




# City of Santa Fe, New Mexico

## Memorandum



**DATE:** January 14, 2025

**TO:** Governing Body  
Finance Committee

**FROM:** Jennifer LaBar-Tapia, Santa Fe Regional Film Office Director   
jllabartapia@santafenm.gov, 505-955-6216.

**RE:** One-time funding for the “City Backlot Set” and Lease for Office Space for the Santa Fe Regional Film Office

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### **ITEM AND ISSUE:**

Request for Approval of Budget Amendment Resolution (BAR) in the Amount of \$250,000.00 to go towards the construction of a City Backlot Set.

### **Committee’s Review:**

Finance Committee  
Governing Body

### **BACKGROUND AND SUMMARY:**

Seeking funding for building infrastructure to develop a full-service film backlot facility for training and production use to build a skilled New Mexico film crew base with hands-on training through building a film and television city street backlot. In partnership with Santa Fe Community College/Mosaica (SFCC Foundation), Santa Fe County, Stagecoach Foundation, and IATSE 480 (NM local film crew union), this proposal is to coordinate partners, funding, and program teams to devise, develop, and build the infrastructure for a set construction training program that builds a “City Street Backlot” built through hands-on training. Santa Fe Community College has identified 50 acres for a city street backlot to be built by New Mexico resident students. IATSE Local 480 has committed to provide all the trainers and provide equipment and tools for the mill for construction training for students to use for hands-on learning for the first phase.

Participants will gain 15 days of 30 towards IATSE 480 union membership. The backlot will be available for future film student use as well as for rent to television and film productions, with proceeds going to the SFCC Foundation to provide ongoing fiscal support of SFCC’s Film & Digital Media Arts (FDMA) and Building Trades and Sustainability programs. Additionally, SFCC will create a newly developed certificate in Set Construction, an inter-departmental collaboration between SFCC’s FDMA & Building Trades departments. Students in this certificate program will get hands-on training in set construction while continuing the building of the facades and city street. The Set Construction Certificate will equate to 15 days of 30 toward union membership with IATSE 480.

All parties (SFCC/Mosaica, Stagecoach and IATSE 480) have entered into a MOU, approved October 2024.

**Infrastructure:**

The city street backlot will be industry caliber, providing students with hands-on training within a true to life work environment and culture while attracting film and tv productions to both rent and hire local film crew. Setting up the infrastructure of the backlot will enable the set construction training program to be competitive, sustainable, and serving production needs. Infrastructure needed; bringing electric meters and water for fire suppression down to the site, auguring telephone poles for wind resistance of facades, sidewalks and street, and foundation with metal building for storage, mill, and interior location for meeting State Film Qualifying Production Facility Backlot Requirements. Total cost of the backlot is \$4,300,000.00. Santa Fe County has approved \$1,000,000.00 through ARPA funds (approved December 2024). Request from the City is \$250,000.00.

**Qualifying Production Facility (QPF) Requirements for a Backlot:**

Per the New Mexico Film Office, a “QPF” is a 5% uplift to the base 25% rebate for filming that uses any portion of facilities with the designation of “Qualified Production Facility”. This backlot will meet all requirements to be a “QPF”. This city backlot will be the only backlot set of its kind in the state, adding to Santa Fe’s robust film resources of nine soundstages and seven western sets, with a 30% film incentive.

**PROCUREMENT METHOD:****CONTRACT NUMBER:**

**FUNDING SOURCE:** 2607000.510400

**ACTON REQUESTED:** City contribution of \$250,000.00 to go towards the completion of this project.

**BACKGROUND AND SUMMARY:**

In September 2024, the Santa Fe Film Office transitioned from the County to City management. As a result of this move, the office lost its previous larger space and now requires a new appropriately sized location to continue serving the film industry and expansion of the office.

