

City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 2 Ordinance/Resolution# 11-024 Council District:

For Meeting of August 2, 2010
(Adoption Date)

TITLE:

A RESOLUTION AUTHORIZING THE RECORDS CENTER OF LAS CRUCES TO ACCEPT FUNDS FROM THE NEW MEXICO HISTORICAL RECORDS ADVISORY BOARD FY 2011 PRESERVATION GRANT IN THE AMOUNT OF \$6,800.00 TO MICROFILM SELECTED CITY DOCUMENTS, TO RATIFY THE CITY MANAGER'S SIGNATURE ON GRANT AGREEMENT, AND TO ADJUST THE FY 2011 BUDGET.

PURPOSE(S) OF ACTION: To accept grant funding from the New Mexico Historical Records Advisory Board.

Drafter and Staff Contact: Elizabeth Vega		Department: Finance/ Grants		Phone: 541-2717	
Department	Signature	Phone	Department	Signature	Phone
City Clerk		541-2115	Budget		541-2107
Grant Administration		541-2281	Assistant City Manager		541-2271
Legal		541-2128	City Manager		541-2076

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The City of Las Cruces has one central location where all public documents are stored: the Records Center. Some of the documents retained must be held permanently or long-term to meet requirements set forth by the City, State and Federal retention requirements. In order to efficiently preserve these documents—such as City of Las Cruces resolutions, ordinances, specified meeting minutes, payroll records, and personnel files; the Records Center's choice of long-term storage is microfilm. Upon completion, a master microfilm roll will be sent to the State of New Mexico Records and Archives for storage and a working copy will remain at the Records Center. The New Mexico Historical Records Advisory Board (NMHRAB) has extended funds to the City of Las Cruces Records Center in the amount of \$6,800.00 to improve preservation of and access to New Mexico's historical records.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A". Grant Application Package
3. Exhibit "B". Grant Award Agreement 11-06
4. Exhibit "C". Budget Adjustment

(Continue on additional sheets as required)

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: 6140 New Mexico Hist Rec Adv Board
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

FUND SUMMARY:

Fund Name(s) Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
NM Hist Rec Adv Board- Rev. 6140-552026-25001	\$6,800	0.00	\$6,800	Fulfill the scope of the grant activities
Purchased Services Gen.- Exp. 61001010-722190-25001	\$6,800	0.00	\$6,800	Contracting service- microfilming

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will accept funds in the amount of \$6,800 from New Mexico Historical Records Advisory Board (NMHRAB).
2. Vote "No"; this will reject funds from the NMHRAB.
3. Vote to "Amend"; this could change the grant agreement and delay process.
4. Vote to "Table"; this could delay the reimbursement process for the program.

REFERENCE INFORMATION

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

1. Resolution No. 10-211

(Continue on additional sheets as required)

RESOLUTION NO. 11-024

A RESOLUTION AUTHORIZING THE RECORDS CENTER OF LAS CRUCES TO ACCEPT FUNDS FROM THE NEW MEXICO HISTORICAL RECORDS ADVISORY BOARD FY 2011 PRESERVATION GRANT IN THE AMOUNT OF \$6,800.00, TO MICROFILM SELECTED CITY DOCUMENTS, TO RATIFY THE CITY MANAGER'S SIGNATURE ON GRANT AGREEMENT, AND TO ADJUST THE FY 2011 BUDGET.

The City Council is informed that:

WHEREAS, the New Mexico Historical Records Advisory Board is extending funds to the City of Las Cruces Records Center in the amount of \$6,800.00 to preserve historical New Mexico documents; and

WHEREAS, the City of Las Cruces Records Center is a storage facility providing the citizens of Las Cruces access to City documents for research; and

WHEREAS, the City of Las Cruces Records Center would use the grant funds to microfilm City of Las Cruces resolutions, ordinances, meeting minutes, payroll registers and personnel files to ease research requests and meet long-term storage requirements outlined by the City, State and Federal governments.

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

(I)

THAT, the Las Cruces Records Center is authorized to accept grant funds in the amount of \$6,800.00 from the New Mexico Historical Records Advisory Board.

(II)

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

(III)

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

DONE AND APPROVED this 2nd day of August 2010.

(SEAL)

ATTEST:

City Clerk

Moved by: _____

Seconded by: _____

APPROVED:

Mayor

VOTE:

Mayor Miyagishima: _____

Councillor Silva: _____

Councillor Connor: _____

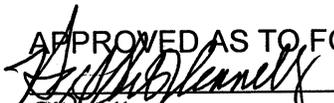
Councillor Pedroza: _____

Councillor Small: _____

Councillor Sorg: _____

Councillor Thomas: _____

APPROVED AS TO FORM:



City Attorney

Grant Application Package

Application Submission Verification and Signature

Opportunity Title: Historical Records Grant Program

Offering Agency: New Mexico Historical Records Advisory Board

Opportunity Number: 11-06

Approximate Value Requested: \$6,800.00

Opportunity Closing Date: July 31, 2010

Requesting Agency/Department: Records Center/ City Clerk

GAO – Grant Writer: Elizabeth Vega

SUPPORT INFORMATION

The New Mexico Historical Records Advisory Board (NMHRAB) has extended funding to the City of Las Cruces Records Center in order to complete a microfilming project. The funds will be used to archive ordinances, resolutions, and minutes currently housed at the Records Center in microfilm form.

