

City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 2 Ordinance/Resolution# 10-201 Council District:

For Meeting of February 16, 2010
(Adoption Date)

TITLE: A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES POLICE DEPARTMENT VICTIMS ASSISTANCE UNIT TO APPLY FOR A \$30,450 GRANT FROM THE STATE OF NEW MEXICO, CRIME VICTIMS REPARATION COMMISSION, AND TO APPROVE THE CITY MANAGER'S SIGNATURE TO APPLY.

PURPOSE(S) OF ACTION: To approve the of Las Cruces Police Department's Victims Assistance Unit's request to apply for \$30,450 in grant funds from the State of New Mexico, Crime Victims Reparation Commission for the continued salary support of two Crime Victim Advocates positions.

Name of Drafter: Robin L. Rice		Department: Finance/Grants Admin Office		Phone: (575) 541-2104	
Department	Signature	Phone	Department	Signature	Phone
Police Department		(575) 528-4200	Budget		(575) 541-2300
			Assistant City Manager		(575) 541-2271
Legal		(575) 541-2128	City Manager		(575) 541-2128

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS: The Las Cruces Police Department (LCPD), Victim Assistance Unit (VAU), is applying for a grant from the State of New Mexico Crime Victims Reparation Commission for \$30,450 for the continuation of its Victim Assistance program.

Funding will specifically support salaries for two Crime Victim Advocates positions in the VAU, and provide funding for one Crime Victim Advocate to attend the Basic Advocate Academy in Socorro, New Mexico. The City of Las Cruces will be required to provide match in-kind funding in the amount of \$7,613 upon award.

SUPPORT INFORMATION:

Fund Name / Account Number	Amount of Expenditure	Budget Amount
TBD		

- 1) Resolution
- 2) Grant Overview Worksheet - Exhibit A
- 3) Grant Application – Exhibit B

(Continue on additional sheets as required)

OPTIONS / ALTERNATIVES:

- 1. Approve the Resolution for the Las Cruces Police Department to apply for grant funds in the amount of \$30,450 from State of New Mexico, Crime Victims Reparation Commission.**
- 2. Do not approve the Resolution and the City of Las Cruces will not apply for the funds, and the Victim Assistance Unit will lose two grant funded positions that assist victims of crime.**
- 3. Make recommendations for alternative action.**

RESOLUTION NO. 10-201

A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES POLICE DEPARTMENT VICTIMS ASSISTANCE UNIT TO APPLY FOR A \$30,450 GRANT FROM THE STATE OF NEW MEXICO, CRIME VICTIMS REPARATION COMMISSION, AND TO APPROVE THE CITY MANAGER'S SIGNATURE TO APPLY.

The City Council is informed that:

WHEREAS, the New Mexico Crime Victims Reparation Commission announced the availability of FY 2010-2011 grant funds for Las Cruces Police Department (LCPD), Victims Assistance Unit (VAU); and

WHEREAS, the VAU, is applying for \$30,450 to support salaries for two Crime Victim Advocate positions in the VAU, and provide travel for one Crime Victim Advocate to attend the Basic Advocate Academy in Socorro, New Mexico; and

WHEREAS, this grant requires an in-kind match of \$7,613, which upon grant award will be made through the existing Victims Assistance Unit budget.

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

(I)

THAT, the City of Las Cruces Police Department is authorized to submit a grant application for the FY 2010-2011 Victims Assistance Grant in the amount of \$30,450 on behalf of the Las Cruces Police Department's Victims Assistance Unit; and

(II)

THAT, the grant application does require an in-kind match which will be met by existing budget for the Victims Assistance Unit; and

(III)

THAT, the City Council approves the City Manager's signature to apply; and

(IV)

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

DONE AND APPROVED this 16th day of February, 2010.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

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

Grant Overview ³⁹ Worksheet

Title of Grant Program: FY 2011 VOCA Victim Assistance Grant

Funding Organization: NM Crime Victims Reparation Commission

Section Applying: Las Cruces Police Department, Victim Assistance Unit

Description of Proposed Project: Victims Assistance Unit provides direct services to victims of an offense punishable by federal or state law. Services include, but are not limited to: Immediate health and safety; mental health assistance; assistance in criminal justice proceedings; forensic medical examinations; costs necessary and essential for providing direct services; special services/case management; personnel costs; and forensic interviews.

Strategic Plan **Goal:** Public Safety/B **Objective:** 9 **Strategy:** Action b
Performance Budget Goal: **Objective:** **Strategy:**

- Existing City Programs/Efforts** *(Example: request for environmentally-friendly weed management. Parks Section's existing budget and work activities includes weed management)*
- Expansion of Existing Program/Efforts** *(Example: request for advertising to increase public Awareness of the Farmers Market. The advertising campaign will be an increase over current activities/budget.)*
- New Initiative, Not Budgeted** *(Example: request to implement a recreational activity that is currently Not included in the city's recreational programs.)*

Project Maintenance *(If the grant specifies that the project must be maintained/operated after the grant period ends, list the requirements:*

This grant will terminate June 30, 2011. The VAU has been informed that this grant may not be renewed, and is dependent on Federal Appropriations.

Amount Section anticipates requesting: 30,450 **Match Requirement (%):** 20% minimum

Projected Match **In-Kind:** 7,613.00 **Cash:**
Match Source: 100010147180 Various – General Fund

Grant Application Due: February 22, 2010 **Grant Duration (Months/Years):** 12 Months

MOU or Joint Powers Agreement Required (Yes/No): No

Grant Collaborators (List other city departments or outside agencies): None

Employees To Be Hired *(# to be hired, full-time or part-time position and 1-sentence job responsibilities)*

None

Grant Overview ^{A0} Worksheet

Grant Manager *(Responsible for contract, project operations, budget management, and reports as prescribed)*

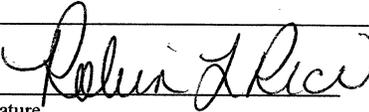
Name: Sylvia Hall

Title: Victim Assistance Manager

Phone: (575) 528-4111

E-mail: shall@las-cruces.org

Submitted by: Robin L. Rice


Signature

Date: 1/28/2010

Reviewed & Approved by: DC Jaime Montoya
Department Director


Signature

Date: 1/29/2010

Grant Application Package

Application Submission Verification and Signature

Opportunity Title: VOCA – Victim Assistance Unit Continuation Grant

Offering Agency: New Mexico Crime Victims Reparation Commission

Opportunity Number:

Approximate Value Requested: \$30,450

Opportunity Closing Date: February 22, 2010

Requesting Agency/Department: Las Cruces Police Department

OMB – Grant Writer: Robin L. Rice

SUPPORT INFORMATION

The Las Cruces Police Department Victim Assistance Unit is applying for a grant from the State of New Mexico for \$30,450 for the continuation of Victim Assistance Program. Funding will specifically support salaries for two Crime Victim Advocate positions in the VAU, and provide funding for one Crime Victim Advocate to attend the Basic Advocate Academy in Socorro, New Mexico. The City of Las Cruces will be required to provide an in kind match, in the amount of \$7,613 upon award.

OPTIONS

1. Agree with request to submit the application. Affirmed by signature below. Package to be returned to OMB, Grant Writer.
2. Disagree, application will not be submitted, and two Victim Assistance Advocates will lose their positions. Unsigned package to be returned to OMB, Grant Writer.

Approved:



Terrence Moore, City Manager

Date

2/3/10

CMP #2.2 Effective 9/20/04: The City Manager may authorize the application for any grant with these exceptions:
 The grant award is anticipated to be in excess of \$50,000 and funding has not been appropriated as part of the current budget.
 The acceptance of the grant will require City Council to adjust the current budget to appropriate matching funds.
 The grant requirements stipulate that the City will continue to operate and fund the project/program after the grant period is complete.
 The grant requirements stipulate that the City enter into a new Memorandum of Understanding or a Joint Powers Agreement with another entity.

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NEW MEXICO CRIME VICTIMS REPARATION COMMISSION
VOCA Victim Assistance Continuation Application FY2011 (7/1/10 – 6/30/11)

Please complete the following. Only continuing projects will be considered.

1. TIN/Fed. ID # 85-60000147
2. Name and Mailing Address of Applying Agency. If a PO Box, a physical address must be included.

Las Cruces Police Department
Victim Assistance Unit
217 E. Picacho
PO Box 20000
Las Cruces, NM 88004

3. **Project Director: Sylvia Hall, Victims Assistance Unit Coordinator**
Tel. No.: (575) 528-4111 Fax No.: (575) 528-4062 E-Mail Address: shall@las-cruces.org
4. Name of individual responsible for Financial Reporting: Cynthia Vigil
Tel No: (575) 541-2085 Fax No: (575) 541-2127 E-Mail Address: cvigil@las-cruces.org
5. **Federal Amount Requested: \$30,450.00 Match amount needed: \$ \$6090.00**

6. **Brief Description of Proposed Project including project name, NUMBER OF VICTIMS to be served, and list of proposed services:**

The Las Cruces Victim's Assistance Unit (VAU) is a public safety service whose intent is to provide direct, expedient victims assistance to approximately 400 victims of violent crime during the grant period of July 1, 2009 through June 30, 2010. The services include: 1) Providing information and assistance with financial aid through New Mexico Crime Victim's Reparation Commission; 2) Guiding victims through the criminal justice system; 3) Court advocacy; 4) Determine restitution where needed; 5) Act as a referral resource to other agencies; and 6) Serve as a crisis intervention response team. The Las Cruces VAU responds to and provides services to all victims of violent crime.

- 7a. Out of State Training Requested: ___ Yes X No
conference agenda and cost information must be included
- 7b. Requesting 1 (no. of Victim Advocates) to attend the 2010 Basic VAT - July 2010
registration fee (\$350) and travel can be budgeted
- 7c. Requesting -0- (no. of Victim Advocates) to attend the 2011 Advanced VAT – July 2011
only registration fee can be budgeted - \$350

8. Service Jurisdiction:

NM State Las Cruces City Doña Ana County _____ Other

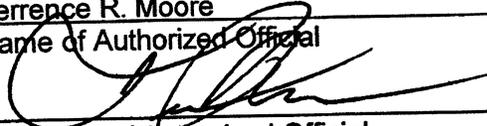
9. Category of Victims Served:

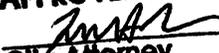
_____ Domestic Violence (NM definition) _____ Sexual Assault _____ DWI
_____ Homicide Survivors _____ Child Abuse X All violent crime victims

10. Agreement to standard contract conditions. To the best of my knowledge and belief, the information in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached Assurances if the award is approved.

Date Application Signed: 2/4/10

Terrence R. Moore
Name of Authorized Official


Signature of Authorized Official

APPROVED AS TO FORM:

City Attorney

PRIMARY PROJECT COMPONENTS FY2011

Goal #1: Provide advocacy and support for victims of crime who report to the Las Cruces Police Dept.

Measurable Objective #1: Ensure a min of 250 victims of crime meet with a Victim Advocate to receive comprehensive assistance.

Activity	Performed By	1st Qtr	2nd Qt.	3rd Qtr	4th Qtr.	Impact Evaluation Activity
Conduct an intake interview w/ client to access eligibility and need for services	All Crime Victim Advocates that are in-office staff and Coordinator	x	x	x	x	Copies of completed intake forms in client files. Demographic info available upon entry into the Thorough Assault Case Tracking (TACT) data base
Provide services based on client need, including but not limited to: -Information and referral -assist w/filling out court documents -Financial assistance from CVRC -Follow-up information -Personal advocacy -Case management -Accompany to court proceedings -CIRT meeting attendance -On-call status for CIRT -Telephone Contact	All Crime Victim Advocates that are in-office staff and Coordinator	x	x	x	x	Copies of completed intake forms in client files. Demographic info available upon entry into the Thorough Assault Case Tracking (TACT) data base

Goal #1: Provide advocacy and support for victims of crime who report to the Las Cruces Police Dept.

Measurable Objective #2: Collaborate quarterly with community agencies on a to enhance services to victims of crime..

<p>Meet: Collaborating agencies include: -Families & Youth, Inc. -La Casa, Inc. -La Pinon Dona Ana Co. Sheriff's Office -Third Judicial District Court</p>	<p>Victim Advocates, Coordinator</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>Scheduling calendar, meeting minutes on file Sign in sheets</p>
<p>Attend the following task forces and/or multi-disciplinary teams: -Dona Ana Co. Taskforce Against DV/SA -The DA's Multi Disciplinary Team Against Child Sexual Abuse -NMSU planning committees on various events -Weed & Seed activities meetings</p>	<p>Victim Advocates, Coordinator</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>Scheduling calendar, meeting minutes, agendas, and sign-in sheet on file</p>

Goal #1: Provide advocacy and support for victims of crime who report to the Las Cruces Police Dept.

Measurable Objective #3: Ensure the Victim Advocates attend a min. of 4 victim-related trainings to better serve victims of crime.

Activity	Performed By	1st Qtr	2nd Qt.	3rd Qtr	4th Qtr.	Impact Evaluation Activity
-Adv VAT -AIA -Compensation/Grant application and Reporting training	Attended by the in-office and volunteer Crime Victim Advocates, Coordinator and Volunteer Coordinator	x	x	x	x	Training agendas, brochures, attendance records, certificates kept on file
-Monthly meetings with continuing education for CIRT and in-office advocates - Any other trainings that become available to us	Attended by the Crisis Intervention Response Team members and in-office Crime Victim Advocates	x	x	x	x	Sign in sheets, certificates and training agendas kept on file

Goal #1: Provide advocacy and support for victims of crime who report to the Las Cruces Police Department.

Measurable Objective #4: Distribute 50-100 client survey forms (as many victims do not contact us or we never see them again after court-we have mailed forms but they do not get returned)

Primary Implementing Activities, Time Lines and Process Evaluation Activities

Activity	Performed By	1 st Qtr	2 nd Qt.	3 rd Qtr	4 th Qtr.	Impact Evaluation Activity
-Distribute Surveys to all case involved victims	In-office Crime Victim Advocates, Coordinator	x	x	x	x	Client satisfaction survey
Review response and evaluate on a quarterly basis	in-office Crime Victim Advocates and coordinator	x	x	x	x	Complete victim survey

The rest is as she said it should turn out. We can not meet these goals as we have learned that victims do not return their surveys even if mailed to them.

Please note: To add more rows for additional space, place curser on the last row, click on "table", "insert" "rows below".

VICTIM SURVEY

Please circle the number that best describes your experience regarding the services provided by the Victim Assistance Unit. (If question is not applicable please mark "N/A" to the far right of the scoring row past the #5 "Agree" selection).

1. As a result of victim's services, I have a better understanding of the crime that was committed against me.
Disagree 1 2 3 4 Agree 5
2. I received support from or learned skills to cope with my situation and make choices and decisions clearer.
Disagree 1 2 3 4 Agree 5
3. I feel safer in my situation since receiving options from the crime victim advocate who assisted me at LCPD
Disagree 1 2 3 4 Agree 5
4. Services within the community and support agencies for counseling and financial assistance, court assistance were identified.
Disagree 1 2 3 4 Agree 5
5. Financial assistance was made available(when applicable)
Disagree 1 2 3 4 Agree 5
6. Safety options were made available.
Disagree 1 2 3 4 Agree 5
7. Assistance with the judicial system, court appearances, and completion of court forms.
Disagree 1 2 3 4 Agree 5
8. The Victim Assistance unit was helpful in securing victim rights and services from other agencies.
Disagree 1 2 3 4 Agree 5

Comments:

VICTIMA ENCUESTA

Por favor, haga un círculo en el número que mejor describe su experiencia con respecto a los servicios prestados por la unidad de asistencia de víctimas. (si no es aplicable la pregunta, por favor marque "N/A" a la derecha de la fila puntuación pasado la selección de "Acuerdo" # 5).

1. Como resultado de servicios de la víctima, tengo una mejor comprensión del delito que se cometió contra mí.
 No estar de Acuerdo Acuerdo
 1 2 3 4 5
2. Recibió apoyo de o aprendido habilidades para hacer frente a mi situación y hacer opciones y decisiones más claras.
 No estar de Acuerdo Acuerdo
 1 2 3 4 5
3. Me siento más seguro en mi situación desde que recibir opciones de la víctima del delito abogan por que me ayudó en la LCPD.
 No estar de Acuerdo Acuerdo
 1 2 3 4 5
4. Servicios dentro de los organismos comunitarios y apoyo para asistencia financiera y asesoría, asistencia de corte se identificaron.
 No estar de Acuerdo Acuerdo
 1 2 3 4 5
5. Asistencia financiera estuvo disponible (cuando sea aplicable).
 No estar de Acuerdo Acuerdo
 1 2 3 4 5
6. Opciones de seguridad se pusieron a disposición.
 No estar de Acuerdo Acuerdo
 1 2 3 4 5
7. Asistencia con el sistema judicial, tribunales y finalización de las formas de la corte.
 No estar de Acuerdo Acuerdo
 1 2 3 4 5
8. La dependencia de la asistencia de víctimas fue útil para proteger los derechos de la víctima y servicios de otras agencias.
 No estar de Acuerdo Acuerdo
 1 2 3 4 5

Comentarios:

First (1st) Quarter: July 1, 2009 to September 30, 2009. Subgrantee #:2010 VOCA
533

Question #1: Please indicate any VOCA program changes.

Since 9/23/2009, we have been involved in the City of Las Cruces hiring process. We have selected a candidate by the name of Tommi Fisher (please see application packet attached, resume to follow). We have had to split the reports coming from the district that Kathy Movsesian handled among the remaining staff members.

No phone calls are possible to the victims of that area, since we are short staffed and were unable to perform this service.

Once Ms. Fisher goes through her orientation process with the City, and trained in advocate and office procedures, we will be able to resume assisting victims on a contact level in the District 1 area of the city.

Question #2: in regards to our Primary Implementing Activities.

Goal #1: Provide advocacy and support for victims of crime in the City of Las Cruces.

i.

We conduct intake and interviews on first contact with a victim. This is done with each victim that walk in to the station, call in to make a scheduled appointment, or is brought in by an officer or detective.

This procedure is accomplished by every advocate in the program, and is recorded for the VOCA funded advocates for this purpose.

We also keep record of those calls or walk ins that we can only refer or direct to other services. These cases do not receive a case number and are listed under "no number assigned" in the data base. Since we did have direct contact with these individuals, did assist them to receive the appropriate services and did work with them we do count them in our statistics.

We evaluate and count the number of victims that come to our offices by keeping copies of the completed intake sheet with their file. For those cases that are a continued work we enter them into the Thorough Assault Case Tracking (TACT) system for statistical purposes and also to keep track of recidivism.

ii. **VOCA Application's Primary Project Component's Measurable Objectives**

The Cumulative number of victims served and the ACTIVITIES included Under this objective.

Our contact of victims by the VOCA funded advocates decreased. Judith Baca was short not because she did not do the

contact and work with victims, but she thought the intern that was assisting her had entered case assignments to her cases. By the time she returned from an illness, it was too late to enter her cases in the month since the cut off date had already been substantiated. We also are down due to losing the 30 hr. per week advocate and not being able to have that position filled until January, 2010.

The concentration of two large districts with the advocates working solely with the cases that come from those areas, had a noted increase in victims that were being contact directly. We have seen a decrease in personal contact with one advocate position vacant and Judith Baca being the only advocates reaching and talking with victims in her one district. We did see 52 victims reached this quarter. These contacts involved 36 victims of domestic violence, 1 case of assault, 4 case child abuse, 2 cases being child sexual abuse and 2 cases physical abuse. We did have 1 case of elder abuse this quarter, and did assist victims in 10 cases of other victims of crime; i.e., stalking, harassment, indecent exposure. There were no robbery victims or survivor of homicide this quarter. There were also 9 cases w/no number assigned but direct services were provided.

This averaged out to 20 cases per month for the quarter, which put us a bit behind our goals and objectives in the number of victims we were able to reach.

Both advocates were fully functional before Ms. Movsesian's resignation, and making contact with victims directly by phone, in office walk-ins and scheduled appointments. Both VOCA funded advocates were members of the CIRT team for on-call status and were called out to the scene while on call. Ms. Fisher will fulfill these job functions for the thirty (30) hour per week position, after her training.

Both VOCA funded advocates were working on projects involved with the Dona Ana County Taskforce Against Domestic Violence and Sexual Assault, and Ms. Baca has continued to assist in these special projects. Ms. Fisher will join this Units effort to work in the victim service community on these special projects.

VOCA funded employee, Judith Baca, has her full case load adjusted and performing an excellent job. She has developed a vital working office in the Weed and Seed Center and victims are starting to walk in and utilize her services personally. She is making contact with victims directly by phone, walk-in status and scheduled appointments. She has continued to develop several

outreach presentations with the Weed and Seed Activities director to educate the community about different crimes, victimization, and the services her office can provide. She is also representing our office with the meetings conducted by the U.S. attorney's office and the Attorney General.

iii. The activities performed by the crime victim advocates include but are not limited to:

Information/referrals,
 Criminal justice advocacy,
 Financial assistance through CVRC,
 Emergency services in the community,
 Helping with CVRC claim forms,
 Follow-up information for victims,
 Personal advocacy,
 Case management,
 Accompaniment to order of protection hearings,
 Arraignment and sentencing hearing accompaniment,
 CIRT meeting attendance once/month,
 On-call status for CIRT, 24/7 at least once a week/month.

iv. Thoughts or reasons for being OVER or UNDER minimum number of projected victims to be served at this time.

We have seen a marked increase in the number of victims that assisted in the two City areas that the VOCA funded advocates are assigned to when both positions are filled. As of this quarter, the victims that received direct services would have met the goals projected by our components. Due to losing one advocate and now having to go through the re-hiring process and training a new advocate, we have fallen short of our goals for this quarter; I hope we will be able to catch up within the next two quarters.

Optimistically, we foresaw the new strategy of assigning the individual districts to each VOCA funded advocate. This new strategy generated approximately 52 total contacted victims by Judith Baca for this quarter. Since previously, we were contacting 82-85 victims in the first quarter, which would have met the intended goal projected by the program coordinator of 200 victims for the grant year. We are now down 33 victims contacted in this quarter. We will give every attempt to meet the intended goal for the year once Ms. Fisher is trained and fully functional.

GOAL 1: Provide advocacy and support for victims of crime who report to LCPD

MO2: One advocate to be sent to VAT training this year,

Four trainings per year for CIRT advocates,

MO2 completed

We achieve our first goal for this grant year by sending Lana Weir to the Advanced VAT training in Red River.

Judy is still a CIRT member and continues ongoing trainings for CIRT on a monthly basis. Ms. Fisher will join her in the January meeting.

We did not receive funding to send an advocate to NOVA

We will send two advocates to AIA this grant year in the future event in 2010.

Question #3: List your volunteer time and how many you have working in your program.

We have eleven (11) volunteers who are current CIRT members, and just finished our advocate training.

We also have acquired three (3) in-office interns from NMSU that will be working with case entries and direct services to victims in-office and in the court once, they are fully trained.

We would not be able to have a Crisis Intervention Response Team with out the volunteers, and the in-office help is a great asset when we have them.

Question #4: How do you measure your program performance and whether you have met your objectives?

Our new strategy is in place of handing victims a survey after they have completed the order of protection petition and we leave to make copies for them. If it is a final phone conversation then we interview them with the brief questions and explain in both instances that this is to evaluate our performance in providing them service. This has obtained a much better response and we are seeing a better return.

We still fall short of the goals set by the grant writer, of 250-400 surveys per year. We have collected 11 surveys in total for the Unit for this quarter. I think the reason for this is although we try to have the surveys handed out after we do the petitions for orders of protection, we are no where near done assisting these victims with the steps needed in the cases we handle. Therefore, we are finding that the scoring is not accurate due to many categories in the questions not being applicable, as we have not reached that service at the time of intake.

It is inappropriate and difficult to hand them a survey at the court as they are distraught, and nervous about their case, and many times this is the last contact we have with them. We have tried sending the survey in the mail to have them fill it out, but rarely are they returned.

If you should have any questions please feel free to call me at 575-528-4059. Thank you.

Sylvia Hall



JOB DESCRIPTION

Job Title: Crime Victims Advocate/Weed and Seed
Pay Grade: 25/Part time 27 hrs/wk.
FLSA: Non-Exempt/Grant Funded

Department: Police
Effective Date: July 2007
Revision Date: November 2007

NATURE OF WORK

Performs casework services to victims of crimes by providing information, education, and other assistance.

DUTIES AND RESPONSIBILITIES:

- Reviews law enforcement crime reports, victim files, and communicates with victims of crimes; acts as liaison with law enforcement and prosecutors; reviews cases and determines victim assistance needs; notifies victims of case status, criminal proceedings, trials, and court hearings.
- Educates victims regarding the legal process and the rights afforded them under the law; advises victims of community resource programs, and provides assistance for victims and their families; provide crisis intervention and counseling services by phone and in person; provides information and assistance within the scope of designated authority.
- Provides case information and explains how the criminal justice system works to assure victim's rights and needs are addressed; provides ongoing assistance and follow-up to the victims of crimes as the case progresses through the judicial process;
- Provides direct services, such as transportation, hotel vouchers, employment assistance, follow-ups on victim's progress and referrals to community agencies; acts as court advocate.
- Reviews and verifies reports and court documents, assist victims in generating court documents for order of protection and criminal complaints according to policy and procedures. Creates, updates and maintains records and case files; researches files and computer databases. Collects statistical data and compiles data for reports; assures that all reports and paperwork are completed in a timely manner, and cases are resolved according to standard operating procedures. Co-manage with Program Coordinator the satellite office of the Weed and Seed Center. Addresses community organizations and citizen groups to explain the objectives of the Victim Assistance Unit and certain dynamics of specific crimes; responds to requests for information, and provides information within scope of authority.

MINIMUM QUALIFICATIONS:

High School diploma or GED and three year's crime victim advocate experience. One year experience working in a customer-related or administrative support position. A combination of education, experience, and training may be applied in accordance with City of Las Cruces policy. Criminal justice degree preferred. Crisis intervention experience preferred. Managerial skills a plus.

