

# City of Las Cruces®

PEOPLE HELPING PEOPLE

## Council Action and Executive Summary

Item # 5 Ordinance/Resolution# 09-296 Council District: N/A

For Meeting of June 15, 2009  
(Adoption Date)

**TITLE:** A RESOLUTION AMENDING THE ADOPTED FY 2009 CITY BUDGET FOR MPO FUND 2090 ESTABLISHING A YEAR 1 BUDGET FOR THE TWO YEAR GRANT FUNDED SAFE ROUTES TO SCHOOL PROGRAM.

**PURPOSE(S) OF ACTION:** To amend the City's FY 2009 Budget for Fund 2090 reflecting the proposed year 1 budget of the two year grant funded Safe Routes to School Program via the New Mexico Department of Transportation. The grant has no monetary match requirement.

<b>Name of Drafter:</b> Vincent M. Banegas <i>VMB</i>		<b>Department:</b> Community Development		<b>Phone:</b> 528-3064	
<b>Department</b>	<b>Signature</b>	<b>Phone</b>	<b>Department</b>	<b>Signature</b>	<b>Phone</b>
Community Development	<i>[Signature]</i>	528-3064	Budget	<i>[Signature]</i>	541-2281
			Assistant City Manager	<i>[Signature]</i>	541-2271
Legal	<i>[Signature]</i>	541-2128	City Manager	<i>[Signature]</i>	541-2076

**BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:** The Las Cruces Metropolitan Planning Organization (LCMPO) through the City of Las Cruces which acts as both the administrative and fiscal agent for the organization currently operates under a Memorandum of Agreement (M00532) with the New Mexico Department of Transportation (NMDOT). This Memorandum of Agreement (MOA) outlines the roles each entity is to conduct in regards to transportation planning activities/processes within the LCMPO service area and calls for among other things, a Unified Planning Work Program (UPWP) that outlines yearly planning tasks and projects to be completed by the LCMPO.

One such project that took place under a prior year UPWP involved establishing a Safe Routes to School (SRTS) Program in September, 2005. This program spurred by the direction provided by the 2005 Long Range Transportation Plan was started to encourage students to walk and bike to school. As part of the adopted LCMPO program, a SRTS pilot project was conducted at Hillrise Elementary during the 06/07 school year and was met with resounding success and support. Due to this success, Jessica Frost, State of New Mexico Safe Routes to School Coordinator contacted LCMPO staff indicating that grant funding was available to create a local coordinator position. During discussions, staff learned that approximately \$130,562 in SRTS funding was secured to cover program costs for a two year period. At the end of the two year period, respective staffs (both LCMPO and NMDOT) will evaluate possibilities for program extension.

Based on negotiations with NMDOT, the funding for said program would be on a reimbursement basis (quarterly billing by City) and broken down into two separate work authorizations with the first identifying \$66,281 (issued) and the second \$64,281 (pending). In that only year 1 monies can be encumbered via the first year work authorization, staff is only seeking to incorporate said amount into the City's FY08/09 budget (Fund 2090) as identified in the exhibit that is attached. The exhibit establishes the proposed budget for the use of the monies based on the negotiations with NMDOT pursuant to anticipated program operations. It should be noted that there is **NO** monetary match required for this two year grant. The City as part of the negotiations is asked to provide office space, vehicle availability, administrative and financial support services and office supplies as needed. All such amenities and services can easily be provided in context to current and anticipated budgets, operations and organizational structure. When the second work authorization is issued for the remaining amount of the \$130,562, staff will initiate another budget amendment request for the FY 10 budget. This however, is not taking place at this juncture pursuant to this effort.

On January 14, 2009, an amendment to the UPWP was taken to the LCMPO Policy Committee authorizing the Safe Routes to School Coordinator and related activities. The Policy Committee unanimously approved the amendment and thereby supports the amendment of the respective budgets seeking inclusion of the monies as identified.

Staff has carried out multiple tasks associated with the formalization of local program start up including position advertising and hiring processes. The last action necessary to fulfill the program obligation is the subject budgetary amendments starting with the year 1 effort.

