

City of Las Cruces®

PEOPLE HELPING PEOPLE

TIDD BOARD ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

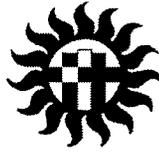
For Meeting of _____
(Ordinance First Reading Date)

For Meeting of January 12, 2015
(Adoption Date)

TITLE: CHANGE TAX INCREMENT DEVELOPMENT DISTRICT (TIDD) BOARD MEETING TO FOURTH MONDAY OF THE FIRST MONTH OF EACH QUARTER BEGINNING APRIL 27, 2015.

Purchasing Manager's Request to Contract (PMRC) {Required?} Yes No

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact	<i>[Signature]</i>	3048	12/31/14
Department Director	<i>[Signature]</i>	3064	12/31/14
Other			
Assistant City Manager /CAO Management & Budget Manager	<i>[Signature]</i> ^{RR m}	3401 2106	1-7-5 15/15
Assistant City Manager/COO	<i>[Signature]</i>	2271	1-5-15
City Attorney	<i>[Signature]</i>	EX 2128	8 JAN 2015
City Clerk	<i>[Signature]</i>	x2115	1/8/15



City of Las Cruces®

PEOPLE HELPING PEOPLE

TIDD Board Action and Executive Summary

Item # _____

Resolution # N/A

For Meeting of January 12, 2015
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: CHANGE TAX INCREMENT DEVELOPMENT DISTRICT (TIDD) BOARD MEETING TO FOURTH MONDAY OF THE FIRST MONTH OF EACH QUARTER BEGINNING APRIL 27, 2015.

PURPOSE(S) OF ACTION:

Change TIDD Board Meeting date.

COUNCIL DISTRICT: 1		
Drafter/Staff Contact: Andy Hume	Department/Section: Comm Dev	Phone: 3048
City Manager Signature:		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The purpose of this action item is to request a change of the TIDD Board meeting to the fourth Monday of the first month of each quarter. This new schedule would begin on April 27, 2015. Based on precedent set at the TIDD Board meeting on October 13, 2009, the requested change can be made through minute action.

The key reason for the request is that the second Monday is very close to the end of the previous quarter. With the additional two weeks, the Office of Budget and Management will be better able to compile the final revenue and expenditure data for inclusion in the TIDD packet.

In addition to the request above, staff has completed a review of the TIDD packet processes. The following changes have been made to the processes to improve communication:

- For TIDD Action Items: Submit completed TAES packet using same submittal requirements as the CAES packets.
- For TIDD Discussion Items: Submit completed TIDD Board Discussion Summary using the same submittal requirements as the Council Work Session summaries.
- The schedule for TAES packet submittals will be updated annually.

(Continue on additional sheets as required)

SUPPORT INFORMATION:

1. Attachment "A". TIDD Board Minutes from October 13, 2009 regular meeting.
2. Attachment "B". Instructions for TIDD Board Agendas, Action and Executive Summary (TAES) Forms, Resolutions, and Discussion Forms.
3. Attachment "C". 2015 Deadline Submittal Dates for TIDD Packets.

SOURCE OF FUNDING:

Is this action already budgeted? N/A	Yes	<input type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____
	<input 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? N/A			
	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ in the amount of \$ _____ for FY _____
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

N/A

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
N/A					

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will change the TIDD Board meeting to the fourth Monday of the first month of each quarter. This new schedule would begin on April 27, 2015.
2. Vote "No"; this will not change the TIDD Board meeting to the fourth Monday of the first month of each quarter. The TIDD Board meeting would continue to be on the second Monday.
3. Vote to "Amend"; this could move the date of future TIDD Board meetings to another day during each quarter.
4. Vote to "Table"; this could result in a lack of timely revenue and expenditure data to the TIDD Board each quarter.

(Continue on additional sheets as required)

REFERENCE INFORMATION:

N/A

TIDD Regular Meeting
October 13, 2009



Tax Increment Development District

Regular Meeting

October 13, 2009

1:00 P.M.

