

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

**DEPARTMENT:** Human Resources

**AGENDA DATE:** August 20, 2024

**PUBLIC HEARING DATE:**

**CONTACT PERSON NAME AND PHONE NUMBER:** Mary Wiggins, Chief Human Resources, 915-212-1267

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL:** Goal 5: Promote Transparent & Consistent Communication Amongst all Members of the Community  
Goal 6: Set the Standard for Sound Governance & Fiscal Management

**SUBJECT:**

Discussion and action on the appointment of the El Paso City Manager in accordance with City Charter Section 5.1.

**BACKGROUND / DISCUSSION:**

The appointment of the City Manager (by vote of its total membership) is a power reserved to the City Council per Section 5 of the El Paso City Charter:

“Section 5.1 – APPOINTMENT; QUALIFICATIONS; COMPENSATION.

The City Council by a majority vote of its total membership shall appoint a City Manager and fix the Manager's compensation. The City Manager shall be appointed solely on the basis of executive and administrative qualifications. The Manager need not be a resident of the City at the time of appointment but shall establish residence in the City within sixty days after the date of the appointment.”

On February 27, 2024, City Council awarded Solicitation 2024-0080R Executive Recruitment Services for City Manager to Baker Tilly US, LLP for an estimated amount of \$42,585.00 in order to conduct a search to select a new City Manager.

**PRIOR COUNCIL ACTION:**

Interim City Manager Cary Westin was appointed in March 2023.

**AMOUNT AND SOURCE OF FUNDING:**

N/A

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

*Mary Wiggins*

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