



**ACTION SHEET**  
**CITY COUNCIL COMMITTEE MEETING OF 03/26/14**  
**ITEM FROM FINANCE COMMITTEE MEETING OF 03/17/14**

**ISSUE:**

12. Request for Approval of Grant Application – FY 2014-15 Law Enforcement Protection Fund (LEPF) for Police Department; State of New Mexico Department of Finance, Local Government Division. (Deputy Chief John Schaeffl)

**FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM**

Requested approval of grant application for FY 2014-15 Law Enforcement Projection fund (LEPF) for police department with State of New Mexico Department of Finance, Local Government Division in the amount of \$126,600. Budget is available in grant fund.

**SPECIAL CONDITIONS OR AMENDMENTS**

**STAFF FOLLOW-UP:**

<b>VOTE</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	Excused		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

3-17/14/FCMissue

# City of Santa Fe, New Mexico

# memo

Date: March 5, 2014

To: Finance Committee

Via:

Marces A. Tapia, Finance Director

From:

Raymond J. Rael, Police Chief

**Item and Issue:**

Request for acceptance of the FY 2014-15 Law Enforcement Protection Fund (LEPF) Grant Application. Fund 2211, Business Unit 21211.

**Background and Summary:**

Attached is the LEPF Grant Application for FY 2014-15 in the amount of \$126,600. This is a State of New Mexico funded grant for municipal and county law enforcement agencies in New Mexico.

The Santa Fe Police Department falls within Class 2 funding based on population per the 2010 Census. Class 2 entitles the SFPD to receive \$30,000 as a base, and funds \$600 per *certified* Police Officer. Currently the Police Department employs 161 certified Police Officers, expected at July 1, 2014, resulting in additional funding of \$96,600.

The grant guidelines allow for expenses associated with advanced training and the repair and purchase of law enforcement apparatus, equipment, and supplies.

This grant requires no match from City funds. There is a deadline, however, which requires the completed and approved grant application to be submitted to the State of New Mexico Department of Finance, Local Government Division by March 31, 2014 for their consideration and review.

**Requested Action:**

Your review and acceptance of this grant application is greatly appreciated and needed by the Police Department.

Forward to City Council for approval

:lav

Attachment: Application

APPLICATION FOR LAW ENFORCEMENT PROTECTION FUNDS  
 FOR CLASS 2 MUNICIPALITIES AND COUNTIES  
 PURSUANT TO CHAPTER 29, ARTICLE 13 NMSA 1978  
 FOR THE JULY 1, 2014 - JUNE 30, 2015 FISCAL YEAR

I. Municipality or County: CITY OF SANTA FE

II. Computation of Proposed Distribution:

A. Class 2 (Population per 2010 Census = 20,001 to 160,000) \$30,000

B. Total Number of Full-Time Certified Police Officers  
 or Sheriff Deputies (\*) multiplied by \$600: \$96,600

161 X \$600 =

(\*) Each officer or Deputy must be certified by the New Mexico Law Enforcement Academy pursuant to Section 29-7-8 NMSA or authorized as a New Mexico peace Officer pursuant to Section 29-1-11 NMSA. Certification status must be current on the registry at the Law Enforcement Academy.

C. Total Proposed Distribution\*\* (A + B) \$126,600

III. Amounts distributed from the Law Enforcement Protection Fund must be expended only for the purposes allowed by Section 29-13-7 NMSA 1978. Please itemize the proposed use of these funds below:

A. Repair and purchase of law enforcement apparatus and equipment which meet minimum nationally recognized standards. (Please Note: regular maintenance on vehicles and police equipment; office furniture and supplies; or operating expenses are not allowable expenses) Rule 2 NMAC 110.3	\$ 40,000
B. Expenses associated with advanced law enforcement planning and training.	86,600
C. Complying with match or contribution requirements for the receipt of federal funds relating to criminal justice programs.	
D. New Mexico Finance Authority Intercept Agreement.	
E. TOTAL ESTIMATED EXPENDITURES** (must equal total distribution)	\$ 126,600

\*\* Total Estimated Expenditures from Section III must equal the amount of Total Proposed Distribution in Section II.

