



# CITY OF SANTA FE

**Date:** October 3, 2024

**To:** John Blair, City Manager *John Blair*  
John Blair (Oct 14, 2024 16:51 EDT)

**Via:** Emily Oster, Finance Department Director *Emily K. Oster*  
Paul Joye, Chief of Police *PJ*  
Paul Joye (Oct 14, 2024 15:54 MDT)

**From:** Thomas Grundler, Deputy Chief *Thomas Grundler*  
Thomas Grundler (Oct 6, 2024 14:38 MDT)

**Subject:** LDWI Grant MOU- Agreement

**Vendor Name:** Santa Fe County

**Vendor Number:** 3906

## ITEM AND ISSUE:

The Santa Fe Police Department respectfully requests your review and approval of a Memorandum of Understanding (MOU) – Agreement between Santa Fe County and the City of Santa Fe for the Local DWI Grant Funds. This amendment increases our funding by an additional \$60,000. There is no cost to the Santa Fe Police Department, and any costs or expenses associated with staffing DWI Checkpoints, Saturation Patrols, Shoulder Tap and Over Service Operations paid pursuant to this MOU/Agreement is reimbursed through the grant funding for a total of \$140,000 inclusive of NMGR. Term is 1 Year. (Santa Fe County); Deputy Chief Thomas Grundler, [tgrundler@santafenm.gov](mailto:tgrundler@santafenm.gov), ext. 5359.

**Action Requested:** \_\_\_\_\_

## BACKGROUND AND SUMMARY:

The attached MOU/Agreement is a renewal for an existing MOU/Agreement that is already in place. FY24 Contract # 3204167. The Santa Fe Police Department continues its commitment to making Santa Fe Safer and continuing with DWI enforcement efforts, by conducting operations focused on prevention/reductions of DWI incidents, over service and sales to minors.

## PROCUREMENT METHOD:

N/A

**Chief Procurement Officer Approval:** N/A **Date:** \_\_\_\_\_

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

**Supporting Information:** \_\_\_\_\_

## CONTRACT NUMBER:

FY25 Muni Contract # is 3250230

\$\$\$\$\$ SOURCE/REVENUE: ☐Expense | ☒Revenue

Reimbursement of overtime.

**Budget Officer Approval:** *Andy Hopkins* **Date:** Oct 7, 2024

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

Grant ☒ Yes | ☐ No

Grant #: L2303

Grant Manager/Accounting Officer Approval: Matthew Bonifer Date: Oct 7, 2024

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

Project ☒ Yes | ☐ No

Project Ledger #: POL2322303

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

☐ Yes | ☒ No

Asset # (if known): N/A

Repair or Replacement of Existing Equipment:

☐ Yes | ☒ No ~If yes -> ☐ Repair | ☐ Replacement

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

~If yes, does this expenditure exceed \$25,000? ☐ Yes | ☒ No

~If yes, did you obtain the appropriate bond? ☐ Yes | ☒ No

~Performance and Payment & Labor - NMSA 1978, Section 13-4-18

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: Anna Marie Bowen, 505-955-5122

ATTACHMENTS:

MOU/Agreement

Project Ledger Form

Budget Amendment Resolution (BAR)



# City of Santa Fe New Mexico

## Finance Department



### Project Ledger Request Form

Date of Request: 09/23/2024

Project ID: POL2322303

Project Title: LDWI Grant (DWI Checkpoints, Saturation, Patrols, etc.)

Grant ID: L2303

Project Type: ☐ CIP ☒ Grant ☐ Internal Tracking

Approved By: BSG10.1.24/ Erika Lujan

(Finance Use Only)

Department: SFPD Project Manager: AnnaMarie Bowen Ext: 5122

Project Date Range: upon signature to June 30, 2025 ☐ Create Fixed Asset

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

Funding Source: Local DWI Grant Funds- Santa Fe County % of Funding: 100

MUNIS ORG: 2230315 MUNIS OBJ: 491010 Awarded Amount: \$60,000

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: POLICE OT MUNIS ORG: 2230315 MUNIS OBJ: 501400

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

Grantor Name: SF COUNTY MOA-2023-0136-CSD/APS Amendment # 2 Awarded Amount: \$60,000

AR Charge Code: 2230315.491010 ☐ 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



**AMENDMENT NO. 2 TO  
MEMORANDUM OF AGREEMENT  
BETWEEN SANTA FE COUNTY  
AND THE CITY OF SANTA FE  
REGARDING THE USE OF DWI GRANT FUNDS**

This Amendment is made this \_\_\_\_\_ day of \_\_\_\_\_, 2024, between **Santa Fe County** (the "County"), and the **City of Santa Fe, Santa Fe Police Department** (the "City").

**WHEREAS**, on June 30, 2023, the County and City entered into Memorandum of Agreement No. 2023-0263-CSD/JL (the "MOA") to provide for the City's provision of prevention of DWI and DUI services; and

**WHEREAS**, according to Article 6 of the MOA the parties may amend the MOA by an instrument in writing signed by the parties; and

**WHEREAS**, by this Amendment No. 2 the parties agree to amend the MOA to increase the compensation payable to the City and extend the term to June 30, 2025.

**NOW, THEREFORE**, the parties agree to amend the MOA as follows:

1. Article 2 (Reimbursement; Compensation) insert a subparagraph B to read:
  - B. By Amendment No. 2 the compensation payable to the City is increased by the sum of \$60,000. The total compensation payable to the City for the term of this Agreement will not exceed \$140,000.00, *inclusive* of NM GRT.
2. Article 3 (Term) insert a subparagraph b to read:
  - b. By Amendment No. 3 the term is extended to June 30, 2025.
3. All other provisions of the Agreement not specifically amended or modified by Amendment No. 1 and this Amendment No. 2 will remain in full force and effect.

**IN WITNESS WHEREOF**, the parties have executed this Amendment as of the date of last signature by the parties.

**SANTA FE COUNTY:**

\_\_\_\_\_  
Gregory S. Shaffer  
Santa Fe County Manager

\_\_\_\_\_  
Date

Approved as to form:

Roberta D. Joe for J.Y.

Jeff Young

Santa Fe County Attorney

July 26, 2024

Date

**CITY OF SANTA FE**

John Blair

John Blair (Oct 14, 2024 16:51 EDT)

John Blair

City Manager

Oct 14, 2024

Date

Attestation:

Geralyn F. Cardenas

Geralyn F. Cardenas

Interim City Clerk

xiv

Oct 16, 2024

Date

Approved as to form:

Christopher W. Ryan

Christopher W. Ryan (Aug 26, 2024 12:15 MDT)

Christopher W. Ryan

Senior Assistant City Attorney

Aug 26, 2024

Date

Approved:

Emily K. Oster

Emily K. Oster

Director of Finance

Oct 14, 2024

Date

Business Unit No.

**Signature:** XAVIER VIGIL  
XAVIER VIGIL (Oct 16, 2024 10:44 MDT)

**Email:** xivigil@santafenm.gov

# 24-0611 Santa Fe County

Final Audit Report

2024-10-16

Created:	2024-10-16
By:	XAVIER VIGIL (xivigil@santafenm.gov)
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Transaction ID:	CBJCHBCAABAAGGVbvBLhS69mqJynqJPZGn_uRUaTp4Nh

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