



CITY OF SANTA FE

Date: March 10, 2026
To: Brian Moya, Interim City Manager
Via: Thomas Grundler, Interim Chief of Police *THG 3/10/26*
From: Ben Valdez, Deputy Chief of Police *BValdez 3/10/26*
Subject: **NMDPS Law Enforcement Retention Fund- Notice of Intent to Disburse (Year 4)**

ITEM AND ISSUE:

Request for Approval of the NM Department of Public Safety Law Enforcement Retention Fund in the total amount of \$104,783.97 for the purpose of providing retention differential disbursements to eligible Santa Fe Police Department Officers.

1. Request for Approval of a Budget Amendment Resolution (BAR) in the total amount of \$104,783.97 from the NM Department of Public Safety to the Police Incentives and Police FICA Funds.

Action Requested: Approval of Allocation Agreement

BACKGROUND AND SUMMARY:

The City of Santa Fe submitted a request for a disbursement of funds from the Law Enforcement Retention Fund. The purpose of the fund is to provide law enforcement retention differential disbursements to Santa Fe Police Officers. The allocated funds will also cover the employer tax liability related to each law enforcement retention differential disbursement to be paid.

Eligibility was established by validating consecutive years of service with the Santa Fe Police Department as a sworn police officer. Police officers who have achieved 5, 10, 15 or 20 years of service with the Santa Fe Police Department are eligible to receive their differential payment upon their anniversary date. *The* criteria established for eligibility was to encourage sworn police officers to remain in service with the same law enforcement agency for consecutive years. The funding eligibility criteria and how it is disbursed was determined by DPS, therefor it is not subject to negotiations with the Santa Fe Police Officers Association on how it can be distributed to their bargaining unit members.

Upon approval of the Notice of Intent to Distribute, the Secretary of Finance and Administration will issue a warrant to the City of Santa Fe in the amount of \$104,783.97. Of \$104,783.97, \$103,286. is attributable to the projected retention differential disbursement and \$1,497.67 is attributable to the employer tax liability.

In order to disburse the funds, the Notice of the Intent to disburse needed to be signed and returned to DPS no later than Tuesday, March 6, 2026; therefore not giving us enough time to make it to committees, the City Manager was able to sign the agreement so we wouldn't lose out on these funds. .

The Notice of the Intent to Disburse has additional requirements on the manner the funds will be disbursed, record keeping and reporting. Any funds not disbursed during this fiscal year will need to be reverted back to DFA.

PROCUREMENT METHOD: N/A

Chief Procurement Officer Approval: N/A **Date:** _____

Comment/Exceptions: _____

Supporting Information:

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: Police Incentives/ 502200
Police FICA/ 503100

Munis Revenue Object Name/Number: NMDPS/490210

Project Ledger Number: POL2622301

Budget Officer Approval: Andy Hopkins **Date:** Mar 11, 2026

Comment/Exceptions: _____

Grant Yes | No

Grant #: S2415

Grant Manager/Accounting Officer Approval: ERIKALUCIAN
ERIKA LUJAN (Mar 11, 2026 08:17:22 MDT) **Date:** Mar 11, 2026

Comment/Exceptions: _____

Project Yes | No

Project Ledger #: POL2622301

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



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 03/03/2026

Project ID: POL2622301

Project Title: Law Enforcement Retention Fund (Year 4)

Grant ID: S2415

Project Type: CIP Grant Internal Tracking

Approved By: BSG 03.03.26/ ERIKA LUTAN
ERIKA LUTAN (Mar 5, 2026 09:38:10 MST)

(Finance Use Only)

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

Project Date Range: 07/01/2025 to 06/30/2026 Create Fixed Asset

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

Funding Source: New Mexico Department of Public Safety % of Funding: 100

MUNIS ORG: 2230315 MUNIS OBJ: 490210 Awarded Amount: \$104,783.97

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: Disbursement MUNIS ORG: 2230315 MUNIS OBJ: 502200 Incentive - \$103,286.30/ 503100 FICA - \$1,487.67

Grants Only (list all grants if applicable):

Grantor Name: NMDPS/DFA-LERF Notice of Intent to Disburse Awarded Amount: \$ 104,783.97

AR Charge Code: 2230315.430210 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

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					DATE
Police Department					3/4/2026
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>
Police Incentives	2230315	502200	POL2622301	\$103,286	
Police FICA	2230315	503100	POL2622301	\$1,498	
REVENUES				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>
NM Department of Public Safety	2230315	490210	POL2622301	\$ (104,784)	
JUSTIFICATION: <i>(use additional page if needed)</i> <i>--Attach supporting documentation/memo</i>				\$ -	\$ -

Law Enforcement Retention Fund (LERF) Year 4.

<i>{Complete section below if BAR results in a net change to ANY Fund}</i>	
Fund(s) Affected	Fund Balance Increase/(Decrease)
TOTAL:	0

AnnaMarie Bowen <small>Prepared By (print name)</small>	3/4/2026 <small>Date</small>	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>	Andy Hopkins <small>Budget Officer</small>	03/05/2026 <small>Date</small>
<small>Division Director Signature (optional)</small>	3/4/26 <small>Date</small>	CITY COUNCIL APPROVAL	<small>ANDREA PHILLIPS (Mar 6, 2026 09:12:53 MST)</small>	03/06/2026 <small>Date</small>
<small>Department Director Signature</small>	3/4/26 <small>Date</small>	<small>City Council Approval Date</small>	<small>Finance Director (≤ \$5,000)</small> BRIAN MOGA	<small>Date</small>
		<small>Agenda Item #</small>	<small>City Manager (≤ \$60,000)</small>	<small>Date</small>



New Mexico
Department of Public Safety

MICHELLE LUJAN GRISHAM
GOVERNOR

JASON R. BOWIE
CABINET SECRETARY

W. TROY WEISLER
CHIEF / DEPUTY SECRETARY

SYLVIA M. SERNA
DEPUTY SECRETARY

February 16, 2026

City of Santa Fe
2515 Camino Entrada
Santa Fe, NM 87507

Attn: Paul M. Joye

Re: Law Enforcement Retention Fund – Year 4 Notice of Intent to Disburse

Dear New Mexico Law Enforcement Partner:

The Department of Public Safety (DPS) is in receipt of City of Santa Fe request for a Year 4 disbursement of funds from the Law Enforcement Retention Fund (LERF). These funds are intended for providing law enforcement retention differential disbursements to the Santa Fe Police Department officers listed in **Exhibit A**, as well as covering the employer tax liability (payroll taxes outlined in the Federal Insurance Contribution Act for Social Security and Medicare, but not employer contributions for retirement or other benefit plans).

DPS has reviewed the information submitted by Santa Fe Police Department pursuant to NMSA 1978, Section 9-19-14, and the permanent rule NMAC 10.2.4.9, to determine eligibility for Year 4 LERF monies. The submission substantially complies with the statutory and rule-based requirements.

Accordingly, DPS has requested that the Secretary of the Department of Finance and Administration (DFA) issue an ACH advice to City of Santa Fe in the amount of **\$104,783.97**. Of this amount:

- **\$103,286.30** is attributable to the projected retention differential disbursement (PRDD), and
- **\$1,497.67** is attributable to employer tax liability for FICA and/or Medicare.

Because the LERF balance is sufficient to pay Year 4 PRDDs and related employer tax liabilities requested by all eligible agencies, no pro rata reduction has been applied.

1. **Acknowledgement:** If you agree with the calculated amount:
 - a. Sign the attached Year 4 Acknowledgement Form
 - b. Return it to DPS.LERF@dps.nm.gov within **15 calendar days** of the date of this notice.

