



City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 4 Ordinance/Resolution# 17-105

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of December 5, 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: FY17 VICTIMS OF CRIME ACT VICTIM ASSISTANCE (VOCA) GRANT; GRANT AGREEMENT 2015-VA-GA-0053; GRANTING AGENCY: NEW MEXICO CRIME VICTIMS REPARATION COMMISSION (CVRC); TOTAL GRANT AWARD OF \$41,494.00 WITH A CASH-MATCH OF \$10,374.00.

PURPOSE(S) OF ACTION:

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

COUNCIL DISTRICT: ALL		
<u>Drafter/Staff Contact:</u> Michelle K. Belone	<u>Department/Section:</u> Finance/Grants	<u>Phone:</u> 575-541-2716
<u>City Manager Signature:</u>		

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 capable 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.

(Continue on additional sheets as required)

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). 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", Grant Agreement.

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>2100</u> in the amount of <u>\$41,494.00</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 \$41,494.00, will be deposited into Fund 2100, (Special Revenue Reimb Grants), under project number 11576 for salaries for two grant-funded positions, program training manuals and minor travel expenses. Grant match funds will be budgeted in Fund 1000 (General) and will be accounted for under project code 11576 in the amount of \$10,374.00 for fringe benefits for the two grant funded positions.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Special Revenue Reimb Grants	23251000-Various-11576	\$41,494.00	\$41,494.00*	\$0.00	N/A
General	13251003-Various-11576	\$10,374.00	\$10,374.00*	\$0.00	N/A

* Pending approved budget adjustment.

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the resolution to accept the grant agreements 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 agreements 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 agreements, 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®

PEOPLE HELPING PEOPLE

COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of December 5, 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: FY17 VICTIMS OF CRIME ACT VICTIM ASSISTANCE (VOCA) GRANT; GRANT AGREEMENT 2015-VA-GA-0053; GRANTING AGENCY: NEW MEXICO CRIME VICTIMS REPARATION COMMISSION (CVRC); TOTAL GRANT AWARD OF \$41,494.00 WITH A CASH-MATCH OF \$10,374.00.

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

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact		541-2716	11/4/16
Department Director		2090	11/4/16
Other			
Assistant City Manager /CAO Management & Budget Manager		2078 541-2085	11/8/2016 11/4/16
Assistant City Manager/COO		2506	11/9/16
City Attorney		541 2128	16 NOV 2016
City Clerk		X2115	11-21-16

RESOLUTION NO. 17-105

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: FY17 VICTIMS OF CRIME ACT VICTIM ASSISTANCE (VOCA) GRANT; GRANT AGREEMENT 2015-VA-GA-0053; GRANTING AGENCY: NEW MEXICO CRIME VICTIMS REPARATION COMMISSION (CVRC); TOTAL GRANT AWARD OF \$41,494.00 WITH A CASH-MATCH OF \$10,374.00.

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:

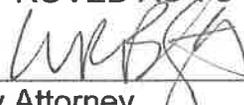
City Clerk

(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: **FY17 Victims of Crime Act Victim Assistance (VOCA) grant**

Department: Police

Grant/Agreement #: 2015-VA-GA-0053

Grant Type: State Operating

Granting Agency: New Mexico Crime Victims Reparation Commission (CVRC)

Grant Amount: \$ 41,494.00

Cash Match Amount: \$ 10,374.00

Total Grant Project Amount: \$ 51,868.00

In-Kind Match Amount: \$ 0.00

Grant Start Date: 10/01/2016

Grant End Date: 09/30/2017

Grant Agreement Signer Authority: City Manager

Mayor

CIP Project Amendment Needed: Yes

No

Use of Funds Description:

Grant funds will be used to cover salaries for two, part-time Crime Victim Advocates and minor travel cost.

The required cash match will be used to cover benefits costs associated with the two, part-time grant funded positions.