IV. CERTIFICATION: Under penalty of law, we hereby certify that to the best of our knowledge and belief, the information contained in this application is correct, and that all expenditures of Law Enforcement Protection Fund monies will be made in accordance with Sections 29-13-7 and 29-13-9 NMSA 1978 as well as Rule 2 NMAC 110.3.

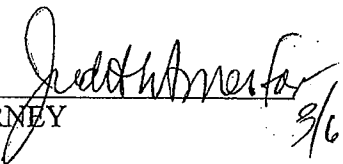
\_\_\_\_\_  
 Mayor/~~Chairman~~

\_\_\_\_\_  
 Police Chief ~~or Sheriff~~

\_\_\_\_\_  
 Date

Application for Law Enforcement Protection Funds  
July 1, 2014 – June 30, 2015

APPROVED AS TO FORM:

  
\_\_\_\_\_  
CITY ATTORNEY 3/6/14

APPROVED:

\_\_\_\_\_  
Marcos A. Tapia, FINANCE DIRECTOR  
21211.490210

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

ATTEST:

\_\_\_\_\_  
Yolanda Y. Vigil, CITY CLERK

Municipality/County: Santa Fe Police Department

Contact: Laura Vigil  
(505) 955-5086

**Application for Law Enforcement Protection Funds  
For Municipalities and Counties  
Pursuant To Chapter 29, Article 13 NMSA 1978  
For the July 1, 2014 – June 30, 2015 Fiscal Year**

**Supplemental Schedule**

Listed are the names, certification numbers, and dates of certification of all full-time police officers of the Santa Fe Police Department certified by the New Mexico Law Enforcement Academy pursuant to Section 29-7-8 NMSA 1978 or authorized to act as a New Mexico peace officer pursuant to Section 29-1-11 NMSA 1978.

	<b>Name of Full-Time Certified Police Officers</b>	<b>DOB</b>	<b>SOC</b>	<b>Certification Number</b>	<b>Certification Date</b>
1	Alire-Maez, Ryan	05/11/87	xxx-xx-6376	11-0255-P	11/10/11
2	Anaya, Justin	09/02/81	xxx-xx-3396	02-0230-P	06/13/95
3	Apodaca, Justin	01/09/88	xxx-xx-0003	10-0016-P	02/03/10
4	Baca, Joseph G.	03/22/80	xxx-xx-8553	04-0242-P	09/17/04
5	Baker, Troy	12/01/65	xxx-xx-2814	95-0123-P	06/13/94
6	Beck, Donna	05/22/58	xxx-xx-9788	83-0264-P	10/21/83
7	Bencomo, Jesus	09/21/89	xxx-xx-1125	11-0002-P	01/25/11
8	Bibb, David T.	01/17/69	xxx-xx-4189	93-0053-P	03/26/93
9	Bisagna, Jeremy	09/15/85	xxx-xx-9655	08-0121-P	07/02/08
10	Blea, Paul	05/23/75	xxx-xx-5478	99-0143-P	05/25/99
11	Boerth, John	05/18/60	xxx-xx-6107	99-0358-P	12/16/99
12	Bornman, Fred	11/19/69	xxx-xx-0805	00-0207-P	08/24/00
13	Bransford, Jesse M.	06/16/71	xxx-xx-3920	92-0214-P	08/28/92
14	Brewer, Elizabeth M.	12/28/82	xxx-xx-4234	10-0017-P	02/02/10
15	Brunk, Suzanne M.	04/26/54	xxx-xx-0567	05-0031-P	03/04/05
16	Butler, Nicola	05/27/71	xxx-xx-6638	03-0155-P	06/20/03
17	Campbell, Byron L.	07/30/76	xxx-xx-0532	08-0124-P	07/02/08
18	Cannon, Joseph	08/01/79	xxx-xx-1697	12-0281-P	11/28/12
19	Carlos, Louis A.	01/23/71	xxx-xx-5160	95-0184-P	08/09/95
20	Champlin, Lisa	02/14/84	xxx-xx-5092	08-0001-P	02/11/08
21	Champlin, Matthew	09/17/82	xxx-xx-1977	05-0190-P	10/21/05
22	Chavez, Ricky N	12/1/89	xxx-xx-0463	11-0262-P	11/10/11
23	Cordova, William	05/03/67	xxx-xx-2776	94-0414-P	01/18/94
24	Cosban, Stephen J.	04/07/63	xxx-xx-9348	08-0258-P	10/03/08
25	Davis, Craig	04/18/69	xxx-xx-3348	02-0068-P	05/23/02
26	DeBaca, John	08/01/90	xxx-xx-4103	11-0263-P	11/10/11
27	De La Rosa, Juan	11/26/87	xxx-xx-1468	13-0101-P	06/14/13
28	DeLuca, Heinz A.	04/01/58	xxx-xx-8714	11-0005-P	01/25/11
29	Dimas, Michael	12/27/62	xxx-xx-5547	06-0214-P	12/15/06
30	Dobyns, Andrea	06/18/80	xxx-xx-9345	04-0086-P	05/19/04

31	Drury, Cyle	06/02/89	xxx-xx-0081	11-0264-P	11/10/11
32	Duran, Donald J.	09/02/71	xxx-xx-0931	05-0055-P	05/19/05
33	Ernst, Craig	02/03/72	xxx-xx-0491	01-0204-P	08/23/01
34	Ernst, Lisa	08/25/73	xxx-xx-3481	99-0365-P	12/16/99
35	Esquibel, Amanda L.	06/21/84	xxx-xx-0403	10-0046-P	02/16/10
36	Feaster, Jill M.	08/08/65	xxx-xx-7811	08-0131-P	07/02/08
37	Fernandez, A. Philip	09/11/73	xxx-xx-9473	06-0215-P	12/15/06
38	Finney, Gardner J.	12/26/66	xxx-xx-5867	00-0352-P	01/29/00
39	Fonte, Stephen	07/30/61	xxx-xx-1648	08-0259-P	10/03/08
40	Gallagher, Patrick	10/22/63	xxx-xx-9070	10-0135-P	08/20/10
41	Gallegos, Adam	07/21/71	xxx-xx-4688	01-0188-P	08/02/01
42	Gallegos, Matthew	01/19/88	xxx-xx-7737	13-0321-P	12/16/13
43	Gallegos, Rudolph	03/04/66	xxx-xx-4564	99-0370-P	12/16/99
44	Garcia, Robert A.	08/10/76	xxx-xx-6700	98-0220-P	08/18/98
45	Gilbertson, Scott	04/07/89	xxx-xx-7459	13-0022-P	03/01/13
46	Gonzales, Andrew	12/06/87	xxx-xx-5781	08-0281-P	11/26/08
47	Gonzales, Jose	09/04/75	xxx-xx-5396	06-0039-P	05/26/06
48	Grundler, Thomas	09/17/70	xxx-xx-5037	04-0248-P	09/17/04
49	Guerrero, Anthony	09/21/68	xxx-xx-2878	03-0027-P	01/31/03
50	Gutierrez, Jose	12/27/30	xxx-xx-5324	13-0042-P	03/22/13
51	Guzman, Leonardo	03/15/89	xxx-xx-4941	13-0270-P	12/20/13
52	Hidalgo, Bryan	08/28/75	xxx-xx-3244	00-0223-P	08/24/00
53	Johnson, Richard	08/21/78	xxx-xx-5111	01-0048-P	04/26/01
54	Johnson, William R.	03/26/73	xxx-xx-3147	95-0256-P	10/11/95
55	Jones, Corrine	01/14/76	xxx-xx-7931	00-0355-P	12/29/00
56	Joye, Paul	09/28/74	xxx-xx-4015	07-0039-P	05/25/07
57	Kovach, Laurie	03/20/67	xxx-xx-9952	02-0191-P	08/22/02
58	Krill, Laurie	10/03/78	xxx-xx-8005	11-0275-P	11/10/11
59	Lamb, James D.	08/10/65	xxx-xx-0920	97-0090-P	02/13/97
60	Laramie, Charles	03/22/88	xxx-xx-4177	11-0248-P	11/04/11
61	LeBlanc, Joseph	07/30/59	xxx-xx-1517	04-0334-P	12/21/04
62	Lettenberger, Dale	06/11/66	xxx-xx-6102	94-0399-P	12/07/94
63	Lewandowski, Mark	09/13/73	xxx-xx-4143	01-0128-P	06/22/01
64	Lopez, Celestino	04/19/89	xxx-xx-6445	08-0287-P	11/26/08
65	Lowe, Mike	05/16/61	xxx-xx-2864	94-0247-P	07/13/94
66	Lucero, Gregory	10/28/87	xxx-xx-3491	13-0273-P	12/20/13
67	Lujan, Charles	08/14/80	xxx-xx-4436	03-0187-P	07/23/03
68	Madison, Jimmy	02/25/70	xxx-xx-2950	98-0348-P	12/11/98
69	Maes, Abe	03/03/67	xxx-xx-1092	02-0040-P	06/12/95
70	Martin, Charlie-Ann	06/24/59	xxx-xx-9079	95-0140-P	06/13/95
71	Martinez, Bryan	09/24/72	xxx-xx-4133	94-0061-P	03/15/94
72	Martinez, Julian	08/27/59	xxx-xx-3090	01-0214-P	08/23/01
73	Martinez, Matthew	03/30/78	xxx-xx-3995	00-0060-P	04/26/00
74	McCluskey, Michael	07/11/82	xxx-xx-2123	08-0141-P	07/02/08
75	McCord, Christopher	07/17/82	xxx-xx-5684	06-0231-P	12/15/06
76	McKinnon, Niels	07/18/90	xxx-xx-0501	12-0298-P	11/28/12
77	Meyer, Joseph	12/29/82	xxx-xx-2630	13-0276-P	12/20/13
78	Miles, John	11/06/81	xxx-xx-2865	11-0280-P	11/10/11
79	Montano, Amanda	08/14/84	xxx-xx-3728	10-0157-P	08/27/10

