



Agenda

**Regular Meeting of the
Economic Development
Advisory Committee
September 3, 2025 at 11:00 AM
Councilors' Conference Room,
City Hall
200 Lincoln Avenue**

Procedures for Economic Development Advisory Committee Meeting

Join Zoom Meeting:

[https://santafenm-
gov.zoom.us/j/83314578481?pwd=43m0IVRTb3XLlrhJXilmOIKpEcbCsb.1](https://santafenm.gov.zoom.us/j/83314578481?pwd=43m0IVRTb3XLlrhJXilmOIKpEcbCsb.1)

Meeting ID: 833 1457 8481

Passcode: 536279

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Consent Agenda
5. Approval of Minutes
 - a. Approval of the August 6 Economic Development Advisory Committee (EDAC) Meeting Minutes
6. Action Items: Consent Agenda
7. Action Items: Discussion Agenda
 - a. CONSIDERATION OF BILL NO. 2025-19. ADOPTION OF ORDINANCE NO. 2025-____. (Councilor Signe Lindell)
A Bill Establishing a Ten (10) Year Plaza Pushcart Vendor License for which Vendors who have Completed Twenty-Five (25) Consecutive Years of Vending are Eligible to Apply. (Xavier Martinez, Constituent Services Manager; xbmartinez@santafenm.gov)

Committee Review:

Governing Body (Introduced): 08/27/2025

Economic Development Advisory Committee: 09/03/2025

Governing Body (Public Comment): 09/10/2025

Quality of Life Committee: 09/17/2025

Finance Committee: 09/22/2025

Governing Body (Public Hearing): 10/08/2025

Economic Development Advisory Committee

September 3, 2025

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8. Presentations

- a. City - County Economic Development Collaboration Efforts and Updates (Johanna Nelson, Director, City of Santa Fe, Office of Economic Development, jcnelson@santafenm.gov; Juan Torres, Economic Development Manager, Santa Fe County, jetorres@santafecountynm.gov)
- b. Go Local – Go Different Update and Working Group Creation (Johanna Nelson, Director, Santa Fe Office of Economic Development, jcnelson@santafenm.gov)

9. Public Comment

10. Matters from Staff

11. Matters from the Committee

- a. EDAC Working Group Updates (Councilor Jamie Cassutt, Chair, Economic Development Advisory Committee, jcassutt@santafenm.gov)

12. Matters from the Chair

13. Next Meeting:

- a. October 1

14. Adjourn

Persons with disabilities in need of additional accommodations, contact the City Clerk's office at 505-955-6521, five (5) working days prior to meeting date.

**ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
WEDNESDAY, AUGUST 6, 2025, 11:00 AM
CITY HALL, COUNCILORS CONFERENCE ROOM
200 LINCOLN AVE., SANTA FE, NM**

1. CALL TO ORDER

The meeting of the Economic Development Advisory Committee was called to order by David Perez, Vice Chair, at 11:05 am on Wednesday, August 6, 2025, at City Hall, in the Councilors Conference Room, 200 Lincoln Ave., Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT

Ondine Frauenglass
Kenneth Resnick, virtually
George Gamble
Kathy Rivera
Ava Salman
Myriah Tomar, virtually
Sierra Cruz
David Perez, Vice Chair
Councilor Jamie Cassutt, Chair
(One vacancy)

OTHERS PRESENT

Johanna Nelson, Director, Economic Development
Casey Dalbor, Business Growth Manager
Patrick Gannon, JTIP Program Manager, NM Economic Development Dept.
Avelina Borrego, JTIP Marketing Coordinator, NM Economic Development Dept.
Angela Smith Kirkman, Paseo Pottery, Tumbleroot Brewing, Owner

3. APPROVAL OF AGENDA

MOTION A motion was made by Ms. Frauenglass, seconded by Mr. Gamble, to approve the agenda as presented.

VOTE The motion passed on a roll call vote as follows:

Ms. Frauenglass, yes; Mr. Resnick, yes; Ms. Rivera, yes; Mr. Gamble, yes; Mr. Perez, yes; Ms. Salman, yes; Ms. Cruz, yes; Ms. Tomar, yes; Chair Cassutt, yes.

4. APPROVAL OF CONSENT AGENDA

None.

