



CITY OF SANTA FE

Date: October 31, 2024

To: Governing Body
Finance Committee
Quality of Life Committee
Public Safety Committee

Via: John Blair, City Manager *John Blair*
John Blair (Nov 1, 2024 12:49 MDT)
Paul Joye, Chief of Police *PJoye*
Paul Joye (Oct 31, 2024 17:04 MDT)

From: Ben Valdez, Deputy Chief of Police *B. Valdez, DC*
B. Valdez, DC (Oct 31, 2024 15:40 MDT)

Subject: Allocation 23-ZH5048-81-2

Vendor Name: Department of Finance Authority

Vendor Number: 3125

ITEM AND ISSUE:

Request for Approval of the Department of Finance & Administration Certification for Allocation 23-ZH5048-81 in the amount of \$187,500 for the Hiring of Law Enforcement/Support Positions at the Santa Fe Police Department for FY25 (Year 2). Funds are allocated over a 3-year period. Ben Valdez, Deputy Chief of Police, bpvaldez@santafem.gov, 505-955-5040.

1. Request for Approval of a Budget Adjustment Resolution in the Total Amount of \$187,500 from the NM Department of Finance and Administration Fund to the Police Salaries Fund. BAR for Year 2 of this agreement. The funds are allocated over a 3-year period to hire law enforcement/support positions at Santa Fe Police Department.

BACKGROUND AND SUMMARY:

The City of Santa Fe submitted a request for a disbursement of funds from the Department of Finance and Administration (DFA). During the 2023 Legislative session, Governor Michelle Lujan Grisham signed legislation appropriating \$57M for New Mexico law enforcement agencies to help build personnel capacity.

The FY24 Law Enforcement Recruitment Fund was established and allows the funds to be used:

- To fill law enforcement officer or support positions (if unfunded)
- To create new law enforcement officer or support positions.

The funds can be used for salaries and benefits up to the amount allocated by the award. The Department requested funding to create (4) Crime Scene Technician positions and (1) Crime Analyst position. On September 22, 2023, the City of Santa Fe received notice that we were awarded funding for the (5) positions, with each position being granted up to \$75,000.

This appropriation is distributed over 3 years, for a total allocation of \$656,250.00 to Santa Fe Police Department.

1. Year 1 allows for 100% of the allocation of \$375,000, with each position being funded up to \$75,000.00. **(COMPLETED)**
2. Year 2 allows for 50% of the allocation up to \$187,500 for salary and benefits. The City of Santa Fe will absorb the remaining 50% in Year 2.
3. Year 3 the City will be able to utilize 25% up to \$93,750 for salary and benefits and the City will be responsible for the remaining 75% of the funding.
4. Year 4 the City will be responsible for fully funding the positions.

The (5) support positions had been requested in previous years to allow expanded capacity to shift workload from personnel in police officer roles to civilian personnel.

With Year 1 approved and completed, we were able to fill all (5) support positions.

The Department has staffed the Crime Scene Unit with primarily civilian staff, which is currently fully staffed with (8) Crime Scene Technicians. This has allowed on duty coverage by the Crime Scene Unit to seven days a week during the hours of 6:00 a.m. to 10:00 p.m., with on call coverage from 10:00 p.m. to 6:00 a.m. This allows police officers to be assigned to higher priority calls that are not suitable for civilian staff to respond to.

We have been able to fully staff (2) Crime Analyst that are primarily responsible for completing monthly crime reports, compiling data for crime trends to support planning for deployment of resources for proactive operations and compiling data for annual crime reporting. We are working to expand their responsibilities to real time crime information that can be compiled and relayed to field and investigations units without disrupting the monthly reporting process. By increasing the staffing, we will be able to distribute the workload in the unit and have the ability to analyze and communicate real time crime information to our staff to curtail crime trends and efficiently deploy resources using real time intelligence-based information that is timely and relevant.

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.

The positions have been a welcomed relief to our staff and their workload has been able to be distributed more equitably.

The Police Department will continue to work with the Human Resources and Finance Departments to plan for budgeting the positions for future years until the City completely absorbs the cost in the annual budget.