Council Chambers, City Hall

MEMBERS PRESENT:

STAFF:

Chairman Ken Miyagishima
Board Member Miguel Silva, District 1 (arrived at 1:09 pm)
Board Member Dolores Connor, District 2
Board Member Dolores C. Archuleta, District 3
Board Member Nathan Small, District 4
Board Member Gil Jones, District 5
Board Member Sharon Thomas, District 6
Board Member Leticia Benavidez (County)

Terrence Moore, City Manager
Fermin Rubio, City Attorney
Esther Martinez, City Clerk

I. Call to Order

Chairman Miyagishima called the meeting to order.

Chairman Miyagishima and Jordan Simmons presented the Pet of the Week.

II. Action Item(s)

1. Approval of Minutes from April 13, 2009

Board Member Connor Moved to Approve the Minutes of April 13, 2009 and Board Member Archuleta Seconded the motion.

Chairman Miyagishima called for the roll on the Motion to Approve the Minutes of April 13, 2009 and it was APPROVED. 7-0 Board Member Silva was absent.

III. New Business

1. Collection of GRT Update

Mark Sutter gave a presentation and said the City is the fiscal agent for the Tax Increment Development District and we will be continuing to give you updates on our reports. The balance sheet shows that for July, August and September there was cash and investments in the amount of about \$18,000 and about \$470,000 in accounts receivable which gives us about \$488,000 in total assets. There are no outstanding liabilities for the TIDD so there is a fund balance of \$488,745. The accounts receivable number is actual an accrual that we did here at the City because when we get to the end of June and we close out our books for the end of the year, Tax and Rev is remitting amounts that we believe are less than the amount of the TIDD distribution out of the total City's GRT. We accrued an amount payable from the City's GRT to the TIDD and as we clear those calculations up with Tax and Rev, that account receivable will change into cash. So far, remittances, revenues coming into the TIDD, there's GRT of about \$9,500 and we also do an allocation of the collection expense and the share that went to the TIDD was \$126.

1. GRT and CRS # Reporting

Dick Gebhart gave a presentation and said the original effective date was July 1, 2008 which started our fiscal year 09 but because of delays at the State level, the actual effective date was January 1, 2009. We actually received the first distribution in March so there was a two month lag. The increments included 75% and that implied to all the City's GRT levies which totaled 2.7875 percentage points and the County has pledged one of it's GRT levies to the amount of .125 percent. All City property tax levies are pledged including flood control, County property tax levies are pledged but to date, no State contributions are being pledged to the TIDD. The Federal Courthouse and the new City Hall are not being reported in the TIDD. We need to get everyone in compliance and get the firms to report correctly.

Mark Sutter said the issue of Tax and Rev estimating the increment will be taken care of but it is their decision on how to take care of the calculation. The voluntary compliance for the two big construction projects, the contractors are voluntarily working with Tax and Rev on the reporting of their tax returns.

Dick Gebhart said we are working with Tax and Rev to approve compliance and we are working with the County to get property tax reporting mechanisms in place.

Board Member Jones asked are we suggesting that the State isn't paying us those monies or is it accruing in one category and paying it out of another? My concern is that we accrue into the TIDD a certain amount of money and the State says we will pay it but it will be categorized differently.

Dick Gebhart said I'm not saying these businesses aren't reporting their tax liability correctly because they are; but they are reporting it in the City instead of the TIDD. Basically, this is to avoid having to take it out of the general fund and putting it in the TIDD.

Board Member Jones said it worries me that we overly stated our general fund balance because of this issue.

Mark Sutter said that is exactly what we corrected. We reduced the revenues to the general fund and increased the revenues to the TIDD.

Board Member Thomas said basically, this is about getting the new federal courthouse and the new City Hall in compliance by dealing with the contractors and not getting the Tax and Rev after them.

Dick Gebhart said that is correct. We have been in contact with Tax and Rev so they are aware of the situation.

Board Member Benavidez said I would like to know, who have you and the County been communicating regarding the reporting mechanisms?

Dick Gebhart said we have been dealing with Gary Perez and he has been in contact with the treasurer.

William Slettom gave a presentation and said before you is the direct mail piece that we would like to get out to the property owners within the next few weeks. This is urging them to report to the correct number for the GRT and we are including the GRT tax rate schedule with the City of Las Cruces TIDD District highlighted. They can amend their returns with no penalty.

