



# City of Las Cruces®

PEOPLE HELPING PEOPLE

## Council Action and Executive Summary

Item # 8Ordinance/Resolution# 17-074For Meeting of \_\_\_\_\_  
(Ordinance First Reading Date)For Meeting of October 17, 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) TO ACCEPT A GRANT AWARD; TO RATIFY THE CITY MANAGER'S OR MAYOR'S SIGNATURE ON THE CONTRACT AGREEMENT; AND TO AMEND THE CITY'S ADOPTED FY2017 BUDGET AND, AS APPLICABLE, THE FY2017 CAPITAL IMPROVEMENT PLAN (CIP) FOR THE FOLLOWING: PROJECT NAME: SENIOR PROGRAMS INCENTIVE FUNDING; GRANTING AGENCY: NON-METRO AREA AGENCY ON AGING (NMAAA); TOTAL GRANT AWARD OF \$8,787.00.

### PURPOSE(S) OF ACTION:

To accept grant agreements and adjust the City budget and CIP, as applicable.

<b>COUNCIL DISTRICT: ALL</b>		
<b><u>Drafter/Staff Contact:</u></b> Amy Johnson Bassford	<b><u>Department/Section:</u></b> Finance/Grants	<b><u>Phone:</u></b> 575-541-2281
<b><u>City Manager Signature:</u></b>		

### BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The City relies on grant funding for many of the critical programs provided each year for the residents of Las Cruces. Grant funding awards are received throughout the fiscal year and are not budgeted during the normal fiscal year budgeting process. Funds are not budgeted until the City has received a grant award agreement due to the unpredictable nature of funding levels and timing. Also, it is necessary for City Council to accept the funds as well as the conditions that are associated with the grant funding.

The Grants staff works with City department personnel to process the grant agreements when provided notice by the granting agency and to ensure the departments are able to meet the conditions of the grant award. The nature of grant funding agreements is similar in most cases; therefore, the grant agreements listed in Exhibit "A" of this proposed resolution can be accepted together.

The request for City Council is to: 1) accept all the grant agreements listed in Exhibit "A"; and 2) amend the budget showing receipt of these new funds for the current fiscal year (FY2017).

(Continue on additional sheets as required)

Additionally, the City is required to maintain a CIP that lists all capital improvement projects that City Council has authorized on the City's behalf. This action will, therefore, also approve the addition of any of the grant agreements which involve capital improvements to the current FY2017 CIP, as necessary. Once accepted these funds will be used by the departments listed in Exhibit "A" for the scope of work as defined by each grant agreement.

**SUPPORT INFORMATION:**

1. Resolution.
2. Exhibit "A", Listing of Grant Agreements to be accepted.
3. Exhibit "B", Budget Adjustment.
4. Exhibit "C", Grants Agreement.

**SOURCE OF FUNDING:**

<b>Is this action already budgeted?</b>	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.
<b>Does this action create any revenue?</b>  See Exhibit "B"	Yes	<input checked="" type="checkbox"/>	Funds will be deposited into this fund: <u>2171</u> in the amount of <u>\$8,787.00</u> for <u>FY2017</u> .
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

**BUDGET NARRATIVE**

Grant funds in the amount of \$8,787.00, will be deposited into Fund 2171, (Older Americans Act Programs), under project number 11531 to be used for the Senior's congregate meal program.

**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 Programs	25410001-780050-11531	\$8,787.00	\$8,787.00*	0.00	N/A

\* Pending approved budget adjustment.

(Continue on additional sheets as required)

**OPTIONS / ALTERNATIVES:**

1. Vote "Yes"; this will approve the resolution to accept the grant agreement presented and adjust the City's FY2017 budget and FY2017 CIP, as applicable.
2. Vote "No"; this will not approve the resolution to accept the grant agreement presented and return the funds to the granting agency.
3. Vote to "Amend"; will delay the process of spending the grant funds within the predetermined grant schedule and require direction to staff.
4. Vote to "Table"; this will impact the implementation of the grant agreement, the City department's ability to utilize the funds and return the grant funds will be returned to the granting agency.

**REFERENCE INFORMATION:**

N/A



# City of Las Cruces<sup>®</sup>

PEOPLE HELPING PEOPLE

## COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of \_\_\_\_\_  
 (Ordinance First Reading Date)

For Meeting of October 17, 2016  
 (Adoption Date)

TITLE:

A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES (CITY) TO ACCEPT A GRANT AWARD; TO RATIFY THE CITY MANAGER'S OR MAYOR'S SIGNATURE ON THE CONTRACT AGREEMENT; AND TO AMEND THE CITY'S ADOPTED FY2017 BUDGET AND, AS APPLICABLE, THE FY2017 CAPITAL IMPROVEMENT PLAN (CIP) FOR THE FOLLOWING: PROJECT NAME: SENIOR PROGRAMS INCENTIVE FUNDING; GRANTING AGENCY: NON-METRO AREA AGENCY ON AGING (NMAAA); TOTAL GRANT AWARD OF \$8,787.00.

