



City of Santa Fe, New Mexico

Memorandum



DATE: April 23, 2024

TO: Governing Body

VIA: Brian J Moya
Brian J Moya (Apr 24, 2024 09:10 MDT)

Brian Moya, Fire Chief
Sean Moody, Public Works Capital Projects Manager *Sean Moody*

FROM: **Sten Johnson, Assistant Fire Chief** Sten Johnson
Sten Johnson (Apr 24, 2024 09:09 MDT)

ACTION:

1. Request Approval of the Reimbursement Certification with the Department of Finance and Administration (DFA) for Appropriation 23-ZH9300 for \$125,000 for Equipment and Training to Improve Arson Fire Investigations with Reversion Date of July 30, 2024. (Sten Johnson, Assistant Fire Chief; sajohnson@santafenm.gov).
 - a. Request Approval of a Budget Adjustment Resolution (BAR) to allocate DFA funding in the amount of \$125,000 into FY24 Fire Department Operating Supplies and Equipment.

BACKGROUND AND SUMMARY:

On April 11, 2024, the City received the attached Reimbursement Certification for a legislative appropriation authorized in 2023 SB192 Additional Appropriations (“junior appropriation”) for \$125,000.

These funds are granted for the purpose of expanding arson investigation for the Fire Department’s Fire Prevention Division. These funds will be utilized to purchase needed equipment and tools to facilitate detailed and comprehensive investigations into the origin and cause of damaging fires. This will also allow the purchase of personal protective equipment to minimize exposure to toxic dust and carcinogenic fumes, of our Fire Investigators.

The funds of this appropriation must be expended by June 30, 2024. Staff is in action to complete activities to expend the grant by the reversion date. Department of Finance notified the City on April 12, 2024 that project expenditures made prior to execution of this Reimbursement Certification back to July 1, 2023 are eligible for reimbursement.

Funding Source: NM Department of Finance and Administration (DFA)

Fund Name/Number: Emergency Services/221
 Munis Org Name/Number: Fire Support Services (Special Revenue)/2210181
 Munis Object Name/Number: Operating Supplies/530200 and Equipment and Machinery > \$5k/570500
 Project Ledger ID: FIR2422103

ATTACHMENT:

NM DFA Grant Agreement 23-ZH9300
 Budget Amendment Resolution (BAR)
 Summary of Contracts

APPROPRIATION RECIPIENT: CITY OF SANTA FE
APPROPRIATION NUMBER: 23-ZH9300
APPROPRIATION AMOUNT: \$125,000.00
REVERSION DATE: June 30, 2024

APPROPRIATION LANGUAGE

ONE HUNDRED TWENTY-FIVE THOUSAND (\$125,000.00) to purchase equipment and to provide arson investigation training to fire department three in Santa Fe. Funds unexpended by June 30, 2024, will be reverted to the State of New Mexico's general fund.


APPROPRIATION REIMBURSEMENT

The appropriation funds will be disbursed through a reimbursement process. The Appropriation Recipient will submit to the Reimbursing Agency the Exhibit A: Request for Payment form along with supporting document(s) that evidence the expenses to be reimbursed. The Reimbursing Agency will review these documents to ensure all expenses to be reimbursed reflect the intent and purpose of the appropriation language. All expenditures for which the Appropriation Recipient requests reimbursement must occur prior to the reversion date. The latest date the Appropriation Recipient may submit a Request for Payment is July 15, 2024. With the submission of the final Exhibit A: Request for Payment, the Appropriation Recipient must include a completed Exhibit B: Final Report form in order to receive the final reimbursement.

CERTIFICATION

I hereby certify that CITY OF SANTA FE

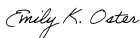
1. Will only use the appropriation funds to carry out and/or perform activities described in appropriation language.
2. Will comply with State Procurement Code and execution of binding written obligations or purchase orders with third party contractors or vendors for the provision of services, including professional services, or the purchase of tangible personal property and real property for the project.
3. Ensures that the appropriation funds only benefit entities in accordance with applicable law, including, but not limited to Article IX, Section 14 of the Constitution of the State of New Mexico, "Anti-Donation Clause."
4. Will follow the procedure described in "Appropriation Reimbursement" for reimbursement of appropriated funds.