Board Member Connor asked is it possible that when a business registers within the TIDD area that they are given something to inform them that they are in a TIDD District and what the code is that they should be using on their CRS forms?

William Slettom said yes, we do give them that information when they register in a TIDD District.

Board Member Connor said it should also be done for businesses that are renewing their registration.

William Slettom said yes, we can do that as well.

Board Member Connor asked does Tax & Rev give you a list of businesses that are reporting correctly so you can tell which ones aren't using the correct CRS?

William Slettom said we can go to the Tax and Rev website and get the amounts that are being put into the TIDD. Tax and Rev will identify those business by name and ID number but that's not information that they share with us or the public.

Board Member Connor said the vendors at the Farmers Market should also be reporting the sales they have on the street. They can just use a different line item on their CRS form, correct?

William Slettom said that is correct.

Board Member Connor asked have we made contact with the temporary vendors in this area to explain this process to them?

William Slettom said yes, we have and they are aware that they should be reporting to the TIDD number.

Board Member Silva asked how many business are we looking at to send these notices to?

William Slettom said we have identified 288 business licenses within the TIDD District.

Board Member Silva said I would suggest that we have someone visit these business and make sure they are filling out their paperwork properly.

Terrence Moore said I would like to recommend that our meetings be scheduled on a quarterly basis because that is when we receive our financial information.

Board Member Archuleta said I have concerns with the Farmers Market vendors because some of them thought it was a choice to participate in the TIDD. I think instead of mailing the letter out to the vendors, we should just hand it to them at the market.

William Slettom said we will continue to meet with the Farmers Market vendors and remind them that they need to be reporting to the TIDD.

Esther Martinez, City Clerk said if you wish to have these meetings on a quarterly basis instead of monthly then I will need a motion and a second to change it.

Board Member Silva motioned to change the meeting schedule to a quarterly basis to begin with the October meeting and Board Member Benavidez Seconded.

Chairman Miyagishima called for the roll on the Motion to accept changing the meeting schedule to a quarterly basis beginning with the October meeting and it was Unanimously APPROVED.
8-0

IV. Other Items of Interest

Board Member Connor said we all need to look at the legislative session that will begin in the third week of January.

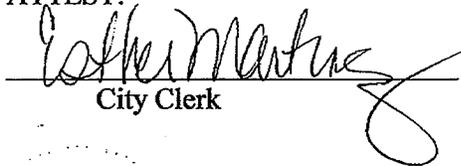
Adjournment

Meeting Adjourned at 1:47 p.m.



Chair

ATTEST:


City Clerk

(SEAL)

Instructions for TIDD Board
Agendas, Action and Executive
Summary (TAES) Forms,
Resolutions, and Discussion Forms

Rev. 11/2014

Please review these instructions prior to preparing and submitting a TIDD Board Agenda, Action and Executive Summary (TAES) Form, Resolution, or TIDD Discussion Item.

DEADLINES

1. **AGENDA** – The final draft of the TIDD agenda is due to the City Clerk no later than 10 calendar days prior to the meeting.
2. **AGENDA PACKETS** – All TIDD Action Item packets are due no later than 17 calendar days prior to the adoption meeting. All TIDD Discussion Item packets are due no later than 10 calendar days prior to the meeting. The TIDD Action and Discussion forms and the deadline submittal dates are available on the intranet under Forms, then Office of the City Clerk.
3. **ROUTING SLIP** – An appropriate routing slip shall be attached to the front of your TAES of TIDD Discussion Item Packet. The routing slip will make it easier when changes are required on the forms and alleviate staff from having to get signatures all over again. Both slips are available on the intranet.
4. **ROUTING TAES and TIDD DISCUSSION PACKETS** – After the drafter completes the packet it shall be routed to:
 - a. **Department Director**
 - b. **Management & Budget Manager** (packet will be routed to next office)
 - c. **Assistant City Manager** (packet will be routed to next office)
 - d. **City Attorney** (packet will be routed to next office)
 - e. **City Clerk** (packet will be routed to next office)
 - f. **City Manager** (The packets will be returned to City Clerk to distribute to the TIDD Board one week prior to the TIDD meeting.)
5. **LATE PACKETS WILL NOT BE ACCEPTED** unless approved by the Assistant City Manager or City Manager. The title of the resolution or ordinance must be submitted in writing to the City Clerk's office if approval has been given. Email will be fine.

