



# City of Las Cruces®

PEOPLE HELPING PEOPLE

## Council Action and Executive Summary

Item # 5 Ordinance/Resolution# 17-015

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

For Meeting of August 1, 2016  
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL

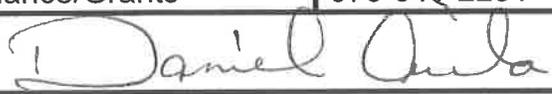
LEGISLATIVE

ADMINISTRATIVE

**TITLE:** A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES (CITY) ON BEHALF OF THE MUSEUM OF NATURE & SCIENCE, TO ACCEPT A GRANT AWARD IN THE AMOUNT OF \$1,200.00 FROM THE MUSEUM OF SCIENCE, BOSTON (MOSB) FOR THE "BUILDING WITH BIOLOGY" STIPEND GRANT; TO RATIFY THE INTERIM CITY MANAGER'S SIGNATURE ON THE STIPEND AGREEMENT; AND TO ADJUST THE FY2017 BUDGET.

**PURPOSE(S) OF ACTION:**

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

<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 submitted an application and was awarded grant funding from MOSB for FY2017 to host public programming related to the program "Building with Biology". The Museum of Nature & Science will use funding to implement a forum for the community associated with this national program. The City did not anticipate receiving the funds when the current fiscal year budget was adopted in May of 2016, and it is expected the funds will be received by the City during FY2017. The City Council is being requested to authorize the acceptance of the grant.

The grant funds are to assist with programming expenses for the forum to be held during September, 2016 and focus on "Should We Engineer the Mosquito". The goal of the forum geared for adults includes connecting scientists with the public; highlighting the intersection of science ability and ethical considerations; discussing potential impacts of this procedure; and creating an environment for free discussion.

The proposed resolution authorizes acceptance of the grant, ratification of the Interim City Manager's signature on the letter of agreement, and amends the FY2017 budget. The grant requires no match from the City.

(Continue on additional sheets as required)

**SUPPORT INFORMATION:**

1. Resolution.
2. Exhibit "A", Stipend Agreement.
3. Exhibit "B", Budget Adjustment.

**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>	Yes	<input checked="" type="checkbox"/>	Funds will be deposited into this fund: <u>2100</u> in the amount of <u>\$1,200.00</u> for FY 2017.
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

**BUDGET NARRATIVE**

Grant funds of \$1,200.00 will be deposited into Fund 2100 Special Revenue Reimb Grants, with project number 11516 to be used by the Museum of Nature & Science in support of the "Building with Biology" programming.

**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	25420000-721080-11516	\$1,200.00	\$1,200.00*	\$0.00	N/A

\* Pending approved budget adjustment.

**OPTIONS / ALTERNATIVES:**

1. Vote "Yes"; this will accept grant funds from MOSB and adjust the FY2017 budget.
2. Vote "No"; this will impact the Museum of Nature & Science by not allowing them to hold this forum and return the funds to MOSB.
3. Vote to "Amend"; this will delay the process of spending the grant funds within the pre-determined grant schedule.

4. Vote to "Table"; this will impact the Museum of Nature & Science's ability to implement the "Building with Biology" forum before grant funds expire.

**REFERENCE INFORMATION:**

N/A



# City of Las Cruces<sup>®</sup>

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## COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

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

For Meeting of August 1, 2016  
 (Adoption Date)

**TITLE:** A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES (CITY) ON BEHALF OF THE MUSEUM OF NATURE & SCIENCE, TO ACCEPT A GRANT AWARD IN THE AMOUNT OF \$1,200.00 FROM THE MUSEUM OF SCIENCE, BOSTON (MOSB) FOR THE "BUILDING WITH BIOLOGY" STIPEND GRANT; TO RATIFY THE INTERIM CITY MANAGER'S SIGNATURE ON THE STIPEND AGREEMENT; AND TO ADJUST THE FY 2017 BUDGET.

