

City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 15 Ordinance/Resolution# 16-040

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of August 17, 2015
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES, ON BEHALF OF ITS SENIOR PROGRAMS SECTION, TO ACCEPT A GRANT FROM BANFIELD CHARITABLE TRUST IN THE AMOUNT OF \$2,500.00, FOR THE CITY'S MEALS ON WHEELS (MOW) PET FOOD ASSISTANCE PROGRAM, TO RATIFY THE CITY MANAGER'S SIGNATURE ON THE TERMS AND CONDITIONS OF FUNDING AGREEMENT, TO CARRY OVER REMAINING FY2015 FUNDS, AND TO AMEND THE CITY'S ADOPTED FY2016 BUDGET.

PURPOSE(S) OF ACTION:

To accept grant, ratify City Manager's signature, carryover funds, and adjust budget.

COUNCIL DISTRICT: ALL		
<u>Drafter/Staff Contact:</u> Elizabeth Vega	<u>Department/Section:</u> Community and Cultural Services/Senior Programs	<u>Phone:</u> 575-528-3001
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

In April 2015, Banfield Charitable Trust—in collaboration with Meals on Wheels of America Association (MOWAA)—announced a grant opportunity for local Meals on Wheels (MOW) providers to apply for funding to support pet food assistance programs. Pet food assistance programs are especially necessary within the homebound senior population because many times the seniors face the dilemma of choosing between feeding themselves and feeding their pets.

The City's Senior Programs started the "Food 4 Paws" Program with a startup grant from Banfield Charitable Trust in January 2015. Forty-two clients caring for over sixty cats and dogs have participated in the program and Senior Programs has partnered with ACTION Programs for Animals (APA) and PetSmart to grow the program. Senior Programs received notice in mid-May that Banfield Charitable Trust was awarding the MOW Program \$2,500.00 to continue the "Food 4 Paws" Program.

The award will be used to purchase pet food and other supplies. No additional funds are necessary at this time. A budget adjustment is necessary to add the grant award to the City's adopted FY2016 budget and to carry over \$2,103.00 in remaining funds from FY2015.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Terms and Conditions.
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>2761</u> in the amount of <u>\$2,500.00</u> for FY 2016.
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

Banfield Charitable Trust has sent a check for the full amount of the grant, \$2,500.00 for FY2016. The remaining \$2,103.00 in unspent funds from FY2015 is also being carried over in this budget adjustment. These funds will be deposited in Fund 2761, Other Operating Fund, in a general supplies line item to be used to purchase pet food and other supplies necessary for the continued operation of the "Food for Paws" Program.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Other Operating Fund	27205270-730110-36002	\$4,603.00	\$4,603.00*	\$0.00	N/A

*Pending approved budget adjustment.

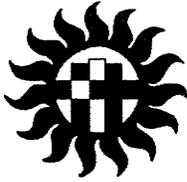
OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will authorize the City of Las Cruces to accept the funding from Banfield Charitable Trust, ratify the City Manager's signature on the terms and conditions, and adjust the City's adopted FY2016 budget.
2. Vote "No"; this will prevent the City of Las Cruces from receiving the grant funds.
3. Vote to "Amend"; this could affect the timeline of the grant-funded program implementation.
4. Vote to "Table"; this could prevent the City from completing the grant-funded program.

REFERENCE INFORMATION:

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

N/A



City of Las Cruces®

PEOPLE HELPING PEOPLE

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COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of August 17, 2015
(Adoption Date)

TITLE:

A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES, ON BEHALF OF ITS SENIOR PROGRAMS SECTION, TO ACCEPT A GRANT FROM BANFIELD CHARITABLE TRUST IN THE AMOUNT OF \$2,500.00, FOR THE CITY'S MEALS ON WHEELS (MOW) PET FOOD ASSISTANCE PROGRAM, TO RATIFY THE CITY MANAGER'S SIGNATURE ON THE TERMS AND CONDITIONS OF FUNDING AGREEMENT, TO CARRY OVER REMAINING FY2015 FUNDS, AND TO AMEND THE CITY'S ADOPTED FY2016 BUDGET.