5. APPROVAL OF MINUTES

A. APPROVAL OF THE JULY 2, 2025, ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MINUTES

MOTION A motion was made by Mr. Gamble, seconded by Ms. Rivera, to approve the minutes as presented.

VOTE The motion passed on a roll call vote as follows:

Ms. Frauenglass, yes; Mr. Resnick, yes; Ms. Rivera, yes; Mr. Gamble, yes; Mr. Perez, yes; Ms. Salman, yes; Ms. Cruz, yes; Ms. Tomar, yes; Chair Cassutt, yes.

B. APPROVAL OF THE JUNE 4 ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MINUTES

MOTION A motion was made by Ms. Frauenglass, seconded by Ms. Rivera, to approve the minutes as presented.

VOTE The motion passed on a roll call vote as follows:

Ms. Frauenglass, yes; Mr. Resnick, yes; Ms. Rivera, yes; Mr. Gamble, yes; Mr. Perez, yes; Ms. Salman, yes; Ms. Cruz, yes; Ms. Tomar, yes; Chair Cassutt, yes.

6. ACTION ITEMS: CONSENT AGENDA

None.

7. ACTION ITEMS: DISCUSSION AGENDA

None.

8. PRESENTATIONS

A. JOB TRAINING INCENTIVE PROGRAM (JTIP) PROGRAM OVERVIEW AND RECIPIENT TESTIMONIAL

Mr. Gannon gave a PowerPoint presentation overview of the JTIP Program including the goals of the program - supporting the economic base of New Mexico, Job creation and providing employment and skill development for New Mexico residents;

the JTIP Board, the process of offsetting the cost of labor by covering a portion of wages, eligibility, the application process, job training and the Step-Up Program.

Mr. Resnick asked about job retention and out reach to growing companies who need job training.

Mr. Gannon said every year, we present a report of the jobs claimed and a report from the company as to how many of those individuals are still with the company along with how many of those jobs are still within the company. We partner with a lot of external organizations to get the word out about the program opportunities, including with the City of Santa Fe Economic Development Department, and we have eleven regional reps on the ground who work with companies and make qualified referrals to us to get them into the program.

There was discussion around jobs in rural and urban areas and expansion to the southern border.

Ms. Kirkman shared her experience with JTIP saying how beneficial it has been to her businesses.

Ms. Kirkman said over the last two years, we have hired seven people for Paseo Pottery and five for Tumbleroot Brewing. It is a really big deal for us. She is super grateful to Casey and Economic Development for their guidance.

Ms. Rivera said she is encouraged by what she is hearing. Maybe we can help you with getting the word out as well.

There was discussion regarding success stories, resources, the rise in STEM related companies and jobs and job zone calculations for salaries.

Ms. Tomar said JTIP has been around for a long time and is now expanding into the tech space. Overall, it is a great program. Does the City provide a match.

Mr. Gannon said no, local municipalities do not provide a match. Las Cruces is the only City that has a program such as that.

Ms. Nelson said our Department supports the program in many ways, but not with a match.

Mr. Perez thanked Mr. Gannon and Ms. Borrego for the presentation and for all they do.

9. PUBLIC COMMENT

None.

10. MATTERS FROM STAFF

Ms. Nelson handed out her report including an update on development within the City.

Ms. Nelson reported that the Department's Small Business Navigator Program helps with getting the word out about resources and referrals including JTIP. Maybe in the future our Navigator can come to a meeting and give us an update. The associated website has information on resources as well.

Ms. Nelson highlighted upcoming events and gave an update on the strategic plan progress, grant programs, the Buy Local program, the progress of hiring a Director for the Affordable Housing Department, the Homewise Livability Series, the Affordable Housing Trust Fund, Canyon Road events, and Startup Syndicate - venture capital.

Mr. Dalbor said we are adding a third office hours opportunity downtown in our office. He will send everyone the information.

Ms. Nelson gave an update on developing projects saying we are focusing on sector growth and development.

Mr. Perez discussed Woodruff Scientific fusion energy companies and their intent to bring companies to Santa Fe, saying we need to support that cluster of companies. Lack of space is the biggest challenge for these start ups along with site readiness. He is focused on creating that landing ground for companies locating in Santa Fe.

Ms. Nelson said we are starting to connect more with Land Use on these issues.

Ms. Nelson reported that Daniel Hernandez, Director of the MRC, resigned last week. That has created a big vacuum in staffing. She wanted you to all be aware fo that.

