

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

DEPARTMENT: Municipal Clerk

AGENDA DATE: June 25, 2013

CONTACT PERSON NAME AND PHONE NUMBER: 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.

Appointment of the Mayor Pro Tempore and Alternate Mayor Pro Tempore.

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 Mayor Pro Tempore and Alternate Mayor Pro Tempore serve as the Council's Presiding Officer in the absence of the Mayor.

PRIOR COUNCIL ACTION:

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

Yes, each time there is a new City Council, there is an election for the Mayor Pro Tempore and Alternate Mayor Pro Tempore.

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 budgetary impact.

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

DEPARTMENT HEAD:

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager