

City of Santa Fe park bond procedures (AUP)

Detail of findings related to AUP report over park bonds dated 3/30/15

Changes to the Implementation Plan and Cost Overruns

14 of the 25 parks selected were not completed as stated in the implementation plan.

- 3 appear materially completed
- 3 were not completed at all
- 8 were not materially completed

#	Project	Notes	Status
1	Los Milagros Park		appears materially completed
2	Santa Fe River Parkway Park		appears materially completed
3	Municipal Recreation Complex Bond Fund		appears materially completed
4	Monica Roybal Park	Per 12/17/13 memo from PW to POSAC-No new trees, adding trees would have required a cost prohibitive irrigation upgrade.	not completed at all
5	Melendez Park	Per 12/17/13 memo from PW to POSAC-City initially had the in-house construction crew complete demolition and clean up. It was determined that this area was a street easement and not suitable for a park. Therefore, work could not be completed.	not completed at all - only called for 3 benches, signs & fence
6	Espinacitas Park	City staff conducted initial design and demolition work. After the initial work, it was determined that the Housing Authority was going to use the site for something other than a park.	not completed at all - only called for 2 benches & 1 table
7	Calle Lorca Park (Southridge)		not materially completed - dog park items were not completed and irrigation system was not apparent
8	Alto Bicentennial Pool		not materially completed - elephant fixture, tree replacement & signs not completed
9	West De Vargas Park		not materially completed - missing water fountain and security lights
10	Patrick Smith Park		not materially completed - no dog park, no add'l trees & no paving of the parking lot

11	Monica Lucero Park	not materially completed - should have removed 8 trees & planted 5 add'l trees; also should have replaced bollards
12	Genoveva Chavez Community Center - CIP	not materially completed - solar panels were not installed with bond funds (paid for from other funding in 2015), windows, window shades, revolving door & counter not installed
13	Cathedral Park	not materially completed - trees were not planted; implementation plan included \$30k of contracted work & materials but only \$5k was spent
14	Atalaya Park	not materially completed - water fountain not replaced & signs not installed

-Four of five projects identified with ADA improvements identified in the implementation plan appeared completed; however, the plan was not specific as to what improvements should be completed.

Genoveva Chavez Community Center - CIP	appeared complete for ADA as listed in the plan
Patrick Smith Park	did not appear complete for ADA as listed in the plan
Prince Park	appeared complete for ADA as listed in the plan
SF River Parkway Park	appeared complete for ADA as listed in the plan
Torreon Park	appeared complete for ADA as listed in the plan

-As compared to the original budget identified in the implementation plan:

- 21 of 25 projects tested exceeded the original budget.

1	St Francis Crossing	(776,769.00)
2	Southwest Activity Node PK (SWAN)	(500,000.00)
3	Santa Fe River Parkway Park	(304,571.00)
4	Torreon Park	(119,833.00)
5	Patrick Smith Park	(110,314.00)
6	Candelero Park	(102,108.00)
7	Ashbaugh Park	(71,968.00)
8	Monica Lucero Park	(63,264.00)
9	Calle Lorca Park	(57,488.00)
10	Cathedral Park	(39,914.00)
11	Alto Bicentennial Pool	(37,568.00)
12	Atalaya Park	(35,439.00)
13	Prince Park	(27,282.00)
14	Genoveva Chavez Community Center - Park	(27,097.00)
15	Monica Roybal Park	(25,033.00)
16	Los Milagros Park	(23,949.00)
17	Sunnyslope Meadows Park	(22,000.00)

18	Genoveva Chavez Community Center - CIP	(11,796.00)
19	Espinacitas Park	(4,831.00)
20	Municipal Recreation Complex Bond Fund	(3,852.00)
21	Melendez Park	(2,529.00)

- 10 of 25 projects tested exceeded the original budget for contracted work.

1	Southwest Activity Node PK (SWAN)	(498,576.21)
2	St Francis Crossing	(248,609.94)
3	Genoveva Chavez Community Center - CIP	(91,412.81)
4	Patrick Smith Park	(76,827.10)
5	Torreon Park	(50,403.39)
6	Santa Fe River Parkway Park	(44,129.67)
7	Monica Lucero Park	(17,413.10)
8	Sunnyslope Meadows Park	(2,880.22)
9	Alto Bicentennial Pool	(2,839.54)
10	Espinacitas Park	(602.44)

- 23 of 25 projects tested exceeded the original budget for in-house work.

1	Municipal Recreation Complex Bond Fund	(584,169.57)
2	Santa Fe River Parkway Park	(274,755.32)
3	Pueblos Del Sol Trails	(205,873.09)
4	Arroyo Chamiso Trail	(170,862.01)
5	Ashbaugh Park	(160,039.04)
6	St Francis Crossing	(145,011.60)
7	Candelero Park	(137,972.60)
8	Genoveva Chavez Community Center - Park	(136,534.16)
9	Calle Lorca Park	(134,077.47)
10	Frenchys Park	(106,325.63)
11	Torreon Park	(67,393.09)
12	Cathedral Park	(66,601.18)
13	Prince Park	(65,583.03)
14	Monica Lucero Park	(44,114.62)
15	Patrick Smith Park	(34,686.94)
16	Nava Ade Park	(26,055.55)
17	Monica Roybal Park	(25,032.60)
18	Sunnyslope Meadows Park	(19,119.40)
19	Atalaya Park	(12,404.91)
20	Los Milagros Park	(5,627.47)
21	Melendez Park	(5,627.47)
22	Espinacitas Park	(4,228.32)
23	Alto Bicentennial Pool	(1,430.92)

Budget Adjustment Requests

-These BARs did not go to Council individually, but were included in the Quarterly BAR report approved by Council and sent to the New Mexico Department of Finance Administration. Information provided for approval of the budget adjustments did not include changes to the scope of work; therefore, changes to scope of work for each project was not approved.

1	Patrick Smith Park	100,000	BAR Dated 1/28/09 - City Council approval box on form was not completed.
2	Santa Fe River Parkway Park	(100,000)	BAR Dated 1/28/09 - City Council approval box on form was not completed.
3	Pueblos Del Sol Trails	(86,000)	BAR Dated 7/3/12 - City Council approval box on form was not completed.
4	Santa Fe River Parkway Park	197,170.00	BAR Dated 7/11/12 for \$122,170 - partial approval - City Council approval box on form was not completed. Add'l amounts approved in other BARs.
5	West De Vargas Park	(212,819)	BAR Dated 7/11/12 - City Council approval box on form was not completed.
6	Arroyo Chamiso Trail	99,146	BAR Dated 7/26/12 - City Council approval box on form was not completed.
7	Frenchys Park	(1,424)	BAR Dated 7/26/12 - City Council approval box on form was not completed.
8	Arroyo Chamiso Trail	(170,415)	BAR Dated 9/10/12 - City Council approval box on form was not completed.

-City Council approval box on form states that Council approval not required for request over \$50,000

1	Candeler Park	56,496	BAR Dated 8/23/12 - City Council approval box on form incorrectly states that Council approval not required.
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-BAR form was not properly signed.

1	Patrick Smith Park	100,000	BAR Dated 1/28/09 - BAR not signed by City Manager.
2	Santa Fe River Parkway Park	(100,000)	BAR Dated 1/28/09 - BAR not signed by City Manager.
3	Santa Fe River Parkway Park	(82,990.00)	BAR Dated 2/06/12 for \$55,966 - partial approval; BAR was not signed; however, City Council approval date 11/30/11 item h-1 indicated on form. Add'l amounts approved in other BARs.
4	Sunnyslope Meadows Park	1,265	BAR Dated 12/10/2010 - BAR not signed by City Manager for overall request of \$47,649

Final Accounting for Projects

- Four of five projects - costs of actual work performed exceeded the projected cost.

1	Las Acequias Park
	PAC recommendation \$150,000 contracted, \$0 in-house
	Actual work completed \$0 contracted, \$129,463 in-house
2	Galisteo Tennis Courts
	PAC recommendation - \$131,250
	Actual improvements performed by in-house staff - \$198,504
3	Torreon Park
	PAC recommendation - \$72,125
	Actual improvements performed by in-house staff - \$197,302
4	Villa Linda Park
	PAC recommendation - \$107,490
	Actual improvements performed by in-house staff - \$188,120

- Two of five projects - work completed was different from the original scope identified in the recommendation.

