

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



DEPARTMENT: City Clerk's Office

AGENDA DATE: 8/12/2025

PUBLIC HEARING DATE 8/19/25

CONTACT PERSON NAME: Laura D. Prine

PHONE NUMBER: (915) 212-0049

DISTRICT(S) AFFECTED: All Districts

STRATEGIC GOAL:

Goal 6: Set the Standard for Sound Governance and Fiscal Management

SUBJECT:

An Ordinance amending Ordinance No. 018746, Title 2 (Administration and Personnel), Chapter 2.06 (Procedures for Placing Matters on the Agenda of the City Council). Section 2.06.020 (Timely Submission), to amend the deadlines to timely submit agenda items and give the City Clerk authority to establish revised deadlines as necessary to conform with State law; Section 2.06.040 (Summary Explanation and Back-Up Materials) to amend the deadlines for the submission of the summary explanation and back up materials; Section 2.06.070 (Timely Submission of Proposed Legal Documents) to amend the deadline to timely submit a copy of proposed legal documents to City Council; Section 2.06.110 (Placement of Items on the Agenda by City Council Members) to amend the deadlines by which City Council Representatives may place matters relating to reporting, appointments, presentations, or request action and change

BACKGROUND / DISCUSSION:

Per HB1522 amending Chapter 551 of the Local Government Code, notice of governmental body meetings must now be posted for at least 3 business days before the scheduled date. Due to this change, beginning September 1, 2025, the agenda posting for Work Session will be on Tuesday before the meeting, and the regular agenda will be posted on Wednesday before the meeting. This change will affect the deadlines for Council members, which will now be on Monday at noon for the Work Session (the week before the meeting) and Tuesday at noon for the regular agenda (the week before the meeting). The presentation deadline is also changing from Thursday to Wednesday at 4:00 p.m.

COMMUNITY AND STAKEHOLDER OUTREACH:

N/A

PRIOR COUNCIL ACTION:

On November 28, 2017, Council adopted Ordinance 018746 that established deadlines and procedures for placing matters on the agendas for Council meetings.

AMOUNT AND SOURCE OF FUNDING:

N/A

REPORTING OF CONTRIBUTION OR DONATION TO CITY COUNCIL:

N/A

DEPARTMENT HEAD:

Laura D Prine

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 018746, TITLE 2 (ADMINISTRATION AND PERSONNEL), CHAPTER 2.06 (PROCEDURES FOR PLACING MATTERS ON THE AGENDA OF THE CITY COUNCIL). SECTION 2.06.020 (TIMELY SUBMISSION), TO AMEND THE DEADLINES TO TIMELY SUBMIT AGENDA ITEMS AND GIVE THE CITY CLERK AUTHORITY TO ESTABLISH REVISED DEADLINES AS NECESSARY TO CONFORM WITH STATE LAW; SECTION 2.06.040 (SUMMARY EXPLANATION AND BACK-UP MATERIALS) TO AMEND THE DEADLINES FOR THE SUBMISSION OF THE SUMMARY EXPLANATION AND BACK UP MATERIALS; SECTION 2.06.070 (TIMELY SUBMISSION OF PROPOSED LEGAL DOCUMENTS) TO AMEND THE DEADLINE TO TIMELY SUBMIT A COPY OF PROPOSED LEGAL DOCUMENTS TO CITY COUNCIL; SECTION 2.06.110 (PLACEMENT OF ITEMS ON THE AGENDA BY CITY COUNCIL MEMBERS) TO AMEND THE DEADLINES BY WHICH CITY COUNCIL REPRESENTATIVES MAY PLACE MATTERS RELATING TO REPORTING, APPOINTMENTS, PRESENTATIONS, OR REQUEST ACTION AND CHANGE THE TERM “LEGISLATIVE REVIEW COMMITTEES” TO “INFORMAL WORK SESSIONS.”

