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

DEPARTMENT: **Street Department**

AGENDA DATE: **January 11, 2005**

CONTACT PERSON/PHONE: **Daryl Cole, Director of Streets, 621-6750**

DISTRICT(S) AFFECTED: **District 8**

SUBJECT:

Approve a resolution to authorize the El Paso Greensweep Committee to solicit funds and/or donations for the promotion, protection, and beautification of the Keystone Heritage Park.

BACKGROUND / DISCUSSION:
Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

___See resolution and attachments.

PRIOR COUNCIL ACTION:
Has the Council previously considered this item or a closely related one?

___No

AMOUNT AND SOURCE OF FUNDING:
How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

___All funds shall be raised by the El Paso Greensweep Committee.

BOARD / COMMISSION ACTION:
Enter appropriate comments or N/A

___N/A

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

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

RESOLUTION

WHEREAS, City Council approved on March 30, 2004, a policy regarding the acceptance and use of donations from the community collected through the efforts of the Mayor's Ad Hoc Green Sweep Committee, ("Policy") attached as Exhibit A, and;

WHEREAS, Pursuant to the Policy, the Mayor on January 5, 2005, authorized City Departments to provide administrative support for the project identified as the Keystone Wetlands Tree Project ("Project"), and;

WHEREAS, the El Paso Green Sweep Committee recommends the Project, and;

WHEREAS, the El Paso Green Sweep Committee will, pursuant to the terms of the Policy, solicit contributions of funds, materials and labor for the Project, which contributions will fully fund the Project, and;

WHEREAS, pursuant to the terms of the Policy, City Departments will coordinate with the El Paso Green Sweep Committee and the contributors of any funds, materials or labor, and;

WHEREAS, The El Paso Green Sweep Committee and the City Departments have developed a proposed Project scope, attached as Exhibit B, and;

WHEREAS, the City Council finds that the Project is in the public interest and that the Project should be executed pursuant to the proposed project scope, and at no cost to the City.

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

That the Keystone Wetlands Tree Project ("Project") is in the public interest and should be executed pursuant to the proposed project scope (Exhibit B), with contributions of funds, materials and labor for the project solicited by the El Paso Green Sweep Committee; and that the Streets Director be authorized to negotiate, the City Attorney's Office be authorized to prepare, and the Mayor or his designee be authorized to sign, all documents necessary to complete the Project, including but not limited to donation agreements for materials, labor and maintenance; and that the Project be completed at no cost to the City of El Paso.

Adopted this _____ day of January, 2005.

(Signatures on following page)

CITY OF EL PASO

ATTEST:

Joe Wardy, Mayor

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Kevin D. Elkins
Assistant City Attorney

APPROVED AS TO CONTENT:

Daryl W. Cole
Streets Director

APPROVED AS TO CONTENT

Carmen Arrieta, Comptroller

(EXHIBIT A)

POLICY REGARDING THE ACCEPTANCE AND USE OF DONATIONS FROM THE COMMUNITY COLLECTED THROUGH THE EFFORTS OF THE MAYOR'S AD HOC GREEN SWEEP COMMITTEE

The City of El Paso is authorized to accept donations from various business, civic organizations and citizens of funds that are collected through the efforts of members of the Mayor's Ad Hoc Green Sweep Committee.

Only those persons who have signed a Volunteer Application and a Volunteer Agreement with the City of El Paso shall be authorized to solicit and accept such donations. Before any El Paso Green Sweep Committee member solicits donations on behalf of the City from members of the community, the El Paso Green Sweep Committee member is required to read and sign the Volunteer Application and the Volunteer Agreement. The El Paso Green Sweep Committee will maintain a list of all volunteers who have signed a Volunteer Application and Volunteer Agreement and will provide the list to the City.

All donations shall be deposited by the Treasurer of the El Paso Green Sweep Committee with the City's Cashier within three City business days of collection. Receipts shall be provided for all donations. The Treasurer of the El Paso Green Sweep Committee shall create, maintain and provide to the City of El Paso on a monthly basis an on-going balance sheet of all donations, including a list of all contributors to the City's Office of Management and Budget.

The El Paso Green Sweep Committee will recommend projects including a scope of the project and a project cost estimate for City Council approval. Subject to the Mayor's prior approval, the City's departments are authorized to provide administrative support needed for identified project development.

All funds raised through the efforts of the El Paso Green Sweep Committee shall be used only for El Paso Green Sweep Committee recommended projects, as approved by City Council. Solicitation and use of funds shall comply with all applicable statutes and laws.

EXHIBIT B

EL PASO GREEN SWEEP
KEYSTONE WETLANDS HERITAGE PARK
PROJECT

The El Paso Green Sweep Committee voted 8 to 0 on December 29, 2004 to approve the following project for the Keystone Heritage Park.

The project will entail the promotion, the protection, and the beatification of Keystone Heritage Park.

The first element will be a donation of twenty-one trees to be planted within the site. The following is a breakdown of the trees to be used for this project:

6	2 inch caliper	Texas Honey Mesquite
10	15-gallon	Desert Willows
2	24-inch box	Golden Ball Lead Trees
3	5-gallon	Texas Mountain Laurel
21	Total Trees	

The El Paso Green Sweep Committee will solicit funds and/or donations for the project.

Green Sweep and City Departments will continue to identify and coordinate additional elements to promote, protect and beautify Keystone Heritage Park in conjunction with the Keystone Heritage Park Association.