Alan Webber (May 13, 2024 09:44 MDT)

Appropriation Recipient Representative

May 13, 2024

Date



Appropriation Recipient CFO

May 10, 2024

Date

APPROVAL

In accordance with the authority conferred on the Department of Finance & Administration by the statute appropriating these funds, I hereby approve this certification for appropriation number 23-ZH9300 in the amount of \$125,000.00.

Wesley Billingsley
Director, Local Government Division

Date

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

CITY OF SANTA FE:

RATIFIED ON THIS DATE: 05/08/24
BY:

John Blair
John Blair (May 13, 2024 09:42 MDT)
JOHN BLAIR, CITY MANAGER

Alan Webber
Alan Webber (May 13, 2024 09:44 MDT)
ALAN WEBBER, MAYOR
SIGNED PURSUANT TO SFCC 11-4(F)(2)

DATE: May 13, 2024

DATE: May 13, 2024

ATTEST:

GERALYN CARDENAS
GERALYN CARDENAS, INTERIM CITY CLERK
GB MTG 05/08/24 *XIV*

CITY ATTORNEY'S OFFICE:

Kevin L. Nault
Kevin L. Nault (Apr 16, 2024 17:19 MDT)
KEVIN L. NAULT, ASSISTANT CITY ATTORNEY

FINANCE:

Emily K. Oster
EMILY OSTER, FINANCE DIRECTOR

STATE OF NEW MEXICO
SB192 Junior Appropriation
Request for Payment Form
Exhibit A

I. Grantee Information

(Make sure information is complete & accurate)

- A. Grantee: _____
 B. Address: _____
(Complete Mailing, including Suite, if applicable)

City, State, Zip
 C. Contact Name/Phone #: _____
 D. Grant No: _____
 E. Project Title: _____
 F. Grant Expiration Date: _____

II. Payment Computation

- | | |
|---|-------|
| A. Payment Request No. | _____ |
| B. Grant Amount: | \$0 |
| C. AIPP Amount (If Applicable): | \$0 |
| D. Funds Requested to Date: | \$0 |
| E. Amount Requested this Payment: | \$0 |
| F. Reversion Amount (If Applicable): | \$0 |
| G. Grant Balance: | \$0 |
| H. <input type="checkbox"/> GF | |
| I. <input type="checkbox"/> Final Request for Payment (if Applicable) | |

- III. **Fiscal Year :** _____
(The State of NM Fiscal Year is July 1, 20XX through June 30, 20XX of the following year)

- IV. **Compliance Certification:** Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct; expenditures are properly documented, and are valid expenditures or actual receipts; and that the grant activity is in full compliance with Article IX, Sec. 14 of the New Mexico Constitution known as the "anti donation" clause.

Grantee Fiscal Officer
 or **Fiscal Agent** (if applicable)

Grantee Representative

 Printed Name

 Printed Name

Date: _____

Date: _____

(State Agency Use Only)

Vendor Code: _____ Fund No.: _____ Loc No.: _____

I certify that the State Agency financial and vendor file information agree with the above submitted information.

 Division Fiscal Officer Date

 Division Project Manager Date

Log # <i>{Finance use only}</i> :	
Journal # <i>{Finance use only}</i> :	

City of Santa Fe, New Mexico BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME Community Health and Safety / Fire	DATE 4/16/2024
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ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>
Operating Supplies	2210181	530200	FIR2422103	93,000	
Equipment and Machinery > \$5K	2210181	570500	FIR2422103	32,000	

REVENUES				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>
NM DFA - Fire 23-ZH9300	2210181	490210	FIR2422103	(125,000)	

JUSTIFICATION: *(use additional page if needed)*
--Attach supporting documentation/memo

\$ - \$ -

DFA Grant award (23-ZH9300) to purchase equipment, tools and training to improve quality and safety of arson and fire investigation, expiring 06/30/2024

<i>{Complete section below if BAR results in a net change to ANY Fund}</i>	
	Fund Balance
Fund(s) Affected	Increase/(Decrease)
TOTAL:	0