Mr. Perez said that is concerning.

Mr. Perez thanked Ms. Nelson and her staff for all their hard work.

11. MATTERS FROM THE COMMITTEE

Ms. Salmon asked about the subcommittee meetings.

Chair Cassutt said she will be addressing that next under Matters from the Chair.

12. MATTERS FROM THE CHAIR

Chair Cassutt said we had our initial gathering of the Steering Committee. We started discussing items we would like to hear more about and how frequently we want updates on projects. We will meet regularly and will be getting things on the calendar shortly. We had a good conversation about the focus of the next several meetings.

Chair Cassutt noted that with the Mayoral election, there will be new Committee assignments. There is no guarantee that she will remain the Chair of this Committee, but she will ask to remain.

13. NEXT MEETING

A. SEPTEMBER 3, 2025

14. ADJOURN

There being no further business before the Committee, the meeting adjourned at 12:45 pm.

Councilor Jamie Cassutt, Chair

Elizabeth Martin, Stenographer



CITY OF SANTA FE

Memorandum

Date: August 19, 2025

To: Governing Body, Finance Committee, and Quality of Life Committee

From: Xavier Martinez, Constituent Services Manager

Via: Andréa Salazar, City Clerk

RE: Updating Permit Renewal Requirement for Long-Standing Vendors

SUMMARY:

The proposed bill would amend SFCC 1987, Section 23-5.5, to allow plaza pushcart vendors who have completed twenty-five (25) consecutive years of vending and have remained in good standing with the City of Santa Fe the ability to renew their license every ten (10) years rather than five (5) years. Ten-year license applications would not be required to submit photographs and blueprints and would not be required to participate in juried vendor selection.

ATTACHMENTS:

Bill
Fiscal Impact Report

[bracketed material] = delete

underscored material = new

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CITY OF SANTA FE, NEW MEXICO

BILL NO. 2025-19

INTRODUCED BY:

Councilor Signe Lindell

A BILL

ESTABLISHING A TEN (10) YEAR PLAZA PUSH CART VENDOR LICENSE FOR WHICH VENDORS WHO HAVE COMPLETED TWENTY- FIVE (25) CONSECUTIVE YEARS OF VENDING ARE ELIGIBLE TO APPLY.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:

Section 1. Section 23-5.5 of SFCC 1987 (being Ord. No. 2017-21, Section 2, as amended) is amended to read:

23-5.5 – Plaza pushcart vendors; licenses; requirements; selection process; conditions of operations

A. *Short Title.* This section may be cited as the "Plaza Pushcart Ordinance."

B. *Plaza Pushcart Vendor Licenses.* Plaza pushcart vendor licenses may be granted at the discretion of the city manager. Such licenses shall be privileges of the holders of a license, subject to the provisions of this chapter. Such licenses are not and shall not be construed as rights in property or otherwise; and may be revoked by the city at any time, subject to the provisions of this chapter.

1 C. *Number of Plaza Pushcart Vendor Licenses.* The city manager may issue up to six
2 (6) Plaza pushcart vendor licenses per term.

3 D. *Location.* At the discretion of the city, the locations of the plaza pushcart vendors
4 may be designated in the Plaza Park; the Plaza; or the Plaza periphery.

5 E. *Term.* A vendor license shall be valid for a period of five (5) or ten (10) years from
6 January 1 or the date issued, whichever is later, of the first year to December 31 of the fifth or tenth
7 year, as applicable, subject to the provisions of this chapter.

8 F. *Requirements for Plaza Pushcart Vendor License Applications.*

9 (1) The city shall give public notice of the application period by whatever no-
10 fee notice or announcement channels are available through local print, audio or video
11 media. [~~For the 2015-2017 license term, application shall be made during the month of~~
12 ~~April 2015. For the 2018-2022 license term, application shall be made during the month of~~
13 ~~October 2017.] Every five years [~~thereafter~~], application shall be made during the month
14 of September. The city manager may renew licenses for a five (5) year period or, for
15 vendors who have completed twenty- five (25) consecutive years of vending and have
16 remained in good standing with the city, a ten (10) year period.~~

17 (2) Each applicant shall be required to:

18 (a) Pay an application fee. The application fee shall be established by
19 a resolution adopted by the governing body;

20 (b) Allow disclosure of the applicant's name and address as a matter
21 of public record;