90
CITY OF LAS CRUCES
BUDGET ADJUSTMENT REQUEST
BUDGET FISCAL YEAR 2016-17

Exhibit "B"

	1000 GENERAL FUND				
	2016-17	Original Budget	Amended Budget	Req. Adjustment	Adjusted Budget
RESOURCES					
Beginning Balance	\$	19,905,487	19,905,487	0	19,905,487
Revenues					
Municipal Gross Receipts Tax		31,394,982	31,394,982	0	31,394,982
Public Safety Gross Receipts Tax		3,452,330	3,452,330	0	3,452,330
Hold Harmless Replacement GRT		0	0	0	0
State-Shared Gross Receipts Tax		33,710,898	33,710,898	0	33,710,898
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		10,916,370	10,916,370	0	10,916,370
Payment In Lieu of Property Tax		875,292	875,292	0	875,292
Franchise Fees		2,800,000	2,800,000	0	2,800,000
Payment In Lieu of Franchise Fees		1,385,100	1,385,100	0	1,385,100
Licenses, Fees & Permits		1,794,280	1,794,280	0	1,794,280
Convention Center Fee		0	0	0	0
Auto License - State Shared		0	0	0	0
Fines & Forfeitures		642,710	642,710	0	642,710
Charges For Services		2,585,422	2,562,729	0	2,562,729
Natural Gas Sales - Commodity		0	0	0	0
Motor Pool Maintenances Charges		0	0	0	0
Fuel Charges		0	0	0	0
Intergovernmental		3,348,240	3,348,240	0	3,348,240
Investment Income		0	0	0	0
Miscellaneous Revenues		428,991	566,991	0	566,991
Federal Grants		0	0	0	0
State Grants		0	0	0	0
Local Grants		16,370	16,370	0	16,370
Debt Service		(2,672,812)	0	0	0
Operating Transfers In		72,386	72,386	0	72,386
Total Revenues		90,750,559	93,538,678	0	93,538,678
TOTAL RESOURCES	\$	110,656,046	113,444,165	0	113,444,165
Expenditures					
General Government		0	0	0	0
Legislative		593,255	593,255	0	593,255
Municipal Court		1,247,489	1,247,489	0	1,247,489
City Manager		495,100	495,100	0	495,100
Legal		1,683,479	1,683,479	0	1,683,479
Las Cruces Police Department		25,060,244	25,295,151	10,374	25,305,525
Las Cruces Fire Department		13,928,890	13,928,890	0	13,928,890
Utilities		0	0	0	0
Administrative		2,190,441	2,471,677	0	2,471,677
Human Resources		1,156,838	1,156,838	0	1,156,838
Financial Services		3,526,359	3,664,359	0	3,664,359
Information Technology		4,065,308	4,117,144	0	4,117,144
Operations		753,444	753,444	0	753,444
Transportation		4,628,186	4,978,740	0	4,978,740
Parks & Recreation		10,313,660	10,501,710	0	10,501,710
Community Development		3,829,223	3,886,874	0	3,886,874
Community & Cultural Services		5,730,244	5,731,006	0	5,731,006
Public Works		5,674,641	5,674,641	0	5,674,641
Legislative Reserve		3,134,535	3,400,883	0	3,400,883
Operating Transfers Out		8,430,595	12,152,556	0	12,152,556
Total Expenditures	\$	96,441,931	101,733,236	10,374	101,743,610
Accrual Adjustments		0	0	0	0
ENDING BALANCE	\$	14,214,115	11,710,929	(10,374)	11,700,555
Required Reserve:					
State Required 1/12th		7,073,067	7,181,650	865	7,182,515
Local CLC 1/12th		7,073,067	7,181,650	865	7,182,515
UN-RESERVED BALANCE	\$	67,981	(2,652,371)	(12,104)	(2,664,475)

91
CITY OF LAS CRUCES
BUDGET ADJUSTMENT REQUEST
BUDGET FISCAL YEAR 2016-17

Exhibit "B" cont.

	2100 SPECIAL REVENUE REIMB GRANTS			
	2016-17			
	Original Budget	Amended Budget	Req. Adjustment	Adjusted Budget
RESOURCES				
Beginning Balance	\$ 1,546	1,546	0	1,546
Revenues				
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	0	0	0	0
Federal Grants	1,188,647	1,188,647	41,494	1,230,141
State Grants	973,557	1,273,663	0	1,273,663
Local Grants	15,843	34,543	0	34,543
Debt Service	0	0	0	0
Operating Transfers In	0	0	0	0
Total Revenues	2,178,047	2,496,853	41,494	2,538,347
TOTAL RESOURCES	\$ 2,179,593	2,498,399	41,494	2,539,893
Expenditures				
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	1,233,430	1,283,430	41,494	1,324,924
Las Cruces Fire Department	0	270,000	0	270,000
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	379,874	359,086	0	359,086
Community Development	406,340	406,340	0	406,340
Community & Cultural Services	158,403	162,997	0	162,997
Public Works	0	15,000	0	15,000
Legislative Reserve	0	0	0	0
Operating Transfers Out	0	0	0	0
Total Expenditures	\$ 2,178,047	2,496,853	41,494	2,538,347
Accrual Adjustments	0	0	0	0
ENDING BALANCE	\$ 1,546	1,546	0	1,546

