

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

DEPARTMENT: Environmental Services

AGENDA DATE: March 2, 2021

CONTACT PERSON NAME AND PHONE NUMBER: Ellen A. Smyth, P.E., Director (915) 212-6000

DISTRICT(S) AFFECTED: All Districts

STRATEGIC GOAL: Goal 3: Promote the Visual Image of El Paso

SUBJECT: Now, therefore, be it resolved by City Council of El Paso, Texas; THAT the City Manager or designee is authorized to request grant funding for up to \$40,000.00 under the Rio Grande Council of Governments, Request for Applications of the Regional Solid Waste Grants Program and act on behalf of the City of El Paso in all matters related to the grant application and any subsequent grant contract and grant project that may result, to fund the disposal of materials from illegal dumping sites for the amount of funding that is available. THAT if the project is funded, the City of El Paso will comply with the grant requirements of the Rio Grande Council of Governments, Texas Commission on Environmental Quality and the State of Texas. THAT the grant funds and any grant-funded equipment or facilities will be used only for the purposes for which they are intended under the grant. THAT the grant activities will comply with and support the adopted regional and local solid waste management plans adopted for the geographical area in which the activities are performed.

BACKGROUND / DISCUSSION:

N/A

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

N/A

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

DEPARTMENT HEAD: Ellen A. Smyth P.E

Ellen A. Smyth

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

RESOLUTION

WHEREAS, the Rio Grande Council of Governments (RGCOG) is directed by the Texas Commission on Environmental Quality to administer solid waste grant funds for implementation of the RGCOG adopted regional solid waste management plan; and

WHEREAS, City of El Paso in the State of Texas is qualified to apply for grant funds under the RGCOG Request for Applications; and

WHEREAS, the Regional Solid Waste Grant is administered by the Rio Grande Council of Governments, is divided between six Texas counties and is used to pay for the disposal of materials from illegal dumping sites;

WHEREAS, the City of El Paso is aware that there may not be any funds left by the referenced counties, but in the event that there is funding available for use, the City of El Paso desires to apply for any monies not spent by the other referenced counties by August.

NOW, THEREFORE, BE IT RESOLVED BY CITY COUNCIL OF EL PASO, TEXAS;

1. **THAT** the City Manager or designee is authorized to request grant funding for up to \$40,000.00 under the Rio Grande Council of Governments, Request for Applications of the Regional Solid Waste Grants Program and act on behalf of the City of El Paso in all matters related to the grant application and any subsequent grant contract and grant project that may result, to fund the disposal of materials from illegal dumping sites for the amount of funding that is available.
2. **THAT** if the project is funded, the City of El Paso will comply with the grant requirements of the Rio Grande Council of Governments, Texas Commission on Environmental Quality and the State of Texas.
3. **THAT** the grant funds and any grant-funded equipment or facilities will be used only for the purposes for which they are intended under the grant.
4. **THAT** the grant activities will comply with and support the adopted regional and local solid waste management plans adopted for the geographical area in which the activities are performed.

(Signature appear on following page)

PASSED AND APPROVED on this, the _____ day of _____, 2021.

CITY OF EL PASO

Oscar Leaser
Mayor

ATTEST:

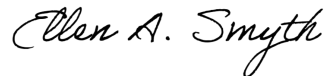
Laura D. Prine
City Clerk

APPROVED AS TO FORM:



Wendi N. Vineyard
Senior Assistant City Attorney

APPROVED AS TO CONTENT:



Ellen A. Smyth, P.E., Director
Environmental Services Department



**RIO GRANDE COUNCIL OF GOVERNMENTS
IN COOPERATION WITH THE
TEXAS COMMISSION ON ENVIRONMENT QUALITY**

**FY 2021 REGIONAL SOLID WASTE PROJECT ALLOCATION
COG MANAGED PROGRAM**

PROJECT ALLOCATION APPLICATION INSTRUCTIONS AND FORMS

A completed application must be received by 4:30 p.m. (MDT), September 28, 2020

Application **must also** be emailed in Word to cynthiam@riocog.org

Mail Original to:

Cynthia Mendez
Regional Services Coordinator
Rio Grande Council of Governments
Solid Waste Program
8037 Lockheed, Ste. 100
El Paso, Texas 79925

**Rio Grande Council of Governments
FY 2021 REGIONAL SOLID WASTE PROJECT ALLOCATION PROGRAM**

Form 1. Application Information and Signature Page

Applicant: City of El Paso, Environmental Services Department	Funding Amount Proposed: \$ 40,000.00
Address: 7968 San Paulo, El Paso, TX 79907	Phone/Fax/Email: Ph: 915-212-6000 Fx: 915-212-6100 Email: SmythEA@elpasotexas.gov
Contact Person: Ellen A. Smyth, P.E	Date Submitted: 09/28/2020