2. **Objections:** If you believe the disbursement amount is incorrect, you may submit written objections to DPS.LERF@dps.nm.gov within **30 days** of receipt of this notice. DPS will review and respond accordingly.

Obligations of City of Santa Fe – Year 4

By accepting Year 4 LERF funds, City of Santa Fe agrees:

1. Monies disbursed for PRDDs and related tax liability may not be paid until the officer attains eligibility.
2. Once an officer attains eligibility, the PRDD must be paid within 30 days. If an officer becomes eligible but departs before disbursement, that officer remains entitled to payment.
3. Tax liabilities for FICA and Medicare must be remitted in accordance with applicable law.
4. Funds for officers not yet eligible must be held in an interest-bearing account; interest must be reported and returned to DPS
5. Pursuant to NMAC 10.2.4.9(C)(3), monthly reporting to DPS is required by the 10th day of each month, providing details of payments made or reasons for non-payment, along with proof of payment.
6. Unused funds must be reported to DPS no later than July 21, 2026, and returned for redeposit into the LERF by August 21, 2026. DPS will provide a reporting template.

Agency understands and agrees:

- LERF disbursements for employer tax liabilities (FICA/Medicare) are solely for the agency's legal obligations and may not be paid to officers.
- If any portion of these tax funds are disbursed to an officer, the agency remains liable.
- PRDD amounts paid to officers remain subject to withholding and tax reporting as required by law.

State Agencies: Disbursement via operating transfer requires SHARE accounting information. Please contact Christina Tyson, State Projects Staff Manager (dps.lerf@dps.nm.gov , 505-629-8865) if this information has not already been provided.

Non-State Agencies: An ACH Advice will be issued to the recipient agency's fiscal agent. If the agency is not set up to receive ACH, a manual warrant will be issued.

Should you have questions regarding this Year 4 Notice of Intent to Disburse, please contact Christina Tyson, State Projects Staff Manager, at DPS.LERF@dps.nm.gov or 505-629-8865.

Very truly yours,



Jason R. Bowie
Cabinet Secretary

cc: Benjamin P. Valdez
Emily K. Oster
Mark Scott

ACKNOWLEDGEMENT

Under oath or affirmation, I, BRIAN MOYA, on behalf of City of Santa Fe, hereby acknowledge receipt of the Year 4 Notice of Intent to Disburse from the LERF in the amount of **\$104,783.97**. Of this total, **\$103,286.30** is attributable to PRDDs and **\$1,497.67** is attributable to employer tax liability for FICA/Medicare.

I further acknowledge and agree to the obligations outlined in the Year 4 Notice regarding the receipt, handling, disbursement, reporting, and potential return of LERF funds.

Brian Moya, Interim City Manager

03/10/2026

*Printed name & job title of individually
legally authorized to bind the agency*

Date

BRIAN MOYA

*Signature of individual legally authorized to
bind the agency*

Exhibit A - LERF Year 4 Compliant Agencies Eligible Officers Roster
 Santa Fe Police Department