REVIEW

1. Please follow all instructions carefully otherwise your packet will be returned to you for corrections.
2. It is the **drafter's responsibility** to review the TIDD agenda prior to the meeting and make sure the TAES Packet has been received in the City Clerk's office. If your packet is not listed on the agenda or the title is incorrect, please notify the City Clerk's office as soon as possible and before the meeting.
3. If you will be on leave, please have a member of your staff review the agenda on your behalf.

PREPARATION OF A TIDD AGENDA

Font Size	Prepare <u>only</u> in Arial 12 font. This document is in Arial font.
Paper Size	Agenda is to be on letter-sized 8 ½ x 11 paper <u>only</u> .
Single-Sided Document	Agenda <u>will not</u> be accepted as a double-sided document.
Grammar and Spelling	Review your document and make sure it is grammatically correct and spelled correctly. Ask another staff member to review it for you if necessary.
Instructions/Gray Italic Font	All items listed in gray italic font are for instructional purposes only and must be removed before submitting your packet. If you have any questions as to what needs to be removed, please call the City Clerk's Office.
Formatting	The body form should be full justified.

INSTRUCTIONS FOR A TIDD AGENDA

INSERT DATE	Edit the date of the scheduled TIDD Board meeting. The date should be in bold.
MEETING TIME	Meeting should not change unless a special meeting has been called. Meeting time should be in bold
CALL TO ORDER	This item is always listed first on the agenda.
ACTION ITEM(S)	Approval of Minutes from the previous meeting(s) is always listed. Other action items will be listed using a numbered list.
DISCUSSION ITEM(S)	NEVER LEAVE BLANK. The TIDD is completely contained within Council District 1.
ADJOURNMENT	This item is always listed last on the agenda.
STATEMENT OF ACCOMMODATION	The following sentence shall always be included on the agenda, "If you need an accommodation for a disability to enable you to fully participate in this event, please contact us 72 hours before the event at 541-2115/v or 541-2182/tty."
STATEMENT OF NON-DISCRIMINATION	The following sentence shall always be included on the agenda, "The City of Las Cruces does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age or disability in employment or the provision of services."

CITY HALL
P.O. BOX 20000
LAS CRUCES, NM 88004



700 N. Main Street
PHONE (575) 541-2067

NOTICE OF TAX INCREMENT DEVELOPMENT DISTRICT (TIDD) BOARD MEETING

The following agenda will be considered at a regular meeting of the Tax Increment Development District (TIDD) Board of the City of Las Cruces, New Mexico to be held on **INSERT DATE**, at 1:00 p.m. at the City Council Chambers, City Hall, 700 N. Main Street, Las Cruces, New Mexico.

I. **Call to Order**

II. **Action Item(s)**

1. Approval of Minutes from INSERT DATE OF PREVIOUS Meeting.
2. OTHER ACTION ITEM(S) LISTED AS NEEDED.

III. **Discussion Items**

1. LIST DISCUSSION ITEM(S) AS NEEDED
2. Other items of interest

IV. **Adjournment**

Esther Martinez-Carrillo, MMC
City Clerk

If you need an accommodation for a disability to enable you to fully participate in this event, please contact us 72 hours before the event at [541-2115/v](tel:541-2115) or [541-2182/tty](tel:541-2182).

The City of Las Cruces does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age or disability in employment or the provision of services.

