

City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 5 Ordinance/Resolution# 10-204 Council District:

For Meeting of February 16, 2010
(Adoption Date)

TITLE: A RESOLUTION AUTHORIZING THE RAILROAD MUSEUM TO APPLY FOR THE NEW MEXICO HUMANITIES COUNCIL MINI GRANT IN THE AMOUNT OF \$2000.00, WITH A REQUIRED \$1155.00 MATCH FOR IN-KIND SERVICES AND A REQUIRED CASH MATCH OF \$845.00, TO RATIFY THE CITY MANAGER'S APPROVAL TO MEET GRANT SUBMISSION DEADLINE, TO ACCEPT GRANT AWARD IN THE AMOUNT OF \$2000.00, AND TO ADJUST THE FISCAL YEAR 2009/2010 BUDGET.

PURPOSE(S) OF ACTION: To secure approval to solicit and accept grant funding from the New Mexico Humanities Council in the amount of \$2,000, with an \$1155 in-kind and \$845 cash match required for the Railroad Museum, and to ratify the city manager's approval for application process. This will, in turn, adjust the fiscal year 2009/2010 budget.

Name of Drafter: Elizabeth Vega		Department: Finance		Phone: 575-541-2281	
Department	Signature	Phone	Department	Signature	Phone
			Budget		541-2107
Public Services Department		528-3475	Assistant City Manager		541-2271
Legal		541-2128	City Manager		541-2076

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

To celebrate our Historic Depot's 100th anniversary, the Las Cruces Railroad Museum will present eleven lectures in a year-long series discussing life in Southern New Mexico in 1910. A multi-disciplinary approach was taken to select topics to present a more comprehensive understanding of our past.

Taken separately each lecture will stand on its own and impart new knowledge; taken as a whole the series will build a comprehensive look at the time when our historic Santa Fe Depot opened in Las Cruces. The grant money will be used to pay for honoraria for eleven speakers-\$150 each and for two postcard campaigns (January- June & July- November) advertising the lectures- \$450.

KRWG is underwriting the \$1155.00 for publicity to meet the in-kind match. The cash match of \$845.00 has already been set aside in the Railroad Museums budget. The New Mexico Humanities Council has extended an award to the Railroad Museum in the amount of \$2000.00.

(Continue on additional sheets as required)

SUPPORT INFORMATION:

Fund Name / Account Number	Amount of Expenditure	Budget Amount
State Operating Grants- RR Museum Revenue:27200060-552024-22005 Expenditure: 27205210-722190-22005 Cash match: 10205160-722190-22005	\$2000.00	\$2000.00

1. Resolution
2. Exhibit "A". Grant Application Package
3. Exhibit "B". Grant Award Letter
4. Exhibit "C". Budget Adjustment

OPTIONS / ALTERNATIVES:

1. Approve Resolution as drafted for City of Las Cruces Railroad Museum to apply for and accept funds in the amount of \$2000.00 with an \$1155.00 in-kind and \$845.00 cash match requirement from the New Mexico Humanities Council to fund a lecture series.
2. Disapprove Resolution for the City of Las Cruces Railroad Museum to apply for and accept funds from the New Mexico Humanities Council. No grant award will be accepted.
3. Modify or make recommended changes to Resolution.

(Continue on additional sheets as required)

RESOLUTION NO. 10-204

A RESOLUTION AUTHORIZING THE RAILROAD MUSEUM TO APPLY FOR THE NEW MEXICO HUMANITIES COUNCIL MINI GRANT IN THE AMOUNT OF \$2000.00, WITH A REQUIRED \$1155.00 MATCH FOR IN-KIND SERVICES AND A REQUIRED CASH MATCH OF \$845.00, TO RATIFY THE CITY MANAGER'S APPROVAL TO MEET GRANT SUBMISSION DEADLINE, TO ACCEPT GRANT AWARD IN THE AMOUNT OF \$2000.00, AND TO ADJUST THE FISCAL YEAR 2009/2010 BUDGET.

The City Council is informed that:

WHEREAS, the New Mexico Humanities Council is providing funding opportunities to local government agencies to encourage the creation of innovative programming initiatives to promote public awareness of the humanities; and

WHEREAS, the Railroad Museum will create a program to celebrate the Historic Santa Fe Depot's 100th anniversary through a series of scholarly lectures and displays; and

WHEREAS, the Railroad Museum's program will be open to the public and offer the citizens of Las Cruces an opportunity to learn about their collective past free of charge; and

WHEREAS, the New Mexico Humanities Council has extended an offer to provide the Las Cruces Railroad Museum with a grant in the amount of \$2000.00.