PROCUREMENT METHOD:

N/A

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

Comment/Exceptions: _____

Supporting Information:

CONTRACT NUMBER:

FY24 Munis Contract # is 3204393

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: Salaries/ 500110

Budget Officer Approval: Andy Hopkins **Date:** Nov 1, 2024

Comment/Exceptions: _____

Grant Yes | No

Grant #: S2415 (Year 2)

Grant Manager/Accounting Officer Approval: Matthew Bonifer **Date:** Nov 1, 2024
Matthew Bonifer (Nov 1, 2024 06:00 MDT)

Comment/Exceptions: _____

Project Yes | No

Project Ledger #: POL2422305

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

Approval Email from City Attorney's Office

BAR

Project Ledger Form

RECIPIENT:

City of Santa Fe

APPROPRIATION NUMBER:

TOTAL ALLOCATION
AMOUNT:

REVERSION DATE:

23-ZH5048-81-2

\$656,250.00

June 30, 2025

ALLOCATION PURPOSE

Six Hundred and Fifty Six Thousand Two Hundred and Fifty Dollars and Zero Cents over three years to hire law enforcement/support positions.

ALLOCATION DISBURSEMENT

The remaining allocation amount, after receiving the first-year allocation in fiscal year 2024, will be disbursed as follows: The second-year allocated funds will be disbursed up to \$187,500 fiscal year 2025, and the third-year allocated funds will be disbursed up to \$93,750 in fiscal year 2026. The Allocation Recipient will submit to the Department of Finance & Administration this signed document.

Funds for the second disbursement must be expended by June 30, 2025; and the last disbursement of 25% will be made in August 2025 to be expended by June 30, 2026. Any amount not expended in each of the two 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 Recruitment Report, providing updates on the hiring of law enforcement/support positions.

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.


Paul Jé (Dec 12, 2024 20:40 MST)

Dec 12, 2024

Local Law Enforcement Agency

Date


Alan Webber (Dec 18, 2024 20:53 MST)

Dec 18, 2024

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 appropriation number **23-ZH5048-81-2** in the amount of **\$187,500**.

Jeannette Gallegos
Interim Director, Local Government Division

Date

CITY OF SANTA FE:


Alan Webber (Dec 18, 2024 20:53 MST)

ALAN WEBBER, MAYOR

DATE: Dec 18, 2024

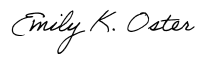
ATTEST:


Andrea Salazar (Dec 19, 2024 08:37 MST)

ANDR[^]A SALAZAR, CITY CLERK *XIV*

GB MTG 12/11/2024

APPROVED FOR FINANCES:



EMILY OSTER, FINANCE DIRECTOR

REIMBURSING AGENCY: Department of Finance and Administration

Business Unit: 341

**STATE OF NEW MEXICO
Law Enforcement Recruitment Fund
Quarterly Report Form
Exhibit A**

Allocation Recipient:	
Appropriation Number:	

Provide names of individuals hired <u>and</u> their hire date:	Title of Position	Vacant Position Salary (YTD) :	New Position Salary (YTD):
Total Amount of Appropriation Funds Expended this Quarter:		Total: \$	Total: \$

Add extra lines as applicable.

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

BOWEN, ANNA MARIE C.

From: CAWTHON, AMY M.
Sent: Monday, October 7, 2024 4:31 PM
To: BOWEN, ANNA MARIE C.
Subject: RE: Contract Review Request Form - AnnaMarie Bowen

Chris has reviewed and the agreement is approved as is.

From: Jotform <noreply@jotform.com>
Sent: Friday, September 27, 2024 4:46 PM
To: KENNY, JULIE C. <jckenny@santafenm.gov>; MARTINEZ, MARCOS D. <mdmartinez@santafenm.gov>; CAWTHON, AMY M. <amcawthon@santafenm.gov>
Subject: Re: Contract Review Request Form - AnnaMarie Bowen

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Contract Review Request Form

Vendor/Contractor Name Department of Finance and Administration

Your Name AnnaMarie Bowen

Your Email acbowen@santafenm.gov

Your Phone Number (505) 955-5122

City Department/Division **Police**

If this is a contract to procure goods or services, what is the procurement method? **Not a Procurement (i.e., a Joint Powers Agreement, Memoranda of Understanding, Lease)**

Is the Department proposing to use a City contract form, an external **External Contract Form**


Log # {Finance use only}:	
Journal # {Finance use only}:	

City of Santa Fe, New Mexico BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME Police/Administration					DATE 10/30/2024	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE	
EXPENDITURES				{enter as positive #}	{enter as negative #}	
Salaries	2230315	500110	POL2422305	187,500		
REVENUES				{enter as negative #}	{enter as positive #}	
NM Department of Finance & Administration	2230315	490210	POL2422305	(187,500)		
JUSTIFICATION: <i>(use additional page if needed)</i> --Attach supporting documentation/memo				\$	-	\$

Sate Allocation 23-ZH5048-81-2 for law enforcement/support positions. To record Year 2 distribution for a total of \$187,500 for FY25.

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

AnnaMarie Bowen	10/30/2024	{Use this form for Finance Committee/ City Council agenda items ONLY}	Nov 1, 2024
Prepared By {print name}	Date		Andy Hopkins Budget Officer Date
Division Director Signature {optional}	Date	CITY COUNCIL APPROVAL	
	Oct 31, 2024	City Council Approval Date: <input type="text"/>	Finance Director {≤ \$5,000} Date
Department Director Signature	Date	Agenda Item #: <input type="text"/>	City Manager {≤ \$60,000} Date



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 10/10/2024-UPDATED 10/25/2024

Project Title: FY25 Law Enforcement Recruitment Fund Allocation 23-ZH5048-81-2 (Year 2)

Project Type: CIP Grant Internal Tracking

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

Project Date Range: upon sign 7/1/24 to 06/30/2026 Create Fixed Asset

Project ID: POL2422305

Grant ID: S2415 (YEAR 2)

Approved By: BSG 10.25.24/ 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: \$187,500 (Year2)

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: Salaries MUNIS ORG: 2230315 MUNIS OBJ: 500110

Grants Only (list all grants if applicable):

Grantor Name: CAP APPR. 23-ZH5048-81-2/HB68 Awarded Amount: \$656,250.00

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 (Oct 28, 2024 10:07 MDT)

Email: evlujan@santafenm.gov












GB-500-DFA-GRANT- hiring yr2


Final Audit Report


2024-11-01


Created:	2024-10-31
By:	TARA RICO (trrico@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUmvltvJpYx_he9Pqb8BSRpl0fgMf4aGj


"GB-500-DFA-GRANT- hiring yr2" History


-  Document created by TARA RICO (trrico@santafenm.gov)
2024-10-31 - 9:03:45 PM GMT- IP address: 63.232.20.2
-  Document emailed to bpvaldez@santafenm.gov for signature
2024-10-31 - 9:05:46 PM GMT
-  Email viewed by bpvaldez@santafenm.gov
2024-10-31 - 9:37:16 PM GMT- IP address: 107.115.120.26
-  Signer bpvaldez@santafenm.gov entered name at signing as B. Valdez, DC
2024-10-31 - 9:40:28 PM GMT- IP address: 107.115.120.26
-  Document e-signed by B. Valdez, DC (bpvaldez@santafenm.gov)
Signature Date: 2024-10-31 - 9:40:30 PM GMT - Time Source: server- IP address: 107.115.120.26
-  Document emailed to Paul Joye (pmjoye@santafenm.gov) for signature
2024-10-31 - 9:40:31 PM GMT
-  Email viewed by Paul Joye (pmjoye@santafenm.gov)
2024-10-31 - 11:04:20 PM GMT- IP address: 76.127.0.114
-  Document e-signed by Paul Joye (pmjoye@santafenm.gov)
Signature Date: 2024-10-31 - 11:04:48 PM GMT - Time Source: server- IP address: 76.127.0.114
-  Document emailed to mtbonifer@santafenm.gov for signature
2024-10-31 - 11:04:50 PM GMT
-  Email viewed by mtbonifer@santafenm.gov
2024-11-01 - 1:59:11 PM GMT- IP address: 104.47.65.254
-  Signer mtbonifer@santafenm.gov entered name at signing as Matthew Bonifer
2024-11-01 - 2:00:13 PM GMT- IP address: 63.232.20.2


