



# City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

[www.santafenm.gov](http://www.santafenm.gov)

*Alan Webber, Mayor*

**Councilors:**

Signe I. Lindell, Mayor Pro Tem, District 1

Alma G. Castro, District 1

Michael J. Garcia, District 2

Carol Romero-Wirth, District 2

Lee Garcia, District 3

Pilar F.H. Faulkner, District 3

Jamie Cassutt, District 4

Amanda Chavez, District 4

**DATE:** April 2, 2024

**TO:** City of Santa Fe Governing Body

**VIA:** John Blair, City Manager *John Blair*  
John Blair (Apr 3, 2024 11:50 AM)

**FROM:** Emily K. Oster, Finance Director *EKO*

**RE:** Amendment #2 to Fiscal Agent Agreement with North Central New Mexico Economic Development District for 2023 "Junior Bill" Capital Appropriations

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## **ITEM AND ISSUE:**

Request for the approval of amendment two to the Intergovernmental Services Agreement between the City of Santa Fe and North Central New Mexico Economic Development District (NCNMEDD). The purpose of the amendment is to add additional capital appropriations from the 2023 "Junior Bill". The additional capital appropriations are listed in exhibit B (attached here, and as exhibit B of the proposed amendment).

If the City no longer needs fiscal agent services, it may terminate the agreement with 30 days' notice.

## **BACKGROUND:**

At the December 13, 2023, regular meeting the Governing Body approved an Intergovernmental Services Agreement between the City and NCNMEDD for Fiscal Agent Services. The original agreement included five (5) capital appropriations from 2021. NCNMEDD's fee for fiscal agent services was three percent (3%) of the dollar amount(s) the City expends during the term of the Agreement towards the completion of the capital appropriations listed in the agreement.

After the Intergovernmental Services Agreement was approved the City executed grant agreements with the State of New Mexico Department of Finance & Administration (NMDFA) for the 2021 capital appropriations included in the original NCNMEDD Fiscal Agent Services Agreement. Now that grant agreements are in place the City can begin spending the 2021 capital funding.

On February 1, 2024 the City received a letter from NMDFA indicating that funding for additional capital appropriations from 2022 and 2023 will be available to the City by using an external fiscal agent. The City reached out to NCNMEDD regarding adding the additional appropriations to the existing Fiscal Agent Services Agreement, and NCNMEDD agreed to do so. As part of the discussion with NCNMEDD regarding adding the additional capital appropriations to the Fiscal Agent Services Agreement, NCNMEDD offered to lower their fee to one percent (1%).

On March 19, 2024 the City received an email from NMDFA indicating that funding for 2023 “Junior Bill” capital projects will be available to the City by using an external fiscal agent. The City reached out to NCNMEDD regarding adding the additional projects to the existing Fiscal Agent Services Agreement, and NCNMEDD agreed to do so. The fee for all capital appropriations included in the NCNMEDD Fiscal Agent Services Agreement remains one percent (1%) of the dollar amount(s) the City expends during the term of the Agreement towards the completion of the capital appropriations listed in the agreement.

Amendment Two to the Intergovernmental Services Agreement between the City of Santa Fe and North Central New Mexico Economic Development District (NCNMEDD) adds additional capital appropriations from the 2023 “Junior Bill”. The additional capital projects are listed in exhibit B (attached here, and as exhibit B of the proposed amendment).

If the City no longer needs fiscal agent services, it may terminate the agreement with 30 days’ notice.

**ACTION REQUESTED:**

Please approve the amendment to the Intergovernmental Services agreement.

## EXHIBIT B

23-ZH9308	for Santa Fe to purchase security cameras and security systems at municipal parks	\$ 95,000.00
23-ZH9300	to purchase equipment and to provide arson investigation training to fire department three in Santa Fe	\$ 125,000.00
23-ZH9301	for sanitization and deep cleaning of all municipal swimming pools in Santa Fe	\$ 75,000.00

Munis Contract# \_\_\_\_\_  
Original Contract Item# 23-0688  
SWPA/GSA/Coop/RFP/ITB #: \_\_\_\_\_

**CITY OF SANTA FE  
AMENDMENT No. 2 TO  
Intergovernmental Service Agreement  
ITEM#23-0688**

This AMENDMENT No 2 (the "Amendment") amends the INTERGOVERNMENTAL SERVICES AGREEMENT BETWEEN CITY OF SANTA FE AND NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT FOR FISCAL AGENT SERVICES, dated December 19, 2023 (the "Agreement"), between the City of Santa Fe (the "City") and the North Central New Mexico Economic Development District (NCNMEDD). The date of this Amendment shall be the date when it is executed by the City and the NCNMEDD whichever occurs last.

**RECITALS:**

A. Under the terms of the Agreement, the NCNMEDD has agreed to provide fiscal agent services in connection with the Capital Projects specified under the Agreement.

B. Pursuant to Article I of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the NCNMEDD agree as follows:

1. PURPOSE:

Article A of the Agreement is amended to add an additional three (3) capital appropriations as seen on Exhibit B.

2. CONTRACT IN FULL FORCE.

Except as specifically provided in this Amendment, the Agreement remains and shall remain in full force and effect, in accordance with its terms.

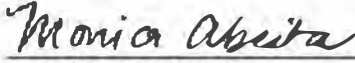
IN WITNESS WHEREOF, the parties have executed this Amendment No.2 to the Agreement as of the dates set forth below.