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

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact	<i>[Signature]</i>	X 2281	6/29/16
Department Director	<i>[Signature]</i>	X 2080	6/29/16
Other	<i>[Signature]</i>	X 3060	6/30/16
Assistant City Manager /CAO Management & Budget Manager	<i>[Signature]</i>	541-2078 541-207	7/7/2016 7/6/2016
Assistant City Manager/COO	<i>[Signature]</i>	541-2271	7/11/16
City Attorney	<i>[Signature]</i>	EXT 2128	19 July 2016
City Clerk	<i>[Signature]</i>	X 2115	7-22-16

RESOLUTION NO. 17-015

**A RESOLUTION AUTHORIZING THE CITY OF LAS CRUCES (CITY) ON BEHALF OF THE MUSEUM OF NATURE & SCIENCE, TO ACCEPT A GRANT AWARD IN THE AMOUNT OF \$1,200.00 FROM THE MUSEUM OF SCIENCE, BOSTON (MOSB) FOR THE "BUILDING WITH BIOLOGY" STIPEND GRANT; TO RATIFY THE INTERIM CITY MANAGER'S SIGNATURE ON THE STIPEND AGREEMENT; AND TO ADJUST THE FY2017 BUDGET.**

The City Council is informed that:

**WHEREAS**, the City submitted a grant application to the Museum of Science, Boston (MOSB) for programming expenses related to the "Building with Biology" forum; and

**WHEREAS**, the City, on behalf of Museum of Nature & Science, received notice of a grant award from MOSB for the amount of \$1,200.00, with no match requirement, to be used for programming expenses related to the forum; and

**WHEREAS**, the period of performance for the grant agreement is June 24, 2016 through September 30, 2016.

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

**(I)**

**THAT** the City hereby accepts a grant award in the amount of \$1,200.00, on behalf of the Museum of Nature & Science from the MOSB for the "Building with Biology" forum grant as stated in the stipend agreement, as shown in Exhibit "A", attached hereto and made part of this resolution.

**(II)**

**THAT** the Interim City Manager's signature on the grant is hereby ratified.

**(III)**

**THAT** the FY2017 budget is adjusted as indicated in Exhibit "B", attached hereto

and made part of this resolution.

(IV)

THAT 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 \_\_\_\_\_

VOTE:

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

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

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

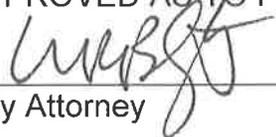
Councillor Pedroza: \_\_\_\_\_

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

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

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

APPROVED AS TO FORM:

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



**Museum of Science**

Science Park  
Boston, MA 02114-1099



Activities and Conversations about Synthetic Biology

## Building with Biology 2016 Forum Stipend Agreement

Please review, sign, and return the Building with Biology 2016 Forum Stipend Agreement to complete your award.

Submission of this form, along with the online application, completes your agreement with the Museum of Science, Boston for a stipend of \$1,200 to implement a Building with Biology forum.

**Institution Name:** City of Las Cruces (for Museum of Nature and Science)

**Award Amount:** \$1,200

### Forum Stipend Expense Guidelines

Stipend recipients will receive a check for \$1,200 to cover staff time, benefits, subsistence, speaker honoraria and other applicable costs directly related to implementing the proposed Building with Biology forum. Funds will be in the form of a check from Museum of Science, Boston to your institution. This award is provided by the Multi-Site Public Engagement with Science-Synthetic Biology project (publicly known as Building with Biology), which is funded by the National Science Foundation.

Stipends cannot be used to pay for indirect costs, alcohol, to pay participants to attend the forum, or for any prizes or entertainment costs (see the [2016 Building with Biology Forum Stipend Overview](#) for details).

Stipend recipients will be expected to keep all receipts supported by the stipend, and the Museum of Science reserves the right to request backup for any expenses. Any funds remaining unspent at the end of the grant year (**September 30, 2016**) must be returned to the Museum of Science, Boston.