WHEREAS, on November 28, 2017, the City Council (the “Council”) of the City of El Paso adopted Ordinance 018746 which established deadlines and procedures for placing matters on the agenda for city council meetings and repealed Ordinance No. 18031 to allow greater efficiency; and

WHEREAS, the Texas Legislature passed bill H.B. 1522 which amended Section 551.043 of the Government Code changing the requirement from having to provide at least 72 hours of notice for a governmental body meeting to at least three business days before the scheduled meeting date; and

WHEREAS, the City wishes to amend the deadlines to submit agenda items, summary explanations, back-up materials, proposed legal documents for City Council meetings to be able to post the City Council Agendas with the required notice as mandated by State law.

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

SECTION 1. That El Paso City Code Title 2 (Administration and Personnel), Chapter 2.06 (Procedures for Placing Matters on the Agenda of the City Council), Section 2.06.020 is hereby amended to change the deadline to timely submit agenda items within the three business day posting deadline, and authorizing the city clerk to establish revised deadlines as necessary to conform with state law.

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2.06.020-Timely submission.

Unless otherwise provided in this chapter, and separate from administrative agenda review deadlines and procedures, the city clerk shall place on the city council agenda of a regular meeting of the city council only those items that are timely submitted, as follows:

1. **Deadline for Placement.** The deadline shall be at or before 12:00 p.m. on Tuesday prior to the council meeting at which discussion or action is requested, unless a holiday or any other purpose interferes with being able to post at least three business days before the scheduled meeting date. In such event, the deadline for placement is as directed by the city clerk to meet the three business day posting deadline.
2. **Late Placement.** An item received after the deadline may be placed on the agenda if the agenda has not yet been posted, or as an "addition to the agenda" if the agenda has already been posted, if the request is received by 3:00 p.m. on Wednesday and allows for at least three business days to post the agenda prior to the meeting and if the request is accompanied by an authorization of the mayor, the city manager or his or her designated deputy city manager, or the city attorney, and contains all back-up material. The authorization for late placement on the agenda shall be made in writing, by electronic mail, or by any other electronic means. If the regular agenda has already been posted, approved additions to the agenda may be posted up to 3:00 p.m. on Wednesday and allows for at least three business days to post the agenda before a Tuesday city council meeting.
 - a. No item that is not timely submitted will be placed on the agenda except for an urgent public necessity (UPN) as provided in Section 2.06.050 of this Code.
3. **City Clerk Authority.** The city clerk is authorized to establish revised deadlines for placement of agenda items and the submission of back-up material as necessary to enable him or her to post the agenda in conformity with state law and the city's practice of allowing adequate time for the members of the city council to study the agenda items. This includes the city hall being closed for a city holiday or for any other purpose on a Tuesday, Wednesday, Thursday, or Friday.
 - a. If the city council should change the day of its regular meeting from a Tuesday, the resolution changing the day of the meeting may include any adjustment to the deadlines for placement of agenda items. If the resolution is silent as to such adjustment, the city clerk is authorized to establish revised deadlines for placement of agenda items and the submission of back-up material as are necessary to enable him or her to post the agenda in conformity with state law and the city's practice of allowing adequate time for the members of the city council to study the agenda items.

SECTION 2. That El Paso City Code Title 2 (Administration and Personnel), Chapter 2.06 (Procedures for Placing Matters on the Agenda of the City Council), Section 2.06.040 is hereby amended to change the deadlines for the submission of the summary explanation and back up materials.

2.06.040-Summary explanation and back-up materials.

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The head of each department on whose behalf an item is placed on the agenda shall submit to the city clerk, a summary explanation and any other back-up material for those agenda items related to his or her department that will be posted with the agenda on the City's website no later than 12:00 p.m. on the Wednesday before the meeting at which discussion or action is to take place. Any additional back-up that may be provided separately to each member of the city council and the city manager shall be submitted no later than 4:00 p.m. on the Wednesday before the meeting at which discussion or action is to take place.

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.