CITY OF SANTA FE:

  
Alan Webber (Apr 11, 2024 21:17 MDT)  
ALAN WEBBER, MAYOR

DATE: Apr 11, 2024

CONTRACTOR:  
NCNMEDD


  
MONICA ABEITA  
EXECUTIVE DIRECTOR

Executive Director  
TITLE

April 2, 2024

DATE: \_\_\_\_\_

ATTEST:

  
GERALYN CARDENAS (Apr 12, 2024 09:03 MDT)  
GERALYN CARDENAS, INTERIM CITY CLERK  
GB MTG 04/10/2024 *XIV*

CITY ATTORNEY'S OFFICE:

  
Marcos Martinez (Apr 4, 2024 09:38 MDT)  
SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

  
FINANCE DIRECTOR

## EXHIBIT B

23-ZH9298	for Santa Fe to purchase security cameras and security systems at municipal parks	\$ 95,000.00
23-ZH9300	to purchase equipment and to provide arson investigation training to fire department three in Santa Fe	\$ 125,000.00
23-ZH9301	for sanitization and deep cleaning of all municipal swimming pools in Santa Fe	\$ 75,000.00





# City of Santa Fe

## Summary of Contract, Agreement, Amendment & Lease

All applicable fields to be completed by department (complete 1.b only if you are processing an amendment):

1.a Munis Contract: \_\_\_\_\_ Procurement # (RFP/ITB# If any):

Contractor: North Central New Mexico Economic Development District

Procurement Method/Vehicle: Small Purchase  RFP  ITB  Sole Source  GSA  Cooperative  Exempt  SWPA/Existing

Description/Title: Fiscal Agent Services for the City of Santa Fe

Contract:  Agreement:  Lease/Rent:  Amendment:

Term Start Date: upon approval Term End Date: one month after reversion date Total Contract Amount: 1% of dollar amount expended

Approved by Council (If over the City Manager's approval threshold, you must go through GB) 12/13/23

Contract / Lease:

1.b Amendment #: Two to the Original Contract/Lease # 23-0688

Increase/(Decrease) Amount \$: 1% of dollar amount expended, approx. \$3,200

Extend Expiration Date to: \_\_\_\_\_

Approved by Council (If the original went through GB, all amendments must go through GB regardless of the amendment reason) Date: \_\_\_\_\_

Amendment is for: Adds services for three 2023 Junior Bill appropriations.

### 2. HISTORY of Contract, Amendments & Lease / Rent - Please Elaborate (option: attach spreadsheet if multiple amendments)

Original agreement item 23-0688 approved by GB on 12/13/23

Amendment one approved by GB on 3/13/24

### 3. Procurement History: Exempt NMSA 1978, 13-1-98A

[Signature] Purchasing Officer Review: \_\_\_\_\_ Date: Apr 5, 2024

Comment & Exceptions: \_\_\_\_\_

### 4. Funding Source: General Fund 100

Andy Hopkins

Budget Officer Approval: \_\_\_\_\_

Comment & Exceptions: \_\_\_\_\_

Org / Object: 1001501.510300

Date: Apr 5, 2024

Date: \_\_\_\_\_

### 5. Grant History (if applicable): \_\_\_\_\_

Grants Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Contact who Completed This Form: \_\_\_\_\_ Phone #: \_\_\_\_\_

To be recorded by City Clerk: \_\_\_\_\_ Email: \_\_\_\_\_

Clerk # \_\_\_\_\_

Date of Execution: \_\_\_\_\_

ITT Representative (attesting that all information is reviewed)

Title

Date



**DUTTON-LEYDA, TRAVIS K.**

---

**From:** DUTTON-LEYDA, TRAVIS K.  
**Sent:** Wednesday, March 6, 2024 9:21 AM  
**To:** TAPIA, ERMINIA M.  
**Subject:** RE: Amendment to Fiscal Agent Services agreement for NCNMEDD- for meetings next week 2/26 and 2/28

Government to government agreements are exempt per NMSA 1978, Section 13-1-98 A.

Thank you.

Regards,

Travis Dutton-Leyda  
Chief Procurement Officer  
City of Santa Fe  
200 Lincoln Avenue  
Santa Fe, NM 87501  
505-629-8351  
[tkduttonleyda@santafenm.gov](mailto:tkduttonleyda@santafenm.gov)

<https://santafenm.gov/finance-2/purchasing-1>



Vision without action is merely a dream.  
Action without vision passes the time.  
Vision with action can change the world. ~ Joel A. Barker

Portion of Scope:

WHEREAS, the State of New Mexico appropriated funding for the purposes of improvements in the City of Santa Fe ("City") to the State of New Mexico, Department of Finance and Administration, Local Government Division, in the laws of Laws of 2021, Chapter 138, as detailed below ("Projects");

The purpose of this Agreement is for NCNMEDD to provide fiscal agent services in connection with the Projects as specifically appropriated under New Mexico Legislative Appropriation Agreements identified as follows:

NCNMEDD's services in support of the above purpose shall be to provide fiscal agency services associated with the Projects, including:

NCNMEDD Fiscal Agency Services:

Ensure that grant funds are expended in compliance with all applicable laws, regulations, and grant agreement and the transactions are

# City of Santa Fe, New Mexico

# memo

**Date:** Wednesday, March 06, 2024  
**To:** Travis Dutton-Leyda, Chief Procurement Officer  
**From:** Erminia M. Tapia, Administrative Manager  
**Subject:** Exemption Determination Request, NCNMEDD Fiscal Agent Services

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The Finance Department respectfully request exempt determination to be approved by the City's Chief Procurement Officer (CPO), Travis Dutton-Leyda, for the following scope of work (SOW):

NCNMEDD's services in support of the above purpose shall be to provide fiscal agency services associated with the Projects, including:

1. NCNMEDD Fiscal Agency Services:

Ensure that grant funds are expended in compliance with all applicable laws, regulations, and grant agreement and the transactions are appropriately accounted for in compliance with such laws, regulations, and grant agreement;

- Ensure safeguarding of grant funds and assets acquired with grant funds and proper accounting thereof in compliance with applicable laws, regulations, and grant agreement;
- Act as liaison between City and appropriate New Mexico state agencies as needed;
- Complete all required quarterly and financial reporting with information provided by City;
- Review and sign-off on project invoices to the appropriate State agency in a timely manner; and
- Work with the State on providing direct project reimbursements to City and act as a facilitator for such reimbursements as needed.

## 2. City Role and Responsibilities

City understands it remains ultimately responsible for executing and complying with all applicable laws, regulations, and grant agreement requirements such as flow down provisions, executing procurement responsibilities, and subcontractor management, as well as project, grant, and financial management.

City of Santa Fe follows the New Mexico State Procurement Code NMSA 1978, Sections 13-1-28 through 13-1-199 & City of Santa Fe Procurement Manual (CoSFPM).

