




**Date:** January 6, 2025

**To:** Governing Body

**From:** Sam Burnett, Facilities Division Director   
JOHN BURNETT (Jan 31, 2025 12:10 MST)

**Via:** Regina Wheeler, Public Works Department Director   
RW (Jan 31, 2025 12:34 MST)  
Eric Candelaria, Information Technology and Telecommunications Director   
Eric Candelaria (Jan 31, 2025 12:16 MST)

**Subject:** Reauthorization of Funding Appropriated for Staff Relocations to Move ITT to Market Station

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**ACTION:**

Request for Approval to Change the Purpose of a Previously Approved Budget Amendment Resolution (BAR) in the Total Amount of \$1,500,000, from Moving Land Use Staff Move to the City Owned Market Station Condominium, to Moving Information Technology and Telecommunications Staff to the City Owned Market Station Condominium. (Sam Burnett, Facilities Division Director, [jsburnett@santafenm.gov](mailto:jsburnett@santafenm.gov))

**BACKGROUND AND SUMMARY:**

On August 28, 2024 the Governing Body approved \$1,500,000 to make improvements to the City owned Market Station Condo and to move Planning and Land Use staff to Market Station. This move was planned to create additional space for City operations. These funds have not been spent.

On December 11, 2024 the Governing Body approved the Development and Disposition Agreement (DDA) with Aspect Studios. This DDA establishes timelines for the City to construct infrastructure to support redevelopment at Midtown. The ITT Department currently occupies Mouton Hall at Midtown. This building is slated for demolition and must be evacuated since it obstructs a roadway that will be built as part of Midtown Phase 1 Infrastructure. The roadway will provide access to Benildus Hall which is included in the Aspect DDA.

The Market Station Condo has been evaluated by ITT and Facilities and found to be an ideal location for the ITT staff. Ultimately, the capital project for a Consolidated City Services Center will provide safe, accessible and sufficient space for City operations. Since the Planning and Land Use Department is highly public facing, it will definitely be included in the new facility. ITT, being an internal service provider, could continue to be located at Market Station for many years. The Facilities Division is working with City leadership and staff on modifications to City Hall and nearby facilities to provide all needed space for City operations.

**ATTACHMENTS**

BAR approved August 28, 2024.

**PROCUREMENT METHOD:**

NA

Chief Procurement Officer (CPS)/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

CPO Comment/Exceptions: \_\_\_\_\_

**FUNDING SOURCE:**

Fund Name/Number: Facilities/320

Munis Org Name/Number: Facility CIP/3209980

Munis Object Name/Number: WIP Design/572960; WIP Construction/572970

Budget Officer/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Officer Comment/Exceptions: \_\_\_\_\_

**ASSOCIATED APPROVALS:**

**Does this purchase require any of the following associated approvals?**  Yes |  No

(ITT, Vehicles/Fleet, Facilities, Asset or Grant Review)

**IT Components included?**  Yes |  No

Approval: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

Signature:  \_\_\_\_\_  
Eric Candelaria (Jan 31, 2025 12:16 MST)

Email: edcandelaria@santafenm.gov

**Vehicles included**  Yes |  No

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

**Construction. Facilities. Furniture. Fixtures. Equipment included?**  Yes |  No

Approval: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

Signature:  \_\_\_\_\_  
JOHN BURNETT (Jan 31, 2025 12:10 MST)

Email: jsburnett@santafenm.gov

**Capital Asset\* or Project\*\*?**  Yes |  No

Project Ledger# PWD2532051

(\*will this procurement result in a tangible item that costs more than \$5,000?)

(\*\*Capital Projects are new and improvement projects that are going to cost \$10,000 or more)

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

**Is this a Grant Funded Purchase?**  Yes |  No

Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Exceptions: \_\_\_\_\_

Department Contract Administrator Contact Info:

Sam Burnett ([jsburnett@santafenm.gov](mailto:jsburnett@santafenm.gov))