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

(I)

THAT, the Railroad Museum is authorized to submit and accept a grant in the amount of \$2000.00 with an \$1155.00 in-kind and \$845.00 cash match requirement from the New Mexico Humanities Council.

(II)

THAT, the Council does ratify the signature of City Manager approving submission of the application to meet grant submission deadline.

(III)

THAT, the City of Las Cruces Fiscal Year 2009-2010 City budget is hereby adjusted as designated in Exhibit "B," attached hereto and made a part thereof.

(IV)

THAT, City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this 16th day of February 2010.

(SEAL)

ATTEST:

City Clerk

Moved by: _____

Seconded by: _____

APPROVED:

Mayor

VOTE:

Mayor Miyagishima: _____

Councillor Silva: _____

Councillor Connor: _____

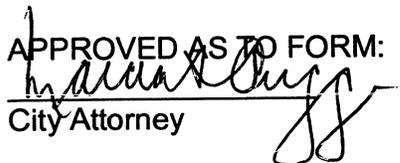
Councillor Pedroza: _____

Councillor Small: _____

Councillor Sorg: _____

Councillor Thomas: _____

APPROVED AS TO FORM:

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City Attorney

Grant Application Package

Application Submission Verification and Signature

Opportunity Title: New Mexico Humanities Council Mini Grant

Offering Agency: New Mexico Humanities Council

Opportunity Number:

Approximate Value Requested: \$2000.00

Opportunity Closing Date: November 1, 2009

Requesting Agency/Department: Railroad Museum/ Public Services

GAO – Grant Writer: Elizabeth Vega

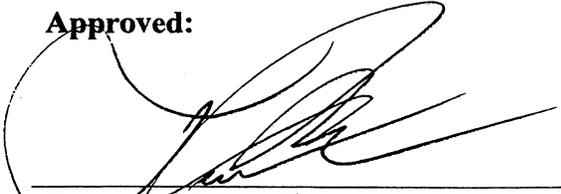
SUPPORT INFORMATION

Due to short deadline we will need Council approval to apply. Will appear on November 2, 2009 Council agenda.

OPTIONS

1. Agree with request to submit the application. Affirmed by signature below. Package to be returned to GAO, Grant Writer.
2. Disagree, application will not be submitted. Unsigned package to be returned to GAO, Grant Writer.

Approved:



Terrence Moore, City Manager

Date

10/30/09

CMP #2.2 Effective 07/06/09: The City Manager may authorize the application for any grant with these exceptions:
 The grant award is anticipated to be in excess of \$50,000 and funding has not been appropriated as part of the current budget.
 The ARRA grant award is anticipated to be in excess of \$500,000 and funding has not been appropriated as part of the current budget.
 The acceptance of the grant will require City Council to adjust the current budget to appropriate matching funds.
 The grant requirements stipulate that the City will continue to operate and fund the project/program after the grant period is complete.
 The grant requirements stipulate that the City enter into a new Memorandum of Understanding or a Joint Powers Agreement with another entity.

Grant Overview Worksheet

PS RCVD AUG24'09 3:33

Title of Grant Program: New Mexico Humanities Council Mini Grant

Funding Organization: New Mexico Humanities Council

Section Applying: Public Services/Museums/Railroad Museum

Description of Proposed Project: To celebrate our Historic Depot's 100th anniversary, the Las Cruces Railroad Museum will present eleven lectures in a year long series discussing life in Southern New Mexico in 1910. A multi-disciplinary approach was taken to select topics to present a more comprehensive understanding of our past. Taken separately each lecture will stand on its own and impart new knowledge; taken as a whole the series will build a comprehensive look at the time when our historic Santa Fe Depot opened in Las Cruces. The grant money will be used to pay for honoraria for the eleven speakers - \$150 each and for two postcards (Jan.-June & July-Nov.) advertising the lectures - \$450.

Strategic Plan **Goal:** Railroad Museum Interpretive Plan: Theme 1: Railroad's Impact on the Social History of Southern New Mexico **Objective:** Subsection B: Local History - Disseminate information about the impact the railroad had on the history of Las Cruces and its inhabitants. **Strategy:** Utilize public programming to meet interpretive goals.

