Agenda **Regular Meeting of the Finance Committee**
October 6, 2025 at 5:00 PM
Council Chambers, City Hall
200 Lincoln Avenue

Procedures for Finance Committee Meeting

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Consent Agenda
5. Presentations
   a. Finance Department Staff Recognition. (Emily K. Oster, Finance Director; ekoster@santafenm.gov)
   b. Neumo/Formerly Avenu Short Term Rental Software Implementation. (Maggie R. Moore, Assistant Land Use Director; mrmoore@santafenm.gov)
   c. Results of Civic Engagement on the Living Wage Proposal. (Elisa Montoya, Community Development Director, edmontoya1@santafenm.gov; Johanna Nelson, Office of Economic Development Director, jcnelson@santafenm.gov).
6. Action Items: Consent Agenda
   a. Request for Approval of the September 08, 2025, Finance Committee Meeting Minutes. (Emily K. Oster, Finance Director; ekoster@santafenm.gov)

      Committee Review:
      Finance Committee: 10/06/2025

   b. Request for Approval of the September 22, 2025, Finance Committee Meeting Minutes. (Emily K. Oster, Finance Director; ekoster@santafenm.gov)

      Committee Review:
      Finance Committee: 10/06/2025

   c. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate $100,000 from the New Mexico Department of Finance and Administration Grant Proceeds to the EMS Fund for Paramedic Training. (Sten Johnson, Fire Department Assistant Chief;

sajohnson@santafenm.gov)

Committee Review:
Quality of Life Committee: 10/01/2025
Finance Committee: 10/06/2025
Governing Body: 10/08/2025

d. Request for Approval of a Budget Amendment Resolution (BAR) From the Water and Wastewater Enterprise Funds to Salary and Benefits in the Total Amount of $1,005,495 to Reclassify 87 Positions in the Public Utilities Department. (Jesse Roach, Interim Public Utilities Department Director; jdroach@santafenm.gov)

Committee Review:
Public Works and Utilities Committee: 09/29/2025
Finance Committee: 10/06/2025
Governing Body: 10/08/2025

e. Request for Approval of a Grant Agreement (FTA G-31) with the U.S. Department of Transportation Federal Transit Administration (FTA) via the Small Urban Section 5339 Funding for Public Transportation Capital Funding in the Total Amount of $159,545 through December 31, 2026. (Gabrielle Chavez, Transit Director of Administration: gnchavez@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $159,545 from the FTA Grant to Transit Revenue and Expenses.

Committee Review:
Public Works and Utilities Committee: 09/29/2025
Finance Committee: 10/06/2025
Governing Body: 10/08/2025

f. Request for Approval of Grant Agreement with New Mexico Department of Finance and Administration in the Total Amount of $590,000 for the Capital Project 25-J3159 Phase II Expansion of the Airport Terminal and Related Infrastructure through June 30, 2029. (Jimmy Gunn, Interim Airport Director, jdgunn@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $584,100 from the Legislative Grant to FY26 Airport Revenue and WIP Design for Phase II of the Airport Terminal Expansion Project.

Committee Review:
Public Works and Utilities Committee: 09/29/2025
Finance Committee: 10/06/2025
Governing Body: 10/08/2025

g. Request for Approval of a Professional Services Contract with FCS Group for an Amount Not To Exceed $1,235,412.54 Including NMGRT for Financial Management Services for a Four-Year Term. (Jesse Roach, Interim Public Utilities Department Director; jdroach@santafenm.gov)

Committee Review:
Public Works and Utilities Committee: 09/29/2025
Finance Committee: 10/06/2025
Governing Body: 10/08/2025

h. Request for Approval of a Budget Amendment Resolution (BAR) to Re-Appropriate Unused Funding from FY25 in the Amount of $254,069 to the FY26 Human Service Grants and Services and Professional Service Contracts. (Christa Hernandez, Program Manager Youth & Family Services; chernandez@santafenm.gov)

Committee Review:
Quality of Life Committee: 10/01/2025
Finance Committee: 10/06/2025
Governing Body: 10/08/2025

i. Request for Approval of a Budget Amendment Resolution (BAR) to Re-Appropriate Unused Funding from FY25 in the Amount of $124,754 into FY26 Human Services and Children and Youth Commission Funds. (Christa Hernandez, Program Manager Youth & Family Services; chernandez@santafenm.gov)

Committee Review:
Quality of Life Committee: 10/01/2025
Finance Committee: 10/06/2025
Governing Body: 10/08/2025

j. Request for Approval of a Budget Amendment Resolution (BAR) to Re-Appropriate Unused Funding from FY25 in the Total Amount of $1,225,850 from the General Fund to Land Use Contracts for the General Plan Update and Short-Term Rental Software. (Heather Lamboy, Planning & Land Use Department Director; hllamboy@santafenm.gov)

Committee Review:
Finance Committee: 10/6/2025
Governing Body: 10/8/2025

k. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate $10,000,000 from the 2025 GO Bond to FY26 Complete Streets Revenue, WIP Design and WIP Construction for Paving Projects Planned for FY26. (Regina Wheeler, Public Works Director; rawheeler@santafenm.gov and

Marcos Esquibel, Complete Streets Project Manager 2; mpesquibel@santafenm.gov)

Committee Review:
Finance Committee: 10/06/2025
Governing Body: 10/08/2025

l. CONSIDERATION OF RESOLUTION NO. 2025-____. (Councilor Jamie Cassutt and Councilor Carol Romero-Wirth)
A Resolution Updating the Water Offset Requirement Fee Chart to More Accurately Reflect the Current Market Value of Water Rights. (Jesse Roach, Interim Public Utilities Director; jdroach@santafenm.gov)

Committee Review:
Governing Body (Introduced): 09/24/2025
Public Works and Utilities Committee: 09/29/2025
Finance Committee: 10/06/2025
Governing Body: 10/08/2025

m. CONSIDERATION OF RESOLUTION NO. 2025-____. (Councilor Amanda Chavez and Councilor Carol Romero-Wirth)
A Resolution Directing the City Manager to Direct City Staff to Identify and Apply for Federal and State Funding Sources for City Water, Wastewater, and Other Water-Related Projects, Including Submitting Water Trust Board Applications; Identify a State Legislative Priority List for Water-Related Projects; and Approve New Mexico Water Trust Board Applications Submitted. (Alan Hook, Water Resources Coordinator; aghook@santafenm.gov)

Committee Review:
Governing Body (Introduced): 09/24/2025
Public Works and Utilities Committee: 09/29/2025
Finance Committee: 10/06/2025
Governing Body: 10/08/2025

n. CONSIDERATION OF RESOLUTION NO. 2025-____. (Mayor Alan Webber, Councilor Pilar Faulkner, and Councilor Jamie Cassutt)
A Resolution Requiring a “Micro Community” in Every City of Santa Fe Council District by January 1, 2027, or, if that Timeline is Not Met, a Presentation Explaining the Barriers to Meeting the Timeline and Recommending How and When the Goal of a Micro Community in Every District Can Be Achieved. (Henri Hammond-Paul, Community Health and Safety Director; hmhammondpaul@santafenm.gov)

Committee Review:
Governing Body (Introduced): 09/24/2025
Quality of Life Committee: 10/01/2025
Finance Committee: 10/27/2025
Governing Body: 10/29/2025

7. Action Items: Discussion Agenda
8. Matters from Staff
9. Matters from the Committee
10. Matters from the Chair
11. Next Meeting: Monday, October 27, 2025
12. Adjourn

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

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Avenu Insights & Analytics, GovOS, and ITI complete merger to create Neumo – a GovTech solutions leader transforming and the relationship between governments and communities.

Same great people, now with more tools, more reach, and more impact for the communities we serve!



*This is a name change only and the legal entities for the three separate companies will remain intact. Existing contracts, billing etc. will stay in effect and follow what is already in place.



City of Santa Fe
Short Term Rental / Tax Admin Update
10/6/2025

neumo

Serving Governments That Transform Communities



City of Santa Fe Team

LAND USE

Heather Lamboy – Land Use Director
Maggie Moore – Assistant Land Use Director
Thomas Graham – Assistant Land Use Director

CODE ENFORCEMENT

Jason Sena – Code Enforcement Manager
Vidal Garcia– Code Enforcement Supervisor
Carl Krings– Code Enforcement Officer

TOURISM

Randy Randall – Tourism Director

FINANCE

Emily Oster – Finance Director
Diane Sena -Treasury Manager
Alexis Lotero– Assistant Finance Director
David Tapia – Accounting Supervisor
Clarence Romero - Financial Analyst

Solutions Team

Dana Braccia – Coordinating Project Manager				
SOW A.1 STR 360	**SOW A.2 LODGERS' TAX ADMIN**	**SOW A.3 DISCOVERY/RECOVERY**	**SOW A.4 COMPLIANCE AUDIT**	**SOW A.5 PAYMENT PROCESSING**
Obiora Nkwocha, Project Manager	Carol Thomas, Director Admin	Carol Thomas, Director Admin	Travis Fletcher Audit Manager	Tim Brauer, Product Manager
Alex Banta, Project Manager	Alex Banta, Project Manager	Alex Banta, Project Manager		

Leadership

- Christy Cato, VP of Tax Administration
- Nichole Sperry, VP of Payment Services
- Mike Portis, VP of Audit
- Alex Lake, Director of Audits
- Brennan Middleton, VP of Sales
- George Gretsas, VP Client Executive
- Allen Atamer, Client Executive Director

Operational Support

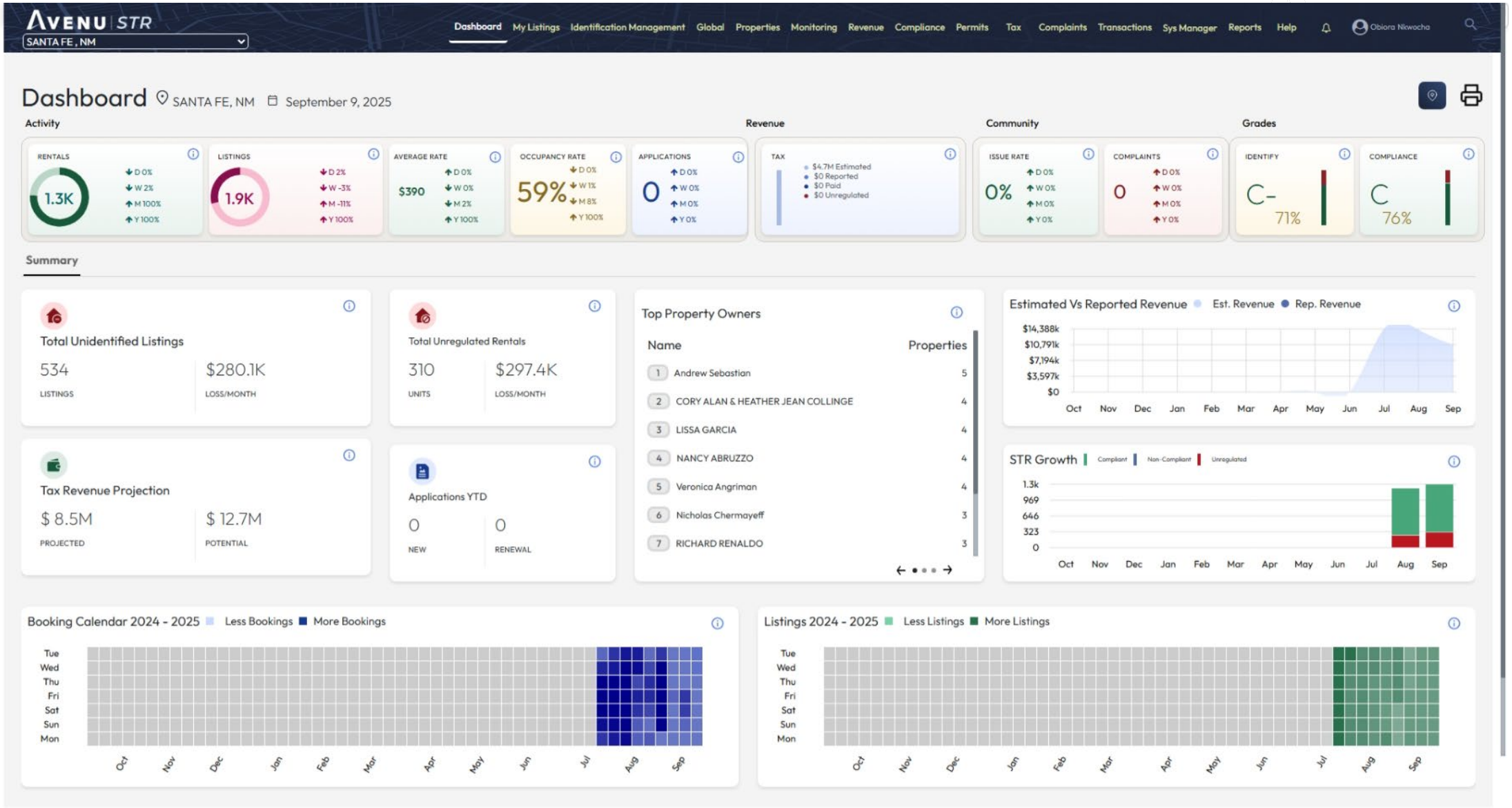
- Connie Taylor, Director of Client Relations
- Tiffany Volpa, Account Executive
- Matthew Strand, Customer Success Manager

City of Santa Fe STR Implementation	JUL 2025	AUG 2025	SEP 2025	OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026
Requirements /Initial Data Gathering									
Review Current Workflows									
STR System Setup: Monitoring & Identification Web Portal									
Initial Data Load & Matching: License/Parcel - STR Identification									
Review / Scrub / Research Data Sets									
STR Modules Setup: Registration & Permitting									
Establish Merchant ID Process For Payment Fees									
City STR Communications (Town Hall Meeting November 13)									
STR Modules Review & UAT / Training									
Automated Letters sent for Unlicensed STRs / City Communications									
System Go Live									
STR Identification 99% ongoing Maintenance									



City of Santa Fe Tax Administration Implementation	JUL 2025	AUG 2025	SEP 2025	OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026
Requirements /Initial Data Gathering									
Review Current Workflows									
Develop Forms / Templates /Communications									
Option 3 Bank Coordination / Set Up									
Account / System Development									
UAT / Training / Website Review									
Town Hall Meeting / Taxpayer Communication									
Online Filing Set Up - Available Ready to Process / Deposit									
System Go Live									
Delinquency efforts begin on known delinquencies (ongoing)									




AVENU | STR
SANTA FE , NM
Dashboard
My Listings
Identification Management
Global
Properties
Monitoring
Revenue
Compliance
Permits
Tax
Complaints
Transactions
Sys Manager
Reports
Help
Obiora Nkwocha
Dashboard
SANTA FE, NM
September 9, 2025
Activity
Revenue
Community
Grades
RENTALS
1.3K
LISTINGS
1.9K
AVERAGE RATE
$390
OCCUPANCY RATE
59%
APPLICATIONS
0
TAX
$4.7M Estimated
$0 Reported
$0 Paid
$0 Unregulated
ISSUE RATE
0%
COMPLAINTS
0
IDENTIFY
C-
71%
COMPLIANCE
C
76%
Summary
Total Unidentified Listings
534
LISTINGS
$280.1K
LOSS/MONTH
Total Unregulated Rentals
310
UNITS
$297.4K
LOSS/MONTH
Top Property Owners
Name
Properties
1 Andrew Sebastian 5
2 CORY ALAN & HEATHER JEAN COLLINGE 4
3 LISSA GARCIA 4
4 NANCY ABRUZZO 4
5 Veronica Angriman 4
6 Nicholas Chermayeff 3
7 RICHARD RENALDO 3
Estimated Vs Reported Revenue
Est. Revenue
Rep. Revenue
$14,388k
$10,791k
$7,194k
$3,597k
$0
Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep
Tax Revenue Projection
$ 8.5M
PROJECTED
$ 12.7M
POTENTIAL
Applications YTD
0
NEW
0
RENEWAL
STR Growth
Compliant
Non-Compliant
Unregulated
1.3k
969
646
323
0
Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep
Booking Calendar 2024 - 2025
Less Bookings
More Bookings
Tue
Wed
Thu
Fri
Sat
Sun
Mon
Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep
Listings 2024 - 2025
Less Listings
More Listings
Tue
Wed
Thu
Fri
Sat
Sun
Mon
Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep
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STR Community Engagement

- Two Public Meetings Will Be Held Thursday, November 13th
  - Virtual Recorded Meeting held 12:30 – 1:30 PM
  - In-Person Meeting Held 5:30 – 6:30 PM at Santa Fe Community Convention Center

Regular Meeting of the Finance Committee
September 8, 2025 at 5:00 PM
Council Chambers, City Hall
200 Lincoln Avenue
MINUTES

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1. Call to Order

The Regular Meeting of the Finance Committee was called to order by Councilor Romero-Wirth at 5:00 PM, on Monday, September 8, 2025, in the Council Chambers, CIty Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

2. Roll Call

MEMBERS PRESENT
Councilor Carol Romero-Wirth
Councilor Signe Lindell
Councilor Jamie Cassutt
Councilor Pilar Faulkner

MEMBERS EXCUSED
Councilor Lee Garcua

OTHER PARTICIPANTS ATTENDING
Emily Oster, Director, Finance Department

3. Approval of Agenda

MOTION A motion was made by Councilor Faulkner, seconded by Councilor Cassutt, to Amend.