 Document e-signed by Matthew Bonifer (mtbonifer@santafenm.gov)
Signature Date: 2024-11-01 - 2:00:15 PM GMT - Time Source: server- IP address: 63.232.20.2


 Document emailed to Andy Hopkins (ajhopkins@ci.santa-fe.nm.us) for signature
2024-11-01 - 2:00:16 PM GMT


 Email viewed by Andy Hopkins (ajhopkins@ci.santa-fe.nm.us)
2024-11-01 - 3:36:46 PM GMT- IP address: 104.47.65.254


 Document e-signed by Andy Hopkins (ajhopkins@ci.santa-fe.nm.us)
Signature Date: 2024-11-01 - 3:38:06 PM GMT - Time Source: server- IP address: 63.232.20.2

 Document emailed to John Blair (jwblair@ci.santa-fe.nm.us) for signature
2024-11-01 - 3:38:08 PM GMT

 TARA RICO (trrico@santafenm.gov) added alternate signer LAYLA ARCHULETTA-MAESTAS (lsarchulettamaestas@santafenm.gov). The original signer John Blair (jwblair@ci.santa-fe.nm.us) can still sign.
2024-11-01 - 5:19:11 PM GMT- IP address: 63.232.20.2

 Document emailed to LAYLA ARCHULETTA-MAESTAS (lsarchulettamaestas@santafenm.gov) for signature
2024-11-01 - 5:19:11 PM GMT

 Document e-signed by John Blair (jwblair@ci.santa-fe.nm.us)
Signature Date: 2024-11-01 - 6:49:15 PM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.
2024-11-01 - 6:49:15 PM GMT











24-0694 NM Department of Finance and Administration

Final Audit Report

2024-12-19


Created:	2024-12-12
By:	XAVIER VIGIL (xivigil@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAATxbCI0A05a_9SEETPi2CWglpz9Xxxpco

"24-0694 NM Department of Finance and Administration" History


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-  Document emailed to Paul Joye (pmjoye@santafenm.gov) for signature
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-  Email viewed by Paul Joye (pmjoye@santafenm.gov)
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-  Document e-signed by Paul Joye (pmjoye@santafenm.gov)
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-  Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
2024-12-13 - 3:40:11 AM GMT
-  Email viewed by EMILY OSTER (ekoster@santafenm.gov)
2024-12-19 - 0:41:55 AM GMT- IP address: 104.47.64.254
-  Document e-signed by EMILY OSTER (ekoster@santafenm.gov)
Signature Date: 2024-12-19 - 0:44:59 AM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Alan Webber (amwebber@santafenm.gov) for signature
2024-12-19 - 0:45:01 AM GMT
-  Email viewed by Alan Webber (amwebber@santafenm.gov)
2024-12-19 - 2:33:45 AM GMT- IP address: 172.225.199.9
-  Document e-signed by Alan Webber (amwebber@santafenm.gov)
Signature Date: 2024-12-19 - 3:53:36 AM GMT - Time Source: server- IP address: 98.249.77.146

 Document emailed to axsalazar@santafenm.gov for signature

2024-12-19 - 3:53:37 AM GMT

 Email viewed by axsalazar@santafenm.gov

2024-12-19 - 3:37:10 PM GMT- IP address: 104.47.65.254

 Signer axsalazar@santafenm.gov entered name at signing as Andrea Salazar

2024-12-19 - 3:37:25 PM GMT- IP address: 63.232.20.2

 Document e-signed by Andrea Salazar (axsalazar@santafenm.gov)

Signature Date: 2024-12-19 - 3:37:27 PM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.

2024-12-19 - 3:37:27 PM GMT