BUDGET ADJUSTMENT REQUEST (BAR)

92

<u>Department and Section</u>	<u>Permanent or Temporary</u>	<u>Council/Board Resolution No.</u>	
POLICE/Victim's Assistance	Temporary		

Justification for Request

A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES 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 FY 2017 BUDGET AND, AS APPLICABLE, THE FY 2017 CAPITAL IMPROVEMENT PLAN FOR THE FOLLOWING: PROJECT NAME: FY 17 VICTIMS OF CRIME ACT VICTIM ASSISTANCE GRANT; GRANT AGREEMENT 2015-VA-GA-0053; GRANTING AGENCY: NEW MEXICO CRIME VICTIMS REPARATION COMMISSION; TOTAL GRANT AWARD OF \$41,494 WITH A CASH MATCH OF \$10,374.

MUNIS Comment: ACCEPT FY17 VOCA GRANT

<u>Prepared by</u>	<u>Phone No.</u>	<u>FY to be Adjusted</u>	<u>Date</u>
Veronica MacGregor	541-2022	FY 2017	11/8/2016

Fund	Org	Object	Project	Object Name	Increase \$	Decrease \$
1000	13251003	601140	11576	PERA	6,603	
1000	13251003	601130	11576	FICA SOCIAL SECURITY	2,423	
1000	13251003	601120	11576	FICA MEDICARE	1,348	
2100	23251000	599100	11576	FEDERAL GRANTS	41,494	
2100	23251000	601030	11576	PART-TIME - REGULAR	39,075	
2100	23251000	760000	11576	TRAVEL	2,419	
Totals					\$93,362	\$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>		
<u>Administrator / Manager</u>	<u>Date</u>	<u>Director</u>	<u>Date</u>	<u>David Dollahon, AICP, Interim City Manager</u>	<u>Date</u>
				<i>Stuart Ed.</i>	
Revised 6/20/2016					
<u>Budget Adjustment Number</u>	<u>Posted By</u>	<u>Date</u>			
<u>Period:</u>	<u>JE#</u>		<u>Budget and Grant Manager</u>		
			<u>Date</u>		

Audrey Evins
Audrey Evins, CPA, CFA, Interim ACM/CAO 11/8/2016
 Date

Daniel Avila, PE, ACM/COO Date

David Dollahon, AICP, Interim City Manager Date

Budget and Grant Manager Date

STATE OF NEW MEXICO
CRIME VICTIMS REPARATION COMMISSION
SUBGRANT AWARD CONTRACT AMENDMENT

This agreement to amend this subgrant award contract is made and entered into by City of Las Cruces/Las Cruces Police Department, hereinafter called the Subgrantee, Subgrantee Number, 2016-VA-413, Grant Number 2015-VA-GX-0053 and the New Mexico Crime Victims Reparation Commission (CVRC). The FFY2016 allocation for the award period of October 1, 2015 through September 30, 2016 cannot be carried over to FFY2017.

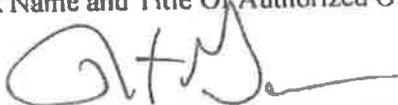
It is mutually agreed between the parties that the federal award allocation for FFY2017 is, \$41,494.00 with a match requirement of \$10,374.00. The award period for these funds will be from October 1, 2016 through September 30, 2017.

This amendment becomes a part of the original contract with the changes incorporated therein.

Approved:

Robert L. Garza, P.E., City Manager

Print Name and Title Of Authorized Official



Signature of Authorized Official

Date



Frank Zubia, Director
New Mexico Crime Victims Reparation Commission

9/6/2016
Date

APPROVED BY



City Attorney