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

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact Elizabeth Vega	<i>Elizabeth B. Vega</i>	528-3001	7/29/15
Grants & Contracts Amy Johnson Bassford	<i>Amy Johnson Bassford</i>	541-2281	7/29/15
Community & Cultural Services David Dollahon	<i>David Dollahon</i>	541-3060	7/30/2015
Finance Victoria Fredrick	<i>Victoria Fredrick</i>	541-2080	8/29/15
Management & Budget Manager Robert Lundien	<i>Robert Lundien</i>	541-2107	
Assistant City Manager /CAO Mark Winson	<i>Mark Winson</i>	541-2100	7/29/15
Assistant City Manager/COO Daniel Avila	<i>Daniel Avila</i>	541-2271	8/5/15
City Attorney Wm "Rusty" Babbington	<i>Wm "Rusty" Babbington</i>	541-2128	8/6/2015
Interim City Clerk Linda Lewis	<i>Linda Lewis</i>	541-2115	8/7/15

RESOLUTION NO. 16-040

RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES, ON BEHALF OF ITS SENIOR PROGRAMS SECTION, TO ACCEPT A GRANT FROM BANFIELD CHARITABLE TRUST IN THE AMOUNT OF \$2,500.00, FOR THE CITY'S MEALS ON WHEELS (MOW) PET FOOD ASSISTANCE PROGRAM, TO RATIFY THE CITY MANAGER'S SIGNATURE ON THE TERMS AND CONDITIONS OF FUNDING AGREEMENT, TO CARRY OVER REMAINING FY2015 FUNDS, AND TO AMEND THE CITY'S ADOPTED FY2016 BUDGET.

The City Council is informed that:

WHEREAS, the Banfield Charitable Trust, in collaboration with the Meals on Wheels Association of America, offered a grant opportunity to provide funding for pet food assistance to local Meals on Wheels (MOW) programs; and

WHEREAS, the City of Las Cruces Senior Programs applied for \$2,500 to sustain the existing "Food 4 Paws" initiative, a pet food assistance program to provide food for eligible MOW clients and their pets; and

WHEREAS, Banfield Charitable Trust notified Senior Programs that it received \$2,500 for its assistance program; and

WHEREAS, the previous grant balance of \$2,103.00 remaining in FY2015 will be carried over to FY2016 so it can be spent before the grant expires in November 2015.

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 a grant award from the Banfield Charitable Trust in the amount of \$2,500.00, as shown in Exhibit "A", attached hereto and made part of this resolution.

(II)

THAT the Council does hereby ratify the City Manager's signature on the terms and conditions, as shown in Exhibit "A", attached hereto and made part of this resolution.

(III)

THAT the City's FY2016 Adopted Budget is hereby adjusted to add new grant funding and carryover existing grant funding as reflected in Exhibit "B", attached hereto and made a part of this resolution.

(IV)

THAT the 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 Smith: _____

Councillor Pedroza: _____

Councillor Small: _____

Councillor Sorg: _____

Councillor Levatino: _____

APPROVED AS TO FORM:



City Attorney

PET ASSISTANCE GRANT TERMS AND CONDITIONS OF FUNDING

The granting of funds from the Banfield Charitable Trust is subject to certain terms and conditions.

1. The recipient acknowledges that funding of \$2500.00 has been approved for City of Las Cruces Senior Programs for your pet assistance program. Please note that funds can only be used for pet food purchases, rental space to store the food, food storage bins, shelving and storage bags, gas grants for volunteers to deliver the pet food, cat litter, veterinary care (except spay/neuter), grooming, pet deposits, temporary boarding expenses and pet supplies. **Funding cannot be used for any operating expenses, administrative costs, office supplies, marketing, or fundraising, etc.**
2. The recipient acknowledges that the funds provided must be spent by May 31, 2016.
3. If, for whatever reason, the recipient is unable to proceed with the funded project, the recipient will inform the Banfield Charitable Trust in writing as soon as possible and repay any unspent funds.
4. The recipient will provide appropriate public acknowledgment of the Banfield Charitable Trust's contribution to the funded project in news releases, newsletters, organization's website, and any other possible promotional opportunities. Banfield Charitable Trust logos will be provided for your use.
5. The recipient will help Banfield Charitable Trust educate the general public about how financial assistance to struggling pet owners can prevent pet surrender to shelters and keep vulnerable pet families together. Grant recipients will do so by contributing digital photos and stories of pets and people helped through Banfield Charitable Trust's grant. These photos and stories may be shared on all Banfield Charitable Trust's print or digital media. Please be sure your photo release permits Banfield Charitable Trust to use photos and stories you submitted.
6. The recipient will provide the Banfield Charitable Trust with a brief report on the achievements of the pet assistance program including expense tracking. Report not to exceed three pages and is due by May 31, 2016. Report should include number of pets and people served plus any stories, press releases, newsletters, etc.
7. Please sign this letter and return it to the Banfield Charitable Trust, 8000 NE Tillamook, Portland, OR 97213 by **May 31, 2015** and retain a copy of this document for your records. Funds will not be released until this signed document is received by the Banfield Charitable Trust.