Licenses/Certification(s)

Valid driver's license is required. Must pass a thorough background investigation. Bilingual skills (English/Spanish) are preferred. Additional technical certifications and training will be required for incumbents in this job class.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: State and Federal laws, statutes, rules and regulations governing victim's rights; laws and regulations and departmental policy governing the release of information from criminal justice records; interviewing skills; knowledge of community resources and community services programs; law enforcement records management policies and procedures; business and personal computers, and database software applications; City and LCPD policies and procedures.

Skills In: Assessing victim needs and adversarial situations, and providing assistance and crisis intervention techniques; staying calm while working with people in crisis situations; maintaining a non-judgmental attitude with genuine concern and empathy for crime victims; assessing and prioritizing multiple tasks, projects and demands;

 This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

Job Title: Victim Assistance Caseworker

Job Code: XXX

demands; maintain data for statistical information for reporting purposes; effective oral and written communication; establishing and maintaining effective working relations with co-workers and representatives from other local, state and Federal agencies.

Ability to: Assess and prioritize multiple tasks; communicate effectively in verbal and written forms; establish and maintain effective working relations with co-workers and victims; exercise initiative and independent judgment within established procedural guidelines to proficiently independently manage the satellite office for the Victim Assistance Unit; responding effectively to call-in or walk-in requests for service.

Environmental Factors

Work is performed in a standard office environment; courts, on-scene calls and hospitals.

Physical Factors

Light physical demands; mostly desk work. Frequent use of a personal computer.

Work Situation Factors

Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to victim's issues.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

JUDITH ANN BACA
1630 Ebony Avenue
Las Cruces, New Mexico 88001
Home: 575-525-1645
Mobile: 575-571-5306
E-mail: judebaca@yahoo.com

EMPLOYMENT OBJECTIVE:

To further enhance my knowledge and experience within the Criminal Justice system and to effectively contribute to the organization as a team member and an Advocate for victim's of crime.

EDUCATION:

New Mexico State University, Las Cruces, New Mexico (1978 – Present)
Bachelor of Arts/Major: Criminal Justice (in progress)
Bachelor of Applied Studies/Minor in General Business – completed December, 2009
Associates of Criminal Justice – completed May, 2008

Albuquerque TVI Community College (1997 – 2005)
Judicial Studies Certification – completed August, 2005

EMPLOYMENT EXPERIENCE:

Las Cruces Police Department – Victim Assistance Unit
February 4, 2008 – Present

Crime Victim Advocate

Assist victims of crime with generating court documents, serve as a liaison with law enforcement and prosecutors by notifying victims of case status, criminal proceedings, trials and court hearings. Review law enforcement crime reports and cases to determine victim assistance needs. Maintain data for statistical information for reporting purposes. Address community organizations and citizen groups to explain the objectives of the VAU and certain dynamics of specific crimes and provides information within scope of authority. Trained in assisting with the on-scene calls for the Crisis Intervention Response Team as needed. Effectively respond to call-in or walk-in request for services. Manage the sub-office and assess and prioritize multiple tasks.

Third Judicial District Court, Las Cruces, New Mexico
September 29, 2006 to September 30, 2007 (Retired)

Trial Court Administrative Assistant

Fernando R. Macias, District Judge, Division VIII – Children's Court Division
Performed all job duties specific to the Children's Court docket. Maintain and prepare court docket calendar while implementing and coordinating administrative duties as to case management and control timely case dispositions and preside over the monthly docket call. Prepare monthly Crystal Reports for the division. Manage office and serve as liaison and judge's representative with other court staff, state and professional agencies and the general public. Performed an evaluation for the sequestered docket clerk at the request of the Lead Worker.

August 1, 2006 to September 28, 2006

Administrative Assistant

Lisa Bentancourt, Mediation Program Director

Assist the Director with the Mediation Program by performing job duties related to pulling court files for review and preparation to schedule mediation appointments with parties and mediators. Prepared and mailed letters and packets to participants. Prepared and filed court documents pertaining to the court cases, answered telephone calls and any other duties as assigned.

July, 2004 to June 2, 2006

Trial Court Administrative Assistant for the District Judges listed below:

Larry Ramirez, District Judge, Division III – Children's Court Division

Performed all job duties specific to the Children's Court docket as described above.

January 1, 2004 to June, 2004

Silvia E. Cano-Garcia, District Judge, Division V – Children's Court Division

Perform all job duties specific to the Children's Court docket as described above as well as simultaneously manage the docket calendars for both Division V and Children's Court Division III when Judge Cano-Garcia transitioned over to the criminal division.

July 30, 2003 to December 31, 2003

Larry Ramirez, District Judge, Division V – Children's Court Division

Performed all job duties specific to the Children's Court docket as described above.

January, 2002 to July 29, 2003

Report to Jerald A. Valentine, Chief Judge, Division IV – Civil Division

Performed all job duties specific to the Children's Court docket in Division V and managed the office in the absence of Judge Cornish (retired), until an appointment by the Governor.

August 17, 1992 to January, 2002

Thomas G. Cornish, Jr., District Judge, Division V – Children's Court Division

Performed all job duties specific to the Children's Court docket as described above.

Third Judicial District Attorney's Office, Las Cruces, New Mexico

February 4, 1991 to March 27, 1992

Legal Secretary

Pamela A. Beckman, Assistant District Attorney Drug Prosecutor

Hired under a federally funded Drug Grant. Responsible for setting up, maintaining and preparing drug court files for court trials and proceedings. Backup assistance as needed.

Third Judicial District Court, Las Cruces, New Mexico

February 19, 1990 to December 31, 1990

Trial Court Secretary

Thomas G. Cornish, Jr., District Judge, Division III – Children's Court Division

Performed all job duties specific to the Children's Court docket as described above. Assist with jury trials as a deputized courtroom clerk and certified court monitor as needed.

July 4, 1981 to February 18, 1990

Joe H. Galvan, District Judge, Division I – General Docket

Performed all job duties specific to the dockets as described above. (Prior to July 1, 1987 and with the arrangement of Bernice Maynez, District Court Clerk, this position and the Deputy Court Clerk III position were done simultaneously).

Third Judicial District Court, Las Cruces, New Mexico

October 9, 1979 to July 4, 1981

Deputy Court Clerk I, II and III

Bernice Maynez, District Court Clerk

Docket and file pleadings in all case categories along with maintenance of court files. As the Deputy Court Clerk III, I was the key operator to access information from the computer system. I compiled procedural handbooks for use by the deputy court clerks as to docketing and for using the NEC computer system and the Acousta Recording System. As the Lead Docket Clerk, I trained, supervised and checked docket work of the newly hired deputy court clerks, along with conducting their evaluations. Daily use of customer service on the telephone and the public.

Adult Probation-Parole Office, Department of Corrections, Las Cruces, New Mexico

July 11, 1978 to October 5, 1979

Clerk/Typist II

Supervised by Carlos R. Martin, Probation-Parole Officer III, District 3 Supervisor

Typist for District 3 probation-parole officers. Assist with monthly reports, clerical work and customer service on the telephone and with the clients.

H. Gregg Privette, Attorney at Law, Las Cruces, New Mexico

June 6, 1975 to May 15, 1978

Legal Secretary

Prepare legal documents and manage the law office. Use daily practice of customer service on telephone and with the clients.

SKILLS, CERTIFICATIONS AND TRAINING INFORMATION:

Bilingual – Spanish

Notary Public, State of New Mexico (Commission Expires May 12, 2012)

11/06/09 - Certification for American Red Cross Standard First Aid/CPR Adult Training

09/18/09 - Certificate of Completion – 17 Hours at Tortilla Soup for an Advocate's Soul
11th Annual TVSA Conference

04/20/09 - Certificate of Completion – 7.5 Hours at New Mexico Attorney General's Office "Best Practices Guide to Enforcement of Protection Orders Training"

03/27/09 - Certificate of Completion – 15 Hours at New Mexico Crime Victim's Reparation Commission, 14th Annual Advocacy in Action Conference

03/20/09 Attend 2 Hour presentation of the Texas Young Lawyers' Association "Healing the Wounds: Navigating the Legal System After Surviving Domestic Abuse" Project

- 02/12/09 - Certificate of Completion – 4 Hour Training at The New Mexico Crime Victims Reparation Commission “Compensation Training”
- 11/18/08 – Certificate of Completion – New Mexico Attorney General Office, Border Violence Division, - New Mexico Human Trafficking Training, DPS Accreditation NM08182X
- 10/15/08 – Certificate of Participation – 3 Hour Workshop for La Casa’s Economic Justice and Immigrant Victims of Violence Workshop
- 10/10/08 – Certificate of Participation - 3 Hour Training for La Casa’ Walking in Her Shoes
- 08/12/08 – Certificate of Attendance - 2 Hour Training for Elder Abuse, Neglect & Exploitation – C.A.S.E./3rd Judicial District Attorney’s Office
- 07/18/08 – Certificate of Completion of Basic Victim Advocate Training – NM-CVRC
- 04/30/08 – Certificate of Completion - 40 Hours of Victim Advocate Training – LCPD-VAU
- 02/21/08 - Certificate of Completion - Defensive Driving Course
- 12/12/06 - Certificate of Completion of LAWE 203; Intro. To Police Supervision – NMSU-DACC
- 10/18/06 – Seminar for “The Exceptional Assistant”*
- 04/12/06 – New Mexico District Court Conference, Southwest Region V, Las Cruces
- 01/23/06 – Certificate of Appreciation in Recognition of Valuable Contribution to the Hofacket Mid-High School Students, Deming
- 09/22/05 – Seminar for “Stress Management for Women”**
- 09/16/05 – Seminar for “How to Excel as an Administrative Professional”*
- 07/19/05 – Certificate of Appreciation in Recognition Assisting Youth and Adults in the Juvenile Justice System on National Probation/Parole Supervision Officers Week
- 04/13/05 – New Mexico District Court Conference, Southwest Region V, Las Cruces
- 04/28/04 – New Mexico District Court Conference, Southwest Region V, Las Cruces
- 04/30/03 – New Mexico District Court Regional Conference, Las Cruces
- 12/13/01 – Seminar for “Business Grammar for Busy Professionals”*
- 03/29/01 – Panel Participant – District Court Employees’ Conference, Albuquerque
- 06/07/00 – Seminar for “Stress Management for Women”**
- 05/24/99 – Conference for Assistants*
- 12/02/98 – Customer Service Training Seminar*
- 04/16/98 – Seminar for “How to De-Junk Your Life”*
- 03/25/98 – District Court Employees’ Conference, Albuquerque
- 11/10/97 – Seminar for “Powerful Communication Skills for Women”*
- 05/07/97 – District Court Employees’ Conference, Albuquerque
- 06/23/96 – Seminar for “Microsoft Windows”*
- 05/08/96 – District Court Employees’ Conference, Albuquerque
- 11/23/93 – Seminar for “WordPerfect for Windows” – DABCC
- 01/26/84 – Trained as a Key Operator of the Xerox 860 IPS Computer
- 09/09/82 – Governor’s Career Development Conference for Women – Certificate of Completion in Career Building, Santa Fe

* Rockhurst College Continuing Education Center, Inc.

** Fred Pryor Seminars

REFERENCES:

Upon request.

REFERENCES:

The Honorable Rudy S. Apodaca (Retired)
2514 Moray Lane
Cedar Park, TX 78613
512-391-4870

Joyce Montes
General Counsel
Rio Grande Behavioral Health
425 Telshor Blvd., Bldg. C
Las Cruces, NM 88011
532-2517

Larry Ramirez
4106 Winchester
Las Cruces, NM 88011
644-3201

The Honorable Joe H. Galvan (Retired)
Las Cruces, NM 88001
524-2440 (home)

Bernice Maynez
P.O. Box 794
Las Cruces, NM 88004
526-6277



CITY OF LAS CRUCES
invites applications for the position of:

Crime Victim Advocate (Part Time-Grant Funded)

An Equal Opportunity Employer

SALARY: \$10.06 /Hour

OPENING DATE: 10/15/09

CLOSING DATE: 10/26/09 11:59 PM

NATURE OF WORK:

Part time, grant funded, non-exempt position; 30 hrs week.

Performs casework services to victims of crimes by providing information, education, and other assistance.

Position requires on-call duty (24/7) on a rotational basis. **MANDATORY BACKGROUND CHECK. SAFETY SENSITIVE POSITION SUBJECT TO DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

DUTIES AND RESPONSIBILITIES:

- Reviews law enforcement crime reports, victim files, and communicates with victims of crimes; acts as liaison with law enforcement and prosecutors; reviews cases and determines victim assistance needs; notifies victims of case status, criminal proceedings, trials, and court hearings.
- Educates victims regarding the legal process and the rights afforded them under the law; advises victims of community resource programs, and provides assistance for victims and their families; provide crisis intervention and counseling services by phone and in person; provides information and assistance within the scope of designated authority.
- Provides case information and explains how the criminal justice system works to assure victim's rights and needs are addressed; provides ongoing assistance and follow-up to the victims of crimes as the case progresses through the judicial process;
- Provides direct services, such as transportation, hotel vouchers, employment assistance, follow-ups on victim's progress and referrals to community agencies; acts as court advocate.
- Reviews and verifies reports and court documents, assist victims in generating court documents for order of protection and criminal complaints according to policy and procedures; creates, updates and maintains records and case files; researches files and computer databases; collects statistical data and compiles data for reports; assures that all reports and paperwork are completed in a timely manner, and cases are resolved according to Program standards; addresses community organizations and citizen groups to explain the objectives of the Victim Assistance Unit and certain dynamics of specific crimes; responds to requests for information, and provides information within scope of authority.

MINIMUM QUALIFICATIONS:

Equivalent to a high school diploma and three year's crime victim advocate experience with one year experience working in a customer-related or administrative support position. A

combination of education, experience, and training may be applied in accordance with City of Las Cruces policy. Criminal justice degree and crisis intervention experience preferred.

Valid driver's license is required. Must pass a thorough background investigation. Bilingual skills (English/Spanish) are preferred. Additional technical certifications and training will be required for incumbents in this job class.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: State and Federal laws, statutes, rules and regulations governing victim's rights; laws and regulations and departmental policy governing the release of information from criminal justice records; interviewing skills; knowledge of community resources and community services programs; law enforcement records management policies and procedures; business and personal computers, and database software applications; City and LCPD policies and procedures.

Skills in: Assessing victim needs and adversarial situations, and providing assistance and crisis intervention techniques; staying calm while working with people in crisis situations; maintaining a non-judgmental attitude with genuine concern and empathy for crime victims; assessing and prioritizing multiple tasks, projects and demands; maintain data for statistical information for reporting purposes; effective oral and written communication; establishing and maintaining effective working relations with co-workers and representatives from other local, state and Federal agencies.

Ability to: Assess and prioritize multiple tasks; communicate effectively in verbal and written forms; establish and maintain effective working relations with co-workers and victims; exercise initiative and independent judgment within established procedural guidelines; responding effectively to call in or walk in requests for service.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.las-cruces.org/>

It is policy to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodation to interview and/or test because of a disability, please contact the Human Resources Department at 575-528-3100 / Voice or 575-528-3169/TTY.

Tommi J. Fisher

4103 Harrison
Las Cruces, NM 88005
575-524-4176
fishert@nmsu.edu

Profile: Knowledge of computer operating systems: windows and vista. Proficient skills in computer programs: Microsoft office, including excel and power point. Technologically savvy with excellent problem solving skills. A self motivated individual as well as a team player and very goal orientated. Includes great communication and people skills and the ability to multitask and work under pressure.

Education: Bachelor of Arts and Science in Criminal Justice May 2009
New Mexico State University, Las Cruces, NM
Minor in Spanish

Work Experience:

Las Cruces Police Department Victims Assistance, Las Cruces, NM (575) 528-4111
Jan 2010-Present

-Victim Advocate

Job duties include performing casework services to victims of crimes by providing information, education, and other assistance, as well as general office duties.

SITEL Communications Corporation Las Cruces, NM (575) 522-9610
May 2008-Dec. 2009

-CSR Technical Support Agent for DirecTV

Job duties include working with customers in order to solve technical problems by navigating through computer database and documenting each call.

NMSU Student Support Service Las Cruces NM (575) 646-4236
Aug. 2007-May 2008

-Student Mentor

Job duties included helping First Generation College students navigate, and become well adjusted with college life. Keeping records of their progress and keeping them on tract by providing and looking for any assistance that they may require

NMSU Intramurals, Las Cruces, NM (575) 646-2907
Aug. 2005-May 2008

-Sports Official

Job duties included being a sports official for a variety of intramural sports, and training new hires.

*References available upon request.

FY 2010 VOCA BUDGET FORM

Agency Name: City of Las Cruces, Las Cruces Police Department, Victim Assistance Unit

	00.0	10.0	20.0	30.0	40.0	50.0	60.0	80.0	95.0	Total
	Personnel	Personnel	Instate	Maintenance/Repairs	Supplies	Contractual/Consultants	Operation Cost	Capital Outlay	Out of State Travel/Other	
A. Federal	\$30,000.00		\$450.00							\$30,450.00
B. Match		\$7463.00	\$150.00							\$7613.00
C. Total Project Budget	\$30,000.00	\$7463.00	\$600.00							\$38,063.00

FY0708 VOCA Budget Narrative – Las Cruces Police Department – Victim Assistance Unit

FEDERAL FUNDS

00.00 Personnel Amount	Item #	Position Title	Annual Salary	Hourly Rate	% of VOCA Time	# of Months	VOCA Hrs per Week	VOCA
\$ 14,124.	#1	Crime Victim Advocates: Judy Baca On call pay	\$ 14,124.	\$10.06	100	12	27	\$14,124.
\$91.								\$91
\$15,694.	#2	Tommi Fisher On call pay	\$15,694.	\$10.06	100	12	30	\$15,694.
\$91.								\$91
20.0 Instate Travel		2010 Advocacy Training-Tommi Fisher will attend Basic VAT in Socorro , NM					\$350	
\$100.		Travel 299.4 miles round-trip at .50 cents per mile (see match for compensation) Academy + 10 hrs. over the 30hr./wk position (see match for compensation)						\$100
\$350.								\$350

TOTAL FEDERAL FUNDS: \$ 30,450

MATCH FUNDS									
10.0 Personnel Benefits Amount	Item #	Crime Victim Advocate Judy Baca	PERA 13%	FICA/Medicare 7.66%	% of VOCA Workman's Comp 0.03%	# of Health Insurance 8%	Actual VOCA match		
\$4,098.	#1		\$1836.	\$1082	\$45.	\$1130.		(\$4098)	\$3539
\$4,545.	#2	Crime Victim Advocate Tommi Fisher	\$2040.	\$1202.	\$47.	\$1256.	Actual VOCA match	(\$4545)	\$3924
20.0 Instate Travel Amount									
\$50.		To Compensate for travel expenditures Pay for 40 hr academy						\$50.	
\$50.								\$100.	

TOTAL MATCH FUNDS: \$7613.00

APPROVED: 
Police Chief

VOCA Grant Administrator
Crime Victims Reparation Commission

Date: _____



FOR 2010 13

2405 VICTIMS ASSISTANCE FUND

24147070 POLICE PROJECTS & GRANTS

	ORIGINAL APPROP	TRANSFRS/ADJUSTMS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
24147070 610102 CLASSIFIED	29,745	0	29,745	.00	.00	29,745.00	.0%
24147070 610103 REGULAR PART TIME	0	-16,571	-16,571	603.60	.00	-17,174.60	3.6%
24147070 610103 37400 REGULAR PART	0	0	0	9,377.10	.00	-9,377.10	100.0%
24147070 610108 37400 STANDBY PAY	0	0	0	159.98	.00	-159.98	100.0%
24147070 620100 PERA	4,507	0	4,507	-329.16	.00	4,836.16	7.3%
24147070 620210 FICA SOCIAL SECURIT	1,711	0	1,711	37.42	.00	1,673.58	2.2%
24147070 620220 FICA MEDICARE	401	0	401	8.75	.00	1,392.25	2.2%
24147070 620405 WORKERS COMPENSATIO	1,136	0	1,136	.36	.00	1,135.64	.0%
24147070 620405 INSURANCE ADMININST	8	0	8	.00	.00	8.00	.0%
24147070 620410 RETIREMENT HEALTH C	387	0	387	7.85	.00	379.15	2.0%
24147070 620420 HEALTH INS	8,019	0	8,019	.00	.00	8,019.00	.0%
24147070 620440 LIFE AND DISABILITY	114	0	114	.00	.00	114.00	.0%
24147070 724190 TRAVEL GENERAL	543	0	543	.00	.00	543.00	.0%
24147070 724190 TRAVEL GENERAL	450	0	450	.00	.00	450.00	.0%
24147070 730300 MINOR SHOP TOOLS &	0	0	0	450.00	.00	-450.00	100.0%
24147070 730300 MINOR SHOP TO	0	1,500	1,500	.00	.00	1,500.00	.0%
24147070 730300 37400 MINOR SHOP TO	0	0	0	1,181.97	.00	-1,181.97	100.0%
TOTAL POLICE PROJECTS & GRANTS	47,021	-15,071	31,950	11,497.87	.00	20,452.13	36.0%
TOTAL VICTIMS ASSISTANCE FUND	47,021	-15,071	31,950	11,497.87	.00	20,452.13	36.0%
TOTAL EXPENSES	47,021	-15,071	31,950	11,497.87	.00	20,452.13	36.0%
GRAND TOTAL	47,021	-15,071	31,950	11,497.87	.00	20,452.13	36.0%

** END OF REPORT - Generated by Veronica Mac Gregor **



MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE WINDY HILLSHOOD

PG 2
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City of Las Cruces, NM
YEAR-TO-DATE BUDGET REPORT

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REPORT OPTIONS

Field #	Total	Page	Break
Sequence 1	Y	N	N
Sequence 2	Y	N	N
Sequence 3	N	N	N
Sequence 4	N	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: Y

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2010/1

To Yr/Per: 2010/13

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Sort/Total Budget Rollup: N

Print MY's in one year view: Y

Amounts/totals exceed 999 million dollars: N

Year/Period: 2010/13
Print MTD Version: N
Incl inception to soy: N
Roll projects to object: N
Carry forward code: 1



MUNIS FINANCIAL MANAGEMENT SOLUTIONS

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City of Las Cruces, NM
 YEAR-TO-DATE BUDGET REPORT

PG 1
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FOR 2010 13

1000 GENERAL FUND

10147010 POLICE ADMIN A&G

	ORIGINAL APPROP	TRANFRS/ADJUSTMNTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
10147010 610101 ADMINISTRATION	558,856	0	558,856	365,640.74		193,215.26	65.4%
10147010 610102 CLASSIFIED	128,344	0	128,344	40,314.68		88,029.32	31.4%
10147010 610108 STANDBY PAY	4,500	0	4,500	1,040.00		3,460.00	23.1%
10147010 610112 CLOTHING ALLOWANCE	2,400	0	2,400	2,700.00		-300.00	112.5%*
10147010 610117 CELL PHONE STIPEND	7,003	0	7,003	0.00		7,003.00	0%
10147010 610118 ADDITIONAL MANAGED	-1,189,254	0	-1,189,254	0.00		-1,189,254.00	0%
10147010 610210 SCHEDULED OVERTIME	49,243	0	49,243	4,075.62		45,167.38	8.3%
10147010 610210 SCHEDULED OVERTIME	0	62,272	62,272	0.00		62,272.00	0%
10147010 620100 PERA	104,110	0	104,110	69,209.71		34,900.29	66.5%
10147010 620210 FICA SOCIAL SECURIT	15,789	0	15,789	8,430.47		7,358.53	53.4%
10147010 620220 FICA MEDICARE	9,964	0	9,964	2,793.29		7,170.71	28.0%
10147010 620230 WORKERS COMPENSATIO	26,045	0	26,045	15,188.17		10,856.83	58.3%
10147010 620405 INSURANCE ADMININST	8,934	0	8,934	4,366.80		4,567.20	48.9%
10147010 620406 RETIREMENT HEALTH C	66,270	0	66,270	24,113.01		42,156.99	36.4%
10147010 620410 HEALTH INS	1,148	0	1,148	552.56		595.44	48.1%
10147010 620420 LIFE AND DISABILITY	5,060	0	5,060	1,825.71		3,234.29	36.1%
10147010 620440 DENTAL INS	2,232	0	2,232	0.00		2,232.00	0%
10147010 620700 CITY CONTRIBUTION T	1,626	0	1,626	472.83		1,153.17	29.1%
10147010 710500 MEDICAL SERVICES	3,000	0	3,000	1,910.81		1,089.19	63.7%
10147010 721050 MAINTENANCE AGREEME	5,500	0	5,500	0.00		5,500.00	0%
10147010 721110 GENERAL EQUIPMENT R	72,725	0	72,725	14,812.16		57,912.84	20.4%
10147010 721130 MOTOR POOL REPAIR &	79,500	0	79,500	28,922.00		50,578.00	36.4%
10147010 721132 MOTOR POOL FUEL & L	278,821	0	278,821	158,629.40		120,191.60	56.9%
10147010 721140 RADIO REPAIR & MAIN	7,222	0	7,222	4,212.81		3,009.19	58.3%
10147010 722101 DOCUMENT SERVICES	6,500	0	6,500	1,574.75	3.50	4,921.75	24.3%
10147010 722103 POSTAGE AND FREIGHT	20,000	0	20,000	1,454.62		10,865.38	4.0%
10147010 722104 ADVERTISING	2,023	-8,680	2,023	857.05		1,165.95	42.4%
10147010 722105 COPYING FEES	3,134	0	3,134	80.00		3,054.00	2.6%
10147010 722114 MIS FEES	128,684	0	128,684	75,065.69	12,376.11	53,618.31	58.3%
10147010 722190 PURCHASED SERVICES	32,000	14,680	46,680	30,756.50	2,720.00	3,547.39	92.4%
10147010 722190 PURCHASED SERVICES	0	40,000	40,000	48,488.65		-11,208.65	120.0%*
10147010 723200 VEHICLE RENTAL	43,500	0	43,500	10,704.69		32,795.31	24.6%
10147010 724190 TRAVEL GENERAL	17,108	0	17,108	6,018.30		11,089.70	35.2%
10147010 726150 GENERAL UTILITY SER	74,946	0	74,946	42,345.65		32,600.35	56.5%
10147010 726200 ELECTRICITY	99,702	0	99,702	53,249.69	5,738.77	40,713.54	59.2%
10147010 726300 TELEPHONE							