VOTE The motion Passed on a voice vote.

Item u postponed to a certain date to Quality of Life Committee on September 17, 2025 and Finance Committee on September 22, 2025.

4. Approval of Consent Agenda

MOTION A motion was made by Councilor Faulkner, seconded by Councilor Cassutt, to Amend.

VOTE The motion Passed on a voice vote.

The following items were pulled for discussion:

- Item c
- Item i
- Item s
- Item t

- Item v

5. Presentations

   a. Finance Department Staff Recognition. (Emily K. Oster, Finance Director; ekoster@santafenm.gov)

6. Action Items: Consent Agenda

   a. Request for Approval of the August 25, 2025, Finance Committee Meeting Minutes. (Emily K. Oster, Finance Director; ekoster@santafenm.gov)

      Committee Review:
      Finance Committee: 09/08/2025

Approved on Consent.

   b. Request for Approval of a Grant Agreement with the New Mexico Department of Finance and Administration via the New Mexico Match Fund in the Total Amount of $4,018,120 to Match the Section 5307 Operating Assistance Federal Transit Administration Grant. (Gabrielle Chavez, Transit Director of Administration: gnchavez@santafenm.gov)

      1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate Proceeds from the New Mexico Match Fund Grant in the Amount of $2,012,231 to FY25 and FY26 Transit Revenue.

      Committee Review
      Public Works and Utilities Committee: 09/02/2025
      Finance Committee: 09/08/2025
      Governing Body: 09/10/2025

Approved on Consent.

   c. Request for Approval of a Professional Services Contract with Mountain River Consulting, Inc. in the Total Amount of $1,244,156.25 Including NMGRT for Application Support, Technical Support for Data Conversion & CIS Interfaces to Update the Billing System for a Two-Year Term. (Nancy Jimenez, Public Utilities Admin, Billing and Customer Service Division Director; nljimenez@santafenm.gov)

      Committee Review:
      Public Works and Utilities Committee: 09/02/2025
      Finance Committee: 09/08/2025
      Governing Body: 09/10/2025

MOTION A motion was made by Councilor Faulkner, seconded by Councilor Cassutt, to Approve.

VOTE The motion Passed on a roll call vote.

d. Request for Approval of Amendment No.1 to Item #25-0090 with Pure Operations LLC to Increase Compensation by $1,477,688 for a New Total Amount of $1,926,888, and Extend the Term through June 30, 2030, for Managing Large Distribution Meters Ranging in Size from 2" to 10". (Randy Lopez, Transmission & Distribution Supervisor; rjlopez@santafenm.gov)

Committee Review:
Public Works and Utilities Committee: 09/02/2025
Finance Committee: 09/08/2025
Governing Body: 09/10/2025

Approved on Consent.

e. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $845,551 to Re-Appropriate FY25 ERP Funding to FY26 ERP Other Consulting. (Emily K. Oster, Finance Director; ekoster@santafenm.gov)

Committee Review:
Finance Committee: 09/08/2025
Governing Body: 09/10/2025

Approved on Consent.

f. Request for Approval of a Budget Amendment Resolution (BAR) in the Amount of $3,683,246 from the 1/2% Capital GRT Fund to CIP Special Projects Fund for Appropriation of ERP Funds for FY26. (Eric Candelaria, ITT Department Director; edcandelaria@santafenm.gov).

Committee Review:
Public Works and Utilities Committee: 09/02/2025
Finance Committee: 09/08/2025
Governing Body: 09/10/2025

Approved on Consent.

g. Request for Approval of an On-Call Construction Contract with AAC Construction, Inc. for Sewer Collection System Repair, Replacement, and Extension in the Total Amount of $4,327,500 Including NMGRT for a Four-Year Term. (P. Fred Heerbrant, P.E., Engineer Supervisor; pfheerbrandt@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $1,081,875 from the Wastewater Enterprise Fund to WIP Construction.

Committee Review:
Public Works and Utilities Committee: 09/02/2025
Finance Committee: 09/08/2025

Governing Body: 09/10/2025

Approved on Consent.

h. Request for Approval to Purchase and Install a Headworks Generator at the Paseo Real Wastewater Treatment Plant from Wagner Equipment Company in the Total Amount of $1,319,302.21 Including NMGRT. (Leroy Alvarado, Operations Superintendent; lmalvarado@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $1,319,303 from the Wastewater Enterprise Fund to Equipment and Machinery.

Committee Review:
Public Works and Utilities Committee: 09/02/2025
Finance Committee: 09/08/2025
Governing Body: 09/10/2025

Approved on Consent.

i. Request of Approval of a Construction Contract with Bradbury Stamm Construction for Construction Services at the Canyon Road Water Treatment Plant in the Total Amount of $23,673,913.31 Including NMGRT through December 31, 2028. (Clinton Peterson, Engineer; cdpeterson@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $12,000,000 from the Water Enterprise Fund to WIP Construction.

Committee Review:
Public Works and Utilities Committee: 09/02/2025
Finance Committee: 09/08/2025
Governing Body: 09/10/2025

MOTION A motion was made by Councilor Faulkner, seconded by Councilor Cassutt, to Approve.

VOTE The motion Passed on a roll call vote.

j. Request for Approval to Accept the New Mexico Department of Transportation Aviation Division Grant # SAF-26-01 in the Amount of $1,000,000 for Rural Air Service Enhancement. (Paulette Ortiz, Grants Administrator; pkortiz@santafenm.gov)

1. Request For Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $1,000,000 to Increase Grants and Services Using New Mexico Department of Transportation Aviation Division Funding for the Rural Air Service Enhancement.

Committee Review:
Public Works and Utilities Committee: 09/02/2025
Finance Committee: 09/08/2025
Governing Body: 09/10/2025

Approved on Consent.

k. Request for Approval of U.S. Department of Transportation Federal Aviation Administration Grant # 3- 35-0037-066-2025 in the Amount of $90,193 for Funding the Rehabilitation of Taxiway F- Design. (Paulette Ortiz, Grants Administrator; pkortiz@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $90,193 to Increase WIP Design Using U.S. Department of Transportation Federal Aviation Administration Funding for the Rehabilitation of Taxiway F- Design.

Committee Review:
Public Works and Utilities Committee 09/02/2025
Finance Committee: 09/08/2025
Governing Body: 09/10/2025

Approved on Consent.

l. Request for Approval of a Construction Contract with GME General Building LLC in an Amount Not to Exceed $5,500,000 Including NMGRT for On-Call Small Roadway, Trail and Sidewalk Construction for a Ten-Year Term. (Regina Wheeler, Public Works Director; rawheeler@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 09/02/2025
Finance Committee: 09/08/2025
Governing Body: 09/10/2025

Approved on Consent.

m. Request for Approval of a Construction Contract with GM Emulsion, LLC in an Amount Not to Exceed $5,500,000 Including NMGRT for On-Call Small Roadway, Trail and Sidewalk Construction for a Ten-Year Term. (Regina Wheeler, Public Works Director; rawheeler@santafenm.gov)

Committee Review:
Public Works and Utilities Committee: 09/02/2025
Finance Committee: 09/08/2025
Governing Body: 09/10/2025

Approved on Consent.

n. Request for Approval of a Construction Contract with EMCO of Santa Fe in an

Amount Not to Exceed $5,500,000 Including NMGRT for On-Call Small Roadway, Trail and Sidewalk Construction for a Ten-Year Term. (Regina Wheeler, Public Works Director; rawheeler@santafenm.gov)

Committee Review:
Public Works and Utilities Committee: 09/02/2025
Finance Committee: 09/08/2025
Governing Body: 09/10/2025

Approved on Consent.

o. Request for Approval of a Construction Contract with Jaypen Construction LLC in an Amount Not to Exceed $5,500,000 Including NMGRT for On-Call Small Roadway, Trail and Sidewalk Construction for a Ten-Year Term. (Regina Wheeler, Public Works Director; rawheeler@santafenm.gov)

Committee Review:
Public Works and Utilities Committee: 09/02/2025
Finance Committee: 09/08/2025
Governing Body: 09/10/2025

Approved on Consent.

p. Request for Approval of a Construction Contract with JDR & Associates in an Amount Not to Exceed $5,500,000 Including NMGRT for On-Call Small Roadway, Trail and Sidewalk Construction for a Ten-Year Term. (Regina Wheeler, Public Works Director; rawheeler@santafenm.gov)

Committee Review:
Public Works and Utilities Committee: 09/02/2025
Finance Committee: 09/08/2025
Governing Body: 09/10/2025

Approved on Consent.

q. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $224,394 to Re-Appropriate Agency's Unused One-Time Funding from the FY25 Budget to FY26 to Support Wildfire Detection and Planning. (Kyle Morgan, Emergency Interim Director; klmorgan@santafenm.gov)

Committee Review:
Quality of Life Committee: 09/03/2025
Finance Committee: 09/08/2025
Governing Body: 09/10/2025

Approved on Consent.

r. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $251,110 to Re-Appropriate Agency's Unused One-Time Funding from the FY25 Budget to FY26 to Support Vehicle Barriers. (Kyle Morgan,

Emergency Interim Director; klmorgan@santafenm.gov)

Committee Review:
Quality of Life Committee: 09/03/2025
Finance Committee: 09/08/2025
Governing Body: 09/10/2025

Approved on Consent.

s. Request for Approval of an Air Service Agreement with American Airlines for Air Service to Los Angeles International Airport through October 24, 2026, in Exchange for the City Making Direct Payments Not to Exceed $1,800,000 to Compensate for Revenue Shortfalls from Underfilled Flights, Using, in Part, New Mexico Rural Air Service Enhancement Grant SAF-26-01, and Waiving Fees Estimated at a Value of $142,387. (James Garduno, Airport Project Manager; jdgarduno@santafenm.gov)

Committee Review:
Finance Committee: 09/08/2025
Governing Body: 09/10/2025

MOTION A motion was made by Councilor Faulkner, seconded by Councilor Lindell, to Approve.

VOTE The motion Passed on a roll call vote.

t. Request for Approval of the Fiscal Year 2026 Revised Internal Audit Plan. (Andrea K. Phillips, Deputy City Manager; akphillips@santafenm.gov and Halie Garcia, Baker Tilly; halie.garcia@bakertilly.com)

Committee Review:
Finance Committee: 09/08/2025
Governing Body: 09/10/2025

MOTION A motion was made by Councilor Faulkner, seconded by Councilor Cassutt, to Approve.

VOTE The motion Passed on a roll call vote.

u. CONSIDERATION OF RESOLUTION NO. 2025-____. (Councilor Jamie Cassutt, Councilor Pilar Faulkner, and Councilor Alma Casto)
A Resolution Convening a Charter Review Commission No Later than April of 2026 to Consider Mayor and City Councilor Powers. (Marci Eannarino, Legislation and Policy Innovation Manager; maeannarino@santafenm.gov, Palmer Anderson, Policy Analyst; pcanderson@santafenm.gov, and Christine Spiers, Legislative Assistant; cmspiers@santafenm.gov)

Committee Review:
Governing Body (Introduced): 08/27/2025

Public Works and Utilities Committee: 09/02/2025
Quality of Life Committee: 09/03/2025 *POSTPONED TO 09/17/2025*
~~Finance Committee: 09/08/2025~~ *POSTPONED TO 09/22/2025*
~~Governing Body: 09/10/2025~~ *POSTPONED TO 09/24/2025*
Quality of Life Committee: 09/17/2025
Finance Committee: 09/22/2025
Governing Body: 09/24/2025

Item u postponed to a certain date to Quality of Life Committee on September 17, 2025 and Finance Committe on September 22, 2025.

v. CONSIDERATION OF RESOLUTION NO.2025-_____. (Councilor Carol Romero-Wirth, Councilor Jamie Cassutt, Councilor Pilar Faulkner, and Mayor Alan Webber)
A Resolution Adopting Improvements to the Budget Process for the Fiscal Year 2026/2027 Annual Operating Budget. (Rod Gould, Senior Advisor and Public Engagement Coordinator; rsgould@santafenm.gov and Emily K. Oster, Finance Director; ekoster@santafenm.gov)

Committee Review:
Governing Body (Introduced): 08/13/2025
Quality of Life Committee:08/20/2025
Finance Committee: 08/25/2025
Governing Body: 08/27/2025 Postponed to a Date Certain
Quality of Life Committee : 09/03/2025
Finance Committee: 09/08/2025
Governing Body: 09/10/2025

MOTION A motion was made by Councilor Faulkner, seconded by Councilor Cassutt, to Approve.

VOTE The motion Passed on a roll call vote.

7. Action Items: Discussion Agenda
8. Matters from Staff
9. Matters from the Committee
10. Matters from the Chair
11. Next Meeting: Monday, September 22, 2025
12. Adjourn

Meeting Adjourned at 6:20 P.M.

ERMINIA TAPIA
_____ _____

Liaison Chair

Regular Meeting of the Finance Committee
September 22, 2025 at 5:00 PM
Council Chambers, City Hall
200 Lincoln Avenue
MINUTES

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1. Call to Order

The Regular Meeting of the Finance Committee was called to order by Councilor Romero-Wirth at 5:03 PM, on Monday, September 22, 2025, in the Council Chambers, CIty Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

2. Roll Call

MEMBERS PRESENT
Councilor Carol Romero-Wirth
Councilor Signe Lindell
Councilor Jamie Cassutt
Councilor Pilar Faulkner (Arrived during item j)
Councilor Lee Garcia (Arrived during item j)

MEMBERS EXCUSED

OTHER PARTICIPANTS ATTENDING
Emily Oster, Director, Finance Department

3. Approval of Agenda

MOTION A motion was made by Councilor Cassutt, seconded by Councilor Lindell, to Approve.

VOTE The motion Passed on a voice vote.

4. Approval of Consent Agenda

MOTION A motion was made by Councilor Cassutt, seconded by Councilor Lindell, to Amend.

VOTE The motion Passed on a voice vote.

The following items were pulled for discussion:

- Item j
- Item r

5. Presentations

   a. Finance Department Staff Recognition. (Emily K. Oster, Finance Director;

ekoster@santafenm.gov)

6. Action Items: Consent Agenda

a. Request for Approval of the Auction Disposal List for the New Mexico Annual Statewide Auction on October 18, 2025, and to Delegate the Director of Finance or their Designee as the Title-Signing Authority. (Raymond “Scott” Gunter, Procurement Manager; rsgunter@santafenm.gov: David M. Jaramillo, Fleet Manager; dmjaramillo@santafenm.gov)

Committee Review:
Finance Committee: 09/22/2025
Governing Body: 09/24/2025

Approved on Consent.

b. Request for Approval of a Budget Amendment Resolution to Appropriate the Unspent Balance of an FY25 One Time Appropriation of $290,671 from General Fund Balance to FY26 Complete Streets Supplies for Intersection Markings. (Regina Wheeler, Public Works Director, rawheeler@santafenm.gov).

Committee Review:
Public Works & Utilities Committee 9/15/2025
Finance Committee 9/22/2025
Governing Body 9/24/2025

Approved on Consent.

c. Request for Approval of the State of New Mexico Crime Victims Reparation Commission (CVRC) STOP Violence Against Women Act Formula Grant Agreement #ISJOV W.24.00517.STOP in the Amount of $77,211 with a Required Match of $25,737 to Fund a Full-Time Term Position to Respond to Domestic Violence in the City of Santa Fe. (Sandra Emory, Youth and Family Services Program Manager; sxemory@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate $77,211 from the 2025 CVRC Grant Agreement to FY26 Revenue and Expenses for the Domestic Violence Response Team.

