

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



DEPARTMENT: Strategic and Legislative Affairs

AGENDA DATE: 11/18/25

PUBLIC HEARING DATE:

CONTACT PERSON NAME: Luther Jones, Veterans Program Coordinator **PHONE NUMBER:** 915 332-9339

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL:

No. 8 Nurture & Promote a Healthy, Sustainable Community

SUBGOAL:

SUBJECT:

That the City Manager be authorized to sign an Agreement Regarding Mutual Cooperation (the "Agreement") between the CITY OF EL PASO (the "CITY"), and the PASO DEL NORTE COMMUNITY FOUNDATION (the "PDNCF"), a non-profit 501(c)(3) organization in El Paso, Texas (collectively, the "Parties") to coordinate with the Veterans and Military Affairs Program (the "Program") to provide a not-for-profit vehicle for gifts from private and other donors for the benefit of the Program for a term of five (5) years and shall automatically renew for successive additional one (1) year periods.

BACKGROUND / DISCUSSION:

This resolution will provide a not-for-profit vehicle for the Veterans and Military Affairs Program to receive donations and gifts from community, individuals or foundations for the benefit of the City of El Paso and the community. These funds will be held in a dedicated account at the Paso Del Norte Community Foundation specific to Program's goals. The PDNCF will retain a maximum of 1 percent to compensate for this service and provide full accounting reports to the City of these fund balances.

COMMUNITY AND STAKEHOLDER OUTREACH:

N/A

PRIOR COUNCIL ACTION:

None to this specific item but the City does have an existing similar resolution with PDNCP for the BOSS and Zoo programs.

AMOUNT AND SOURCE OF FUNDING:

N/A

REPORTING OF CONTRIBUTION OR DONATION TO CITY COUNCIL:

N/A

NAME	AMOUNT (\$)

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

DEPARTMENT HEAD:

Stephen Ian Voglewede

Digitally signed by Stephen Ian Voglewede
Date: 2025.11.03 12:28:11 -07'00'

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

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Manager be authorized to sign an Agreement Regarding Mutual Cooperation (the "Agreement") between the **CITY OF EL PASO** (the "CITY"), and the **PASO DEL NORTE COMMUNITY FOUNDATION** (the "PDNCF"), a non-profit 501(c)(3) organization in El Paso, Texas (collectively, the "Parties") to coordinate with the Veterans and Military Affairs Division (the "Division") to provide a not-for-profit vehicle for gifts from private and other donors for the benefit of the Division for a term of five (5) years and shall automatically renew for successive additional one (1) year periods.

APPROVED by the City Council of El Paso on this _____ day of _____ 2025.

THE CITY OF EL PASO, TEXAS:

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:

Stephen Ian Voglewede

Stephen Ian Voglewede, Director
Strategic and Legislative Affairs

AGREEMENT REGARDING MUTUAL COOPERATION

THIS AGREEMENT REGARDING MUTUAL COOPERATION (this "Agreement") is entered into on ____ day of _____, 2025 (the "Effective Date") by and between the CITY OF EL PASO, a home rule municipality (the "City"), and **PASO DEL NORTE COMMUNITY FOUNDATION** (the "PDNCF"), a non-profit 501(c)(3) organization in El Paso, Texas (collectively, the "Parties").

WHEREAS, the City has a Veterans and Military Affairs Division ("the Division") aimed at providing comprehensive support to veterans, service members, and their families within the community. The Division is entrusted to coordinate and enhance access to benefits, employment, education, housing, mental health, and community resources; strengthen collaboration among local, state, and federal partners; and promote El Paso as a leading city in veteran and military family support.;

WHEREAS, the Division's economic sustainability strategy includes diversifying funding sources through private foundations and corporate sponsorships, investing in fundraising efforts, seeking partnership and sponsorship opportunities, advocating for continued City support, conducting Division evaluation and reporting, exploring revenue-sharing agreements, and fostering community engagement and support;

WHEREAS, the City desires to partner with the PDNCF in furtherance of the Division's goals;

WHEREAS, the PDNCF is a non-profit 501(c)(3) organization established to support the philanthropic goals of individuals, families, corporations, foundations and nonprofit organizations to improve health, education, social services, economic development and quality of life in the Paso del Norte region;

WHEREAS, in order to better accomplish the goals listed above, it will be beneficial for the Parties to outline their goals and objectives as described herein.

