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Council Action and Executive Summary

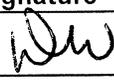
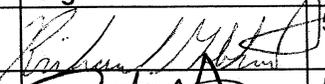
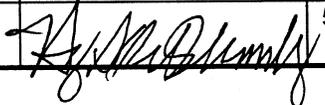
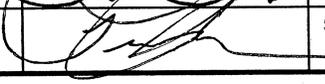
Item # 14 Ordinance/Resolution# 11-137 Council District: N/A

For Meeting of December 6, 2010

(Adoption Date)

TITLE: A RESOLUTION REPEALING RESOLUTION 10-178 AND APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LAS CRUCES AND THE NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION REGION VI (6) TO HOST THE REGIONAL CONFERENCE IN LAS CRUCES, IN NOVEMBER 2011. THE RESOLUTION FURTHER AUTHORIZES AN ADJUSTMENT TO THE CITY'S ADOPTED FY2011 BUDGET TO RECOGNIZE BOTH REVENUE AND EXPENDITURES ASSOCIATED WITH HOSTING THE REGIONAL CONFERENCE.

PURPOSE(S) OF ACTION: Repeal a previous resolution and adopt a new resolution approving a memorandum of understanding with the NCDA Region 6 to host the 2011 Regional Conference.

Drafter and Staff Contact: David Dollahon 		Department: Community Development		Phone: 528-3060	
Department	Signature	Phone	Department	Signature	Phone
Department Director		528-3066	Budget		541-2107
			Assistant City Manager		541-2271
Legal		541-2128	City Manager		541-2076

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS: The City Council adopted Resolution 10-178 on January 19, 2010, approving a draft host city agreement between the City and the National Community Development Association (NCDA), Southwest Region (Region 6) to host the regional conference in November 2011. After review of the draft agreement proposed by the City (at the association's request), the Regional Association Board voted to create a new, more simplified Memorandum of Understanding (MOU) in lieu of the Host City Agreement approved under Resolution 10-178. Therefore, staff has reviewed the new MOU and is in position to recommend that Resolution 10-178 be repealed and a new resolution be adopted accepting and approving the MOU to serve as the Host City for the 2011 Regional Conference for NCDA.

The Neighborhood Services Section of the City's Community Development Department is a member of both the national and regional chapter of NCDA. NCDA is a non-profit organization comprised of state, county, and local governments that administer various HUD programs, including the Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Programs. Each year, Region 6 or the Southwest Region of NCDA hosts an annual conference in one of the member cities. The Southwest Region serves the same states as the HUD Regional office in Fort Worth, which includes New Mexico, Texas,

Oklahoma, Arkansas and Louisiana. The Southwest Region of NCDA tries to rotate the conference throughout the cities and states that comprise the region. Past conferences have been held in:

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

Las Cruces was asked to serve as the Host City for the 2011 Conference for the Southwest Region of NCDA and the staff from the Community Development Department has agreed, subject to City Council's approval of the proposed Resolution. The last regional conference held in New Mexico was in the early 2000's in Albuquerque.

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

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

The Resolution authorizes an adjustment to the City's FY2011 budget due to increases in revenue and expenditures associated with the conference. Revenue will be received both from the Regional Association and sponsorships acquired by City Staff. Expenses will be for venue reservations and other expenses.

SUPPORT INFORMATION:

1. Resolution
2. Exhibit "A" – Memorandum of Understanding
3. Exhibit "B" – Budget Adjustment

SOURCE OF FUNDING:

Is this action already budgeted?	Yes	<input type="checkbox"/>	See fund summary below
	N/A	<input type="checkbox"/>	Not Applicable, no direct budgetary impact
	No	<input checked="" type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____
		<input checked="" type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
	<input type="checkbox"/>	Proposed funding is from fund balance in the _____ Fund.	
Does this action create any revenue?	Yes	<input checked="" type="checkbox"/>	Funds will be deposited into this fund: <u>1000 (General Fund)</u> in the amount of <u>\$5000</u> .
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
General Fund	10184030-722190-18000	\$5000	N/A – Budget adjustment proposed	\$0	N/A

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will repeal Resolution 10-178 and be replaced with a new Memorandum of Understanding between the City of Las Cruces and the Southwest Region of the National Community Development Association to host the 2011 Southwest Regional Conference.
2. Vote "No"; this will not repeal Resolution 10-178 nor will it approve a MOU with the Southwest Region for the 2011 Southwest Regional Conference of the National Community Development Association.
3. Vote to "Amend"; this could be to change the terms or conditions of the MOU, but could present delays in organizing the 2011 Conference.

4. Vote to "Table"; this would be based on Council discretion.

REFERENCE INFORMATION

The Resolution listed below is only for reference and is not included as attachments or exhibits.