80	Montano, Judah	04/30/77	xxx-xx-7107	03-0247-P	10/17/03
81	Montoya, Erica	01/19/83	xxx-xx-1118	10-0048-P	02/16/10
82	Montoya, Jimmie	03/15/83	xxx-xx-3501	05-0202-P	10/21/05
83	Montoya, Louis	04/24/59	xxx-xx-7162	87-0024-P	08/20/99
84	Mooney, Christopher	08/19/87	xxx-xx-5960	13-0121-P	06/14/13
85	Murillo, Michael	11/18/85	xxx-xx-8471	13-0279-P	12/20/13
86	Nieto, Joseph	12/27/66	xxx-xx-4059	00-0363-P	12/29/00
87	O'Leary, Richard	01/17/66	xxx-xx-9963	94-0374-P	11/22/94
88	Ortiz, Aaron	02/24/85	xxx-xx-1447	06-0048-P	05/26/06
89	Ortiz, George	10/10/63	xxx-xx-6012	96-0234-P	09/06/96
90	Padilla, Andrew	12/03/77	xxx-xx-9218	00-0365-P	12/29/00
91	Padilla, Christopher	10/14/59	xxx-xx-5772	02-0228-P	12/13/02
92	Parrish, Jacob	02/12/86	xxx-xx-8145	12-0304-P	11/28/12
93	Patty, Jason	07/30/76	xxx-xx-4351	04-0103-P	05/19/04
94	Paulk, Marvin	11/05/67	xxx-xx-6184	00-0022-P	02/10/00
95	Pinson, Patrick	08/01/81	xxx-xx-3965	13-0284-P	12/20/13
96	Plummer, James	05/31/76	xxx-xx-5783	03-0036-P	01/31/03
97	Pratz, Bruce	06/04/47	xxx-xx-9788	01-0073-P	05/09/01
98	Prieto, Lawrence	04/30/73	xxx-xx-3882	13-0285-P	12/20/13
99	Rael, Raymond	03/20/54	xxx-xx-6858	79-0069-P	03/30/79
100	Ramirez, Erik	11/04/80	xxx-xx-4081	11-0014-P	01/25/11
101	Ramirez, Joshua	11/25/80	xxx-xx-1595	06-0289-P	12/15/06
102	Reed, Cassandra	08/21/88	xxx-xx-6318	10-0161-P	08/27/10
103	Reynosa, Christopher	01/20/68	xxx-xx-6409	94-0407-P	12/07/94
104	Rocha, Larissa	02/02/92	xxx-xx-5039	13-0132-P	06/14/13
105	Rodriguez, Brian	02/21/80	xxx-xx-9263	10-0032-P	02/03/10
106	Rodriguez, Faron	01/26/79	xxx-xx-3666	01-0036-P	03/16/01
107	Rodriguez, J Jesus	01/22/81	xxx-xx-9899	12-0192-P	10/19/12
108	Rodriguez, Roberto	06/23/77	xxx-xx-0332	09-0220-P	08/28/09
109	Romero, Ryan	08/12/82	xxx-xx-4256	13-0134-P	06/14/13
110	Rozema, Anthony	08/08/89	xxx-xx-3224	12-0309-P	11/28/12
111	Rute, Michael	10/11/76	xxx-xx-6745	03-0173-P	06/20/03
112	Salazar, Casey	11/09/82	xxx-xx-5992	08-0151-P	07/02/08
113	Salbidrez, Mario	07/19/74	xxx-xx-2959	98-0358-P	12/11/98
114	Sanchez, Jerome	06/02/71	xxx-xx-5538	97-0121-P	04/08/97
115	Sanchez, Jessica	10/02/85	xxx-xx-8939	11-0013-P	01/25/11
116	Sanchez, Patrick	09/26/67	xxx-xx-3280	08-0153-P	07/02/08
117	Sandoval, Christopher	07/24/86	xxx-xx-2609	10-0051-P	02/16/10
118	Santillanes, Angelo	04/12/80	xxx-xx-5729	02-0192-P	08/22/02
119	Schaerfl, John	08/25/67	xxx-xx-5943	96-0162-P	06/11/96
120	Sena, Lucas	03/17/89	xxx-xx-2494	12-0042-P	04/27/12
121	Strahon, Sean	07/03/71	xxx-xx-0617	03-0175-P	06/20/03
122	Szabo, Ladislav	04/12/66	xxx-xx-4036	12-0006-P	02/10/12
123	Talamante, Samantha	05/27/87	xxx-xx-4846	10-0165-P	08/27/10
124	Tapia, Anthony	07/27/82	xxx-xx-5524	04-0109-P	05/19/04
125	Telles, Robert F	11/15/72	xxx-xx-7700	02-0059-P	04/25/02
126	Tena, Maria	05/04/74	xxx-xx-1893	11-0016-P	01/25/11
127	Trujillo, Matthew	11/12/65	xxx-xx-2474	90-0060-P	03/16/90
128	Trujillo, Patrick	11/28/68	xxx-xx-7352	09-0139-P	07/24/09