Committee Review:
Quality of Life Committee: 9/17/2025
Finance Committee: 9/22/2025
Governing Body: 9/24/2025

Approved on Consent.

d. Request for Approval of Capital Outlay Grant Agreement for Capital Appropriation Project 25-J3160 with the New Mexico Department of Finance & Administration in the Total Amount of $250,000 for Shelby Street Pedestrian Bridge Replacement with a Reversion Date of June 30, 2029. (Scott Overlie, Project Manager III; saoverlie@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate Legislative Grant Proceeds of $250,000 to Parks and Open Space FY26 Revenue and Expenses for the Shelby Street Pedestrian Bridge Replacement Project.

Committee Review
Public Works Utilities Committee: 09/15/2025
Finance Committee: 09/22/2025
Governing Body: 09/24/2025

Approved on Consent.

e. Request for Approval of Amendment No. 1 to On-Call General Services Contract Item #23-0104 Pursuant to ITB#23/27/B with Proscape Landscape Management, LLC, and Pursuant to Article 8 of the Contract to Substitute the Price List. (Scott Overlie, Project Manager III, Parks & Open Space; saoverlie@santafenm.gov)

Committee Review:
Public Works and Utilities Committee: 09/15/2025
Finance Committee: 09/22/2025
Governing Body: 09/24/2025

Approved on Consent.

f. Request for Approval of Construction Contract with Keers Facility Services in the Total Amount of $938,322 Including NMGRT for Remediation and Demolition Services at Midtown Required to Implement the Approved Master Plan. (Tim Farrell, Facilities Division Property Development Manager; tgfarrell@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 09/15/2025
Finance Committee: 09/22/2025
Governing Body: 09/24/2025

Approved on Consent.

g. Request for Approval of a Professional Services Agreement with Yearout Energy Services Company, LLC DBA Energy Systems Group Southwest in the Total Amount of $500,827 Including NMGRT for an Investment Grade Audit and Microgrid Design for Community Resiliency for a Term of 18 Months. (Regina Wheeler, Public Works Director, rawheeler@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 09/15/2025
Finance Committee: 09/22/2025
Governing Body: 09/24/2025

Approved on Consent.

h. Request for Approval of a Professional Services Contract with St. Elizabeth's

Shelter Corporation for Homeless Service Response in the Total Amount of $250,000 through June 30, 2026. (Kristen Woods, Youth and Family Services Program Manager; krwoods@santafenm.gov)

Committee Review:
Quality of Life Committee: 9/17/2025
Finance Committee: 9/22/2025
Governing Body: 9/24/2025

Approved on Consent.

i. Request for Approval of Amendment No. 1 to Item #24-0674 with Spencer Fane, LLP to Increase Compensation by $450,000 for a New Total Amount of $616,668.75 and to Extend the Term to September 1, 2028 for Litigation Against Contractors Involved in City Reservoir Improvement Projects. (Jesse Roach, Interim Public Utilities Director; jdroach@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 09/15/2025
Finance Committee: 09/22/2025
Governing Body: 09/24/2025

Approved on Consent.

j. Request for Approval of a Collective Bargaining Agreement with Local 3999 City of Santa Fe Employees of the American Federation of State, County, and Municipal Employees, Council 18, AFL-CIO (AFSCME). (Bernadette Salazar, Human Resources Director; bjsalazar@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution to Appropriate Unspent Balances from the FY25 Employee Compensation Operating Budget of $611,452 from General Fund Balance to the FY26 Human Resources Budget to Pay $1,000 Retention Incentives to AFSCME Employees.

Committee Review:
Finance Committee: 09/22/2025
Governing Body: 09/24/2025

MOTION A motion was made by Councilor Lindell, seconded by Councilor Garcia, to Approve.

VOTE The motion Passed on a roll call vote.

k. Request for Approval of Citywide Timekeeping and Workforce Management with UKG Kronos Systems LLC in the Total Amount of $211,153.10 for the First Year of the Four-Year Term through July 13, 2029. (Eric Candeleria, ITT Department Director; edcandelaria@santafenm.gov)

Committee Review

Public Works and Utilities Committee: 09/15/2025
Finance Committee: 09/22/2025
Governing Body: 09/24/2025

Approved on Consent.

l. Request for Approval of a General Services Contract with Peter's Trucking Inc., in the Amount of $2,000,000 for Sewage Sludge Disposal Services for a Four-Year Term. (Fred Heerbrandt, Engineer Supervisor; pfheerbrandt@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $500,000 from the Wastewater Enterprise Fund to Service Contracts.

Committee Review:
Public Works and Utilities Committee: 09/15/2025
Finance Committee: 09/22/2025
Governing Body: 09/24/2025

Approved on Consent.

m. Request for Approval of an On-Call Construction Contract with SKE Contractors, Inc. for Sewer Collection System Repair, Replacement, and Extension in the Total Amount of $4,327,500 Including NMGRT for a Four-Year Term. (P. Fred Heerbrant, P.E., Engineer Supervisor; pfheerbrandt@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $1,081,875 from the Enterprise Fund to WIP Construction.

Committee Review:
Public Works and Utilities Committee: 09/15/2025
Finance Committee: 09/22/2025
Governing Body: 09/24/2025

Approved on Consent.

n. Request for Approval of a Donation Agreement with Homewise to Donate Las Estrellas Tract 6A for Development as Affordable Housing. (Terry Lease, Asset Development Manager, tjlease@santafenm.gov)

Committee Review:
Public Works & Utilities Committee: 09/15/2025
Quality of Life Committee: 09/17/2025
Finance Committee: 09/22/2025
Governing Body: 09/24/2025

Approved on Consent.

o. Request for Approval of Amendment No. 2 to Digital Media Agreement Item #24-0690A with Midwest Tape, LLC to Increase the Compensation by $149,087.68 for a New Total Amount of $319,997.68 for the Purchase of Digital Library Materials. (Margaret M. Neill, Library Division Director; mmneill@santafenm.gov)

Committee Review:
Quality of Life Committee: 09/17/2025
Finance Committee: 09/22/2025
Governing Body: 09/24/2025

Approved on Consent.

p. Request for Approval of an On-Call Construction Contract with Anchorbuilt for Sewer Collection System Repair, Replacement, and Extension in the Total Amount of $4,327,500 Including NMGRT for a Four-Year Term. (P. Fred Heerbrant, P.E., Engineer Supervisor; pfheerbrandt@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $1,081,875 from the Enterprise Fund to WIP Construction.

Committee Review:
Public Works and Utilities Committee: 09/15/2025
Finance Committee: 09/22/2025
Governing Body: 09/24/2025

Approved on Consent.

q. Request for Approval of a Local Government Road Fund Cooperative Agreement Administered by the New Mexico Department of Transportation for the Construction of Agua Fria-Cottonwood Roundabout Project Identified as L500618 in the Total Amount of $87,639. (Romella Glorioso-Moss, Capital Projects Manager, rsglorioso-moss@santafenm.gov).

1. Request for Approval of a Budget Amendment Resolution (BAR) to Appropriate $65,729 from the Grant and $21,910 from Road Impact Fees to FY26 Complete Streets Revenue and Expenses for the Construction of Agua Fria-Cottonwood Roundabout.

Committee Review:
Finance Committee: 09/22/2025
Governing Body: 09/24/2025

Approved on Consent.

r. Request for Approval of Intergovernmental Agreement (IGA) No. 26-631-1111-00008 with the New Mexico Department of Workforce Solutions in the Amount of $1,642,023 to Support Shelter Operations, Street Outreach, Site Improvements, and Neighborhood Cleanliness Activities Related to the City's Homelessness Response. (Henri Hammond-Paul, Community Health and Safety Department Director; hmhammondpaul@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate Grant Proceeds to Community Health and Safety FY 26 Revenue and Service Contract for Implementation of the IGA.

Committee Review:
Finance Committee: 09/22/2025
Governing Body: 09/24/2025

MOTION A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to Approve.

VOTE The motion Passed on a roll call vote.

s. CONSIDERATION OF BILL NO. 2025-17. ADOPTION OF ORDINANCE NO. 2025-____. (Councilor Carol Romero-Wirth and Councilor Jamie Cassutt)
A Bill Amending SFCC 1987, Section 25-1.8(A) to Require the City of Santa Fe ("City") to Continue to Monitor the Naturally Occurring Fluoride Levels in its Water System at Representative Sample Locations and to End the Requirement to Add Fluoride to the System. (Jesse Roach, Interim Public Utilities Director; jdroach@santafenm.gov)

Committee Review:
Governing Body (Introduced): 08/27/2025
Governing Body (Public Comment): 09/10/2025
Public Works and Utilities Committee: 09/15/2025
Finance Committee: 09/22/2025
Governing Body: 10/08/2025

Approved on Consent.

t. 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

Approved on Consent.

u. CONSIDERATION OF RESOLUTION NO. 2025-____. (Councilor Jamie Cassutt, Councilor Pilar Faulkner, and Councilor Alma Castro)
A Resolution Convening a Charter Review Commission No Later than April of 2026 to Consider Mayor and City Councilor Powers. (Marci Eannarino, Legislation and Policy Innovation Manager; maeannarino@santafenm.gov, Palmer Anderson, Policy Analyst;

pcanderson@santafenm,gov, and Christine Spiers, Legislative Assistant; cmspiers@santafenm.gov)

Committee Review:
Governing Body (Introduced): 08/27/2025
Public Works and Utilities Committee: 09/02/2025
Quality of Life Committee: 09/03/2025 **POSTPONED TO A DATE CERTAIN - QUALITY OF LIFE 09/17/2025**
Finance Committee: 09/08/2025 **POSTPONED TO 09/22/2025**
Governing Body: 09/10/2025 **POSTPONED TO 09/24/2025**
Quality of Life: 09/17/2025
Finance Committee: 09/22/2025
Governing body: 09/24/2025

Approved on Consent.

7. Action Items: Discussion Agenda
8. Matters from Staff
9. Matters from the Committee
10. Matters from the Chair
11. Next Meeting:
12. Adjourn

Meeting Adjourned at 5:27 P.M.

ERMINIA TAPIA
_____ _____
Liaison Chair

THE CITY OF
SANTA FE

MEMORANDUM

DATE: September 15, 2025

TO: Mark Scott, City Manager
Emily Oster, Finance Director
Andy Hopkins, Budget
Erika Lujan, Grants Administrator

FROM: Michael Suber, Chief Medical Officer

VIA: Sten Johnson, Assistant Fire Chief and Brian Moya, Fire Chief

SUBJECT: NM Department of Health: EMS Fund Act

ITEM AND ISSUE:
Request for Approval of a State of New Mexico Department of Finance and Administration, Local Government Division, and the EMS Fund Act Rules 7.27.4 NMAC. Reversion date of June 30, 2026. Request for Approval of a Budget Amendment Resolution (BAR) in the amount of $100,000 from 2210186.490180 to 2210186. (as described below):

From Line Items:

- 2210186.490180 $(40,400)
- 2210186.490180 $(36,600)
- 2210186.490180 $(23,000)

To Line Items:

- 2210186.561200 $40,400
- 2210186.570500 $36,600
- 2210186.530710 $23,000

BACKGROUND AND SUMMARY:
The City received the attached award announcement for State of New Mexico Department of Finance and Administration, Local Government Division, and the EMS Fund Act Rules 7.27.4 NMAC in the amount of $100,000. The total grant has increased this year. The annual grant last year was $80,000. This is reflected in our current budget. This application period the amount has been raised from $80,000 to $100,000 this year and annually moving forward. The net increase to our budget is $20,000. These funds are granted for the procurement of Emergency Medical Equipment, such as Point of Care ultra-sound units and software projects. Also, the

funds are utilized to pay for Paramedic school tuition for our employees.

ACTION REQUESTED:
The Fire Department respectfully requests your review and approval.

ATTACHMENTS:
State of New Mexico Department of Finance and Administration, Local Government Division, and the EMS Fund Act Rules 7.27.4 NMAC award letter.
BAR
Project Ledger

September 4, 2025

City of Santa Fe
PO Box 909
Santa Fe, NM 87504

Dear Sir/Mam:

In accordance with the Terms of Rules Governing in Emergency Medical Services Fund Act, DOH 7.27.4 NMAC, a warrant in the amount of **$100,000.00** is authorized for disbursement on behalf of the following local recipient (s) in accordance with their approved applications:

City of Santa Fe Fire Dept. - $100,000.00

These funds from the Local Funding Program of the EMS Fund Act for FY 26 (July 1, 2025 – June 30, 2026) must be accounted for in accordance with the rules set forth by the New Mexico Department of Finance and Administration, Local Government Division, and the EMS Fund Act Rules 7.27.4 NMAC.

In order to keep our records in order, each Applicant (Fiscal Agent) MUST submit an itemized expenditures report for FY25 EMS Fund Act Local Funding Award (July 1, 2024 – June 30, 2025). If you administer funds for more than one (1) Local recipient, please submit a report for each.

If you have any questions, please contact me at (505) 476-8233 or by e-mail at rachel.marquez@doh.nm.gov

Sincerely,
Rachel Marquez
EMS Fund Act Coordinator

Log # *{Finance use only}*:	
Journal # *{Finance use only}*:	

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

DEPARTMENT / DIVISION NAME	DATE
200 / Fire Department	9/16/2025

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
Employee Training/Tuition	2210186	561200	FIR2622109	40,400	
Equipmnt & Machinery nonExemplt	2210186	570500	FIR2622109	36,600	
Software Subscriptions	2210186	530710	FIR2622109	23,000	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
Employee Training/Tuition	2210186	490180	FIR2622109	(40,400)	
Equipmnt & Machinery nonExemplt	2210186	490180	FIR2622109	(36,600)	
Software Subscriptions	2210186	490180	FIR2622109	(23,000)	
				$ -	$ -

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

Increase EMS Fund Act FY26 to $100,000

{Complete section below if BAR results in a net change to ANY Fund}

Fund(s) Affected	Fund Balance Increase/(Decrease)
TOTAL:	**0**

TONIETTE CANDELARIA MARTINEZ
Toniette Candelaria Martinez — 9/16/2025
Prepared By *{print name}* — Date

STEN JOHNSON
Sten Johnson, Assitant Fire Chief
Division Director Signature *{optional}* — Date

BRIAN MOYA
Brian Moya, Fire Chief
Department Director Signature — Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date

Agenda Item #:

Andy Hopkins
Andy Hopkins — Date
Budget Officer

Emily K. Oster
Emily Oster — Date
Finance Director *{≤ $5,000}*

Mark Scott
Mark Scott (Sep 19, 2025 17:41:35 MDT)
City Manager *{≤ $60,000}* — Date

Previous Day Composite Report

Custom

As of 08/29/2025

Company: CITY OF SANTA FE
User: Randall Holmes 09/02/2025 10:34 AM ET

Commercial Electronic Office® **Treasury Information Reporting**

Currency: USD
Bank: 121000248 **WELLS FARGO BANK, N.A.**
Account: 4121218564(NM) **WIRE DEPOSIT ACCOUNT**

Balances

Closing Ledger Balance	.00
Closing Collected Balance	.00
Opening Available Balance	.00
One Day Float	.00
Two+ Day Float	.00
MTD Average Closing Ledger Balance	.00
MTD Average Closing Collected Balance	.00
Total Credits	1,259,350.46
Total Debits	1,259,350.46
Total Number Credits	12
Total Number Debits	1

Summaries

Type of Credit	Number of Items	Amount
Total ACH Credits	12	1,259,350.46
Credit Totals	**12**	**1,259,350.46**

Type of Debit	Number of Items	Amount
Total ZBA Debits	1	1,259,350.46
Debit Totals	**1**	**1,259,350.46**