22 (c) Provide a state taxpayer identification number;

23 (d) Except for new businesses, provide a letter of good standing from
24 the New Mexico taxation and revenue department and the New Mexico
25 environment department;

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- (e) Be a resident of Santa Fe county;
 - (f) Describe on the application the type of food product the applicant will offer for sale, including prices; and
 - (g) Designate on the application the proposed hours of operation of the Plaza pushcart.
- (3) Only one (1) Plaza pushcart vendor license shall be allowed per immediate family.
- (4) The applicant shall affirm, in the presence of a notary public, that if the applicant is granted a Plaza pushcart vendor license:
- (a) The license fee, or any portion thereof, is nonrefundable.
 - (b) During the term of the license, the applicant shall maintain adequate insurance in at least the amounts stated in the New Mexico Tort Claims Act and shall provide proof of such insurance coverage to the city on an annual basis during the term of the license. The insurance policy shall:
 - (i) Name the city of Santa Fe as an additional insured on the policy; and
 - (ii) State that the city shall be notified no less than thirty (30) days in advance of cancellation of such insurance policy for any reason. Prior to operation as a Plaza pushcart vendor, the Plaza pushcart vendor shall furnish the city with a copy of a certificate of insurance.
 - (c) The applicant shall comply with all provisions of the Plaza Pushcart Ordinance, subsection 23-5.5 SFCC 1987, and any other applicable laws; and acknowledges that violation of this section or any other applicable law constitutes grounds for permanent revocation of the license.
- (5) An application may not be submitted by any person who previously was

1 issued a Plaza pushcart vendor license whose license was revoked according to the
2 procedures for revocation of the license set forth in subsection 23-5.5J.

3 (6) Each application shall include:

4 (a) Four (4) photographs of the Plaza pushcart vendor's cart, with
5 views of the front, back and each side of the cart, and the specifications of the cart;
6 or

7 (b) A set of blueprints and specifications of each elevation of the
8 proposed cart, if the cart has not been built.

9 (7) If a Plaza pushcart license is awarded, the vendor shall be required to
10 obtain a permit to operate as a food establishment from the New Mexico environment
11 department.

12 (8) Each applicant shall submit six (6) copies of the application, with original
13 photographs or blueprints and specifications attached. Photographs shall have been taken
14 no more than one (1) year before the date the application is submitted. Photographs shall
15 be no larger than eight and one-half inches by eleven inches (8½"×11").

16 (9) Each application shall be reviewed by city staff for completeness.
17 Incomplete applications shall not be considered.

18 (10) The pushcart vendor license fee, as established by resolution of the
19 governing body, shall be paid to the city. No refund of any portion of the fee shall be made
20 when a license is relinquished or revoked. If fees are not paid accordingly, the license shall
21 be revoked.

22 G. *Procedures for License Selection.*

23 (1) When ~~necessary~~ there are more applicants than available licenses, the
24 city manager shall designate a jury panel comprised of five (5) members who are residents
25 of the city of Santa Fe to select the Plaza pushcart vendors. Prior to the designation of the

1 panel, the city shall disclose the names of the pushcart applicants to potential panel
2 members and the names of the potential panel members to the applicants.

3 (a) A jury panel member shall be prohibited from serving on the panel
4 if they are related to an applicant for a Plaza pushcart license by consanguinity or
5 affinity to the third degree. For purposes of this section consanguinity means
6 related by blood; affinity means one's spouse or related through one's spouse; and
7 third degree means aunts, uncles, nieces and nephews.

8 (b) A jury panel member shall not be allowed to serve on the panel if
9 they have a conflict of interest with any applicant in accordance with the city of
10 Santa Fe Code of Ethics Ordinance, Section 1-7 SFCC 1987.

11 (c) Each jury panel member shall affirm that they shall be fair and
12 impartial during the selection process.

13 (2) The jury panel shall review and score each application separately. Scoring
14 shall be based on the following number of points and criteria:

15 (a) Up to fifty (50) points for quality, freshness, taste and cost of food.

16 (b) Up to thirty (30) points for a personal interview with the applicant,
17 at which time the applicant shall be required to explain how each food item that
18 the applicant is proposing to sell is prepared and demonstrate how at least one food
19 item is prepared.

20 (c) Up to ten (10) points for the design of the pushcart.

