



City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 3

Ordinance/Resolution# 13-135

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of April 15, 2013
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL

LEGISLATIVE

ADMINISTRATIVE

TITLE: A RESOLUTION AUTHORIZING SENIOR PROGRAMS TO ACCEPT A GRANT AWARD IN THE AMOUNT OF \$4,500.00 FROM THE NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DEPARTMENT, NON-METRO AREA AGENCY ON AGING FOR HOME DELIVERED MEAL TRAYS AND KITCHEN SUPPLIES. THE RESOLUTION FURTHER AUTHORIZES THE CITY MANAGER'S SIGNATURE ON THE AGREEMENT AND AMENDS THE CITY'S ADOPTED FY 2013 BUDGET.

PURPOSE(S) OF ACTION:

To accept grant, authorize City Manager's signature, and adjust the adopted City budget.

COUNCIL DISTRICT: ALL		
Drafter/Staff Contact: Elizabeth Vega	Department/Section: Finance/Grants	Phone: 575-541-2717
City Manager Signature:		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The City of Las Cruces Senior Programs receives funds from the North Central New Mexico Economic Development Department, Non-Metro Area Agency on Aging (AAA) for the operations of the home delivered meal service program to qualifying seniors in Las Cruces, through what is known as the City's "Meals on Wheels" Program. AAA has granted the City's Senior Programs \$4,500.00 for the purchase of meal trays and kitchen supplies that must be expended by May 31, 2013.

The City Council must take action authorizing the City Manager to sign the agreement in order for the City to accept the grant and further, the City's adopted FY 2013 budget must be amended to reflect and authorize expenditure of these additional grant funds. There is no match requirement for this grant allocation.

SUPPORT INFORMATION:

1. Resolution.

(Continue on additional sheets as required)

2. Exhibit "A", Agreement of Understanding.
3. Exhibit "B", Budget Adjustment.

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>2171 Older Americans Act Fund</u> in the amount of <u>\$4,500.00</u> for FY <u>2013</u> .
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

Grant funds will be deposited into Fund #2171 (Older Americans Act) under project #30600 to be used by Senior Programs to pay for home delivered meal trays and kitchen supplies. The award functions on a reimbursement basis.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Older Americans Act Fund	21205030-730110-30600	\$4,500.00	\$8,687.74*	\$0.00	N/A

* pending adjustment

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will accept grant funds from the Non-Metro Area Agency on Aging in the amount of \$4,500.00 to purchase home delivered meal trays and kitchen supplies.
2. Vote "No"; this will not accept grant funds from the Non-Metro Area Agency on Aging in the amount of \$4,500.00 thus preventing the purchase of additional meal trays and kitchen supplies.
3. Vote to "Amend"; this will require direction from Council to staff on how to proceed and could delay the process of getting reimbursed for any supplies purchased.

(Continue on additional sheets as required)

4. Vote to "Table"; this will required direction from Council to staff on how to proceed and could delay Senior Programs ability to expend funds by the reversion date.

REFERENCE INFORMATION:

N/A

RESOLUTION NO. 13-135

A RESOLUTION AUTHORIZING SENIOR PROGRAMS TO ACCEPT A GRANT AWARD IN THE AMOUNT OF \$4,500.00 FROM THE NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DEPARTMENT, NON-METRO AREA AGENCY ON AGING FOR HOME DELIVERED MEAL TRAYS AND KITCHEN SUPPLIES. THE RESOLUTION FURTHER AUTHORIZES THE CITY MANAGER'S SIGNATURE ON THE AGREEMENT AND AMENDS THE CITY'S ADOPTED FY 2013 BUDGET.

The City Council is informed that:

WHEREAS, the City of Las Cruces Senior Programs receives funds for the operation of home delivered meal service to eligible seniors, known as the Meals on Wheels Program; and

WHEREAS, the City of Las Cruces has received an additional allocation from the Non-Metro Area Agency on Aging (AAA) in the amount of \$4,500.00 for FY 2013 as reflected in Exhibit "A"; and

WHEREAS, this additional allocation will be used for home delivered meal trays and kitchen supplies for the program; and

WHEREAS, purchases under this agreement must be made prior to May 31, 2013.