Posted: December 20, 2013

PREPARATION OF A TIDD ACTION and EXECUTIVE SUMMARY FORM

Font Size	Prepare <u>only</u> in Arial 12 font. This document is in Arial font.
Paper Size	TAES Form, exhibits and attachments are to be on letter-sized 8 ½ x 11 paper <u>only</u> . If not, your packet will be returned.
Single-Sided Documents	TAES Form, exhibits and attachments <u>will not</u> be accepted with double-sided documents.
Grammar and Spelling	Review your document and make sure it is grammatically correct and spelled correctly. Ask another staff member to review it for you if necessary.
Instructions/Gray Italic Font	All items listed in gray italic font are for instructional purposes only and must be removed before submitting your packet. If you have any questions as to what needs to be removed, please call the City Clerk's Office.
Formatting	The body form should be full justified parallel with the Council District/Contact Info box on both ends. (See separate instructions regarding the title.)
Exhibits and Attachments	All exhibits and should be labeled on the top right hand corner. <ol style="list-style-type: none">Exhibits become part of the resolution and are mentioned in the body of the resolution.Attachments are just for information and are not mentioned in the body of the resolution or ordinance.Any agreements or contracts referenced as exhibits that are blank examples or drafts should be marked as "DRAFT ONLY".
Purchasing Resolutions	Require the Purchasing Manager's Request to Contract (PMRC). If you are contracting for goods or services, it is a purchasing resolution.
Numbering	DO NOT number the resolutions and ordinances. Numbers will be assigned in the City Clerk's Office. If it is a Purchasing Resolution, the Purchasing Section will assign the number.

INSTRUCTIONS FOR A TIDD ACTION and EXECUTIVE SUMMARY FORM

FOR MEETING OF (ADOPTION DATE)	Date should be underlined.
TITLE	The word "TITLE" must be listed. The title should be typed in all caps, bold, single spaced, full justified and begin with the words "A RESOLUTION". The title on the TAES must match the title on the Resolution. FORMAT: Indent after the word title and full justify. The title should be parallel on both ends; from the first word of the sentence on the left end to the Council District/Contact Info box on the right end.
PURPOSE OF ACTION	MUST BE BRIEF – one sentence or less. (Why is this item being presented? For example: Award contract. Establish policy. Amend policy. Land use proposal. Establish a standard. Declare a position. Accept a report. Adopt a budget. Authorize an action.) FORMAT: Full justify/single-spaced.
COUNCIL DISTRICT	NEVER LEAVE BLANK. The TIDD is completely contained within Council District 1.
DRAFTER/STAFF CONTACT	Insert drafter's first and last name.
DEPARTMENT/SECTION	Insert department and section name.
PHONE	Insert drafter's phone number.
BACKGROUND/KEY ISSUES/CONTRIBUTING FACTORS	Justifications should be written in a comprehensive and concise manner. If you feel you cannot provide enough information in one or two pages – prepare a memo, reference it and add to Support Information. FORMAT: Full justify and should be parallel with the Council District/Contact Info box on both ends. Sentences should be single-spaced with double-space between paragraphs.
SUPPORT INFORMATION	First list the Resolution, followed by a period. If relevant: Next list exhibit(s), one exhibit per number, list as many as needed. Separate the number and the description/title with a comma and end with a period. If relevant: The last item will be attachment(s), one attachment per number, list as many as needed. Separate the number and the description/title with a comma and end with a period. FORMAT: Full justify and should be parallel with the Council District/Contact Info box on both ends. Sentences should be single-spaced.

SOURCE OF FUNDING
IS THIS ACTION BUDGETED?

If this is not applicable, type in "N/A". If it is applicable, check the appropriate box(s). **FORMAT:** All instructions in gray italic font need to be removed. Do not separate this box from the revenue box – must stay on the same page.

SOURCE OF FUNDING
DOES THIS ACTION CREATE
ANY REVENUE?

If this is not applicable, type in "N/A". If it is applicable, check the appropriate box(s). **FORMAT:** All instructions in gray italic font need to be removed. Do not separate this box from the budgeted box – must stay on the same page.

BUDGET NARRATIVE

This box pertains to grants, legislative appropriations, Federal & State formula funding or similar types of funding. Explain the use of the funding received to include: A brief explanation of the use of the funds; how the match if appropriate will be supported and other relevant facts as it pertains/impacts the TIDD's budget. If this is not applicable type in "N/A". **FORMAT:** Full justify and sentences should be single-spaced.

FUND EXPENDITURE
SUMMARY

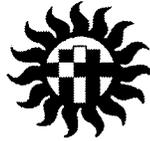
Type in corresponding information under each title section. If the Budget Narrative box is completed with information other than N/A type in "N/A" under each title section. **FORMAT:** Change the gray font to black. Do not separate this box – the entire box must stay on the same page.

