

City of Las Cruces®

PEOPLE HELPING PEOPLE

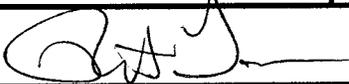
Council Action and Executive Summary

Item # 5Ordinance/Resolution# 12-131For Meeting of _____
(Ordinance First Reading Date)For Meeting of February 6, 2012
(Adoption Date)

TITLE: A RESOLUTION AUTHORIZING THE LAS CRUCES RECORDS CENTER TO ACCEPT A GRANT AWARD FROM THE NEW MEXICO HISTORICAL RECORDS ADVISORY BOARD'S FY 2012 PRESERVATION GRANT IN THE AMOUNT OF \$5,100.00 WITH A \$2,966.53 MATCH REQUIREMENT, TO RATIFY THE CITY MANAGER'S SIGNATURE ON THE GRANT AGREEMENT, AND TO ADJUST THE FY 2012 BUDGET.

PURPOSE(S) OF ACTION:

To accept grant, ratify City Manager's signature, and adjust budget.

COUNCIL DISTRICT: ALL		
<u>Drafter/Staff Contact:</u> Elizabeth Vega	<u>Department/Section:</u> Finance/Grants	<u>Phone:</u> 575-541-2717
<u>City Manager Signature:</u>		

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 \$5,100.00 with a \$2,966.53 match requirement to improve preservation of and access to New Mexico's historical records. The Records Center will use the funds to microfilm City of Las Cruces retained documents.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Grant Agreement.
3. Exhibit "B", 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: <u>6140 Document Services Fund</u> in the amount of <u>\$ 5,100.00</u> for FY 2012.
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

Grant funds will be deposited into Fund #6140 (Document Services) in account 6140-552026-25002 to be used by the Las Cruces Records Center to pay for microfilming services. The match portion of \$2,966.53 will be an in-kind contribution of staff hours preparing the documents for microfilming.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Document Services Fund	61001010-722190-25002	\$5,100.00	\$5,100.00*	\$0.00	N/A
Document Services Fund (match)	61001010-610102-25002	\$2,966.53	\$25,370.25	\$22,403.72	Personnel salaries

*pending adjustment

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will ratify the City Manager's signature to accept appropriation funds from the New Mexico Historical Records Advisory Board (NMHRAB) to be used for microfilming City documents. It will also adjust the FY 2012 budget.
2. Vote "No"; this will cause the Las Cruces Records Center to revert funds back to the NMHRAB.
3. Vote to "Amend"; this is not an option as the agreement has been signed.

(Continue on additional sheets as required)

4. Vote to "Table"; this not an option, as funds need to be obligated quickly to meet grant deadlines.

REFERENCE INFORMATION:

N/A

RESOLUTION NO. 12-131

A RESOLUTION AUTHORIZING THE LAS CRUCES RECORDS CENTER TO ACCEPT A GRANT AWARD FROM THE NEW MEXICO HISTORICAL RECORDS ADVISORY BOARD'S FY 2012 PRESERVATION GRANT IN THE AMOUNT OF \$5,100.00 WITH A \$2,966.53 MATCH REQUIREMENT, TO RATIFY THE CITY MANAGER'S SIGNATURE ON THE GRANT AGREEMENT, AND TO ADJUST THE FY 2012 BUDGET.

The City Council is informed that:

WHEREAS, the New Mexico Historical Records Advisory Board is providing a grant award to the Las Cruces Records Center in the amount of \$5,100.00 with a \$2,966.53 in-kind match requirement; and

WHEREAS, the Las Cruces Records Center will use the funds to microfilm forty-four boxes of City of Las Cruces resolutions in continuation of an on-going project to microfilm important City documents for preservation purposes and to provide convenient viewing capabilities for citizens who request access.

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 a grant award in the amount of \$5,100.00 with a \$2,966.53 in-kind match requirement from the New Mexico Historical Records Advisory Board.

(II)

THAT the FY 2012 Adopted Budget is hereby adjusted as reflected in Exhibit "B" attached here and made a part of this resolution.