### **NMSA 1978, Section 13-1-98 A / CoSFPM, Item VI. 1**

Procurement of items of tangible personal property or services by the City from a state agency, a local public body or external procurement unit except as otherwise provided in NMSA 1978, §13-1-135 to §13- 1-137;

**Amount:** \$60,000.00

**Term:** 06/30/2025

### **Approved Exemption**



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Travis Dutton-Leyda, Chief Procurement Officer



# City of Santa Fe, New Mexico

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*Alan Webber, Mayor*

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Alma G. Castro, District 1

Michael J. Garcia, District 2

Carol Romero-Wirth, District 2

Lee Garcia, District 3

Pilar F.H. Faulkner, District 3

Jamie Cassutt, District 4

Amanda Chavez, District 4

**DATE:** February 20, 2024

**TO:** City of Santa Fe Governing Body

**VIA:** John Blair, City Manager

**FROM:** Emily K. Oster, Finance Director

  
*Emily K. Oster*

**RE:** Amendment #1 to Fiscal Agent Agreement with North Central New Mexico Economic Development District for Capital Appropriations

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## **ITEM AND ISSUE:**

Request for the approval of an amendment to the Intergovernmental Services Agreement between the City of Santa Fe and North Central New Mexico Economic Development District (NCNMEDD). The purpose of the amendment is to add additional capital projects from 2022 and 2023 and to reduce the fee for NCNMEDD's fiscal agent services from three percent (3%) to one percent (1%) of the dollar amount(s) the City expends during the term of the Agreement towards the completion of the capital projects listed in the agreement. The additional capital projects are listed in the exhibit A (attached here, and also as exhibit A of the proposed amendment).

If the City no longer needs fiscal agent services, it may terminate the agreement with 30 days' notice.

## **BACKGROUND:**

At the December 13, 2023 regular meeting the Governing Body approved an Intergovernmental Services Agreement between the City and NCNMEDD for Fiscal Agent Services. The original agreement included five (5) capital projects from 2021. NCNMEDD's fee for fiscal agent services was three percent (3%) of the dollar amount(s) the City expends during the term of the Agreement towards the completion of the capital projects listed in the agreement.

After the Intergovernmental Services Agreement was approved the City executed grant agreements with the State of New Mexico Department of Finance & Administration (NMDFA) for the 2021 capital projects

included in the original NCNMEDD Fiscal Agent Services Agreement. Now that grant agreements are in place the City can begin spending the 2021 capital project funding.

On February 1, 2024 the City received a letter from NMDFA indicating that funding for additional capital projects from 2022 and 2023 will be available to the City by using an external fiscal agent. The City reached out to NCNMEDD regarding adding the additional projects to the existing Fiscal Agent Services Agreement, and NCNMEDD agreed to do so. As part of the discussion with NCNMEDD regarding adding the additional capital projects to the Fiscal Agent Services Agreement, NCNMEDD offered to lower their fee to one percent (1%).

The amendment to the Intergovernmental Services Agreement between the City of Santa Fe and North Central New Mexico Economic Development District (NCNMEDD) adds additional capital projects from 2022 and 2023 and reduces the fee for NCNMEDD's fiscal agent services from three percent (3%) to one percent (1%) of the dollar amount(s) the City expends during the term of the Agreement towards the completion of the capital projects listed in the agreement. The additional capital projects are listed in the exhibit A (attached here, and also as exhibit A of the proposed amendment).

If the City no longer needs fiscal agent services, it may terminate the agreement with 30 days' notice.

**ACTION REQUESTED:**

Please approve the amendment to the Intergovernmental Services agreement.

# CITY OF SANTA FE PROCUREMENT CHECKLIST



**Contractor Name:** North Central New Mexico Economic Development District

**Procurement/contract Title:** Fiscal Agent Services

**Procurement Method/Vehicle:**  Sole Source  State Price Agreement/Existing  Cooperative  Request For Proposals(RFP)  Invitation To Bid (ITB)  Exempt: 13-1-98 A

Small Purchase (Contract Under \$60,000)  Other: \_\_\_\_\_

Requesting Department: Finance Staff Name: Erminia Tapia, Administrative Manager

**Procurement Requirements:**

Procurement files shall be maintained for all purchases and contracts, regardless of the method of procurement. The procurement files shall contain the basis on which the awards are made, all submitted bids/proposals, all evaluation materials (bid tabs or Evaluation Committee Reports), scoresheets, quotations, and all other documentation related to or prepared in conjunction with evaluations, negotiations, and the award processes. The procurements shall contain written determinations from the Requesting Departments, signed by the Chief Procurement Officers (this document), setting forth the reasoning for the contract award decisions before submitting them to the Committees.

**REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING (CPD)**

YES	N/A		YES	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Written Determination (srvs)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Quote(s) (3 Valid &amp; Current for Over 20k)</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>RFP - Confidential info to be provided to GB by CPD Buyer</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>BAR</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>ITB (include bid tab)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>FIR</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Other: <u>Government to government</u></b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Certificate of Insurance (srvs)</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Cooperative Agreements and GSAs and Statewide Price Agreements (include the cover page to show valid date, page, and items to be purchased)</b>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Horizon Declination or Screenshot of horizonsofnewmexico.org/services.html (srvs)</b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Summary of Contract (only on contracts)</b>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Current Santa Fe Business Registration (or Exemption if no tax)</b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Executed Contract or Price Agreement (legal and contractor must sign before purchasing approves)</b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Chief Procurement Officer (or designee) Approval for Exempt from Procurement (use memo on our site)</b>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Evaluation Committee Report (RFPs only)</b>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Signed Sole Source Determination, Vendor Written Quote, SS Letter from Contractors, and 30 Days Email</b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>&gt;20k = Memo addressed to City Manager (Under 150K) Committees/City Council (Over 150K)</b>			

Erminia Tapia Administrative Manager

Department Point of Contact Title Date

Emily Oster Mar 7, 2024

Department Director Date

Travis Dutton-Leyda Mar 7, 2024

Chief Procurement Officer Date

ITT Representative Title Date

## **DUTTON-LEYDA, TRAVIS K.**

---

**From:** DUTTON-LEYDA, TRAVIS K.  
**Sent:** Wednesday, March 6, 2024 9:21 AM  
**To:** TAPIA, ERMINIA M.  
**Subject:** RE: Amendment to Fiscal Agent Services agreement for NCNMEDD- for meetings next week 2/26 and 2/28

Government to government agreements are exempt per NMSA 1978, Section 13-1-98 A.

Thank you.

