT AND SOURCE OF FUNDING:**

N/A

**BOARD / COMMISSION ACTION:**

(N/A)

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:** \_\_\_\_\_



*Information copy to appropriate Deputy City Manager*

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING TITLE 13 (STREETS, SIDEWALKS AND PUBLIC PLACES), CHAPTER 13.06 (ENGINEERING AND CONSTRUCTION MANAGEMENT DEPARTMENT), OF THE EL PASO CITY CODE, TO AMEND THE FUNCTIONS OF THE DEPARTMENT KNOWN AS THE ENGINEERING AND CONSTRUCTION MANAGEMENT DEPARTMENT.**

WHEREAS, the City desires to reorganize the services that have been provided by the Engineering and Construction Management Department and new services to be provided by the City Development Department.

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

Section 1. That Section 13.06.010 (Creation and Purpose of the Engineering and Construction Management Department) be amended to read as follows:

**Section 13.06.010. Creation and Purpose of the Engineering and Construction Management Department.**

A. There is hereby established the Engineering and Construction Management Department in the City of El Paso, which shall generally provide oversight for the capital and construction projects authorized by the City Council.

B. The primary functions of the department shall be to:

1. Provide scoping, planning, and estimating support, right-of-way and other property acquisition, and procurement services for current and future Capital Improvement Programs and authorized construction projects; provide fiscal oversight, design, program management, project management, construction management, inspection, and commissioning services and contract and reporting compliance for the City's capital projects;
2. When designated by the city manager, provide floodplain administration to the citizens of the City of El Paso as the official administrator of the National Flood Insurance Program; and
3. Generally perform duties and services relating to engineering and construction management services as assigned by the city manager and his designees, to include but not be limited to all duties and responsibilities assigned and set forth in the El Paso City Code for the department and the city engineer as may be designated by the city manager.

Section 2. That Section 13.06.020 (Staffing of the Engineering and Construction Management Department) be amended to read as follows:

**Section 13.06.020. Staffing of the Engineering and Construction Management Department.**

A. The department shall be staffed by a department director and such other appropriate positions as are authorized by City Council.

B. The department director shall be responsible for the performance of duties as assigned by the ordinances of the City and as determined and directed by the city manager, including but not limited to the duties of the city engineer, provided however, that the city manager may reassign duties to other departments and staff, as he deems appropriate, as provided by the El Paso City Code.

Section 3. Effective Date. This ordinance shall be effective on June 11, 2012.

Section 4. Except as herein provided, Title 13 (Streets, Sidewalks and Public Places) shall remain in full force and effect.

ADOPTED THIS \_\_\_\_ day of \_\_\_\_\_ 2012.

CITY OF EL PASO

ATTEST:

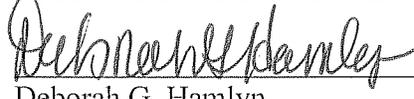
\_\_\_\_\_  
John F. Cook, Mayor

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Marie A. Taylor  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Deborah G. Hamlyn  
Deputy City Manager

ORDINANCE NO. \_\_\_\_\_

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A. There is hereby established the Engineering and Construction Management Department in the City of El Paso, which shall generally provide oversight for the capital and construction projects authorized by the City Council ~~and support for private construction including Building Permits and Inspections and Land Development regulatory oversight.~~

B. The primary functions of the department shall be to:

1. Provide scoping, planning, and estimating support, right-of-way and other property acquisition, and procurement services for current and future Capital Improvement Programs and authorized construction projects; provide fiscal oversight, design, program management, project management, construction management, inspection, and commissioning services and contract and reporting compliance for the City's capital projects;
2. When designated by the city manager, provide floodplain administration to the citizens of the City of El Paso as the official administrator of the National Flood Insurance Program; and
3. ~~Perform the regulatory duties of the Building Permit and Inspection needs and provide oversight and support relating to the private land development needs of the City of El Paso; and~~

3. 4. Generally perform duties and services relating to engineering and construction management services as assigned by the city manager and his designees, to include but not be limited to all duties and responsibilities assigned and set forth in the El Paso City Code for the department, and the city engineer ~~and the building official~~, as may be designated by the city manager.

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CITY OF EL PASO

ATTEST:

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John F. Cook, Mayor

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Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

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Marie A. Taylor  
Assistant City Attorney

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Deborah G. Hamlyn  
Deputy City Manager