





City of Santa Fe, New Mexico


Memorandum



DATE: April 23, 2024

TO: Governing Body

VIA: Maria Sanchez Tucker, Community Services Director 
Sean Moody, Public Works Capital Projects Manager 

FROM: Brian Stinett, Recreation Division Director 

ACTION:

1. Request Approval of the Reimbursement Certification with the Department of Finance and Administration (DFA) for Appropriation 23-ZH9301 for \$75,000 for Sanitization and Deep Cleaning of All Municipal Swimming Pools in Santa Fe with Reversion Date of July 30, 2024. (Brian Stinett, Recreation Division Director: bjstinett@santafenm.gov)
 - a. Request Approval of a Budget Adjustment Resolution (BAR) to Allocate DFA funding in the Amount of \$75,000 into FY24 Community Services WIP Construction.

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 \$75,000.

With this appropriation, the Community Services Recreation Division will implement a secondary water sanitization system for the GCCC Lap Pool, Leisure Pool, and Therapy Pool. The system will improve the quality of the water and reduce chloramines in the atmosphere produced by chemical agents required to maintain safe water chemistry.

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: GCCC/550
Munis Org Name/Number: GCCC Capital Projects/5500269
Munis Object Name/Number: WIP Construction/572970
Project Ledger ID: TBD

ATTACHMENT:

NM DFA Grant Agreement 23-ZH9301
Budget Amendment Resolution (BAR)
Summary of Contracts

Log # (Finance use only):	
Journal # (Finance use only):	

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

DEPARTMENT / DIVISION NAME					DATE
Community Health and Safety/Recreation					4/23/2024
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>
WIP CONSTRUCTION - GCCC POOLS SANITIZATION	5500269	510310	TBD	75,000.00	
REVENUES				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>
DFA 23-ZH9301 GCCC POOLS SANITIZATION SYSTEM	5500269	490210	TBD	(75,000)	

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

DFA Appropriation in the amount of \$75,000.00 for Sanitization and Deep Cleaning of all Municipal Pools in Santa Fe with Reversion Date of July 30, 2024. (23-ZH9298)	<i>{Complete section below if BAR results in a net change to ANY Fund}</i>												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;">Fund(s) Affected</th> <th style="width: 40%;">Fund Balance Increase/(Decrease)</th> </tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> <tr> <td style="text-align: right;">TOTAL:</td> <td style="text-align: center;">0</td> </tr> </table>	Fund(s) Affected	Fund Balance Increase/(Decrease)									TOTAL:	0
Fund(s) Affected	Fund Balance Increase/(Decrease)												
TOTAL:	0												

Marcella Apodaca Prepared By <i>(print name)</i> Brian Stinett (Apr 24, 2024 09:48 MDT)	4/24/2024 Date	<i>(Use this form for Finance Committee/ City Council agenda items ONLY)</i>	 Andy Hopkins	Apr 24, 2024 Date
CITY COUNCIL APPROVAL		<input style="width: 100px; height: 20px;" type="text"/> <small>City Council</small> <small>Approval Date</small>	Budget Officer	Date
Apr 24, 2024 Date		<input style="width: 100px; height: 20px;" type="text"/> <small>Agenda Item #:</small>	Finance Director (<i>≤ \$5,000</i>)	Date
Maria Tucker Department Director Signature	Apr 24, 2024 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: Municipal Parks Security Cameras & Systems

Contract: Agreement: Lease/Rent: Amendment:

Term Start Date: 07/01/2023 Term End Date: 06/30/2024 Total Contract Amount: \$95,000

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 security cameras and systems.

3. Procurement History: _____

Purchasing Officer Review: _____ Date: _____

Comment & Exceptions: _____

4. Funding Source: NM Dept. of Finance & Administration (DFA) Org / Object: 3559980/490210

Budget Officer Approval: _____ Date: _____

Comment & Exceptions: _____

5. Grant History (if applicable): _____

Grants Administrator Approval: _____ Date _____

Staff Contact who Completed This Form: Marcella Apodaca Phone #: 505.955.6568

To be recorded by City Clerk: _____ Email: maapodaca1@santafenm.gov

Clerk # _____

Date of Execution: _____

ITT Representative (attesting that all information is reviewed)

Title

Date



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: April 23, 2024

Project Title: GCCC Pool Sanitization System

Project Type: CIP Grant Internal Tracking

Department: COM SERVICES/GCCC Project Manager: Brian Stinett Ext: _____

Project Date Range: 4/23/24 to 6/30/24 Create Fixed Asset

Project ID: COM2455001

Grant ID: S2444

Approved By: MB 04/25/24

(Finance Use Only)

Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: NM DFA 23-ZH9301 % of Funding: 100%

MUNIS ORG: 5500269 MUNIS OBJ: 490210 Awarded Amount: \$75,000.00

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: REPAIR/MAINT MUNIS ORG: 5500269 MUNIS OBJ: 520100

Grants Only (list all grants if applicable):

Grantor Name: NM CAP# 23-ZH9301 MUNI POOL (ALL) SANITIZATION Awarded Amount: 75000.00

AR Charge Code: 5500269.490210 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): N/A

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ Grant funds multiple projects
(Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) Attached Grant Documentation

Signature: M. Bonifer

M. Bonifer (Apr 25, 2024 14:36 MDT)

Email: mtbonifer@santafenm.gov

APPROPRIATION RECIPIENT: CITY OF SANTA FE
APPROPRIATION NUMBER: 23-ZH9301
APPROPRIATION AMOUNT: \$75,000.00
REVERSION DATE: June 30, 2024

APPROPRIATION LANGUAGE

SEVENTY-FIVE THOUSAND (\$75,000.00) for sanitization and deep cleaning of all municipal swimming pools 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 14, 2024 16:44 MDT)

Appropriation Recipient Representative

May 14, 2024
Date



Appropriation Recipient CFO

May 13, 2024
Date

APPROVAL

In 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-ZH9301 in the amount of \$75,000.00.

