

City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 3 Ordinance/Resolution# 11-202

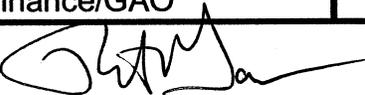
For Meeting of _____
(Ordinance First Reading Date)

For Meeting of April 4, 2011
(Adoption Date)

TITLE: A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES TO ACCEPT AWARDED FUNDING ON BEHALF OF THE LAS CRUCES THOMAS BRANIGAN MEMORIAL LIBRARY IN THE AMOUNT OF \$10,000, TO RATIFY CITY MANAGER'S SIGNATURE ON THE GRANT CONTRACT, AND TO ADJUST THE CITY OF LAS CRUCES FY 2011 BUDGET.

PURPOSE(S) OF ACTION:

To accept grant funding, ratify City Manager's signature, and adjust the FY 2011 budget.

COUNCIL DISTRICT: ALL		
<u>Drafter/Staff Contact:</u> Elizabeth Vega	<u>Department/Section:</u> Finance/GAO	<u>Phone:</u> 541-2717
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The Stocker Foundation is a private organization that has been in existence for over thirty years. Their mission is, "To lessen the achievement gap for under-resourced prekindergarten through fifth grade public school students by investing in programs that strengthen literacy." The Las Cruces Thomas Branigan Memorial Library (Library) applied for funds from the Stocker Foundation to create an early literacy pilot program at San Andres High School to serve the children of homeless and teenage parents. The proposed program is designed to train parents with preschool-aged children to be aware of the importance of literacy by providing instruction in the six early-literacy skills that are critical for childhood development. Additionally, the program will provide an interactive 'story time' for the children, while the parents are in training.

The Library received a notice of award in the amount of \$10,000, with no match required. The grant funds will pay for supplies such as books and printed materials for parents to take home.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Grant Application Package.
3. Exhibit "B", Award Letter.
4. Exhibit "C", Grant Agreement.
5. Exhibit "D", Budget Adjustment.

(Continue on additional sheets as required)

SOURCE OF FUNDING:

Is this action already budgeted?	Yes	<input type="checkbox"/>	See fund summary below
	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>2761: Other Operating Grants</u> in the amount of <u>\$10,000</u> for FY <u>2011</u> .
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

Grant funds have been received in the amount of \$10,000 and have been deposited into Fund 2761, Other Operating Funds. Funds will be utilized for the Project through Munis Project #21008, Early Literacy Pilot Program.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
2761: Other Operating Grants	27205230-73011-21008	\$10,000	Pending Budget Adjustment	N/A	To fund early literacy pilot program.

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will authorize the acceptance of funds and approve the contract from the Stocker Foundation to supplement project expenses for the Las Cruces Thomas Branigan Memorial Library project.
2. Vote "No"; this will prevent the Las Cruces Thomas Branigan Memorial Library from utilizing received grant funds for their proposed project.
3. Vote to "Amend"; this is not an option as funds have already been received and the contract has been executed by the City Manager.
4. Vote to "Table"; this is not an option, as funding has already been allocated.

REFERENCE INFORMATION:

N/A

(Continue on additional sheets as required)

RESOLUTION NO. 11-202

A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES TO ACCEPT AWARDED FUNDING ON BEHALF OF THE LAS CRUCES THOMAS BRANIGAN MEMORIAL LIBRARY IN THE AMOUNT OF \$10,000, TO RATIFY CITY MANAGER'S SIGNATURE ON THE GRANT CONTRACT, AND TO ADJUST THE CITY OF LAS CRUCES FY 2011 BUDGET.

The City Council is informed that:

WHEREAS, the Las Cruces Thomas Branigan Memorial Library (Library) applied for grant funds from the Stocker Foundation; and

WHEREAS, the Library received notice of award in the amount of \$10,000; and

WHEREAS, the awarded grant funds will be utilized to supplement materials and supplies expenses associated with the Library's early literacy pilot program.

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

(I)

THAT the City of Las Cruces is authorized to accept the awarded grant funding on behalf of the Las Cruces Thomas Branigan Memorial Library for \$10,000 from the Stocker Foundation.

(II)

THAT the awarded grant funds do not require a cash or in-kind match.

(III)

THAT the City of Las Cruces FY 2011 Budget is hereby adjusted as designated in Exhibit "D" attached hereto and made a part of this Resolution.

