



# City of Santa Fe, New Mexico

## Memorandum



**DATE:** January 23, 2025

**TO:** Governing Body  
Finance Committee

**FROM:** Daniel Hernandez, Director *DAH*  
Metropolitan Redevelopment Agency  
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**RE:** Budget Amendment Resolution – One-Time Funding

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### **Item for Consideration**

Request for Approval of Budget Amendment Resolution (BAR) in the Amount of \$75,000 for Midtown redevelopment project management and \$60,000 for administrative management.

### **Funding Source and Request Amount**

\$ 75,000: One-time funding from available 100-Fund Balances

\$ 60,000: One-time funding from available 100-Fund Balances

\$135,000: Total

### **Reviews and Approvals:**

Finance Committee

Governing Body

### **Background**

Presently, the Metropolitan Redevelopment Agency (MRA) is operating with a single full-time staff person, the Director. The MRA has approval for one additional full-time staff person, an Asset Development Manager. The person has been identified and will commence working in the MRA on February 03, 2025. Because of the significant policy direction to dispose of Midtown property for redevelopment, and to reduce or eliminate operating expenses related to maintaining Midtown property within the city-owned real property asset portfolio, additional project and administrative management assistance is desperately needed.

The MRA is responsible for implementing the Midtown Redevelopment Plans, and based on direction provided by the Governing Body and the mayor's administration, the MRA has been tasked with several critical redevelopment tasks to be commenced and completed in 2025.

Historically, the Midtown redevelopment team has included an external consultant with deep expertise in real estate finance, planning, and development, and public-private partnerships. The primary purpose for the \$75,000 request is to maintain and establish the necessary professional project management and real estate expertise to implement several key Phase 1 redevelopment activities at Midtown, including:

- Draft, issue and administer RFPs and procurement process for Affordable Housing
- Draft, issue, and administer RFPs and procurement process for Mixed-Use Development

- Oversee and advise on the reuse of the Midtown Performing Arts Center
- Researching and analyzing financial mechanisms for public infrastructure and Right of Way development at Midtown
- Oversee and advise on redevelopment area district finance and planning

Presently, the MRA does not have administrative management capacity. The primary purpose for the \$60,000 request is to secure a contractor to assist in a variety of critical tasks related to a plethora of standard city administrative processes, as well as administrative tasks with project management staff and consultants. The current proposal is for an Administrative Manager position to become permanent as part of this MRA FY26 budget.

