



# CITY OF SUNLAND PARK NEW MEXICO

1000 MCNUTT RD, SUITE "A" SUNLAND PARK, NM 88063  
PH. (575) 589-7565 | FAX (575) 589-1222



October 31, 2025

Geneva Cordova, CPO  
Pre-Audit Bureau Chief  
Financial Control Division-Audit Bureau  
407 Galisteo St – Rm 166 Bataan Memorial Building  
Santa Fe, New Mexico 87501

**Subject: Central Accounting System, White Paper, Revised May 2019**

Dear Ms. Cordova,

I have prepared a white paper that presents the context, procurement request, and justification based on the attached white paper guidance.

## **I. Overview**

The City has undertaken a vision and strategic plan to set course for a visionary border community, which is servant, provides enhanced quality of life amenities to its residents and businesses, and fosters a positive memorable environment to all that live, work, and visit Sunland Park. Several initiatives have been achieved, while others are in progress. To date, the Council adopted a new City Seal, City Logo, and standardized new facility design to brand the City. Capital infrastructure projects integrate architecture that promote Sunland Park, particularly parks where benches, tables and trash receptacles employ the newly adopted city logo.

## **II. Introductory Request**

This white paper serves as the formal justification to procure branded City of Sunland Park employee items including:

- City-branded polo and button-up shirts
- Journal padfolios with pens
- City-branded jackets
- Work backpacks (field-appropriate, for laptops, tablets, radios, documentation)

These items are not standard off-the-shelf municipal supply purchases. They serve operational, community engagement, and organizational mission purposes and are necessary to support field work, internal coordination, and staff visibility during public events and interactions.

Under Section 6-5-3, NMSA 1978, the Department of Finance and Administration's Financial Control Division (FCD) must determine that all expenditures are for a purpose authorized by law, based on four criteria:



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1. Constitutional, Statutory, and Contractual Mission
2. Public Benefit and Purpose
3. Necessity
4. Appropriation, Budget, and Available Resources

This white paper demonstrates that the proposed procurement meets all required criteria.

### III. Background / Purpose of the Items

City departments frequently participate in community meetings, public engagement events, field inspections, emergency response coordination, ribbon cutting and groundbreaking events, and intergovernmental project meetings. Staff visibility and identification are essential when interacting with residents and partner organizations.

The requested items are working tools:

<b>Item</b>	<b>Functional Purpose</b>
<b>City polo and button-up shirts</b>	Provide identification and professional uniform for public interaction, inspections, and community events.
<b>Journal padfolios with pen</b>	Standardize documentation during meetings, inspections, permits, and interviews; support accurate public record keeping.
<b>Branded jackets</b>	Identification and safety/professional appearance during outdoor and seasonal work.
<b>Work backpacks</b>	Secure transport of laptops, tablets, radios, and official documents during field operation.

These items are used repeatedly over multiple years and are not for personal benefit.

### IV. DFA Propriety Criteria Compliance

#### 1. Constitutional, Statutory, and Contractual Mission

DFA requires expenditures to be aligned with the agency's defined mission and statutory authority. The City's mission includes providing government services, public engagement, public safety, economic development, and responsible management of City assets and programs.

These branded goods directly support the City's municipal responsibilities by:

- Ensuring staff are clearly identified as official government representatives.
- Supporting the City's public engagement, planning, economic development, utility, and infrastructure functions.
- Enhancing visibility, professionalism, and credibility during community interactions.

The procurement does not change the City's mission; it supports execution of the mission.



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## 2. Public Benefit and Purpose

DFA requires that expenditures support a public purpose and produce a public benefit. Public purpose and benefits generated by this procurement include:

- Increasing **community trust and government transparency**, as staff are easily recognized during public interactions.
- Supporting **collaboration** and consistent representation across departments and disciplines.
- Promoting **public accountability**, reducing confusion when City officials enter public areas or private properties for inspections.
- Improving documentation accuracy through padfolios and promoting organized, efficient field reporting.

These items directly support public-facing service delivery and enhance government accessibility.

## 3. Necessity

DFA requires that expenditures be the most cost-effective means of achieving the public benefit—not merely desirable.

The necessity is demonstrated as follows:

- The City currently lacks standardized, identifiable attire or field gear.
- Staff attend public meetings, inspections, and multiagency operations where identification is required for safety and accountability.
- Backpacks allow staff to safely transport government-owned electronics and documents, reducing damage risk and replacing the need for more costly protective equipment.
- Branded attire avoids frequent individually purchased attire reimbursements, resulting in cost savings and uniformity.

Competitive quotes or cooperative purchasing contracts will be used to obtain the lowest responsible cost.

## 4. Appropriation, Budget, and Available Resources

DFA requires that expenditures be within budget, tied to the purpose of the appropriation, and supported by available funds including cash.

To ensure compliance:

- The purchase will be funded from authorized operating or project budgets intended for training, outreach, staff resources, or professional development.
- Funds have been identified in the current fiscal year operating budget.
- A Budget Adjustment Request will be submitted if necessary.

No expenditure will occur if funds are not available.



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## V. Conclusion

The procurement of City-branded polo and button-up shirts, journal padfolios, jackets, and work backpacks:

- Aligns with the City's legal mission
- Provides direct public benefit through transparency and professional representation
- Is necessary for operations, field work efficiency, and community engagement
- Fits within appropriated budget and available funding

The City of Sunland Park respectfully requests authorization to proceed with procurement under the New Mexico Procurement Code and DFA Financial Control Division propriety criteria. If you have any questions, please contact me. Thank you for the consideration.

Sincerely,

Mario Juarez Infante, PE  
Sunland Park City Manager