(IV)

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

DONE AND APPROVED this _____ day of _____, 20____.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

Moved by: _____

Seconded by: _____

VOTE:

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

APPROVED AS TO FORM:



City Attorney

Grant Application Package

Application Submission Verification and Signature

Opportunity Title: Literacy for Pre-schoolers

Offering Agency: The Stocker Foundation

Opportunity Number:

Approximate Value Requested: \$7,000.00

Opportunity Closing Date: August 14, 2010 (Letter of Inquiry)

Requesting Agency/Department: Library/ Public Services

GAO – Grant Writer: Elizabeth Vega

SUPPORT INFORMATION

The Stocker Foundation is extending opportunities to governmental and non-profit agencies to solicit funding for programs intent on improving early childhood literacy. The Stocker Foundation encouraged the City of Las Cruces Thomas Branigan Library to apply for funds. The Branigan Library staff is planning to offer reading programs at San Andreas High School in Mesilla starting in the 2011-2012 school year in the hopes of not only giving young children the opportunity to learn valuable cognitive skills, but also supplying their parents with the tools to continue their child's education at home. Attached is the Letter of Inquiry and supplemental material Branigan Library will be submitting.

OPTIONS

1. Agree with request to submit the application. Affirmed by signature below. Package to be returned to GAO, Grant Writer.
2. Disagree, application will not be submitted. Unsigned package to be returned to GAO, Grant Writer.

Approved:



Terrence Moore, City Manager

Date

8/11/10

APPROVED AS TO FORM
 City Attorney

CMP #2.2 Effective 07/06/09: 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 ARRA grant award is anticipated to be in excess of \$500,000 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.

GRANT OVERVIEW WORKSHEET

Title of Grant Program: Literacy for preschoolers

Funding Organization: Stocker Foundation

Section Applying: Public Services/Library

Description of Proposed Project: To present storytimes at San Andres High School day care and Homeless Shelter weekly August 2011-May 2012

Strategic Plan	Goal:	Objective:	Strategic Plan:
Performance Budget	Goal:	Objective:	Strategic Plan:

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

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

Amount Section anticipates requesting: \$7,000

Match Requirement (%)

Projected Match **In-kind:**

Match Source:

Cash:

Grant Application Due: August 14, 2010

Grant Duration (Months/years): one year

MOU or Joint Powers Agreement Required: No

Grant Collaborators (List other City Departments or Outside Agencies):
San Andreas High School, homeless shelter

Employees To Be Hired (number to be hired, full-time or part-time positions and 1 sentence job responsibilities):
none

GRANT OVERVIEW WORKSHEET

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

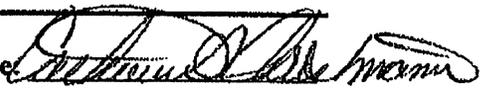
Name: Catherine Christmann

Title: Youth Services manager

Phone: 528-4085

E-mail: cchristmann@las-cruces.org

Submitted by: Catherine Christmann

Signature: 

Date: August 2, 2010

Reviewed & Approved by:

Signature: 

Date: August 9, 2010

March 8, 2011

Docket Number: 2011-070

Ms. Catherine Christmann
Youth Services Manager
Thomas Branigan Memorial Library
200 East Picacho Avenue
Las Cruces, New Mexico 88001

Dear Ms. Christmann:

This letter is to inform you that Trustees of The Stocker Foundation met on March 5, 2011, awarding the Thomas Branigan Memorial Library a \$10,000 grant. Enclosed, please find a check for \$10,000. *All funds are to be used toward the implementation of an early literacy pilot program for preschool-age children and their caregivers during the 2011-12 school year.*

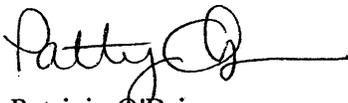
Included with this letter are two copies of the grant contract. ***Please sign both copies and send one back to the Foundation office immediately.***

Also included is a copy of The Stocker Foundation's Evaluation Report Guidelines to assist you in the development of a final report to be submitted at the conclusion of the project.

The Stocker Foundation welcomes photographs that capture the essence of this grant award. The Stocker Foundation may use any/all submitted photographs in future publications or on the Foundation's website. Please provide a written description and signed release for each photo submitted (see enclosed form).