City of Las Cruces, NM
YEAR-TO-DATE BUDGET REPORT

01/26/2010 08:41
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FOR 2010 13

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
10147030 620405 INSURANCE ADMININST	100	0	100	43.28		56.72	43.3%
10147030 620406 RETIREMENT HEALTH C	3,573	0	3,573	1,599.44		1,973.56	44.8%
10147030 620410 HEALTH INS	54,993	0	54,993	21,046.57		33,946.43	38.3%
10147030 620420 LIFE AND DISABILITY	1,184	0	1,184	534.92		649.08	45.2%
10147030 620440 DENTAL INS	4,830	0	4,830	1,656.92		3,173.08	34.3%
10147030 721130 MOTOR POOL REPAIR &	4,085	0	4,085	756.71		3,328.29	18.5%
10147030 721132 MOTOR POOL FUEL & L	500	0	500	49.97		450.03	10.0%
10147030 722103 POSTAGE AND FREIGHT	897	0	897	550.38		346.62	61.4%
10147030 722105 COPYING FEES	3,441	0	3,441	2,442.29	900.00	998.71	71.0%
10147030 724190 PURCHASED SERVICES	1,471	0	1,471	.00		571.00	61.2%
10147030 724190 TRAVEL GENERAL	0	0	0	268.00		-268.00	100.0%*
10147030 730110 SUPPLIES GENERAL	6,922	0	6,922	3,622.05		3,299.95	52.3%
TOTAL POLICE RECORDS	434,972	0	434,972	189,638.67	900.00	244,433.33	43.8%

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
10147040 610102 CLASSIFIED	103,652	0	103,652	59,199.93		44,452.07	57.1%
10147040 610108 STANDBY PAY	3,500	0	3,500	1,566.36		1,933.64	44.8%
10147040 610210 SCHEDULED OVERTIME	22,500	0	22,500	8,493.52		14,006.48	37.7%
10147040 620100 PERA	11,557	0	11,557	7,994.01		3,562.99	69.2%
10147040 620210 FICA SOCIAL SECURIT	6,426	0	6,426	4,327.26		2,098.74	67.3%
10147040 620230 WORKERS COMPENSATIO	1,503	0	1,503	1,012.08		490.92	58.3%
10147040 620405 INSURANCE ADMININST	5,887	0	5,887	3,432.52		2,454.48	51.4%
10147040 620410 HEALTH INS	30	0	30	15.42		14.58	36.3%
10147040 620420 LIFE AND DISABILITY	1,347	0	1,347	488.94		858.06	49.5%
10147040 620440 DENTAL INS	7,750	0	7,750	3,838.87		3,911.13	54.6%
10147040 721050 MAINTENANCE AGREEME	366	0	366	199.77		166.23	49.7%
10147040 721132 MOTOR POOL FUEL & L	1,150	0	1,150	571.93		578.07	60.1%
10147040 722103 POSTAGE AND FREIGHT	42,745	0	42,745	15,978.91	9,731.55	17,034.54	60.1%
10147040 722105 COPYING FEES	2,250	0	2,250	24.49		2,225.51	1.1%
10147040 722190 PURCHASED SERVICES	99	0	99	48.73		50.27	49.2%*
10147040 730110 SUPPLIES GENERAL	12,468	0	12,468	159.98		-159.98	100.0%*
10147040 730200 MINOR EQUIPMENT	2,714	0	2,714	277.88		2,436.12	2.2%
10147040 730300 MINOR SHOP TOOLS &	4,772	0	4,772	8,700.74		2,678.67	1.3%
10147040 730610 PROGRAM FOOD PURCHA	4,200	0	4,200	255.83		3,944.17	182.3%*
TOTAL POLICE ID	234,916	0	234,916	117,057.25	9,731.55	108,127.20	54.0%

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
10147050 POLICE EVIDENCE	119,093	0	119,093	70,099.41		48,993.59	58.9%
10147050 610102 CLASSIFIED							



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	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL POLICE FLEET OFFICE	94,486	0	94,486	30,030.29	.00	64,455.71	31.8%
10147070 POLICE PROF STANDARDS UNIT							
10147070 610101 ADMINISTRATION	86,706	0	86,706	60,902.55	.00	25,803.45	70.2%
10147070 610102 CLASSIFIED	170,007	0	170,007	113,841.73	.00	56,165.27	67.0%
10147070 610108 STANDBY PAY	0	0	0	55.72	.00	-55.72	100.0%
10147070 610112 CLOTHING ALLOWANCE	1,800	0	1,800	2,100.00	.00	-300.00	116.7%
10147070 610210 SCHEDULED OVERTIME	15,000	0	15,000	2,137.92	.00	12,862.08	14.3%
10147070 620100 PERA	42,481	0	42,481	29,525.11	.00	12,955.89	69.5%
10147070 620220 FICA MEDICARE	3,722	0	3,722	2,449.51	.00	1,272.49	65.8%
10147070 620230 WORKERS COMPENSATIO	11,572	0	11,572	6,747.96	.00	4,824.04	58.3%
10147070 620405 INSURANCE ADMININST	40	0	40	20.12	.00	19.88	50.3%
10147070 620406 RETIREMENT HEALTH C	3,337	0	3,337	1,742.12	.00	1,594.88	52.2%
10147070 620410 HEALTH INS	25,144	0	25,144	14,892.49	.00	10,251.51	59.2%
10147070 620420 LIFE AND DISABILITY	2,488	0	2,488	260.70	.00	2,227.30	53.4%
10147070 620440 DENTAL INS	2,530	0	2,530	1,233.58	.00	1,296.42	48.8%
10147070 721130 MOTOR POOL REPAIR &	225	0	225	61.26	.00	163.74	27.2%
10147070 721132 MOTOR POOL FUEL & L	2,125	0	2,125	867.70	.00	1,257.30	40.8%
10147070 722105 COPYING FEES	0	0	0	136.00	.00	-136.00	100.0%
10147070 724190 TRAVEL GENERAL	1,000	0	1,000	261.71	.00	738.29	26.2%
10147070 730110 SUPPLIES GENERAL	1,348	0	1,348	632.69	.00	715.31	46.9%
TOTAL POLICE PROF STANDARDS UNIT	367,525	0	367,525	237,868.87	.00	129,656.13	64.7%
10147080 POLICE TRAINING ACADEMY							
10147080 610102 CLASSIFIED	138,475	0	138,475	77,544.80	.00	60,930.20	56.0%
10147080 610108 STANDBY PAY	0	0	0	547.86	.00	-547.86	100.0%
10147080 610210 SCHEDULED OVERTIME	30,000	0	30,000	6,838.69	.00	23,161.31	22.8%
10147080 620100 PERA	22,649	0	22,649	15,829.50	.00	6,819.40	69.9%
10147080 620210 FICA SOCIAL SECURIT	1,374	0	1,374	655.57	.00	718.23	47.7%
10147080 620220 FICA MEDICARE	2,008	0	2,008	1,222.54	.00	785.46	60.9%
10147080 620230 WORKERS COMPENSATIO	6,106	0	6,106	3,559.83	.00	2,546.17	58.3%
10147080 620405 INSURANCE ADMININST	30	0	30	14.91	.00	15.09	49.7%
10147080 620406 RETIREMENT HEALTH C	1,800	0	1,800	987.10	.00	812.90	54.8%
10147080 620410 HEALTH INS	16,824	0	16,824	7,157.64	.00	9,666.36	42.5%
10147080 620420 LIFE AND DISABILITY	16,348	0	16,348	1,184.43	.00	15,163.57	53.0%
10147080 620440 DENTAL INS	1,150	0	1,150	574.54	.00	575.46	50.0%



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	ORIGINAL APPROP	TRANSFERS/ ADJUSTM	REVISED BUDGET	YTD EXPENDED	ENC/REQ	PCT USED
10147100 610102 CLASSIFIED	1,349,859	0	1,349,859	891,318.69	.00	66.0%
10147100 610108 STANDBY PAY	0	0	0	3,058.11	.00	100.0%*
10147100 610210 SCHEDULED OVERTIME	133,469	0	133,469	139,551.97	.00	104.6%
10147100 620100 PERA	332,105	0	332,105	236,447.85	.00	71.2%
10147100 620220 FICA MEDICARE	27,086	0	27,086	18,227.52	.00	67.3%
10147100 620230 WORKERS COMPENSATIO	96,007	0	96,007	55,967.82	.00	58.3%
10147100 620405 INSURANCE ADMININST	370	0	370	215.31	.00	58.2%
10147100 620406 RETIREMENT HEALTH C	24,284	0	24,284	14,779.77	.00	60.9%
10147100 620410 HEALTH INS	246,908	0	246,908	104,801.65	.00	42.4%
10147100 620420 LIFE AND DISABILITY	4,370	0	4,370	2,601.24	.00	59.5%
10147100 620440 DENTAL INS	19,090	0	19,090	8,486.60	.00	44.5%
10147100 710500 MEDICAL SERVICES	0	0	0	114.50	.00	100.0%*
10147100 721110 GENERAL EQUIPMENT R	0	0	0	1,000.00	.00	100.0%*
10147100 721130 MOTOR POOL REPAIR &	104,350	0	104,350	59,048.70	.00	56.6%
10147100 721132 MOTOR POOL FUEL & L	64,800	0	64,800	35,058.80	.00	54.1%
10147100 722105 COPYING FEES	0	0	0	444.33	.00	100.0%*
10147100 722108 PRINTING	0	0	0	194.56	.00	100.0%*
10147100 722190 PURCHASED SERVICES	0	0	0	1,062.00	.00	100.0%*
10147100 734190 TRAVEL GENERAL	6,640	0	6,640	1,911.74	.00	28.8%
10147100 730110 SUPPLIES GENERAL	22,059	0	22,059	19,518.12	.00	88.5%
10147100 730300 MINOR SHOP TOOLS &	18,500	0	18,500	8,934.34	.00	48.3%
10147100 730500 UNIFORMS & SAFETY W	23,370	0	23,370	1,762.75	.00	7.5%
10147100 730610 PROGRAM FOOD PURCHA	0	0	0	110.00	.00	100.0%*
TOTAL PATROL SHIFT B	2,552,169	0	2,552,169	1,647,583.13	.00	64.6%
10147110 PATROL SHIFT C						
10147110 610101 ADMINISTRATION	157,804	0	157,804	37,799.57	.00	24.0%
10147110 610102 CLASSIFIED	1,323,983	0	1,323,983	774,589.02	.00	58.5%
10147110 610108 STANDBY PAY	600	0	600	6,671.87	.00	100.0%*
10147110 610112 CLOTHING ALLOWANCE	146,000	0	146,000	144,462.44	.00	98.9%
10147110 610210 SCHEDULED OVERTIME	336,936	0	336,936	216,465.59	.00	64.2%
10147110 620100 PERA	0	0	0	914.29	.00	100.0%*
10147110 620210 FICA SOCIAL SECURIT	28,126	0	28,126	17,153.71	.00	61.0%
10147110 620220 FICA MEDICARE	95,628	0	95,628	55,753.68	.00	58.3%
10147110 620230 WORKERS COMPENSATIO	400	0	400	195.11	.00	48.8%
10147110 620405 INSURANCE ADMININST	25,216	0	25,216	13,595.10	.00	53.9%
10147110 620406 RETIREMENT HEALTH C	256,604	0	256,604	104,018.01	.00	40.5%
10147110 620410 HEALTH INS	4,718	0	4,718	2,364.96	.00	50.1%
10147110 620420 LIFE AND DISABILITY	18,400	0	18,400	8,118.48	.00	44.1%
10147110 620440 DENTAL INS	0	0	0	0	.00	0.0%