Regards,

Travis Dutton-Leyda  
Chief Procurement Officer  
City of Santa Fe  
200 Lincoln Avenue  
Santa Fe, NM 87501  
505-629-8351  
[tkduttonleyda@santafenm.gov](mailto:tkduttonleyda@santafenm.gov)

<https://santafenm.gov/finance-2/purchasing-1>



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Portion of Scope:

WHEREAS, the State of New Mexico appropriated funding for the purposes of improvements in the City of Santa Fe ("City") to the State of New Mexico, Department of Finance and Administration, Local Government Division, in the laws of Laws of 2021, Chapter 138, as detailed below ("Projects");

The purpose of this Agreement is for NCNMEDD to provide fiscal agent services in connection with the Projects as specifically appropriated under New Mexico Legislative Appropriation Agreements identified as follows:

NCNMEDD's services in support of the above purpose shall be to provide fiscal agency services associated with the Projects, including:

NCNMEDD Fiscal Agency Services:

Ensure that grant funds are expended in compliance with all applicable laws, regulations, and grant agreement and the transactions are

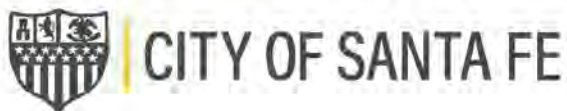
appropriately accounted for in compliance with such laws, regulations, and grant agreement;  
Ensure safeguarding of grant funds and assets acquired with grant funds and proper accounting thereof in compliance with applicable laws, regulations, and grant agreement;  
Act as liaison between City and appropriate New Mexico state agencies as needed;  
Complete all required quarterly and financial reporting with information provided by City;  
Review and sign-off on project invoices to the appropriate State agency in a timely manner; and

---

**From:** TAPIA, ERMINIA M. <[emtapia@santafenm.gov](mailto:emtapia@santafenm.gov)>  
**Sent:** Tuesday, March 5, 2024 3:07 PM  
**To:** DUTTON-LEYDA, TRAVIS K. <[tkduttonleyda@santafenm.gov](mailto:tkduttonleyda@santafenm.gov)>  
**Subject:** FW: Amendment to Fiscal Agent Services agreement for NCNMEDD- for meetings next week 2/26 and 2/28

Can we meet tomorrow morning to finish this? I have some questions on the SOC.

**Hip bhh #wslh**  
*Administrative Manager*  
City of Santa Fe, Finance Department  
200 Lincoln Avenue  
Santa Fe, NM 87501  
[emtapia@santafenm.gov](mailto:emtapia@santafenm.gov)



---

**From:** DUTTON-LEYDA, TRAVIS K. <[tkduttonleyda@santafenm.gov](mailto:tkduttonleyda@santafenm.gov)>  
**Sent:** Friday, February 23, 2024 10:14 AM  
**To:** OSTER, EMILY K. <[ekoster@santafenm.gov](mailto:ekoster@santafenm.gov)>; TAPIA, ERMINIA M. <[emtapia@santafenm.gov](mailto:emtapia@santafenm.gov)>  
**Cc:** LOTERO, ALEXIS C. <[aclotero@santafenm.gov](mailto:aclotero@santafenm.gov)>; DURAN, DESTINY C. <[dcduran@santafenm.gov](mailto:dcduran@santafenm.gov)>  
**Subject:** RE: Amendment to Fiscal Agent Services agreement for NCNMEDD- for meetings next week 2/26 and 2/28

Emily, I have time this morning and I'm willing to take the necessary action so it can move forward sooner than later.

Erminia, please see me when you have some time.

Thank you.

Regards,

Travis Dutton-Leyda



Chief Procurement Officer  
City of Santa Fe  
200 Lincoln Avenue  
Santa Fe, NM 87501  
505-629-8351  
[tkduttonleyda@santafenm.gov](mailto:tkduttonleyda@santafenm.gov)

<https://santafenm.gov/finance-2/purchasing-1>



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---

**From:** OSTER, EMILY K. <[ekoster@santafenm.gov](mailto:ekoster@santafenm.gov)>  
**Sent:** Friday, February 23, 2024 9:05 AM  
**To:** DUTTON-LEYDA, TRAVIS K. <[tkduttonleyda@santafenm.gov](mailto:tkduttonleyda@santafenm.gov)>  
**Cc:** TAPIA, ERMINIA M. <[emtapia@santafenm.gov](mailto:emtapia@santafenm.gov)>; LOTERO, ALEXIS C. <[aclotero@santafenm.gov](mailto:aclotero@santafenm.gov)>; DURAN, DESTINY C. <[dcduran@santafenm.gov](mailto:dcduran@santafenm.gov)>  
**Subject:** RE: Amendment to Fiscal Agent Services agreement for NCNMEDD- for meetings next week 2/26 and 2/28

Good Morning Travis,

Thank you for looking at this on short notice, I appreciate it.

I discussed the item with Erminia and we are going to remove it from the Agendas for next week. I really need it to be ready to go for the next meeting cycle (Finance March 11, Governing Body March 13). Please work with Erminia and Destiny to make sure that procurement's requirements have been met so that this item can go through the Council review process next cycle.

Thank you,

Emily K. Oster, CPA, CGMA, CPO  
Finance Director  
City of Santa Fe  
200 Lincoln Avenue  
Santa Fe, NM 87501  
C: 505-629-3411  
[ekoster@santafenm.gov](mailto:ekoster@santafenm.gov)  
[santafenm.gov](http://santafenm.gov)



---

**From:** DUTTON-LEYDA, TRAVIS K. <[tkduttonleyda@santafenm.gov](mailto:tkduttonleyda@santafenm.gov)>  
**Sent:** Thursday, February 22, 2024 11:01 PM

**To:** OSTER, EMILY K. <[ekoster@santafenm.gov](mailto:ekoster@santafenm.gov)>

**Cc:** TAPIA, ERMINIA M. <[emtapia@santafenm.gov](mailto:emtapia@santafenm.gov)>; LOTERO, ALEXIS C. <[aclotero@santafenm.gov](mailto:aclotero@santafenm.gov)>

**Subject:** Re: Amendment to Fiscal Agent Services agreement for NCNMEDD- for meetings next week 2/26 and 2/28

Emily, an exempt determination must be included in new contract packets/records when exemptions are thought to be applicable. The must be obtained during the inception phase. This is subject to procurement because you're spending money on services, therefore, the procurement checklist was required in the original packet. Contract summaries are required for all contracts/agreements (not just procurement contracts) and amendments because each needs to be summarized. I'm not sure what should be done at this point. I was not included all along and it's days away from the Finance Committee meeting.

