



**ACTION SHEET  
CITY COUNCIL COMMITTEE MEETING OF 02/26/14  
ITEM FROM FINANCE COMMITTEE MEETING OF 02/17/14**

**ISSUE:**

7. Request for Approval of Memorandum of Understanding – 2014 Day Reporting Program for Juveniles; County of Santa Fe. (Richard DeMella)

**FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM**

Requested approval of memorandum of understanding for 2014 Day Reporting Program for juveniles with County of Santa Fe in the amount of \$75,715 exclusive of gross receipts tax. Budget is available in juvenile justice program fund.

**SPECIAL CONDITIONS OR AMENDMENTS**

**STAFF FOLLOW-UP:**

<b>VOTE</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
COUNCILOR BUSHEE	Excused		
COUNCILOR CALVERT	X		
COUNCILOR DIMAS	X		
COUNCILOR IVES	X		
CHAIRPERSON DOMINGUEZ			


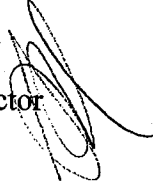
3-19-12/FCMissue

# City of Santa Fe, New Mexico

# memo

**DATE:** January 27, 2014

**TO:** Finance Committee and City Council

**VIA:**   
Isaac J. Pino, Community Services Department Director  
Terrie Rodriguez, Youth and Family Services Division Director 

**FROM:** Richard De Mella, Juvenile Justice Planner 

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## ITEM

Request for approval of Memorandum of Understanding (MOU) between the City of Santa Fe and the Santa Fe County in the amount of \$75,715.00

## SUMMARY

The City of Santa Fe received a \$181,000 grant from the State of New Mexico Children's, Youth, and Families Department (CYFD) in July of 2014 to provide continuum services. These services include funding for Intensive Community Monitoring, a Continuum Facilitator, Day Reporting Program, gender specific program and tutoring. The agreement stipulates that \$75,715.00 be allocated for the Day Reporting Program.

The Day reporting Program offers an alternative educational program for youth's that are currently in the juvenile justice system. The county provides the space at the Youth Development Program and the Santa Fe Public schools provide a teacher and aid.

## ACTION RECOMMENDED

Approval of the MOU between the City of Santa Fe and Santa Fe County for \$75,715.00  
The funds for this agreement are available through business unit 22768.510300.

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE CITY OF SANTA FE, AND**  
**COUNTY OF SANTA FE, NEW MEXICO**

**THIS MEMORANDUM OF UNDERSTANDING** (hereinafter "Agreement") is entered on this \_\_\_\_\_ day of \_\_\_\_\_ 2014, by and between Santa Fe County (hereinafter referred to as "County"), a New Mexico political subdivision, and the City of Santa Fe, New Mexico, (hereinafter referred to as "City"),

**RECITALS**

**WHEREAS**, the City and County collaborate to operate a program called the Day Reporting Program, which is an alternative form of detention for juvenile offenders in the First Judicial District;

**WHEREAS**, the County operates the Day Reporting Program with funding from the City and flow-through funding from the State of New Mexico, Children, Youth and Families Department (CYFD) in the amount of seventy five thousand seven hundred fifteen (\$75,715.00) dollars;

**WHEREAS**, the Day Reporting Program offers educational services, life skills training and group, individual and family therapy and counseling to juvenile offenders;

**WHEREAS**, the purpose of this MOU is to provide for the duties and responsibilities of the City and County with respect to the expenditure and management of funds to continue the operation of the Day Reporting Program for fiscal year 2014.

**NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN THE PARTIES** as follows:

**1. DUTIES OF THE PARTIES**

**a. The City shall:**

- 1) Transfer and make available to the County \$75,715.00 for expenditure in FY 2014 for the operation and oversight of the Day Reporting Program.
- 2) Serve as fiscal agent for the funds identified in this MOU.
- 3) Reimburse the County for costs and expenses associated with the County's operation of the Day Reporting Program upon receipt of invoice or statement from the County. Reimbursement by the City shall be made within thirty (30) days following receipt of the County's statement or invoice requesting reimbursement for costs incurred by the County.

**b. The County shall:**

- 1) Manage and operate the Day Reporting Program including but not limited to, hiring personnel and overseeing the procurement of all services and maintenance of all financial records pertaining to the Program and expenditure of funds.
- 2) Operate the Day Reporting Program Monday through Friday inclusive of holidays from 8:30 a.m. to 5:30 p.m., with the average length of stay being three (3) to ninety (90) days. Referrals for the Program are made by the Probation Officers or from the Children's Court. Participants shall be between the ages of 12 to 17, who present a high level of risk and are pre or post adjudication and amenable to services offered by the Day Reporting Program.
- 3) Work with the Santa Fe Public School ("SFPS") system. The Public School District provides one (1) full time teacher for the Day Reporting Program. Instruction shall be aligned with the instruction schedule followed by the SFPS Career Academy and approve by the SFPS Board of Education.
- 4) Ensure that the Day Reporting Program does not exceed fifteen (15) participants per day; maintain demographic information on all participants and other related information such as program related services arranged for participants, and number of participants in the Day Reporting Program.
- 5) Provide Program outcomes to the City and CYFD through a monthly report form submitted by the County to the City.

**2. COMPENSATION**

Reimbursement to the County for expenses incurred in the operation of the Day Reporting Project during FY 2014 shall not exceed seventy five thousand seven hundred fifteen (\$75,715.00) dollars, exclusive of gross receipt tax, for FY 2014.

**3. TERM**

This Agreement shall effective when signed by both authorized signatories of the City and County. The Term of this MOU is the date of signatories of the parties to June 30, 2014, unless earlier terminated pursuant to paragraph 4 below.

