


Mayor Timothy M. Keller

**CITY OF ALBUQUERQUE**  
Albuquerque, New Mexico  
Office of the Mayor

**INTER-OFFICE MEMORANDUM**

December 18, 2024

**TO:** Dan Lewis, President, City Council

**FROM:** Timothy M. Keller, Mayor 

**SUBJECT:** City of Albuquerque Social Media Policy

Per Resolution R-24-89, this executive communication provides the Social Media Policy for the City of Albuquerque.

The policy can be accessed here:


[https://codelibrary.amlegal.com/codes/albuquerque/latest/albuquerque\\_nm\\_admin/0-0-0-35520](https://codelibrary.amlegal.com/codes/albuquerque/latest/albuquerque_nm_admin/0-0-0-35520)

*City of Albuquerque Social Media Policy*

Approved:

Approved as to Legal Form:

 12/18/24  
Samantha Sengel, EdD Date  
Chief Administrative Officer

 12/18/24  
Date  
City Attorney

Recommended:

 12/18/24  
Date  
Director

## **Cover Analysis**

### **1. What is it?**

An Executive Communication.

### **2. What will this piece of legislation do?**

This legislation provides the City Council with a link to the social media policy for the City of Albuquerque.

### **3. Why is this project needed?**

This legislation is needed per Section 2 of R-24-89.

### **4. How much will it cost and what is the funding source?**

N/A

### **5. Is there a revenue source associated with this contract? If so, what level of income is projected?**

N/A

### **6. What will happen if the project is not approved?**

N/A

### **7. Is this service already provided by another entity?**

N/A



# City of Albuquerque


## Legal Department

Timothy M. Keller, Mayor

### Interoffice Memorandum

December 13, 2024

**To:** Dr. Samantha Sengel, Chief Administrative Officer

**From:** Lauren Keefe, City Attorney <sup>DS</sup> 

**Subject:** Acting City Attorney and Signature Authority

I will be out of the office beginning at 8 a.m. on Wednesday, December 18 through Tuesday, December 24, 2024. During this time, Deputy City Attorney Bryan Rowland and Managing Attorney Catherine Gonzalez, will be assisting to fulfill all duties as Acting City Attorney and will have full signature authority:

DC Attorney Rowland will be acting City Attorney December 18-23, 2024:

Bryan M. Rowland, Deputy City Attorney  
Cell – (505) 506-0128  
Email – [browland@cabq.gov](mailto:browland@cabq.gov)

Paralegal – Sandra Jamison:  
Office – (505) 768-4542  
Email – [sjamison@cabq.gov](mailto:sjamison@cabq.gov)

Managing Attorney Gonzalez will be acting City Attorney December 24, 2024:

Catherine Gonzalez, Managing City Attorney  
Cell – (505) 549-0518  
Email – [cgonzalez@cabq.gov](mailto:cgonzalez@cabq.gov)

Paralegal – Sandra Jamison:  
Office – (505) 768-4542  
Email – [sjamison@cabq.gov](mailto:sjamison@cabq.gov)

Please also feel free to contact the front desk of the Legal Department at 768-4500.

cc: Email distribution:  
Legal Department Managing Attorneys  
Front End Administration Staff  
Department Directors  
Executive Assistants