Thank you.

Regards,

Travis Dutton-Leyda  
Chief Procurement Officer  
City of Santa Fe  
200 Lincoln Avenue  
Santa Fe, NM 87501  
505-629-8351  
[tkduttonleyda@santafenm.gov](mailto:tkduttonleyda@santafenm.gov)

<https://santafenm.gov/finance-2/purchasing-1>



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On Feb 22, 2024, at 11:03 AM, OSTER, EMILY K. <[ekoster@santafenm.gov](mailto:ekoster@santafenm.gov)> wrote:

Hi Travis,

Back in December the City executed an Intergovernmental Services Agreement (IGA) with North Central New Mexico Economic Development District. Attached is the executed agreement. It was approved by the Governing Body at the 12/13/23 meeting. It did not run through procurement at the time and I believe that you asked me about it later on.

We are now amending the IGA to add additional projects and lower the fee from 3% to 1%. I've attached the proposed amendment and a memo explaining it here. We have this on the agenda for Finance Committee on Monday night 2/26 and Wednesday night Governing Body 2/28.

Regarding funding, we did not do a BAR back in December because the amount expected to be spent in FY24 was not known yet. That is still unclear, but even with the amendment the amount of the fee is expected to be within the City Manager's authority to approve a BAR (up to \$60K- current estimate is

less than \$30K). The plan is to process a BAR when we have a better sense of how much funding will be needed for FY24.

During the agenda review meeting this-morning a question came up about whether we need a procurement checklist and a summary of contracts for the amendment. We did not have these items for the original agreement back in December, but if needed we can add them for the amendment. Please will you review the documents and let us know what you think?

Thank you,

Emily K. Oster, CPA, CGMA, CPO  
Finance Director  
City of Santa Fe  
200 Lincoln Avenue  
Santa Fe, NM 87501  
C: 505-629-3411  
[ekoster@santafenm.gov](mailto:ekoster@santafenm.gov)  
[santafenm.gov](http://santafenm.gov)

<image001.png>

<23-0688 NCNMEDD Fiscal Agent Services Agreement.pdf>

<NCNMEDD Fiscal Agent Services Agreement Amendment 1 Memo 2-20-24.pdf>

<NCNMEDD Amendment 1 2-20-24.pdf>

# City of Santa Fe, New Mexico

# memo

**Date:** Wednesday, March 06, 2024  
**To:** Travis Dutton-Leyda, Chief Procurement Officer  
**From:** Erminia M. Tapia, Administrative Manager  
**Subject:** Exemption Determination Request, NCNMEDD Fiscal Agent Services

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The Finance Department respectfully request exempt determination to be approved by the City's Chief Procurement Officer (CPO), Travis Dutton-Leyda, for the following scope of work (SOW):

NCNMEDD's services in support of the above purpose shall be to provide fiscal agency services associated with the Projects, including:

1. NCNMEDD Fiscal Agency Services:

Ensure that grant funds are expended in compliance with all applicable laws, regulations, and grant agreement and the transactions are appropriately accounted for in compliance with such laws, regulations, and grant agreement;

- Ensure safeguarding of grant funds and assets acquired with grant funds and proper accounting thereof in compliance with applicable laws, regulations, and grant agreement;
- Act as liaison between City and appropriate New Mexico state agencies as needed;
- Complete all required quarterly and financial reporting with information provided by City;
- Review and sign-off on project invoices to the appropriate State agency in a timely manner; and
- Work with the State on providing direct project reimbursements to City and act as a facilitator for such reimbursements as needed.

## 2. City Role and Responsibilities

City understands it remains ultimately responsible for executing and complying with all applicable laws, regulations, and grant agreement requirements such as flow down provisions, executing procurement responsibilities, and subcontractor management, as well as project, grant, and financial management.

City of Santa Fe follows the New Mexico State Procurement Code NMSA 1978, Sections 13-1-28 through 13-1-199 & City of Santa Fe Procurement Manual (CoSFPM).

### **NMSA 1978, Section 13-1-98 A / CoSFPM, Item VI. 1**

Procurement of items of tangible personal property or services by the City from a state agency, a local public body or external procurement unit except as otherwise provided in NMSA 1978, §13-1-135 to §13- 1-137;

**Amount:** \$60,000.00

**Term:** 06/30/2025

### **Approved Exemption**



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Travis Dutton-Leyda, Chief Procurement Officer

Munis Contract# \_\_\_\_\_  
Original Contract Item# 23-0688  
SWPA/GSA/Coop/RFP/ITB #: \_\_\_\_\_

**CITY OF SANTA FE  
AMENDMENT No. 1 TO  
Intergovernmental Service Agreement  
ITEM#23-0688**

This AMENDMENT No 1 (the "Amendment") amends the INTERGOVERNMENTAL SERVICES AGREEMENT BETWEEN CITY OF SANTA FE AND NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT FOR FISCAL AGENT SERVICES, dated December 19, 2023 (the "Agreement"), between the City of Santa Fe (the "City") and the North Central New Mexico Economic Development District (NCNMEDD). The date of this Amendment shall be the date when it is executed by the City and the NCNMEDD whichever occurs last.

**RECITALS:**

A. Under the terms of the Agreement, the NCNMEDD has agreed to provide fiscal agent services in connection with the Capital Projects specified under the Agreement.

B. Pursuant to Article I of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the NCNMEDD agree as follows:

1. PURPOSE:

Article A of the Agreement is amended to add an additional twenty-two (22) Capital appropriations as seen on Exhibit A.

2. COMPENSATION:

Article D, of the Agreement is amended in its entirety as follows:

NCNMEDD has agreed to provide the agreed upon services at one percent (1%) of the dollar amount(s) the City expends during the term of this Agreement towards the completion of the Projects, as those amounts were appropriated. Billing for services to City shall occur by NCNMEDD no more than on a monthly basis. The City will not use funds from these Capital appropriations to make such payments.

3. CONTRACT IN FULL FORCE.

Except as specifically provided in this Amendment, the Agreement remains and shall remain in full force and effect, in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Amendment No.1 to the Agreement as of the dates set forth below.

