



Date: January 5, 2026
To: Governing Body
From: Carol Swenson, Public Works Business Operations Manager
Via: Sam Burnett, Interim Public Works Department Director 
Matt Bonifer, Accounting Officer 
MB (Jan 6, 2026 11:14:57 MST)
Subject: Capital Program Management

ACTION:

Request for Approval of a Budget Amendment Resolution (BAR) to Re-Appropriate \$137,416 of the Unspent FY25 One-Time Appropriation from the General Fund Balance to FY26 Public Works Administration Professional Contracts for Capital Program Management (Sam Burnett, Interim Public Works Director, jsburnett@santafenm.gov).

BACKGROUND AND SUMMARY:

The Public Works Department has managed the annual ICIP process and legislative grants for the City since 2018. This contract will institutionalize that work using an experienced and proven contractor, New Mexico Grant Administration. The City currently has 74 active legislative grants with a value of \$63M. Contractor will ensure efficient and transparent management of the ICIP process and legislative grant projects.

Governing Body approved a one-time FY25 appropriation of \$400,000 for capital program services. Those funds were not spent, and this BAR reappropriates a portion of those funds for ICIP legislative grant administration services in FY26 by Public Works.

ATTACHMENTS:

BAR

Account Inquiry [CITY OF SANTA FE]

Account

Fund	<input type="text" value="100"/> ... GENFUND	Acct	<input type="text" value="100-10-15-1501-000-00-000-510300-"/>
Org	<input type="text" value="1001501"/> ... Fin Admin	Acct name	<input type="text" value="Professional Contracts"/>
Object	<input type="text" value="510300"/> ... Prfsl Cntr	Type	<input type="text" value="Expense"/> Status
Project	<input type="text"/> ...	Rollup	<input type="text" value="GFFNC"/> ... FinanceAdmin
		Sub-Rollup	<input type="text"/> ...
		<input type="checkbox"/> MultiYr Fund	

4 Year Comparison

Current Year History 4 Year Graph History Graph

Yr/Per 2025/01	Fiscal Year 2025		Fiscal Year 2024		Fiscal Y
Original Budget	<input type="text" value="150,000.00"/>		<input type="text" value=".00"/>		
Transfers In	<input type="text" value="400,000.00"/>		<input type="text" value="5,000.00"/>		
Transfers Out	<input type="text" value=".00"/>		<input type="text" value=".00"/>		
Revised Budget	<input type="text" value="550,000.00"/>		<input type="text" value="5,000.00"/>		
Actual (Memo)	<input type="text" value="4,949.96"/>		<input type="text" value="16,736.01"/>		
Encumbrances	<input type="text" value=".00"/>		<input type="text" value=".00"/>		
Requisitions	<input type="text" value=".00"/>				
Available	<input type="text" value="545,050.04"/>		<input type="text" value="-11,736.01"/>		
Percent used	<input type="text" value=".90"/>		<input type="text" value="334.72"/>		