The current phase of the project will last a year and has the potential for expansion given the availability of grant funding in the future.

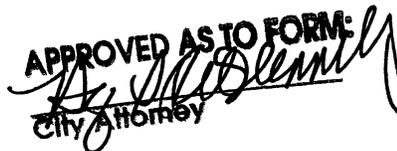
OPTIONS

1. Agree with request to submit the grant agreement. Affirmed by signature below. Package to be returned to GAO, Grant Writer.
2. Disagree, reject the award. Unsigned package to be returned to GAO, Grant Writer.

Approved:



Terrence Moore, City Manager

APPROVED AS TO FORM:

 City Attorney

Date

7/14/10

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.



NEW MEXICO HISTORICAL RECORDS ADVISORY BOARD

1205 Camino Carlos Rey, Santa Fe, New Mexico 87507

(505) 476-7936

Fax 476-7893

July 1, 2010

Lissa Herrera
City of Las Cruces
P.O. Box 20000
Las Cruces, NM 88004

Dear Ms. Herrera:

I am pleased to notify you that the New Mexico Historical Records Advisory Board (NMHRAB) through the State Commission of Public Records – State Records Center and Archives has awarded the City of Las Cruces a grant in the amount of \$6,800.00 to hire a contractor to microfilm City of Las Cruces ordinances, resolutions and minutes, payroll registers and personnel records. The grant is for State of New Mexico fiscal year 2011.

The grant award is for \$6,800.00 of the amount requested in your application dated February 8, 2010 and is based on the amended deliverables that you have informed us of. The award is contingent upon acceptance of and compliance with the conditions set forth in the attached Grant Agreement. Please review the Agreement carefully and notify Mr. Forrester by e-mail of your intention to accept or decline the grant within two working days of receipt of this e-mailed notice. If you accept the grant and the associated conditions, please sign the Agreement, fax a copy of the signed Agreement to Mr. Forrester and mail the original. We must receive the faxed copy within five working days of your receipt of this notice.

Work on the grant deliverables may commence upon notification by Mr. Randy Forrester, the NMHRAB Grant Administrator, that all State processing requirements have been met. Although we cannot, at this time, provide an exact date on which work may commence, we would expect that date would be no later than end of July, 2010 and, hopefully, earlier. All work must be completed and the final request for reimbursement submitted no later than June 15, 2011.

Congratulations on your successful application. Should you have any questions, please call or e-mail Mr. Forrester.

Sincerely,

Sandra Jaramillo

State Records Administrator and
Chair, New Mexico Historical Records Advisory Board

RECEIVED

JUL 1 2 2010

Records Center

Sandra Jaramillo
Coordinator and Chair

Melissa Salazar
Deputy Chair

Diane Bird
Santo Domingo Pueblo

Christopher Chavez
Albuquerque

Lisa Johnston
Artesia

Robin Martin
Santa Fe

Terry Ortega
Santa Fe

Ulysses Reid
Zia Pueblo

Beth Silbergleit
Albuquerque

Grant Award Agreement Historical Records Grant FY2011

Grantor: New Mexico Historical Records Advisory Board through the
Commission of Public Records – State Records Center and Archives
1205 Camino Carlos Rey, Santa Fe, NM 87507

Grant Administrator: Randy Forrester

Grantee: City of Las Cruces

Project Title: Preservation of City of Las Cruces Governmental Documents

Award Number: 11-06

Project Director: Lissa Herrera

Purpose of Award: Hire a contractor to microfilm City of Las Cruces ordinances, resolutions and minutes, payroll registers and personnel records.

Grant Period: State Fiscal Year 2011, commencing with notification by the Grant Administrator and ending June 15, 2011

Amount of Award: \$6,800.00

Amount of Match: \$2,885.80

Total Project Budget: \$9,685.80

Deliverables:

1. Microfilm between 170,000 and 225,000 pages of City of Las Cruces ordinances, resolutions, and minutes dated from 1993-2004; and payroll registers and personnel records from 2002-2007.
2. Working microfilm roll(s) is to be maintained at City of Las Cruces Records Center.
3. Master microfilm roll(s) is to be sent to the State Records Center and Archives.

TERMS AND CONDITIONS OF ACCEPTANCE

The grant recipient shall adhere to the requirements set forth in 1.13.5.17 NMAC, *Post-award Requirements*, and other applicable requirements as set forth below. Recipients may access 1.13.5 NMAC at <http://www.nmcpr.state.nm.us/nmac/parts/title01/01.013.0005.htm>, then scroll down to section 17.