The Trustees and staff of The Stocker Foundation are delighted to support this project and wish you every success in meeting your outlined goals. Thank you for your dedication and hard work. If you have any questions, please feel free to call.

Sincerely,



Patricia O'Brien
Executive Director

Enclosures

1. Check
2. Grant contract (2 copies)
3. Evaluation report guidelines
4. Photo release form

THE STOCKER FOUNDATION
Grant Contract

Date Approved: Saturday, March 05, 2011

Docket No.: 2011-170

Organization: Thomas Branigan Memorial Library

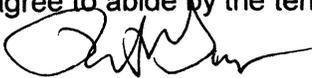
Grant Amount: \$10,000 (Unanimously approved)

Project Title: Early Literacy Outreach during the 2011-12 school year

1. This grant is for the specific purpose(s) described in your grant proposal and project budget. Any variation from the budget/purpose must have the prior written approval of The Stocker Foundation.
2. All funds not expended for the purposes agreed upon by the Grantee and the Foundation must be returned. Funds also must be returned if Grantee loses its 501(c)(3)-tax exemption from the Internal Revenue Code of 1954, as amended.
3. Equipment or property purchased with grant funds remains the property of the grantee as long as it is used for the specific purposes for which the grant was approved. If the purpose changes or the Grantee should go out of existence, the equipment or property shall revert to the Foundation, only to the extent of the amount of grant funds provided by the Foundation. If such property or equipment is sold, the proceeds of the sale shall become the property of the Foundation immediately, only to the extent of the amount of grant funds provided by the Foundation.
4. No part of the grant funds will be used to carry on propaganda, or otherwise attempt to influence legislation or to influence the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive, or for any purpose which is not religious, charitable, scientific, or educational.
5. Grantee will acknowledge support from The Stocker Foundation in its news releases, publicity, and printed materials about the grant program.
6. Grantee will submit a final report at the conclusion of the grant project that will include an evaluation of the results of the project and an explanation of how grant funds were used. *If available or applicable an audited financial statement should accompany the final report.* Copies of news releases and publicity are to be included in the final report.
7. Unless otherwise stipulated in writing, this grant is made with the understanding that the Foundation has made no commitment to provide additional support for this project.

8. GRANTEE WILL RETURN ONE COPY OF THE SIGNED GRANT CONTRACT IMMEDIATELY.

We agree to abide by the terms of this grant contract:



Signature of Executive Director or Project Director

Robert Garza

Print or Type Name

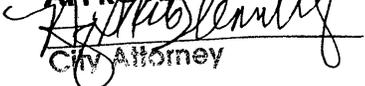
3-15-11

Date

City Manager

Title

APPROVED AS TO FORM:


City Attorney

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

FUND	DIVISION		FUND TYPE	
Other Operating Grants Fund 2761	Finance		Special Revenue	
	FY 2009/10 Prelim Actual*	FY 2010/11 Adopted	Adjustment	FY 2010/11 Adjusted
RESOURCES				
Beginning Balance	\$ 0	0		0
REVENUES				
554025-23001 Paso del Norte (Walk Doña Ana)	\$ 0	0		0
552014-23009 NMSU Airshow	0	0		0
553001-21003 Bookmobile-County	0	0		0
553002-33005 DAC Homeland Security Fire Grant	20,530	2,095		2,095
554002-16006 Resources for Children & Youth, Inc	672,955	0		0
27180030-551020-25010 US Dept. of Agriculture	0	7,000		7,000
Stocker Foundation Grant 21008	0	0	10,000	10,000
Total Revenues	\$ 693,485	9,095	10,000	19,095
Total Resources	\$ 693,485	9,095	10,000	19,095
EXPENDITURES				
27205170-23001 Walk Doña Ana	\$ 0	0		0
27123040-23009 NMSU Airshow	0	0		0
27205180-21003 County Bookmobile	0	0		0
27167010-33005 DAC Homeland Security Fire Grant	20,530	2,095		2,095
27184030-16006 FYI Transitional Living Facility	672,955	0		0
27184050-25010 Green Infrastructure Planning	0	7,000		7,000
Stocker Foundation Grant 21008	0	0	10,000	10,000
Total Expenditures	\$ 693,485	9,095	10,000	19,095
ENDING BALANCE	\$ 0	0	0	0

*Preliminary actual as of 11/16/10.