



CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

Mayor Timothy M. Keller

INTER-OFFICE MEMORANDUM

January 26, 2026

TO: Klarissa J. Peña, President, City Council

FROM: Timothy M. Keller, Mayor



SUBJECT: Appointment of Associate Chief Administrative Officer Carla Martinez to the position of Chief Financial Officer

Pursuant to Section 4(d) of Article 5 of the City Charter, I am submitting for Council's advice and consent the appointment of Carla Martinez for the position of Chief Financial Officer.

Carla Martinez is a native New Mexican and graduate of the New Mexico School of Law and New Mexico State University with a degree in accounting. She has extensive experience in both private practice and the public sector, including working five years with the international accounting firm of Arthur Andersen, LLP. After spending multiple years in private practice, Carla began a twenty plus year career with the State of New Mexico before joining the City of Albuquerque.

Since September of 2024 Carla has served as Associate Chief Administrative Officer for the City of Albuquerque and previously as the Chief Administrative Officer for the New Mexico Department of Justice. Other former state roles include Chief Administrative Officer for the Second Judicial District Attorney's Office, Chief of Staff for Operations for the New Mexico Office of the Attorney General and Deputy State Auditor for the New Mexico Office of the State Auditor. She also served for four years as a Board Member and Chair of the New Mexico Gaming Control Board.

Additionally, Carla is a past president of the New Mexico State Bar, and past treasurer and member of the New Mexico Board of Bar Examiners. Carla is a Certified Public Accountant and a Certified Fraud Examiner.

I respectfully ask for your support in appointing this highly qualified and experienced professional to the position of Chief Financial Officer.

CARLA C. MARTINEZ, Esq., CPA, CFE

EDUCATION

University of New Mexico School of Law, Albuquerque, NM

Juris Doctor, May 1998

- *New Mexico Bar License, July 1998*

Honors:

- Honor Roll

New Mexico State University, Las Cruces, NM

Bachelor of Accountancy, Honors, December 1992

- *CPA License, February 2001*

Honors:

- Dean's Honor Roll
- Regent's Scholarship
- Crimson Scholar
- Golden National Honor Society
- "Outstanding Senior in Commercial Law" Award

Association of Certified Fraud Examiners

- *CFE License, August 2014*

EXPERIENCE

City of Albuquerque

September 2024 – Current

Associate Chief Administrative Officer

- Oversee Health, Housing and Homelessness Department, Senior Affairs Department, Youth Family Services Department, Office of Equity and Inclusion, Office of the City Clerk, Police Reform and Child Wellbeing Impact Officer
- Oversee 7 direct staff members
- Ex-officio member of the Accountability Government and Oversight Committee
- Provide strategic, policy and analytical advice to the Mayor and other members of the executive team
- Present before the City Council on departmental matters

New Mexico Department of Justice, Albuquerque, NM

January 2023 – September 2024

Chief Administrative Officer

- Oversaw \$30 million budget including federal funds
- Oversaw 15 direct staff members and a total agency of approximately 300 employees and 3 offices
- Managed all personnel, procurement, contracting, finance, grants, budget, facilities, and operational issues involving the Agency
- Developed and improved policies and processes for the Agency
- Provided strategic, policy and analytical advice to the Attorney General and other members of senior management
- Presented before the New Mexico Legislature on budget matters
- Presented before the State Personnel Board on personnel matters

Second Judicial District Attorney's Office, Albuquerque, NM

January 2017 – December 2022

Chief Administrative Officer

- Oversaw \$25 million budget including federal funds
- Oversaw 18 direct staff members and a total agency of over 300 employees and 2 offices
- Managed all personnel, procurement, contracting, finance, grants, budget, facilities, and operational issues involving the Agency

- Developed and improved policies and processes for the Agency
- Oversaw the victim service programs for the Agency
- Oversaw the intake process of cases for the Agency
- Oversaw the diversionary programs for the Agency
- Provided strategic, policy and analytical advice to the District Attorney and other members of senior management
- Presented before the New Mexico Legislature on budget matters

