

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



DEPARTMENT: Community and Human Development

AGENDA DATE: 9/3/25

PUBLIC HEARING DATE:

CONTACT PERSON NAME: Nickole H. Rodriguez

PHONE NUMBER: 915-212-1673

2nd CONTACT PERSON NAME: Sarah L. Harnett

PHONE NUMBER: 915-212-1141

DISTRICT(S) AFFECTED: All Districts

STRATEGIC GOAL:

Goal 5- Promote Transparent & Consistent Communication Amongst all Members of the Community

SUBGOAL:

5.1 Set a climate of respect, collaboration and team spirit among Council, city staff and the community

SUBJECT:

A RESOLUTION RE-ESTABLISHING THE AMERICORPS SENIORS ADVISORY COUNCIL FOR THE PURPOSE OF ADVISING THE CITY OF EL PASO ON MATTERS REGARDING RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP), FOSTER GRANDPARENTS PROGRAM (FGP) ALSO KNOWN AS SENIOR CORPS.

BACKGROUND / DISCUSSION:

On May 12, 2025- Motion made by Representative Canales, seconded by Representative Limón, and unanimously to ACCEPT Staff's recommendations AS REVISED to:

....

Develop and adopt a uniform Ordinance to standardize boards and commissions by addressing

- Membership requirements and composition
- Board terms
- Responsibilities of board members to include a Code of Conduct agreement, handbook
- Clarification of operational and advisory roles
- Standardize boards to be enacted by Resolution instead of Ordinance
- Closed session guidelines
- Mandatory annual training for all board liaisons and relevant City staff

COMMUNITY AND STAKEHOLDER OUTREACH:

None

PRIOR COUNCIL ACTION:

Motion made by Representative Canales, seconded by Representative Limón, and unanimously to ACCEPT Staff's recommendations AS REVISED to:

- Develop and adopt a uniform Ordinance to standardize boards and commissions by addressing

- Membership requirements and composition
- Board terms
- Responsibilities of board members to include a Code of Conduct agreement, handbook
- Clarification of operational and advisory roles
- Standardize boards to be enacted by Resolution instead of Ordinance
- Closed session guidelines
- Mandatory annual training for all board liaisons and relevant City staff
- Streamline directives, reports and communications from boards/commissions via City Manager's Office

AMOUNT AND SOURCE OF FUNDING:

None

REPORTING OF CONTRIBUTION OR DONATION TO CITY COUNCIL:

None

NAME	AMOUNT (\$)
N/A	\$ 0.00

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

DEPARTMENT HEAD:

Nickole Rodriguez Digitally signed by Nickole Rodriguez
Date: 2025.08.18 14:31:27 -06'00'

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

A RESOLUTION RE-ESTABLISHING THE AMERICORPS SENIORS ADVISORY COUNCIL FOR THE PURPOSE OF ADVISING THE CITY OF EL PASO ON MATTERS REGARDING RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP), FOSTER GRANDPARENTS PROGRAM (FGP) ALSO KNOWN AS SENIOR CORPS.

WHEREAS, on July 20, 1993, the El Paso City Council (“City Council”) enacted Ordinance No. 011469 establishing membership to the Foster Grandparents Program Advisory Council and the Retired and Senior Volunteer Program Advisory Council to advise City Council as project sponsor and Senior Corps staff concerns related to Senior Volunteers Programs and Foster Grandparents Programs.

WHEREAS, on July 20, 1993, City Council enacted Ordinance 011469 amending various ordinances establishing the number of members of boards, commissions and committees, and establishing procedures for the appointment of new members to those boards, commissions and committees, which applied to the AmeriCorps Seniors Advisory Council; and

WHEREAS, on April 26, 2022, City Council enacted Ordinance 019329 amending Ordinance 008961 and 011469, which amended the AmeriCorps Seniors Advisory Council in matters of quorum, and the appointment process for the Committee; and

WHEREAS, on May 12, 2025 City Council directed boards and commissions be standardized to be enacted by resolution instead of ordinance; and

WHEREAS, the Ordinance No. 011469 and 019329 will be repealed and this Resolution will be adopted in its place.