By signing and returning this agreement form, you are agreeing to do the following (please check below):

- Implement the proposed Building with Biology forum and use the stipend as described in the proposed budget of your stipend application.
- Submit a Building with Biology final report, which will include questions pertaining to your forum. This report should be submitted online no later than three weeks after your last event or forum.
- Notify Museum of Science, Boston staff if unforeseen circumstances prevent you from completing your proposed forum so that we can redirect the funds.

Please sign, scan and email the executed agreement to Kayla Berry (e: [kberry@mos.org](mailto:kberry@mos.org)) or fax to (617) 589-0454. Please notify me if faxing agreement.

### Forum Stipend Contact

Kayla Berry, Building with Biology Project Manager  
Museum of Science, Boston  
1 Science Park  
Boston, MA 02114  
(p): 617-589-4411 (f): 617-589-0454  
[kberry@mos.org](mailto:kberry@mos.org)



Museum of Science  
 Science Park  
 Boston, MA 02114-1099



Activities and Conversations about Synthetic Biology

**Forum Stipend Distribution**

Agreements will be processed as they are received, with funds being disbursed beginning in June 2016. No checks will be distributed without receipt of this signed agreement.

If you fail to complete any of the requirements, you will be asked to return the funding.

**I agree to use this forum stipend for non-profit educational purposes according to the above terms.**

\*Participant Name (print): Rebecca Slaughter, Museum System Administrator

Signature (participant):  Date: 6/17/16

\*\*Contractual Representative (print): Daniel Avila, Interim City Manager

Signature (contract rep):  Date: 6/22/16

On Behalf of (Institution): City of Las Cruces

**Stipend Payment**

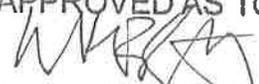
Stipend issued to (name of institution): City of Las Cruces

Address (for delivery of stipend payment):

City of Las Cruces, Treasury Department

PO Box 20000

Las Cruces, NM 88004

APPROVED AS TO FORM:  
  
 City Attorney

*The funds will be sent to the address provided, please be sure it is correct.*

*\*The "Participant" is the project leader or the person implementing your Building with Biology forum.*

*\*\*The "Contractual Representative" is a person who has authority at your institution to sign a \$1,200 agreement. In some cases this may be the same person as the Participant – even so, please ensure both lines are filled out.*

123  
**CITY OF LAS CRUCES**  
**BUDGET ADJUSTMENT REQUEST**  
**BUDGET FISCAL YEAR 2016-17**

**EXHIBIT "B"**

	2100 SPECIAL REVENUE REIMB GRANTS			
	2016-17			
	Original Budget	Amended Budget	Req. Adjustment	Adjusted Budget
<b>RESOURCES</b>				
Beginning Balance	\$ 1,546	1,546	0	1,546
<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	0	0	0	0
Federal Grants	1,188,647	1,188,647	0	1,188,647
State Grants	973,557	973,557	0	973,557
Local Grants	15,843	15,843	1,200	17,043
Debt Service	0	0	0	0
Operating Transfers In	0	0	0	0
<b>Total Revenues</b>	<b>2,178,047</b>	<b>2,178,047</b>	<b>1,200</b>	<b>2,179,247</b>
<b>TOTAL RESOURCES</b>	<b>\$ 2,179,593</b>	<b>2,179,593</b>	<b>1,200</b>	<b>2,180,793</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	1,233,430	1,233,430	0	1,233,430
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	379,874	379,874	0	379,874
Community Development	406,340	406,340	0	406,340
Community & Cultural Services	158,403	158,403	1,200	159,603
Public Works	0	0	0	0
Legislative Reserve	0	0	0	0
Operating Transfers Out	0	0	0	0
<b>Total Expenditures</b>	<b>\$ 2,178,047</b>	<b>2,178,047</b>	<b>1,200</b>	<b>2,179,247</b>
Accrual Adjustments	0	0	0	0
<b>ENDING BALANCE</b>	<b>\$ 1,546</b>	<b>1,546</b>	<b>0</b>	<b>1,546</b>