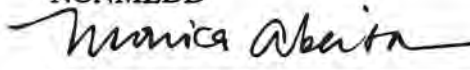
CITY OF SANTA FE:

  
Alan Webber (Mar 14, 2024 10:01 MDT)

ALAN WEBBER, MAYOR

DATE: Mar 14, 2024

NCNMEDD



MONICA ABEITA  
EXECUTIVE DIRECTOR

Executive Director  
TITLE

DATE: Feb. 20, 2024

ATTEST:

  
GERALYN CARDENAS (Mar 14, 2024 11:32 MDT)

GERALYN CARDENAS, INTERIM CITY CLERK

GB MTG 03/13/2024

XIV

CITY ATTORNEY'S OFFICE:

  
Marcos Martinez (Feb 16, 2024 13:08 MST)

SENIOR ASSISTANT CITY ATTORNEY

Approp ID	Leg. Session	Appropriation Title	Approp. Amount	Reversion Date	Agency
22-G2419	2022	Jemez Road Construction	\$ 400,000	6/30/2026	NME
22-G3010	2022	SF Fire Fleet Equip / Upgrade Improv	\$ 120,000	6/30/2026	DFA
22-G3012	2022	Harrison Rd Improve Construct	\$ 100,000	6/30/2026	DFA
22-G3016	2022	Homebound Meals Program Improve	\$ 200,000	6/30/2026	DFA
22-G3017	2022	Midtown Property Infra Improve	\$ 1,100,000	6/30/2026	DFA
22-G3018	2022	SWAN Park Phase 2 Construct	\$ 380,000	6/30/2026	DFA
22-G3019	2022	Tierra Contenta Trail Improve	\$ 300,000	6/30/2026	DFA
22-G3165	2022	Median Beautify Phase 1 Design	\$ 1,170,000	6/30/2026	DOT
22-G3169	2022	Governor Miles Rd. Construct	\$ 300,000	6/30/2026	DOT
22-G3170	2022	Pacheco Street Improve	\$ 150,000	6/30/2026	DOT
G22-5353	2022	Mary Esther Gonzales Senior Ctr- Equip	\$ 235,630	6/30/2026	ALTS
G22-5354	2022	Pasatiemo Senior Ctr- Equip	\$ 65,805	6/30/2026	ALTS
23-H3200	2023	Santa Fe Building Upgrade	\$ 210,000	6/30/2027	DFA
23-H3201	2023	SF Fire Station #2 Construction	\$ 3,995,000	6/30/2027	DFA
23-H3202	2023	SF Homebound Meals Faculty Ren	\$ 200,000	6/30/2027	DFA
23-H3203	2023	SF Midtown Infa. Improvement	\$ 4,900,000	6/30/2027	DFA
23-H3204	2023	SF Muni Rec Sports Cmplx Field Const.	\$ 50,000	6/30/2027	DFA
23-H3205	2023	SF Pickleball Cmplx Ft. Marcy Constr.	\$ 650,000	6/30/2027	DFA
23-H3206	2023	SF SWAN Park Phase 2 Improvement	\$ 2,400,000	6/30/2027	DFA
23-H3207	2023	SF Water History Park Improvement	\$ 350,000	6/30/2027	DFA
23-H3359	2023	Governor Miles Road Improvement	\$ 210,000	6/30/2027	DOT
23-H3360	2023	Pacheco Street Improvement	\$ 350,000	6/30/2027	DOT







**INTERGOVERNMENTAL SERVICES AGREEMENT  
BETWEEN CITY OF SANTA FE AND  
NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT  
FOR FISCAL AGENT SERVICES**

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**WHEREAS**, the State of New Mexico appropriated funding for the purposes of improvements in the City of Santa Fe ("City") to the State of New Mexico, Department of Finance and Administration, Local Government Division, in the laws of Laws of 2021, Chapter 138, as detailed below ("Projects");

**WHEREAS**, NCNMEDD acknowledges that the appropriations for the Projects are intended for City;

**WHEREAS**, City, a municipality within Santa Fe County and the State of New Mexico, agrees to engage North Central New Mexico Economic Development District ("NCNMEDD") in providing fiscal agency services in relation to the Projects.

**NOW, THEREFORE**, the parties do mutually agree as follows:

This Agreement is entered into by and between City and NCNMEDD pursuant to the following purposes, conditions, and terms:

**A. PURPOSE**

The purpose of this Agreement is for NCNMEDD to provide fiscal agent services in connection with the Projects as specifically appropriated under New Mexico Legislative Appropriation Agreements identified as follows:

ApprID	Leg. Session	Appropriation Title	Year	Ch	Sect	Agency		Amount	Project Description
F2900	2021	SANTA FE PARKS UPGRADE	2021	138	29/341	341	Finance & Administration	1,000,000	to plan, design, construct, repair, improve and equip parks in Santa Fe in Santa Fe county;
F2902	2021	SANTA FE TIERRA CONTENTA TRAIL CONSTRUCT	2021	138	29/343	341	Finance & Administration	300,000	to plan, design and construct a trail in the Tierra Contenta subdivision in Santa Fe in Santa Fe county;
F2903	2021	SANTA FE MIDTOWN INFRADES CONSTRUCT	2021	138	29/344	341	Finance & Administration	1,000,000	to plan, design, construct and improve infrastructure for the midtown Santa Fe property in Santa Fe in Santa Fe county;
F2899	2021	SANTA FE HOMEBOUND MEALS PROGRAM IMPROVE	2021	138	29/340	341	Finance & Administration	250,000	to plan, design, renovate, construct, improve and equip a facility for a meals program serving homebound and special needs individuals in Santa Fe in Santa Fe county;
F2901	2021	SANTA FE SOUTHSIDE TEEN CTR CONSTRUCT	2021	138	29/342	341	Finance & Administration	1,805,000	to plan, design, construct, furnish and equip a teen and resource center on the south side of Santa Fe in Santa Fe county;

Other projects may be included as agreed upon in writing and by amendment between the Parties.