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 14, 2024 10:04 MDT)

JOHN BLAIR, CITY MANAGER

Alan Webber
Alan Webber (May 14, 2024 16:44 MDT)

ALAN WEBBER, MAYOR
SIGNED PURSUANT TO SFCC 11-4(F)(2)

DATE: May 14, 2024

DATE: May 14, 2024

ATTEST:

GERALYN CARDENAS
GERALYN CARDENAS, INTERIM CITY CLERK
GB MTG 05/08/2024 *XIV*

CITY ATTORNEY'S OFFICE:

Kevin L. Nault
Kevin L. Nault (Apr 16, 2024 17:18 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

**STATE OF NEW MEXICO
 SB192 Junior Appropriation
 Final Report Form
 Exhibit B**

Appropriation Recipient: _____

Appropriation Number: _____

Use of Appropriation Funds	Amount
Personnel Expenses	\$0
Other Operating Expenses	\$0
Capital Expenses	\$0
Other	\$0
Total Amount of Appropriation Funds Expended	\$0

<p>Narrative <i>Describe the outcomes, results, benefit, and or uses of the appropriation funds</i></p>

Signature: *Sean Moody*

Email: sxmoody@santafenm.gov


Sanitization Packet 4-24-24


Final Audit Report


2024-04-24


Created:	2024-04-24
By:	Marcella Apodaca (maapodaca1@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAN5185Zy_4B71EGcz6BQZiKQ6MWgLO5lr


"Sanitization Packet 4-24-24" History


 Document created by Marcella Apodaca (maapodaca1@santafenm.gov)
2024-04-24 - 3:20:15 PM GMT


 Document emailed to Brian Stinett (bjstinett@santafenm.gov) for signature
2024-04-24 - 3:23:49 PM GMT


 Email viewed by Brian Stinett (bjstinett@santafenm.gov)
2024-04-24 - 3:48:34 PM GMT


 Document e-signed by Brian Stinett (bjstinett@santafenm.gov)
Signature Date: 2024-04-24 - 3:48:58 PM GMT - Time Source: server


 Document emailed to Sean Moody (sxmoody@santafenm.gov) for signature
2024-04-24 - 3:48:59 PM GMT


 Email viewed by Sean Moody (sxmoody@santafenm.gov)
2024-04-24 - 3:50:49 PM GMT

 Document e-signed by Sean Moody (sxmoody@santafenm.gov)
Signature Date: 2024-04-24 - 3:51:58 PM GMT - Time Source: server


 Document emailed to Maria Tucker (metucker@santafenm.gov) for signature
2024-04-24 - 3:51:59 PM GMT


 Email viewed by Maria Tucker (metucker@santafenm.gov)
2024-04-24 - 4:41:48 PM GMT


 Document e-signed by Maria Tucker (metucker@santafenm.gov)
Signature Date: 2024-04-24 - 4:42:02 PM GMT - Time Source: server

 Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature
2024-04-24 - 4:42:03 PM GMT



 Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2024-04-24 - 5:25:00 PM GMT

 Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Signature Date: 2024-04-24 - 6:13:30 PM GMT - Time Source: server

 Agreement completed.
2024-04-24 - 6:13:30 PM GMT











24-0329 New Mexico Department of Finance and Administration


Final Audit Report


2024-05-14


Created:	2024-05-13
By:	Xavier Vigil (xivigil@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhT-xI0t8SHryJz8QntDVVn6TIPrG3hS_


"24-0329 New Mexico Department of Finance and Administration" History


-  Document created by Xavier Vigil (xivigil@ci.santa-fe.nm.us)
2024-05-13 - 10:05:52 PM GMT- IP address: 63.232.20.2
-  Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
2024-05-13 - 10:07:42 PM GMT
-  Email viewed by EMILY OSTER (ekoster@santafenm.gov)
2024-05-14 - 0:31:16 AM GMT- IP address: 104.47.65.254
-  Document e-signed by EMILY OSTER (ekoster@santafenm.gov)
Signature Date: 2024-05-14 - 0:31:45 AM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to jwblair@santafenm.gov for signature
2024-05-14 - 0:31:47 AM GMT
-  Email viewed by jwblair@santafenm.gov
2024-05-14 - 4:04:25 PM GMT- IP address: 104.47.64.254
-  Signer jwblair@santafenm.gov entered name at signing as John Blair
2024-05-14 - 4:04:44 PM GMT- IP address: 216.207.130.218
-  Document e-signed by John Blair (jwblair@santafenm.gov)
Signature Date: 2024-05-14 - 4:04:46 PM GMT - Time Source: server- IP address: 216.207.130.218
-  Document emailed to Alan Webber (amwebber@santafenm.gov) for signature
2024-05-14 - 4:04:48 PM GMT
-  Email viewed by Alan Webber (amwebber@santafenm.gov)
2024-05-14 - 4:42:37 PM GMT- IP address: 104.28.111.172

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Signature Date: 2024-05-14 - 10:44:14 PM GMT - Time Source: server- IP address: 63.232.20.2

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Signature Date: 2024-05-14 - 10:45:33 PM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.
2024-05-14 - 10:45:33 PM GMT

Signature: 
XAVIER VIGIL (Jun 25, 2024 14:01 MDT)

Email: xivigil@santafenm.gov