

THIS IS A DRAFT AND WILL BE REPLACED WITH
THE FINAL UPON COUNCIL APPROVAL

RESOLUTION

AUTHORIZING THE OFFICE OF THE CITY CLERK TO SUBMIT A \$150,000 GRANT APPLICATION TO THE NATIONAL ARCHIVES: NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION FOR THE PRESERVATION AND DIGITIZATION OF CEMETERY AND HISTORICAL DEATH RECORDS AND ACCEPT FUNDING, IF AWARDED; AND AUTHORIZING THE USE OF \$60,800 IN GENERAL FUND INCLUDED IN THE DEPARTMENT’S OPERATING BASE BUDGET FOR THE GRANT MATCH.

* * * * *

WHEREAS, applications are open until August 15, 2024 for National Archives: National Historical Publications and Records Commission grants for projects that will significantly improve online public discovery and use of historical records collections; and

WHEREAS, such projects must engage the public, expand civic education, and promote understanding of the nation’s history, democracy, and culture from the founding era to the present day; and

WHEREAS, the Commission encourages projects focused on collections of America’s early legal records, such as the records of colonial, territorial, county, and early statehood and tribal proceedings that document the evolution of the nation’s legal history; and

WHEREAS, the Office of the City Clerk currently budgets \$100,000 annually to preserve and digitize the municipal archives and will use \$60,800 in General Funds included in the Department’s operating base budget for the grant match; and

WHEREAS, on February 21, 2024, City Clerk Debbie Racca-Sittre presented the results of the community survey and briefed the City Council on the Office of the City Clerk Strategic Plan which included a recommendation from staff, stakeholders and the community to accelerate the current 60-year plan to preserve and digitize archives to a 5-year implementation plan at a cost of \$1.33 million per year (Years 1-5 FY2025-FY2029) and ensure the digital format is compatible for the future; and

WHEREAS, grant funding is needed to supplement the requested funding and showcase San Antonio’s historical cemeteries and death records to tell the story of our diverse community through these records and intersect with the Parks & Recreation Department’s Cemetery Master Plan as well as local efforts of the San Antonio Conservation Society; and

WHEREAS, the records would be made available on the digital collection posted on the Office of the City Clerk’s website as well as preserved for future generations to view in our Municipal Archives & Records Center and will be beneficial to researchers of the City’s history, genealogy and culture; and

THIS IS A DRAFT AND WILL BE REPLACED WITH
THE FINAL UPON COUNCIL APPROVAL

WHEREAS, it is now necessary to authorize the Office of the City Clerk to submit the grant application and the grant match; **NOW THEREFORE:**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO, TEXAS:

SECTION 1. The Office of the City Clerk is authorized to submit a \$150,000 grant application to the National Archives: National Historical Publications and Records Commission for the preservation and digitization of cemetery and historical death records and accept funding, if awarded.

SECTION 2. The grant request is for \$150,000 and requires a match of \$50,000. Match funding in the amount of \$60,800 is available in the 2024 General fund included in the Office of the City Clerk’s operating base budget which will be used to reprioritize the cemetery and death records; the additional \$10,800 will ensure the project is completed and is an intentional over-match.

SECTION 3. Upon acceptance of the award, a new fund and internal order number will be created for the grant funds in an amount up to \$150,000 to be appropriated in the fund. A formal final budget which will include a department specific fund, an Internal Order number, and General Ledger numbers will be submitted by the department upon award.

SECTION 4. The financial allocations in this Ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

SECTION 5. This Resolution is effective immediately upon the receipt of eight affirmative votes, otherwise, it is effective ten days after appointment.

PASSED AND APPROVED this the 8th day of August 2024.

M A Y O R

Ron Nirenberg

CWK
Item No. _____
08/08/2024

THIS IS A DRAFT AND WILL BE REPLACED WITH
THE FINAL UPON COUNCIL APPROVAL

ATTEST:

APPROVED AS TO FORM:

Debbie Racca-Sittre, City Clerk

Andrew Segovia, City Attorney

DRAFT