## **B. SCOPE OF WORK**

NCNMEDD's services in support of the above purpose shall be to provide fiscal agency services associated with the Projects, including:

### 1. NCNMEDD Fiscal Agency Services:

- Ensure that grant funds are expended in compliance with all applicable laws, regulations, and grant agreement and the transactions are appropriately accounted for in compliance with such laws, regulations, and grant agreement;
- Ensure safeguarding of grant funds and assets acquired with grant funds and proper accounting thereof in compliance with applicable laws, regulations, and grant agreement;
- Act as liaison between City and appropriate New Mexico state agencies as needed;
- Complete all required quarterly and financial reporting with information provided by City;
- Review and sign-off on project invoices to the appropriate State agency in a timely manner; and

- Work with the State on providing direct project reimbursements to City and act as a facilitator for such reimbursements as needed.
2. City Role and Responsibilities
- City understands it remains ultimately responsible for executing and complying with all applicable laws, regulations, and grant agreement requirements such as flow down provisions, executing procurement responsibilities, and subcontractor management, as well as project, grant, and financial management.

### **C. TIMEFRAME**

Work pursuant to this Agreement shall be effective no sooner than the date of last party signature below, and shall conclude upon notice by either party pursuant to paragraph I, but no later than one month following the reversion date of the appropriations, except as amended and mutually agreed upon in writing.

### **D. COMPENSATION:**

NCNMEDD has agreed to provide the agreed upon services at **three percent (3%)** of the dollar amount(s) the City expends during the term of this Agreement towards the completion of the Projects, as those amounts were appropriated. Billing for services to City shall occur by NCNMEDD no more than on a monthly basis. The City will not use funds from this grant to make such payments.

### **E. RECORDS AND RECOVERY:**

NCNMEDD shall maintain appropriate records of services rendered during the Agreement term and retain them for a period of three (3) years after the grant has been closed.

### **F. ACCESS TO INFORMATION**

City and its contractors and subcontractors shall provide information, as needed, for purposes and work described in this Agreement. NCNMEDD will be included and copied on all invoices and reports, prior to City's submission to the appropriate State agency.

### **G. OWNERSHIP OF PROJECTS**

All documents, capital improvements, and project assets produced pursuant to this Agreement shall be the property of City which shall assume full administrative responsibility for the life of the project; or the State grant agreement required period, whichever comes first.

## **H. LIMITATION OF LIABILITY**

This Agreement shall not create a general liability of the constituent members of NCNMEDD.

City shall hold NCNMEDD harmless with respect to any damages, expenses, or claims arising or in connection with any negligent acts, errors, or omissions performed by City under this Agreement. This term shall not limit NCNMEDD liability with respect to NCNMEDD's negligence or willful misconduct.

## **I. MODIFICATION AND TERMINATION**

Any modifications or amendments to this Agreement shall be in writing, and when signed by both parties shall be made part of the Agreement. This Agreement may be terminated by either party upon thirty (30) days written notice to the other.

## **J. CERTIFICATION**

City shall comply with the requirements of all applicable laws, rules, and regulations, and shall assume full responsibility for payment of federal, state, and local taxes and contributions imposed or required under Social Security, Workers Compensation and income tax laws. City is required to follow all State procurement regulations and it is City obligation and responsibility to follow all State requirements as certified in the project bond questionnaire process and as included in associated State grant agreements, including reporting and drawdown requirements, such documents to be filed for each project in conjunction with this agreement.

## **K. ADEQUATE APPROPRIATIONS**

Performance of this agreement is contingent upon sufficient appropriations and authorization being made for the performance of this Agreement. If sufficient appropriations and authorization are not made, this Agreement shall terminate immediately upon written notice being given by NCNMEDD to City. NCNMEDD's decision as to whether sufficient appropriations are available shall be accepted by City and shall be final. If NCNMEDD proposes an amendment to the Agreement to unilaterally reduce its Fiscal Agency Services, City shall have the option to terminate the Agreement or agree to negotiate for reduced Fiscal Agency Services: within thirty (30) days of receipt of the proposed amendment.

## **L. PENALTIES**

The Procurement Code, NMSA 1978, Sections 13-1-28 to -199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

## **M. NOTICES**

Any notice required to be given to either party by this Agreement shall be in writing

and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid as follows:

To: City  
City Manager John Blair  
City of Santa Fe  
200 Lincoln  
Santa Fe, New Mexico, 87501j

To NCNMEDD:  
Monica Abeita Executive Director NCNMEDD  
3900 Paseo del Sol  
Santa Fe, NM 87507

**N. DISPUTE RESOLUTION**

The parties to this agreement agree that in the event of a dispute that may arise hereunder, which dispute cannot be reasonably resolve, they will submit to mediation by a neutral mediator, the cost of which will be borne equally by both parties. Disputes that cannot be resolved by mediation shall be subject to the laws of the State of New Mexico under the jurisdiction of the First Judicial District Court.

**O. BREACH AND DEFAULT**

If either party commits a breach or default in the performance or observance of any of its obligations under this agreement and such breach or default continues and is not corrected within thirty (30) days of written notification of such breach or default by either party to the other, the non-breaching or non-defaulting party shall have the right to terminate this agreement by giving notice to the breaching or defaulting party.

**P. ASSIGNMENT**

No portion of this agreement may be assigned to another party without the express written consent of the City and NCNMEDD.

APPROVED THIS 19th DAY OF December, 2023,  
BY CITY.

NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT:

BY: Monica Abeita 12/8/23

\_\_\_\_\_  
Monica Abeita, Executive Director

\_\_\_\_\_  
Date

IN WITNESS WHEREOF, the City of Santa Fe has agreed to this Waiver as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

AW

ALAN WEBBER, MAYOR

DATE: Dec 19, 2023

ATTEST:

GC  
Geraldyn Cardenas (Dec 19, 2023 14:06 MST)

GERALYN CARDENAS, INTERIM CITY CLERK XIV  
GB MTG 12/13/23

CITY ATTORNEY'S OFFICE:

Erin McSherry  
Erin McSherry (Dec 8, 2023 13:36 MST)

ERIN MCSHERRY, CITY ATTORNEY

Emily K. Oster

Finance Director



# City of Santa Fe

## Summary of Contract, Agreement, Amendment & Lease

All applicable fields to be completed by department (complete 1.b only if you are processing an amendment):

1.a Munis Contract: \_\_\_\_\_ Procurement # (RFP/ITB# If any): N/A

Contractor: North Central New Mexico Economic Development District

Procurement Method/Vehicle: Small Purchase  RFP  ITB  Sole Source  GSA  Cooperative  Exempt  SWPA/Existing