WHEREAS, on May 12, 2025 City Council directed boards and commissions be standardized to be enacted by resolution instead of ordinance; and

WHEREAS, on August 5, 2025 City Council enacted Ordinance 019766 under statutory authorization in matters of quorum, and the appointment process for the Committee;

WHEREAS, the City of El Paso would continue to benefit from the establishment of AmeriCorps Seniors Advisory Council in order to assist the City of El Paso as project sponsor and Senior Corps staff concerns related to Senior Volunteers Programs and Foster Grandparents Programs.

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

That the AmeriCorps Seniors Advisory Council is hereby re-established with the following duties as described in Exhibit “A”

That this resolution will take effect once Ordinance 019766 and the Uniform Bylaws take effect.

That the operation of the AmeriCorps Seniors Advisory Council be dictated by the City Code and the Uniform Bylaws and guidelines adopted by the City Council of the City of El Paso.

PASSED AND APPROVED this _____ day of _____, 2025.

THE CITY OF EL PASO

Renard U. Johnson, Mayor

ATTEST:

Laura D. Prine
City Clerk

APPROVED AS TO FORM:

Russel T. Abeln

Russell T. Abeln
Senior Assistant City Attorney

APPROVED AS TO CONTENT:

Nickole H. Rodriguez

Nickole H. Rodriguez, Director
Community and Human Development

Exhibit “A”

Senior Corps Advisory Council Duties

Article I - Authority

The Advisory Council of the Retired and Senior Volunteer Program (RSVP) is authorized by the City of El Paso and CFR 2553.24.

Article II – Purpose

The purpose of the Advisory Council shall be to advise and assist the City of El Paso (“Sponsor”) and Senior Corps staff.

Article III – Role and Function

The Advisory Council is tasked with the following:

- a. Provides advice and support to the project supervisor in the formulation of local policy, planning and the development of operational procedures and practice, consistent with program policies;
- b. Assists the sponsor by promoting community support for the project; advises on actions affecting volunteers; and assists in developing local financial and in-kind resources;
- c. Assist in engaging seniors about human and social needs of the community; and knowledge of, the range of abilities of older adults and of a diverse composition that reflect the El Paso service area; Assists in additional programming to provide feedback to the City of El Paso when necessary;
- d. Conducts an annual appraisal of project operation and submits a report to the sponsor, which shall be attached to the continuation grant application; The appraisal should be completed so that results of the appraisal may be utilized in preparing the continuation grant application. Advisory Council will include project goals and objectives being met on schedule;
- e. Provides information and advice to Sponsor and project staff on strategies to utilize Senior Corps volunteers most effectively;
- f. Furnishes advice and support on coordination with volunteer stations;
- g. Promotes constructive relationships with key individuals and agencies in the community;
- h. Helps plan, implement, and participate in Senior Corps recognition events;
- i. Assists in the final review of continuation grant applications and assists in the development of the section relating to Advisory Council’s goals;
- j. Provides ideas or contacts for development of volunteer stations;
- k. Assist in engaging seniors and knowledgeable about human and social needs of the community: and knowledge of, the range of abilities of older adults and of a diverse composition that reflect the El Paso service area. Assists in additional programming to provide feedback to the City of El Paso when necessary;
- a. Advises on recruitment of hard-to-reach prospective volunteers;

- b. Assist with fund raising efforts to assist the program to continue recognition events;

Article IV – Membership

Section 1 – Number and Qualifications:

The Advisory Council shall consist of nineteen (19) members. Composition of the membership shall be as follows:

The Mayor shall appoint a member to the Advisory Council. (1)

Each City Representative shall appoint a member to the Advisory Council (8)

Ten members shall be selected by the Advisory Council as at large members. (10)

Total: (19)

At least five of the members shall be persons aged 55 or over. Members should be representative of a cross-section of the community, such as: Community and business leaders, Representatives of non-profit corporations and public agencies. Project staff shall not be members or officers of the Advisory Council.

Section 2 – Tenure

Each appointed member shall serve for a term of two years. No member shall serve more than two consecutive full terms. Within those categories represented in the Advisory Council, every effort shall be made to have eight of the members have terms which expire each year. Should any member be unable to complete his term of office, an appointment shall be made according to the same process by which the member was appointed to fill out the un-expired term.