(III)

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

(IV)

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

DONE AND APPROVED this _____ day of _____, 2012.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

Moved by _____

Seconded by _____

VOTE:

Mayor Miyagishima:	_____
Councillor Silva:	_____
Councillor Smith:	_____
Councillor Pedroza:	_____
Councillor Small:	_____
Councillor Sorg:	_____
Councillor Thomas:	_____

APPROVED AS TO FORM:



City Attorney

**Grant Award Agreement
Historical Records Grant FY 2012**

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: 12-07

Project Director: Lissa Herrera
City of Las Cruces
700 N. Main Street
Las Cruces, NM 88001

DUNS Number: 077609279

Purpose of Award: Funds are awarded to hire a contractor to microfilm at least 101,200 pages of city resolutions.

Grant Period: State Fiscal Year 2012, commencing with notification by the Grant Administrator and ending June 15, 2012.

Amount of Award: \$ 5,100.00
Amount of Match: \$ 2,966.53
Total Project Budget: \$ 8,066.53

Deliverables:

1. Microfilmed images of 44 boxes, approximately 101,200 pages, of City of Las Cruces resolutions from 1959 to 1992 and 2005 to 2007.

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

Grant Award Agreement Historical Records Grant FY 2012

Administrator as soon as the recipient is aware that progress is lagging or that timely completion of deliverables is not possible.

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. When 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, microfilming or electronic records are components of the approved project, the grant recipient shall adhere to imaging standards as outlined in 1.14.2.NMAC, *Microphotography Systems, Microphotography Standards* and 1.13.3 NMAC, *Management of Electronic Records*.

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 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 February 29 is due in the office of the Grant Administrator no later than **5:00 pm, March 16**; 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.

Grant Award Agreement Historical Records Grant FY 2012

- **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.
3. A grant recipient shall make available to the Grant Administrator or other staff designated by the State Records Administrator all grant-related documentation and deliverables for inspection during the grant period and for at least two years thereafter.

John H. Martinez
 John Hyrum Martinez, State Records Administrator and Chair
 New Mexico Historical Records Advisory Board

18 Jan 2012
 Date

We **accept** the terms and conditions of this grant award.

	City Manager	
Authorized signature	Title	Date
	Grant Administrator	
Fiscal Agent signature	Title	Date

We **cannot accept** the terms and conditions of this grant award at this time.

Authorized signature	Title	Date

EXHIBIT "B" CONTINUED

CITY OF LAS CRUCES
ADOPTED BUDGET FY 2011/2012

FUND	DIVISION		FUND TYPE	
Document Services Fund 6140	Legal		Internal Service	
	FY 2010/11 Preliminary*	FY 2011/12 Adopted	Adjustment	FY 2011/12 Adjusted
RESOURCES				
Beginning Balance	\$ 141,947	51,236		51,236
REVENUES				
543619 Microfilm & Mail Charges	\$ 392,072	195,930		195,930
543662 Copy Machine Charges	151,641	0		0
552026 NM Historical Records Advisory Board Grant	5,422	0	5,100	5,100
570010 Investment Income	2,107	5,500		5,500
570015 Net Incr (Decr) Fair Value Investment	(2,151)	0		0
592001 Other Revenue	2,031	0		0
Total Revenues	\$ 551,122	201,430	5,100	206,530
Total Resources	\$ 693,069	252,666	5,100	257,766
EXPENDITURES				
Microfilm & Mail/Copiers (16133/16134)				
Document Services 61001010				
Personnel	\$ 116,978	88,821	(2,967)	85,854
Operating	334,665	106,791		106,791
25002 - NM HISTORICAL ADVISORY BOARD GRT	0	0	8,067	8,067
Capital Outlay	0	0		0
Depreciation	533	6,200		6,200
Total 61001010	\$ 452,176	201,812	5,100	206,912
Copy Machines - 61001030				
Operating	184,605	0		0
Total 61001010	\$ 184,605	0	0	0
Managed Reductions		(49,027)		(49,027)
Total Expenditures	\$ 636,781	152,785	5,100	157,885
OTHER FINANCING SOURCES (USES)				
Transfer to Fund 1000 - General Fund	\$ (3,978)	(3,978)		(3,978)
Total Other Financing Sources (Uses)	\$ (3,978)	(3,978)	0	(3,978)
ENDING BALANCE With Non-Cash Expense	\$ 52,310	95,903		95,903
Plus: Non-Cash Expense	533	6,200	0	6,200
Accrual adjustment	(1,607)	0	0	0
ENDING BALANCE	\$ 51,236	102,103	0	102,103