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	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
10147130 610108 STANDBY PAY	5,400	0	5,400	4,338.29	.00	1,061.71	80.3%
10147130 610210 SCHEDULED OVERTIME	74,510	0	74,510	29,139.08	.00	45,370.92	39.1%
10147130 620100 PERA	47,093	0	47,093	30,227.52	.00	16,865.48	64.2%
10147130 620220 FICA MEDICARE	3,866	0	3,866	2,715.06	.00	1,150.94	70.2%
10147130 620230 WORKERS COMPENSATIO	13,546	0	13,546	7,899.42	.00	5,646.58	58.3%
10147130 620405 INSURANCE ADMININST	50	0	50	25.71	.00	24.29	51.4%
10147130 620406 RETIREMENT HEALTH C	3,466	0	3,466	1,968.17	.00	1,497.83	56.8%
10147130 620410 HEALTH INS	41,678	0	41,678	19,362.56	.00	22,315.44	46.5%
10147130 620420 LIFE AND DISABILITY	592	0	592	323.39	.00	268.61	54.6%
10147130 620440 DENTAL INS	2,760	0	2,760	1,377.71	.00	1,382.29	49.9%
10147130 721050 MAINTENANCE AGREEME	0	0	0	11,077.05	.00	-996.00	100.0%*
10147130 721130 MOTOR POOL REPAIR & L	27,500	0	27,500	5,550.37	.00	16,422.95	40.3%
10147130 721132 MOTOR POOL FUEL & L	7,650	0	7,650	278.78	.00	2,099.63	72.6%
10147130 722190 PURCHASED SERVICES	814	0	814	58.05	.00	535.22	34.2%
10147130 724190 TRAVEL GENERAL	1,228	0	1,228	3,204.77	.00	1,169.95	4.7%
10147130 730110 SUPPLIES GENERAL	4,255	0	4,255	379.80	.00	1,050.23	75.3%
10147130 730300 MINOR SHOP TOOLS &	1,656	0	1,656	1,785.00	.00	1,276.20	22.9%
10147130 730500 UNIFORMS & SAFETY W	6,922	0	6,922	1,785.00	.00	5,137.00	25.8%
TOTAL K 9 TEAM	509,580	0	509,580	284,634.68	.00	224,945.32	55.9%
10147140 SCHOOL RESOURCE OFFICERS							
10147140 610102 CLASSIFIED	330,961	0	330,961	184,540.29	.00	146,420.71	55.8%
10147140 610108 STANDBY PAY	0	0	0	65.00	.00	-65.00	100.0%
10147140 610210 SCHEDULED OVERTIME	30,000	0	30,000	4,602.52	.00	25,397.48	15.3%
10147140 620100 PERA	59,001	0	59,001	35,140.97	.00	23,860.03	59.6%
10147140 620100 FICA SOCIAL SECURIT	0	0	0	162.12	.00	-162.12	100.0%*
10147140 620220 FICA MEDICARE	4,799	0	4,799	2,749.82	.00	2,049.18	57.3%
10147140 620230 WORKERS COMPENSATIO	17,093	0	17,093	9,973.48	.00	7,119.52	58.3%
10147140 620405 INSURANCE ADMININST	60	0	60	31.05	.00	28.95	51.8%
10147140 620406 RETIREMENT HEALTH C	4,302	0	4,302	2,316.67	.00	1,985.33	53.9%
10147140 620410 HEALTH INS	26,488	0	26,488	17,069.39	.00	9,418.61	64.4%
10147140 620420 LIFE AND DISABILITY	732	0	732	401.61	.00	330.39	54.9%
10147140 620440 DENTAL INS	3,680	0	3,680	1,699.40	.00	1,980.60	46.2%
10147140 721130 MOTOR POOL REPAIR & L	14,250	0	14,250	12,326.72	.00	1,923.28	86.5%
10147140 721132 MOTOR POOL FUEL & L	12,400	0	12,400	6,902.94	.00	5,497.06	55.7%
10147140 722105 COPYING FEES	289	0	289	27.90	.00	261.10	9.7%
10147140 724190 TRAVEL GENERAL	6,718	0	6,718	2,757.44	.00	3,960.56	41.0%
10147140 724400 DUES	0	0	0	280.00	.00	-280.00	100.0%*
10147140 730110 SUPPLIES GENERAL	6,051	0	6,051	2,265.19	.00	3,785.81	37.4%
10147140 730300 MINOR SHOP TOOLS &	6,506	0	6,506	3,350.00	.00	156.00	69.2%

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	ORIGINAL APPRO	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
10147160 620410 HEALTH INS	76,235	0	76,235	31,566.23	.00	44,668.77	41.4%
10147160 620420 LIFE AND DISABILITY	1,514	0	1,514	664.02	.00	849.98	43.9%
10147160 620440 DENTAL INS	6,670	0	6,670	2,302.39	.00	4,367.61	34.5%
10147160 710500 MEDICAL SERVICES	0	0	0	39.00	.00	-39.00	100.0%*
10147160 721110 GENERAL EQUIPMENT R	0	0	0	1,200.00	.00	-1,200.00	100.0%*
10147160 721130 MOTOR POOL REPAIR &	25,630	0	25,630	23,882.36	.00	1,747.64	93.2%
10147160 721132 MOTOR POOL FUEL & L	5,875	0	5,875	17,596.32	.00	-11,721.32	299.5%*
10147160 721140 RADIO REPAIR & MAIN	19,391	0	19,391	343.20	.00	19,047.80	1.8%
10147160 722103 POSTAGE AND FREIGHT	196	0	196	432.03	.00	-236.03	220.4%*
10147160 722104 ADVERTISING	0	0	0	203.00	.00	-203.00	100.0%*
10147160 722105 COPYING FEES	0	0	0	76.80	.00	-76.80	100.0%*
10147160 722190 PURCHASED SERVICES	0	0	0	787.78	.00	-787.78	100.0%*
10147160 724190 TRAVEL GENERAL	4,000	0	4,000	1,483.43	.00	2,516.57	37.1%
10147160 730110 SUPPLIES GENERAL	21,264	0	21,264	5,780.67	.00	15,483.33	27.2%
10147160 730200 MINOR EQUIPMENT	32,148	0	32,148	4,210.00	.00	27,938.00	13.1%
10147160 730300 MINOR SHOP TOOLS &	39,038	0	39,038	2,826.00	.00	36,212.00	7.2%
10147160 730500 UNIFORMS & SAFETY W	15,590	0	15,590	2,470.74	.00	13,119.26	15.8%
TOTAL PATROL TRAFFIC	1,259,140	0	1,259,140	555,931.62	.00	703,208.38	44.2%
10147170 POLICE PROJECTS & GRANTS	0	0	0	413.27	.00	-413.27	100.0%*
10147170 724190 37004 TRAVEL GENERA	0	0	0	413.27	.00	-413.27	100.0%*
TOTAL POLICE PROJECTS & GRANTS	0	0	0	413.27	.00	-413.27	100.0%*
10147180 POLICE PROJECTS & GRANTS	44,152	0	44,152	24,266.24	.00	19,885.76	55.0%
10147180 610101 ADMINISTRATION	91,964	0	91,964	50,661.84	.00	41,302.16	55.1%
10147180 610102 CLASSIFIED	0	0	0	53.32	.00	-53.32	100.0%*
10147180 610103 REGULAR PART TIME	0	0	0	2,127.69	.00	5,678.31	27.3%
10147180 610103 37400 REGULAR PART	0	7,806	7,806	774.91	.00	-774.91	100.0%*
10147180 610108 STANDBY PAY	0	0	0	69.66	.00	-69.66	100.0%*
10147180 610108 37400 STANDBY PAY	0	0	0	1,005.59	.00	-1,005.59	100.0%*
10147180 610210 SCHEDULED OVERTIME	0	0	0	11,345.58	.00	9,275.42	55.0%*
10147180 620100 PERA	20,621	0	20,621	2,704.76	.00	-2,704.76	100.0%*
10147180 620100 37400 PERA	0	0	0	4,304.75	.00	4,134.25	51.0%*
10147180 620210 FICA SOCIAL SECURIT	8,439	0	8,439	4,787.91	.00	-787.91	100.0%*
10147180 620210 37400 FICA SOCIAL S	0	0	0	855.30	.00	1,118.70	43.3%
10147180 620220 FICA MEDICARE	1,974	0	1,974	855.30	.00	1,118.70	43.3%

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	ORIGINAL APPROP	TRANSFRS/ADJUSTM	REVISED BUDGET	YTD EXPENDED	ENC/REQ	PCT USED	AVAILABLE BUDGET	PCT USED
10147200 721132 MOTOR POOL FUEL & L	6,975	0	6,975	2,991.07	.00	42.9%	3,983.93	42.9%
10147200 722103 POSTAGE AND FREIGHT	1,100	0	1,100	4.41	.00	4.4%	95.59	4.4%
10147200 722104 ADVERTISING	2,333	0	2,333	.00	.00	.0%	2,333.00	.0%
10147200 722105 COPYING FEES	2,667	0	2,667	359.50	.00	13.5%	2,307.50	13.5%
10147200 722190 PURCHASED SERVICES	0	0	0	1,562.36	.00	100.0%*	-1,562.36	100.0%*
10147200 724190 TRAVEL GENERAL	28,000	0	28,000	8,245.44	.00	29.4%	19,754.56	29.4%
10147200 724610 AUDIO/VISUALS	0	0	0	8.56	.00	100.0%	8.56	100.0%
10147200 726150 GENERAL UTILITY SER	9,300	0	9,300	2,791.30	.00	30.0%	6,508.70	30.0%
10147200 726200 ELECTRICITY	10,000	0	10,000	5,219.81	.00	52.2%	4,780.19	52.2%
10147200 726300 TELEPHONE	3,100	0	3,100	252.50	.00	8.1%	2,847.50	8.1%
10147200 726350 TELEPHONE CELL PHON	800	0	800	.00	.00	.0%	800.00	.0%
10147200 730110 SUPPLIES GENERAL	26,450	0	26,450	15,806.24	.00	59.8%	10,643.76	59.8%
10147200 730200 MINOR EQUIPMENT	2,000	0	2,000	.00	.00	.0%	2,000.00	.0%
10147200 730300 MINOR SHOP TOOLS &	5,000	0	5,000	1,680.00	1,200.00	57.6%	2,120.00	57.6%
10147200 730610 PROGRAM FOOD PURCHA	20,000	0	20,000	10,962.95	.00	54.8%	9,037.05	54.8%
TOTAL WEED N SEED PROGRAM	455,332	0	455,332	209,535.01	1,200.00	46.3%	244,596.99	46.3%
10147210 DETECTIVES								
10147210 610102 CLASSIFIED	855,445	0	855,445	501,668.03	.00	58.6%	353,776.97	58.6%
10147210 610108 STANDBY PAY	10,140	0	10,140	7,058.51	.00	69.6%	3,081.49	69.6%
10147210 610112 CLOTHING ALLOWANCE	10,200	0	10,200	9,900.00	.00	97.1%	300.00	97.1%
10147210 610210 SCHEDULED OVERTIME	163,838	0	163,838	179,522.88	.00	109.6%*	-15,684.88	109.6%*
10147210 620100 PERA	222,058	0	222,058	122,018.49	.00	54.9%	100,039.51	54.9%
10147210 620210 FICA SOCIAL SECURIT	10,251	0	10,251	5,397.44	.00	52.7%	4,853.56	52.7%
10147210 620220 FICA MEDICARE	18,328	0	18,328	12,868.88	.00	70.2%	5,459.12	70.2%
10147210 620230 WORKERS COMPENSATIO	65,358	0	65,358	38,117.51	.00	58.3%	27,240.49	58.3%
10147210 620405 INSURANCE ADMININST	250	0	250	121.14	.00	48.5%	128.86	48.5%
10147210 620406 RETIREMENT HEALTH C	16,432	0	16,432	8,574.82	.00	52.2%	7,857.18	52.2%
10147210 620410 HEALTH INS	153,472	0	153,472	69,683.66	.00	45.4%	83,788.34	45.4%
10147210 620420 LIFE AND DISABILITY	2,960	0	2,960	4,798.87	.00	162.8%	1,450.15	162.8%
10147210 620440 DENTAL INS	11,270	0	11,270	1,701.93	.00	15.2%	6,471.13	15.2%
10147210 710500 MEDICAL SERVICES	0	0	0	1,701.93	.00	100.0%*	-1,701.93	100.0%*
10147210 721130 MOTOR POOL REPAIR &	39,425	0	39,425	17,728.51	.00	45.0%	21,696.49	45.0%
10147210 721132 MOTOR POOL FUEL & L	47,075	0	47,075	16,030.07	.00	34.1%	31,044.93	34.1%
10147210 722103 POSTAGE AND FREIGHT	1,000	0	1,000	634.80	.00	63.5%	365.20	63.5%
10147210 722105 COPYING FEES	2,225	0	2,225	1,821.62	.00	81.9%	403.38	81.9%
10147210 722190 PURCHASED SERVICES	10,475	0	10,475	2,798.69	.00	26.7%	7,676.31	26.7%
10147210 724190 TRAVEL GENERAL	10,770	0	10,770	4,699.90	.00	43.6%	6,070.10	43.6%
10147210 724400 DUES	0	0	0	1,245.00	.00	100.0%*	-1,245.00	100.0%*
10147210 726300 TELEPHONE	16,800	0	16,800	88.48	.00	.5%	16,711.52	.5%



