City of Santa Fe, New Mexico

Memorandum

DATE: July 28, 2026

TO: Governing Body
Finance Committee
Quality of Life Committee

VIA: Brian Moya, Interim City Manager BRIAN MOYA

FROM: Ben Valdez, Interim Chief of Police BV 7/28/24

ITEM AND ISSUE:

Request for the Approval of (1) police sergeant and (4) police officer positions to meet the needs of providing law enforcement services for our community. Total Amount is $(750,000.00) per year for the positions. Ben Valdez, Interim Chief of Police, bpvaldez@santafenm.gov, 505-955-5040.

BACKGROUND AND SUMMARY:

The police department has filled most of our police officer positions and is on track to eliminate all police officer vacancies in the coming weeks. We are also quickly filling all our professional staff positions that support our field operations. This is welcomed news and an amazing achievement; however, the amount of police officers needed for the workload of our department to provide law enforcement services is approximately 200-220 police officers.

Workload is determined based on the amount of work that is comprised of both incoming calls for service received from our community and for proactive policing efforts to work with our community to prevent crime, conduct traffic enforcement and education and address quality of issue concerns.

Our department is allocated and budgeted 169 police officers, which encompasses staff from entry level police cadets to the Chief of Police.

The growth will allow the department to gradually on-board additional staff needed to address the workload. It takes approximately 6 months to 12 months to on-board and train staff, depending on if the candidate is an experienced lateral police officer or an entry level cadet.

The reason we are requesting a sergeant position with the four police officers is so supervision can be built into the growth of our department. As we stand, all our sergeants and field supervisors are maxed out on their span of control (supervising 5-7 field personnel, where 5 is the ideal number of staff a supervisor oversees in line with the Incident Command Structure)

Furthermore, we are asking that we be approved for the growth of our department to maintain our momentum of recruiting and onboarding staff. We already know we will need at least 41 police officer positions for the workload our department experienced in 2018. Since that time, the city has grown significantly in area and population and so has the workload of our staff.

Our preference is gradual growth rather than having a large number of staff on-boarded all at once.

We have seen a significant benefit in the last few years by adding Public Safety Aide, Crime Scene Technician, Crime Analysts, Project Specialists, and Administrative Assistants to take on workload that in years past we would assign a police officer. This has allowed our department to reassign police officers to the field in the Patrol Section and to staff up our Investigations Section with detectives and our Traffic Section with officers.

Project Cost Breakdown

- The cost for adding 5 additional positions, increasing our staff from 169 to 174 is: $ 750,000

The funding for this request will be from $500,000 recurring funding from the Tourism Department and $250,000 from the general fund reserves this fiscal year that will be allocated in follow on budgets.

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

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

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

DEPARTMENT / DIVISION NAME	DATE
Police/Operations	7/29/2026

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
Salaries & Benefits	1000065	500110		750,000	
Transfer to General Fund	2130521	750100		500,000	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
Transfer from Lodgers Tax Fund	1000001	650213		(500,000)	
				$ 250,000	$ -

JUSTIFICATION: *(use additional page if needed)*
--Attach supporting documentation/memo

Use of General Fund and Lodger's tax reserves to fund the difference needed for (1) Sergeant and (4) Senior Police Officers to expand the Police Department's Bike Team. 1/3 coming from General Fund reserves and 2/3 coming from Lodger's tax reserves.

{Complete section below if BAR results in a net change to ANY Fund}

Fund(s) Affected	Fund Balance Increase/(Decrease)
100	(250,000)
TOTAL:	**(250,000)**

AnnaMarie Bowen — 7/29/2026
Prepared By *{print name}* — Date

BV — 7/29/26
Division Director Signature *{optional}* — Date

Randy Randall (Jul 29, 2026 12:18:55 MDT) — 07/29/2026
Department Director Signature — Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date

Agenda Item #:

Andrew J. Hopkins — 07/29/2026
Budget Officer — Date

Finance Director *{≤ $5,000}* — Date

City Manager *{≤ $60,000}* — Date