NOW, THEREFORE, the City and the PDNCF agree as follows:

1. **Initial Term and Automatic Renewals.** Unless terminated sooner as provided in this Agreement, the term of this Agreement shall be for a period five (5) years from the Effective Date (the "Term") and shall automatically renew for successive additional one (1) year periods unless either party provides written notice to the other of their decision not to renew at least sixty (60) days prior to the expiration of any Term.

2. **Agreements by the PDNCF.** Until the expiration of the Term of this Agreement or the earlier termination of thereof, the PDNCF hereby agrees to use commercially reasonable efforts to:

- a. Establish the Veterans and Military Affairs Fund (“the Fund”), a restricted 501(c)(3) fund in the PDNCF, to receive gifts, grants, contributions and other revenue and incur liabilities to support the purposes of the Division.
- b. Have the right to transfer funds from the restricted fund to the PDNCF’s general fund for administrative fees, not to exceed 1%, necessary for the proper administration of the Division, all in accordance with an annual budget submitted by the City.
- c. Understand that, in interfacing with the City, any agreements PDNCF may enter into in furtherance of providing on-going financial support to the Division; may be subject to the City requesting assistance to assure financial transparency and disclosure in order to address accounting and audit concerns as may arise.

Notwithstanding any of the foregoing to the contrary, in no event shall the PDNCF be required to take any action or refrain from taking any action that may, in the PDNCF 's sole discretion, cause the PDNCF to be in violation of applicable Internal Revenue Code rules or regulations or other applicable law.

3. **Agreements of the City and the PDNCF.** Until the expiration of the Term of this Agreement or the earlier termination thereof, the City agrees to use commercially reasonable efforts to:

- a. Allow the PDNCF to use any creative design, logos, photography or other intellectual property and business or branding, which may be owned by the City, or its agents or assignees for purposes of continuity and association between the City, the PDNCF and the Division.
- b. The City may not spend or otherwise obligate the PDNCF to pay for an amount or amounts exceeding the balance in Fund.
- c. The Parties agree that all money and the fair market value of all property in the Fund, and all income derived therefrom, shall be reported as belonging to the PDNCF, on the PDNCF’s financial statements, and tax returns. It is the intent of the Parties that this Agreement be interpreted to grant the PDNCF with variance power and enable the PDNCF to treat the Fund as the PDNCF’s asset in accordance with Accounting Standards Codification (ASC) paragraphs ASC 958-605-25-25 and -26, formerly expressed in Statement No. 136 issued by the Financial Accounting Standards Board (FASB).

- d. Unless otherwise agreed in writing, any tangible or intangible property, including intellectual property, such as copyrights, obtained from third parties or created in connection with the Division shall be the property of the City, held for the charitable purposes of the Division.

4. **Recognition of Joint Efforts.** During the term of this Agreement, the City and the PDNCF agree to acknowledge the joint efforts of each other during presentations to third parties. Additionally, for all projects wherein the City and the PDNCF are working together under this Agreement, printed and online materials shall contain a reference to such relationship with language such as "presented jointly by the City and the PDNCF" or such other language as the parties may reasonably agree to in writing.

5. **Termination and Amendments.**

- a. Either Party may terminate this Agreement at any time upon thirty (30) calendar days' advance written notice to the other Party.
- b. Unless the Agreement is terminated sooner as provided above, or the Parties amend the Agreement in advance of termination, this Agreement will renew automatically upon the expiration of the Term for successive additional one (1) year periods unless either party provides written notice to the other of their decision not to renew at least sixty (60) days prior to the expiration of any Term.
- c. This Agreement may be amended or extended by the written authority of the City Manager.

6. **Disputes and Cure Rights.** The PDNCF and the City agree to use good faith efforts to resolve any breaches of this Agreement or any disputes regarding the subject matter and transactions contemplated by this Agreement through mediation or other non-binding alternate dispute resolution processes before exercising the termination rights set forth in Section 5 so long as the City is not required to incur any financial obligation for participation in mediation or other non-binding alternate dispute resolution processes. If the Parties' good faith efforts to resolve any breaches of this Agreement or any disputes regarding the subject matter and transactions contemplated by this Agreement through mediation or other non-binding alternate dispute resolution processes shall be unsuccessful after a period of thirty (30) days, the Parties agree that the sole remedy therefor shall be to exercise the termination rights set forth in Section 5.