Credit Transactions

8/29/2025	169 / MISCELLANEOUS ACH CREDIT **Cust Ref:** 00000000000 **Unique ID:** 00000091006065474629 State of New Mex VNDR PYMT NMAP0002370021 6122025 FY26 1st Distribution SFMO 6122025 FY26 1	**Credit Amount:** **Bank Ref:** IA000016886734	790,577.00
8/29/2025	169 / MISCELLANEOUS ACH CREDIT **Cust Ref:** 00000000000 **Unique ID:** 00000091005969901772 PNM Utility EDI PYMNTS AP0000209699 91769\	**Credit Amount:** **Bank Ref:** IA000018339795	241,487.13
8/29/2025	169 / MISCELLANEOUS ACH CREDIT **Cust Ref:** 00000000000 **Unique ID:** 00000091006062551716 UNITED AIRLINES UAL 250829 109515 1\	**Credit Amount:** **Bank Ref:** IA000029497004	118,360.12
8/29/2025	169 / MISCELLANEOUS ACH CREDIT **Cust Ref:** 00000000000 **Unique ID:** 00000091006065473379 State of New Mex VNDR PYMT NMAP0002370010 INVOICE#20250731EMSFUNDACTSANT INVOICE#20250731EM	**Credit Amount:** **Bank Ref:** IA000016886450	100,000.00
8/29/2025	169 / MISCELLANEOUS ACH CREDIT **Cust Ref:** 00000000000 **Unique ID:** 00000091006077692957 HNB - ECHO HCCLAIMPMT 250829 XXXXX0168 TRN*1*1205435232*1341858379\	**Credit Amount:** **Bank Ref:** IA000025835459	4,644.95
8/29/2025	169 / MISCELLANEOUS ACH CREDIT **Cust Ref:** 00000000000 **Unique ID:** 00000091005879197451 UnitedHealthcar HCCLAIMPMT XXXXX0168 TRN*1*25239B1000976678*1362739571*000004567\	**Credit Amount:** **Bank Ref:** IA000019295127	1,482.40
8/29/2025	169 / MISCELLANEOUS ACH CREDIT **Cust Ref:** 00000000000 **Unique ID:** 00000091005969649750 BCBS of NM HCClaimPmt 250828 85593385 TRN*1*C25240E02585890*1361236610*0E0258589\	**Credit Amount:** **Bank Ref:** IA000024779370	956.27
8/29/2025	169 / MISCELLANEOUS ACH CREDIT	**Credit Amount:**	548.00

	Cust Ref: 00000000000 **Bank Ref:** IA071759864874 **Unique ID:** 00000091006076302173 JUSTICE SV9T 8001234568 250828 CitePayUSA CitePayUSA deposit from Vantiv for 08/28/2025		
8/29/2025	169 / MISCELLANEOUS ACH CREDIT **Cust Ref:** 00000000000 **Bank Ref:** IA101128759149 **Unique ID:** 00000091005968394415 CENTENE CORP HCCLAIMPMT 250827 TRN*1*0900181967*1455583511\	**Credit Amount:**	507.77
8/29/2025	169 / MISCELLANEOUS ACH CREDIT **Cust Ref:** 00000000000 **Bank Ref:** IA000024774505 **Unique ID:** 00000091005969649649 BCBS of NM HCClaimPmt 250828 85598132 TRN*1*C25240E00537520*1361236610*0E0053752\	**Credit Amount:**	437.50
8/29/2025	169 / MISCELLANEOUS ACH CREDIT **Cust Ref:** 00000000000 **Bank Ref:** IA000053850802 **Unique ID:** 00000091005962308776 HUMANA INS CO HCCLAIMPMT 250828 82961479 TRN*1*166219014250827*1391263473\	**Credit Amount:**	340.72
8/29/2025	169 / MISCELLANEOUS ACH CREDIT **Cust Ref:** 00000000000 **Bank Ref:** IA000019282005 **Unique ID:** 00000091005879195620 UHIC NM HCCLAIMPMT XXXXX0168 TRN*1*25239B1000971646*1362739571*000004567\	**Credit Amount:**	8.60
	MISCELLANEOUS ACH CREDIT Total	**Credit Amount**	**1,259,350.46**
	Credit Total	**Credit Amount**	**1,259,350.46**

Debit Transactions

8/29/2025	575 / INDIVIDUAL ZBA DEBIT **Cust Ref:** 00000000000 **Bank Ref:** IA082900000001 ZBA BALANCE ACCOUNT TRANSFER TO 7318735144	**Debit Amount:**	1,259,350.46
	Account Net Amount		**0.00**

Grand Total For Currency: USD

Balances

Closing Ledger Balance	.00
Closing Collected Balance	.00
Opening Available Balance	.00
One Day Float	.00
Two+ Day Float	.00
MTD Average Closing Ledger Balance	.00
MTD Average Closing Collected Balance	.00
Total Credits	1,259,350.46
Total Debits	1,259,350.46
Total Number Credits	12
Total Number Debits	1

---- END OF REPORT ----

STATE OF NEW MEXICO
DEPARTMENT OF HEALTH
1190 St Francis Dr.
Santa Fe, NM 87502-6110

ACH Remittance Advic

State of New Mexico
Department of Finance & Administration

CITY OF SANTA FE
PO BOX 909
SANTA FE, NM 87504-0000
United States

Date	Payment Amount	Reference
Aug/29/2025	$100,000.00	3001877550

DFI ID: 121000248 **Bank Account:** **********8564

NON-NEGOTIABLE

If you would like to receive electronic ACH remittance advices via email, please contact DFA Vendor Relations at vendor.relations@dfa.nm.gov

Business Unit : 66500 **Payment Date:** 08/29/2025 **Reference:** 300187755(

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discounts	Late Charges	Paid Amoun
INVOICE#20250731EMSFUNDACT SANT	Jul/31/2025	00759405	100,000.00	0.00	0.00	100,000.0(
INVOICE#20250731EMSFUNDACTSANTAFE						

Supplier Number	Name	Bank Charge	Transfer Cost C(
0000054360	CITY OF SANTA FE	$0.00	

Reference	Date	Total Gross Amt	Total Discounts	Total Late Charges	Total Paid Am
3001877550	Aug/29/2025	$100,000.00	$0.00	$0.00	$100,000.0(

Account

Fund	221	EMRGSVC	Acct	221-15-20-2100-186-00-000-561200-			
Org	2210186	EMS grant	Acct name	Employee Training/Tuition		Account Notes	
Object	561200	Trng/Tuitn	Type	Expense	Status	Active	
Project			Rollup				
			Sub-Rollup				

MultiYr Fund

4 Year Comparison | Current Year | History | 4 Year Graph | History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	20,000.00	20,000.00	20,000.00	26,000.00
Transfers In	6,000.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	26,000.00	20,000.00	20,000.00	26,000.00
Actual (Memo)	25,999.50	19,999.50	20,000.00	.00
Encumbrances	.00	.00	.00	2,916.00
Requisitions	.00			.00
Available	.50	.50	.00	23,084.00
Percent used	100.00	100.00	100.00	11.22

Account

Fund	221	EMRGSVC	Acct	221-15-20-2100-186-00-000-570500-	
Org	2210186	EMS grant	Acct name	Equipment & Machinery >$5K	Account Notes
Object	570500	Eqp&MchnNE	Type	Expense	Status: Active
Project			Rollup		
			Sub-Rollup		

MultiYr Fund

4 Year Comparison | Current Year | History | 4 Year Graph | History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	.00	.00	.00	54,000.00
Transfers In	54,000.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	54,000.00	.00	.00	54,000.00
Actual (Memo)	26,633.04	.00	.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	27,366.96	.00	.00	54,000.00
Percent used	49.32	.00	.00	.00

Fund
Org 2210186
Object 530710
Project

Acct
Acct name
Type
Status
Rollup
Sub-Rollup
MultiYr Fund

Account Notes

4 Year Comparison | Current Year | History | 4 Year Graph | History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget				
Transfers In				
Transfers Out				
Revised Budget				
Actual (Memo)				
Encumbrances				
Requisitions				
Available				
Percent used				

Display detail information for current account.
No data available. The "Search" option was not used or it returned no data.

City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form

Date of Request: 09/16/2025

Project Title: Emergency Medical Services Fund Act FY26

Project Type: ☐ CIP ☑ Grant ☑ Internal Tracking

Project ID: FIR2622109

Grant ID: S2615

Approved By: ERIKA LUJAN
ERIKA LUJAN (Sep 16, 2025 16:13:57 MDT)

CT (Finance Use Only) Sep 16, 2025

Department: 200 - Fire Project Manager: Toniette C. Martinez Ext: 3109

Project Date Range: 07/01/2025 to 06/30/2026 ☐ Create Fixed Asset

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☑ Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: State of NM Dept. of Health % of Funding: 100

MUNIS ORG: 2210186 MUNIS OBJ: 490180 Awarded Amount: $100,000.00

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: See attached MUNIS ORG: 2210186 MUNIS OBJ: See attached

Grants Only (list all grants if applicable):

Grantor Name: NM DEPT OF HEALTH EMS ACT FUND Awarded Amount: 100,000.00

AR Charge Code: 2210186.490180 ☐ Grant funds multiple projects (Complete a form for each project)

Grantor Id: 700003 Federal CFDA (if applicable): N/A

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ ☑ Grant funds multiple projects (Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) ☑ Attached Grant Documentation

Signature: Michael Suber

Email: mjsuber@santafenm.gov

Signature: ERIKA LUJAN
ERIKA LUJAN (Sep 18, 2025 14:34:05 MDT)

Email: evlujan@santafenm.gov

City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909
www.santafenm.gov

Alan Webber, Mayor

Councilors:
Signe I. Lindell, Mayor Pro Tem, District 1
Alma G. Castro, District 1
Michael J. Garcia, District 2
Carol Romero-Wirth, District 2
Lee Garcia, District 3
Pilar F.H. Faulkner, District 3
Jamie Cassutt, District 4
Amanda Chavez, District 4

MEMO

Date: September 19, 2025

To: Governing Body; Public Works and Utilities Committee; Finance Committee

Via: Mark Scott, City Manager Mark Scott (Sep 19, 2025 17:43:46 MDT)

From: Jesse Roach, Interim Public Utilities Department Director

ITEM

Budget Amendment Resolution to Fund Reclassification of 87 Positions in the Public Utilities Department.

BACKGROUND

The City of Santa Fe Public Utilities Department (PUD) operates and maintains three water treatment plants, two for potable water and one for wastewater. PUD also operates and maintains a potable water distribution system and a wastewater collection system. PUD has historically found it challenging to fully staff these plants and field positions, and rates paid to operators have diverged between water and wastewater. There is significant overlap in associated job duties across PUD and potential gains in organizational efficiency and pay equity to be achieved if the work done at these plants and systems can be performed under a single operator job description. A new job description called Utility Operator has been developed to allow many existing job descriptions in water and wastewater to be consolidated. This consolidation will help ensure consistent compensation across the department and make it easier for operators to move around the department in response to promotion opportunities.

The existing Water Operator, Equipment Repairman, and Waste Operator job ladders have five “rungs” (entry, basic, intermediate, advanced, and lead) with no certification requirement for the Entry and state Water Supply or Wastewater Operator certification Levels I through IV required for basic through lead rungs respectively. These will be replaced by the new Utility Operator job ladder with the same rungs. Other jobs in water and wastewater requiring state certifications in Water Supply or Wastewater will be replaced by the new Utility Operator position requiring the same level of certification.

This change will result in additional compensation to operators which will help attract and retain qualified operators with the goal of fully staffing these critical positions. The table below shows the average change in compensation associated with this change.

Position	NMED Operator Level	Experience required years	Proposed Target Hourly FY26	Increase from Water Target Hourly	Increase from Wastewater Target Hourly
Utility Operator Entry		Any	$ 20.00	-1%	3%
Utility Operator Basic	1	1	$ 24.00	1%	10%
Utility Operator Intermediate	2	2	$ 28.80	5%	13%
Utility Operator Advanced	3	3	$ 34.56	6%	23%
Utility Operator Lead	4	4	$ 41.47	9%	26%

The table attached to this memo lists all current positions that will be moved to Utility Operator or Utility Operator CDL. The attached batch position salary analysis determines the total cost by org and object to reclass these positions. This reclass is concurrent with salary adjustments associated with an approved AFSCME contract, and the targets listed here are absolute and are not in addition to any AFSCME contract related adjustments.

Except for positions at Buckman Direct Diversion (BDD), vacancies will be budgeted at Utility Operator Lead to create flexibility to fill any vacancy with the best available candidate at any "rung" of the Utility Operator ladder. The result is a larger amount of money budgeted than will be spent as vacancies are filled. Of the requested BARs, approximately 20% will go to fund salary increases for current employees, with the rest going to budget at the top of the ladder for flexibility in hiring.

BDD is a joint powers facility staffed by the City as the project manager and due to differences in processes for budgeting staff, the BDD will not require a BAR to make these changes. The BDD increases for existing positions will be covered this year by vacancy savings, and the increases for vacant positions will be addressed by BDD in the next operating budget cycle.

REQUEST

Approval of a Budget Amendment Resolution (BAR) totaling $1,005,495 to support uniform and increased pay for operators across the Public Utility Department. The BAR is summarized in the table below.

Location	Amount	From	To	Amount for Existing Personnel
CRWTP	$ 187,864	Water Enterprise Fund	5050385	$ 74,138
T&D	$ 263,409	Water Enterprise Fund	5050386	$ 65,582
WWC	$ 283,103	Wastewater Enterprise Fund	5000361	$ 20,358
WWS	$ 55,426	Wastewater Enterprise Fund	5000365	$ 7,730
WWTP	$ 215,693	Wastewater Enterprise Fund	5000366	$ 20,402
Total	$ 1,005,495		Total	$ 188,210

