

**Date:** November 18, 2024

**To:** Randy Randall, Interim City Manager

**From:** Kyle Hibner, City Prosecutor

**Via:** Erin McSherry, City Attorney EM  
EM (Nov 21, 2024 13:40 MST)

**Subject:** Legal Contract - Municipal Court

**Vendor Name:** Ortiz & Zamora, LLC

**Munis Vendor Number:** 6866

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**ITEM AND ISSUE:**

The City Attorney's Office respectfully requests your review and approval of a Legal Contract in the total amount of \$10,818.75 – including NM gross receipts tax for representing the City by prosecuting criminal defendants in the City of Santa Fe Municipal Court and District Court terminating on December 31, 2025 with Ortiz & Zamora, LLC.

**CONTRACT NUMBER:**

The FY25 Munis contract number is 3250288.

**BACKGROUND AND SUMMARY:**

The City needs to have a backup prosecutor for instances in which a conflict exists for the City Prosecutor and/or City Attorney's Office. The prior contract for backup prosecutor expired on February 3, 2024, and that Contractor declined to renew the contract. This contract is therefore necessary to have a backup prosecutor.

## Prior Approvals and Supporting Information:

### PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-98, Exempt

Chief Procurement Officer (CPO) / Designee:  Date: Nov 21, 2024  
CPO Comment/Exceptions: \_\_\_\_\_

### FUNDING SOURCE:

Fund Name/Number: General Fund/Fund 100

Munis Org Name/Number: City Attorney's Office/1002550

Munis Object Name/Number: Legal Contracts/510200

Budget Officer / Designee: Andy Hopkins Date: Nov 21, 2024  
Budget Officer Comment/Exceptions: \_\_\_\_\_

### ASSOCIATED APPROVALS:

Does this purchase require any of the following associated approvals: ☐ Yes | ☐ No  
(ITT, Vehicles/Fleet, Facilities, Asset, Grant Review)

IT Components included? ☐ Yes | ☒ No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Comment/Exceptions: \_\_\_\_\_

Vehicles included? ☐ Yes | ☒ No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Comment/Exceptions: \_\_\_\_\_

Construction, Facilities, Furniture, Fixtures, Equipment included? ☐ Yes | ☒ No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Comment/Exceptions: \_\_\_\_\_

Capital Asset\* or Project\*\* ☐ Yes | ☒ No

Project Ledger #: \_\_\_\_\_

(\*will this procurement result in a tangible item that costs more than \$5,000?)

(\*\*Capital Projects are new and improvement projects that are going to cost \$10,000 or more)

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Comment/Exceptions: \_\_\_\_\_

Is this a Grant Funded Purchase? ☒ Yes | ☐ No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Comment/Exceptions: \_\_\_\_\_

**ATTACHMENTS:**

Procurement Document: Exemption Determination/Email

Vendor's Select Response Type

Legal Services Contract

CPO Service Determination Email

Certificate of Liability Insurance (COI)

**From:** [DUTTON-LEYDA, TRAVIS K.](#)  
**To:** [CAWTHON, AMY M.](#)  
**Cc:** [Purchasing DET](#)  
**Subject:** RE: Request for Exempt Determination  
**Date:** Friday, August 2, 2024 9:28:51 AM

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Hi Amy, these services are exempt per SFCC 1987, Section 11-3(B)(3).

Thank you.

Regards,

Travis Dutton-Leyda  
Chief Procurement Officer  
City of Santa Fe  
200 Lincoln Avenue  
Santa Fe, NM 87501  
505-629-8351  
[tkduttonleyda@santafenm.gov](mailto:tkduttonleyda@santafenm.gov)

<https://santafenm.gov/finance-2/purchasing-1>

Internal Link: [https://intranet.santafenm.gov/finance\\_1](https://intranet.santafenm.gov/finance_1)



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**From:** CAWTHON, AMY M. <amcawthon@santafenm.gov>  
**Sent:** Wednesday, July 31, 2024 3:00 PM  
**To:** Purchasing DET <purchasing\_det@santafenm.gov>  
**Subject:** Request for Exempt Determination

Good afternoon,

City Attorney's Office respectfully requests exempt determination to be approved by the City's Chief Procurement Officer (CPO), Travis Dutton-Leyda, for the following scope of work (SOW):

The Contractor, Michael Jones, agrees to represent the City in following matters:

- A. During requested times, and as available, represent the City by prosecuting criminal defendants in the City of Santa Fe Municipal Court and District Court. Such representation shall be provided in a professional, skilled manner consistent with the canons of ethics, case law and applicable rules.

- B. Maintain business records for three years after the representation is provided.
- C. Not represent defendant(s) in the City's Municipal Court, unless the City provides prior written approval. Conflicts should be noted in the retained business records.
- D. Not refuse a particular case or withdraw from a case unless there is an actual conflict of interest. When an actual conflict exists, the Contractor shall alert the City Attorney with sufficient time to assign conflict counsel.
- E. If unable to personally fulfill this contract, provide the City of Santa Fe with notice of intent to terminate the contract in writing no less than thirty (30) days before the contemplated date of final service.

City of Santa Fe follows the New Mexico State Procurement Code NMSA 1978, Sections 13-1-28 through 13-1-199 & City of Santa Fe Procurement Manual (CoSFPM).

Amy Cawthon  
Administrative Manager  
City Attorney's Office  
City Hall | 200 Lincoln Avenue  
Santa Fe, New Mexico 87501



CITY OF SANTA FE



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/17/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  <b>Pearl Insurance Group, LLC</b> 1200 East Glen Avenue Peoria, Heights, IL 61616-5348	<b>CONTACT</b> <b>NAME:</b> <b>PHONE</b> (A/C, No, Ext): <b>E-MAIL</b> <b>ADDRESS:</b>	<b>FAX</b> (A/C, No):
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A: Continental Casualty Company</b>		<b>20443</b>
<b>INSURER B:</b>		
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**INSURED**  
  
Ortiz & Zamora, LLC  
530 Harkle Rd  
Ste B  
Santa Fe NM 87505-4739

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b>						EACH OCCURRENCE
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)
							MED EXP (Any one person)
							PERSONAL & ADV INJURY
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG
	OTHER:						
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident)
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR						AGGREGATE
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N					OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT
							E.L. DISEASE - EA EMPLOYEE
							E.L. DISEASE - POLICY LIMIT
A	Other Professional Liability			596356561	8/1/2024	8/1/2025	\$2,000,000 each claim \$2,000,000 aggregate \$5,000 deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

City of Santa Fe  
200 Lincoln Ave  
Santa Fe, NM 87501

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CITY OF SANTA FE

LEGAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Santa Fe (the "City") and Ortiz & Zamora, LLC (the "Contractor"). The date of this Agreement shall be the date when it is executed by the City.

**1. Scope of Services**

The Contractor agrees to represent the City in following matters:

- A. During requested times, and as available, represent the City by prosecuting criminal defendants in the City of Santa Fe Municipal Court and District Court. Such representation shall be provided in a professional, skilled manner consistent with the canons of ethics, case law and applicable rules.
- B. Maintain business records for three years after the representation is provided.
- C. Not represent defendant(s) in the City's Municipal Court, unless the City provides prior written approval. Conflicts should be noted in the retained business records.
- D. Not refuse a particular case or withdraw from a case unless there is an actual conflict of interest. When an actual conflict exists, the Contractor shall alert the City Attorney with sufficient time to assign conflict counsel.
- E. If unable to personally fulfill this contract, provide the City of Santa Fe with notice of intent to terminate the contract in writing no less than thirty (30) days before the contemplated date of final service.

**2. Standard of Performance; Licenses.**

A. The Contractor represents that Contractor possesses the resources, experience, and knowledge necessary to perform the services described under this Agreement.

B. The Contractor agrees to obtain and maintain throughout the term of this Agreement, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives and subcontractors.

**3. Compensation.**

A. The City shall pay to Contractor the following hourly rates: \$168/hour, for up to \$10,000 and gross receipts taxes of up to \$818.75, for a total possible compensation of \$10,818.75.

B. The Contractor shall be responsible for payment of gross receipts taxes levied by the State of New Mexico on the sums payable under this Agreement.

C. Payment shall be made upon receipt and approval by the City of detailed statements containing a report of services completed, at least once per month. Compensation shall be paid only for services actually performed.

