



# City of Santa Fe, New Mexico

## Memorandum



**Date:** October 23, 2024

**To:** Governing Body

**Via:** *Regina Wheeler*  
Regina Wheeler (Oct 22, 2024 08:51 MDT)  
**Regina Wheeler, Public Works Director**

**From:** **Jeanne Wolfenbarger, PE Public Works Complete Streets Engineer** *Jeanne Wolfenbarger*

### **ACTION**

Approval of a Budget Amendment Resolution (BAR) to Reappropriate Unspent FY 24 Budget in the Amount of \$175,000 to Engage a Consultant to Compile the Public Infrastructure Development Standards for Chapter 14 Code Revisions. (Jeanne Wolfenbarger, P.E., Public Works Complete Streets Engineer, jawolfenbarger@santafenm.gov)

### **BACKGROUND & SUMMARY:**

On December 13, 2023, the Governing Body approved an FY24 Budget Amendment Resolution (BAR) from FY23 Gross Receipts Tax Revenue for this same effort and amount. In September 2024, staff was notified that the funding would be not carried forwarding into FY25, and therefore seeking reauthorization.

The Public Infrastructure Development Standards will include design related to roads and roadway drainage, stormwater, pedestrian and bicycle facilities, and parks. This work is being undertaken in coordination with Land Use's revision of Chapter 14 Code. These design standards will reflect Santa Fe values identified in plans, programs and policies including Complete Street resolutions, MPO Master Plans and the City of Santa Fe Multimodal Transition Plan.

**Funding Source:** FY 24 Budget Allocation of FY 23 GRT Revenue earned over budgeted estimates

Project Ledger ID/Name: PWD241000A – PW / Land Use Development Code

Fund Name/Number: General Fund/ 100

Org Name/Number: Public Works Admin / 1006001

Object Name/Number: Professional Contracts / 510300

### **Attachments:**

BAR

Munis Detail of Unspent FY 24 Budget

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

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

DEPARTMENT / DIVISION NAME Public Works / Public Works Admin	DATE 10/21/2024
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ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
<u>EXPENDITURES</u>				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>
Professional Contracts - LU Code Revisions	1006001	510300	PWD241000A	175,000	

<u>REVENUES</u>				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>

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

Reappropriate FY 24 unspent budget for City Code Chapter 14 Land Development Code revisions within the Public Works Department to FY 25.	\$ 175,000	\$ -
<i>{Complete section below if BAR results in a net change to ANY Fund}</i>		
Fund(s) Affected	Fund Balance Increase/(Decrease)	
100	(175,000)	
<b>TOTAL:</b>	<b>(175,000)</b>	

Halona Crowe Prepared By <i>{print name}</i>	10/21/2024 Date	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>	<i>Andy Hopkins</i> Budget Officer	
Division Director Signature <i>{optional}</i> <i>Regina Wheeler</i> <small>Regina Wheeler (Oct 21, 2024 15:19 MDT)</small>	Date	<b>CITY COUNCIL APPROVAL</b> City Council Approval Date <input style="width: 100px; height: 20px;" type="text"/>	Finance Director <i>{≤ \$5,000}</i>	Date
Department Director Signature	Date	Agenda Item #: <input style="width: 100px; height: 20px;" type="text"/>	City Manager <i>{≤ \$60,000}</i>	Date

Account Inquiry [CITY OF SANTA FE]

Account

Fund: 100 GENFUND  
 Org: 1006001 PW Admin  
 Object: 510300 Prfsl Cntr  
 Project:

4 Year Comparison

Current Year

Yr/Per 2024/13	Fiscal Year 2024
Original Budget	.00
Transfers In	351,406.00
Transfers Out	-45,500.00
Revised Budget	305,906.00
Actual (Memo)	34,698.23
Encumbrances	40,359.28
Requisitions	.00
Available	230,848.49
Percent used	24.54

Project string

Project \* PWD241000A CH 14 LAND USE DEVELOPMENT CODE  
 Phase \* ContrSvc Contractual Services  
 Task \*   
 Sub-Task \*   
 Name \* CH 14 LAND USE DEVELOPMENT COD  
 Short Name \* CH 14 LAND  
 Status Active  
 Projected date range 11/13/2023 to 11/13/2024  
 Actual date range  to

Project String Balances

GL Accounts

	Project Year 2024	Project Year 2023
Original Budget	.00	.00
Transfers - In	199,000.00	.00
Transfers - Out	.00	.00
Revised Budget	199,000.00	.00
Actual (Memo)	3,241.57	.00
Encumbrances	17,909.10	.00
SOY Encumbrances	.00	.00
Requisitions	.00	.00
Inception to SOY	.00	.00
Available	177,849.33	.00
Percent Used	10.63	0.00



# City of Santa Fe, New Mexico

## Memorandum



**Date:** November 14, 2023

**To:** Governing Body

**Via:** *Regina Wheeler*  
Regina Wheeler (Dec 1, 2023 09:17 MST)  
**Regina Wheeler, Public Works Director**

*Emily K. Oster*  
Emily K. Oster (Dec 1, 2023 11:09 MST)  
**Emily Oster, Finance Director**

**From:** **Jeanne Wolfenbarger, PE Public Works Complete Streets Engineer** *Jeanne Wolfenbarger*  
**Erick Aune, MPO Officer** *Erick Aune*  
Erick Aune (Dec 1, 2023 09:08 MST)

**ACTION**

Approval of a Budget Amendment Resolution (BAR) from FY23 Gross Receipts Tax Revenue Earned Over Budgeted Estimates in the Amount of \$175,000 to Engage a Consultant to Compile Public Works elements for the City Code Chapter 14 Land Development Code Revision.

**BACKGROUND & SUMMARY:**

The Chapter 14 Land Development Code Revision project is underway. The elements of this code that relate to rights of way, stormwater, pedestrian and bicycle facilities, parks and street lighting require updating so that public infrastructure built by private developers meets the City’s goals. This work will be undertaken by Public Works and MPO in coordination with Land Use.

The street design standards will be updated to reflect Santa Fe values identified in plans, programs and policies including Complete Street resolutions, MPO Master Plans and the City of Santa Fe Multimodal Transition Plan. The City has relied on NMDOT standards and national standards which can result in roads designed which are prioritized for the movement of vehicles limiting options for pedestrians, bicyclists and transit riders.

**Funding Source:** FY 23 GRT Revenue earned over budgeted estimates

Funding destination  
 Project Ledger ID/Name: PWD241000A – PW / Land Use Development Code  
 Fund Name/Number: General Fund/ 100  
 Org Name/Number: Public Works Admin / 1006001  
 Object Name/Number: Professional Contracts / 510300

**Attachments:**  
 BAR