City of Santa Fe Public Utilities Department Utility Operator Reclass Table 1/2

MUNIS POSITION #	CURRENT JOB DESCRIPTION	LEVEL REQUIRED	EMPLOYEE #	LEVEL ATTAINED	NEW JOB DESCRIPTION	CURRENT HOURLY RATE	PROPOSED HOURLY RATE	INCREASE
			Water - Source of Supply					
230085	WATER OPERATOR ENTRY	None	105637	None	UTILITY OPERATOR ENTRY	$ 20.65	$ 20.65	$ -
230082	WATER OPERATOR ENTRY	None	106812	None	UTILITY OPERATOR ENTRY	$ 20.56	$ 20.56	$ -
180070	EQUIPMENT REPAIRMAN ENTRY	None	109331	None	UTILITY OPERATOR ENTRY	$ 20.25	$ 20.25	$ -
230025	WATER OPERATOR INTERMEDIATE	WS2	108754	WS3	UTILITY OPERATOR ADVANCED	$ 32.53	$ 34.56	$ 2.03
180113	WATER OPERATOR INTERMEDIATE	WS2	109065	WS3	UTILITY OPERATOR ADVANCED	$ 32.53	$ 34.56	$ 2.03
230095	WATER OPERATOR INTERMEDIATE	WS2	110522	WS3	UTILITY OPERATOR ADVANCED	$ 32.53	$ 34.56	$ 2.03
180071	EQUIPMENT REPAIRMAN ADVANCED	WS3	109624	WS3	UTILITY OPERATOR ADVANCED	$ 32.53	$ 34.56	$ 2.03
230071	WATER OPERATOR LEAD	WS4	103736	WS4	UTILITY OPERATOR LEAD	$ 40.13	$ 44.48	$ 4.35
230072	WATER OPERATOR LEAD	WS4	105561	WS4	UTILITY OPERATOR LEAD	$ 40.07	$ 44.48	$ 4.41
230084	WATER OPERATOR LEAD	WS4	109116	WS4	UTILITY OPERATOR LEAD	$ 38.14	$ 41.47	$ 3.33
230073	WATER OPERATOR LEAD	WS4	109265	WS4	UTILITY OPERATOR LEAD	$ 38.37	$ 41.47	$ 3.10
180366	EQUIPMENT REPAIRMAN LEAD	WS4	108780	WS4	UTILITY OPERATOR LEAD CDL	$ 35.48	$ 43.54	$ 8.06
180365	EQUIPMENT REPAIRMAN LEAD	WS4	108645	WS4	UTILITY OPERATOR LEAD CDL	$ 36.54	$ 43.54	$ 7.01
230069	WATER OPERATOR BASIC	WS1	VACANT	N/A	UTILITY OPERATOR LEAD	$ 24.53	$ 41.47	$ 16.94
230034	WATER OPERATOR ADVANCED	WS3	VACANT	N/A	UTILITY OPERATOR LEAD	$ 32.52	$ 41.47	$ 8.95
230068	WATER OPERATOR ADVANCED	WS3	VACANT	N/A	UTILITY OPERATOR LEAD	$ 24.51	$ 41.47	$ 16.96
230083	WATER OPERATOR ADVANCED	WS3	VACANT	N/A	UTILITY OPERATOR LEAD	$ 30.13	$ 41.47	$ 11.34
180069	EQUIPMENT REPAIRMAN LEAD	WS4	VACANT	N/A	UTILITY OPERATOR LEAD	$ 38.10	$ 41.47	$ 3.37
230070	WATER OPERATOR LEAD	WS4	VACANT	N/A	UTILITY OPERATOR LEAD	$ 40.15	$ 41.47	$ 1.32
			Water - Transmission and Distribution					
180247	PIPEFITTER ENTRY	None	105990	None	UTILITY OPERATOR ENTRY	$ 19.13	$ 20.00	$ 0.87
180245	PIPEFITTER ENTRY	None	110230	None	UTILITY OPERATOR ENTRY	$ 18.73	$ 20.00	$ 1.27
180244	PIPEFITTER ENTRY	None	111039	None	UTILITY OPERATOR ENTRY	$ 18.70	$ 20.00	$ 1.30
180073	UTILITY HEAVY EQUIPMENT OPERATOR	None	108665	WS2	UTILITY OPERATOR INTERMEDIATE	$ 27.90	$ 28.80	$ 0.90
180063	EQUIPMENT REPAIRMAN INTERMED	WS2	107365	WS2	UTILITY OPERATOR INTERMEDIATE	$ 27.82	$ 28.80	$ 0.98
180251	PIPEFITTER INTERMEDIATE	WS2	109554	WS2	UTILITY OPERATOR INTERMEDIATE	$ 25.80	$ 28.80	$ 3.00
180253	PIPEFITTER LEAD	WS3	103996	WS3	UTILITY OPERATOR ADVANCED CDL	$ 37.60	$ 37.60	$ -
180255	PIPEFITTER LEAD	WS3	106766	WS4	UTILITY OPERATOR LEAD CDL	$ 30.72	$ 43.54	$ 12.83
180368	PIPEFITTER LEAD	WS3	105792	WS4	UTILITY OPERATOR LEAD CDL	$ 30.71	$ 43.54	$ 12.84
180242	PIPEFITTER ENTRY	None	VACANT	N/A	UTILITY OPERATOR LEAD	$ 20.58	$ 41.47	$ 20.89
180240	PIPEFITTER BASIC	WS1	VACANT	N/A	UTILITY OPERATOR LEAD	$ 20.27	$ 41.47	$ 21.20
180243	PIPEFITTER ENTRY	None	VACANT	N/A	UTILITY OPERATOR LEAD	$ 21.19	$ 41.47	$ 20.28
180241	PIPEFITTER INTERMEDIATE	WS2	VACANT	N/A	UTILITY OPERATOR LEAD	$ 26.18	$ 41.47	$ 15.29
180246	PIPEFITTER INTERMEDIATE	WS2	VACANT	N/A	UTILITY OPERATOR LEAD	$ 26.19	$ 41.47	$ 15.28
180252	PIPEFITTER LEAD	WS3	VACANT	N/A	UTILITY OPERATOR LEAD	$ 31.86	$ 41.47	$ 9.61
			Water - Buckman Direct Diversion					
180065	EQUIPMENT REPAIRMAN ENTRY	None	107961	WS1	UTILITY OPERATOR BASIC CDL	$ 23.56	$ 25.20	$ 1.65
230086	WATER OPERATOR ENTRY	None	110704	WS1	UTILITY OPERATOR BASIC	$ 20.25	$ 24.00	$ 3.75
230088	WATER OPERATOR ENTRY	None	110990	WS1	UTILITY OPERATOR BASIC	$ 20.24	$ 24.00	$ 3.76
230087	WATER OPERATOR ENTRY	None	110846	None	UTILITY OPERATOR ENTRY	$ 20.25	$ 20.25	$ -
230024	WATER OPERATOR BASIC	WS1	107900	WS2	UTILITY OPERATOR INTERMEDIATE	$ 24.19	$ 28.80	$ 4.61
230007	BDD ADV WATER TREATMENT OP	WS3	105344	WS3	UTILITY OPERATOR ADVANCED	$ 37.52	$ 37.52	$ -
230011	WATER OPERATOR ADVANCED	WS3	110949	WS4	UTILITY OPERATOR LEAD	$ 32.53	$ 41.47	$ 8.94
230014	WATER OPERATOR LEAD	WS4	108175	WS4	UTILITY OPERATOR LEAD	$ 38.71	$ 41.47	$ 2.76
230010	BDD ADV WATER TREATMENT OP	WS3	102628	WS4	UTILITY OPERATOR LEAD	$ 41.49	$ 44.48	$ 2.99
230008	BDD ADV WATER TREATMENT OP	WS3	104139	WS4	UTILITY OPERATOR LEAD	$ 41.49	$ 45.64	$ 4.15
230015	BDD CHARGE OPERATOR	WS4	104249	WS4	UTILITY OPERATOR LEAD	$ 45.64	$ 45.64	$ -
230017	BDD CHARGE OPERATOR	WS4	106982	WS4	UTILITY OPERATOR LEAD	$ 44.47	$ 44.47	$ -
180066	EQUIPMENT REPAIRMAN BASIC	WS1	VACANT	N/A	UTILITY OPERATOR INTERMEDIATE	$ 26.69	$ 26.69	$ -
230067	WATER OPERATOR INTERMEDIATE	WS2	VACANT	N/A	UTILITY OPERATOR INTERMEDIATE	$ 27.82	$ 27.82	$ -
180068	EQUIPMENT REPAIRMAN INTERMED	WS2	VACANT	N/A	UTILITY OPERATOR LEAD	$ 33.54	$ 33.54	$ -
180064	EQUIPMENT REPAIRMAN ADVANCED	WS3	VACANT	N/A	UTILITY OPERATOR LEAD	$ 35.99	$ 35.99	$ -
230009	WATER OPERATOR ADVANCED	WS3	VACANT	N/A	UTILITY OPERATOR LEAD	$ 41.50	$ 41.50	$ -
230016	WATER OPERATOR LEAD	WS4	VACANT	N/A	UTILITY OPERATOR LEAD CDL	$ 46.37	$ 46.37	$ -

City of Santa Fe Public Utilities Department Utility Operator Reclass Table 2/2

MUNIS POSITION #	CURRENT JOB DESCRIPTION	LEVEL REQUIRED	EMPLOYEE #	LEVEL ATTAINED	NEW JOB DESCRIPTION	CURRENT HOURLY RATE	PROPOSED HOURLY RATE	
			Wastewater - Collections					
180086	FIELD OPERATOR ENTRY	None	109996	None	UTILITY OPERATOR ENTRY	$ 19.77	$ 20.00	$ 0.23
180088	FIELD OPERATOR ENTRY	None	110093	None	UTILITY OPERATOR ENTRY	$ 19.77	$ 20.00	$ 0.23
180087	FIELD OPERATOR ENTRY	None	109410	None	UTILITY OPERATOR ENTRY	$ 19.77	$ 20.00	$ 0.23
180367	FIELD OPERATOR ENTRY	None	110845	None	UTILITY OPERATOR ENTRY	$ 19.77	$ 20.00	$ 0.23
180343	FIELD OPERATOR ENTRY	None	109722	WW1	UTILITY OPERATOR BASIC CDL	$ 19.77	$ 25.20	$ 5.43
180342	FIELD OPERATOR BASIC	WW1	109536	WW1	UTILITY OPERATOR BASIC CDL	$ 23.72	$ 25.20	$ 1.48
180091	FIELD OPERATOR LEAD	WW2	107364	WW2	UTILITY OPERATOR INTERMEDIATE CDL	$ 27.62	$ 28.80	$ 1.18
180092	FIELD OPERATOR LEAD	WW2	108136	WW2	UTILITY OPERATOR INTERMEDIATE CDL	$ 27.62	$ 28.80	$ 1.18
180090	LABORER	None	VACANT	N/A	UTILITY OPERATOR LEAD	$ 17.51	$ 41.47	$ 23.96
180341	FIELD OPERATOR ENTRY	None	VACANT	N/A	UTILITY OPERATOR LEAD	$ 19.49	$ 41.47	$ 21.98
200012	FIELD OPERATOR ENTRY	None	VACANT	N/A	UTILITY OPERATOR LEAD	$ 19.77	$ 41.47	$ 21.70
180083	FIELD OPERATOR BASIC	WW1	VACANT	N/A	UTILITY OPERATOR LEAD	$ 23.72	$ 41.47	$ 17.75
180344	FIELD OPERATOR BASIC	WW1	VACANT	N/A	UTILITY OPERATOR LEAD	$ 26.94	$ 41.47	$ 14.53
180345	FIELD OPERATOR BASIC	WW1	VACANT	N/A	UTILITY OPERATOR LEAD	$ 23.72	$ 41.47	$ 17.75
180360	FIELD OPERATOR LEAD	WW2	VACANT	N/A	UTILITY OPERATOR LEAD	$ 27.63	$ 41.47	$ 13.84
			Wastewater - Solids					
230056	WASTE OPERATOR ENTRY	None	109962	None	UTILITY OPERATOR ENTRY	$ 18.67	$ 20.00	$ 1.33
180339	LABORER	None	109754	None	UTILITY OPERATOR ENTRY	$ 17.36	$ 20.00	$ 2.64
180347	LABORER	None	VACANT	N/A	UTILITY OPERATOR LEAD	$ 16.92	$ 41.47	$ 24.55
			Wastewater - Treatment Plant					
230054	WASTE OPERATOR ENTRY	None	109595	None	UTILITY OPERATOR ENTRY	$ 18.67	$ 20.00	$ 1.33
230058	WASTE OPERATOR ENTRY	None	109643	None	UTILITY OPERATOR ENTRY	$ 18.67	$ 20.00	$ 1.33
230049	WASTE OPERATOR ENTRY	None	110153	None	UTILITY OPERATOR ENTRY	$ 18.67	$ 20.00	$ 1.33
180340	WWM EQUIPMENT SPECIALIST SR.	WW1	105220	WW1	UTILITY OPERATOR BASIC CDL	$ 22.61	$ 25.32	$ 2.71
230091	WASTE OPERATOR INTERMEDIATE	WW2	103998	WW2	UTILITY OPERATOR INTERMEDIATE	$ 25.01	$ 28.80	$ 3.79
230050	WASTE OPERATOR ENTRY	None	VACANT	N/A	UTILITY OPERATOR LEAD	$ 18.93	$ 41.47	$ 22.54
230052	WASTE OPERATOR ENTRY	None	VACANT	N/A	UTILITY OPERATOR LEAD	$ 18.66	$ 41.47	$ 22.81
230053	WASTE OPERATOR ENTRY	None	VACANT	N/A	UTILITY OPERATOR LEAD	$ 19.47	$ 41.47	$ 22.00
230055	WASTE OPERATOR ENTRY	None	VACANT	N/A	UTILITY OPERATOR LEAD	$ 18.93	$ 41.47	$ 22.54
180337	WWM EQUIPMENT SPECIALIST	None	VACANT	N/A	UTILITY OPERATOR LEAD	$ 20.05	$ 41.47	$ 21.42
180338	WWM EQUIPMENT SPECIALIST	None	VACANT	N/A	UTILITY OPERATOR LEAD	$ 20.06	$ 41.47	$ 21.41
230051	WASTE OPERATOR BASIC	WW1	VACANT	N/A	UTILITY OPERATOR LEAD	$ 21.72	$ 41.47	$ 19.75
230048	WASTE OPERATOR ADVANCED	WW4	VACANT	N/A	UTILITY OPERATOR LEAD	$ 25.15	$ 41.47	$ 16.32
230062	WASTE OPERATOR ADVANCED	WW4	VACANT	N/A	UTILITY OPERATOR LEAD	$ 25.15	$ 41.47	$ 16.32
230057	WASTE OPERATOR LEAD	WW4	VACANT	N/A	UTILITY OPERATOR LEAD	$ 31.40	$ 44.48	$ 13.08
230059	WASTE OPERATOR LEAD	WW4	VACANT	N/A	UTILITY OPERATOR LEAD	$ 35.86	$ 44.48	$ 8.62
230063	WASTE OPERATOR LEAD	WW4	VACANT	N/A	UTILITY OPERATOR LEAD	$ 31.85	$ 41.47	$ 9.62

Log # *{Finance use only}*:	
Journal # *{Finance use only}*:	

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

DEPARTMENT / DIVISION NAME	DATE

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
Water - Source of Supply Salaries	5050385	500110		136,300	
Water - Source of Supply FICA/Medicare	5050385	503100		10,428	
Water - Source of Supply Retirement (PERA)	5050385	503150		33,104	
Water - Source of Supply Retiree Health Care	5050385	503250		2,724	
Water - Source of Supply Worker's Comp	5050385	503350		1,364	
Water - Water Conservation Salaries	5050382	500110		2,923	
Water - Water Conservation FICA/Medicare	5050382	503100		224	
Water - Water Conservation Retirement (PERA)	5050382	503150		710	
Water - Water Conservation Retiree Health Care	5050382	503250		58	
Water - Water Conservation Worker's Comp	5050382	503350		29	
Water - Transmission and Distribution Salaries	5050386	500110		195,209	
Water - Transmission and Distribution FICA/Medicare	5050386	503100		14,932	
Water - Transmission and Distribution Retirement (PERA)	5050386	503150		47,412	
Water - Transmission and Distribution Retiree Health Care	5050386	503250		3,904	
Water - Transmission and Distribution Worker's Comp	5050386	503350		1,952	
Wastewater - Collections Salaries	5000362	500110		209,806	
Wastewater - Collections FICA/Medicare	5000362	503100		16,047	
Wastewater - Collections Retirement (PERA)	5000362	503150		50,957	
Wastewater - Collections Retiree Health Care	5000362	503250		4,194	
Wastewater - Collections Worker's Comp	5000362	503350		2,099	
Wastewater - Solids Salaries	5000366	500110		41,076	
Wastewater - Solids FICA/Medicare	5000366	503100		3,142	
Wastewater - Solids Retirement (PERA)	5000366	503150		9,976	
Wastewater - Solids Retiree Health Care	5000366	503250		821	
Wastewater - Solids Worker's Comp	5000366	503350		411	
Wastewater - WWTP Salaries	5000367	500110		159,846	
Wastewater - WWTP FICA/Medicare	5000367	503100		12,231	
Wastewater - WWTP Retirement (PERA)	5000367	503150		38,823	
Wastewater - WWTP Retiree Health Care	5000367	503250		3,196	
Wastewater - WWTP Worker's Comp	5000367	503350		1,597	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
				$ 1,005,495	$ -

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

Fund reclass of 87 positions across Water and Wastewater divisions in an effort to create uniformity and equity among operators in treatment plants and field positions across the Public Utility Department. The funding to support this increase will come from cash balances and defunding three non-union wastewater positions (180354, 180355, and 180356). A majority of the increase will go to fund vacancies at the top of the Utility Operator job ladder to allow for efficiency in hiring the best available applicant to a posting for any position in the ladder.

{Complete section below if BAR results in a net change to ANY Fund}

Fund(s) Affected	Fund Balance Increase/(Decrease)
500	(451,273)
505	(554,222)
TOTAL:	**(1,005,495)**

Jesse Roach — Prepared By *{print name}* — 9/25/2025 Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date

Agenda Item #:

Andy Hopkins — Budget Officer — Sep 25, 2025 Date

Division Director Signature *{optional}* — Date

9/25/2025

Department Director Signature — Date

Finance Director *{≤ $5,000}* — Date

City Manager *{≤ $60,000}* — Date

City of Santa Fe

Batch Position Salary Change (Increase or Decrease) Analysis

Prepared By: Chris Parker

Date of Request: 9/19/2025

	Total Net Expediture Increase by Object							
	500110	503100	503150	503200	503250	503350	503400	
ORG #	**Salaries**	**FICA/Medicare**	**Retirement (PERA)**	**Med/Life**	**Retiree Health Care**	**Workers' Comp**	**Dental**	**Total by Org**
5050385	136,300	10,428	33,104	-	2,724	1,364	-	183,920
5050382	2,923	224	710	-	58	29	-	3,944
5050386	195,209	14,932	47,412	-	3,904	1,952	-	263,409
8000801	48,356	3,698	11,745	-	966	484	-	65,249
5000362	209,806	16,047	50,957	-	4,194	2,099	-	283,103
5000366	41,076	3,142	9,976	-	821	411	-	55,426
5000367	159,846	12,231	38,823	-	3,196	1,597	-	215,693
Total cost by Obj	793,516	60,702	192,727	-	15,863	7,936	-	1,070,744

For Budget Use Only	
Budget Log #	SA940

Total Impact to CoSF Employees	
Funds Affected	Fund Balance Increase/ (Decrease)
500	(451,273)
505	(554,222)
	(1,005,495)

Comments/Justification *(use multiple lines below if needed):*

Salary Analyses to determine total cost for a reclass of 87 position across Water and Waste Water divisions as well as Buckman's in an effort to create uniformity and equity among Utility Operator positions across mutliple divisions. The funding to suport this increase will come from defunding three non-union positions from Waste Water (180354, 180355, and 180356), the remainder (~$1 M) being funded from available cash balances.