Project Category

<input type="checkbox"/> Local Enforcement <input checked="" type="checkbox"/> Litter and Illegal Dumping Cleanup and Community Collection Events <input type="checkbox"/> Source Reduction and Recycling <input type="checkbox"/> Local Solid Waste Management Plans <input type="checkbox"/> Citizens' Collection Stations and "Small" Registered Transfer Stations <input type="checkbox"/> Household Hazardous Waste (HHW) Management <input type="checkbox"/> Technical Studies <input type="checkbox"/> Educational and Training Projects <input type="checkbox"/> Other (The COG should add other project categories if authorized)
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NAME OF PROJECT: **Scrap Tire Disposal Reimbursement**

Signature

By the following signature, the Applicant certifies that it has reviewed the certifications, assurances, and deliverables included in this application, that all certifications are true and correct, that assurances have been reviewed and understood, and that all required deliverables are included with this application.	
Signature:	Title: Comptroller
Typed/Printed Name: Margarita Munoz	Date Signed:

FOR USE BY RCGOG

Date application was received: _____
Does the application meet all of the required screening criteria? _____ Yes _____ No
Is the application administratively complete? _____ Yes _____ No

Form 2. Authorized Representatives

The Applicant hereby designates the individual(s) named below as the person or persons authorized to receive direction from the RGCOG, to manage the work being performed, and to act on behalf of the Applicant for the purposes shown:

- 1. Authorized Project Representative.** The following person is authorized to receive direction, manage work performed, sign required reports, and otherwise act on behalf of the Applicant.

Signature: <i>Ellen A. Smyth</i>	
Typed/Printed Name: Ellen A. Smyth, P.E.	
Title: Managing Director, Sun Metro & Environmental Services	
Email: SmythEA@elpasotexas.gov	
Contact No.: 915-212-6000	Date: February 4, 2021

Signature: <i>Kurt Fenstermacher</i>	
Typed/Printed Name: Kurt Fenstermacher	
Title: Deputy Director, Environmental Services Department	
Email: FenstermacherKD@elpasotexas.gov	
Contact No.: 915-212-6103	Date: 2/8/2021

- 2. Authorized Financial Representative.** In addition to the authorized project representative, the following person is authorized to act on behalf of the Applicant in all financial and fiscal matters.

Signature: <i>Forrest Clancy</i>	
Typed/Printed Name: Forrest Clancy	
Title: Administrative Services Manager, Environmental Services Department	
Email: ClancyFJ@elpasotexas.gov	
Contact No.: 915-212-6011	Date: 2/4/21

Form 4. Resolution

A resolution authorizing the submittal of the application must be approved by the governing body of the Applicant. Below is the Prescribed Resolution Form that **MUST** be used and submitted with the application to RGCOG.

Coming Soon

Project Application
Form 4

Form 6: Project Summary

Please provide a complete project summary. Reference the goals, objectives, and/or recommendations from the regional solid waste management plan that apply to the project. If necessary, attach additional pages for each form.

Can include the following information if applicable.

What are the numbers of times activity(s) will be performed?

Why is this project necessary and a good use of the funds?

Who will directly benefit from the project?

What exactly will the funds be used for?

Form 6a. Project Description

(Add additional pages as necessary)

The City of El Paso Environmental Services Department would like to establish a scrap tire disposal reimbursement program. Below are the highlights of the tire disposal process for tires collected from the solid waste services offered by our department.

Solid Waste customers are allowed to dispose of up to eight (8) tires per year at the Landfill or at any of our Citizen Collection Stations free of charge. Tires are also collected during illegal dumping clean-ups. The Department absorbs all costs related to tire collection and delivery to Tres Pesetas. The cost averages over \$3,000 per month.

Money from this grant will be used to defray the costs of collecting tires from illegal dumping sites and similar tire clean-up projects. All residents of El Paso will benefit from this project.

Project Application
Form 6a

Form 6b. Project Cost Evaluation

(Add additional pages as necessary)

Provide an evaluation of the costs associated with the proposed project. Explain how the total related costs of the proposed project were adequately considered; compare project costs to established averages or to normal costs for similar projects. Present the costs in unit terms, such as cost per ton, cost per customer, or cost per capita, as applicable. Describe any measurable costs savings, or reasonably justified costs of the project.

Total proposed project cost is \$ 40,000

The total proposed project cost will be paid by the City of El Paso. The Rio Grande COG Regional Solid Waste Grant monies will be used as reimbursement only. The amount of grant money will vary depending on the funds remaining at the close of the grant cycle. The City of El Paso would only receive funds that have not been spent by other recipients at the end of the year.

Project Application
Form 6b

Form 6c. Level of Commitment of the Applicant

(Add additional pages as necessary)

Provide information related to the Applicant's level of commitment to preferred solid waste management practices. If the proposed project is an ongoing service, demonstrate the ability to sustain the program beyond the term of the project's performance period. Explain the extent to which the appropriate governing bodies support the proposed project.

Piles of illegal tires have been an eyesore as well as a thorn in the side of the City for some time. These tires are a health and safety issue because of their potential to be breeding grounds for mosquitos that carry viruses such as West Nile, Encephalitis and Zika. They are unsightly and make a poor first impression on visitors that enter the City from the East. City officials realize that many of these tires come from businesses and residents within the City limits of El Paso therefore we have an obligation to help remove them. The City has been collecting illegally dumped tires for over 15 years. This grant will help defray a portion of the disposal expenses.

Project Application
Form 6c

Form 6d. Scope of Work

(Add additional pages as necessary)

Provide a work program with a schedule of deliverables for the proposed project or activities. The work program with the schedule of deliverables will be considered the Scope of Work to be performed under the project.

As concisely as possible, for each task of the proposed project, describe the major steps or activities involved, identify the responsible entities and establish a specific timeframe to accomplish each task. The scope of work for the project or program must include:

- ❖ Detailed purpose and goal of the project (should be consistent with implementing the goals, objectives, and recommendations from the regional solid waste management plan, as stated in the Project Summary on Form (6) or the Project Description on Form (6a).
- ❖ Specific task statements with responsible entity identified.
- ❖ List of deliverables/products/activities under each task.
- ❖ Schedule of deliverables.

Invoices for all tires that are disposed of will be on file. At such time as funds are available invoices for the amount of funds will be provided to the RGCOG. Even if no funds are received the City of El Paso is committed to providing this service with our own funds. Tires are collected every day at the Citizen Collections Stations and the Landfill.

Scope of Work

Please Use the Following Format

Project Purpose and Goal Statement: Please state your purpose and goal. Then outline your tasks using the example below.

Project Purpose: **To combat illegally dumped tires**

1. Task:

a. Activity and/or deliverable: **Execute Contract**

- Timeframe: **Within 1 month of receipt**
- Responsible Entity: **City of El Paso and RGCOG**

2. Task:

a. Activity and/or deliverable: **Provide documentation of expenses to be reimbursed**

- Timeframe: **Invoices will be provided to RGCOG within 30 days of notice of funding**
- Responsible Entity: **Ellen Smyth, P.E.**

3. Task:

a. Activity and/or deliverable: **Provide disposal for illegally dumped tires**

- Timeframe: **Ongoing**
- Responsible Entity: **Ellen Smyth**

Number of times activity(s) to be performed: Varies

Services to be procured by: *Rio Grande Council of Governments*

Form 7. Project Allocation Budget Summary

Please provide the following breakdown of the total amount of request being made:

Budget Category		Funding Amount
1.	Supplies	\$
2.	Equipment	\$
3.	Construction	\$
4.	Contractual – Tres Pesetas	\$ 40,000 MAX
5.	Other	\$
6.	Total Direct Charges (<i>sum of 1-5</i>)	\$ 40,000
7.	Indirect Charges*	\$
8.	Total (<i>sum of 7 - 8</i>)	\$ 40,000
9.	Indirect Cost Rate:	%
Identify, in detail, each budget category to which your indirect cost rate applies and explain any special conditions under which the rate will be applied:		
Please complete any of the following detailed budget forms that are applicable.		

Project Application
Form 7

Form 7a: Detailed Matching Funds/In-Kind Services

This budget form should be completed if the Applicant is providing any level of matching funds or in-kind services directly related to the proposed project.

Matching Funds: \$

In the space below, please explain in detail the application of any matching funds to be provided by the Applicant, as directly related to the proposed project:

In-Kind Services: \$_____ (monetary equivalent)

In the space below, please explain in detail the application of any in-kind services to be provided by the Applicant, as directly related to the proposed project:

What is the **TOTAL COST** of the proposed project to include any matching funds or any in-kind services being provided by the Applicant:
\$ \$ 40,000 maximum total cost of the disposal contract
In-Kind: The City will pick up and deliver all illegal dump tires to Tres Pesetas.

Form 7d: Detailed Supply Expenses

This budget form provides a more detailed breakdown of the total expenses for supplies indicated on Line 4 of the Overall Budget Summary.

Please list the general types of supplies to be purchased.

General Types of Supplies	Estimated Cost
General office/desk supplies	\$
Other supplies (<i>explain below</i>):	\$
TOTAL (<i>Must equal Line 1 of the Overall Budget Summary</i>)	\$ N/A

Form 7e: Detailed Equipment Expenses

Provide specific details of equipment purchase(s). List the equipment items below. If the specific details of the equipment costs are not known at this time, list the general details on this form.

Equipment (\$5,000 or more per unit) (Show description, type, model, etc.)	Unit Cost	No. of Units	Total Cost
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total	\$ N/A		

Form 7g: Detailed Contractual Expenses

Provide specific details of contractual requests. List the purpose and proposed contractor(s) below. If the specific details of the contractual costs are not known at this time, list the general details on this form.

Purpose	Contractor(s)	Contract Amount
Tire Disposal	Tres Pesetas	\$ 40,000
		\$
		\$
		\$
Total <i>(Must equal Line 4 of the Overall Budget Summary)</i>		\$ 40,000

The total is the maximum amount but we will accept any level of funds.

Form 7h: Detailed Other Expenses

This budget form provides a more detailed breakdown of the total other expenses.

Basic Other Expenses

Please identify the basic "Other" category expenses.

Basic Other Expenses	Estimated Cost
Books and reference materials	\$
Educational Items	\$
Printing/reproduction	\$
Advertising/public notices	\$
Signage	\$
Total:	\$ N/A

Project Application
Form 7h