21 (d) Up to ten (10) points for compatibility and diversity of the
22 pushcart and food items with Plaza activities.

23 (3) Scores shall be calculated by city staff. The results shall be ranked
24 numerically and licenses shall be awarded in order of rank, from highest score to lowest.

25 In the event there is a tie in the ranking of applicants, the jury panel shall determine the

1 appropriate means by which the tie shall be broken. The city shall provide written notice
2 of the jury panel's ranking. An applicant may appeal to the city manager the decision of the
3 jury panel within fifteen (15) days of the date of the city's notice of ranking. The city
4 manager or their designee has sole discretion to grant or deny the appeal. The ranking of
5 applications may be adjusted based on the outcome of the appeal process.

6 (4) After the appeal period has ended and any adjustments have been made to
7 the ranking, the city shall mail notification of approval of licenses to the successful
8 applicants.

9 (5) Prior to issuance of any license, the city shall assign pushcart spaces on
10 the Plaza Park, the Plaza or the Plaza periphery. An applicant who had a license the
11 previous license period who receives a license for the upcoming license period may retain
12 the space ~~he or she~~ the applicant used previously. Otherwise, spaces shall be assigned by
13 means of a lottery.

14 (6) Each successful applicant shall obtain a city business registration as set
15 forth in Section 18-2 SFCC 1987 for use only on the Plaza, in the Plaza park or on the Plaza
16 periphery.

17 (7) The annual Plaza pushcart vendor license fee may be paid in full or in two
18 (2) increments. The full or initial increment shall be paid within thirty (30) days of the date
19 of the written notification of approval; the second increment shall be paid no later than six
20 (6) months from the date of issuance of the license. If the license fee is not paid within
21 thirty (30) days of the date of the written notification, the license shall be issued to the
22 applicant with the next-highest score.

23 (8) Vendors who have had a plaza vendor license for twenty-five (25) years
24 or more without recorded violations of the Plaza Pushcart Ordinance, SFCC 1987, Section
25 23-5.5, may apply to renew their pushcart vendor licenses for ten (10) years. Vendors

1 applying for a ten-year permit shall do so as described in 23-5.5(F), but they are not
2 required to submit the photos and blueprints required by parts (F)(6) and F(8). In addition,
3 vendors applying for a ten-year permit are not subject to the jury review described in parts
4 G(1) through (4). Vendors with a ten-year permit shall pay the annual pushcart vendor
5 license fee as described in Section 23-5.5(G)(7), in addition to the application fee described
6 in F(2), and may apply for subsequent ten (10) year permits.

7 (9) In the event that a Plaza pushcart vendor space is available but no qualified
8 applicant remains from the selection process, the city may repeat the selection process and
9 issue licenses for the remaining time.

10 H. *Conditions of Operation.*

11 (1) Plaza pushcart license holders are prohibited from receiving money, goods
12 or services for use of their designated space.

13 (2) Plaza pushcart vendors shall not hinder or impede pedestrian flow on any
14 sidewalk within the Plaza Park or traffic flow on any street surrounding the Plaza Park.

15 (3) Plaza pushcarts shall occupy no more than ninety-six (96) square feet
16 (twelve feet by eight feet (12'x8')). Such space shall include a cart no larger than four feet
17 by eight feet by eight feet (4'x8'x8'), an umbrella if desired, a thirty-two-gallon trash can
18 and a fire extinguisher (class 2A1OBC) as required by the city fire code.

19 (4) Plaza pushcarts shall pass a city mandated fire inspection.

20 (5) During the term of the license, push cart vendors may offer for sale only
21 the products that were indicated on the license application and accepted by the jury panel.

22 (6) Loud speakers, for voice transmission and amplification of music,
23 banging, hawking or yelling are prohibited.

24 (7) Signs of all types are prohibited except the following:

25 (a) Standard size business cards;

1 (b) A sign that provides method of payment, not to exceed eight and
2 one-half by five and one-half inches (8½"×5½"); and

3 (c) A total of three (3) square feet for a sign or signs, attached to the
4 cart, which may include the name of the business and the menu.

5 (8) The pushcart vendor's current business registration shall be available
6 onsite for inspection at all times of operation.