New Mexico Office of the Attorney General, Santa Fe, NM

January 2015 – December 2016

Chief of Staff for Operations

- Oversaw \$21 million budget including federal funds
- Oversaw 20 direct staff members and a total agency of approximately 180 employees and 3 offices
- Managed all personnel, procurement, contracting, finance, budget, technology, and operational issues involving the Agency
- Developed and improved policies and processes for the Agency
- Provided strategic, policy and analytical advice to the Attorney General and other members of senior management
- Presented before the New Mexico Legislature on budget matters

New Mexico Office of State Auditor, Santa Fe, NM

January 2007 – December 2014

Deputy State Auditor

- Oversaw 31 staff members and a \$3 million budget
- Regulated over 600 governmental entities regarding financial audits, examinations, agreed-upon procedures and special audits
- Regulated contracts for over sixty independent public accountants conducting financial audits, examinations and agreed-upon procedures
- Oversaw financial engagements including those involving financial fraud, waste and abuse
- Provided strategic, policy, and analytical advice to the State Auditor
- Presented before the New Mexico Legislature and other boards and commissions on various substantive and financial matters

New Mexico Gaming Control Board, Albuquerque, NM

February 2003 – January 2007

Chair and CPA Board Member

- Chaired and participated in monthly meetings of the Gaming Control Board
- Set policy on gaming issues within New Mexico
- Regulated gaming of non-tribal entities
- Regulated bingo and raffle of non-tribal entities
- Monitored compacts with Native American Tribes
- Oversaw 57 staff members and a \$5 million budget
- Oversaw over \$100 million in revenue to the state
- Presented before the New Mexico Governor and Legislature on various substantive and financial matters

Hatch, Allen & Shepherd, P.A., Albuquerque, NM

March 2001 – February 2003

Associate Attorney

- Represented clients in a variety of legal areas including construction law, personal injury, foreclosure and bankruptcy, commercial and real estate law and tax issues
- Prepared discovery including interrogatories, request for production and request for inspection
- Attended hearings, depositions, and creditor meetings on behalf of clients
- Prepared a variety of pleadings and written documents including motions for summary judgment, motions to dismiss and motions to compel, insurance coverage opinions, and evaluation letters

Arthur Andersen LLP, Albuquerque, NM

September 1998 – March 2001

Tax Associate

- Prepared a variety of tax returns including corporate, individual, and international returns
- Performed research related to various corporate tax issues and state residency issues
- Studied significant and relevant areas of tax law

- Provided litigation consulting services including financial analysis, damage calculation, document production, data management, and deposition preparation
- Supervised staff consultants with large document management, option development, and case evaluation issues
- Analyzed relevant financial activity, prepared factual documentation to determine damages and created expert report analyzing damages incurred by client
- Created and managed formal summer internship program including the supervision of nine interns and management of three divisions
- Participated in marketing and client development efforts for the firm
- Team recruitment leader including coordination and participation in career fairs, information sessions, and other recruiting events

Arthur Andersen LLP, Albuquerque NM
Auditor

December 1992 – May 1995

- Performed financial audits for government and non-profit entities, financial institutions, retail enterprises and healthcare organizations
- Performed financial statements and internal control testing
- Researched and documented client's accounting control structures
- Maintained extensive contact with clients which included arranging, conducting and participating in client meetings
- Produced financial statements and performed consultative services for clients
- Drafted client memos and interoffice communications
- Supervised and managed audits and audit team members including administering and devising evaluations for audit team members
- Participated in recruiting for firm which included involvement in career fair, Beta Alpha Psi accounting organization, and coordination of student interviews

Boards and Activities

- National Conference of Bar Presidents: Former Finance Committee Member
- New Mexico Board of Bar Commissioners: Past President and Former Commissioner
- New Mexico Board of Bar Examiners: Past Treasurer and Former Board Member
- Manzano Day School: Former Board of Trustee
- Albuquerque Rebels Volleyball Club: Parent and Volunteer
- Duke City Volleyball Academy: Parent and Volunteer