#### **SUPPORT INFORMATION:**

<b>Fund Name / Account Number</b>	<b>Amount of Expenditure</b>	<b>Budget Amount</b>
2090 / Various	\$66,281	\$66,281

1. Resolution
2. Exhibit "A," FY2008/2009 budget adjustment request
3. Attachment "A" – NMDOT letter dated June 5, 2008
4. Attachment "B" – Year 1 Work Authorization
5. Attachment "C" – Minutes from the January 14, 2009 LCMPO Policy Committee Regular Meeting

#### **OPTIONS / ALTERNATIVES:**

1. Vote YES and approve the Resolution amending the City's adopted FY 2008/2009 budget to reflect the requested and proposed beginning balance for the SRTS program.
2. Vote NO and disapprove the Resolution, thus not accepting amendment of the City's adopted FY 2008/2009 budget. Such action would not authorize inclusion of the grant monies into the City's respective budget and would thus require LCMPO staff to investigate alternatives for budgetary inclusion and potentially jeopardize SRTS program operations.

3. Modify the Resolution and vote YES to approve the modified Resolution. This action will be based on the Council's discretion.
4. Table or Postpone action on the requested Resolution. Direction would be required of the Council to staff.

RESOLUTION NO. 09-296**A RESOLUTION AMENDING THE ADOPTED FY 2009 CITY BUDGET FOR MPO FUND 2090 ESTABLISHING A YEAR 1 BUDGET FOR THE TWO YEAR GRANT FUNDED SAFE ROUTES TO SCHOOL PROGRAM.**

The City Council is informed that:

**WHEREAS**, the City of Las Cruces serves as the administrative and fiscal agent for the Las Cruces Metropolitan Planning Organization (LCMPO) pursuant to the approved Memorandum of Agreement (MOA) dated December 7, 2005; and

**WHEREAS**, the LCMPO under said MOA is required to carry out specified transportation planning activities for the LCMPO service area on behalf of the participating jurisdictions (City of Las Cruces, Dona Ana County and Town of Mesilla); and

**WHEREAS**, as part of said specified activities, the LCMPO prepared and received approval from the Metropolitan Planning Organization Policy Committee for a Safe Routes to School program whose initial programmatic endeavors received substantial support and recognition; and

**WHEREAS**, the New Mexico Department of Transportation (NMDOT), recognizing said accomplishments has secured and will make available \$130,562 in grant funding (reimbursement basis) through two separate work authorizations with year 1 authorization (issued) and year 2 authorization (pending) in the amounts of \$66,281 and \$64, 281 respectively all necessary to cover program operations; and

**WHEREAS**, the Metropolitan Planning Organization Policy Committee has approved acceptance of the grant by the MPO staff and; therefore, supports amendment of the respective FY 2009 budget to establish programmatic funding for year 1 operations as appropriate; and

**WHEREAS**, in order to use the first year's funding of the two year grant that has no local match requirement it shall be necessary to amend the City's FY 2009 budget as identified.

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

**(I)**

**THAT** the City of Las Cruces authorizes amendment of the FY 2009 budget, as shown in Exhibit "A," attached hereto and made part of this Resolution, and that said amendment is hereby approved and adopted.

**(II)**

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

**DONE and APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

APPROVED:

(SEAL)

\_\_\_\_\_  
Mayor

ATTEST:

VOTE:

\_\_\_\_\_  
City Clerk

Mayor Miyagishima: \_\_\_\_\_

Councillor Silva: \_\_\_\_\_

Councillor Connor: \_\_\_\_\_

Moved by: \_\_\_\_\_

Councillor Archuleta: \_\_\_\_\_

Councillor Small: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Councillor Jones: \_\_\_\_\_

