



City of Las Cruces[®]

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 3 Ordinance/Resolution# 16-154

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of February 2, 2016
(Adoption Date)

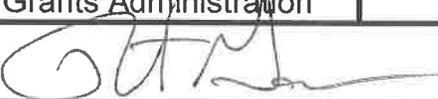
Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES (CITY), ON BEHALF OF THE LAS CRUCES FIRE DEPARTMENT, TO ACCEPT AWARDED FUNDING FROM THE NEW MEXICO PUBLIC REGULATION COMMISSION (NMPRC), STATE FIRE MARSHAL DIVISION, IN THE AMOUNT OF \$100,000.00 WITH A 20% REQUIRED MATCH OF \$20,000.00, IN ORDER TO PURCHASE AND EQUIP A NEW SQUAD VEHICLE, RATIFY THE CITY MANAGER SIGNATURE ACCEPTING THE GRANT AND ADJUST THE FY2016 BUDGET.

PURPOSE(S) OF ACTION:

To accept funding.

COUNCIL DISTRICT: N/A		
<u>Drafter/Staff Contact:</u> Michelle K. Belone	<u>Department/Section:</u> Financial Services / Grants Administration	<u>Phone:</u> 541-2716
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The Las Cruces Fire Department (LCFD) has been awarded funding from the NMPRC, State Fire Marshal Division, in the amount of \$100,000.00 with a 20% required match of \$20,000.00 to purchase and equip a new squad vehicle. When the City is given funding from a State agency, it is necessary to get the City Council to accept the funds as well as the conditions that are associated with the grant of funding. The City did not anticipate receiving the funds when the current fiscal year budget was adopted in May of 2015, the City Council is being requested to authorize an amendment to the budget showing the receipt of these new unexpected funds and further designating where they are placed within the City's budget.

The funding will allow the LCFD to purchase a one-ton chassis that will be equipped with a custom box that will accommodate the firefighting equipment and EMS equipment needed for this vehicle. The box will also be designed to accommodate the transport of a firefighter or patient in the event that a transport unit is not available when needed. Fleet services has recommended this new purchase.

(Continue on additional sheets as required)

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", New Mexico Fire Protection Grant Award Notice.
3. Exhibit "B", Budget Adjustment.
4. Attachment "A", Memo to recommend Purchase of New Squad.

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>2500</u> in the amount of <u>\$100,000.00</u> for <u>FY16</u> .
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

The LCFD was awarded a grant from the NMPRC, State Fire Marshal Division to fund the cost of purchasing and equipping a squad vehicle. The Fire Marshal awarded the grant for 80% of the total project cost and requires awardees to provide the remaining 20%. The \$100,000.00 grant award represents the 80% funded by the State, which will be deposited into Fund 2500. The match of 20% will be expensed from Fund 2300.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Fire	25167010-851100-33024	\$100,000.00	\$100,000.00*	\$0.00	N/A
Fire Fund	23167020-851100-33024	\$20,000.00	\$20,000.00*	\$0.00	N/A

*Pending approved budget adjustment

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will accept the grant agreement, ratify the City Manager's signature and adjust the FY 2016 budget.
2. Vote "No"; this is not an option as this will impact the LCFD's ability to purchase and equip a squad vehicle.
3. Vote to "Amend"; this is not an option as the grant funding is specific to approved initiatives as stipulated under the grant agreement between the NMPRC, State Fire Marshal Division.
4. Vote to "Table"; this is not an option as the grant award is constrained by a specific period of performance.

REFERENCE INFORMATION:

N/A

RESOLUTION NO. 16-154

A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES (CITY), ON BEHALF OF THE LAS CRUCES FIRE DEPARTMENT, TO ACCEPT AWARDED FUNDING FROM THE NEW MEXICO PUBLIC REGULATION COMMISSION (NMPRC), STATE FIRE MARSHAL DIVISION, IN THE AMOUNT OF \$100,000.00 WITH A 20% REQUIRED MATCH OF \$20,000.00, IN ORDER TO PURCHASE AND EQUIP A NEW SQUAD VEHICLE, RATIFY THE CITY MANAGER SIGNATURE ACCEPTING THE GRANT AND ADJUST THE FY2016 BUDGET.