Agency	Officer ID	Name	Year	Compensation	5% PRDD (Paid to Officer)	Social Sec (Retained by Agency)	Medicare (Retained by Agency)	Total Amount Disbursed	Agency Hire Date	LERF Payout Date	Note
Santa Fe Police Department	4793	Alejandro Arroyo	9.60	\$ 83,824.00	\$ 4,191.20	\$ -	\$ 60.77	\$ 4,251.97	7/6/2015	7/7/2025	
Santa Fe Police Department	4878	Amanda Montano	14.84	\$ 126,380.80	\$ 6,319.04	\$ -	\$ 91.63	\$ 6,410.67	2/22/2010	2/23/2026	
Santa Fe Police Department	4922	Benjamin Valdez	19.10	\$ 143,332.80	\$ 7,166.64	\$ -	\$ 103.92	\$ 7,270.56	12/12/2005	12/13/2025	
Santa Fe Police Department	4887	Charles Ovalle	4.69	\$ 83,824.00	\$ 4,191.20	\$ -	\$ 60.77	\$ 4,251.97	11/2/2019	11/3/2025	
Santa Fe Police Department	4791	Derek R Arn	4.02	\$ 83,824.00	\$ 4,191.20	\$ -	\$ 60.77	\$ 4,251.97	5/16/2020	5/17/2026	
Santa Fe Police Department	4879	Erasmio Montijo	9.60	\$ 99,289.84	\$ 4,964.49	\$ -	\$ 71.99	\$ 5,036.48	7/6/2015	7/7/2025	
Santa Fe Police Department	4895	Erik M Ramirez	14.43	\$ 113,318.40	\$ 5,665.92	\$ -	\$ 82.16	\$ 5,748.08	12/2/2009	12/3/2025	
Santa Fe Police Department	4875	German Mena	9.57	\$ 99,289.84	\$ 4,964.49	\$ -	\$ 71.99	\$ 5,036.48	4/3/2021	4/4/2026	
Santa Fe Police Department	4815	Heinz A DeLuca	14.43	\$ 118,393.60	\$ 5,919.68	\$ -	\$ 85.84	\$ 6,005.52	7/26/2010	7/27/2025	
Santa Fe Police Department	4893	James J Plummer	22.41	\$ 99,289.84	\$ 4,964.49	\$ -	\$ 71.99	\$ 5,036.48	8/19/2002	8/20/2025	
Santa Fe Police Department	4917	Javier J Vigil	9.34	\$ 99,289.84	\$ 4,964.49	\$ -	\$ 71.99	\$ 5,036.48	2/15/2016	2/16/2026	
Santa Fe Police Department	4905	Jessica M Sanchez	14.43	\$ 85,904.00	\$ 4,295.20	\$ -	\$ 62.28	\$ 4,357.48	5/29/2007	5/30/2026	
Santa Fe Police Department	4871	Johnathan Maylone	14.87	\$ 83,824.00	\$ 4,191.20	\$ -	\$ 60.77	\$ 4,251.97	9/17/2022	9/18/2025	
Santa Fe Police Department	4800	Jordan Caizza	4.05	\$ 83,824.00	\$ 4,191.20	\$ -	\$ 60.77	\$ 4,251.97	6/12/2021	6/13/2026	
Santa Fe Police Department	4870	Joseph Mascarenas	9.58	\$ 83,824.00	\$ 4,191.20	\$ -	\$ 60.77	\$ 4,251.97	9/19/2019	9/20/2025	
Santa Fe Police Department	4920	Maria I Tena	14.43	\$ 83,824.00	\$ 4,191.20	\$ -	\$ 60.77	\$ 4,251.97	7/26/2010	7/27/2025	
Santa Fe Police Department	4811	Mark Cordova	9.60	\$ 83,824.00	\$ 4,191.20	\$ -	\$ 60.77	\$ 4,251.97	7/6/2015	7/7/2025	
Santa Fe Police Department	4842	Matthew Humphrey	9.49	\$ 83,824.00	\$ 4,191.20	\$ -	\$ 60.77	\$ 4,251.97	5/28/2022	5/29/2026	
Santa Fe Police Department	4925	Nick P Wood	19.10	\$ 99,289.94	\$ 4,964.50	\$ -	\$ 71.99	\$ 5,036.49	12/12/2005	12/13/2025	
Santa Fe Police Department	4833	Thomas Grundler	20.79	\$ 141,648.00	\$ 7,082.40	\$ -	\$ 102.69	\$ 7,185.09	4/12/2004	4/13/2026	
Santa Fe Police Department	4919	Tony F Trujillo	40.43	\$ 85,883.20	\$ 4,294.16	\$ -	\$ 62.27	\$ 4,356.43	1/26/1985	1/27/2026	
Totals			21	\$ 2,065,726.10	\$ 103,286.30	\$ -	\$ 1,007.89	\$ 104,783.97			