RESOLUTION

WHEREAS the Texas Municipal League holds an annual conference that includes educational seminars to enhance the knowledge and skills of municipal officials in the state; and

WHEREAS the Texas Municipal League is holding its 111th annual conference in Dallas, Texas from October 4th through October 6th, 2023 ("Conference"); and

WHEREAS City Council representative for District 5 recommends the allocation of up to \$4,000 from District 5's discretionary funds to fund the attendance and participation of District 5 employees to the Conference; and

WHEREAS the City Council finds that the expenditure of District 5 discretionary funds serves a municipal purpose of setting the standard for sound governance and Fiscal management, as well as cultivating an environment conducive to strong economic development.

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

That the City Council declares that the expenditure of District 5 discretionary funds, in an amount not to exceed \$4,000.00 to fund the attendance and participation in Texas Municipal League's 111th annual conference for the employees of District 5, serves a municipal purpose of setting the standard for sound governance and fiscal management as well as cultivating an environment conducive to strong economic development; and

Further, that the City Manager, or designee, be authorized to effectuate any budget transfers and execute any related agreements, amendments to such agreements and/or related documents necessary to ensure that the funds are properly expended for the municipal purpose.

APPROVED this 21 day of September 2023.

THE CITY OF EL PASO

Oscar Leeser, Mayor

ATTEST:

Laura D. Prine, City Clerk

APPROVED AS TO FORM:

Joyce Garcia,

Assistant City Attorney

Task	Category	Frequency	Primary Staff	Alternate Staff
Track appeals and follow up with Appeallate Judge	Admin	Biweekly	Senior Secretary - DA	Front Desk Secretary
Compile documentation for agenda preparation	Agenda Process	Biweekly	Senior Secretary - DA	Office Manager
Handles Call to the Public sign ups and public comment on				
agenda items and distributes before meeting	Agenda Process	Biweekly	Senior Secretary - DA	Assistant City Clerk
Compiles motions for agenda items	Agenda Process	Biweekly	Senior Secretary - DA	Office Manager
Agenda backup numbering and uploading any changes to				
backup	Agenda Process	Biweekly	Senior Secretary - DA	Front Desk Secretary
Preparation of work session meeting (Move to Senior				
Secretary - DA)	Agenda Process	Biweekly	Senior Secretary - DA	Office Manager
Give Legistar training classes	Agenda Process	Monthly	Senior Secretary - DA	Assistant City Clerk
Archive fully executed documentation (AX Document	T No.			
Manager)	Archival	Biweekly	Senior Secretary - DA	Senior Secretary - BB
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File hard copies of documents electronically and in file room	Archival	Biweekly	Senior Secretary - DA	Front Desk Secretary
	Archival	Biweekly	Senior Secretary - DA	Assistant City Clerk
Route documentation for signatures				
Generate POs and receivers	Financial	As Needed	Senior Secretary - DA	Office Manager
Tracks % of documents fully executed within 30 days	Metric	Monthly	Senior Secretary - DA	Assistant City Clerk
Responsible for verifying the accuracy between the agenda				
language and supporting backup prior to the posting of the			e see a land and a land	
agendas (Agenda Review)	Agenda Process	Biweekly	Assistant City Clerk	Senior Secretary - DA
Email Proposed Revisions for Regular Meetings the day befor	е			
(at 2:30 p.m. on Mondays and at 8:30 a.m. on the meeting				
day)	Agenda Process	Biweekly	Office Manager	Senior Secretary - DA
uayı	Agenda i rocess	Divicenty	Office Manager	Jemor Jeeretary Dri
Description of Set up folders and items peopled including voting				
Prepare and Set up folders and items needed, including votin		Discount like	066	Sanian Sanastana DA
sheets and presentations, for each meeting	Agenda Process	Biweekly	Office Manager	Senior Secretary - DA
Downloads executive session recordings	Agenda Process	Biweekly	Office Manager	Senior Secretary - DA
Places motions in the public drive for use by City department	s Agenda Process	Biweekly	Office Manager	Senior Secretary - DA
Prepare work session minute template and assists in the				
preparation of voting sheets	Agenda Process	As needed	Senior Secretary - BB	Senior Secretary - DA
Upload fully executed documents to InSite	Archival	As needed	Front Desk Secretary	Senior Secretary - DA
Maintain files in filing room	Archival	As needed	Front Desk Secretary	Senior Secretary - DA
Scan all incoming documents from City staff for filing	Archival	As needed	Front Desk Secretary	Senior Secretary - DA
Enters Market Place Orders	Financial	As needed	Front Desk Secretary	Senior Secretary - DA
Prepare requisitions, POs and receivers	Financial	As needed	Office Manager	Senior Secretary - DA
Orders name plates, process notary applications and order				
notary stamps	Financial	As needed	Office Manager	Senior Secretary - DA
Prepare postcards to the public for public hearings and route				
to mailroom for printing and mailing	Publications	Biweekly	Front Desk Secretary	Senior Secretary - DA
Notarize documents, as required	General Duties	As needed	General Duties	General Duties
Assists in the verification of initiative and recall petitions	General Duties	As needed	General Duties	General Duties
Alternates to respond to open records requests	General Duties	Daily	General Duties	General Duties
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