MUNIS FINANCIAL MANAGEMENT SOLUTIONS

City of Las Cruces, NM
YEAR-TO-DATE BUDGET REPORT

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FOR 2010 13

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
10147230 620220 FICA MEDICARE	9,581	0	9,581	5,650.68		3,930.32	59.0%
10147230 620220 20571 FICA MEDICARE	0	421	421	39.02		381.98	9.3%
10147230 620230 WORKERS COMPENSATIO	33,323	0	33,323	19,425.27		13,897.73	58.3%
10147230 620230 20571 WORKERS COMPE	0	1,326	1,326	.82		1,325.18	1.1%
10147230 620405 INSURANCE ADMININST	180	0	180	96.63		83.37	53.7%
10147230 620405 20571 INSURANCE ADM	0	9	9	.82		8.18	9.1%
10147230 620406 RETIREMENT HEALTH C	8,589	0	8,589	5,088.16		3,500.84	59.2%
10147230 620406 20571 RETIREMENT HE	0	470	470	41.72		428.28	8.9%
10147230 620410 HEALTH INS	95,261	0	95,261	47,617.08		47,643.92	50.0%
10147230 620410 20571 HEALTH INS	0	9,261	9,261	644.92		8,616.08	7.0%
10147230 620420 LIFE AND DISABILITY	2,052	0	2,052	1,173.88		878.12	57.2%
10147230 620420 20571 LIFE AND DISA	0	121	121	10.67		110.33	8.8%
10147230 620440 DENTAL INS	7,820	0	7,820	4,073.83		3,746.17	52.1%
10147230 620440 20571 DENTAL INS	0	419	419	25.36		382.22	8.8%
10147230 721130 MOTOR POOL REPAIR &	64,425	0	64,425	25,957.06		38,467.94	40.3%
10147230 721130 20571 MOTOR POOL RE	0	299	299	.00		299.00	0.0%
10147230 721132 MOTOR POOL FUEL & L	25,700	0	25,700	11,106.02		14,593.98	43.2%
10147230 722101 20571 DOCUMENT SERV	2,100	100	2,100	0.00		100.00	0.0%
10147230 722103 POSTAGE AND FREIGHT	2,100	0	2,100	1,977.50		122.50	94.2%
10147230 722103 20571 POSTAGE AND F	0	52	52	4.84		47.16	9.3%
10147230 722105 COPYING FEES	1,500	0	1,500	1,348.73		151.27	89.9%
10147230 722105 20571 COPYING FEES	0	365	365	45.59		319.41	12.5%
10147230 722108 PRINTING	1,050	0	1,050	342.23		707.77	32.6%
10147230 722108 20571 PRINTING	0	326	326	.00		326.00	0.0%
10147230 722114 MIS FEES	8,702	0	8,702	5,076.19		3,625.81	58.3%
10147230 722190 PURCHASED SERVICES	55,287	-51,875	3,412	1,262.10		2,149.90	37.0%
10147230 724190 TRAVEL GENERAL	1,390	0	1,390	.00		1,390.00	0.0%
10147230 726150 GENERAL UTILITY SER	1,200	0	1,200	805.89		394.11	67.2%
10147230 726200 ELECTRICITY	10,000	0	10,000	4,652.46	298.88	5,347.54	46.5%
10147230 726300 TELEPHONE CELL PHON	7,853	0	7,853	1,711.26		9,000.00	25.6%
10147230 726350 TELEPHONE GENERAL	9,000	0	9,000	.00		9,000.00	0.0%
10147230 730110 SUPPLIES GENERAL	4,600	0	4,600	1,489.64		3,110.36	32.4%
10147230 730110 20571 SUPPLIES GENE	0	3,477	3,477	793.78		2,683.22	22.8%
10147230 730300 MINOR SHOP TOOLS &	12,200	0	12,200	464.38		11,735.62	3.8%
10147230 730300 20571 MINOR SHOP TO	0	127	127	.00		127.00	0.0%
10147230 730420 MINOR COMPUTER EQUI	20,847	0	20,847	12,274.36		8,572.64	58.9%
10147230 730500 UNIFORMS & SAFETY W	4,500	0	4,500	2,904.06		1,595.94	64.5%
TOTAL CODES ENFORCEMENT A&G	1,203,476	6,729	1,210,205	648,584.31	298.88	561,321.81	53.6%

10147240 ANIMAL CONTROL

10147240 610101 ADMINISTRATION

55.0%

20,787.03

.00

25,366.97

46,154

0

46,154



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City of Las Cruces, NM
YEAR-TO-DATE BUDGET REPORT

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FOR 2010 13

	ORIGINAL APPROP	TRNFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
10147280 TNT							
10147280 724190 TRAVEL GENERAL	3,000	1,300	4,300	1,590.50	.00	2,709.50	37.0%
10147280 730110 SUPPLIES GENERAL	3,000	0	3,000	2,569.95	.00	430.05	85.7%
10147280 730200 MINOR EQUIPMENT	10,136	-1,300	8,836	4,008.92	.00	4,827.08	45.4%
10147280 730500 UNIFORMS & SAFETY W	3,750	0	3,750	3,177.50	.00	572.50	84.7%
TOTAL TNT	19,886	0	19,886	11,346.87	.00	8,539.13	57.1%
10147290 HNT							
10147290 610108 STANDBY PAY	17,600	0	17,600	4,875.05	.00	12,724.95	27.7%
10147290 610210 SCHEDULED OVERTIME	15,000	0	15,000	1,365.30	.00	13,634.70	9.1%
10147290 620220 FICA MEDICARE	0	0	0	79.68	.00	-79.68	100.0%*
10147290 620230 WORKERS COMPENSATIO	0	0	0	.94	.00	-.94	100.0%*
10147290 620405 INSURANCE ADMININST	0	0	0	.80	.00	-.80	100.0%*
10147290 620410 HEALTH INS	0	0	0	415.11	.00	-415.11	100.0%*
10147290 620420 LIFE AND DISABILITY	0	0	0	10.65	.00	-10.65	100.0%*
10147290 620440 DENTAL INS	0	0	0	31.26	.00	-31.26	100.0%*
10147290 724190 TRAVEL GENERAL	5,000	0	5,000	-65.00	.00	5,065.00	1.3%
10147290 730110 SUPPLIES GENERAL	3,000	0	3,000	.00	.00	3,000.00	.0%
10147290 730200 MINOR EQUIPMENT	2,500	0	2,500	.00	.00	2,500.00	.0%
10147290 730500 UNIFORMS & SAFETY W	8,250	0	8,250	.00	.00	8,250.00	.0%
TOTAL HNT	51,350	0	51,350	6,713.79	.00	44,636.21	13.1%
10147300 POLICE - ARREST & ENFORCEMENT							
10147300 610102 CLASSIFIED	102,315	0	102,315	59,539.62	.00	42,775.38	58.2%
10147300 610108 STANDBY PAY	0	0	0	665.24	.00	-665.24	100.0%*
10147300 610112 CLOTHING ALLOWANCE	600	0	600	600.00	.00	.00	100.0%
10147300 610210 SCHEDULED OVERTIME	10,000	0	10,000	16,051.12	.00	-6,051.12	160.5%*
10147300 620100 PERA	18,928	0	18,928	10,162.77	.00	8,765.23	53.7%
10147300 620220 FICA MEDICARE	1,484	0	1,484	1,070.16	.00	413.84	72.1%
10147300 620230 WORKERS COMPENSATIO	5,638	0	5,638	4,104.85	.00	1,533.15	72.8%
10147300 620405 INSURANCE ADMININST	20	0	20	9.84	.00	10.16	49.2%
10147300 620406 RETIREMENT HEALTH C	1,330	0	1,330	714.18	.00	615.82	53.7%
10147300 620410 HEALTH INS	15,399	0	15,399	6,776.15	.00	8,622.85	44.0%



MUNIS FINANCIAL MANAGEMENT SOLUTIONS

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City of Las Cruces, NM
YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Field #	Total	Page	Break
Sequence 1	Y	N	N
Sequence 2	Y	N	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N
Print Full or Short description: F
Print full GL account: N

Format type: 1
Double space: N

Suppress zero bal accts: Y
Include requisition amount: Y

Print Revenues-Version headings: N
Print Revenue as credit: Y

Print revenue budgets as zero: N
Include Fund Balance: N

Print journal detail: N
From Yr/Per: 2010/1
To Yr/Per: 2010/13

Incl encumb/liq entries: Y
Sort by JE # or PO #: J

Detail format option: 1
Include additional JE comments: N

Sort/Total Budget Rollup: N
Print MY's in one year view: Y

Amounts/totals exceed 999 million dollars: N

Year/Period: 2010/13
Print MTD Version: N
Incl inception to soy: N
Roll projects to object: N
Carry forward code: 1

LIMITED ENGLISH PROFICIENCY PROTOCOL 2011

The City of Las Cruces has taken reasonable steps to ensure that Limited English Proficiency (LEP) persons have meaningful access to the programs, services, and information that is provided by the Las Cruces Police Department's Victims Assistance Unit.

Persons who do not speak English as their primary language and who may have a limited ability to read, speak, write, or understand English, are entitled to language assistance with respect to a particular type of service, benefit, or encounter.

Title VI of the 1964 Civil Rights Act states that: "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." 42 U.S.C. § 2000d.

The Las Cruces Police Department, Victims Assistance Unit as a recipient of federal funding and in compliance with Federal Government Executive Order 13166 to "improve access to services for those persons with Limited English Proficiency has:

1. Published guidance and other service materials on how their recipients can receive assistance in Spanish.
2. Have recently translated their Victim Survey into Spanish, to ensure that their client's needs are adequately addressed.
3. Provide language accessibility for members of the community by:
 - a) Victims Assistance Unit employs advocates and staff personnel who are bi-lingual English-Spanish which breaks down language barriers by implementing consistent standards of language assistance.
 - b) Offers language assistance from the Foreign Language Department at New Mexico State University, which provides student volunteers to assist with gathering and providing information for persons with Limited English Proficiency. Volunteers offer interpretation (oral), conducted in-person or via telephone by qualified interpreters in the following languages: Spanish, French, German, and Portuguese; additionally, American Sign Language may be offered for those with limited hearing capability.

OMB APPROVAL NO. 1121-0140

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
 2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted projects.
 3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
 4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
 5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
 6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
 7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of law, project requirements, and other administrative requirements.
 8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
 9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
 10. It will assist the Federal grantor agency in its compliance
- with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Projects Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
 12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Projects and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Projects.
 13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
 14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Projects.
 15. It will provide an Equal Employment Opportunity Project if required to maintain one, where the application is for \$500,000 or more.
 16. It will comply with the provisions prohibits of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.), which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System

Signature

Terrence Moore, City Manager

Date

2/3/10

APPROVED AS TO FORM:

City Attorney



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROJECTS
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE
REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness project to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance projects; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Projects, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation project approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7. Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Projects, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address: Las Cruces Police Department, Victim Assistance Unit
217 E. Picacho Ave., PO Box 20000, Las Cruces, NM 88004

2. Application Number and/or Project Name
80-780-00-00011 VOCA Services

3. Grantee IRS/Vendor Number
85-6000147

4. Typed Name and Title of Authorized Representative
Terrence Moore, City Manager

5. Signature


6. Date
2/3/10

APPROVED AS TO FORM:

City Attorney

CERTIFICATION OF COMPLIANCE WITH REGULATIONS
OFFICE FOR CIVIL RIGHTS OFFICE OF JUSTICE PROGRAMS
FOR SUBGRANTS ISSUED BY THE NEW MEXICO CRIME VICTIMS REPARATION COMMISSION

INSTRUCTIONS: Complete the identifying information, which is found on the Statement of Grant Award (SOGA), in the table below. Read the form completely, identifying, under "I," the person responsible for reporting civil rights findings; and checking only the one certification under "II" that applies to your agency. Have your Authorized Official sign at the bottom of page 2, forward a copy to the person you identified under "I" and return the original to the New Mexico Crime Victims Reparation Commission, 8100 Mountain Rd. NE, Suite 106, Albuquerque, NM 87110 within 45 days of the grant awarded beginning date.

Grant # 80-780-00-00011	Grant Project Title: VOCA Services Contract	
Subgrantee Name (Funded Entity):	Las Cruces Police Department Victim Assistance Unit	
Address:	217 E. Picacho Las Cruces, NM 88004	
Duration: Beginning date:	July 1, 2010	End date: June 30, 2011
		Award: \$ 30,450
Project Director's Name & Phone #: Sylvia Hall (575) 528-4111		

AUTHORIZED OFFICIAL'S CERTIFICATION: As the Authorized Official for the above Subgrantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification.

- I. **CIVIL RIGHTS REQUIREMENTS OF SUBGRANT RECIPIENTS:** All subgrant recipients regardless of the type of entity or the amount awarded, are subject to the prohibitions against discrimination in any program or activity.

I certify that this project will maintain, and submit when required, data to ensure our services are delivered in an equitable manner to all segments of the service population and our employment practices comply with Equal Opportunity Requirements, 28 CFR 42.207 and 42.301 et seq.

I also certify that the person in this agency or unit of government who is responsible for reporting civil rights findings of discrimination will submit these findings to the Division of Criminal Justice within 45 days of the finding, and/or if the findings occurred prior to the grant award beginning date, within 45 days of the grant award beginning date. A copy of this Certification will be provided to this person, as identified here:

Person responsible for reporting civil rights findings of discrimination: (Name, address & phone)
Roy Buchanan or Gerald Navarez (575) 528-3058
200 N. Church St., PO Box 20000, Las Cruces, NM 88004

- II. **EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATIONS:** Check the box before **ONLY THE ONE APPROPRIATE CERTIFICATION** (A, B, C1 OR C2 below) that applies to this subgrantee during the period of the grant duration noted above.

π **CERTIFICATION "A"** [NO EEOP IS REQUIRED if (1), (2) or (3), below, apply.] This is the Certification that most non-profits and small agencies will use. Check (1), (2) and/or (3) as they apply to your entity. (More than one may apply.)