Councillor Thomas: \_\_\_\_\_

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

**CITY OF LAS CRUCES  
ADOPTED BUDGET FY 2008/2009**

<b>FUND</b>	<b>DIVISION</b>		<b>FUND TYPE</b>	
<b>M.P.O. Urban Transportation Fund 2090</b>	<b>Comm Dev</b>		<b>Special Revenue</b>	
	<b>FY 2007/08 Actual</b>	<b>FY 2008/09 Adopted</b>	<b>Adjustments</b>	<b>FY 2008/09 Adjusted</b>
<b>RESOURCES</b>				
Beginning Balance	\$ 131,248	189,536		189,536
<b>REVENUES</b>				
552009 State Highway Dept - Traffic Count	\$ 15,924	32,237		32,237
552009 State Highway Dept	138,419	131,729		131,729
552009 State Highway Dept - Safe Routes to Schools	0	0	66,281	66,281
552007 NM Dept of Trans	28,674	53,300		53,300
546100 MPO Training Fees	0	0		0
570010 Interest on Investment	2,858	0		0
570010 Net Incr (Decr) Fair Value Investment	(263)	0		0
592001 Reimbursed Expenses	100	0		0
<b>Total Revenues</b>	\$ 185,712	217,266	66,281	283,547
<b>Total Resources</b>	\$ 316,960	406,802	66,281	473,083
<b>EXPENDITURES</b>				
MPO Planning 20184060				
Personnel	\$ 174,071	200,559		200,559
Operating	30,875	112,060		112,060
Capital				
Total 20184060	\$ 204,946	312,619	0	312,619
MPO Multi-Modal Planning 20184070				
Personnel	\$ 34,553	53,830		53,830
Operating	1,290	32,610		32,610
Total - 20184070	\$ 35,843	86,440	0	86,440
MPO Safe Routes to School Program 20184270				
Personnel	0	0	56,178	56,178
Operating	0	0	10,103	10,103
Total - 20184270	\$ 0	0	66,281	66,281
MPO Traffic Count Pgm 20184080				
Personnel	\$ 5,638	0		0
Operating	5,997	11,157		11,157
Capital	0	7,000		7,000
Total - 20184080	\$ 11,635	18,157	0	18,157
<b>Total Expenditures</b>	\$ 252,424	417,216	66,281	483,497
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfer from Fund 1000 - General Fund (Grant Match)	\$ 30,440	30,440		30,440
Transfer from Fund 1000 - General Fund (Over-Match)	94,560	94,560		94,560
<b>Total Other Financing Sources (Uses)</b>	\$ 125,000	125,000	0	125,000
<b>ENDING BALANCE</b>	\$ 189,536	114,586	0	114,586

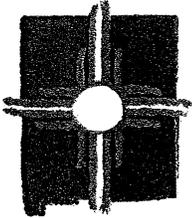
**Exhibit "A"**

**Work Authorization (Year 1 funding)**  
\$66,281

<b>FUND</b>	<b>ORG</b>	<b>OBJECT CODE</b>	<b>OBJECT DESCRIPTION</b>	<b>PROJECT CODE</b>	<b>AMOUNT</b>
2090	20184270	610101	Administration	30100	35256
		620100	PERA		5465
		620210	FICA Social Security		2186
		620220	FICA Medical		512
		620230	Workers Compensation		1337
		620405	Insurance Administration		10
		620406	Retiree Health		459
		620410	Health Insurance		10160
		620420	Life and Disability Insurance		104
		620440	Dental Insurance		689
		722103	Postage and Freight		500
		722104	Advertising		1000
		722108	Printing		553
		722190	Purchased Services		1550
		724190	Travel		3000
		724440	Dues		300
		730200	Minor Equipment		500
		730410	Software		500
		730610	Program Food		500
		851400	Major Computer		1700
<b>TOTAL</b>					<b>66281</b>

\*Note: Use same Fund, Org and Project Code for each Object Code

ATTACHMENT "A"  
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*New Mexico* DEPARTMENT OF  
**TRANSPORTATION**  
MOBILITY FOR EVERYONE

Jessica Frost  
Safe Routes to School Coordinator  
NMDOT - Government to Government Section  
PO Box 1149  
Santa Fe, NM 87507

June 5, 2008

Andy Hume  
Las Cruces MPO  
PO Box 2000  
Las Cruces, NM 88004

RE: Safe Routes to School Coordinator Position in Las Cruces

Mr. Hume:

Due to the high interest in the Safe Routes to School (SRTS) program expressed by the Las Cruces schools, Las Cruces Public Schools district and the Las Cruces MPO, the New Mexico Department of Transportation (NMDOT) is interested in providing funding to the Las Cruces MPO for a SRTS coordinator position to work in the Las Cruces area. This position would be funded for two years as a pilot project to determine the effectiveness of funding SRTS coordinator positions at the regional level around the state.