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

(I)

THAT the City of Las Cruces Senior Programs section is authorized to accept a grant award in the amount of \$4,500.00 for FY 2013, as shown in Exhibit "A" attached hereto and made part of this resolution.

(II)

THAT the City Manager is hereby authorized to sign the grant agreement between the City and AAA on the City's behalf, thus accepting the grant agreement.

(III)

THAT the FY 2013 Adopted Budget is hereby adjusted as reflected in Exhibit "B" attached hereto and made a part of this resolution.

(IV)

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

DONE AND APPROVED this _____ day of _____, 2013.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

Moved by _____

Seconded by _____

VOTE:

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

APPROVED AS TO FORM:



City Attorney



AGREEMENT OF UNDERSTANDING

This agreement is between the City of Las Cruces and NCNMEDD, Non – Metro AAA for the one time financial assistance not to exceed four thousand five hundred dollars (\$4,500) for the purchase of 1) home delivered trays; and/or 2) kitchen supplies.

NCNMEDD, Non Metro AAA agrees to reimburse the foresaid provider when the following has been adhered to:

- a) agrees to make the purchase
- b) purchase must be made prior to May 31, 2013
- c) agrees to pay the vendor
- d) document the purchase(s) in program's financial system
- e) submit copies of the invoices/bill/statement as proof of purchase

Once all the above has been completed, NCNMEDD, Non – Metro AAA will issue a check not to exceed four thousand five hundred dollars (\$4,500).

City of Las Cruces Senior Programs

Signature – Name of Program Date

Robert L. Garza, P.E.
City Manager, City of Las Cruces

Jenny O. Martinez 3/13/13

NONMEDD, NM AAA Signature Date

Approved as to form:

[Signature]

**CITY OF LAS CRUCES
ADOPTED BUDGET FY 2012/2013**

FUND	DIVISION		FUND TYPE	
Older Americans Act Fund 2171	Community & Cultural Services		Special Revenue	
	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Adjustment	FY 2012/13 Adjusted
RESOURCES				
Beginning Balance	\$ 0	0	63,594	63,594
REVENUES				
551027 Older Americans Act Fed Grant	\$ 212,194	214,279		214,279
552017 NCCNMEDD Area Agency on Aging	401,457	420,172	4,500	424,672
543510 Congregate Meals IIIC1 Contributions	118,885	118,000		118,000
543511 Delivered Meals IIIC2 Contributions	83,866	82,000		82,000
543512 Transportation Contributions	683			
543514 Home Care Contributions	1,986	2,000		2,000
543520 Senior Health Contributions	6,768	7,500		7,500
Other Revenues	1,155			
Total Revenues	\$ 826,994	843,951	4,500	848,451
Total Resources	\$ 826,994	843,951	68,094	912,045
EXPENDITURES				
21205000 - Grandparent Respite				
Operating	\$ 4,709	3,000		3,000
Total Org 21205000	\$ 4,709	3,000	0	3,000
21205030 - Congregate Meals IIIC1				
Personnel	\$ 237,142	206,016		206,016
Operating	77,671	112,277	4,500	116,777
Total Org 21205030	\$ 314,813	318,293	4,500	322,793
21205040 - Delivered Meals IIIC2				
Personnel	\$ 144,922	139,733		139,733
Operating	138,899	179,106		179,106
Total Org 21205040	\$ 283,821	318,839	0	318,839
21205050 - Health Promotion IIID				
Personnel	\$ 8,576	0		0
Operating	11,902	53,943		53,943
Total Org 21205050	\$ 20,478	53,943	0	53,943
21205060 - Care Giver Support IIIE				
Personnel	\$ 0	0		0
Operating	55,391	56,179		56,179
Total Org 21205060	\$ 55,391	56,179	0	56,179
21205070 - Senior Home Care				
Personnel	\$ 78,230	91,027		91,027
Operating	5,958	2,670		2,670
Total Org 21205070	\$ 84,188	93,697	0	93,697
Total Expenditures	\$ 763,400	843,951	4,500	848,451
ENDING BALANCE	\$ 63,594	0	63,594	63,594