



CITY OF SANTA FE

Date: October 31, 2024

To: Governing Body
Finance Committee
Quality of Life Committee
Public Safety Committee

Via: John Blair, City Manager *John Blair*
John Blair (Nov 1, 2024 12:49 MDT)
Paul Joye, Chief of Police *PJ*
Paul Joye (Oct 31, 2024 17:04 MDT)

From: Ben Valdez, Deputy Chief of Police *B. Valdez, DC*
B. Valdez, DC (Oct 31, 2024 15:40 MDT)

Subject: Allocation 23-ZH5048-81-2

Vendor Name: Department of Finance Authority

Vendor Number: 3125

ITEM AND ISSUE:

Request for Approval of the Department of Finance & Administration Certification for Allocation 23-ZH5048-81 in the amount of \$187,500 for the Hiring of Law Enforcement/Support Positions at the Santa Fe Police Department for FY25 (Year 2). Funds are allocated over a 3-year period. Ben Valdez, Deputy Chief of Police, bpvaldez@santafem.gov, 505-955-5040.

1. Request for Approval of a Budget Adjustment Resolution in the Total Amount of \$187,500 from the NM Department of Finance and Administration Fund to the Police Salaries Fund. BAR for Year 2 of this agreement. The funds are allocated over a 3-year period to hire law enforcement/support positions at Santa Fe Police Department.

BACKGROUND AND SUMMARY:

The City of Santa Fe submitted a request for a disbursement of funds from the Department of Finance and Administration (DFA). During the 2023 Legislative session, Governor Michelle Lujan Grisham signed legislation appropriating \$57M for New Mexico law enforcement agencies to help build personnel capacity.

The FY24 Law Enforcement Recruitment Fund was established and allows the funds to be used:

- To fill law enforcement officer or support positions (if unfunded)
- To create new law enforcement officer or support positions.

The funds can be used for salaries and benefits up to the amount allocated by the award. The Department requested funding to create (4) Crime Scene Technician positions and (1) Crime Analyst position. On September 22, 2023, the City of Santa Fe received notice that we were awarded funding for the (5) positions, with each position being granted up to \$75,000.

FUNDING SOURCE/REVENUE: Expense | Revenue

The funding source is:

Fund Name/Number Law Enforcement/ Fund 223

Munis Org Name/Number: Police Grants/ 2230315

Munis Object Name/Number: Salaries/ 500110

Budget Officer Approval: Andy Hopkins **Date:** Nov 1, 2024

Comment/Exceptions: _____

Grant Yes | No

Grant #: S2415 (Year 2)

Grant Manager/Accounting Officer Approval: Matthew Bonifer **Date:** Nov 1, 2024

Comment/Exceptions: _____

Project Yes | No

Project Ledger #: POL2422305

CAPITAL ASSET (will this procurement result in a tangible item that costs more than \$5,000

Yes | No

Asset # (if known): _____

Repair or Replacement of Existing Equipment:

Yes | No

Please explain: N/A

Capital Project:

(New and improvement projects that are going to cost \$10,000 or more)

Yes | No

Anticipated length of project: N/A

Asset Manager Approval: N/A **Date:** _____

Comment/Exceptions: _____

Was this service deemed construction: Yes | No

Department Approvals:

IT Components: Yes | No

Vehicles: Yes | No

Facilities, Furniture, Fixtures, Equipment: Yes | No

Approval: N/A **Title:** _____ **Date:** _____

Approval: _____ **Title:** _____ **Date:** _____

Comment & Exceptions: _____

Department Contract Administrator Contact Info: AnnaMarie Bowen, x5122, acbowen@santafenm.gov

ATTACHMENTS:

Allocation Disbursement

Approval Email from City Attorney's Office

BAR

Project Ledger Form

RECIPIENT:

City of Santa Fe

APPROPRIATION NUMBER:

TOTAL ALLOCATION
AMOUNT:

REVERSION DATE:

23-ZH5048-81-2

\$656,250.00

June 30, 2025

ALLOCATION PURPOSE

Six Hundred and Fifty Six Thousand Two Hundred and Fifty Dollars and Zero Cents over three years to hire law enforcement/support positions.

ALLOCATION DISBURSEMENT

The remaining allocation amount, after receiving the first-year allocation in fiscal year 2024, will be disbursed as follows: The second-year allocated funds will be disbursed up to \$187,500 fiscal year 2025, and the third-year allocated funds will be disbursed up to \$93,750 in fiscal year 2026. The Allocation Recipient will submit to the Department of Finance & Administration this signed document.

Funds for the second disbursement must be expended by June 30, 2025; and the last disbursement of 25% will be made in August 2025 to be expended by June 30, 2026. Any amount not expended in each of the two years will be returned to the State of New Mexico, Department of Finance and Administration in the year that it is scheduled for reversion. All expenditures must occur prior to the reversion date.

The Allocation Recipient agrees to submit quarterly reports using Exhibit A, Law Enforcement Recruitment Report, providing updates on the hiring of law enforcement/support positions.

CERTIFICATION

I hereby certify that the **City of Santa Fe**

1. Will only use the allocated funds to carry out and/or perform activities described in allocation language.
2. Will follow the procedure described in "Allocation Reporting" of allocated funds.

Local Law Enforcement Agency

Date

Authorized Local Governing Body Authority

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-ZH5048-81-2** in the amount of **\$187,500**.

Jeannette Gallegos
Interim Director, Local Government Division

Date

BOWEN, ANNA MARIE C.

From: CAWTHON, AMY M.
Sent: Monday, October 7, 2024 4:31 PM
To: BOWEN, ANNA MARIE C.
Subject: RE: Contract Review Request Form - AnnaMarie Bowen

Chris has reviewed and the agreement is approved as is.