**4. Term.**

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. This Agreement shall terminate on December 31, 2025, unless terminated pursuant to paragraph 5 (Termination), or paragraph 6 (Appropriations). In accordance with Section 13-1-

150 NMSA 1978, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in Section 13-1-150 NMSA 1978.

**5. Termination.**

A. Termination. This Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. Except as otherwise allowed or provided under this Agreement, the City's sole liability upon such termination shall be to pay for acceptable work performed prior to the Contractor's receipt of the notice of termination, if the City is the terminating party, or the Contractor's sending of the notice of termination, if the Contractor is the terminating party; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor if the Contractor becomes unable to perform the services contracted for, as determined by the City or if, during the term of this Agreement, the Contractor or any of its officers, employees or agents is indicted for fraud, embezzlement or other crime due to misuse of City funds or due to the Appropriations paragraph herein. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE City's OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.*

B Termination Management. Immediately upon receipt by either the City or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the City; 2) comply with all directives issued by the City in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the City shall direct for the protection, preservation, retention or transfer of all property titled to the City and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the City upon termination and shall be submitted to the City as soon as practicable.

**6. Appropriations.**

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the City Council for the performance of this Agreement. If sufficient appropriations and authorization are not made by the City Council, this Agreement shall terminate immediately upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the City proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

**7. Status of Contractor.**

The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.



**8. Assignment.**

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the City.

**9. Subcontracting.**

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment from the City.

**10. Release.**

Final payment of the amounts due under this Agreement shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

**11. Confidentiality.**

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.

**12. Product of Service -- Copyright.**

All materials developed or acquired by the Contractor under this Agreement shall become the property of the City and shall be delivered to the City no later than the termination date of this Agreement. Nothing developed or produced, in whole or in part, by the Contractor under this Agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

**13. Conflict of Interest; Governmental Conduct Act.**

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978.

C. Contractor's representations and warranties in Paragraphs A and B of this Article 13 are material representations of fact upon which the City relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 13 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article 13 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the City and notwithstanding anything in the Agreement to the contrary, the City may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this section.

**14. Amendment.**

A. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the City proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Agreement, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

**15. Merger.**

This Agreement incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, Agreements and understandings have been merged into this written Agreement. No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

**16. Penalties for violation of law.**

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

**17. Equal Opportunity Compliance.**

The Contractor agrees to abide by all federal and state laws and rules and regulations, and Santa Fe City Code, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

**18. Applicable Law.**

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with Section 38-3-1 (G) NMSA 1978. By execution of this Agreement, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

**19. Workers Compensation.**

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the City.

**20. Insurance**

A. The Contractor shall maintain adequate legal malpractice insurance. It is the sole responsibility of the Contractor to be in compliance with the law. Such insurance shall provide that the City is named as an additional insured and that the City is notified no less than 30 days in advance of cancellation for any reason. The Contractor shall furnish the City with a copy of a Certificate of Insurance as a condition prior to performing services under this Agreement.

B. Contractor shall obtain and maintain Workers' Compensation insurance required by law to provide coverage for Contractor's employees throughout the term of this Agreement. Upon request, Contractor shall provide the City with evidence of its compliance with such requirement.

**21. Records and Financial Audit.**

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the City. The City shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the City to recover excessive or illegal payments

**22. INDEMNIFICATION.**

The Contractor shall indemnify, hold harmless and defend the City from all losses, damages, claims or judgments on account of any suit, judgment, execution, claim, action or demand whatsoever arising from Contractor's performance under this Agreement as well as the performance of Contractor's employees, agents, representatives and subcontractors, including payments of all attorneys' fees and costs.

**23. NEW MEXICO TORT CLAIMS ACT**

Any liability incurred by the City of Santa Fe in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

**24. Invalid Term or Condition.**

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

**25. Notices.**

Any notices required to be given under this Agreement shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the following addresses:

**City of Santa Fe:**  
City Attorney's Office  
P.O. Box 909  
Santa Fe, NM 87504

**Contractor:**  
Michael Jones  
530 Harkle Rd Ste B  
Santa Fe, NM 87505-4739

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set forth below.