1. Resolution No. 10-178

RESOLUTION NO. 11-137

A RESOLUTION REPEALING RESOLUTION 10-178 AND APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LAS CRUCES AND THE NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION REGION VI (6) TO HOST THE REGIONAL CONFERENCE IN LAS CRUCES, IN NOVEMBER 2011. THE RESOLUTION FURTHER AUTHORIZES AN ADJUSTMENT TO THE CITY'S ADOPTED FY2011 BUDGET TO RECOGNIZE BOTH REVENUE AND EXPENDITURES ASSOCIATED WITH HOSTING THE REGIONAL CONFERENCE.

The City Council is hereby informed that:

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

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

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

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

WHEREAS, Resolution 10-178 was approved in January 2010 whereby a Host City Agreement was approved between the City and the Regional Association; however, the Region has asked that this agreement be replaced with the attached MOU; therefore this Resolution is presented and it is requested that Resolution 10-178 hereby be repealed.

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

(I)

THAT Resolution 10-178 is hereby repealed in its entirety.

(II)

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

(III)

THAT the City's adopted FY2011 Budget, as shown in Exhibit "B," attached hereto and made part of this Resolution, is hereby amended and approved.

(IV)

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

(V)

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

DONE and APPROVED this _____ day of _____, 2010.

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

Memorandum of Understanding Between NCDA Region VI – Southwest And the Annual Conference Host City

NCDA Region VI – Southwest hereinafter called “Association” and the “Host City” agree to the following guidelines for planning and execution of the NCDA Region VI-Southwest Annual Conference.

General Guidelines:

1. The Association’s executive committee will appoint a conference planning committee to work with the staff of the Host City. The conference planning committee will be given the opportunity to review and make recommendations to the initial draft of the conference agenda and projected registration fees.
2. Conference length will be a two-day minimum or a two and one-half day maximum. Pre-conference training is not included in this time frame.
3. The conference budget, including special events and social activities, must be set up such that all projected costs are paid through conference fees and/or sponsorships. Any funding remaining after payment of all conference expenses will be remitted to the Association treasurer for deposit into the Association general fund account.

Host City will:

1. Provide a liaison to the conference planning committee.
2. If allowable, seek out local sponsors to assist in payment of conference expenses.
3. Agree, to the greatest extent possible, to cover conference expenses, i.e. contracted events, services, facilities, and speakers with registration fees and sponsorship funding.
4. Communicate regularly with the conference planning committee to finalize the conference site (hotel), set up panels/sessions, and discuss possible tours and evening activities.
5. Negotiate and contract with hotel and other facilities where conference activities will take place.
6. Use official NCDA Region VI – Southwest logo on conference materials and advertisements.
7. Select recipient(s) of the Regional Scholarship(s) to be presented at the conference.
8. Within 120 days after the conference, submit a final report on conference revenue vs. expenditures and remit any unspent funds to the Association.

**CITY OF LAS CRUCES
ADOPTED BUDGET FY 2010/2011**

FUND				
General Fund 1000				
	FY 2009/10 Prelim Actual*	FY 2010/11 Adopted	Adjustment	FY 2010/11 Adjusted
BEGINNING BALANCE	\$ 16,663,614	17,278,820		17,278,820
REVENUES				
Gross Receipts Taxes	\$ 55,368,682	56,049,000		56,049,000
Property Taxes	8,821,919	8,877,080		8,877,080
Franchise Fees	2,683,038	2,915,738		2,915,738
Administrative Transfers	2,056,067	3,351,888		3,351,888
Police Fines	1,063,989	1,096,724		1,096,724
Subdivision Fees	144,896	145,650		145,650
All Other Revenues	6,513,508	7,707,785	5,000	7,712,785
TOTAL REVENUES	\$ 76,652,099	80,143,865	5,000	80,148,865
TOTAL RESOURCES	\$ 93,315,713	97,422,685	5,000	97,427,685
EXPENDITURES				
Administration	\$ 1,738,672	2,056,440		2,056,440
Community Development	1,792,417	2,004,132	5,000	2,009,132
Facilities	10,877,850	13,165,615		13,165,615
Financial Services	3,397,344	3,184,335		3,184,335
Fire	8,662,226	8,908,391		8,908,391
Human Resources	955,203	923,616		923,616
Information Technology	0	3,736,755		3,736,755
Judicial	1,210,425	1,553,066		1,553,066
Legal	1,684,775	1,674,131		1,674,131
Legislative	785,092	722,295		722,295
Police	19,343,606	18,562,540		18,562,540
Public Services	5,685,692	5,965,303		5,965,303
Public Works	5,751,973	5,459,954		5,459,954
Reserves	1,193,126	1,834,437		1,834,437
Transfers	11,991,932	9,718,105		9,718,105
Total General Fund Expenditures	\$ 75,070,333	79,469,115	5,000	79,474,115
Adjustment due to change in accruals.	(966,559)	0	0	0
ENDING BALANCE	\$ 17,278,821	17,953,570	0	17,953,570
Required 1/12th Reserve	6,255,861	6,622,426	417	6,622,843
UN-RESERVED ENDING BALANCE	\$ 11,022,960	11,331,144	(417)	11,330,727

*Preliminary actual as of 11/5/10.