Performance Budget Goal: **Objective:** **Strategy:**

- Existing City Programs/Efforts** *(Example: request for environmentally-friendly weed management. Parks Section's existing budget and work activities includes weed management)*
- Expansion of Existing Program/Efforts** *(Example: request for advertising to increase public Awareness of the Farmers Market. The advertising campaign will be an increase over current activities/budget.)*
- New Initiative, Not Budgeted** *(Example: request to implement a recreational activity that is currently Not included in the city's recreational programs.)*
-

Project Maintenance *(If the grant specifies that the project must be maintained/operated after the grant period ends, list the requirements:*

Requirements: final grant report and informing the public through press releases and publicity that the Lecture Series is supported by the New Mexico Humanities Council

Amount Section anticipates requesting: \$2000 **Match Requirement (%):** 100%

Projected Match **In-Kind:** \$1155

Cash: \$845

Match Source: In kind - KRWG underwriting for publicity; Cash: postage for postcards (\$450) and 15 hours of Assistant Manger's time (\$300)

Grant Application Due: November 1, 2009

Grant Duration (Months/Years): 1 year

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Grant Overview Worksheet

MOU or Joint Powers Agreement Required (Yes/No): no

Grant Collaborators (List other city departments or outside agencies):

Employees To Be Hired (# to be hired, full-time or part-time position and 1-sentence job responsibilities)

none

Grant Manager (Responsible for contract, project operations, budget management, and reports as prescribed)

Name: Rebecca Slaughter

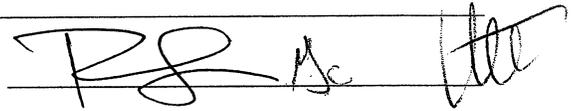
Title: Asst. Manager RR Museum

Phone: 575-647-4480

E-mail: rslaughter@las-cruces.org

Submitted by: Rebecca Slaughter

Signature



Date: August 24, 2009

Reviewed & Approved by: LORI GRUNET

Department Director



Signature

Date: 8.25.09

NMHC : Grants

The NMHC Grant Application

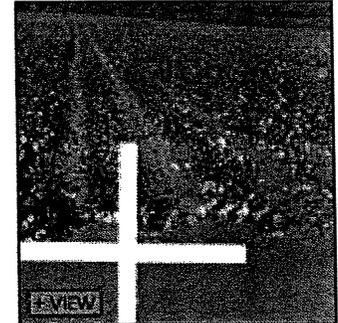
your vision...
our resources...
New Mexico's
culture

Applying for a Grant

The New Mexico Humanities Council provides funding for quality humanities programs which are enjoyed by diverse public audiences across New Mexico. If your organization wants to produce or sponsor a program which will enrich our shared cultural treasury, find out whether your project falls within our guidelines. If it does, decide which type of

grant you need, check the deadlines, and download the application form.

You can also download a sample budget by [clicking here](#).

**DOWNLOAD INSTRUCTIONS & 3 REQUIRED FORMS BELOW:**

[Grant Instructions - October 2009](#)

[Grant Application Form - October 2009](#)

[Grant Scholar Form - October 2009](#)

[Grant Budget Form - October 2009](#)

What are the Humanities?

The humanities examine the human condition with particular emphasis on: the liberal arts; the cultural implications of the natural sciences, social sciences, and professions associated with such fields; and individual self-expressions that deal with abiding and perennial questions. The humanities facilitate ways of understanding and evaluating the human experience.

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New Mexico Humanities Council: www.nmhum.org

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EXHIBIT B

December 8, 2009

Ms. Rebecca Slaughter
 Las Cruces Railroad Museum/Branigan Cultural Center
 P.O. Box 2000
 Las Cruces, NM 88004



**New
 Mexico
 Humanities
 Council**

RE: 2347-1366-264; *100 Years Ago: A Cross Cultural Look at Life in 1910 Southern New Mexico*

Dear Rebecca,

I am pleased to inform you that the Board of the New Mexico Humanities Council has voted to approve your application for funds to support the proposed humanities project named above.

Your project has been awarded a mini grant. The project was funded in the amount of \$2,000.00. Congratulations on your grant! Please note any conditions in the Grant Agreement.