The City Council is informed that:

WHEREAS, on November 10, 2015, the City was informed that the NMPRC, State Fire Marshal Division awarded the City, on behalf of the Las Cruces Fire Department, grant funding in the amount of \$100,000.00 with a 20% required match of \$20,000.00; and

WHEREAS, the grant funds will be used to purchase and equip a new squad vehicle for the Las Cruces Fire Department; and

WHEREAS, all grant funds must be encumbered by May 15, 2016.

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

(I)

THAT the City is approved to accept the grant award in the amount \$100,000.00, on behalf of the Las Cruces Fire Department; as shown on Exhibit "A" attached hereto and made part of this resolution.

(II)

THAT the City Manager is authorized to sign all grant documents to execute the agreement.

(III)

THAT the FY 2016 budget is hereby adjusted as designated in Exhibit "B" Budget

Adjustment, attached hereto and made 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 Gandara:	_____
Councillor Smith:	_____
Councillor Pedroza:	_____
Councillor Eakman:	_____
Councillor Sorg:	_____
Councillor Levatino:	_____

APPROVED AS TO FORM:



City Attorney

NEW MEXICO PUBLIC REGULATION COMMISSION

COMMISSIONERS

DISTRICT 1 KAREN L. MONTOYA, CHAIRWOMAN
 DISTRICT 2 PATRICK H. LYONS
 DISTRICT 3 VALERIE ESPINOZA
 DISTRICT 4 LYNDA LOVEJOY, VICE CHAIR
 DISTRICT 5 SANDY JONES



P.O. Box 1269
 1120 Paseo de Peralta
 Santa Fe, NM 87504-1269

STATE FIRE MARSHAL DIVISION

John C. Standefer, Fire Marshal
 1-800-244-6702 (In-state only)
 (505) 476-0174
 Fax: (505) 476-0100

INTERIM CHIEF OF STAFF

Andrea Delling

November 10, 2015

Mayor Ken Miyagishima
 City of Las Cruces
 PO Box 20000
 Las Cruces, NM 88004-9002

Ref: New Mexico Fire Protection Grant Council Award Notice

Dear Mayor Miyagishima:

Congratulations! Your grant application on behalf of the Las Cruces Fire Department for Apparatus has been reviewed and an award has been granted.

Over 140 grant applications were submitted and over \$22 million in needs were considered. The Las Cruces Fire Department has met the minimum requirements and is clearly addressing a critical need affecting the ISO fire protection classification. A voucher in the amount of **\$100,000** for the purchase of the approved request will be processed following the February 1, 2016 deadline for project specifications approval.

The specifications for the approved equipment must be reviewed and approved by this office before February 1, 2016 and prior to encumbering any funds. The equipment purchased with this grant shall meet the requirements of the latest Editions of NFPA.

The deadline to encumber the money by contract with the vendor is May 15, 2016. If the bid amount exceeds the awarded amount plus the 20% required matching amount, the additional cost shall be the responsibility of the local government. If the specified equipment may be purchased for less than the grant amount plus the 20% matching amount, **the remaining money shall be returned to the grant fund**. All equipment purchased with grant funds must be inspected by this office upon receipt and the attached Project Close-Out Checklist completed and submitted immediately thereafter.

Failure to meet deadlines will result in the loss of funds. If you need additional time to complete your project, your request for an extension must be made in writing, explaining the need for additional time. Grant recipients also need the Council's written permission to make changes to their projects. Project modifications must be requested in writing, and the modification shall not significantly alter the original purpose of the approved application. Extension and modification requests are reviewed on a case-by-case basis and are not automatically granted.

If further information is required, please contact Vernon Muller, Deputy Fire Marshal; Fire Service Support Bureau at (505) 476-0165.