This project will have to be included in the Las Cruces MPO Transportation Improvement Program and the State Transportation Improvement Program and is subject to approval by the Transportation Commission.

We appreciate your support and promotion of the NM SRTS program and look forward to working with you on this project.

Please contact me at (505) 476-2155 should you have any questions.

Sincerely,

Jessica Frost, AICP  
NM SRTS Coordinator

**Bill Richardson**  
Governor

**Rhonda G. Faught P.E.**  
Cabinet Secretary

**Commission**

**Johnny Cope**  
Chairman  
District 2

**Jim Franken**  
Vice Chairman  
District 4

**Norman Assed**  
Secretary  
District 3

**Roman Maes III**  
Commissioner  
District 5

**Jackson Gibson**  
Commissioner  
District 6

**John Hummer**  
Commissioner  
District 1

Attachment "B"

62

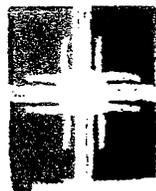
Work Authorization for MOA M00532 (Tasks 41.11, 41.13.01- 41.15)

Contract No. M00532.T41.11,41.13.01- 41.15 \09\WA

Vendor No.0000054342

Control No. W100030

Project No. SRSI-7700(150)



New Mexico DEPARTMENT OF TRANSPORTATION MOBILITY FOR EVERYONE

Government to Government Unit

P.O. Box 1149, South Building I Santa Fe, New Mexico 87504-1149

January 30, 2009

Tom Murphy, MPO Officer Las Cruces Metropolitan Planning Organization (MPO) P.O Box 20000 Las Cruces, NM 88004

Bill Richardson Governor

Gary L. J. Giron Cabinet Secretary Designate

Dear Mr. Murphy:

This Work Authorization authorizes the Las Cruces MPO to seek reimbursement from the New Mexico Department of Transportation (NMDOT) for completion of tasks as specified in the amended Las Cruces 2007-2008 Unified Planning Work Program (UPWP) pertaining to the Las Cruces MPO Safe Routes to School Coordinator position. The funds will be used in this current fiscal year and into the next fiscal year beginning February 1, 2009 and terminating January 31, 2010. This funding will also be included in those UPWPs covering that time frame as well. As first order of business, the Las Cruces MPO will submit an outline of tasks to be completed in Year 1. The total project amount is \$130,562; the Year 1 funding amount is outlined below.

Commission

Johany Cope Chairman District 2

Jim Franken Vice Chairman District 4

Norman Assed Secretary District 3

Roman Maes III Commissioner District 5

Jackson Gibson Commissioner District 6

John Hummer Commissioner District 1

UPWP FUNDS

Table with 6 columns: Source, NM Fiscal Year, Project Total Year 1, Federal Amount, Las Cruces MPO Match, Federal Authorized Amount. Row 1: Safe Routes to School Funds, FY2008-2009, \$66,281, \$66,281, \$0, \$66,281

This Work Authorization shall terminate on December 31, 2009. This Work Authorization shall not be or amended except by an instrument in writing.

If you have any questions, please contact Jessica Frost at 505-476-2155.

Sincerely,

Handwritten signature of Lawrence F. Barreras

Lawrence F. Barreras Transportation Oriented Property Asset Management Divisions NMDOT

Date 1-30-09

cc: Ray Matthew, Government to Government Unit Michael Urioste, Accounting

**LAS CRUCES METROPOLITAN PLANNING ORGANIZATION  
POLICY COMMITTEE (PC) MEETING**

Following are the minutes from the MPO Policy Committee (PC) meeting held on Wednesday, January 14, 2009 at 5:00 p.m. at City Hall Council Chambers, 200 N. Church St., Las Cruces, New Mexico.

