

Log # {Finance use <i>only</i> }:	
Journal # {Finance use <i>only</i> }:	

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

DEPARTMENT / DIVISION NAME					DATE	
Community Development / Economic Development					8/8/2025	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE	
EXPENDITURES				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>	
Full-Time Temporary Salaries	2122800	500750		\$ 325,000		
Grants and Services	2122800	510400		\$ 250,000		
Service Contracts	2122800	510310		\$ 225,000		
Professional Contracts	2122800	510300		\$ 688,933		
Professional Contracts	2122800	510300		\$ 96,000		
REVENUES				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>	
JUSTIFICATION: <i>(use additional page if needed)</i> --Attach supporting documentation/memo				\$1,584,933	\$ -	

BAR to re-appropriate unused balance of the One-Time Funds received in February 2025 from FY25 to FY26 budget.

Small Business Crime Mitigation & Security Grants \$250K

Small Business Development Support \$225K

Workforce Development \$688,933 (\$750K less \$61,066)

Support Office Rent \$96K and Tempary Salary Support \$325,000

<i>{Complete section below if BAR results in a net change to ANY Fund}</i>	
	Fund Balance
Fund(s) Affected	Increase/(Decrease)
TOTAL:	0

<p>Loretta S. Olguin Prepared By <i>(print name)</i></p> <p> Date: Aug 22, 2025</p> <p>Johanna Nelson (Aug 22, 2025 12:10:18 MDT)</p> <p>Division Director Signature <i>{optional}</i></p> <p>Elisa D. Montoya Date: Aug 22, 2025</p> <p>Elisa D. Montoya (Aug 22, 2025 12:11:26 MDT)</p> <p>Department Director Signature</p>	<p><i>(Use this form for Finance Committee/ City Council agenda items ONLY)</i></p> <p>CITY COUNCIL APPROVAL</p> <p>City Council Approval Date: <input style="width: 100%;" type="text"/></p> <p>Agenda Item #: <input style="width: 100%;" type="text"/></p>	<p> Aug 22, 2025</p> <p>Andy Hopkins Budget Officer</p> <p>Finance Director {≤ \$5,000}</p> <p>City Manager {≤ \$60,000}</p>
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City of Santa Fe, New Mexico

Memorandum



DATE: August 22, 2025

TO: Governing Body

Via: Johanna C. Nelson, Economic Development Director *JN*
Elisa D. Montoya, Community Development Director *EDM*

FROM: Loretta Olguin, Business Operations Manager

ACTION REQUESTED:

Request approval of a Budget Amendment Resolution (BAR) in the total amount of \$1,584,933 to re-appropriate the Economic Development FY25 One-Time Funding to the FY26 budget.

ITEM AND ISSUE:

This BAR seeks the reauthorization of the unused balance from FY25 One-Time Funding to be allocated to the FY26 Budget in order to support, strengthen, and diversify Santa Fe's economy through the following initiatives:

1. **Increased Staff Capacity** – \$325,000
2. **Small Business Crime Mitigation and Security Grants** – \$250,000
3. **Small Business Development Support** – \$225,000
4. **Workforce Development Support** – \$688,933
5. **Office Rent Support for the Community Services Department** – \$96,000



City of Santa Fe, New Mexico

Memorandum



DATE: January 25, 2025

TO: Governing Body

VIA: Randy Randall, Interim Community Development Director^{RR}
Loretta Olguin, Business Operations Manager *LSO*

FROM: Johanna Nelson, Economic Development Director, Interim Housing Director *JN*

SUBJECT: One-Time Funding Request for the Office of Economic Development to Support, Strengthen and Diversify Santa Fe's Economy

ITEM AND ISSUE:

- Increase Staff Capacity:** The Office of Economic Development (OED) requests your review and approval of one-time funding from the available General Fund Balance to create term positions that will enhance the office's capacity to deliver services aligned with the missions of OED and the Community Development Department. Specifically, OED requests funding for an Economic Development Specialist (\$125,000), a Financial Empowerment Center Coordinator (\$100,000), and the continued support of a Contract and Grant Administrator shared by OED and the Office of Affordable Housing (\$100,000).
- Small Business Crime Mitigation and Security Grants:** The Office of Economic Development (OED) is requesting one-time funding (\$250,000) to establish a grant program aimed at supporting small businesses in implementing crime mitigation and protection measures. This funding will assist businesses in enhancing safety, reducing vulnerability to crime, and fostering a more secure environment for employees, customers, and the community and allow them to grow and expand. The program will be supported by the Community Services Department.
- Small Business Development Support:** The Office of Economic Development (OED) is requesting \$225,000 in one-time funding to support two key initiatives that will enhance the local economy and strengthen small businesses in Santa Fe. The funding includes \$150,000 for a Buy Local Initiative to encourage residents and visitors to prioritize local businesses, and \$75,000 for continued support of the South Side Feria, which provides an accessible market space for entrepreneurs and fosters community engagement.
- Workforce Development Support:** The Office of Economic Development (OED) is requesting \$750,000 in one-time funding to continue supporting programs that strengthen workforce development and bolster the local economy. This includes \$250,000 for the Santa Fe Community College Trades and Certifications Program, which equips residents with valuable skills for in-demand careers, and \$500,000 for the Santa Fe Public Schools Work-Based Learning Intern Program, which provides students with hands-on experience and pathways to local employment opportunities.
- Support Office Rent for Community Services Department:** The Office of Economic Development (OED) is requesting \$96,000 in one-time funding to cover the annual office rent paid by OED on behalf of the Community Health and Safety Department. This funding will ensure the continuation

of critical support services provided by Community Health and Safety without impacting OED's ability to fund its own economic development initiatives.