Department Director Approval (signature)

Chris Parker

Budget Approval (signature)

City of Santa Fe

Batch Position Salary Change (Increase or Decrease) Analysis Data

All yellow fields MUST be filled out)

Department	Division	Org	Position #	Old Job Description	New Job Description	Charged %	FTE %	Union Status	Current Pay Grade	Desired Pay Grade	*if false will be rejected unless defunding position* Within Pay Grade	*see Pay Periods tab* Effective Pay Periods	Total Hours (Annualized)	Current Hrly Rate	Desired Hrly Rate	Net Hrly Incr	Total Cost By Object: 500110 Salaries	503100 FICA/Medicare	503150 Retirement (PERA)	503200 Med/Life	503250 Retiree Health Care	503350 Workers' Comp	503400 Dental	Total Cost
PU	WTR	5050385	230085	WATER OPERATOR ENTRY	UTILITY OPERATOR ENTRY	100%	100%	AFSCME	101	101	TRUE	18	1440	20.6464	20.6464	-	-	-	-	-	-	-	-	-
PU	WTR	5050385	230082	WATER OPERATOR ENTRY	UTILITY OPERATOR ENTRY	100%	100%	AFSCME	101	101	TRUE	18	1440	20.5609	20.5609	-	-	-	-	-	-	-	-	-
PU	WTR	5050385	180070	EQUIPMENT REPAIRMAN ENTRY	UTILITY OPERATOR ENTRY	100%	100%	AFSCME	101	101	TRUE	18	1440	20.2500	20.2500	-	-	-	-	-	-	-	-	-
PU	WTR	5050385	230025	WATER OPERATOR INTERMEDIATE	UTILITY OPERATOR ADVANCED	100%	100%	AFSCME	108	111	TRUE	18	1440	32.5300	34.5600	2.0300	2,923	224	710	-	58	29	-	3,944
PU	WTR	5050385	180113	WATER OPERATOR INTERMEDIATE	UTILITY OPERATOR ADVANCED	100%	100%	AFSCME	108	111	TRUE	18	1440	32.5300	34.5600	2.0300	2,923	224	710	-	58	29	-	3,944
PU	WTR	5050382	230095	WATER OPERATOR INTERMEDIATE	UTILITY OPERATOR ADVANCED	100%	100%	AFSCME	108	111	TRUE	18	1440	32.5300	34.5600	2.0300	2,923	224	710	-	58	29	-	3,944
PU	WTR	5050385	180071	EQUIPMENT REPAIRMAN ADVANCED	UTILITY OPERATOR ADVANCED	100%	100%	AFSCME	106	111	TRUE	18	1440	32.5300	34.5600	2.0300	2,923	224	710	-	58	29	-	3,944
PU	WTR	5050385	230071	WATER OPERATOR LEAD	UTILITY OPERATOR LEAD	100%	100%	AFSCME	110	114	TRUE	18	1440	40.1270	44.4800	4.3530	6,268	480	1,522	-	125	63	-	8,458
PU	WTR	5050385	230072	WATER OPERATOR LEAD	UTILITY OPERATOR LEAD	100%	100%	AFSCME	110	114	TRUE	18	1440	40.0665	44.4800	4.4135	6,355	486	1,543	-	127	64	-	8,575
PU	WTR	5050385	230084	WATER OPERATOR LEAD	UTILITY OPERATOR LEAD	100%	100%	AFSCME	110	114	TRUE	18	1440	38.1400	41.4700	3.3300	4,795	367	1,165	-	96	48	-	6,471
PU	WTR	5050385	230073	WATER OPERATOR LEAD	UTILITY OPERATOR LEAD	100%	100%	AFSCME	110	114	TRUE	18	1440	38.3730	41.4700	3.0970	4,460	341	1,083	-	89	45	-	6,018
PU	WTR	5050385	180366	EQUIPMENT REPAIRMAN LEAD	UTILITY OPERATOR LEAD CDL	100%	100%	AFSCME	109	115	TRUE	18	1440	35.4809	43.5435	8.0626	11,610	888	2,820	-	232	116	-	15,666
PU	WTR	5050385	180365	EQUIPMENT REPAIRMAN LEAD	UTILITY OPERATOR LEAD CDL	100%	100%	AFSCME	109	115	TRUE	18	1440	36.5364	43.5435	7.0071	10,090	772	2,451	-	202	101	-	13,616
PU	WTR	5050385	230069	WATER OPERATOR BASIC	UTILITY OPERATOR LEAD	100%	100%	AFSCME	104	114	TRUE	18	1440	24.5300	41.4700	16.9400	24,394	1,866	5,925	-	488	244	-	32,917
PU	WTR	5050385	230034	WATER OPERATOR ADVANCED	UTILITY OPERATOR LEAD	100%	100%	AFSCME	106	114	TRUE	18	1440	32.5200	41.4700	8.9500	12,888	986	3,130	-	258	129	-	17,391
PU	WTR	5050385	230068	WATER OPERATOR ADVANCED	UTILITY OPERATOR LEAD	100%	100%	AFSCME	106	114	TRUE	18	1440	24.5100	41.4700	16.9600	24,422	1,868	5,931	-	488	244	-	32,953
PU	WTR	5050385	230083	WATER OPERATOR ADVANCED	UTILITY OPERATOR LEAD	100%	100%	AFSCME	106	114	TRUE	18	1440	30.1300	41.4700	11.3400	16,330	1,249	3,966	-	327	163	-	22,035
PU	WTR	5050385	180069	EQUIPMENT REPAIRMAN LEAD	UTILITY OPERATOR LEAD	100%	100%	AFSCME	109	114	TRUE	18	1440	38.1000	41.4700	3.3700	4,853	371	1,179	-	97	49	-	6,549
PU	WTR	5050385	230070	WATER OPERATOR LEAD	UTILITY OPERATOR LEAD	100%	100%	AFSCME	110	114	TRUE	18	1440	40.7300	41.4700	0.7400	1,066	82	259	-	21	11	-	1,439
PU	WTR	5050386	180247	PIPEFITTER ENTRY	UTILITY OPERATOR ENTRY	100%	100%	AFSCME	101	101	TRUE	18	1440	19.1278	20.0000	0.8722	1,256	96	305	-	25	13	-	1,695
PU	WTR	5050386	180245	PIPEFITTER ENTRY	UTILITY OPERATOR ENTRY	100%	100%	AFSCME	101	101	TRUE	18	1440	18.7281	20.0000	1.2719	1,832	140	445	-	37	18	-	2,472
PU	WTR	5050386	180244	PIPEFITTER ENTRY	UTILITY OPERATOR ENTRY	100%	100%	AFSCME	101	101	TRUE	18	1440	18.7000	20.0000	1.3000	1,872	143	455	-	37	19	-	2,526
PU	WTR	5050386	180073	UTILITY HEAVY EQUIPMENT OPERATOR	UTILITY OPERATOR INTERMEDIATE	100%	100%	AFSCME	107	107	TRUE	18	1440	27.8987	28.8000	0.9013	1,298	99	315	-	26	13	-	1,751
NON	BDD	8000801	180063	EQUIPMENT REPAIRMAN INTERMED	UTILITY OPERATOR INTERMEDIATE	100%	100%	AFSCME	106	107	TRUE	18	1440	27.8150	28.8000	0.9850	1,418	108	344	-	28	14	-	1,912
PU	WTR	5050386	180251	PIPEFITTER INTERMEDIATE	UTILITY OPERATOR INTERMEDIATE	100%	100%	AFSCME	106	107	TRUE	18	1440	25.7969	28.8000	3.0031	4,324	331	1,050	-	86	43	-	5,834
PU	WTR	5050386	180253	PIPEFITTER LEAD	UTILITY OPERATOR ADVANCED CDL	100%	100%	AFSCME	109	112	TRUE	18	1440	37.5999	37.5999	-	-	-	-	-	-	-	-	-
PU	WTR	5050386	180255	PIPEFITTER LEAD	UTILITY OPERATOR LEAD CDL	100%	100%	AFSCME	109	115	TRUE	18	1440	30.7174	43.5435	12.8261	18,470	1,413	4,486	-	369	185	-	24,923
PU	WTR	5050386	180368	PIPEFITTER LEAD	UTILITY OPERATOR LEAD CDL	100%	100%	AFSCME	109	115	TRUE	18	1440	30.7066	43.5435	12.8369	18,485	1,414	4,490	-	370	185	-	24,944
PU	WTR	5050386	180242	PIPEFITTER ENTRY	UTILITY OPERATOR LEAD	100%	100%	AFSCME	101	114	TRUE	18	1440	20.5000	41.4700	20.9700	30,082	2,301	7,306	-	602	301	-	40,592
PU	WTR	5050386	180240	PIPEFITTER BASIC	UTILITY OPERATOR LEAD	100%	100%	AFSCME	103	114	TRUE	18	1440	20.2700	41.4700	21.2000	30,528	2,335	7,414	-	611	305	-	41,193
PU	WTR	5050386	180243	PIPEFITTER ENTRY	UTILITY OPERATOR LEAD	100%	100%	AFSCME	101	114	TRUE	18	1440	21.1900	41.4700	20.2800	29,203	2,234	7,093	-	584	292	-	39,406
PU	WTR	5050386	180241	PIPEFITTER INTERMEDIATE	UTILITY OPERATOR LEAD	100%	100%	AFSCME	106	114	TRUE	18	1440	26.1800	41.4700	15.2900	22,018	1,684	5,348	-	440	220	-	29,710
PU	WTR	5050386	180246	PIPEFITTER INTERMEDIATE	UTILITY OPERATOR LEAD	100%	100%	AFSCME	106	114	TRUE	18	1440	26.1900	41.4700	15.2800	22,003	1,683	5,344	-	440	220	-	29,690
PU	WTR	5050386	180252	PIPEFITTER LEAD	UTILITY OPERATOR LEAD	100%	100%	AFSCME	109	114	TRUE	18	1440	31.8600	41.4700	9.6100	13,838	1,059	3,361	-	277	138	-	18,673
NON	BDD	8000801	180065	EQUIPMENT REPAIRMAN ENTRY	UTILITY OPERATOR BASIC CDL	100%	100%	AFSCME	103	105	TRUE	18	1440	23.5550	25.2000	1.6450	2,369	181	575	-	47	24	-	3,196
NON	BDD	8000801	230086	WATER OPERATOR ENTRY	UTILITY OPERATOR BASIC	100%	100%	AFSCME	101	104	TRUE	18	1440	20.2500	24.0000	3.7500	5,400	413	1,312	-	108	54	-	7,287
NON	BDD	8000801	230088	WATER OPERATOR ENTRY	UTILITY OPERATOR BASIC	100%	100%	AFSCME	101	104	TRUE	18	1440	20.2400	24.0000	3.7600	5,414	414	1,315	-	108	54	-	7,305
NON	BDD	8000801	230087	WATER OPERATOR ENTRY	UTILITY OPERATOR ENTRY	100%	100%	AFSCME	103	101	TRUE	18	1440	20.2500	20.2500	-	-	-	-	-	-	-	-	-
NON	BDD	8000801	230024	WATER OPERATOR BASIC	UTILITY OPERATOR INTERMEDIATE	100%	100%	AFSCME	104	107	TRUE	18	1440	24.1948	28.8000	4.6052	6,631	507	1,611	-	133	66	-	8,948
NON	BDD	8000801	230007	BDD ADV WATER TREATMENT OP	UTILITY OPERATOR ADVANCED	100%	100%	AFSCME	106	111	TRUE	18	1440	37.5151	37.5151	-	-	-	-	-	-	-	-	-
NON	BDD	8000801	230011	WATER OPERATOR ADVANCED	UTILITY OPERATOR LEAD	100%	100%	AFSCME	106	114	TRUE	18	1440	32.5300	41.4700	8.9400	12,874	985	3,127	-	257	129	-	17,372
NON	BDD	8000801	230014	WATER OPERATOR LEAD	UTILITY OPERATOR LEAD	100%	100%	AFSCME	110	114	TRUE	18	1440	38.7117	41.4700	2.7583	3,972	304	965	-	79	40	-	5,360
NON	BDD	8000801	230010	BDD ADV WATER TREATMENT OP	UTILITY OPERATOR LEAD	100%	100%	AFSCME	106	114	TRUE	18	1440	41.4900	44.4772	2.9872	4,302	329	1,045	-	86	43	-	5,805
NON	BDD	8000801	230008	BDD ADV WATER TREATMENT OP	UTILITY OPERATOR LEAD	100%	100%	AFSCME	106	114	TRUE	18	1440	41.4900	45.6400	4.1500	5,976	457	1,451	-	120	60	-	8,064
NON	BDD	8000801	230015	BDD CHARGE OPERATOR	UTILITY OPERATOR LEAD	100%	100%	AFSCME	110	114	TRUE	18	1440	45.6400	45.6400	-	-	-	-	-	-	-	-	-
NON	BDD	8000801	230017	BDD CHARGE OPERATOR	UTILITY OPERATOR LEAD	100%	100%	AFSCME	110	114	TRUE	18	1440	44.4700	44.4700	-	-	-	-	-	-	-	-	-
NON	BDD	8000801	180066	EQUIPMENT REPAIRMAN BASIC	UTILITY OPERATOR INTERMEDIATE	100%	100%	AFSCME	101	107	TRUE	18	1440	26.6930	26.6930	-	-	-	-	-	-	-	-	-
NON	BDD	8000801	180068	EQUIPMENT REPAIRMAN INTERMED	UTILITY OPERATOR LEAD	100%	100%	AFSCME	106	114	TRUE	18	1440	33.5370	33.5370	-	-	-	-	-	-	-	-	-
NON	BDD	8000801	180064	EQUIPMENT REPAIRMAN ADVANCED	UTILITY OPERATOR LEAD	100%	100%	AFSCME	108	114	TRUE	18	1440	35.9873	35.9873	-	-	-	-	-	-	-	-	-
NON	BDD	8000801	230067	WATER OPERATOR INTERMEDIATE	UTILITY OPERATOR INTERMEDIATE	100%	100%	AFSCME	105	107	TRUE	18	1440	27.8241	27.8241	-	-	-	-	-	-	-	-	-
NON	BDD	8000801	230009	WATER OPERATOR ADVANCED	UTILITY OPERATOR LEAD	100%	100%	AFSCME	106	114	TRUE	18	1440	41.4954	41.4954	-	-	-	-	-	-	-	-	-
NON	BDD	8000801	230016	WATER OPERATOR LEAD	UTILITY OPERATOR LEAD CDL	100%	100%	AFSCME	110	115	TRUE	18	1440	46.3682	46.3682	-	-	-	-	-	-	-	-	-
PU	WWD	5000362	180086	FIELD OPERATOR ENTRY	UTILITY OPERATOR ENTRY	100%	100%	AFSCME	101	101	TRUE	18	1440	19.7700	21.0000	1.2300	1,771	135	430	-	35	18	-	2,389
PU	WWD	5000362	180088	FIELD OPERATOR ENTRY	UTILITY OPERATOR ENTRY	100%	100%	AFSCME	101	101	TRUE	18	1440	19.7700	21.0000	1.2300	1,771	135	430	-	35	18	-	2,389
PU	WWD	5000362	180087	FIELD OPERATOR ENTRY	UTILITY OPERATOR ENTRY	100%	100%	AFSCME	101	101	TRUE	18	1440	19.7700	21.0000	1.2300	1,771	135	430	-	35	18	-	2,389
PU	WWD	5000362	180367	FIELD OPERATOR ENTRY	UTILITY OPERATOR ENTRY	100%	100%	AFSCME	101	101	TRUE	18	1440	19.7700	21.0000	1.2300	1,771	135	430	-	35	18	-	2,389
PU	WWD	5000362	180343	FIELD OPERATOR ENTRY	UTILITY OPERATOR BASIC CDL	100%	100%	AFSCME	101	105	TRUE	18	1440	19.7700	25.2000	5.4300	7,819	598	1,899	-	156	78	-	10,550
PU	WWD	5000362	180342	FIELD OPERATOR BASIC	UTILITY OPERATOR BASIC CDL	100%	100%	AFSCME	103	105	TRUE	18	1440	23.7200	25.2000	1.4800	2,131	163	518	-	43	21	-	2,876
PU	WWD	5000362	180091	FIELD OPERATOR LEAD	UTILITY OPERATOR INTERMEDIATE CDL	100%	100%	AFSCME	107	108	TRUE	18	1440	27.6200	28.8000	1.1800	1,699	130	413	-	34	17	-	2,293
PU	WWD	5000362	180092	FIELD OPERATOR LEAD	UTILITY OPERATOR INTERMEDIATE CDL	100%	100%	AFSCME	107	108	TRUE	18	1440	27.6200	28.8000	1.1800	1,699	130	413	-	34	17	-	2,293
PU	WWD	5000362	200012	FIELD OPERATOR ENTRY	UTILITY OPERATOR LEAD	100%	100%	AFSCME	101	114	TRUE	18	1440	19.7700	41.4700	21.7000	31,248	2,390	7,589	-	625	312	-	42,164
PU	WWD	5000362	180083	FIELD OPERATOR BASIC	UTILITY OPERATOR LEAD	100%	100%	AFSCME	103	114	TRUE	18	1440	23.7200	41.4700	17.7500	25,560	1,955	6,208	-	511	256	-	34,490
PU	WWD	5000362	180344	FIELD OPERATOR BASIC	UTILITY OPERATOR LEAD	100%	100%	AFSCME	103	114	TRUE	18	1440	26.9400	41.4700	14.5300	20,923	1,601	5,082	-	418	209	-	28,233
PU	WWD	5000362	180345	FIELD OPERATOR BASIC	UTILITY OPERATOR LEAD	100%	100%	AFSCME	103	114	TRUE	18	1440	23.7200	41.4700	17.7500	25,560	1,955	6,208	-	511	256	-	34,490
PU	WWD	5000362	180360	FIELD OPERATOR LEAD	UTILITY OPERATOR LEAD	100%	100%	AFSCME	107	114	TRUE	18	1440	27.6300	41.4700	13.8400	19,930	1,525	4,840	-	399	199	-	26,893
PU	WWD	5000367	230055	WASTE OPERATOR ENTRY	UTILITY OPERATOR ENTRY	100%	100%	AFSCME	101	101	TRUE	18	1440	18.6652	20.0000	1.3348	1,922	147	467	-	38	19	-	2,593
PU	WWD	5000367	230054	WASTE OPERATOR ENTRY	UTILITY OPERATOR ENTRY	100%	100%	AFSCME	101	101	TRUE	18	1440	18.6652	20.0000	1.3348	1,922	147	467	-	38	19	-	2,593
PU	WWD	5000367	230058	WASTE OPERATOR ENTRY	UTILITY OPERATOR ENTRY	100%	100%	AFSCME	101	101	TRUE	18	1440	18.6652	20.0000	1.3348	1,922	147	467	-	38	19	-	2,593
PU	WWD	5000367	230049	WASTE OPERATOR ENTRY	UTILITY OPERATOR ENTRY	100%	100%	AFSCME	101	101	TRUE	18	1440	18.6700	20.0000	1.3300	1,915	146	465	-	38	19	-	2,583
PU	WWD	5000367	180340	WWM EQUIPMENT SPECIALIST SR.	UTILITY OPERATOR BASIC CDL	100%	100%	AFSCME	102	105	TRUE	18	1440	22.6100	25.3200	2.7100	3,902	299	948	-	78	39	-	5,266
PU	WWD	5000367	230091	WASTE OPERATOR INTERMEDIATE	UTILITY OPERATOR INTERMEDIATE	100%	100%	AFSCME	105	107	TRUE	18	1440	25.0100	28.8000	3.7900	5,458	418	1,326	-	109	55	-	7,366
PU	WWD	5000367	230056	WASTE OPERATOR ENTRY	UTILITY OPERATOR LEAD	100%	100%	AFSCME	101	114	TRUE	18	1440	18.9300	41.4700	22.5400	32,458	2,483	7,883	-	649	325	-	43,798
PU	WWD	5000367	230052	WASTE OPERATOR ENTRY	UTILITY OPERATOR LEAD	100%	100%	AFSCME	101	114	TRUE	18	1440	18.6600	41.4700	22.8100	32,846	2,513	7,977	-	657	328	-	44,321
PU	WWD	5000367	230053	WASTE OPERATOR ENTRY	UTILITY OPERATOR LEAD	100%	100%	AFSCME	101	114	TRUE	18	1440	19.4700	41.4700	22.0000	31,680	2,424	7,694	-	634	317	-	42,749
PU	WWD	5000367	230055	WASTE OPERATOR ENTRY	UTILITY OPERATOR LEAD	100%	100%	AFSCME	101	114	TRUE	18	1440	18.9300	41.4700	22.5400	32,458	2,483	7,883	-	649	325	-	43,798
PU	WWD	5000367	180337	WWM EQUIPMENT SPECIALIST	UTILITY OPERATOR LEAD	100%	100%	AFSCME	101	114	TRUE	18	1440	20.0500	41.4700	21.4200	30,845	2,360	7,491	-	617	308	-	41,621
PU	WWD	5000367	180338	WWM EQUIPMENT SPECIALIST	UTILITY OPERATOR LEAD	100%	100%	AFSCME	101	114	TRUE	18	1440	20.0600	41.4700	21.4100	30,830	2,358	7,488	-	617	308	-	41,601
PU	WWD	5000367	230051	WASTE OPERATOR BASIC	UTILITY OPERATOR LEAD	100%	100%	AFSCME	104	114	TRUE	18	1440	21.7200	41.4700	19.7500	28,440	2,176	6,907	-	569	284	-	38,376
PU	WWD	5000367	230048	WASTE OPERATOR ADVANCED	UTILITY OPERATOR LEAD	100%	100%	AFSCME	106	114	TRUE	18	1440	25.1500	41.4700	16.3200	23,501	1,798	5,708	-	470	235	-	31,712
PU	WWD	5000367	230062	WASTE OPERATOR ADVANCED	UTILITY OPERATOR LEAD	100%	100%	AFSCME	106	114	TRUE	18	1440	25.1500	41.4700	16.3200	23,501	1,798	5,708	-	470	235	-	31,712
PU	WWD	5000367	230057	WASTE OPERATOR LEAD	UTILITY OPERATOR LEAD	100%	100%	AFSCME	110	114	TRUE	18	1440	31.4000	44.4772	13.0772	18,831	1,441	4,574	-	377	188	-	25,411
PU	WWD	5000367	230059	WASTE OPERATOR LEAD	UTILITY OPERATOR LEAD	100%	100%	AFSCME	110	114	TRUE	18	1440	35.8600	44.4772	8.6172	12,409	949	3,014	-	248	124	-	16,744
PU	WWD	5000367	230063	WASTE OPERATOR LEAD	UTILITY OPERATOR LEAD	100%	100%	AFSCME	110	114	TRUE	18	1440	31.8500	41.4700	9.6200	13,853	1,060	3,365	-	277	139	-	18,694
PU	WWD	5000362	180090	LABORER	UTILITY OPERATOR LEAD	100%	100%	AFSCME	101	114	TRUE	18	1440	17.5100	41.4700	23.9600	34,502	2,639	8,380	-	690	345	-	46,556
PU	WWD	5000362	180341	FIELD OPERATOR ENTRY	UTILITY OPERATOR LEAD	100%	100%	AFSCME	101	114	TRUE	18	1440	19.4900	41.4700	21.9800	31,651	2,421	7,687	-	633	317	-	42,709
PU	WWD	5000366	180339	LABORER	UTILITY OPERATOR ENTRY	100%	100%	AFSCME	101	101	TRUE	18	1440	17.3600	20.0000	2.6400	3,802	291	923	-	76	38	-	5,130
NON	WWD	5000366	180347	LABORER	UTILITY OPERATOR LEAD	100%	100%	AFSCME	101	114	TRUE	18	1440	16.9200	41.4700	24.5500	35,352	2,704	8,586	-	707	354	-	47,703
PU	WWD	5000367	180354	WWM SHIFT SUPERVISOR	WWM SHIFT SUPERVISOR (Unfunded)	100%	100%	NON-UNION	111	111	FALSE	18	1440	38.5819	-	(38.5819)	(55,558)	(4,250)	(13,494)	-	(1,111)	(556)	-	(74,969)
PU	WWD	5000367	180355	WWM SHIFT SUPERVISOR	WWM SHIFT SUPERVISOR (Unfunded)	100%	100%	NON-UNION	111	111	FALSE	18	1440	39.0199	-	(39.0199)	(56,189)	(4,298)	(13,647)	-	(1,124)	(562)	-	(75,820)
PU	WWD	5000367	180356	WWM SHIFT SUPERVISOR	WWM SHIFT SUPERVISOR (Unfunded)	100%	100%	NON-UNION	111	111	FALSE	18	1440	38.3180	-	(38.3180)	(55,178)	(4,221)	(13,401)	-	(1,104)	(552)	-	(74,456)

