

REIMBURSING AGENCY: Department of Finance and AdministrationBusiness Unit: 341RECIPIENT:

City of Santa Fe

APPROPRIATION NUMBER:**22-ZG1016-48**ALLOCATION AMOUNT:**\$281,250.00**REVERSION DATE:**June 30, 2023**ALLOCATION PURPOSE

**Two Hundred Eighty One Thousand Two Hundred Fifty Dollars and Zero Cents over three years to be utilized in accordance with the provisions of HB68. The first allocations will be disbursed at 100% within 5 business days of acceptance of this agreement to include approval of the local governing body.**

ALLOCATION DISBURSEMENT

The allocated funds will be disbursed 100% up to \$112,500 the first year, 50% up to \$112,500 the second year, and 25% up to \$56,250 the third year. The Allocation Recipient will submit to the Department of Finance & Administration this signed document and evidence of approval of the local governing body. Disbursements of funds will be made within 5 business days of receipt of the signed agreement and evidence of approval of the local governing body.

**Funds for the first disbursement must be expended by June 30, 2023; the second 50% disbursement will be made in July 2023 to be expended by June 30, 2024; and the last disbursement of 25% will be made in July 2024 to be expended by June 30, 2025. Any amount not expended in each of the three 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 Report, providing updates on expenditures for the eligible activities defined in HB68.

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\_\_\_\_\_  
Authorized Local Governing Body Authority\_\_\_\_\_  
Date**May 19, 2023**\_\_\_\_\_  
DateAPPROVAL

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 22-ZG1016-48 in the amount of \$281,250.

\_\_\_\_\_  
Local Government Division Director\_\_\_\_\_  
Date

REIMBURSING AGENCY: Department of Finance and AdministrationBusiness Unit: 341

**STATE OF NEW MEXICO**  
**Law Enforcement Recruitment and Retention**  
**Report Form**  
**Exhibit A**

<b>Allocation Recipient:</b>	
<b>Appropriation Number:</b>	

Detail Expenditures of Eligible Activities per Statue NMSA 1978, § 9-6-5.3 Recruitment and/or Retention Stipends: (Provide names, dates, position & salaries of the individuals hired/retained.)	Retention Y/N	Recruitment Y/N	Salary:
<b>Total Amount of Appropriation Funds Expended:</b>	<b>Total: \$</b>	<b>Total: \$</b>	<b>Total: \$</b>

Add extra lines as applicable.

<b>Narrative:</b> (Provide description of next steps to fill any remaining vacant positions. Examples: hiring event or outreach using social media.)

Recruitment and retention stipends may be distributed to:

- A. a person who is not certified as a law enforcement officer pursuant to the Law Enforcement Training Act upon employment with a law enforcement agency; provided that the recipient successfully obtains such certification:
- B. a person who is certified as a law enforcement officer pursuant to the Law Enforcement Training Act upon employment with a law enforcement agency; provided that the recipient remains employed with that agency for three months; and
- C. a person who is certified as a law enforcement officer pursuant to the Law Enforcement Training Act currently employed by a law enforcement agency; provided that the law enforcement officer remains employed with that law enforcement officer's current agency for one additional year.

CITY OF SANTA FE:



ALAN WEBBER, MAYOR

DATE: May 19, 2023

ATTEST:



KRISTINE BUSTOS MIHELIC. *XIV*  
CITY CLERK      GB MTG 05/10/2023

CITY ATTORNEY'S OFFICE:



SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:



Emily K. Oster (May 19, 2023 15:59 MDT)

EMILY OSTER, FINANCE DIRECTOR



# City of Santa Fe, New Mexico

## Memorandum



**DATE:** April 17, 2023

**TO:** Governing Body  
Finance Committee  
Quality of Life Committee  
Public Safety Committee

**VIA:** John Blair, City Manager John Blair  
Emily Oster, Finance Department Director Emily Oster  
Bernadette Salazar, Human Resources Director Bernadette Salazar  
Kyra Ochoa, Community Health and Safety Director Kyra Ochoa  
Paul Joye, Chief of Police Paul Joye

**FROM:** Ben Valdez, Deputy Chief of Police B. Valdez, DC

### ITEM AND ISSUE:

Request for Approval of the Department of Finance & Administration Certification for Allocation 22-ZG1016-48 in the amount of \$112,500 for Fiscal Year 2023. The funds are allocated for recruitment and retention stipends for law enforcement officers at Santa Fe Police Department. Ben Valdez, Deputy Chief of Police, [bpvaldez@santafenm.gov](mailto:bpvaldez@santafenm.gov), 505-955-5040.

### 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 can be 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.

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.

For Year 2 the Department will be able to utilize up to 50% up to \$112,500 for recruitment and retention. Year 3 the Department will be able to utilize 25% up to \$56,250 for recruitment and retention.

**ACTION REQUESTED:**

The Santa Fe Police Department respectfully requests your review and approval.

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					5/2/2023	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE	
<u>EXPENDITURES</u>				{enter as <u>positive</u> #}	{enter as <u>negative</u> #}	
Police Incentives	2230315	502200	POL2322302	\$112,500		
<u>REVENUES</u>				{enter as <u>negative</u> #}	{enter as <u>positive</u> #}	
NM Department of Finance & Administration	2230315	490210	POL2322302	\$ (112,500)		
<b>JUSTIFICATION:</b> {use additional page if needed}						
--Attach supporting documentation/memo				\$ -		\$ -

State Allocation 22-ZG1016-48 for Recruitment & Retention stipends.		{Complete section below if BAR results in a net change to ANY Fund}	
		Fund(s) Affected	Fund Balance Increase/(Decrease)
<b>TOTAL:</b>			<b>0</b>

AnnaMarie Bowen Prepared By {print name}		5/2/2023 Date		{Use this form for Finance Committee/ City Council agenda items ONLY}		Alexis Lotero <small>Alexis Lotero (May 3, 2023 17:23 MDT)</small>		May 3, 2023	
Division Director Signature {optional} 		Date 5/3/23		<b>CITY COUNCIL APPROVAL</b>		Budget Officer		Date	
				City Council Approval Date <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>		Finance Director {≤ \$5,000}		Date	
						Agenda Item #:		City Manager {≤ \$60,000}	
Department Director Signature		Date							

# Packet for State Allocation 22-ZG1016-48

Final Audit Report

2023-05-19

Created:	2023-05-19
By:	Xavier Vigil (xivigil@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1T04O8UpolREF0Nh1OrxKFsiXouohWrE


## "Packet for State Allocation 22-ZG1016-48" History

 Document created by Xavier Vigil (xivigil@ci.santa-fe.nm.us)

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2023-05-19 - 9:44:24 PM GMT

 Email viewed by ekoster@santafenm.gov


2023-05-19 - 9:57:04 PM GMT- IP address: 104.47.64.254

 Signer ekoster@santafenm.gov entered name at signing as Emily K. Oster

2023-05-19 - 9:59:06 PM GMT- IP address: 69.254.154.77

 Document e-signed by Emily K. Oster (ekoster@santafenm.gov)

Signature Date: 2023-05-19 - 9:59:08 PM GMT - Time Source: server- IP address: 69.254.154.77

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2023-05-19 - 11:12:39 PM GMT- IP address: 104.47.65.254

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Signature Date: 2023-05-19 - 11:12:51 PM GMT - Time Source: server- IP address: 63.232.20.2

✔ Agreement completed.

2023-05-19 - 11:12:51 PM GMT