**MEMBERS PRESENT:** Mayor Michael Cadena, Chair (Town of Mesilla)  
Councillor Dolores Archuleta, Vice Chair (City of Las Cruces)  
Councillor Gil Jones (CLC)  
Commissioner Karen Perez (DAC)  
Councillor Sharon Thomas (CLC)  
Trustee Carlos Arzabal (Town of Mesilla)  
Trustee Sam Bernal (Town of Mesilla)  
Leticia Duarte-Benavidez (DAC)  
Scott Krahling (DAC)

**STAFF PRESENT:** Tom Murphy (Las Cruces MPO)  
Andy Hume (Las Cruces MPO)  
Caerllion Thomas (Las Cruces MPO)  
Charles Gruver (CLC – RoadRUNNER Transit)  
Becky Eich, Transcriptionist

**OTHERS PRESENT:** Zach Libbin Michael Gallagher (NMDOT)  
Herb Torres (LCPS) Paul Howard (DAC)  
Rob Richardson Jared Lee  
Ben Woods (NMSU) Andrew Guerra  
Frank Guzman (NMDOT) Emile Bourdet  
Ray Matthew (NMDOT) Jason Cardon  
Efren Meza (El Paso MPO) Alison Lee Bills  
Patty Hughes George Pearson  
Chandler Duncan James Searls

**1. CALL TO ORDER – (5:00 p.m.)**

Cadena: Good evening and we'll go ahead and call this MPO meeting of January 14th, 2009 at the Las Cruces City Council to order.

**2. ELECTION OF OFFICERS**

Cadena: Staff. The next agenda item is election of officers.

Murphy: That's correct, sir. It's nominations for Chair.

Cadena: Are there any nominations from the bench?

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Arzabal: Second.

Cadena: All right. All in favor?

ALL COMMITTEE MEMBERS - AYE.

Cadena: And opposed? All right

**6. \* APPROVAL OF MINUTES - November 12, 2008**

**7. ACTION ITEMS**

**7.1. Resolution 09-01: A Resolution certifying compliance with the open meetings act for the 2009 calendar year by the Las Cruces Metropolitan Planning Organization.**

**7.2. Resolution 09-02: A Resolution approving an amendment to the 0909 UPWP authorizing a Safe Routes to School Coordinator** ← START

Cadena: Let's move onto the action items. I believe 7.1 was on the consent. Let's move onto 7.2. Staff.

Murphy: Mr. Chair, members of the Committee, Resolution 09-02 is a resolution approving amendment to the 08-09 unified planning work program for the MPO. What this will do would be to authorize a staff position for a Safe Routes to School Coordinator. At your last meeting in November, you did approve a TIP amendment for that funding. It is anticipated that this funding will come entirely from a Federal Safe Routes to School grant, so there will be no local match required on this, but it is a requirement that we do add it to our UPWP in order to execute that. We are currently finalizing some details on some of the mechanics of how that will take place, but either of the methods to get the contract with the DOT would require this amendment, so we want to move forward with the amendment at this point. I can stand for any questions.

Cadena: First of all, let the record show that Councilor Jones did arrive at the meeting. These are the kinds of grants we like where there is no local match. Are there any other comments, questions?

Arzabal: Mr. Mayor, if there are none, I'd like to move to approve the resolution 09-02.

Perez: Second.

Cadena: Okay. Does staff want to do a roll call on this resolution?

1  
2 Murphy: Certainly. Commissioner Krahlung.  
3  
4 Krahlung: Aye.  
5  
6 Murphy: Commissioner Perez.  
7  
8 Perez: Aye.  
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10 Murphy: Mayor Pro-Tem Archuleta.  
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12 Archuleta: Aye.  
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14 Murphy: Councilor Jones.  
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16 Jones: Yes.  
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18 Murphy: Trustee Bernal.  
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20 Bernal: Yes.  
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22 Murphy: Trustee Arzabal.  
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24 Arzabal: Yes.  
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26 Murphy: Commissioner Benavidez.  
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28 Benavidez: Yes.  
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30 Murphy: Councilor Thomas.  
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32 S. Thomas: Yes.  
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34 Murphy: Chair.  
35  
36 END → Cadena: Yes. Thank you.  
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38 Cadena: I believe we're at discussion items.  
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40 Perez: Mr. Chairman, can I ask a quick question about the Safe Routes to  
41 School.  
42  
43 Cadena: Sure, definitely.  
44  
45 Perez: Are there other schools proposed for pilot programs this year for this  
46 particular program?