CITY OF SANTA FE

Date: August 19, 2025

To: Governing Body

Via: Regina Wheeler, Public Works Department Director Regina Wheeler
Regina Wheeler (Sep 3, 2025 17:35:33 MDT)

From: Gabrielle Chavez, Transit Director of Administration
Gabrielle Chavez (Sep 3, 2025 16:08:26 MDT)

ACTION:
Request for Approval of a Grant Agreement (FTA G-31) with the U.S. Department of Transportation Federal Transit Administration (FTA) via the Federal Transit Administration (FTA) Small Urban Section 5339 Funding for Public Transportation Capital Funding in the Total Amount of $159,545 with Term Ending 12/31/26. (Gabrielle Chavez, Transit Director of Administration: gnchavez@santafenm.gov)

1. Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of $159,545 from the FTA Grant to Transit Revenue and Expenses. (Gabrielle Chavez, Transit Director of Administration: gnchavez@santafenm.gov)

BACKGROUND AND SUMMARY:

The City of Santa Fe's Transit Division was awarded $159,545 in Section 5339 Bus and Bus Facilities Formula Funding for FY26 from the Federal Transit Administration (FTA). There is a matching requirement of $28,155 which will come from the Transit Fund Balance for a total of $187,700. The purpose of the grant is to purchase one new fourteen-passenger cutaway bus, with a front wheelchair lift and two wheelchair positions at $167,508 for one bus. This bus will replace a bus that has exceeded its useful life.

FUNDING SOURCE: US DOT / FTA Section 5339 Grant ID #QLN2YKMMJ8X6
Munis Project Ledger ID: PWD2654001
Munis Fund Name/Number: Transit/540
Munis Org Name/Number: Transit Capital Projects/5400499
Munis Revenue Obj Name/Number: Vehicles >1.5/571000
Munis Revenue Obj Name/Number: US Dept of Transportation/490550

ATTACHMENTS:
Grant Agreement NM-2025-010
Project Ledger Request Form
BAR

Grant Manager ERIKA LUJAN
ERIKA LUJAN (Sep 4, 2025 16:06:42 MDT) Sep 4, 2025

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION

GRANT AGREEMENT
(FTA G-33)

On the date the authorized U.S. Department of Transportation, Federal Transit Administration (FTA) official signs this Grant Agreement, FTA has obligated and awarded federal assistance as provided below. Upon execution of this Grant Agreement by the Recipient named below, the Recipient affirms this FTA Award, enters into this Grant Agreement with FTA, and binds its compliance with the terms of this Grant Agreement.

The following documents are incorporated by reference and made part of this Grant Agreement:
(1) "Federal Transit Administration Master Agreement," FTA MA(33), http://www.transit.dot.gov,
(2) The Certifications and Assurances applicable to the FTA Award that the Recipient has selected and provided to FTA, and
(3) Any Award notification containing special conditions or requirements, if issued.

WHEN THE TERM "FTA AWARD" OR "AWARD" IS USED, EITHER IN THIS GRANT AGREEMENT OR THE APPLICABLE MASTER AGREEMENT, "AWARD" ALSO INCLUDES ALL TERMS AND CONDITIONS SET FORTH IN THIS GRANT AGREEMENT.

FTA OR THE FEDERAL GOVERNMENT MAY WITHDRAW ITS OBLIGATION TO PROVIDE FEDERAL ASSISTANCE IF THE RECIPIENT DOES NOT EXECUTE THIS GRANT AGREEMENT WITHIN 90 DAYS FOLLOWING FTA's AWARD DATE SET FORTH HEREIN.

FTA AWARD

Federal Transit Administration (FTA) hereby awards a Federal Grant as follows:

Recipient Information

Recipient Name: CITY OF SANTA FE

Recipient ID: 2066

UEI: QLN2YKMMJ8X6

DUNS: 069420818

Award Information

Federal Award Identification Number (FAIN): NM-2025-010

Award with Amendment Number: NM-2025-010-00

Award Name: LAPSING - City of Santa Fe FY22 Section 5339 Replacement Bus

Award Start Date: 6/27/2025

Original Award End Date: 12/31/2026

Current Award End Date: 12/31/2026

Award Executive Summary: This grant represents the FY22 apportionment of Small Urban Section 5339 in the amount of $159,545 federal match to the City of Santa Fe. The replacement bus will be equipped with a wheelchair lift and meets the requirements of the ADA which qualifies for the 85% federal share. The FY22 Section 5310 suballocation letter from NMDOT is attached in Application Details. The local match funds will be provided by the City of Santa Fe through its 1/4 cent gross receipts tax dedicated to transit. The grant will cover expenses incurred from the acquisition of a bus beginning July 1, 2025 through December 31, 2026.

The grant will fund the purchase of one replacement 14 passenger cutaway bus in the total amount of $191,511. The replacement vehicle will replace the Unit 55614, VIN 1GB6G5BG3F1247419, a 2015 Arboc 500.

Research and Development: This award does not include research and development activities.

Indirect Costs: This award does not include an indirect cost rate.

Suballocation Funds: Recipient organization is suballocated these apportioned funds and can apply for and receive these funds directly.

Pre-Award Authority: This award is not using Pre-Award Authority.

Award Budget

Total Award Budget: $187,700.00

Amount of Federal Assistance Obligated for This FTA Action (in U.S. Dollars): $159,545.00

Amount of Non-Federal Funds Committed to This FTA Action (in U.S. Dollars): $28,155.00

Total FTA Amount Awarded and Obligated (in U.S. Dollars): $159,545.00

Total Non-Federal Funds Committed to the Overall Award (in U.S. Dollars): $28,155.00

Award Budget Control Totals

(The Budget includes the individual Project Budgets (Scopes and Activity Line Items) or as attached)

Funding Source	Section of Statute	CFDA Number	Amount
5339 – Buses and Bus Facilities Formula	5339-1	20526	$159,545
Local			$28,155
Local/In-Kind			$0
State			$0
State/In-Kind			$0
Other Federal			$0
Transportation Development Credit			$0
Adjustment			$0
Total Eligible Cost			**$187,700**

(The Transportation Development Credits are not added to the amount of the Total Award Budget.)

U.S. Department of Labor Certification of Public Transportation Employee Protective Arrangements:

DOL Decision: DOL Concurs - Certified
DOL Review Date: 6/20/2025
DOL Certification Date: 6/20/2025

Special Conditions

There are no special conditions.

FINDINGS AND DETERMINATIONS

By signing this Award on behalf of FTA, I am making all the determinations and findings required by federal law and regulations before this Award may be made.

FTA AWARD OF THE GRANT AGREEMENT

Awarded By:
Gail Lyssy
Regional Administrator
FEDERAL TRANSIT ADMINISTRATION
U.S. DEPARTMENT OF TRANSPORTATION
Contact Info: gail.lyssy@dot.gov
Award Date: 6/27/2025

EXECUTION OF THE GRANT AGREEMENT

Upon full execution of this Grant Agreement by the Recipient, the Effective Date will be the date FTA or the Federal Government awarded Federal assistance for this Grant Agreement.

By executing this Grant Agreement, the Recipient intends to enter into a legally binding agreement in which the Recipient:

(1) Affirms this FTA Award,
(2) Adopts and ratifies all of the following information it has submitted to FTA:
    (a) Statements,
    (b) Representations,
    (c) Warranties,
    (d) Covenants, and
    (e) Materials,
(3) Consents to comply with the requirements of this FTA Award, and
(4) Agrees to all terms and conditions set forth in this Grant Agreement.