7. **Notices.** With respect to any notice required or permitted to be given in connection with Agreement (a "Notice"), such Notice shall be deemed received three (3) days after deposit of such Notice in the United States Certified Mail, return receipt requested, postage pre-paid, or on the day of delivery, when delivered personally, to the addresses and parties provided below:

To the City: The City of El Paso
 Attn: City Manager
 300 N. Campbell
 El Paso, Texas 79901

With Copy to: Strategic and Legislative Affairs Department
 Attn: Director
 300 N Campbell
 El Paso, Texas 79901

PDNCF: Paseo del Norte Community Foundation
 Attn: President
 333 N. Oregon, 2nd Fl.
 El Paso, Texas 79901

8. **Modification of this Agreement.** This Agreement may be modified only by written agreement by the Parties.

9. **Assignment.** The Parties may not assign any obligations or rights under this Agreement without the express written consent of the other Party.

10. **No Joint Enterprise.** This Agreement does not create any joint enterprise between the Parties.

11. **Independent Contractors.** The City and the PDNCF are independent legal entities. Nothing in this Agreement creates the relationship of employer and employee, principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Neither the City nor the PDNCF nor any of their respective agents or employees has control or the right to control the activities of the other Party in carrying out the terms of this Agreement. Both Parties agree that neither Party has, nor will attempt to assert, authority to make commitments for or to bind the other Party to any obligation other than the obligations described in this Agreement.

12. **Headings.** The paragraph or section headings contained in this Agreement are for reference purposes only and do not control the meaning or interpretation of this Agreement.

13. **Expenditures.** Each Party to this Agreement is responsible for the costs associated with such Party's exercise of any rights or performance of any duties under this Agreement.

14. **Texas Public Information Act.** City is a political subdivision of the State of Texas and is governed by the Texas Public Information Act, Chapter 552, Texas Government Code. The Parties acknowledge and agree that City shall only be obligated to perform its duties under this Agreement in compliance with the Public Information Act. To the extent to which some duties hereunder are not in conformity with the requirements of the Public Information Act, City shall be relieved of said duties without penalty or further liability. In the event that City receives a request, pertaining to this Agreement or information resulting from this Agreement, under the Public Information Act

for Confidential Information it shall immediately notify PDNCF and confer on whether disclosure should be opposed. It is expressly agreed that City may request a determination from the Attorney General of the State of Texas in regard to the application of the Public Information Act to the requested information and whether the information is to be made available to the public. PDNCF may be asked to support such requests for determination by the Attorney General. It is further agreed that City, its officers and employees shall have the right to rely on the determinations of the Texas Attorney General, and that City, its officers and employees shall have no liability to PDNCF for disclosure to the public in reliance on a decision by the Attorney General. Nothing in this agreement shall require City or PDNCF to violate the terms of the Public Information Act.

15. **Governmental Function.** The parties agree that the City is entering this Agreement in the exercise of its governmental functions under the Texas Tort Claims Act. The parties also agree that the City is entering into this Agreement as a governmental entity performing a governmental function.

16. **Complete Agreement.** This Agreement constitutes and expresses the entire agreement between the Parties hereto in reference to the services and agreements herein described.

17. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be constitute one and the same agreement. Delivery of an executed counterpart to this Agreement by Portable Document Format (.pdf file) attachment through electronic mail or other electronic means shall be effective as an original.

18. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

19. **Severability.** If a court of competent jurisdiction finds any term of this Agreement to be illegal, invalid, or unenforceable, such term shall be excluded to the extent of such illegality, invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the illegal, invalid or unenforceable term shall be deemed replaced by a term that is legal, valid and enforceable and that comes closest to expressing the intention of such illegal, invalid or unenforceable term.

[Signatures begin on the following page]

IN WITNESS WHEREOF, the Parties have executed this Agreement on this ___ day of _____ 2025.

THE CITY OF EL PASO, TEXAS:

Dionne Mack
City Manager

ATTEST:

Laura D. Prine
City Clerk

APPROVED AS TO FORM:



Russell T. Abeln
Senior Assistant City Attorney

APPROVED AS TO CONTENT:



Stephen Ian Voglewede
Strategic and Legislative Affairs

[Signatures continue on the following page]

PASO DEL NORTE COMMUNITY FOUNDATION:

By: [Signature]

Name: Tracy J. Yellen

Title: CEO

ACKNOWLEDGMENT

STATE OF §

COUNTY OF §

This instrument was acknowledged before me on the 3 day of November, 2025, by Tracy Yellen as CEO (title) of the Paso Del Norte Community Foundation.



[Signature]
Notary Public, State of Texas

My Commission Expires:

02/04/29