CITY OF SANTA FE:

  
Randy Randall (Nov 26, 2024 12:11 CST)  
CITY MANAGER

Date: Nov 26, 2024

CONTRACTOR:

Ortiz & Lamora, LLC

  
Tony F. Ortiz, Partner

Date: 11/8/24

N.M. Taxation & Revenue  
CRS #  
City of Santa Fe Business  
Registration #

ATTEST:

  
Andrea Salazar (Dec 10, 2024 16:30 MST)  
CITY CLERK 

CITY ATTORNEY'S OFFICE:

  
CITY ATTORNEY

APPROVED FOR FINANCES:

  
EMILY OSTER, FINANCE DIRECTOR






# City of SF - Legal Srvs Agreement - Signed by O&Z

Final Audit Report

2024-11-12

Created:	2024-11-12
By:	Amy Cawthon (amcawthon@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKjGvEkdtBhS3qULZrAqKBlcuyfrbQaeL

## "City of SF - Legal Srvs Agreement - Signed by O&Z" History

-  Document created by Amy Cawthon (amcawthon@santafenm.gov)  
2024-11-12 - 4:28:44 PM GMT- IP address: 63.232.20.2
-  Document emailed to Erin McSherry (ekmcsherry@santafenm.gov) for signature  
2024-11-12 - 4:29:15 PM GMT
-  Email viewed by Erin McSherry (ekmcsherry@santafenm.gov)  
2024-11-12 - 5:32:37 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Erin McSherry (ekmcsherry@santafenm.gov)  
Signature Date: 2024-11-12 - 5:33:08 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.  
2024-11-12 - 5:33:08 PM GMT











# CM - 250 - Ortiz & Zamora LLC - Exempt Packet


Final Audit Report


2024-11-26


Created:	2024-11-20
By:	JAMES EDWARDS (jwedwards@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAuy2iKASdqYOhp-vBoDBxmM2GvxTqkRVd


## "CM - 250 - Ortiz & Zamora LLC - Exempt Packet" History


-  Document created by JAMES EDWARDS (jwedwards@santafenm.gov)  
2024-11-20 - 4:21:19 PM GMT- IP address: 63.232.20.2
-  Document emailed to Erin McSherry (ekmcsherry@santafenm.gov) for signature  
2024-11-20 - 4:24:14 PM GMT
-  Restricted visibility Email viewed by Erin McSherry (ekmcsherry@santafenm.gov)  
2024-11-21 - 8:37:00 PM GMT- IP address: 104.47.65.254
-  Signer Erin McSherry (ekmcsherry@santafenm.gov) entered name at signing as EM  
2024-11-21 - 8:40:44 PM GMT- IP address: 63.232.20.2
-  Restricted visibility Document e-signed by EM (ekmcsherry@santafenm.gov)  
Signature Date: 2024-11-21 - 8:40:46 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document sent to ALEXIS LOTERO (aclotero@santafenm.gov) and ajhopkins@santafenm.gov  
ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature. One of them to sign  
2024-11-21 - 8:40:49 PM GMT
-  Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)  
2024-11-21 - 9:10:30 PM GMT- IP address: 104.47.64.254
-  Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)  
Signature Date: 2024-11-21 - 9:10:53 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda  
(tkduttonleyda@santafenm.gov) for signature. One of them to sign  
2024-11-21 - 9:10:56 PM GMT
-  Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)  
2024-11-21 - 9:15:14 PM GMT- IP address: 174.218.17.153


 Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)  
Signature Date: 2024-11-21 - 9:16:06 PM GMT - Time Source: server- IP address: 174.218.17.153


 Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature  
2024-11-21 - 9:16:09 PM GMT


 Email viewed by EMILY OSTER (ekoster@santafenm.gov)  
2024-11-26 - 5:38:35 PM GMT- IP address: 104.47.64.254


 Document e-signed by EMILY OSTER (ekoster@santafenm.gov)  
Signature Date: 2024-11-26 - 5:42:49 PM GMT - Time Source: server- IP address: 73.42.112.179

 Document sent to LAYLA ARCHULETTA-MAESTAS (lsarchulettamaestas@santafenm.gov) and Randy Randall (rrandall@santafenm.gov) for signature. One of them to sign  
2024-11-26 - 5:42:52 PM GMT

 Email viewed by LAYLA ARCHULETTA-MAESTAS (lsarchulettamaestas@santafenm.gov)  
2024-11-26 - 5:54:27 PM GMT- IP address: 73.98.43.226

 Email viewed by Randy Randall (rrandall@santafenm.gov)  
2024-11-26 - 6:10:43 PM GMT- IP address: 68.105.56.157

 Document e-signed by Randy Randall (rrandall@santafenm.gov)  
Signature Date: 2024-11-26 - 6:11:32 PM GMT - Time Source: server- IP address: 68.105.56.157

 Agreement completed.  
2024-11-26 - 6:11:32 PM GMT