Sincerely,

John C. Standefer
 State Fire Marshal

Sincerely,

Norma Jean Valdez
 Grant Council Chairwoman

xc: Chief
 Councilors

1 888 4 ASK PRC
 www.nmprc.state.nm.us

RECEIVED

NOV 10 2015

**CITY OF LAS CRUCES
 MAYOR'S OFFICE**

BUDGET ADJUSTMENT REQUEST (BAR)

101

<u>Department and Section</u> FINANCE / GRANTS - FIRE	<u>Permanent or Temporary</u> PERMANENT	EXHIBIT "B"	
		<u>Council/Board Resolution No.</u>	16 -

Justification for Request

A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES (CITY), ON BEHALF OF THE LAS CRUCES FIRE DEPARTMENT, TO ACCEPT AWARDED FUNDING FROM THE NEW MEXICO PUBLIC REGULATION COMMISSION (NMPRC), STATE FIRE MARSHAL DIVISION, IN THE AMOUNT OF \$100,000 WITH A 20% REQUIRED MATCH OF \$20,000, IN ORDER TO PURCHASE AND EQUIP A NEW SQUAD VEHICLE, RATIFY THE CITY MANAGER SIGNATURE ACCEPTING THE GRANT AND ADJUST THE 2015-16 FISCAL YEAR BUDGET.

MUNIS Comment: NMPRC GRANT AWARD

ROBERT F. LUNDIEN

541-2106

2015-16

1-Feb-16

Prepared by

Phone No.

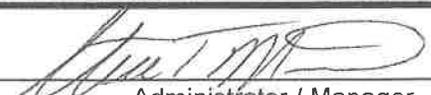
FY to be Adjusted

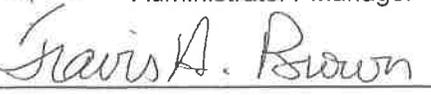
Date

Fund	Org	Object	Project	Object Name	Increase \$	Decrease \$
2500	25160010	552011	33024	NM PRC-STATE FIRE MARSHAL	100,000	
2500	25167010	851100	33024	ROLLING EQUIP INCL TRAILERS	100,000	
Totals					\$200,000	\$0

By signing, I verify balances and accounts are available in MUNIS.

For use by Administration and Office of Mgmt & Budget


 Administrator / Manager 1-11-16
Date


 Director 1/11/2016
Date

Mark A. Winson, ACM / CAO Date

Daniel Avila, ACM / COO Date

Robert L. Garza, City Manager Date

For use by Office of Mgmt & Budget

Revised 5/05/2015

Budget Adjustment Number Posted By Date

Period: JE#

Budget and Grant Manager Date

CITY OF LAS CRUCES

Fund Summary

EXHIBIT "B" Continued

Fund: 2500

Fund Name: EQUIPMENT GRANTS

DFA: 218

DFA Name: Intergovernmental Grants

	2015-16 Budget			%
	Adopted	Adjustment	Amended	Inc. / Dec.
<i>Beginning Balance</i>	\$ 0	0	0	0.00%
Resources				
Revenue	\$ 0	100,000	100,000	0.00%
Proceeds	0	0	0	0.00%
Transfers In	0	0	0	0.00%
Total Resources	\$ 0	100,000	100,000	0.00%
Expenditures				
Salaries & Benefits	\$ 0	0	0	0.00%
Operating Costs	0	0	0	0.00%
Capital Outlay	0	0	0	0.00%
Debt Service	0	0	0	0.00%
Grant / Projects	0	100,000	100,000	0.00%
Transfers Out	0	0	0	0.00%
Total Expenditures	\$ 0	100,000	100,000	0.00%
<i>Ending Balance</i>	\$ 0	0	0	0.00%



**LAS CRUCES FIRE DEPARTMENT
INTER-DEPARTMENTAL MEMORANDUM**

TO: City Manager Robert Garza

FROM: Deputy Chief Steve Mims 

DATE: 12/16/2015

SUBJECT: Purchase of New Squad

Approved


12/17/15

In September 2013 we implemented the Squad program. The purpose of the program was to evaluate the cost, effectiveness, and impact of;

- Increasing response resources during peak hours.
- Match our staffing on the unit to the service required based on call type.
- Having the ability to transport patients when the system was in overload.