OPTIONS/ALTERNATIVES:

List voting options. Justifications should be written in a comprehensive and concise manner. **FORMAT:** Full justify and should be parallel with the Council District/Contact Info box on both ends. Sentences should be single-spaced.

REFERENCE INFORMATION

This sentence will always be listed: "The resolution(s) listed below are only for reference and are not included as attachments or exhibits." If you would like to reference a resolution or an ordinance type the applicable number only, do not type the title. Otherwise, type "NA".



City of Las Cruces[®]

PEOPLE HELPING PEOPLE

TIDD Board Action and Executive Summary

Item # _____

Resolution# _____

For Meeting of _____
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: (ALL CAPS, BOLD, SINGLE-SPACED, FULL JUSTIFIED & THE SAME AS ON RESOLUTION OR ORDINANCE. MAKE SURE TITLE BEGINS WITH THE WORDS "A RESOLUTION...." OR "AN ORDINANCE....")

PURPOSE(S) OF ACTION:

(Why is this item being presented? Be brief – One sentence or less; for example: To award contract, establish policy, amend policy, land use proposal, establish a standard, declare a position, accept a report, adopt a budget, authorize an action, etc...) **Note: ONLY use Arial 12 Font. Sentences should be single-spaced with double-space between paragraphs throughout this document.**

COUNCIL DISTRICT: 1		
<u>Drafter/Staff Contact:</u>	<u>Department/Section:</u>	<u>Phone:</u>
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

(The items/suggestions listed are only intended for provoking thought and to get the author to focus on the gist of the matter being presented. The commentary in this section should not be limited to the ideas listed below nor should it include responses to all of them but rather serve as a big picture story of the action. Please use layman's terms and avoid acronyms). How did we get here? Why should we do this? Why is the selected bid chosen? Who is affected? How will action impact those who are affected? Why is action needed? When is action needed? What would happen if action is not taken? Are there legal issues? Are there regulatory or compliance issues? Are there strategic issues? Is this part of the TIDD Plan? Are there State or Federal regulations involved in the action? Focus on the bigger picture and the context within which the proposal exists. What is the history of development in the area surrounding a proposal? How is this similar issue handled in other cities? Best practices, etc... Are there particular localized or unique concerns that should be considered?

(Continue on additional sheets as required)

SUPPORT INFORMATION:

1. Resolution. *(Only list one.)*
2. Exhibit "A". *(Please list as many as needed, one exhibit per number. Make sure your exhibits are labeled correctly.)*
3. Attachment "A". *(Please list as many as needed, one attachment per number. Make sure your attachments are labeled correctly.)*

SOURCE OF FUNDING:

Is this action already budgeted? <i>(If this is not applicable indicate with "N/A".)</i>	Yes	<input type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	Budget Adjustment Attached	<input type="checkbox"/>	Expense reallocated from:
		<input 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 (# and Fund Name) Fund.
Does this action create any revenue? <i>(If this is not applicable indicate with "N/A".)</i>	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: (Fund #) in the amount of \$_____ for FY_____.
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

Only use this box for grants, legislative appropriations, Federal & State formula funding, or similar types of funding. Explain the use of the funding received to include: A brief explanation of the use of the funds; how the match if appropriate will be supported; and other relevant facts as pertains/impacts the TIDD's budget.

Otherwise this box should be marked with "N/A".

FUND EXPENDITURE SUMMARY: *(Please make sure to change the gray font to black for scanning purposes. If the BUDGET NARRATIVE is completed, the box below should be marked "N/A".)*

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
General Fund	123456789	\$1,234,567	\$1,300,000	\$65,433	To be used to fund Phase two of this project.
State Grant	345678912	\$65,000	\$65,000	\$0	None

(Continue on additional sheets as required)

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will
2. Vote "No"; this will . . .
3. Vote to "Amend"; this could . . .
4. Vote to "Table"; this could . . .