This funded entity has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice over an 18-month period that includes the above grant durations period, and

(1) is an educational, medical or non-profit institution or an Indian Tribe; and/or

(2) has less than 50 employees, and/or

(3) was awarded through this grant from the New Mexico Crime Victims Reparation Commission less than \$25,000 in federal U.S. Department of Justice funds.

Therefore, I hereby certify that this funded entity is not required to maintain an EEOP, pursuant to 28 CFR 42.301, et seq.

CERTIFICATION OF COMPLIANCE WITH REGULATIONS, OFFICE FOR CIVIL RIGHTS, OFFICE OF JUSTICE PROGRAMS (Continued)

II. EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATIONS: (Continued)

X CERTIFICATION "B" (EEOP MUST BE ON FILE)

This funded entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this grant from the New Mexico Crime Victims Reparation Commission more than \$25,000, but less than \$500,000 in federal U.S. Department of Justice funds. Also, it has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice over an 18-month period that includes the above grant duration period.

Therefore, I hereby certify that the funded entity has formulated an Equal Employment Opportunity Plan in accordance with CFR 42.301, *et seq.*, subpart E, that it has been signed into effect by the proper authority and disseminated to all employees that it is on file for review or audit by officials of the New Mexico Crime Victims Reparation Commission or the Office for Civil Rights, Office of Justice Programs as required by relevant laws and regulations.

π CERTIFICATION "C1" (EEOP MUST BE SUBMITTED) This funded entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this grant from the New Mexico Crime Victims Reparation Commission more than \$500,000 in federal U.S. Department of Justice funds, but it has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice over an 18-month period that includes the grant duration period.

Therefore, I hereby certify that the funded entity will submit, within 45 days of the award, an EEOP or an EEOP Short Form that will include a section specifically analyzing the subgrantee (implementing) agency.

π CERTIFICATION "C2" (EEOP MUST BE SUBMITTED) This funded entity, having 50 or more employees, has been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice, including this subgrant from the New Mexico Crime Victims Reparation Commission, over an 18-month period that includes the above grant duration period.

Therefore, I hereby certify that the funded entity will submit, within 45 days of the award, an EEOP or an EEOP Short Form that will include a section specifically analyzing the subgrantee (implementing) agency. (If you have already submitted an EEOP applicable to this time period, send a copy of the letter received from the Office for Civil Rights showing that your EEOP is acceptable.)

As the Authorized Official for the above Subgrantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification.



[Authorized Official's signature]

2/3/10

[Date]

Terrence Moore

[Typed Name]

City Manager

[Title]

This original signed form must be returned to the New Mexico Crime Victims Reparation Commission within 45 days of the grant award beginning date. You must also forward a signed copy to the person you identified under "I" on page 1.

APPROVED AS TO FORM:


City Attorney

New Mexico State Constitution - Victims' Rights

CONSTITUTION OF THE STATE OF NEW MEXICO ADOPTED JANUARY 21, 1911:

ARTICLE II BILL OF RIGHTS : Sec. 24. [Victim's rights.] (1992)

A. A victim of arson resulting in bodily injury, aggravated arson, aggravated assault, aggravated battery, dangerous use of explosives, negligent use of a deadly weapon, murder, voluntary manslaughter, involuntary manslaughter, kidnapping, criminal sexual penetration, criminal sexual contact of a minor, homicide by vehicle, great bodily injury by vehicle or abandonment or abuse of a child or that victim's representative shall have the following rights as provided by law:

1. the right to be treated with fairness and respect for the victim's dignity and privacy throughout the criminal justice process;
2. the right to timely disposition of the case;
3. the right to be reasonably protected from the accused throughout the criminal justice process;
4. the right to notification of court proceedings;
5. the right to attend all public court proceedings the accused has the right to attend;
6. the right to confer with the prosecution;
7. the right to make a statement to the court at sentencing and at any post-sentencing hearings for the accused;
8. the right to restitution from the person convicted of the criminal conduct that caused the victim's loss or injury;
9. the right to information about the conviction, sentencing, imprisonment, escape or release of the accused;
10. the right to have the prosecuting attorney notify the victim's employer, if requested by the victim, of the necessity of the victim's cooperation and testimony in a court proceeding that may necessitate the absence of the victim from work for good cause; and
11. the right to promptly receive any property belonging to the victim that is being held for evidentiary purposes by a law enforcement agency or the prosecuting attorney, unless there are compelling evidentiary reasons for retention of the victim's property.

B. A person accused or convicted of a crime against a victim shall have no standing to object to any failure by any person to comply with the provisions of Subsection A of Section 24 of Article 2 of the constitution of New Mexico

C. The provisions of this amendment shall not take effect until the legislature enacts laws to implement this amendment. (As added November 3, 1992.)

NM Constitution & Laws

In 1987 the New Mexico Victims' Rights laws were enacted.

These "rights" included:

12. The right to timely disposition
13. The right to be notified of the charges
14. The right to be notified of the offender's release from jail or prison
15. The right to appear and be heard at criminal proceedings
16. The right to be notified of proceedings in time to attend
17. The right to be informed of prison furloughs, transports and escapes
18. The right to attend parole hearings.

To learn more about your rights under the law in New Mexico, we invite you to read our state Constitution and Statutes:

Constitution of the State of New Mexico, Adopted January 21, 1911
Article II Bill of Rights: Sec 24. [Victims' Rights] (1992)

Statutory Chapters in New Mexico Statutes Annotated 1978:
Chapter 31 Criminal Procedure: Article 26 Victims of Crime: 31-26-4. Victims' Rights. (1999)

Courtesy of the New Mexico Victims' Rights Project:
info@nm-victimrights.org
www.nm-victimrights.org/laws.shtml

**NM Victim Rights
Authorized Official's Certification**

Agency Name: City of Las Cruces, New Mexico

As the Authorized Office for the above Subgrantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities regarding the rights of victims of crime and agree to uphold the NM Victim Rights as stated in the NM State Constitution and laws.



City Manager

2/3/10
Date

APPROVED AS TO FORM:



City Attorney



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE FOR VICTIMS OF CRIME
SUBGRANT AWARD
REPORT**

The purpose of this report is to collect basic information on subgrant recipients and their programs in a manner that is convenient to report and analyze. This report must be completed in full and submitted by the State agency (grantee) within ninety (90) days from the date of the award of a subgrant to a local victim assistance program. A Subgrant Award Report must be completed for each program receiving Victims of Crime Act funding. Send the original and one (1) copy to: Office for Victims of Crime, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

1. a. SUBGRANTEE AGENCY NAME AND ADDRESS (Including Zip Code):
Las Cruces Police Dept.
Victim Assistance Unit
P.O. Box 20000; Las Cruces, NM 88004

b. TELEPHONE NUMBER AND AREA CODE:
575-528-4111

c. CONGRESSIONAL DISTRICT:
#2

2. FEDERAL GRANT NUMBER:

3. PURPOSE OF VOCA SUBGRANT AWARD: (Check one)

a. START UP A NEW VICTIM SERVICES PROJECT
b. CONTINUE A VOCA FUNDED VICTIM PROJECT FUNDED IN A PREVIOUS YEAR
c. EXPAND OR ENHANCE AN EXISTING PROJECT NOT FUNDED BY VOCA IN THE PREVIOUS YEAR
d. START UP A NEW NATIVE AMERICAN VICTIM SERVICES PROJECT
e. EXPAND OR ENHANCE AN EXISTING NATIVE AMERICAN PROJECT

4. a. CRIME VICTIM ASSISTANCE FUNDS AWARDED: \$ _____

b. STATE AWARD NUMBER: _____

c. PROJECT BEGIN DATE: 7/1/2010

d. PROJECT END DATE: 6/30/2011

5. SUBGRANT MATCH (Financial support from other sources):

a. VALUE OF IN-KIND MATCH: \$ _____

b. CASH MATCH: \$ _____

c. TOTAL MATCH: \$ _____

6. THESE VOCA FUNDS WILL PRIMARILY BE USED TO: (Check one)

a. EXPAND SERVICES INTO A NEW GEOGRAPHIC AREA
b. OFFER NEW TYPES OF SERVICES
c. SERVE ADDITIONAL VICTIM POPULATIONS
d. CONTINUE EXISTING SERVICES TO CRIME VICTIMS
e. OTHER

7. FOR THIS VICTIM SERVICES PROGRAM INDICATE:

a. NUMBER OF PAID STAFF: 1 (Full-time equivalents)

b. HAS THE VICTIM SERVICES PROGRAM RECEIVED A VOLUNTEER WAIVER?

1. YES NO

2. IF NO, INDICATE THE NUMBER OF VOLUNTEER STAFF: 11 (Full-time equivalents)

8. IDENTIFY ANY OR ALL OF THE VOCA GRANT THAT WILL BE USED TO MEET THE PRIORITY AND UNDERSERVED REQUIREMENTS

a. CHILD ABUSE \$ _____

b. DOMESTIC VIOLENCE \$ _____

c. SEXUAL ASSAULT \$ _____

d. UNDERSERVED

1. DU/DWI CRASHES \$ _____

2. SURVIVORS OF HOMICIDE VICTIMS \$ _____

3. ASSAULT \$ _____

4. ADULTS MOLESTED AS CHILDREN \$ _____

5. ELDER ABUSE \$ _____

6. ROBBERY \$ _____

7. OTHER VIOLENT CRIMES \$ _____

9. TYPE OF IMPLEMENTING AGENCY (Check the appropriate boxes)

a. CRIMINAL JUSTICE - GOVERNMENT:

1. LAW ENFORCEMENT 4. COURT
2. PROSECUTION 5. CORRECTIONS
3. PROBATION 6. OTHER

b. NONCRIMINAL JUSTICE - GOVERNMENT:

1. SOCIAL SERVICES 4. HOSPITAL
2. MENTAL HEALTH 5. OTHER
3. PUBLIC HOUSING

c. PRIVATE NON-PROFIT:

1. HOSPITAL 4. SHELTER
2. RAPE CRISIS 5. MENTAL HEALTH AGENCY
3. RELIGIOUS ORGANIZATION 6. OTHER

d. NATIVE AMERICAN TRIBE OR ORGANIZATION:

1. ON RESERVATION 2. OFF RESERVATION

e. OTHER:

10. PLEASE PROVIDE THE TOTAL AMOUNTS OF FUNDING ALLOCATED TO VICTIM SERVICES BASED ON THE SUBGRANTEE'S CURRENT FISCAL YEAR BUDGET

FUNDING SOURCES	CURRENT YEAR
a. FEDERAL (Excluding VOCA)	
b. VOCA FUNDS	
c. STATE	
d. LOCAL	
e. OTHER	

11. IDENTIFY THE VICTIM(S) TO BE SERVED THROUGH THIS VOCA-FUNDED PROJECT (VOCA grant plus Match) BY CHECKING THE TYPE OF CRIME(S):

a. <input checked="" type="checkbox"/>	CHILD PHYSICAL ABUSE	g. <input checked="" type="checkbox"/>	ADULTS MOLESTED AS CHILDREN
b. <input checked="" type="checkbox"/>	CHILD SEXUAL ABUSE	h. <input checked="" type="checkbox"/>	SURVIVORS OF HOMICIDE VICTIMS
c. <input checked="" type="checkbox"/>	DU/DWI CRASHES	i. <input checked="" type="checkbox"/>	ROBBERY
d. <input checked="" type="checkbox"/>	DOMESTIC VIOLENCE	j. <input checked="" type="checkbox"/>	ASSAULT
e. <input checked="" type="checkbox"/>	ADULT SEXUAL ASSAULT	k. <input checked="" type="checkbox"/>	OTHER VIOLENT CRIMES <u>Stalking</u>
f. <input checked="" type="checkbox"/>	ELDER ABUSE	l. <input checked="" type="checkbox"/>	OTHER <u>harassment</u>

12. CHECK THE SERVICES TO BE PROVIDED BY THIS VOCA-FUNDED PROJECT (VOCA grant plus Match)

a. <input type="checkbox"/>	CRISIS COUNSELING	h. <input checked="" type="checkbox"/>	CRIMINAL JUSTICE SUPPORT/ADVOCACY
b. <input checked="" type="checkbox"/>	FOLLOWUP CONTACT	i. <input checked="" type="checkbox"/>	EMERGENCY FINANCIAL ASSISTANCE
c. <input type="checkbox"/>	THERAPY	j. <input checked="" type="checkbox"/>	EMERGENCY LEGAL ADVOCACY
d. <input type="checkbox"/>	GROUP TREATMENT	k. <input checked="" type="checkbox"/>	ASSISTANCE IN FILING COMPENSATION CLAIMS
e. <input type="checkbox"/>	CRISIS HOTLINE COUNSELING	l. <input checked="" type="checkbox"/>	PERSONAL ADVOCACY
f. <input type="checkbox"/>	SHELTER/SAFE HOUSE	m. <input checked="" type="checkbox"/>	TELEPHONE CONTACTS (information and referral)
g. <input type="checkbox"/>	INFORMATION AND REFERRAL (In-person)	n. <input checked="" type="checkbox"/>	OTHER <u>Crisis Intervention Response Team</u>