

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

DEPARTMENT: CITY CLERK'S OFFICE

AGENDA DATE: 11/19/2024

CONTACT PERSON NAME AND PHONE NUMBER: LAURA D. PRINE, (915) 212-0049

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: GOAL 5 Promote Transparent and Consistent Communication Amongst All Members of the Community

SUBGOAL: 5.3 Promote a well-balanced customer service philosophy throughout the organization

SUBJECT:

Accept the recommended revisions to the agenda summary form used for council and agenda review items as directed by City Council on October 22, 2024.

BACKGROUND / DISCUSSION:

On October 22, 2024, Council directed staff to review the Agenda Summary Form submitted as backup with agenda items to include a section for community and stakeholder outreach and return with a recommendation to Council in 30 days.

Staff met with the item sponsors to review the recommended changes and they were satisfied with the changes to the forms.

Upon Council approval, the new form will be distributed to Council and staff.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

N/A

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

DEPARTMENT HEAD:

Laura D. Prine

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