Halona Crowe Prepared By <i>{print name}</i>	4/23/2024 Date	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>	 Budget Officer
Division Director Signature <i>{optional}</i>	Date	CITY COUNCIL APPROVAL <small>City Council</small> <input style="width: 100%; height: 20px;" type="text"/> <small>Approval Date</small>	Date
<u>Brian J Moya</u> <small>Brian J Moya (Apr 24, 2024 09:10 MDT)</small>	Date	Agenda Item #: <input style="width: 100%; height: 20px;" type="text"/>	Date
Department Director Signature	Date		City Manager <i>{≤ \$60,000}</i> Date



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: New Mexico Department of Finance and Administration (DFA)

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

Description/Title: Fire Prevention Fire and Arson Investigation Equipment and Supplies

Contract: Agreement: Lease/Rent: Amendment:

Term Start Date: 07/01/2023 Term End Date: 06/30/2024 Total Contract Amount: \$125,000

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

Contract / Lease: _____

1.b Amendment #: _____ to the Original Contract/Lease # _____

Increase/(Decrease) Amount \$: _____

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: _____

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

Reimbursable grant agreement between State of NM Dept. of Finance & Administration and the City of Santa Fe for Arson and Fire Investigation equipment and supplies.

3. Procurement History: _____

Purchasing Officer Review: _____ Date: _____

Comment & Exceptions: _____

4. Funding Source: NM Dept. of Finance & Administration (DFA) Org / Object: 2210181/490210

Andy Hopkins

Apr 24, 2024

Budget Officer Approval: _____ Date: _____

Comment & Exceptions: _____

5. Grant History (if applicable): _____

Grants Administrator Approval: M. Bonifer Date: Apr 24, 2024
M. Bonifer (Apr 24, 2024 10:27 MDT)

Staff Contact who Completed This Form: Halona Crowe Phone #: 505-955-6979

To be recorded by City Clerk: _____ Email: _____

Clerk #: _____

Date of Execution: _____

ITT Representative (attesting that all information is reviewed)

Title

Date











24-0323 New Mexico Department of Finance and Administration


Final Audit Report


2024-05-14

Created:	2024-05-09
By:	Xavier Vigil (xivigil@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5FOpkf5-c286vAQHxFmsiQ0IJ_uKRTv


"24-0323 New Mexico Department of Finance and Administration" History


-  Document created by Xavier Vigil (xivigil@ci.santa-fe.nm.us)
2024-05-09 - 3:46:38 PM GMT- IP address: 63.232.20.2
-  Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
2024-05-09 - 3:48:17 PM GMT
-  Email viewed by EMILY OSTER (ekoster@santafenm.gov)
2024-05-10 - 4:29:59 PM GMT- IP address: 104.47.64.254
-  Document e-signed by EMILY OSTER (ekoster@santafenm.gov)
Signature Date: 2024-05-10 - 4:32:45 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to jwblair@santafenm.gov for signature
2024-05-10 - 4:32:47 PM GMT
-  Email viewed by jwblair@santafenm.gov
2024-05-13 - 3:41:44 PM GMT- IP address: 104.47.65.254
-  Signer jwblair@santafenm.gov entered name at signing as John Blair
2024-05-13 - 3:42:05 PM GMT- IP address: 216.207.130.218
-  Document e-signed by John Blair (jwblair@santafenm.gov)
Signature Date: 2024-05-13 - 3:42:07 PM GMT - Time Source: server- IP address: 216.207.130.218
-  Document emailed to Alan Webber (amwebber@santafenm.gov) for signature
2024-05-13 - 3:42:08 PM GMT
-  Email viewed by Alan Webber (amwebber@santafenm.gov)
2024-05-13 - 3:42:29 PM GMT- IP address: 104.28.85.161

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Signature Date: 2024-05-13 - 3:44:21 PM GMT - Time Source: server- IP address: 63.232.20.2

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2024-05-14 - 4:14:50 PM GMT- IP address: 104.47.65.254

 Document e-signed by GERALYN CARDENAS (gfcardenas@santafenm.gov)
Signature Date: 2024-05-14 - 4:15:01 PM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.
2024-05-14 - 4:15:01 PM GMT

Signature: 
XAVIER VIGIL (Jun 25, 2024 11:57 MDT)

Email: xivigil@santafenm.gov