POST-AWARD REQUIREMENTS

[Following are more detailed instructions on the provisions of the above-referenced rule and other acceptance requirements]

- **Compliance requirements**

1. The grant recipient shall complete the deliverables listed above; no deviation from the established deliverables is allowed without the prior written approval of the Grant Administrator and the State Records Administrator. A change in deliverables may be made under the provisions of Paragraph 2 of Subsection A of 1.13.5.17 NMAC. HOWEVER, a grant recipient may, and should, notify the Grant Administrator as soon as the recipient is aware that progress is lagging or that timely completion of deliverables is not possible, rather than waiting until the progress report is due.
2. As stipulated in Subsection E of 1.13.5.17 NMAC, the grant recipient shall abide by the New Mexico *Procurement Code* (Sections 13-1-28 through 13-1-199 NMSA 1978) for the purchase of goods and services.
3. If travel is a component of the approved project, the grant recipient shall adhere to 2.42.2 NMAC, *Regulations Governing the Per Diem and Mileage Act*;
4. If imaging or electronic records are components of the approved project, the grant recipient shall adhere to imaging standards as outlined in 1.14.2.14 NMAC, *Imaging Standards* and 1.13.3 NMAC, *Management of Electronic Records*.

Grant Award Agreement Historical Records Grant FY2011

NOTE: This agreement is subject to cancellation by the State Records Center and Archives if required to comply with the 50 percent expenditure limitation or other budgetary restriction.

- **Work progress requirements**

1. Work shall proceed in accord with the approved project work plan and timeline.
2. Any substantial deviation from the work plan and timeline shall be justified in the interim progress report, although the grant recipient shall report to the Grant Administrator any deviation at the time it occurs or is first expected. As provided in 1.13.5.17 NMAC, if progress reported lags substantially behind that described in the project timeline, the grant administrator shall review the project, consult with the grantee to determine whether timely completion of the project is feasible and make a recommendation to the Chair of the NMHRAB on continuation of the project. Based on the recommendation, the Chair reserves the right to terminate the grant or require an amended scope of work and reduced award.
3. Also as provided in 1.13.5.17 NMAC, if work has not been initiated by the due date of the (interim) progress report, the entire grant award shall be nullified, unless an alternate timeline was approved as part of the grant award.

- **Reporting requirements**

1. As stipulated in Subsections A and B of 1.13.5.17 NMAC, a grant recipient shall submit a minimum of two narrative progress reports. The interim report reflecting progress as of December 31 is due in the office of the Grant Administrator no later than 5:00 pm, January 31; and the final report is due in the office of the Grant Administrator no later than 5:00 pm, June 15 or within 30 days after completion of the project, whichever is earlier. Failure to submit the interim progress report on time shall result in a suspension of reimbursements until the report is submitted; failure to submit the report within 30 days of its due date shall result in cancellation of the award and reversion of the balance of the funding. Failure to submit the final report no later than June 15 shall result in cancellation of the award and reversion of the balance of the funding.
2. A grant recipient may request reimbursements as deliverables are completed or at the conclusion of the project; however, the recipient is encouraged to apply for reimbursement at the time the interim narrative report is submitted, provided there are completed deliverables, and at the time the final report is submitted. **ANY REQUEST FOR REIMBURSEMENT RECEIVED BY THE GRANT ADMINISTRATOR AFTER 5:00 PM, JUNE 15, WILL NOT BE HONORED.** All requests for reimbursement shall include the items and information noted below.
 - A completed Financial Reporting Form.
 - An invoice, on the organization's letterhead and containing the state purchase order and the NMHRAB grant numbers, that clearly identifies the deliverables for which reimbursement is sought and the amount of the requested reimbursement, which must correspond to the information on the Financial Reporting Form. [NOTE: The name of the grantee and the remittance address on the invoice shall be identical to those on this grant agreement and the State of New Mexico vendor list.]
 - An interim or final progress report, if applicable.

- **Documentation and record-keeping requirements**

1. A grant recipient shall document all expenditures, including the recipient's share of actual project costs (match).
2. A grant recipient shall maintain grant project records for a minimum of two years after project completion or in compliance with applicable records retention and disposition schedules, whichever period is longer. All documentation and record-keeping, including retention and disposition, shall also comply with any other applicable laws and regulations.

**Grant Award Agreement
Historical Records Grant FY2011**

Sandra Jaramillo
Sandra Jaramillo, State Records Administrator and Chair
New Mexico Historical Records Advisory Board

July 7, 2010
Date

We accept the terms and conditions of this grant award.		
_____	City Manager	7/12/10
Authorized signature	Title	Date
_____	Grant Administrator	7/12/10
Fiscal Agent signature	Title	Date

We cannot accept the terms and conditions of this grant award at this time.		
_____	Title	Date
Authorized signature		