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

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact	<i>Tommy Bassford</i>	X 2281	9-16-16
Department Director	<i>Victoria Fiedler</i>	X 2080	9/19/16
Other			
Assistant City Manager /CAO Management & Budget Manager	<i>Andrew Macgregor</i>	X 2042	9/20/16
		X 2022	9/19/16
Assistant City Manager/COO	<i>Daniel Ole</i>		9/23/16
City Attorney	<i>Roberto, ACTING CITY ATTORNEY</i>	X 2010	9/28/16
City Clerk	<i>Tracy Juiz</i>	X 2115	10-7-16

RESOLUTION NO. 17-074

**A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES (CITY) TO ACCEPT A GRANT AWARD; TO RATIFY THE CITY MANAGER'S OR MAYOR'S SIGNATURE ON THE CONTRACT AGREEMENT; AND TO AMEND THE CITY'S ADOPTED FY2017 BUDGET AND, AS APPLICABLE, THE FY2017 CAPITAL IMPROVEMENT PLAN (CIP) FOR THE FOLLOWING: PROJECT NAME: SENIOR PROGRAMS INCENTIVE FUNDING; GRANTING AGENCY: NON-METRO AREA AGENCY ON AGING (NMAAA); TOTAL GRANT AWARD OF \$8,787.00.**

The City Council is informed that:

**WHEREAS**, the City has received notice of grant awards for various City departments; and

**WHEREAS**, these grants will be used as designated in the scope of work and within the specified time period as shown in the attached grant agreements.

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

**(I)**

**THAT** the City hereby accepts all the grant agreements as shown in the Grant Acceptance Summary, Exhibit "A", attached hereto and made part of this resolution.

**(II)**

**THAT** the City Manager's or Mayor's signature, as required by the granting agency, is hereby ratified on the attached grant agreements, as shown in Exhibit "C", attached hereto and made a part of this resolution.

**(III)**

**THAT** the FY2017 adopted budget is hereby amended, as shown in Exhibit "B", attached hereto and made 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 \_\_\_\_\_

APPROVED AS TO FORM:

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

VOTE:

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

Councillor Gandara: \_\_\_\_\_

Councillor Smith: \_\_\_\_\_

Councillor Pedroza: \_\_\_\_\_

Councillor Eakman: \_\_\_\_\_

Councillor Sorg: \_\_\_\_\_

Councillor Levatino: \_\_\_\_\_

### GRANT ACCEPTANCE SUMMARY

*Exhibit #:* **C**

*Grant Title:* **Senior Programs Incentive Funding NMAAA**

*Department:* Community & Cultural Services -- Senior Programs

*Grant/Agreement #:* N/A

*Grant Type:* State Operating

*Granting Agency:* Non-Metro Area Agency on Aging (NMAAA)

*Grant Amount:* \$ 8,787.00

*Cash Match Amount:* \$ 0.00

*Total Grant Project Amount:* \$ 8,787.00

*In-Kind Match Amount:* \$ 0.00

*Grant Start Date:* 09/15/2016

*Grant End Date:* 06/30/2017

*Grant Agreement Signer Authority:*  City Manager

Mayor  N/A

*CIP Project Amendment Needed:*  Yes

No

*Use of Funds Description:*

NMAAA is the grant agency for the federal and state funding for programs that support core services to qualifying senior clients. NMAAA notified the City that for FY2016 contracted levels of congregate meals had been exceeded and an incentive award of \$8,787.00 would be provided to the City. The funding will be used for the congregate meal program that Senior Programs provides to members of the community. No contract amendment is required.

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**CITY OF LAS CRUCES**  
**BUDGET ADJUSTMENT REQUEST**  
**BUDGET FISCAL YEAR 2016-17**