To implement the program we acquired a donated ambulance from AMR. The ambulance we acquired was a 2007 Chevrolet 3500 with over two hundred thousand miles on it. The program has been successful and in our opinion provides a value to the community, the fire department and the City of Las Cruces. We firmly believe that the Squad program has been successful and are evaluating options to expand the program.

Over the past year and a half we have worked on finding a grant that would allow us to purchase a new ambulance. In November 2015 we were notified that we were successful in receiving funding from the New Mexico Fire Protection Fund Grant Council in the amount of \$100,000 (notification attached).. The grant requires a twenty percent matching contribution and we are also responsible for any amount above the \$120,000. The fire department has accounted for this match and excess through our fire fund.

To expedite the procurement process we have found several ambulance providers on the Houston Galveston Area Council contracts, the same contract used for the purchase of our fire apparatus. Our intent is to purchase a unit that is available for immediate delivery or would be ready in the very near future. All of the vendors we have spoken to indicate that complete units do not stay on the market long and we may have to order a unit which could take from three to nine months.

In accordance with grant requirements we have submitted general specifications to the State Fire Marshal Office and have received their approval (approval attached). Distribution of the funding from the state will not occur until after February 1, 2016. We have requested permission from the State Fire Marshal Office and the New Mexico Fire Protection Grant Council to utilize existing fire funds to secure and/or make the purchase

with the intent of adjusting our budget after the grant funds are received. We have received approval to use our existing fire funds with a budget adjustment once grant funding is received (approval attached).

Current contract pricing for a new unit that meets our specifications ranges from \$131,000 to \$140,000.

The Fire Department respectfully requests approval to:

- Proceed with the purchase of a squad/ambulance, either a unit ready for immediate delivery or to be built.
- Use existing fire fund (org 2300) monies to secure/purchase the unit prior to receiving the grant funding.

Please feel free to contact me at 528-4076 if you have any questions or require additional information.

Recommendation by Fleet Services: Yes No

Comment: Fleet recommends this new purchase

Leeann DeMouche
Leeann DeMouche, Fleet Services Administrator

Attachments as noted

cc: Travis Brown, Fire Chief *TAB*
David Maestas, Transportation Director *DM*
Leeann DeMouche, Fleet Service Director





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 February 2, 2016
(Adoption Date)

TITLE: A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES (CITY), ON BEHALF OF THE LAS CRUCES FIRE DEPARTMENT, TO ACCEPT AWARDED FUNDING FROM THE NEW MEXICO PUBLIC REGULATION COMMISSION (NMPRC), STATE FIRE MARSHAL DIVISION, IN THE AMOUNT OF \$100,000.00 WITH A 20% REQUIRED MATCH OF \$20,000.00, IN ORDER TO PURCHASE AND EQUIP A NEW SQUAD VEHICLE, RATIFY THE CITY MANAGER SIGNATURE ACCEPTING THE GRANT AND ADJUST THE FY2016 BUDGET.

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

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact Michelle K. Belone	<i>Michelle Belone</i>	541-2716	1-8-16
Fire Department Chief Travis Brown	<i>Travis A. Brown</i>	528-3473	1/8/2016
Financial Services Victoria Fredrick	<i>Victoria Fredrick</i>	541-2080	1/9/16
Management & Budget Manager Robert Coleman	<i>Robert Coleman</i>	541-2107	1/11/16
Assistant City Manager /CAO Mark Winson	<i>Mark Winson</i>	541-2100	1/12/16
Assistant City Manager/COO Daniel Avila	<i>Daniel Avila</i>	541-2100	1/21/16
City Attorney Wm. R. Babington	<i>Wm. R. Babington</i>	541-2128	21 JAN 2016
Interim City Clerk Linda Lewis	<i>Linda Lewis</i>	541-2116	1-21-16