SUBMITTED BY:


 Paul Lipscomb
 Executive Director
 8000 NE Tillamook
 Portland, Oregon 97213

ACKNOWLEDGED BY:

Robert L. Garza, P.E.

 Name
 City Manager

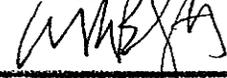
 Title

 Date 5-27-15

 Signature



APPROVED AS TO FORM:



 City Attorney

CITY OF LAS CRUCES
Fund Summary

FUND	DIVISION		FUND TYPE	
Other Operating Grants Fund 2761	Various		Special Revenue Funds	
	2014-15 Prelim Actual	2015-16 Adopted Adjustment		2015-16 Adjusted
RESOURCES				
Beginning Balance	\$ 0	0	0	0
Revenues				
Federal Grants	1,000	0	0	0
Local Grants	26,275	0	4,603	4,603
Operating Transfers In	0	0	0	0
Total Revenues	27,275	0	4,603	4,603
TOTAL RESOURCES	\$ 27,275	0	4,603	4,603
Expenditures				
Parks & Recreation				
30637 - ASAP FY14	394	0	0	0
Community & Cultural Services				
22010 - LINCOLN EXHIBIT SHIPPING GRANT BCC	0	0	0	0
22013 - MUSEUMS - BRANIGAN CULTURAL CENTER	72	0	0	0
22016 - GROUND UP XXVI GRANTS FY14	0	0	0	0
21A13 - FAMILY PLACE LIBRARIES PROGRAM	4,961	0	0	0
36002 - BANFIELD CHARITABLE TRUST	0	0	4,603	4,603
Operating Transfers Out	0	0	0	0
Total Expenditures	\$ 5,427	0	4,603	4,603
Accrual Adjustments	0	0	0	0
ENDING BALANCE	\$ 21,848	0	0	0

BUDGET ADJUSTMENT REQUEST

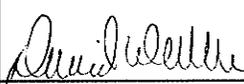
<u>Department and Section</u> Community and Cultural Services/ Senior Programs	159 <u>Permanent or Temporary</u> Permanent	<u>Council/Board Action Required?</u>	(Yes or No)	Yes
		<u>Council/Board Resolution No.</u>		

Reason for Request

This budget adjustment will be attached to a Resolution that changes revenue and expense line items to align with the grant agreement received from the Banfield Charitable Trust.

E. Vega <u>Prepared by</u>	X3001 <u>Phone No.</u>	FY16 <u>FY to be Adjusted</u>	07/30/15 <u>Date</u>
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Fund	Org	Object	Project	Object Name	Increase \$	Decrease \$
2761	27200100	554002	36002	OTHER AGENCY/ORG	4,603	
2761	27205270	730110	36002	SUPPLIES GEN	4,603	
Totals					\$9,206	\$0

<i>By signing, I verify balances and accounts are available in MUNIS.</i>			<i>For use by Administration and Office of Mgmt & Budget</i>		
Administrator/Manager:			ACM / CAO		
Printed Name:	Sonia Saldana	Date		Mark A. Winson	Date
Director:			ACM / COO		
Printed Name:	David Dollahon	Date		Daniel Avila	Date
<i>For use by Office of Mgmt & Budget</i>			City Manager:		
				Robert L. Garza	Date
Budget Adjustment Number	Posted By	Date	Budget & Research Administrator		
					Date