




City of Santa Fe, New Mexico


Memorandum




DATE: April 18, 2024

TO: Governing Body

VIA: 

Regina Wheeler, Public Works Department Director
Sean Moody, Capital Projects Manager 

FROM: **Melissa McDonald, Parks and Open Space Division Director** 

ACTION:

1. Request Approval of the Reimbursement Certification with the Department of Finance and Administration (DFA) for Appropriation 23-ZH9298 for \$95,000 for the Purchase of Security Cameras and Systems at Municipal Parks with a Reversion Date of June 30, 2024. (Melissa McDonald, Parks and Open Space Division Director, 505-303-9502)
 - a. Request Approval of a Budget Adjustment Resolution (BAR) to put \$95,000 into FY24 Parks and Open Space Fund Revenue and \$95,000 into FY24 Budget Parks and Open Space Contracts.

BACKGROUND AND SUMMARY:

The Department of Finance and Administration has earmarked \$95,000 from Senate Bill 192 to procure security cameras and systems for municipal parks, utilizing a JR Bill Appropriation. These funds will be distributed via a reimbursement process, necessitating submission to the State of New Mexico for expense review and approval.

According to the agreement, any unused funds will revert to the State of New Mexico if not spent by June 30, 2024. Given this tight deadline, it is imperative to expedite both the acceptance of the appropriation, procurement, and reimbursement processes to meet the strict timelines.

The Division will seek final approval through the next available governing body, adhering to SFCC2-4.6.B, which allows the City Manager to enter agreements accepting funds without delay, even if they cannot be presented at the next scheduled governing body meeting. This provision encompasses approving grant applications, awards, match requirements, and agreements of any amount.

Funding Source: Department of Finance and Administration (DFA)

Fund Name/Number: Parks/Trails CIP/355
 Munis Org Name/Number: Parks/Trails CIP/3559980
 Munis Object Name/Number: WIP Construction 572970
 Project Ledger ID: PRK2435503

ATTACHMENT:

Grant Agreement
 SOC
 BAR

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

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

DEPARTMENT / DIVISION NAME Public Works Department / Parks	DATE 4/22/2024
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ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>
WIP CONSTRUCTION - Parks Security Cameras	3559980	572970	PRK2435503	95,000	
REVENUES				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>
DFA - Parks Security Cameras	3559980	490210	PRK2435503	(95,000)	

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

\$	-	\$	-
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DFA grant award in the amount of \$95,000 to purchase security cameras and security systems at municipal parks, expiring 06/30/24. (23-ZH9298)

<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>	4/22/2024 Date	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>	Andy Hopkins Budget Officer: Andy J. Hopkins	Apr 26, 2024 Date
Melissa McDonald Division Director Signature <i>{optional}</i>	Apr 23, 2024 Date	CITY COUNCIL APPROVAL		
	Apr 25, 2024 Date	City Council Approval Date	<input style="width: 100px; height: 20px;" type="text"/>	Finance Director <i>{≤ \$5,000}</i> Date
Regina A. Wheeler Department Director Signature	 Date	Agenda Item #:	<input style="width: 100px; height: 20px;" type="text"/>	City Manager <i>{≤ \$60,000}</i> Date

APPROPRIATION RECIPIENT: CITY OF SANTA FE
APPROPRIATION NUMBER: 23-ZH9298
APPROPRIATION AMOUNT: \$95,000.00
REVERSION DATE: June 30, 2024

APPROPRIATION LANGUAGE

NINETY-FIVE THOUSAND (\$95,000.00) for Santa Fe to purchase security cameras and security systems at municipal parks. 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 16:43 MDT)

Appropriation Recipient Representative

May 14, 2024

Date



Appropriation Recipient CFO

May 13, 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-ZH9298 in the amount of \$95,000.00.

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 10:05 MDT)
JOHN BLAIR, CITY MANAGER

Alan Webber
Alan Webber (May 14, 2024 16:43 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 05/08/24 *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 <i>(If Applicable)</i> : | \$0 |
| D. Funds Requested to Date: | \$0 |
| E. Amount Requested this Payment: | \$0 |
| F. Reversion Amount <i>(If Applicable)</i> : | \$0 |
| G. Grant Balance: | \$0 |
| H. <input type="checkbox"/> GF | |
| I. <input type="checkbox"/> Final Request for Payment <i>(if Applicable)</i> | |

- 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

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



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

Andy Hopkins

Apr 26, 2024

Budget Officer Approval: _____ Date: _____

Comment & Exceptions: _____

5. Grant History (if applicable): _____

Grants Administrator Approval: _____ Date: _____

Staff Contact who Completed This Form: Phillip Lujan Phone #: 505-690-5771

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

Clerk #: _____

Date of Execution: _____

ITT Representative (attesting that all information is reviewed)

Title

Date











24-0331 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:	CBJCHBCAABAA1QgrDB7Xk9CLiE2WY2bipqpZPtPF2os6


"24-0331 New Mexico Department of Finance and Administration" History


-  Document created by Xavier Vigil (xivigil@ci.santa-fe.nm.us)
2024-05-13 - 10:49:38 PM GMT- IP address: 63.232.20.2
-  Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
2024-05-13 - 10:51:30 PM GMT
-  Email viewed by EMILY OSTER (ekoster@santafenm.gov)
2024-05-14 - 0:31:57 AM GMT- IP address: 104.47.65.254
-  Document e-signed by EMILY OSTER (ekoster@santafenm.gov)
Signature Date: 2024-05-14 - 0:32:38 AM GMT - Time Source: server- IP address: 63.232.20.2
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2024-05-14 - 4:05:06 PM GMT- IP address: 104.47.64.254
-  Signer jwblair@santafenm.gov entered name at signing as John Blair
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-  Document e-signed by John Blair (jwblair@santafenm.gov)
Signature Date: 2024-05-14 - 4:05:27 PM GMT - Time Source: server- IP address: 216.207.130.218
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2024-05-14 - 10:44:44 PM GMT- IP address: 104.47.65.254

 Document e-signed by GERALYN CARDENAS (gfcardenas@santafenm.gov)
Signature Date: 2024-05-14 - 10:44:55 PM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.
2024-05-14 - 10:44:55 PM GMT