SECTION 3. That El Paso City Code Title 2 (Administration and Personnel), Chapter 2.06 (Procedures for Placing Matters on the Agenda of the City Council), Section 2.06.070 is hereby amended to change the deadline to submit a copy of proposed legal documents to city council.

2.06.070-Timely submission of proposed legal documents.

A copy of all proposed legal documents, including resolutions, contracts and ordinances shall be delivered to the mayor and each representative by the responsible department at the time the proposed legal document is placed on the agenda, or shall be submitted to the city clerk for posting on the city's website as provided in Section 2.06.040. If a copy of any proposed legal document has not been provided or made available to each member of the city council by noon on the fourth business day before the city council meeting, the city council may, at its option, table action on that document.

SECTION 4. That El Paso City Code Title 2 (Administration and Personnel), Chapter 2.06 (Procedures for Placing Matters on the Agenda of the City Council), Section 2.06.110 is hereby amended to change the deadlines by which city council representatives may place matters relating to reporting, appointments, presentations, or request action and change the term “legislative review committees” to “informal work sessions.”

2.06.110-Placement of items on the agenda by city council members.

Members of city council may place items on the agenda for meetings of the city council as follows:

Special city council meetings/informal work sessions. City council representatives may place items on any agenda for a special city council meeting/informal work sessions called in accordance with Section 3.5A of the El Paso City Charter by notifying the mayor, city manager and city clerk prior to the posting of the agenda for the respective special city council meeting/informal work sessions.

City Council Reporting and Appointments. City council representatives may place matters relating to appointments to boards and commissions, financial reporting, campaign contributions,

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donations received, gifts, or any other reporting requirements arising from the charter, state law or applicable law on any city council agenda by providing notice to the city clerk by 12:00 p.m. on the Tuesday before the city council meeting to be held on the following Tuesday.

City Council Presentations. City council representatives may place items on the city council agenda to allow for presentations by the respective city council member on any city council Agenda by providing notice to the city clerk by 12:00 p.m. on the Tuesday before the city council meeting to be held on the following Tuesday. The city council presentations shall not require input or work by members of city staff and the only action to be requested by the respective council member shall be approval of resolutions in support of a measure, request for a subsequent agenda item, or a request for additional work from staff; if approved by a majority of city council.

Request for Action. City council representatives may place items on the city council agenda. The deadline for submission to the city clerk is Tuesday at 12:00 p.m. the week before a Tuesday city council meeting. Upon receipt of a submittal from a city council member, the clerk will schedule the item for the next Tuesday city council meeting following the submittal. The item shall not be removed from the agenda without the consent of the member who made the submittal.

Agenda Items Placed by Mayor. The Mayor may place items on any agenda of the city council in accordance with the terms of the city charter and applicable state law.

Adequate Back-up For Agenda Items. All submissions from city council representatives and the mayor must be accompanied by adequate back-up to provide the council members, public and city staff with sufficient information to ascertain the details of the topic and action that will be requested. The city clerk will not post an item on the agenda if the request for submission is not accompanied by a fully completed "agenda summary" in the form provided by the city clerk. The agenda summary shall be the minimum amount of back-up acceptable.

SECTION 5. Except as expressly herein amended, all other provisions of the El Paso City Code will remain in full force and effect. Any violation of a provision of this ordinance deemed illegal will be severed and the remainder will remain in effect.

ADOPTED this _____ day of _____, 2025.

THE CITY OF EL PASO

Renard U. Johnson, Mayor

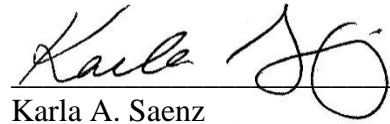
(Signatures continue on following page)

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ATTEST:


Laura D. Prine
City Clerk

APPROVED AS TO FORM:



Karla A. Saenz
Assistant City Attorney

APPROVED AS TO CONTENT:



Laura D. Prine
City Clerk

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