REFERENCE INFORMATION:

The resolution(s) listed below are only for reference and are not included as attachments or exhibits. *(If none, type "N/A" below Reference Information.)*

1. Resolution No.

(Continue on additional sheets as required)

PREPARATION OF A TIDD RESOLUTION

Font Size	Prepare only in Arial 12 font. This document is in Arial font.
Paper Size	All Resolutions are to be on letter-sized 8 ½ x 11 paper only. If not your packet will be returned.
Single-Sided Documents	Resolutions will not be accepted as double-sided documents.
Grammar and Spelling	Review your document and make sure it is grammatically correct and spelled correctly. Ask another staff member to review it for you if necessary.
Formatting	Top, bottom, left and right margins should be one (1) inch and full justified. Bottom margin exception: May have a margin between .75 and 1 inch in order to fit the closing of the Resolution. Use your judgment.
Font Size	Prepare only in Arial 12 font. This document is in Arial font.

INSTRUCTIONS FOR A TIDD RESOLUTION

PURCHASING RESOLUTIONS	Require the Purchasing Manager's Request to Contract (PMRC). If you are contracting for goods or services, it is a purchasing resolution.
NUMBERING	DO NOT number the resolutions. Numbers will be assigned in the City Clerk's Office. If it is a Purchasing Resolution, the Purchasing Section will assign the number.
TITLE	The title should be typed in all caps, bold, single spaced, full justified and begin with the words "A RESOLUTION". The title on the Resolution must match the title on the TAES.
WHEREAS	List an appropriate number of "WHEREAS" to give a brief history of the topic and why the action proposed is needed, requested etc. There is no limit to the number of "WHEREAS", use as many as appropriate. FORMAT: The "WHEREAS," should be in all caps, bold, indented and followed by a comma. End the sentence with "and" to continue. The last "WHEREAS" should end with a period.

THAT The "THAT" paragraphs should contain sufficient language to summarize the action to be taken by the TIDD Board and should indicate all addresses, impact on budget, relevant locations, impact on organizational chart, etc. Although some of this information is contained in the Whereas statements, the "substance" must be repeated in this section. All exhibits to be approved should be referred in this section as Exhibit "A" or "B" and attached hereto. **FORMAT:** The "THAT" should be in all caps, bold and indented and will **not** be followed by a comma. End the sentence with a period. The last "THAT" paragraph should read "THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above."

BODY After the title the document should be double spaced until the signature line for the Chair.

DATE Leave the date blank on the "DONE AND APPROVED" line unless it is a Resolution involving a liquor license. The City Clerk will type the date after each meeting.

CLOSING See EXAMPLE OF CLOSING. In order to fit the closing on a Resolution, you may have a bottom margin between .75 and 1 inch. Use your judgment. NOTE: Do not separate "Attest" from the City Clerk's signature line and do not separate "votes".

SIGNATURE LINE DO NOT add the Chair's name under the signature line after "APPROVED" – only type the word "Chair". See EXAMPLE OF CLOSING.

SEAL DO NOT FORGET to include the word "(SEAL)" four lines after the City Clerk's signature. See EXAMPLE OF CLOSING.

VOTE The VOTE should be single-spaced. The Chair will always be listed first followed by the Members listed in council district number order. Make sure all of the Member's names are properly spelled. The City Clerk will type how the Chair and each Member voted after each meeting. See EXAMPLE OF CLOSING.

The remainder of this page is left intentionally blank

EXAMPLE OF CLOSING FOR RESOLUTIONS AND ORDINANCES

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

APPROVED:

Chair

ATTEST:

City Clerk

(SEAL)

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:

City Attorney

VOTE:

Chair Miyagishima: _____

Member Silva: _____

Member Smith: _____

Member Pedroza: _____

Member Small: _____

Member Sorg: _____

Member Levatino: _____

RESOLUTION NO. _____

A RESOLUTION TITLE SHOULD BE CAPITALIZED, BOLD AND FULL JUSTIFIED ON BOTH THE TAES FORM AND RESOLUTION.

The TIDD Board is informed that:

WHEREAS, list an appropriate number of "WHEREAS" to give a brief history of the topic, and why the action proposed is needed, requested, etc. There is no limit to the number of "Whereas", use as many as appropriate. End the sentence with "; and" to continue; and

WHEREAS, the last "WHEREAS" should end with a period.