7 (9) The pushcart vendor shall identify on the application the names of the
8 individuals who are authorized to sell from the pushcart, along with the vendor. Such
9 individuals may include one (1) member of the pushcart vendor's immediate family, or
10 designee, one (1) non-immediate family member and one (1) employee of the vendor. Up
11 to two (2) times per year, during the license term, the license holder may change the names
12 of the designated individuals. If a vendor's or authorized person's name or address changes,
13 the vendor shall update the vendor's registration with the updated information within thirty
14 (30) days of the change.

15 (10) The pushcart vendors shall operate their licenses as follows:

16 (a) For the months of March through October, pushcart vendors shall
17 be set up a minimum of twenty (20) days per month, for six (6) hours per day,
18 between the hours of 8:00 a.m. to 10:00 p.m., during the term of the license. This
19 requirement may be modified by the city because of inclement weather.

20 (b) During the months of November through February, pushcart
21 vendors may be set up as the weather permits.

22 (c) Pushcart vendors shall not be set up after 12:00 noon on a day
23 prior to a major commercial event specified in subsection 23-5.2A SFCC 1987 or
24 at any time on the days a major commercial event is held on the Plaza. A pushcart
25 vendor may apply to the sponsors of the major commercial events for inclusion as

1 one of the vendors at that event.

2 (d) The city may request that pushcart vendors cease operation due to
3 construction, for security reasons or in the event of an emergency.

4 (11) The city shall designate temporary vehicle parking for the setup or tear
5 down of pushcarts provided that Plaza pushcart vendors shall obtain a loading zone permit
6 from the city parking division and comply with the requirements for such permit.

7 (12) Plaza pushcart vendors shall be liable for paying applicable municipal
8 gross receipts tax and submit a current letter of good standing from the New Mexico
9 taxation and revenue department to the city manager or designee in a sealed envelope.
10 Letters shall be submitted on an annual basis no later than December 31. A plaza pushcart
11 vendor license is subject to revocation if any plaza pushcart vendor fails to deliver a current
12 letter of good standing to the city manager or designee.

13 (13) The city manager may adopt a code of conduct that shall apply to all
14 pushcart vendors.

15 I. *Transfer of License.* A license is not transferable except as follows:

16 (1) If at any time after issuance of a license, a pushcart vendor is not going to
17 use a license, the vendor shall notify the city and relinquish the license.

18 (2) The city may revoke a license if the city determines that the license has
19 not been used for more than twenty (20) days within a calendar month, for the months of
20 March through October. The city may offer the remaining time on the license to the next
21 qualified applicant from the selection process set forth in this section.

22 (3) If a pushcart vendor dies or becomes incapacitated, the city manager may
23 offer the remaining time on the license to a member of the Plaza push cart vendor's
24 immediate family, or designee, who has been identified on the application. However, at the
25 expiration of the license period, that immediate family member or designee shall be

1 considered a new applicant in the selection process should they decide to apply.

2 J. *Enforcement.*

3 (1) The city shall inspect all pushcarts at least monthly to confirm compliance
4 with this section and any applicable laws. Upon determining that the pushcart vendor is in
5 violation of any provision of this section, the city may suspend or revoke the license subject
6 to the provisions of Section 23-5 SFCC 1987.

7 (2) The city shall investigate complaints alleging violation of this section
8 provided that the complaint is signed by the complainant and includes the complainant's
9 telephone number and address.

10 (3) Any vendor found to be out of compliance with this section shall be
11 notified in writing, by certified mail or personal service, of the violation and shall have ten
12 (10) calendar days from the date of the notice to come into compliance. If the violation is
13 not corrected, the vendor shall be notified in writing, by certified mail or personal service,
14 that the license is suspended for fifteen (15) days. If the vendor is found to not be in
15 compliance a second time within a license period, the vendor shall be notified in writing,
16 by certified mail or personal service, that the license is suspended for thirty (30) days. If
17 the vendor is found to not be in compliance a third time within a license period, the vendor
18 shall be notified in writing, by certified mail or personal service, that the license is revoked.

19 (4) Within five (5) calendar days of receiving a notice of violation, a vendor
20 may request a hearing before the city manager or their designee.

21 K. *Termination of Pushcart Vendor License.* The city of Santa Fe reserves the right
22 to terminate any or all Plaza pushcart vendor licenses, with or without cause, if such termination is
23 found to be in the best interest of the city of Santa Fe. In the event of termination, the city shall
24 provide a thirty-day written notice to each pushcart vendor whose license is being terminated.