129	Trujillo, Tony	05/23/57	xxx-xx-3924	79-0296-P	11/02/79
130	Valdez, Benjamin	03/11/83	xxx-xx-0632	06-0058-P	05/26/06
131	Valero, Edward O.	01/26/81	xxx-xx-1228	12-0110-P	06/01/12
132	VanEtten, John	11/11/66	xxx-xx-7859	00-0032-P	03/17/00
133	Varela, Cipriano	07/29/80	xxx-xx-7481	04-0111-P	05/19/04
134	Vasquez, Lawrence	07/10/62	xxx-xx-6988	94-0412-P	06/15/01
135	Vasquez, Robert	04/03/78	xxx-xx-7650	99-0393-P	12/16/99
136	Vialpando, Lisa	02/23/86	xxx-xx-5796	12-0312-P	11/28/12
137	Waite, Scott	06/16/61	xxx-xx-9748	95-0158-P	06/29/95
138	Webb, David	07/28/85	xxx-xx-2871	06-0243-P	12/15/06
139	Weinrick, Lawrence	06/08/86	xxx-xx-3769	07-0051-P	05/25/07
140	Williams, Michelle	09/12/78	xxx-xx-8249	01-0229-P	08/23/01
141	Wood, Nick	11/07/79	xxx-xx-3234	06-0064-P	05/26/06
142	Worth, Jeffrey	01/03/59	xxx-xx-1505	96-0100-P	04/29/96
143	Ytuarte, Paul	04/19/73	xxx-xx-4857	99-0396-P	12/16/99
144	Yzquierdo, Ricardo	06/28/82	xxx-xx-1637	03-0258-P	10/17/03
145	Zuments, Kyle	11/01/69	xxx-xx-9576	96-0046-P	03/18/96
146	Abbo, Christopher	06/04/90	xxx-xx-6857	LEA	May 2014
147	Alaniz, Maxim	10/01/91	xxx-xx-5268	LEA	May 2014
148	Alire, Jared	03/29/92	xxx-xx-7068	LEA	May 2014
149	Casias, Raymond	03/13/88	xxx-xx-0552	LEA	May 2014
150	Cervantes, John	11/28/69	xxx-xx-9445	LEA	May 2014
151	Evrige, Trace	01/25/93	xxx-xx-5757	LEA	May 2014
152	Felix, Pablo	06/28/85	xxx-xx-7087	LEA	May 2014
153	Honeyestewa, Evan	12/04/84	xxx-xx-7737	LEA	May 2014
154	Lamoreux, Christopher	08/18/86	xxx-xx-0170	LEA	May 2014
155	Lopez, Bradley	09/05/92	xxx-xx-3054	LEA	May 2014
156	Olson, Casey	05/15/92	xxx-xx-2847	LEA	May 2014
157	Ortega, Flavio	05/31/87	xxx-xx-2119	LEA	Fall 2014
158	Quinonez, Luis	11/28/96	xxx-xx-5299	LEA	May 2014
159	Romero, Derick	09/26/92	xxx-xx-9466	LEA	May 2014
160	Rougemont, Karl	10/21/90	xxx-xx-8073	LEA	May 2014
161	Wing, Brian	11/13/74	xxx-xx-5202	LEA	June 2014



**City of Santa Fe  
Summary of Contracts, Agreements, & Amendments**

**Section to be completed by department for each contract or contract amendment**

1 FOR: ORIGINAL CONTRACT  or CONTRACT AMENDMENT

2 Name of Contractor NM Department of Finance-Local Government-Law Enforcement Protection Fund

3 Complete information requested  Plus GRT  
 Inclusive of GRT

Original Contract Amount: \$126,600.00

Termination Date: June 30, 2015

Approved by Council Date: \_\_\_\_\_

or by City Manager Date: \_\_\_\_\_

**Contract is for:** To provide funding for use in maintaining and improving law enforcement departments in order to enhance the efficiency and effectiveness of law enforcement services.

Amendment # \_\_\_\_\_ to the Original Contract# \_\_\_\_\_

Increase/(Decrease) Amount \$ \_\_\_\_\_

Extend Termination Date to: \_\_\_\_\_

Approved by Council Date: \_\_\_\_\_

or by City Manager Date: \_\_\_\_\_

**Amendment is for:**

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments)  Plus GRT  
 Inclusive of GRT

Amount \$ \_\_\_\_\_ of original Contract# \_\_\_\_\_ Termination Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Amount \$ \_\_\_\_\_ amendment # \_\_\_\_\_ Termination Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Amount \$ \_\_\_\_\_ amendment # \_\_\_\_\_ Termination Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Amount \$ \_\_\_\_\_ amendment # \_\_\_\_\_ Termination Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Total of Original Contract plus all amendments: \$ \_\_\_\_\_



**City of Santa Fe  
Summary of Contracts, Agreements, & Amendments**

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP# \_\_\_\_\_ Date: \_\_\_\_\_

RFQ  \_\_\_\_\_ Date: \_\_\_\_\_

Sole Source  \_\_\_\_\_ Date: \_\_\_\_\_

Other \_\_\_\_\_

6 **Procurement History:** \_\_\_\_\_  
example: (First year of 4 year contract)

7 **Funding Source:** DFA-Local Government Distribution **BU/Line Item:** 21211.4921

8 **Any out-of-the ordinary or unusual issues or concerns:** \_\_\_\_\_  
(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Laura A. Vigil, Accounting Supervisor  
Phone # X 5086

10 **Certificate of Insurance attached.** (if original Contract)

**Submit to City Attorney for review/signature**  
**Forward to Finance Director for review/signature**  
**Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).**

**To be recorded by City Clerk:**

Contract # \_\_\_\_\_

Date of contract Executed (i.e., signed by all parties): \_\_\_\_\_

Note: If further information needs to be included, attach a separate memo.

**Comments:**