NOW, THEREFORE, Be it resolved by the governing body of the Tax Increment Development District:

(I)

THAT the following paragraphs should contain sufficient language to summarize the action to be taken by the council and should include all addresses, impact on budget, relevant locations, impact on organizational chart, etc. Although some of this information is contained in the Whereas statements, the "substance" must be repeated in this section. All exhibits to be approved should be referred in this section as Exhibit "A" or "B" and attached hereto.

(II)

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 _____, 20____.

APPROVED:

Chair

ATTEST:

City Clerk

(SEAL)

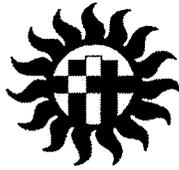
Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:

City Attorney

VOTE:
Chair Miyagishima: _____
Member Silva: _____
Member Smith: _____
Member Pedroza: _____
Member Small: _____
Member Sorg: _____
Member Levatino: _____



City of Las Cruces[®]

PEOPLE HELPING PEOPLE

TIDD BOARD ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of _____
(Adoption Date)

TITLE:

Purchasing Manager's Request to Contract (PMRC) {Required?} Yes No

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact			
Department Director			
Other			
Assistant City Manager /CAO Management & Budget Manager			
Assistant City Manager/COO			
City Attorney			
City Clerk			



City of Las Cruces®

PEOPLE HELPING PEOPLE

TIDD Board Discussion Summary

Meeting Date _____

TITLE: (AS LISTED ON TIDD AGENDA AS DISCUSSION ITEMS – ALL CAPS, BOLD, ONLY ARIAL 12 FONT, SINGLE-SPACED, FULL JUSTIFIED.)

PURPOSE(S) OF DISCUSSION:

- Inform/Update
- Direction/Guidance
- Legislative Development/Policy

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

(The items/suggestions listed are only intended for provoking thought and to get the author to focus on the gist of the matter being presented. The commentary in this section should not be limited to the ideas listed below nor should it include responses to all of them but rather serve as a big picture story of the action. Please use layman's terms and avoid acronyms). How did we get here? Why should we do this? How will action impact those who are affected? Why is action needed? When is action needed? What would happen if action is not taken? Are there legal issues? Are there regulatory or compliance issues? Are there strategic issues? Is this part of the TIDD Plan? Are there State or Federal regulations involved in the action? Focus on the bigger picture and the context within which the proposal exists; What is the history of development in the area surrounding a proposal? How is this similar issue handled in other cities? Best practices, etc... Are there particular localized or unique concerns that should be considered?

SUPPORT INFORMATION:

1. Attachment "A". (Please list as many as needed, one attachment per number. Make sure your attachments are labeled correctly.)



City of Las Cruces®

PEOPLE HELPING PEOPLE

TIDD BOARD DISCUSSION SUMMARY ROUTING SLIP

Meeting Date _____

TITLE:

(AS LISTED ON TIDD BOARD AGENDA – ALL CAPS, BOLD, ONLY ARIAL 12 FONT, SINGLE-SPACED, FULL JUSTIFIED.)

- Are there attachments to the TIDD Board Discussion Summary? Yes No
- Will there be a Video Presentation for this item? Yes No
- Will there be a PowerPoint Presentation for this item? Yes No
- If "yes", will a copy of the PowerPoint Presentation be included on the TIDD Board Agenda? Yes No

DEPARTMENT / ORGANIZATION	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact			
Department Director			
Other			
Assistant City Manager/CAO (if applicable)			
Assistant City Manager/COO (if applicable)			
City Manager			



**2015 Deadline Submittal Dates
For TIDD Action and Executive Summary
(TAES) PACKETS**

TIDD BOARD MEETING DATE:	SUBMIT TAES PACKETS BY:
Monday, January 12, 2015	
Monday, April 27, 2015	Friday, April 10, 2015
Monday, July 27, 2015	Friday, July 10, 2015
Monday, October 26, 2015	Friday, October 9, 2015

**2015 Deadline Submittal Dates
For TIDD Discussion Items**

TIDD BOARD MEETING DATE:	SUBMIT DISCUSSION ITEMS BY:
Monday, January 12, 2015	
Monday, April 27, 2015	Friday, April 17, 2015
Monday, July 27, 2015	Friday, July 17, 2015
Monday, October 26, 2015	Friday, October 16, 2015