Enclosed, please find your Grant Agreement and a Project Director's Handbook. Read them carefully before you accept, sign, and return your Grant Agreement. You will need to refer to the Project Director's Handbook to request future payment on your grant and to file the required reports.

Please use the enclosed list of NMHC board members to notify them of your project events and invite them to attend. It is important that board members be aware of funded events around the state. You may wish to personally invite those board members who live in your community or region.

Please note that the *100 Years Ago: A Cross Cultural Look at Life in 1910 Southern New Mexico* project has been designated a *We the People* project by the New Mexico Humanities Council and the National Endowment for the Humanities. Please be sure to acknowledge this funding support in your publicity materials.

Lastly, please be sure to notify the NMHC Program Officer (that's me), of the scheduling of your project events. We keep a statewide schedule that can be supplied to the web site, the media, and in response to requests.

Again congratulations! We look forward to working with you in the months to come.

Sincerely,


 K. Michelle Quisenberry
 Program Officer



GRANT AGREEMENT

GRANT NO: 2347-1366-264: 100 Years Ago: A Cross Cultural Look at Life in 1910 Southern New Mexico

The Las Cruces Museum System (the grantee) hereby accepts a Project Grant in the amount of \$2,000.00 from the New Mexico Humanities Council (NMHC). As indicated in the original application, the grantee agrees to provide cash and/or in-kind matching funds in the amount of \$2,545(acceptance of this grant requires a minimum match of \$2,000.00). The period of this grant will extend from 12/4/2009 to 11/9/2010, and final reports will be due by 2/9/2011. The offer of this grant is good for ninety days. Should the grantee not sign and return this agreement within ninety days, NMHC may, at its discretion, exercise its option to withdraw the offer.

This Grant Agreement constitutes a legally binding contract between the grantee and NMHC. The grantee certifies that it is a not-for-profit organization and agrees to administer the grant in compliance with the provisions of the following documents: a) the NMHC Grant Application; and b) the NMHC Project Director's Handbook (enclosed). The grantee also hereby provides confirmation of the required certifications with respect to the non-discrimination statutes, compliance with the Americans with Disabilities Act, federal debt status, and debarment and suspension, as described in NMHC's Instructions for Certification. All grants are subject to review to determine compliance with these provisions.

The grantee agrees to the following special conditions, which supersede and control any previous writings including the Grant Application: The NMHC Board requires that the public programs be more inclusive of different voices that helped shape the community and history of Las Cruces and that you actively incorporate different points of view and perspectives in relation to each theme presented to audiences. Your grant was funded under the initiative "What Does It Mean to be a New Mexican?" Please be sure to credit NMHC, NEH and We the People in all your promotional efforts.

The grantee requests initial disbursements of \$1,800 in grant funds (90% of award initially, and the final 10% paid when all required forms are received by NMHC) in the form of a check made

payable to: _____

and mailed to: _____

Address _____

_____ Zip _____

Date _____ Signed _____
Project Director

Date _____ Signed _____
Financial Representative

Date 12/09/09 Signed *Craig L. Newfield*
Executive Director, NMHC

WE THE PEOPLE INITIATIVE
Promotional Tools

1. A statement of acknowledgement, such as:

This project is funded as part of *We the People* initiative of the National Endowment for the Humanities..

{Title of project} has been designated a *We the People* project by the National Endowment for the Humanities.

A National Endowment for the Humanities *We the People* project: sharing the lessons of history with all Americans.

2. The *We the People* logo: available online at <http://www.neh.fed.us/logo/>



3. The *We the People* tagline is: *Sharing the lessons of history with all Americans*

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New Mexico Humanities Council
Board of Directors – Public List

November 2009

Dr. Jim Harris
(Chair)
Lea County Museum
103 S. Love
Lovington, NM 88260
(1/2005 – 12/2010)

Dr. LaNelle Witt
(Vice Chair)
2619 Coronado Drive
Roswell, NM 88201
(3/2005 – 12/2010)

Dr. Dwight T. Pitcaithley
(Secretary/Treasurer)
804 Canterbury Arc
Las Cruces, NM 88005
(1/2006 – 12/2011)

Dr. J. Stephen Rottler
(Immediate Past Chair)
Sandia National Laboratories
Vice President of Science,
Technology & Engineering; CTO
PO Box 5800, MS0351
Albuquerque, NM 87125-0351
(4/2004 – 12/2010)