*Exhibit "B"*

	2171 OLDER AMERICANS ACT PROGRAMS			
	2016-17			
	Original Budget	Amended Budget	Req. Adjustment	Adjusted Budget
<b>RESOURCES</b>				
Beginning Balance	\$ 0	0	0	0
<b>Revenues</b>				
Municipal Gross Receipts Tax	0	0	0	0
Public Safety Gross Receipts Tax	0	0	0	0
Hold Harmless Replacement GRT	0	0	0	0
State-Shared Gross Receipts Tax	0	0	0	0
Environmental Gross Receipts Tax	0	0	0	0
County Environmental Gross Receipts Tax	0	0	0	0
Gasoline Tax	0	0	0	0
Cigarette Tax	0	0	0	0
Lodgers Tax	0	0	0	0
Property Taxes	0	0	0	0
Payment In Lieu of Property Tax	0	0	0	0
Franchise Fees	0	0	0	0
Payment In Lieu of Franchise Fees	0	0	0	0
Licenses, Fees & Permits	0	0	0	0
Convention Center Fee	0	0	0	0
Auto License - State Shared	0	0	0	0
Fines & Forfeitures	0	0	0	0
Charges For Services	0	0	0	0
Natural Gas Sales - Commodity	0	0	0	0
Motor Pool Maintenances Charges	0	0	0	0
Fuel Charges	0	0	0	0
Intergovernmental	0	0	0	0
Investment Income	0	0	0	0
Miscellaneous Revenues	187,000	187,000	0	187,000
Federal Grants	212,793	272,793	0	272,793
State Grants	595,331	538,162	8,787	546,949
Local Grants	0	0	0	0
Debt Service	0	0	0	0
Operating Transfers In	0	0	0	0
<b>Total Revenues</b>	<b>995,124</b>	<b>997,955</b>	<b>8,787</b>	<b>1,006,742</b>
<b>TOTAL RESOURCES</b>	<b>\$ 995,124</b>	<b>997,955</b>	<b>8,787</b>	<b>1,006,742</b>
<b>Expenditures</b>				
General Government	0	0	0	0
Legislative	0	0	0	0
Municipal Court	0	0	0	0
City Manager	0	0	0	0
Legal	0	0	0	0
Las Cruces Police Department	0	0	0	0
Las Cruces Fire Department	0	0	0	0
Utilities	0	0	0	0
Administrative	0	0	0	0
Human Resources	0	0	0	0
Financial Services	0	0	0	0
Information Technology	0	0	0	0
Operations	0	0	0	0
Transportation	0	0	0	0
Parks & Recreation	0	0	0	0
Community Development	0	0	0	0
Community & Cultural Services	995,124	997,955	8,787	1,006,742
Public Works	0	0	0	0
Legislative Reserve	0	0	0	0
Operating Transfers Out	0	0	0	0
<b>Total Expenditures</b>	<b>\$ 995,124</b>	<b>997,955</b>	<b>8,787</b>	<b>1,006,742</b>
Accrual Adjustments	0	0	0	0
<b>ENDING BALANCE</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**Amy Bassford**

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**From:** Azucena Saucedo  
**Sent:** Friday, September 16, 2016 1:28 PM  
**To:** Amy Bassford  
**Subject:** FW: End of Year Incentive Bonus  
**Attachments:** Las Cruces End Of Year Incentive Voucher.xlsx

Good Afternoon,

We have been awarded incentive funds from Non-Metro New Mexico Area Agency on Aging. The amount received is \$8,787 for exceeding units in congregate meals program. The funds will be used for the congregate meals program. Attached is the payment voucher for the received funds. Let me know if you have any questions.

Thank you,

**Azucena Saucedo**

Assistant Management Analyst/ Community and Cultural Services/Senior Programs

Direct: 575-528-3001, [asaucedo@las-cruces.org](mailto:asaucedo@las-cruces.org)



**From:** Dorothy Scott [mailto:[dorothys@ncnmedd.com](mailto:dorothys@ncnmedd.com)]  
**Sent:** Thursday, September 15, 2016 10:00 AM  
**To:** Sonia Saldana <[ssaldana@las-cruces.org](mailto:ssaldana@las-cruces.org)>; Josie Medina <[jomedina@las-cruces.org](mailto:jomedina@las-cruces.org)>; Azucena Saucedo <[asaucedo@las-cruces.org](mailto:asaucedo@las-cruces.org)>  
**Subject:** End of Year Incentive Bonus

Congratulations! Attached is an end of year Incentive Bonus for year 2015-2016 for exceeding units.

NON-METRO AREA AGENCY ON AGING

MONTHLY PAYMENT VOUCHER

Vendor: Las Cruces, City of

FT Program 2

June #2 2015-2016

Account Codes	Month	YTD	Budget	Bud Balance	% Paid	
HB 2 State	64014 100	\$8,787	\$385,631	\$378,335	(\$7,296)	101.93%
Federal IIIB	64014 201		\$34,283	\$34,283	\$0	100.00%
Federal IIIC1	64014 202		\$117,780	\$117,780	\$0	100.00%
Federal IIIC2	64014 203		\$25,055	\$25,227	\$172	99.32%
Federal IIIE	64014 205		\$35,503	\$35,503	\$0	100.00%
NSIP	64014 210		\$194,731	\$194,731	\$0	100.00%
Totals		\$792,983	\$785,859	(\$7,124)		

Total Payment this Month \$8,787

114

For exceeding units in Congregate Meals

Authorization to Pay:

Date

Invoice #

Date

Check #

Date

By:

Mailed Date: