
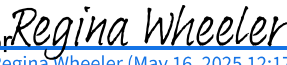





Date: May 16, 2025

To: Governing Body

From: Caryn Grosse, Facilities Division Project Manager III 

Via: Regina Wheeler, Public Works Department Director 
Sam Burnett, Facilities Division Director 
Regina Wheeler (May 16, 2025 12:17 MDT)
JOHN BURNETT (May 16, 2025 12:14 MDT)

Subject: Budget Amendment Resolution for City Hall Elevator Project

Vendor Name: TK Elevator Corporation

Vendor Number: 8472

ACTION:

Request for Approval of a Budget Amendment Resolution to Transfer \$150,000 From Capital Fund Balance into Facilities Division WIP Construction for Repairs to the City Hall Elevator. (Caryn Grosse, Facilities Division Project Manager III, clgrosse@santafenm.gov).

CONTRACT NUMBER:

The FY25 Munis Contract Number is 3203873.

BACKGROUND AND SUMMARY:

The elevator at City Hall has experienced increasing periods of downtime, driven by both age and consistent heavy use. While the Facilities Management Division (FMD) maintains a Gold-Level Service Agreement with TK Elevator Corporation (TKE), ensuring regular inspection and preventative maintenance, the system's overall reliability continues to decline.

To address this, FMD recommends full elevator modernization. This effort will upgrade core mechanical and control components, resulting in improved reliability, reduced maintenance needs, and greater ease of service over time. Similar modernizations completed at the Main Library and Sandoval Parking Garage within the past two years have yielded excellent performance and operational improvements.

To move this work forward, FMD is requesting approval of a Budget Amendment Request (BAR) to transfer funds from the Capital Fund Balance into the FMD Work-in-Progress (WIP) Construction account. This will allow the project to proceed without delay and ensure continued accessibility and safety for City Hall visitors and staff.

ATTACHMENTS:

Budget Amendment Resolution (BAR)

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: Capital Fund Balance / 320
Munis Org Name/Number: Facilities Division / 3209980
Munis Object Name/Number: WIP Construction / 572970
Munis Expenditure Object Name/Number: WIP Construction / 572970

Budget Officer/Designee: Andy Hopkins Date: _____
Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method is an existing on-call contract with TKE Item #23-0434 which expires on May 31, 2027.

Chief Procurement Officer (CPO)/Designee: _____ Date: _____
CPO Comment/Exceptions: _____

ASSOCIATED APPROVALS:

IT Components included? Yes | No

Approval: _____ Date: _____
Comment/Exceptions: _____

Treasury/Point of Sale Components included? Yes | No

Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Vehicles included? Yes | No

Approval: _____ Date: _____
Comment/Exceptions: _____

Construction to City Facilities, Furniture, and/or Fixtures, included? Yes | No

Approval: _____ Date: _____
Comment/Exceptions: JOHN BURNETT (May 16, 2025 12:14 MDT)

Capital Asset or Project? Yes | No

Project Ledger Number FMD2532009
Approval: _____ Date: _____
Comment/Exceptions: Josie Bolden

Is this a Grant Funded Purchase? Yes | No

Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____











Memo_City Hall Elevator BAR_5 16 25 SBCG ELK RW

Final Audit Report


2025-05-19


| | |
|-----------------|---|
| Created: | 2025-05-16 |
| By: | Elizabeth Kahahane (elkahahane@santafenm.gov) |
| Status: | Canceled / Declined |
| Transaction ID: | CBJCHBCAABAA4Pa-2_fa7js0nP7F7qORJkbLmPGV3xLE |


"Memo_City Hall Elevator BAR_5 16 25 SBCG ELK RW" History


-  Document created by Elizabeth Kahahane (elkahahane@santafenm.gov)
2025-05-16 - 6:04:33 PM GMT- IP address: 63.232.20.2
-  Document emailed to CARYN GROSSE (clgrosse@santafenm.gov) for signature
2025-05-16 - 6:10:08 PM GMT
-  Email viewed by CARYN GROSSE (clgrosse@santafenm.gov)
2025-05-16 - 6:10:39 PM GMT- IP address: 104.47.64.254
-  Document e-signed by CARYN GROSSE (clgrosse@santafenm.gov)
Signature Date: 2025-05-16 - 6:10:54 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to JOHN BURNETT (jsburnett@santafenm.gov) for signature
2025-05-16 - 6:10:56 PM GMT
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-  Document e-signed by JOHN BURNETT (jsburnett@santafenm.gov)
Signature Date: 2025-05-16 - 6:14:58 PM GMT - Time Source: server- IP address: 174.240.21.199
-  Document emailed to rawheeler@santafenm.gov for signature
2025-05-16 - 6:14:59 PM GMT
-  Email viewed by rawheeler@santafenm.gov
2025-05-16 - 6:15:42 PM GMT- IP address: 63.232.20.2
-  Signer rawheeler@santafenm.gov entered name at signing as Regina Wheeler
2025-05-16 - 6:16:59 PM GMT- IP address: 63.232.20.2





 Document e-signed by Regina Wheeler (rawheeler@santafenm.gov)
Signature Date: 2025-05-16 - 6:17:01 PM GMT - Time Source: server- IP address: 63.232.20.2


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2025-05-16 - 6:17:03 PM GMT

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Signature Date: 2025-05-19 - 1:34:49 PM GMT - Time Source: server- IP address: 63.232.20.2

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2025-05-19 - 1:34:50 PM GMT

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2025-05-19 - 5:25:36 PM GMT- IP address: 104.47.65.254

 Document declined by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Decline reason: The balance is available in fund 365, not fund 210. The transfer to 3209980 should be coming from one of your 365- series org codes. Also, please remove the project code from the transfer in line (under revenues) - the PL code goes only with the expenditure increase, not with the transfer in or out.
2025-05-19 - 5:27:34 PM GMT- IP address: 63.232.20.2






Memo_City Hall Elevator BAR_5 16 25 SBCG ELK RW..

Final Audit Report

2025-05-19

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|-----------------|---|
| Created: | 2025-05-19 |
| By: | Elizabeth Kahahane (elkahahane@santafenm.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAbvBD4a-bSJnRQGjyurV3bc4cpQGrEL54 |

"Memo_City Hall Elevator BAR_5 16 25 SBCG ELK RW.." History

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