Mrs. Rita Powdrell
1728 Spence SE
Albuquerque, NM 87106
(1/2006 – 12/2011)

Dr. Cynthia E. Orozco
PO Box 7908
Ruidoso, NM 88355
(1/2006 – 12/2011)

Mr. Terry Bumpass, MFA
525 North First St.
Raton, NM 87740
(1/2008 – 12/2010)

Mr. Randy Forrester
2027 Calle Lorca, #23
Santa Fe, NM 87505
(1/2008 – 12/2010)

Mr. Jose L. Guzman
PO Box 3558
Alamogordo, NM 88311-3558
(1/2008 – 12/2010)

Ms. Nelda L. Smith
PO Box 769
Logan, NM 88426
(1/2008 – 12/2010)

Mr. John F. Andrews, OBE
5B Calle San Martin
Santa Fe, NM 87506
(1/2009 – 12/2011)

Ms. Derrith R. Watchman-Moore
PO Box 909
Navajo, NM 87328
(1/2009 – 12/2011)

Ms. Diane Bird
PO Box 8
Santo Domingo Pueblo
New Mexico, 87052
(1/2009 – 12/2011)

NMHC Staff

Craig Newbill
Executive Director

K. Michelle Quisenberry
Program Officer

Nancy Brouillard
Finance Officer

Jessica Billings
Program Coordinator

Trevor Carter
History Day Coordinator

Christina Welz
Administrative Assistant



Website: www.nmhum.org
E-mail: nmhc@nmhum.org

NMHC Phone: (505) 277-3705
NMHC Fax: (505) 277-6056

Mailing address:
NMHC
MSC06 3570
1 University of New Mexico
Albuquerque, NM 87131-0001

**CITY OF LAS CRUCES
ADOPTED BUDGET FY 2009/2010**

FUND	DIVISION		FUND TYPE	
State Operating Grants Fund 2760	Finance		Special Revenue	
	FY 2008/09 Prelim Actual*	FY 2009/10 Adopted	Adjustment	FY 2009/10 Adjusted
RESOURCES				
Beginning Balance	\$ 832	0		0
REVENUES				
552003 Jardin de los Ninos	\$ 0	30,000		30,000
552003 Boys & Girls Club	0	0		0
552004-23003 NM Dept of Health (Summer Food)	226,377	282,314		282,314
552004-23004 NM Dept of Health (Diabetes)	0	0		0
552013-21002 Branigan Library State Aid	2,708	7,116		7,116
552019-23005 UNM Pedestrian Safety	0	0		0
552003-22001 NM Main Street (Facility Assessment)	20,356	0		0
552021-22002 NM Dept of Cultural Affairs (MoA)	0	0		0
552008-30630 New Mexico Forest Re-Leaf Grant	0	0		0
552021-22003 NM Arts	4,257	5,812		5,812
552023-20450 NM Economic Development(Advertising)	0	2,700		2,700
552024-21001 NM Humanities Grant	0	0		0
552003-30704 NM DFA Homeless Veterans Shelter	(15,000)	0		0
552024-22005 NM Humanities Railroad Museum	0	0	2,000	2,000
Total Revenues	\$ 238,698	327,942	2,000	329,942
Total Resources	\$ 239,530	327,942	2,000	329,942
EXPENDITURES				
27184020-20450 NM Economic Dev (Advertising)	\$ 0	2,700		2,700
27205120-21002 Branigan Library State Aid	2,708	7,116		7,116
27205060-22001 NM Main Street (Facility Assessment)	20,356	0		0
27205150-22002 NM Dept of Cultural Affairs (MoA)	0	0		0
27205150-22003 NM Arts	4,257	5,812		5,812
27205080-23003 NM Dept of Health (Summer Food)	226,377	282,314		282,314
27200030-30701 Jardin de los Ninos	0	30,000		30,000
27200050-30703 Boys & Girls Club	0	0		0
27200080-30704 NM DFA Homeless Veterans Shelter	(15,000)	0		0
27205210-22005 NM Humanities Railroad Museum	0	0	2,000	2,000
Total Expenditures	\$ 238,698	327,942	2,000	329,942
Adjustment due to change in accruals	\$ (832)			
ENDING BALANCE	\$ 0	0	0	0

*Preliminary actual as of 11/16/09.