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City of Las Cruces[®]
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Council Action and Executive Summary

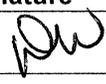
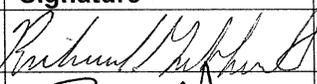
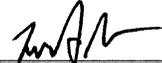
Item # 4 Ordinance/Resolution# 10-178 Council District: N/A

For Meeting of January 19, 2010

(Adoption Date)

TITLE: A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF LAS CRUCES AND REGION VI (6) OF THE NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION TO SERVE AS THE HOST CITY FOR THE 2011 REGIONAL CONFERENCE AND AUTHORIZING THE CITY MANAGER TO SIGN THE AGREEMENT ON THE CITY'S BEHALF.

PURPOSE(S) OF ACTION: Approve an agreement between the City and the Region 6 of the National Community Development Association (NCDCA) to serve as the Host City for the 2011 NCDCA Regional Conference.

Name of Drafter: David Dollahon		Department: Community Development		Phone: 528-3060	
Department	Signature	Phone	Department	Signature	Phone
Community Development		528-3066	Budget Assistant City Manager		541-2281 ²³⁰⁰
Legal		541-2128	City Manager		541-2271 541-2076

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS: The Neighborhood Services Section of the City's Community Development Department is a member of both the national and regional chapter of the National Community Development Association (or NCDCA). NCDCA is a non-profit organization comprised of state, county, and local governments that administer various HUD programs, including the Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Programs. Each year, Region 6 or the Southwest Region of NCDCA hosts an annual conference in one of the member cities. The Southwest Region serves the same states as the HUD Regional office in Fort Worth, which includes New Mexico, Texas, Oklahoma, Arkansas and Louisiana. The Southwest Region of NCDCA tries to rotate the conference throughout the cities and states that comprise the region. Past conferences have been held in:

- 1) 2007 in Fayetteville, AR;
- 2) 2008 in Shreveport, LA;
- 3) 2009 in Lubbock, TX; and
- 4) 2010 in Corpus Christi, TX.

Las Cruces was asked to serve as the Host City for the 2011 Conference for the Southwest Region of NCDCA and the staff from the Community Development Department have agreed, subject to City Council's approval of the proposed Resolution and the attached Host City

Agreement. The last regional conference held in New Mexico was in the early 2000's in Albuquerque.

The agreement is necessary due to the fact that the Region does not have dedicated staff and that the collection of fees, coordination of activities, and reimbursement of expenses require clarification between both the City and the Region. The Region does provide a \$5,000.00 advance, as requested by the Host City, to assist with expenses in establishing the conference; however, the City must reimburse the Region any proceeds after collection of registration and other fees. As part of the Agreement, staff will be working to recruit local sponsors to help offset expenses.

The dates for the 2011 Southwest Regional NCDA conference will be Monday, November 1 through Thursday, November 4, 2011 and will be held at the Ramada Palms. The Regional Conference is relatively small and will have approximately 75 participants from across the five-state region. Las Cruces will receive a great deal of lodger's tax and gross receipts revenue by hosting the event and will be provided an opportunity to highlight our various accomplishments from the CDBG and HOME Programs. We anticipate some events which highlight the efforts with our neighbor city of El Paso, TX, thus providing a true, southwest regional feel.

SUPPORT INFORMATION:

Fund Name / Account Number	Amount of Expenditure	Budget Amount
N/A	N/A	N/A

1. Proposed Resolution
2. Exhibit "A" – Host City Agreement

OPTIONS / ALTERNATIVES:

1. Vote YES and approve the Resolution approving the Host City Agreement for the 2011 NCDA Southwest Regional Conference to be held in Las Cruces in early November 2011 at the Ramada Palms and various venues throughout the City.
2. Vote NO and disapprove the Resolution, thus not approving the Host City Agreement for the 2011 NCDA Southwest Regional Conference to be held in Las Cruces in early November 2011 at the Ramada Palms and various venues throughout the City.
3. Modify and approve the Resolution. Modification would be at the Council's discretion and direction.
4. Table or Postpone action on the requested Resolution. Direction would be required of the Council to staff.

RESOLUTION NO. 10-178

A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF LAS CRUCES AND REGION VI (6) OF THE NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION TO SERVE AS THE HOST CITY FOR THE 2011 REGIONAL CONFERENCE AND AUTHORIZING THE CITY MANAGER TO SIGN THE AGREEMENT ON THE CITY'S BEHALF.

The City Council is hereby informed that:

WHEREAS, the City of Las Cruces is a member of both the national and regional chapter of the National Community Development Association, which represents the interest of entitlement communities for the Community Development Block Grant (CDBG) Program and the participating jurisdictions for the HOME Investments Partnerships (HOME) Program from the U.S. Department of Housing and Urban Development; and

WHEREAS, the Southwest or Region VI (6) of the National Community Development Association (NCDA) has an annual conference in one of the communities throughout the Region that serves the states of New Mexico, Texas, Oklahoma, Arkansas, and Louisiana; and

WHEREAS, the City of Las Cruces has been asked to serve as the Host City for the 2011 Southwest Regional Conference of NCDA; and

WHEREAS, the City's Community Development Department, and more specifically its Neighborhood Services Section, are in a position to provide support and coordinate the 2011 Southwest Regional Conference of NCDA, subject to review and approval of the attached Host City Agreement.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the Host City Agreement between the City of Las Cruces and the Southwest Region of the National Community Development Association, as shown in Exhibit "A," attached hereto and made part of this Resolution, is hereby approved. The City recognizes the receipt of gross receipts, lodger's and other taxes by having this regional conference in Las Cruces in exchange for the staff support and services associated by agreeing to serve as the host city.

(II)

THAT the City Manager of the City of Las Cruces is hereby authorized to sign the Agreement on the City's behalf.

(III)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE and APPROVED this ____ day of _____, 2010.

(SEAL)

APPROVED:

Mayor

ATTEST:

City Clerk

VOTE:

Mayor Miyagishima: _____
Councillor Silva: _____
Councillor Connor: _____
Councillor Pedroza: _____
Councillor Small: _____
Councillor Sorg: _____
Councillor Thomas: _____

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:



City Attorney

**CONFERENCE HOST COMMITTEE AGREEMENT
BETWEEN THE
CITY OF LAS CRUCES, NM
AND THE
NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION,
REGION VI (SOUTHWEST REGION)
FOR THE 2011 REGIONAL CONFERENCE**

This Agreement is entered into on this _____ day of _____, 2010, by and between the City of Las Cruces, New Mexico, a municipal corporation established in the State of New Mexico, hereinafter referred to as the "City" or "Las Cruces" and the National Community Development Association, Region VI (6 or Southwest Regional), which is an affiliate region established under the National Community Development Association, a national non-profit corporation established to represent the interest of local governments that deal and manage funds from the U.S. Department of Housing and Urban Development, and is hereinafter referred to as "Region," "Region VI," or "Southwest Region".

Witnesseth:

The Region serves the entire states of New Mexico, Texas, Oklahoma, Louisiana, and Arkansas, which coincides with the Region established by the U.S. Department of Housing and Urban Development (HUD).

The Region holds an annual conference at a host city throughout the Region.

The last conferences by the Region have been held in Fayetteville, Arkansas in 2007; Shreveport, Louisiana in 2008; Lubbock, Texas in 2009, and will be hosted by Corpus Christi, Texas, in October 2010.

The Region desires to host the 2011 conference in a city in New Mexico and Albuquerque was the last city to host a conference in New Mexico.

The City of Las Cruces is an active member of the association and region and the City staff have proposed to serve as the host committee in Las Cruces in late 2011.

The City of Las Cruces is governed by the Constitution and Laws of the State of New Mexico and the Charter and Ordinances of the City of Las Cruces, including the state's Anti-Donation Clause of the New Mexico Constitution, which prohibits donations to private individuals and/or organizations, without some benefit to the community.

Agreement

The City of Las Cruces hereby agrees:

1. To serve as the Host City for the 2011 Conference of the National Community Development Association, Region VI Conference in late 2011.

2. Provide adequate staff assistance from various departments which will include evening functions.
3. Obtain sponsor to various events and functions in providing the conference in 2011, and allow those sponsors to provide for alcohol at certain events, including obtaining the required liquor licenses, special dispenser permits and other requirements mandated by the alcohol and gaming commission
4. Arrange for transportation to evening events and site tours and visits and coordination between hotels/motels.
5. To appoint a host city planning committee to work directly with the Region, including appointment of staff by not less than 12 months before the scheduled conference which is to be November 1 through 5, 2011.
6. By January 1, 2010, a designated city official or employee will serve as liaison to the Region.
7. Develop and provide a list of off-site venues/locations for the social events that are within 15 miles of the conference hotels no less than nine months before the scheduled conference.
8. We will sub-contract with our partners to provide the tables, chairs, decorations including but not limited to backdrops, draping, lighting, dais, risers, tents, shade rental, etc. and if necessary provide china, glassware, utensils, linens and centerpieces for meals, specifically for:
 - a. Opening welcome and reception;
 - b. Keynote luncheon;
 - c. Evening event on the second and third night of the conference; and
 - d. Conference closing breakfast on the final day.
9. Additional Entertainment and Social Events:
 - a. Color guards, anthem soloist, and invocators for the opening reception and appropriate meal functions.
 - b. Band or disc jockey for one evenings entertainment
10. To provide a welcome letter for Host Mayor and conference material, including
 - a. Agendas,
 - b. City pins and other attendee souvenirs,
 - c. history/promotional informative about the City and the area
 - d. maps of municipality, including conference facilities and conference hotels,
 - e. Visitor packets at registration site.
11. Secure necessary contracts with vendors, venues, and other agenda locals and services directly related to the conference.
12. Collect, receipt, and deposit of conference registrations in the name of the Region, including the development of registration forms and registrant listings.
13. Provide revenue in excess of fees collected after all expenses associated with the conference are paid by the City as the Host City.

The Region hereby agrees:

1. To have the City of Las Cruces serve as the Host City for the 2011 Conference of the National Community Development Association for Region VI.
2. To provide the City with \$5,000.00 to assist the City in establishing the Conference.
3. To provide an oversight or conference committee in assisting with establishing and guiding the development of the Conference.

IN WITNESS WHEREOF, the parties have executed this Agreement, each upon the date set forth next to his/her name.

City of Las Cruces, NM

National Community Development Association
Region VI

By:

By:

Title: _____

Title: _____

Date: _____

Date: _____