**4. TERMINATION**

This Agreement may be terminated by either party upon delivery of a written notice to the other party at least 30 days prior to the intended date of termination. By such termination, neither party may nullify or avoid any obligations incurred prior to termination. The City may not by such termination avoid its obligation to reimburse the County for unavoidable and appropriate Project costs to which County was obligated prior to termination by the City, such as compensation due under a construction contract.

The County will request reimbursement for such unavoidable and appropriate Project costs in accordance with Paragraph 1.a.3.

5. LIABILITY

Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this MOU. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, § 41-4-1, *et seq.*, NMSA 1978, as amended.

6. AMENDMENT

This Agreement shall not be altered, changed or amended except by an instrument in writing executed by the parties hereto.

7. APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of the State of New Mexico and the governing bodies of the City and County for the performance of this Agreement. If sufficient appropriations and authorization are not made, this Agreement shall terminate upon written notice being given from one party to the other. Any party's decision as to whether sufficient appropriations are available shall be accepted by the other party and shall be final.

8. GOVERNING LAW

This Agreement shall be governed by, and construed in accordance with, the laws of New Mexico.

9. ACCOUNTABILITY

During the term of this Agreement and for a period of three (3) years thereafter, each of the parties will maintain accurate and complete records of all disbursements made and monies received by each under this Agreement; and, upon receipt of reasonable written request, each shall make such records available to the other party and to the public, including any federal, state or local authority during regular business hours.

10. NO THIRD PARTY BENEFICIARIES

Nothing in this MOU, express or implied, is intended to confer any rights, remedies, claims or interests upon a person not a party to this MOU.

11. PROPERTY

At the expiration of this MOU or upon earlier termination, all property associated with the Day Reporting Project shall remain with, and be the property of the County and shall be maintained by the County.

12. ENTIRE AGREEMENT

This MOU represents the entire understanding between the City and County and supersedes any prior agreements or understandings with respect to the subject of this MOU. No changes, amendments or alterations to this MOU will be effective until in writing and signed by the parties.

IN WITNESS WHEREOF the parties have duly executed this Agreement as of the dates written below.

CITY OF SANTA FE

\_\_\_\_\_  
David Coss, Mayor

\_\_\_\_\_  
Date

ATTEST

\_\_\_\_\_  
Yolanda Y. Vigil, Clerk

\_\_\_\_\_  
Date

Approved

\_\_\_\_\_  
Marcos A. Tapia, Finance Director

\_\_\_\_\_

Approved as to form

*Judith Amerfor*  
\_\_\_\_\_  
Kelley Brennan, Interim City Attorney

*1/24/14*  
\_\_\_\_\_  
Date

SANTA FE COUNTY:

Katherine Miller  
Katherine Miller, Manager

1-21-2014  
Date

Approved as to form

Stephen C. Ross  
Stephen C. Ross, County Attorney

1-21-2014  
Date

Finance Department

Mally J. for  
Teresa C. Martinez, Director

1/16/14  
Date





# City of Santa Fe

## Summary of Contracts, Agreements, & Amendments

**Section to be completed by department for each contract or contract amendment**

1 **FOR:** ORIGINAL CONTRACT  or CONTRACT AMENDMENT

2 Name of Contractor SANTA FE COUNTY

3 Complete information requested  Plus GRT

Original Contract Amount: 75,715

Inclusive of GRT

Termination Date: 6/30/14

Approved by Council Date: \_\_\_\_\_

or by City Manager Date: \_\_\_\_\_

Contract is for:

Amendment # \_\_\_\_\_ to the Original Contract# \_\_\_\_\_

Increase/(Decrease) Amount \$ \_\_\_\_\_

Extend Termination Date to: \_\_\_\_\_

Approved by Council Date: \_\_\_\_\_

or by City Manager Date: \_\_\_\_\_

Amendment is for:

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments)  Plus GRT

Inclusive of GRT

Amount \$ \_\_\_\_\_ of original Contract# \_\_\_\_\_ Termination Date: \_\_\_\_\_  
Reason: \_\_\_\_\_

Amount \$ \_\_\_\_\_ amendment # \_\_\_\_\_ Termination Date: \_\_\_\_\_  
Reason: \_\_\_\_\_

Amount \$ \_\_\_\_\_ amendment # \_\_\_\_\_ Termination Date: \_\_\_\_\_  
Reason: \_\_\_\_\_

Amount \$ \_\_\_\_\_ amendment # \_\_\_\_\_ Termination Date: \_\_\_\_\_  
Reason: \_\_\_\_\_

Total of Original Contract plus all amendments: \$ \_\_\_\_\_



City of Santa Fe
Summary of Contracts, Agreements, & Amendments

5 Procurement Method of Original Contract: (complete one of the lines)

RFP# \_\_\_\_\_ Date: \_\_\_\_\_

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

Sole Source  COUNTY of SF. \_\_\_\_\_ Date: \_\_\_\_\_

Other \_\_\_\_\_

6 Procurement History: 7 YEAR of 7 YEAR
example: (First year of 4 year contract)

7 Funding Source: CYFD BU/Line Item: 22768.510300

8 Any out-of-the ordinary or unusual issues or concerns:
(Memo may be attached to explain detail.)

9 Staff Contact who completed this form: B. DeMella
Phone # 6630

10 Certificate of Insurance attached. (if original Contract)

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review
and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # \_\_\_\_\_

Date of contract Executed (i.e., signed by all parties): \_\_\_\_\_

Note: If further information needs to be included, attach a separate memo.

Comments:

Large empty rectangular box for comments.