From: Jotform <noreply@jotform.com>
Sent: Friday, September 27, 2024 4:46 PM
To: KENNY, JULIE C. <jckenny@santafenm.gov>; MARTINEZ, MARCOS D. <mdmartinez@santafenm.gov>; CAWTHON, AMY M. <amcawthon@santafenm.gov>
Subject: Re: Contract Review Request Form - AnnaMarie Bowen

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Contract Review Request Form

Vendor/Contractor Name Department of Finance and Administration

Your Name AnnaMarie Bowen

Your Email acbowen@santafenm.gov

Your Phone Number (505) 955-5122

City Department/Division **Police**

If this is a contract to procure goods or services, what is the procurement method? **Not a Procurement (i.e., a Joint Powers Agreement, Memoranda of Understanding, Lease)**

Is the Department proposing to use a City contract form, an external **External Contract Form**



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 10/10/2024-UPDATED 10/25/2024

Project Title: FY25 Law Enforcement Recruitment Fund Allocation 23-ZH5048-81-2 (Year 2)

Project Type: CIP Grant Internal Tracking

Department: Police Project Manager: Deputy Chief Ben Valdez Ext: 5040

Project Date Range: upon sign 7/1/24 to 06/30/2026 Create Fixed Asset

Project ID: POL2422305

Grant ID: S2415 (YEAR 2)

Approved By: BSG 10.25.24/ Erika Lujan

(Finance Use Only)

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

Funding Source: New Mexico Department of Finance & Administration % of Funding: 100

MUNIS ORG: 2230315 MUNIS OBJ: 490210 Awarded Amount: \$187,500 (Year2)

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: Salaries MUNIS ORG: 2230315 MUNIS OBJ: 500110

Grants Only (list all grants if applicable):

Grantor Name: CAP APPR. 23-ZH5048-81-2/HB68 Awarded Amount: \$656,250.00

AR Charge Code: 2230315.490210 Grant funds multiple projects
(Complete a form for each project)

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

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: Erika Lujan
Erika Lujan (Oct 28, 2024 10:07 MDT)

Email: evlujan@santafenm.gov












GB-500-DFA-GRANT- hiring yr2


Final Audit Report


2024-11-01


Created:	2024-10-31
By:	TARA RICO (trrico@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUmvltvJpYx_he9Pqb8BSRpl0fgMf4aGj


"GB-500-DFA-GRANT- hiring yr2" History


-  Document created by TARA RICO (trrico@santafenm.gov)
2024-10-31 - 9:03:45 PM GMT- IP address: 63.232.20.2
-  Document emailed to bpvaldez@santafenm.gov for signature
2024-10-31 - 9:05:46 PM GMT
-  Email viewed by bpvaldez@santafenm.gov
2024-10-31 - 9:37:16 PM GMT- IP address: 107.115.120.26
-  Signer bpvaldez@santafenm.gov entered name at signing as B. Valdez, DC
2024-10-31 - 9:40:28 PM GMT- IP address: 107.115.120.26
-  Document e-signed by B. Valdez, DC (bpvaldez@santafenm.gov)
Signature Date: 2024-10-31 - 9:40:30 PM GMT - Time Source: server- IP address: 107.115.120.26
-  Document emailed to Paul Joye (pmjoye@santafenm.gov) for signature
2024-10-31 - 9:40:31 PM GMT
-  Email viewed by Paul Joye (pmjoye@santafenm.gov)
2024-10-31 - 11:04:20 PM GMT- IP address: 76.127.0.114
-  Document e-signed by Paul Joye (pmjoye@santafenm.gov)
Signature Date: 2024-10-31 - 11:04:48 PM GMT - Time Source: server- IP address: 76.127.0.114
-  Document emailed to mtbonifer@santafenm.gov for signature
2024-10-31 - 11:04:50 PM GMT
-  Email viewed by mtbonifer@santafenm.gov
2024-11-01 - 1:59:11 PM GMT- IP address: 104.47.65.254
-  Signer mtbonifer@santafenm.gov entered name at signing as Matthew Bonifer
2024-11-01 - 2:00:13 PM GMT- IP address: 63.232.20.2


 Document e-signed by Matthew Bonifer (mtbonifer@santafenm.gov)
Signature Date: 2024-11-01 - 2:00:15 PM GMT - Time Source: server- IP address: 63.232.20.2


 Document emailed to Andy Hopkins (ajhopkins@ci.santa-fe.nm.us) for signature
2024-11-01 - 2:00:16 PM GMT


 Email viewed by Andy Hopkins (ajhopkins@ci.santa-fe.nm.us)
2024-11-01 - 3:36:46 PM GMT- IP address: 104.47.65.254


 Document e-signed by Andy Hopkins (ajhopkins@ci.santa-fe.nm.us)
Signature Date: 2024-11-01 - 3:38:06 PM GMT - Time Source: server- IP address: 63.232.20.2

 Document emailed to John Blair (jwblair@ci.santa-fe.nm.us) for signature
2024-11-01 - 3:38:08 PM GMT

 TARA RICO (trrico@santafenm.gov) added alternate signer LAYLA ARCHULETTA-MAESTAS (lsarchulettamaestas@santafenm.gov). The original signer John Blair (jwblair@ci.santa-fe.nm.us) can still sign.
2024-11-01 - 5:19:11 PM GMT- IP address: 63.232.20.2

 Document emailed to LAYLA ARCHULETTA-MAESTAS (lsarchulettamaestas@santafenm.gov) for signature
2024-11-01 - 5:19:11 PM GMT

 Document e-signed by John Blair (jwblair@ci.santa-fe.nm.us)
Signature Date: 2024-11-01 - 6:49:15 PM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.
2024-11-01 - 6:49:15 PM GMT