1	Municipal Recreation Complex
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Parks Advisory Committee (PAC) Recommendation - \$1.15 million
Actual improvements performed by in-house staff - \$1.12 million
2 Las Acequias Park
PAC recommendation - \$150,000
Actual improvements performed by in-house staff - \$129,463

- Three of five projects - work completed exceeded the original scope.

1 Galisteo Tennis Courts
PAC recommendation - \$131,250
Actual improvements performed by in-house staff - \$198,504
2 Torreon Park
PAC recommendation - \$72,125
Actual improvements performed by in-house staff - \$197,302
3 Villa Linda Park
PAC recommendation - \$107,490
Actual improvements performed by in-house staff - \$188,120

Compliance with the City's Purchasing Manual

- 1 of 25 procurement transactions did not obtain three written quote as required by the City's purchasing manual.

Municipal Recreation Complex	PCI CONTRACTORS INCORPORATED	20140931	10/4/2010	23,809.36
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Project Completion Procedures

- 7 of 25 invoices had OK to pay indicated with scheduled values & percentage of completion, but did not include a reference to an inspection date by project manager to verify work was completed prior to payment. Best practices for receiving and project management would include documentation and sign-off of specific work completed or goods received.

	<u>Project Name</u>	<u>JE Explanation</u>	<u>Remark</u>	<u>Document Number</u>	<u>GL Date</u>
1	Genoveva Chavez Community Center	Robert Cohen Co-PO 19015560	Reclass to correct BU	39003107	10/6/2008
2	SF River Parkway Park	SURROUNDINGS STUDIO LLC	Professional Landscape Design	20136005	8/18/2010
3	Arroyo Chamiso East Phase I	H O CONSTRUCTION INC	WIP Construction	20167024	6/6/2011
4	Arroyo Chamiso East Phase I	DAVID MONTOYA CONSTRUCTION INC	Change Order #3	20234742	2/28/2013
5	SF River Parkway Park	Recls Surroundings Studio	Rolls to 2008 GO Bond Ext	40104997	6/29/2013
6	St. Francis Crossing	The Louis Berger Group Reclass	WIP Design 2013X Reclass	40206567	7/22/2014
7	St. Francis Crossing	THE LOUIS BERGER GROUP INC	Increase	20309106	12/22/2014

- 3 of 25 invoices had OK to pay indicated, but did NOT have scheduled values & percentage of completion and did not include a reference to an inspection date by project manager to verify work was completed prior to payment. Best practices for receiving and project management would include documentation and sign-off of specific work completed or goods received.

1	Municipal Recreation Complex	PCI CONTRACTORS INCORPORATED	Restroom Stucco Renovation	20140931	10/4/2010
2	Pueblos Del Sol Trails	ADVANTAGE ASPHALT & SEAL COATI	Change Order # 6	20158690	3/16/2011

3	Los Milagros Park	EXERPLAY INC (NEW MEXICO)	Remodeling & Replacement	20228633	1/7/2013
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- 5 of 25 Invoices had OK to pay indicated and were for goods only. No receiving ticket was on file to indicate goods were inspected upon receipt. Best practices for receiving and project management would include documentation and sign-off of specific work completed or goods received.

1	Municipal Recreation Complex	CHAPARRAL MATERIALS INC	STO Power Flex	20093754	8/4/2009
2	Municipal Recreation Complex	EWING IRRIGATION PRODUCTS	Irrigation Supplies	20140283	9/28/2010
3	SF River Parkway Park	MOBILE MINI INCORPORATED	Storage Supplies	20169615	6/22/2011
4	Geneveva Chavez Community Center - Park	HIGHWAY SUPPLY COMPANY	SIGNAGE	20171191	7/5/2011
5	Municipal Recreation Complex	PROBUILD SOUTH	FENCE REPAIR	20178137	9/12/2011

Employee Wages Charged to Bond Funds

<u>Position Title-from suspense acct detail</u>	<u>Department-division</u>	<u>Home Company</u>	<u>Document Matching</u>	<u>Pay Period Ending</u>
PROJECT ADMINISTRATOR	Public Works / Engineering Division	07102	42977	9/27/2013
LIBRARY TECHNICIAN (parks maintenance worker per the HR action request)	Public Works-Parks	07102	44452	11/22/2013
ENGINEER SUPERVISOR	Public Works / Parks Division	43000 - Park Bond Administration	637913	6/21/2013