**FUNDING SOURCE:** 2607000 562550

**PROCUREMENT METHOD:****CONTRACT NUMBER:**

**ACTON REQUESTED:** To ensure the Film Office has suitable workspace, we are requesting one-time allocation of \$40,000.00 to cover rent costs. This funding will allow the office to secure a functional space that meets operational needs.

**Signature:** Jennifer LaBar-Tapia  
Jennifer LaBar-Tapia (Jan 28, 2025 14:17 MST)

**Email:** [jllabartapia@santafenm.gov](mailto:jllabartapia@santafenm.gov)

Log # {Finance use only}:	
Journal # {Finance use only}:	

## City of Santa Fe, New Mexico BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME Santa Fe Film Office	DATE 1/30/2025
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ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
<b>EXPENDITURES</b>				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>
1) Grants & Services	2607000	510400		250,000	
2) Land / Building Rental	2607000	562550		40,000	
1-2) Economic Development (General Fund) / Transfer to Santa Fe Film Office	1002800	750260		290,000	
<b>REVENUES</b>				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>
1-2) Santa Fe Film Office / Transfer from Economic Development (General Fund)	2607000	650100		(290,000)	

**JUSTIFICATION:** *(use additional page if needed)*  
 --Attach supporting documentation/memo

Appropriation from available General Fund balance for: 1) City contribution to the construction of necessary infrastructure to develop a full-service film backlot facility; and 2) leased office space for the Santa Fe Film Office  <i>[see attached memo]</i>	{Complete section below if BAR results in a net change to ANY Fund} <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Fund(s) Affected</th> <th style="width: 50%;">Fund Balance Increase/(Decrease)</th> </tr> <tr> <td style="text-align: center;">100</td> <td style="text-align: center;">(290,000)</td> </tr> <tr> <td colspan="2"><b>TOTAL:</b></td> </tr> <tr> <td></td> <td style="text-align: center;"><b>(290,000)</b></td> </tr> </table>	Fund(s) Affected	Fund Balance Increase/(Decrease)	100	(290,000)	<b>TOTAL:</b>			<b>(290,000)</b>
Fund(s) Affected	Fund Balance Increase/(Decrease)								
100	(290,000)								
<b>TOTAL:</b>									
	<b>(290,000)</b>								

Andy Hopkins Prepared By <i>{print name}</i>	1/30/2025 Date	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>  <b>CITY COUNCIL APPROVAL</b> City Council Approval Date: <input style="width: 100px; height: 20px;" type="text"/> Agenda Item #: <input style="width: 100px; height: 20px;" type="text"/>	<div style="text-align: right;">             ALEXIS LOTERO (Feb 10, 2025 15:25 MST)            Budget Officer         </div> <div style="text-align: right;">           Feb 10, 2025            Date         </div> <div style="text-align: right;">           N/A            Finance Director {≤ \$5,000}            Date         </div> <div style="text-align: right;">           N/A            City Manager {≤ \$60,000}            Date         </div>
Division Director Signature <i>{optional}</i>	Date		
Department Director Signature	Date		






# BAR Memo SFF1\_BackLot & space lease RFS

Final Audit Report

2025-02-10

Created:	2025-02-10
By:	ERMINIA TAPIA (emtapia@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEgx2yJps9HGUCNEy51YGttfj0DFTrqnm

## "BAR Memo SFF1\_BackLot & space lease RFS" History

-  Document created by ERMINIA TAPIA (emtapia@santafenm.gov)  
2025-02-10 - 7:08:33 PM GMT- IP address: 63.232.20.2
-  Document emailed to ALEXIS LOTERO (aclotero@santafenm.gov) for signature  
2025-02-10 - 7:09:30 PM GMT
-  Email viewed by ALEXIS LOTERO (aclotero@santafenm.gov)  
2025-02-10 - 10:25:20 PM GMT- IP address: 104.47.65.254
-  Document e-signed by ALEXIS LOTERO (aclotero@santafenm.gov)  
Signature Date: 2025-02-10 - 10:25:29 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.  
2025-02-10 - 10:25:29 PM GMT