



CITY OF SANTA FE

DATE: April 8, 2026

TO: Governing Body
Finance Committee
Quality of Life Committee
Andy Hopkins, Budget Officer

VIA: Manuel Sanchez, Interim Community Services Department Director *Manuel Sanchez*
Manuel Sanchez (Apr 8, 2026 13:11:48 MDT)
Marcella Apodaca, Business Operations Manager *Marcella Apodaca*

FROM: Margaret Neill, Library Division Director *Margaret Neill*
Margaret Neill (Apr 8, 2026 12:53:04 MDT)

ITEM AND ISSUE:

Request for Approval of a BAR to move eighty thousand dollars (\$80,000) from FY26 Contributions/Donations to Rep and Maint Build/Struct.

BACKGROUND AND SUMMARY:

In July 2025, the Community Services Department/Library Division received a Bequest from the Jean Lawton Trust Account in the amount of \$80,000. There are no restrictions on how the money can be spent, only that it is intended for the benefit of the library. These funds will be used to pay for landscaping, pest control and other maintenance needs at the Southside Library Branch.

FROM:

2510104.470100	Contributions/Donation	(\$80,000)
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TO:

2510104.520100	Rep and Maint Build/Struct	\$80,000
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ACTION REQUESTED:

The Community Services Department/Library Division respectfully requests your review and approval.

Log # (Finance use <u>only</u>):	
Journal # (Finance use <u>only</u>):	

City of Santa Fe, New Mexico BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION NAME Community Services/Library					DATE 4/8/2026	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE	
EXPENDITURES				<i>(enter as positive #)</i>	<i>(enter as negative #)</i>	
Rep and Maint Build/Struct	2510104	520100		80,000		
REVENUES				<i>(enter as negative #)</i>	<i>(enter as positive #)</i>	
SSLibr Op s/ Contributions/Doations	2510104	470100		(80,000)		

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

Request to move funds from the Lawton Trust out of revenue into expenditures to pay for landscaping, pest control and other facilities needs at Southside Library.

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

Marcella Apodaca Prepared By (print name) <i>Margaret Neill</i> <small>Margaret Neill (Apr 8, 2026 12:53:04MDT)</small> Division Director Signature (optional) <i>Manuel Sanchez</i> <small>Manuel Sanchez (Apr 8, 2026 13:11:48MDT)</small> Department Director Signature	4/8/2026 Date Apr 8, 2026 Date Apr 8, 2026 Date	<i>(Use this form for Finance Committee/ City Council agenda items ONLY)</i> CITY COUNCIL APPROVAL City Council Approval Date: <input type="text"/> Agenda Item #: <input type="text"/>	<i>Andy Hopkins</i> Budget Officer Finance Director (≤ \$5,000) City Manager (≤ \$60,000)	Apr 8, 2026 Date Date Date
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