Description/Title: Fiscal Agent Services for the City of Santa Fe Government

Contract:  Agreement:  Lease/Rent:  Amendment:

Term Start Date: Upon Approval Term End Date: 6/30/25 Total Contract Amount: \$60,000

Approved by Council (If over the City Manager's approval threshold, you must go through GB) 12-13-23

Contract / Lease: ISA with NCNMEDD

1.b Amendment #: One to the Original Contract/Lease # 23-0688

Increase/(Decrease) Amount \$: \$60,000.00

Extend Expiration Date to: N/A

Approved by Council (If the original went through GB, all amendments must go through GB regardless of the amendment reason) Date: \_\_\_\_\_

Amendment is for: Add services for the specified Capital Appropriations initiatives

2. **HISTORY of Contract, Amendments & Lease / Rent - Please Elaborate** (option: attach spreadsheet if multiple amendments)  
Agreement approved through GB on 12/13/23

3. **Procurement History:** Exempt NMSA 1978, 13-1-98 A

[Signature] Mar 7, 2024  
Purchasing Officer Review: \_\_\_\_\_ Date: \_\_\_\_\_  
Comment & Exceptions: \_\_\_\_\_

4. **Funding Source:** \_\_\_\_\_ **Org / Object:** 1001501.510300

Andy Hopkins Mar 7, 2024  
Budget Officer Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Comment & Exceptions: \_\_\_\_\_

5. **Grant History (if applicable):** \_\_\_\_\_

Grants Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Contact who Completed This Form: \_\_\_\_\_ Phone #: \_\_\_\_\_

To be recorded by City Clerk: \_\_\_\_\_ Email: \_\_\_\_\_  
Clerk # \_\_\_\_\_  
Date of Execution: \_\_\_\_\_

ITT Representative (attesting that all information is reviewed) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



# 24-0132 North Central New Mexico Economic Development District

Final Audit Report

2024-03-14

Created:	2024-03-14
By:	Xavier Vigil (xivigil@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZ2G8cZD28j1xOITR-WkCmLCj1_wQeJFa

## "24-0132 North Central New Mexico Economic Development District" History

-  Document created by Xavier Vigil (xivigil@ci.santa-fe.nm.us)  
2024-03-14 - 3:21:45 PM GMT- IP address: 63.232.20.2
-  Document emailed to Alan Webber (amwebber@santafenm.gov) for signature  
2024-03-14 - 3:22:51 PM GMT
-  Email viewed by Alan Webber (amwebber@santafenm.gov)  
2024-03-14 - 3:49:41 PM GMT- IP address: 104.28.111.172
-  Document e-signed by Alan Webber (amwebber@santafenm.gov)  
Signature Date: 2024-03-14 - 4:01:04 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Geralyn Cardenas (gfcardenas@santafenm.gov) for signature  
2024-03-14 - 4:01:06 PM GMT
-  Email viewed by Geralyn Cardenas (gfcardenas@santafenm.gov)  
2024-03-14 - 5:32:04 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Geralyn Cardenas (gfcardenas@santafenm.gov)  
Signature Date: 2024-03-14 - 5:32:17 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.  
2024-03-14 - 5:32:17 PM GMT












# NCNMEDD Fiscal Agent Services Agreement with Amendment 2 URGENT

Final Audit Report


2024-04-05

Created:	2024-04-05
By:	Kristy Miera (kamiera@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzqUeXIWqwSDfXnZ-iEAwhsHt8KgVLFvt


## "NCNMEDD Fiscal Agent Services Agreement with Amendment 2 URGENT" History

-  Document created by Kristy Miera (kamiera@santafenm.gov)  
2024-04-05 - 4:53:33 PM GMT
-  Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature  
2024-04-05 - 4:56:07 PM GMT
-  Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)  
2024-04-05 - 5:36:38 PM GMT
-  Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)  
Signature Date: 2024-04-05 - 5:36:52 PM GMT - Time Source: server
-  Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign  
2024-04-05 - 5:36:56 PM GMT
-  Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)  
2024-04-05 - 5:49:46 PM GMT
-  Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)  
Signature Date: 2024-04-05 - 6:01:10 PM GMT - Time Source: server
-  Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature  
2024-04-05 - 6:01:13 PM GMT
-  Email viewed by EMILY OSTER (ekoster@santafenm.gov)  
2024-04-05 - 6:06:54 PM GMT



 Document e-signed by EMILY OSTER (ekoster@santafenm.gov)

Signature Date: 2024-04-05 - 6:07:26 PM GMT - Time Source: server

 Agreement completed.

2024-04-05 - 6:07:26 PM GMT











# 24-0292 North Central New Mexico Economic Development District

Final Audit Report

2024-04-12

Created:	2024-04-11
By:	Xavier Vigil (xivigil@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAnEwSBPzVVUKAU0bDbRGsr4h0qDSRxqI9

## "24-0292 North Central New Mexico Economic Development District" History

-  Document created by Xavier Vigil (xivigil@ci.santa-fe.nm.us)  
2024-04-11 - 2:59:25 PM GMT- IP address: 63.232.20.2
-  Document emailed to Alan Webber (amwebber@santafenm.gov) for signature  
2024-04-11 - 3:00:39 PM GMT
-  Email viewed by Alan Webber (amwebber@santafenm.gov)  
2024-04-11 - 3:32:43 PM GMT- IP address: 104.28.123.135
-  Document e-signed by Alan Webber (amwebber@santafenm.gov)  
Signature Date: 2024-04-12 - 3:17:41 AM GMT - Time Source: server- IP address: 76.113.84.104
-  Document emailed to GERALYN CARDENAS (gfcardenas@santafenm.gov) for signature  
2024-04-12 - 3:17:43 AM GMT
-  Email viewed by GERALYN CARDENAS (gfcardenas@santafenm.gov)  
2024-04-12 - 3:02:32 PM GMT- IP address: 71.29.201.98
-  Document e-signed by GERALYN CARDENAS (gfcardenas@santafenm.gov)  
Signature Date: 2024-04-12 - 3:03:24 PM GMT - Time Source: server- IP address: 71.29.201.98
-  Agreement completed.  
2024-04-12 - 3:03:24 PM GMT