

**Date:** January 14, 2025

**To:** Governing Body

**Via:** [Regina Wheeler](#)  
Regina Wheeler (Jan 17, 2025 11:36 MST)  
Regina Wheeler, Public Works Department Director

**From:** Melissa McDonald, Parks and Open Space Division Director [MMc](#)  
MMc

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**ACTION:**

Request Approval of a Budget Amendment Resolution (BAR) to Allocate One-Time Funding from Capital GRT Fund 365 in the Amount of \$230,000 to FY25 CIP WIP Construction for West Alameda Culvert Improvements and \$780,000 to Parks and Open Space Equipment Replacement.  
(Melissa McDonald, Parks and Open Space Division Director; mamcdonald@santafenm.gov)

**BACKGROUND AND SUMMARY:**

Funding of \$250,000 is requested for improvements to the West Alameda Culvert between Siler Road and Nix Lane. During heavy rains in 2024, erosion occurred indicating a need for enhancing channel protection. Construction issues related to the erosion will be addressed under warranty and new design and improvement costs will be shared by stormwater and these one-time funds. The project includes securing a maintenance easement through private property to facilitate City access to maintain the culvert. Design is underway and construction expected to complete in 2025. Cost are based on engineers' estimates with refined estimates to be developed as part of the design work.

Over the past three years, the Parks and Open Space Division has identified \$1.5 million in necessary equipment replacements to address aging and obsolete assets. This \$780,000 funding request prioritizes essential purchases, including a water truck, work trucks, tractors, and trailers, to enhance safety, maintain service levels, and care for park landscapes. Investing in these items will help the division meet current demands and preserve public spaces for the community's benefit.

**FUNDING SOURCE: FY25 Mid-Year Funding Allocation from Capital GRT / Fund 365**

**Project Ledger:** EPM2323103

**Fund Name/Number:** 365 / ½ Per GRT

**Munis Org Name/Number:** Rdwys&Drng / 3650414

**Munis Expenditure Object Name/Number:** WIP Construction /572970

**Fund Name/Number:** GENFUND / 100

**Munis Org Name/Number:** PTW ADMIN / 1004150

**Munis Expenditure Object Name/Number:** Inventory Exempt / 572400 - \$20,000

**Munis Expenditure Object Name/Number:** Equipment & Machinery / 570500 - \$210,000

**Munis Expenditure Object Name/Number:** Vehicles / 570950 - \$550,000

**ATTACHMENTS:**

BAR

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

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

DEPARTMENT / DIVISION NAME Public Works / Parks Division	DATE 2/6/2025
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ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
<u>EXPENDITURES</u>				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>
1) WIP Construction	3650414	572970		230,000	
2) Equipment < \$5,000	1004150	572400		20,000	
2) Equipment & Machinery > \$5,000	1004150	570500		210,000	
2) Vehicles < 1.5 Tons	1004150	570950		550,000	
2) Parks (1/2% Capital GRT Fund) / Transfer to Parks (General Fund)	3654150	750100		780,000	
<u>REVENUES</u>				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>
2) Parks (General Fund) / Transfer from Parks (1/2% Capital GRT Fund)	1004150	650365		(780,000)	

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

Appropriation from available 1/2% Capital GRT Fund balance for: 1) improvements to the W. Alameda culvert between Siler Road and Nix Lane; and 2) various equipment/vehicle replacements to address issues related to aging and obsolete assets, including a water truck, work trucks, tractors and trailers	<i>{Complete section below if BAR results in a net change to ANY Fund}</i>								
	<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">Fund(s) Affected</th> <th style="width: 40%;">Fund Balance Increase/(Decrease)</th> </tr> <tr> <td style="text-align: center;">365</td> <td style="text-align: right;">(1,010,000)</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>TOTAL:</b></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>(1,010,000)</b></td> </tr> </table>	Fund(s) Affected	Fund Balance Increase/(Decrease)	365	(1,010,000)	<b>TOTAL:</b>			<b>(1,010,000)</b>
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365	(1,010,000)								
<b>TOTAL:</b>									
	<b>(1,010,000)</b>								

Andy Hopkins Prepared By <i>{print name}</i>	2/6/2025 Date	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>	 ALEXIS LOTERO (Feb 11, 2025 10:59 MST) Feb 11, 2025 Budget Officer
Division Director Signature <i>{optional}</i>	Date	<b>CITY COUNCIL APPROVAL</b> City Council Approval Date: <input style="width: 100px; height: 20px;" type="text"/>	N/A Finance Director {≤ \$5,000}
Department Director Signature	Date	Agenda Item #: <input style="width: 100px; height: 20px;" type="text"/>	N/A City Manager {≤ \$60,000}