

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

**AN ORDINANCE AMENDING ORDINANCE NO. 16086, ESTABLISHING DEADLINES AND PROCEDURES FOR PLACING MATTERS ON THE AGENDA FOR CITY COUNCIL MEETINGS, TO AMEND SECTION 4 RELATING TO THE PROVISION OF BACK-UP MATERIALS ACCOMPANYING AGENDA ITEMS.**

**WHEREAS**, members of the City Council need adequate time to study agenda items before they are requested to vote on them; and

**WHEREAS**, stricter requirements concerning the provision of documents and back-up materials accompanying agenda items are appropriate to ensure their timely provision to officials and availability to the public; and

**WHEREAS**, the City Council finds those procedures should be revised through the adoption of this revision to Section 4 of Ordinance 16086, and that the remaining provisions of this Ordinance shall remain in full force and effect.

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

Section 1. That Section 4 of Ordinance 16086 is amended to read as follows:  
4. The head of each department on whose behalf an item is placed on the agenda, and each member of the City Council who places an item on the agenda, shall submit to the City Clerk's office, a summary explanation and any other back-up material of those agenda items related to his or her department or concern no later than 5:00 p.m. on the Thursday before the meeting at which discussion or action is to take place. In the event that this deadline is not met for an agenda item, the City Clerk shall include the postponement of action on that item on a list of proposed revisions to the agenda to be sent to each member of the City Council prior to the start of the meeting. If any item placed on the agenda at the request of a City Council member specifically relates to a City department which is readily identifiable by the City Clerk, the City Clerk shall notify the head of the affected department of such item on the same day on which the

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08 AUG 21 PM 12:16

agenda is posted, or if such notice is not reasonably feasible on the same day, then the notice shall be given prior to 9:00 a.m. on the next working day.

Section 2. That except as amended herein, the provisions of Ordinance No. 16086 shall remain in full force and effect.

**ADOPTED** this 2nd day of September 2008.

CITY OF EL PASO

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

ATTEST:

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Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
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Elaine S. Hengen  
Senior Assistant City Attorney

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AGENDA ITEM	Date	Date BackupReceived
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*From City Council Agenda:*

3C. That the City Council of El Paso hereby adopts a Drainage Design Manual, attached as Exhibit "A", regulating the drainage design for subdivisions. (All Districts) [Engineering, R. Alan Shubert, (915) 541-4423]	5/27/08	Fri May 23 4:57pm
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*From Mass Transit Agenda:*

7. Discussion and action on bus advertising policy.	8/19/08	none received
4. Discussion and Action on Permanent Downtown Transfer Site	8/18/08	8/18/08 /1 hr 20 m prior

*From City Council Agenda:*

1. Presentation on the Program Elements and Schedule, the Public Participation Process planned to guide the development, and the formation of an Advisory Committee for the Stormwater Master Plan for the City of El Paso and Extraterritorial Jurisdiction. <b>(All Districts)</b> [El Paso Water Utilities Public Service Board, Ed Archuleta, (915) 594-5501]	8/12/08	none received
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