BACKGROUND AND SUMMARY:

1. **Increase Staff Capacity:** We are requesting \$325,000 to support three term positions: an Economic Development Specialist (\$125,000), a Financial Empowerment Center Coordinator (\$100,000), and the continuation of a Contract and Grant Administrator shared with the Office of Affordable Housing (\$100,000). These positions are essential to addressing growing service demands and ensuring OED can effectively deliver on its mission to foster economic growth, financial empowerment, and housing stability.

This allocation will significantly increase OED's capacity to serve the community by supporting businesses, advancing workforce initiatives, and securing external funding. Additionally, the funding will enhance administrative support to ensure program stability and continuity, benefiting residents and the broader community for years to come.

- **Economic Development Specialist – South Side:** This position will provide dedicated business support services to residents and businesses on the South Side of Santa Fe.
- **Financial Empowerment Center Coordinator:** This role will manage and support the Financial Empowerment Center, funded by a current OED grant, to deliver financial literacy programs to Santa Fe residents.
- **Contracts and Grants Administrator:** This position will assist both the Office of Economic Development (OED) and the Office of Affordable Housing (OAH) in managing and administering over \$6 million in grants and contracts.

2. **Small Business Crime Mitigation and Security Grants:** OED is requesting \$250,000 to establish a grant program focused on crime mitigation and security protection for small businesses in Santa Fe. The program will provide financial support for security improvements such as enhanced lighting, security cameras, locks, and other protective measures that reduce vulnerability to crime. By addressing these safety concerns, the program will help businesses create safer environments for their employees, customers, and neighborhoods while fostering economic stability and growth.

This initiative aligns with OED's mission to support the local business community and strengthen Santa Fe's economic landscape. By collaborating with the Community Services Department, the program will leverage shared resources and expertise to maximize impact. Ensuring the safety of small businesses is essential to their ability to operate, grow, and contribute to the local economy, and this grant program represents a proactive step toward addressing this need.

3. **Small Business Development Support:** The proposed \$150,000 *Buy Local* Initiative aims to promote and incentivize shopping at local businesses through targeted marketing campaigns, events, and collaborations with local business owners. This initiative will increase awareness of the benefits of shopping locally, helping small businesses recover and grow while keeping economic activity within the Santa Fe community.

Additionally, \$75,000 is requested to continue supporting the South Side Feria, a successful community-driven market that provides opportunities for small businesses and entrepreneurs to showcase their goods and services. The Feria also serves as a hub for cultural celebration and engagement, strengthening community ties and supporting economic activity on the South Side of Santa Fe. Together, these initiatives will provide vital support to small businesses, increase consumer engagement, and bolster the local economy.

4. **Workforce Development Support:** The Office of Economic Development (OED) has identified one-time funds available to sustain key workforce development programs that are vital to the long-term



City of Santa Fe, New Mexico



Memorandum

economic health of Santa Fe. The Santa Fe Community College Trades and Certifications Program supports residents in acquiring technical skills and professional certifications in high-demand trades, addressing local workforce shortages and enabling participants to secure well-paying jobs. The requested \$250,000 will ensure the program continues to provide accessible training opportunities for Santa Fe's workforce.

The Santa Fe Public Schools Work-Based Learning Intern Program connects high school students with local businesses for internships, giving students practical experience, career exploration opportunities, and a direct pathway to employment in Santa Fe. The requested \$500,000 will allow the program to expand, benefiting more students and businesses while fostering a stronger connection between education and the local economy. Together, these initiatives will enhance the skills of Santa Fe's workforce, support small businesses, and create sustainable economic growth for the community.

- 5. Support Office Rent for Community Services Department:** The Office of Economic Development (OED) currently covers the annual office rent for the Community Health and Safety Department, which provides essential services that directly benefit the Santa Fe community. The requested \$96,000 will ensure that rent expenses are covered for the year, allowing Community Health and Safety to focus resources on delivering critical programs and services.

By covering this expense, OED has played a key role in supporting the work of Community Health and Safety, which contributes to the overall well-being and stability of the community. Securing this funding will allow OED to maintain this financial support while continuing to focus on its mission to bolster economic growth and sustain key initiatives for Santa Fe's businesses and residents.