25 L. *Amendments.* The city of Santa Fe reserves the right to amend the Plaza Pushcart

1 Vendor Ordinance prior to the expiration of any Plaza pushcart vendor license.

2 M. *Continuation of Plaza Pushcart Vendor License.* In the event that a jury panel has
3 not been established or the applications have not been issued, the city manager may
4 administratively extend the term of a license, not more than two (2) times, for no more than a six-
5 month period each time.

6 N. *Review.* This subsection shall be reviewed by the governing body within one (1)
7 year of adoption.

8 O. *Effective Date.* This subsection shall become effective immediately upon adoption
9 by the governing body.

10 PASSED, APPROVED, and ADOPTED this _____ day of _____, 2025.

11 APPROVED AS TO FORM:

12 *Erin McSherry*
13 [Erin McSherry \(Aug 21, 2025 11:54:44 MDT\)](#)

14 ERIN K. McSHERRY, CITY ATTORNEY

FISCAL IMPACT REPORT

General Information:

(Check) Bill: X Resolution: _____

Short Title(s): Updating Permit Renewal Requirement for Long-Standing Vendors

Sponsor(s): Councilor Signe Lindell

Reviewing Department(s): City Clerk’s Office and Office of Community Engagement

Staff Completing FIR: Xavier Martinez, Constituent Services Manager Date: 8/18/2025

Phone: (505) 955-4620

Reviewed by City Attorney: *Erin McSherry* Erin McSherry (Aug 21, 2025 11:53:41 MDT) Date: 08/21/2025

Reviewed by Finance Director: *Emily K. Oster* Date: 08/21/2025

Summary:

The proposed bill would amend SFCC 1987, Section 23-5.5, to allow plaza pushcart vendors who have completed twenty-five (25) consecutive years of vending and have remained in good standing with the City of Santa Fe (“City”) the ability to renew their license every ten (10) years rather than five (5) years. In the event that information the vendor previously submitted in an application changes, the bill requires that the vender resubmit the application with the updated information at the first available application window.

Departments Affected:

City Clerk’s Office and Office of Community Engagement (Constituent Services).

Consequences of Not Enacting Legislation:

If this legislation is not adopted, vendors who have completed twenty-five (25) consecutive years of vending would continue to renew their plaza pushcart vendor licenses every five (5) years, rather than the proposed 10-year renewal.

Conflict, Duplication, Companionship, or Relationship to Other Legislation:

None.

Performance and Administrative Implications:

None.

Fiscal Implications:

Applicants who qualify for the proposed 10-year license renewal would only pay the application fee every ten years instead of every five years. Applicants would still be required to pay the license fee annually.

Fiscal Impact

 Check here if no fiscal impact

Expenditures

Expenditure Type	FYE 2025	FYE 2026	FYE 2027	Require BAR (Y/N)	Recurring (R) or Non-recurring (NR)	Fund	3-Year Total Cost
Personnel and Benefits*	\$ _____	\$ _____	\$ _____	_____	_____	_____	
Capital Outlay	\$ _____	\$ _____	\$ _____	_____	_____	_____	
Contractual/ Professional Services	\$ _____	\$ _____	\$ _____				
Operating	\$ _____	\$ _____	\$ _____		_____	_____	\$ _____
Total:	\$ _____	\$ _____	\$ _____				\$ _____

Expenditure Narrative:

Revenue

Revenue Type	FYE 2025	FYE 2026	FYE 2027	Recurring (R) or Non-recurring (NR)	Fund
General Fund	\$ _____	\$ _____	\$ _____	_____	_____
Special Revenue	\$ _____	\$ _____	\$ _____	_____	_____
CIP	\$ _____	\$ _____	\$ _____	_____	_____
Enterprise	\$ _____	\$ _____	\$ _____	_____	_____
Internal Service	\$ _____	\$ _____	\$ _____	_____	_____
Trust and Agency	\$ _____	\$ _____	\$ _____	_____	_____
Federal	\$ _____	\$ _____	\$ _____	_____	_____
Other	\$ _____	\$ _____	\$ _____	_____	_____
Total	\$ _____	\$ _____	\$ _____		

Revenue Narrative: Applicants who qualify for the proposed 10-year license renewal would only pay the application fee every ten years instead of every five years. Applicants would still be required to pay the license fee annually.

Signature:

Email:

Signature:

Email: