




**Date:** December 24, 2024

**To:** Randy Randall, Interim City Manager   
Randy Randall (Jan 3, 2025 12:32 MST)

**Via:** Paul Joye, Chief of Police   
Paul Joye (Dec 24, 2024 10:56 MST)

**From:** Ben Valdez, Deputy Chief of Police   
B. Valdez, DC (Dec 24, 2024 08:39 MST)

**Subject:** Allocation 22-ZG1016-48 (Year 3)

**Vendor Name:** Department of Finance Authority

**Vendor Number:** 3125

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**ITEM AND ISSUE:**

Request for Approval of the Certification for Allocation 22-ZG1016-48 with the Department of Finance Authority for recruitment and retention stipends for law enforcement officers at the Santa Fe Police Department in the Amount of \$56,250 for Fiscal Year 2025. (Ben Valdez, Deputy Chief of Police, [bpvaldez@santafenm.gov](mailto:bpvaldez@santafenm.gov))

1. Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$56,250 from NM Department of Finance & Administration to the Police Incentives Funds

**Action Requested:** Approval of Allocation Agreement

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**BACKGROUND AND SUMMARY:**

The City of Santa Fe submitted a request for a disbursement of funds from the Department of Finance and Administration (DFA). DFA was directed by House Bill 68 to establish a program to distribute funds for local law enforcement agencies to provide recruitment and retention stipends to law enforcement officers. The program established by DFA has established criteria for the use of funds and reporting of expenses. These funds are to be used with a priority on recruitment and retention of personnel to increase investigative capacity.

Personnel eligible to receive a distribution include:

- A. Persons who are not certified as a law enforcement officer upon employment by a law enforcement agency, provided they successfully obtain their certification as required pursuant to the Law Enforcement Training Act.
- B. A certified law enforcement officer upon employment with a law enforcement agency, provided they remain with the department for (3) months.
- C. A certified law enforcement officer currently employed by a law enforcement agency, provided they remain employed with the department for one additional year.

This appropriation is distributed over 3 years, for a total allocation of \$281,250.00 to Santa Fe Police Department. For year 1, 100% of the allocation up to \$112,500 was disbursed for recruitment and retention stipends. The intent of the Department for Year 1 is to issue a retention stipend to all certified law enforcement officers with Santa Fe Police Department who agree to remain with the agency for 1 additional year. Any allocation to members of the Santa Fe Police Officers Association will require negotiations to be opened for the current year contract to determine the disbursement amount of the funds. For Year 2 the Department was able to utilize up to 50% up to \$112,500 for recruitment and retention. For Year 3 the Department will be able to utilize 25% up to \$56,250 for recruitment and retention.

The certification has a requirement on reporting on the use of the funds to DFA on form "Exhibit A" which is attached to this packet. 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:**

**CONTRACT NUMBER:** N/A

**FUNDING SOURCE/REVENUE:** Expense | Revenue

The funding source is:

**Fund Name/Number** Law Enforcement/ Fund 223

**Munis Org Name/Number:** Police Grants/ 2230315

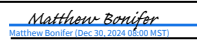
**Munis Object Name/Number:** Police Incentives/ 502200

**Budget Officer Approval:**  **Date:** Dec 30, 2024

**Comment/Exceptions:** \_\_\_\_\_

**Grant** Yes |  No

**Grant #:** S2324 (Year 3)

**Grant Manager/Accounting Officer Approval:**  **Date:** Dec 30, 2024

**Comment/Exceptions:** \_\_\_\_\_

**Project** Yes |  No

**Project Ledger #:** POL2422304

**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

BAR

Project Ledger Form

RECIPIENT:

City of Santa Fe

APPROPRIATION NUMBER:

TOTAL ALLOCATION  
AMOUNT:

REVERSION DATE:

**22-ZG1016-48-3**

**\$281,250.00**

**June 30, 2025**

ALLOCATION PURPOSE

**Two hundred eighty-one thousand two hundred fifty dollars and zero cents over three years to be utilized for recruitment and retention stipends.**

ALLOCATION DISBURSEMENT

The remaining allocation amount, after receiving the first-year allocation in fiscal year 2023 and second-year allocation in fiscal year 2024, will be disbursed as follows. The third-year allocated funds will be disbursed up to \$56,250 in fiscal year 2025. The Allocation Recipient will submit to the Department of Finance & Administration this signed document and evidence of approval of the local governing body.

**Funds for the third disbursement must be expended by June 30, 2025. Any amount not expended in each of the remaining year 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 Report, providing updates on expenditures for recruitment and retentions stipends.

CERTIFICATION

I hereby certify that **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.

  
Paul J. ... (Dec 23, 2024 16:00 MST)

Local Law Enforcement Agency

Dec 23, 2024

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 the third-year disbursement for appropriation number 22-ZG1016-48-3 in the amount of \$56,250.00.

Local Government Director

Date

IN WITNESS WHEREOF, the City of Santa Fe has agreed to this Appropriation Agreement as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

\_\_\_\_\_  
ALAN WEBBER, MAYOR

DATE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
ANDRÉA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

*Christopher W. Ryan*  
Christopher W. Ryan (Dec 19, 2024 13:26 MST)  
\_\_\_\_\_  
SENIOR ASSISTANT CITY ATTORNEY

FINANCE:

*Emily K. Oster*  
\_\_\_\_\_  
EMILY OSTER, FINANCE DIRECTOR







# City of Santa Fe New Mexico

## Finance Department

### Project Ledger Request Form



Date of Request: 12/16/2024

Project Title: Recruitment & Retention Stipends Allocation 22-ZG1016-48 (Year 3)

Project Type:  CIP  Grant  Internal Tracking

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

Project Date Range: upon signature to 06/30/2025  Create Fixed Asset

Project ID: POL2422304

Grant ID: S2324

Approved By: BSG12.16.24/ 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: \$56,250

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: Incentives/Stipends MUNIS ORG: 2230315 MUNIS OBJ: 502200

#### **Grants Only** (list all grants if applicable):

Grantor Name: NM CAP APPR. 22-ZG1016-48/HB68 Awarded Amount: \$281,250.00

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 (Dec 18, 2024 08:52 MST)

**Email:** [evlujan@santafenm.gov](mailto:evlujan@santafenm.gov)












# DFA 22-ZG1016-48 (year 3) updated memo


Final Audit Report


2025-01-03


Created:	2024-12-24
By:	TARA RICO (trrico@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvZ_kurCfSmHNxE-vh4yQxj09IBsCIUCr


## "DFA 22-ZG1016-48 (year 3) updated memo" History

-  Document created by TARA RICO (trrico@santafenm.gov)  
2024-12-24 - 2:12:41 PM GMT- IP address: 63.232.20.2
-  Document emailed to bpvaldez@santafenm.gov for signature  
2024-12-24 - 2:15:04 PM GMT
-  Email viewed by bpvaldez@santafenm.gov  
2024-12-24 - 3:38:37 PM GMT- IP address: 104.47.64.254
-  Signer bpvaldez@santafenm.gov entered name at signing as B. Valdez, DC  
2024-12-24 - 3:39:36 PM GMT- IP address: 63.232.20.2
-  Document e-signed by B. Valdez, DC (bpvaldez@santafenm.gov)  
Signature Date: 2024-12-24 - 3:39:38 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Paul Joye (pmjoye@santafenm.gov) for signature  
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2024-12-30 - 2:58:48 PM GMT- IP address: 104.47.65.254
-  Signer mtbonifer@santafenm.gov entered name at signing as Matthew Bonifer  
2024-12-30 - 3:00:11 PM GMT- IP address: 63.232.20.2


 Document e-signed by Matthew Bonifer (mtbonifer@santafenm.gov)  
Signature Date: 2024-12-30 - 3:00:13 PM GMT - Time Source: server- IP address: 63.232.20.2


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2024-12-30 - 3:00:14 PM GMT


 TARA RICO (trico@santafenm.gov) added alternate signer ALEXIS LOTERO (aclotero@santafenm.gov). The original signer ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) can still sign.  
2024-12-30 - 10:48:34 PM GMT- IP address: 63.232.20.2


 Document emailed to ALEXIS LOTERO (aclotero@santafenm.gov) for signature  
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2024-12-30 - 11:27:21 PM GMT- IP address: 104.47.65.254

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Signature Date: 2024-12-30 - 11:28:00 PM GMT - Time Source: server- IP address: 63.232.20.2


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2025-01-03 - 7:08:01 PM GMT- IP address: 104.47.64.254

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Signature Date: 2025-01-03 - 7:09:51 PM GMT - Time Source: server- IP address: 63.232.20.2

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2025-01-03 - 7:09:53 PM GMT

 Email viewed by Randy Randall (rrandall@santafenm.gov)  
2025-01-03 - 7:31:00 PM GMT- IP address: 104.47.65.254

 Document e-signed by Randy Randall (rrandall@santafenm.gov)  
Signature Date: 2025-01-03 - 7:32:00 PM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.  
2025-01-03 - 7:32:00 PM GMT