FUNDING SOURCE: FY25 Mid-Year Funding Allocation from General Fund 100

- 1. Increase Staff Capacity:**

Fund Name/Number: Economic Development/212

Munis Org Name/Number: 2122800

Munis Obj Name/Number: 500750

Amount: \$325,000

- 2. Small Business Crime Mitigation and Security Grants:**

Fund Name/Number: Economic Development/212

Munis Org Name/Number: 2122800

Munis Obj Name/Number: 510400

Amount: \$250,000

- 3. Small Business Development Support:**

Fund Name/Number: Economic Development/212

Munis Org Name/Number: 2122800

Munis Obj Name/Number: 510310

Amount: \$225,000

- 4. Workforce Development Support:**

Fund Name/Number: Economic Development/212

Munis Org Name/Number: 2122800

Munis Obj Name/Number: 510300

Amount: \$750,000

5. Support Office Rent for Community Services Department:

Fund Name/Number: Economic Development/212


Munis Org Name/Number: 2122800

Munis Obj Name/Number: 510300


Amount: \$96,000

ATTCHMENTS:

BAR

Signature: 
Johanna Nelson (Feb 5, 2025 19:17 MST)
Email: jcnelson@santafenm.gov

Signature: *Loretta S. Olguin*
Email: lsolguin@santafenm.gov

Signature: 
Randy Randall (Feb 10, 2025 08:24 MST)
Email: rrandall@santafenm.gov

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Account Inquiry [CITY OF SANTA FE]

Account

Fund 212 ECON DEV Acct 212-50-12-2800-000-00-000-500750- Account Notes
 Org 2122800 EconDevsOps Acct name Salaries (Temporary) Status Active
 Object 500750 Sal Temp Expense Type Expense Status Active
 Project Sub-Rollup Rollup Sub-Rollup
 MultiYr-Fund

4 Year Comparison History 4 Year Graph History Graph

Yr/Per	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	.00	.00	.00	.00
Transfers In	325,000.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	325,000.00	.00	.00	.00
Actual (Memo)	.00	.00	4,171.50	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	325,000.00	.00	-4,171.50	.00
Percent used	.00	.00	.00	.00

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Account Inquiry [CITY OF SANTA FE]

Account

Fund 212 ECON DEV Acct 212-50-12-28000-000-000-510400- Account Notes
 Org 2122800 EconDevOps Acct name Grants and Services
 Object 510400 GrantsSvcs Type Expense Status Active
 Project ECDOC EconomicDevelopmentOpsCNT
 Sub-Rollup MultiYr Fund

4 Year Comparison History 4 Year Graph History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	975,000.00	.00	733,000.00	29,175.00
Transfers In	650,000.00	1,005,000.00	597,025.19	.00
Transfers Out	-787,415.00	-30,000.00	-695,774.19	.00
Revised Budget	837,585.00	975,000.00	634,251.00	29,175.00
Actual (Memo)	272,135.47	570,181.96	568,829.13	47,968.00
Encumbrances	165,000.00	.00	.00	-165,000.00
Requisitions	.00			.00
Available	400,449.53	404,818.04	65,421.87	146,207.00
Percent used	52.19	58.48	89.69	-401.14

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Account Inquiry [CITY OF SANTA FE]

Account

Fund 212 | Acct ECON DEV | Acct 212-50-12-2800-000-000-510310- | Account Notes
 Org 2122800 | EconDevOps | Service Contracts
 Object 510310 | Svc Cntr | Expense | Status Active
 Project | ECDOC | EconomicDevelopmentOpsCNT
 Sub-Rollup | MultiYr Fund

4 Year Comparison History 4 Year Graph History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	235,500.00	954,453.00	.00	204,225.00
Transfers In	516,500.00	60,000.00	.00	.00
Transfers Out	-111,500.00	-700,000.00	.00	.00
Revised Budget	640,500.00	314,453.00	.00	204,225.00
Actual (Memo)	373,318.21	287,455.52	3,050.42	31,234.92
Encumbrances	1,432.14	.00	.00	74,565.84
Requisitions	.00			372.72
Available	265,749.65	26,997.48	-3,050.42	98,051.52
Percent used	58.51	91.41	.00	51.99

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Account Inquiry [CITY OF SANTA FE]

Account

Fund 212 ECON DEV Acct 212-50-12-28000-000-000-510300- Professional Contracts Account Notes
 Org 2122800 EconDevOps Type Expense Status Active
 Object 510300 Prfsl Cntr Rollup ECDOC EconomicDevelopmentOpsCNT
 Project Sub-Rollup MultiYr Fund

4 Year Comparison History 4 Year Graph History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	356,250.00	.00	.00	346,897.00
Transfers In	3,110,668.00	475,000.00	.00	.00
Transfers Out	-842,222.00	-4,000.00	.00	.00
Revised Budget	2,624,696.00	471,000.00	.00	346,897.00
Actual (Memo)	546,921.26	269,662.42	.00	332,308.92
Encumbrances	1,292,726.85	.00	.00	-1,116,765.61
Requisitions	.00			.00
Available	785,047.89	201,337.58	.00	1,131,353.69
Percent used	70.09	57.25	.00	-226.14