IN WITNESS WHEREOF, the City of Santa Fe has executed this Agreement as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

_____
MARK SCOTT, CITY MANAGER

DATE:_____

ATTEST:

_____
ANDRÉA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

Kevin L. Nault (Aug 1, 2025 12:23:15 MDT)
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster Sep 10, 2025
EMILY OSTER, FINANCE DIRECTOR

AwardLetter_NM-2025-010-00

Final Audit Report 2025-08-01

Created:	2025-08-01
By:	MATTHEW HARDING (mrharding@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGv0tztLFEaf4PqDzJugL7otgrQEvJtm1

"AwardLetter_NM-2025-010-00" History

Document created by MATTHEW HARDING (mrharding@santafenm.gov)
2025-08-01 - 4:52:24 PM GMT- IP address: 63.232.20.2

Document emailed to klnault@santafenm.gov for signature
2025-08-01 - 4:52:50 PM GMT

Email viewed by klnault@santafenm.gov
2025-08-01 - 6:22:03 PM GMT- IP address: 174.205.226.141

Signer klnault@santafenm.gov entered name at signing as Kevin L. Nault
2025-08-01 - 6:23:13 PM GMT- IP address: 174.205.226.141

Document e-signed by Kevin L. Nault (klnault@santafenm.gov)
Signature Date: 2025-08-01 - 6:23:15 PM GMT - Time Source: server- IP address: 174.205.226.141

Agreement completed.
2025-08-01 - 6:23:15 PM GMT

City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form

Date of Request: 8/25/25 revision request

Project Title: SEC 5339 FY22 TRANSIT BUS REPLACEMENT

Project Type: ☐ CIP ☑ Grant ☑ Internal Tracking

Project ID: TAD2654001

Grant ID: F2603

Approved By: ERIKA LUJAN (Aug 25, 2025 10:14:16 MDT)

CT (Finance Use Only)

Department: PW-TRANSIT Project Manager: GABRIELLE CHAVEZ Ext: 2055

Project Date: 7/1/2025 to 12/831/2026 ☑ Create Fixed Asset

☐ Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: USDOT FTA SEC5339-NM 2025-10 % of Funding: 85

MUNIS ORG: 5400499 MUNIS OBJ: 490550 Awarded Amount: $159,545.00

Funding Source: LOCAL % of Funding: 15

MUNIS ORG: 5400499 MUNIS OBJ: Awarded Amount: 28155.00

Expense String Phase: 8/25/25-REVISED LOCAL MATCH PROJECT TOTAL: 187700.00

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: VEHICLES>1.5 MUNIS ORG: 5400499 MUNIS OBJ: 571000

Grants Only (list all grants if applicable):

Grantor Name: USDOT FTA AGREE NM 2025-10 Awarded Amount: 159545.00

AR Charge Code: 5400499.490550 ☐ Grant funds multiple projects (Complete a form for each project)

Grantor Id: 700029 Federal CFDA (if applicable): 20.526

Grantor Name: Awarded Amount:

AR Charge Code: ☐ Grant funds multiple projects (Complete a form for each project)

Grantor Id: Federal CFDA (if applicable):

(If grants please provide all grant award documents with form) ☑ Attached Grant Documentation

Log # *{Finance use only}*:	
Journal # *{Finance use only}*:	

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

DEPARTMENT / DIVISION NAME	DATE
Public Works / Transit CIP	7/10/2025

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
Vehicles > 1.5 - Bus	5400499	571000	TAD2654001	159,545	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
US DOT/FTA - NM-2025-010	5400499	490550	TAD2654001	(159,545)	
				$ -	$ -

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

US DOT FTA Grant award for $187,700 to fund a bus replacement for Transit.

Required $28,155.00 local match is available in operating budget. (Term 12/31/2026)

{Complete section below if BAR results in a net change to ANY Fund}

Fund(s) Affected	Fund Balance Increase/(Decrease)
TOTAL:	**0**

Carol Swenson — 7/10/2025
Prepared By *{print name}* — Date

Gabrielle Chavez (Sep 3, 2025 16:08:26 MDT)
Division Director — Date

Regina Wheeler
Regina Wheeler (Sep 3, 2025 17:35:33 MDT)
Department Director Signature — Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date:

Agenda Item #:

Andy Hopkins — Sep 4, 2025
Budget Officer — Date

Emily K. Oster — Sep 10, 2025
Finance Director *{≤ $5,000}* — Date

City Manager *{≤ $60,000}* — Date

GB Packet FY26 Transit FTA Section 5339 Grant Packet

Final Audit Report 2025-09-03

Created:	2025-09-03
By:	Elizabeth Kahahane (elkahahane@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4f0G5xov1MlZqWk897WCu8OqRTi7e1JI

"GB Packet FY26 Transit FTA Section 5339 Grant Packet" History

Document created by Elizabeth Kahahane (elkahahane@santafenm.gov)
2025-09-03 - 4:15:15 PM GMT- IP address: 63.232.20.2

Document emailed to Gabrielle Chavez (gnchavez@santafenm.gov) for signature
2025-09-03 - 4:16:51 PM GMT

Email viewed by Gabrielle Chavez (gnchavez@santafenm.gov)
2025-09-03 - 10:08:05 PM GMT- IP address: 63.232.20.2

Document e-signed by Gabrielle Chavez (gnchavez@santafenm.gov)
Signature Date: 2025-09-03 - 10:08:26 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to rawheeler@santafenm.gov for signature
2025-09-03 - 10:08:28 PM GMT

Email viewed by rawheeler@santafenm.gov
2025-09-03 - 11:35:14 PM GMT- IP address: 63.232.20.2

Signer rawheeler@santafenm.gov entered name at signing as Regina Wheeler
2025-09-03 - 11:35:31 PM GMT- IP address: 63.232.20.2

Document e-signed by Regina Wheeler (rawheeler@santafenm.gov)
Signature Date: 2025-09-03 - 11:35:33 PM GMT - Time Source: server- IP address: 63.232.20.2

Agreement completed.
2025-09-03 - 11:35:33 PM GMT

Powered by Adobe Acrobat Sign

FTA 2025-10 TRANSIT 187700.00

Final Audit Report 2025-09-10

Created:	2025-09-04
By:	Cathy Thompson (cmthompson@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsqY8EJbI2a2BcT68_Gk695vDUYTmi2mw

"FTA 2025-10 TRANSIT 187700.00" History

Document created by Cathy Thompson (cmthompson@santafenm.gov)
2025-09-04 - 9:35:40 PM GMT- IP address: 63.232.20.2

Document emailed to ERIKA LUJAN (evlujan@santafenm.gov) for signature
2025-09-04 - 9:39:23 PM GMT

Email viewed by ERIKA LUJAN (evlujan@santafenm.gov)
2025-09-04 - 10:06:31 PM GMT- IP address: 104.47.65.254

Document e-signed by ERIKA LUJAN (evlujan@santafenm.gov)
Signature Date: 2025-09-04 - 10:06:42 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature
2025-09-04 - 10:06:43 PM GMT

Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2025-09-04 - 10:18:08 PM GMT- IP address: 104.47.64.254

Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Signature Date: 2025-09-04 - 10:19:31 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
2025-09-04 - 10:19:32 PM GMT

Email viewed by EMILY OSTER (ekoster@santafenm.gov)
2025-09-10 - 11:44:54 PM GMT- IP address: 104.47.65.254

Document e-signed by EMILY OSTER (ekoster@santafenm.gov)
Signature Date: 2025-09-10 - 11:47:00 PM GMT - Time Source: server- IP address: 63.232.20.2

Agreement completed.
2025-09-10 - 11:47:00 PM GMT

Powered by Adobe Acrobat Sign

CITY OF SANTA FE

DATE: **September 9, 2025**

TO: **Governing Body**

VIA: **Regina Wheeler, Public Works Department Director** RW

FROM: **Jimmy Gunn, Interim Airport Director** JG

ACTION:

Request for Approval of Grant Agreement with New Mexico Department of Finance and Administration in the Total Amount of $590,000 for the Capital Project 25-J3159 Phase II Expansion of the Airport Terminal and Related Infrastructure. (Jimmy Gunn, Interim Airport Director, jdgunn@santafenm.gov)

1. Request For Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $584,100 from the Legislative Grant to FY26 Airport Revenue and WIP Design for Phase II of the Airport Terminal Expansion Project.

BACKGROUND AND SUMMARY:

The New Mexico Legislative appropriated funds in the Amount of $590,000 for Phase II of the Airport Terminal Project. This brings the Airport Terminal Expansion project funding on hand to $2,584,100 from two legislative grants. An RFP for design services is underway. This funding is expected to pay for design which is expected to be completed in approximately 1 year.

The agreement with DFA is to plan, design, and construct the phase II expansion of the Santa Fe Regional Airport terminal and related infrastructure. The amount of $5,900 from this appropriation is given to the AIPP. The total amount of appropriation for the project is $584,100.

This money is to be used to design phase 2 of the Santa Fe Regional Airport. Design is estimated to take one year from award of the purchase order.

FUNDING SOURCE: DFA Grant Agreement
Fund Name/Number: Airport /545
Munis Org Name/Number: Airport CIP / 5450407
Munis Expenditure Object Name/Number: WIP Design / 572960ATTACHMENTS:
Grant Agreement
PLID
BAR

ERIKA LUJAN
ERIKA LUJAN (Sep 11, 2025 13:31:01 MDT)

Sep 11, 2025

Signature: 

Email: jdgunn@santafenm.gov

City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form

Date of Request: 9/9/2025 UPDATE REQUEST

Project Title: AIRPORT IMPROVEMENTS PH II

Project Type: ☑ CIP ☑ Grant ☑ Internal Tracking

Project ID: PWD2554522

Grant ID: S2517/S2611

Approved By: ERIKA LUJAN (Sep 9, 2025 16:01:22 MDT)

CT (Finance Use Only) Sep 9, 2025

Department: PW-AIRPORT Project Manager: J.GARDUNO Ext: 670.3232

Project Date Range: 9/9/2025 to 6/30/2029 ☑ Create Fixed Asset

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☐ Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: DFA CAP 24-13146 (FY24-26) % of Funding:

MUNIS ORG: 5450407 MUNIS OBJ: 490210 Awarded Amount: 1,980,000.00

Funding Source: DFA CAP 25-J3159 (FY26-28) % of Funding:

MUNIS ORG: 5450407 MUNIS OBJ: 490210 Awarded Amount: 584,100.00

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: DESIGN/CONSTRUCTION MUNIS ORG: 5450407 MUNIS OBJ: 572960/572970

Grants Only (list all grants if applicable):

Grantor Name: DFA CAP 24-13146 Awarded Amount: 1980000.00

AR Charge Code: 5450407.490210 ☐ Grant funds multiple projects (Complete a form for each project)

Grantor Id: 700007 Federal CFDA (if applicable): N/A

Grantor Name: DFA CAP 25-J3159 (590K MINUS AIPP) Awarded Amount: ~~(584,100.00)~~ 584100.00

AR Charge Code: 5450407.490210 ☐ Grant funds multiple projects (Complete a form for each project)

Grantor Id: 700007 Federal CFDA (if applicable): N/A

(If grants please provide all grant award documents with form) ☑ Attached Grant Documentation

Log # *{Finance use only}*:	
Journal # *{Finance use only}*:	

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

DEPARTMENT / DIVISION NAME	DATE
Airport / Airport CIP	9/9/2025

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
WIP Design - Airport Improvements Ph II	5450407	572960	PWD2554522	584,100	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
DFA - 25-J3519 Airport Improvements Ph II	5450407	490210	PWD2554522	(584,100)	
				$ -	$ -

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

Agreement with NM DFA to plan, design, construct, improve and equip phase 2 of the Santa Fe Airport in the amount of

$590,000 ess an AIPP amount of $5,900 for an adjusted appropriation amount of $584,100 (25-j3159)

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

Kelly Bynon 9/9/2025
Prepared By *{print name}* Date

Division Director Signature Date

Department Director Signature Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date

Agenda Item #:

Andy Hopkins Sep 11, 2025
Budget Officer Date

Emily K. Oster Sep 17, 2025
Finance Director *{≤ $5,000}* Date

City Manager *{≤ $60,000}* Date

NEW MEXICO CAPITAL OUTLAY GRANT AGREEMENT
CAPITAL APPROPRIATION PROJECT

THIS AGREEMENT is made and entered into by and between the State of New Mexico, Department of Finance & Administration, 407 Galisteo Street, Santa Fe, NM 87501, ("**Department**") and the City of Santa Fe, ("**Grantee**") (individually "**Party**" and collectively "**Parties**"). This Agreement shall be effective as of the date the Department executes it ("**Effective Date**").

WITNESSETH

WHEREAS, in the Laws of 2025, Chapter 159, Section 504, Paragarph 33, the Legislature made an appropriation to the Department, funds from which the Department is making available to the Grantee pursuant to this Agreement; and

WHEREAS, the Department is granting to Grantee, and the Grantee is accepting the grant of funds from this appropriation, in accordance with the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein, the parties hereby mutually agree as follows:

AGREEMENT

I. PROJECT DESCRIPTION, GRANT AMOUNT, AND REVERSION

A. **25-J3159** ("**Project**") 6/30/2029 ("**Reversion Date**"). Laws of 2025, Chapter 159, Section 50433, Five Hundred Ninety Thousand Dollars and No Cents, $590,000.00, to plan, design and construct the phase 2 expansion of the Santa Fe regional airport terminal and related infrastructure in Santa Fe in Santa Fe county;.

B. Grantee's total reimbursements shall not exceed $590,000.00 Five Hundred Ninety Thousand Dollars and No Cents, ("**Appropriation Amount**") minus the allocation for Art in Public Places ("**AIPP amount**"), if applicable, $5,900.00 Five Thousand Nine Hundred Dollars and No Cents, which equals $584,100.00 Five Hundred Eighty Four Thousand One Hundred Dollars and No Cents ("**Adjusted Appropriation Amount**").

C. In the event of a conflict among the Appropriation Amount, the Reversion Date, as defined herein and/or the purpose of the Project, as set forth in this Agreement, and the corresponding appropriation language in the laws cited above in this Article I, the language of the laws cited herein shall control.

The information contained in Article I is referred to collectively as the "**Project Description**."

II. DISBURSEMENT LIMITATION

A. Upon the Effective Date, the Grantee shall submit to the Department a comprehensive procurement plan and expenditure plan, detailing a Project timeline with milestones, required procurements, and identifying expected expenditures per milestone (collectively, "**Project Budget**"). The Department shall review and approve the Project Budget by approving a Notice of

Department's Obligation ("**Notice of Obligation**"), in accordance with the Project Description, a sample of which is attached hereto as **Exhibit B** and incorporated herein by reference. After receipt of approved Notice of Obligation, the Grantee may be reimbursed for allowable costs up to the Adjusted Appropriation Amount. This Agreement and any reimbursements up to the Adjusted Appropriation Amount are expressly conditioned upon the following:

a. Irrespective of any Notice of Obligation, Grantee's expenditures shall be made in accordance with the Project Budget, on or before the Reversion Date and/or, if applicable, any Early Termination Date; and
b. The total amount received by Grantee shall not exceed the lesser of:
    i. the Adjusted Appropriation Amount identified in Article I (B) herein; or
    ii. the total of all amounts stated in the Notice(s) of Obligation evidencing the Department has received and accepted Grantee's Third Party Obligation(s); and
c. Grantee's expenditures are made and accounted for pursuant to the State Procurement Code, State's Model Accounting Practices, and execution of binding written obligations or purchase orders with third-party contractors or vendors for the provision of services, including professional services, or the purchase of tangible personal property and real property for the Project ("**Third Party Obligations**"); and
d. Grantee's submittal of timely Requests for Payment and supporting documentation in accordance with the procedures set forth in this Agreement; and
e. In the event capital assets acquired with Project funds are to be sold, leased, or licensed to or operated by a private entity, the sale, lease, license, or operating agreement:
    i. must be approved by the applicable oversight entity (if any) in accordance with §§ 13-6-2, 13-6-2.1, and 13-6-3; or
    ii. If no oversight entity is required to approve the transaction, the Department of Finance and Administration's Infrastructure Planning Development Division (IPDD) must approve it as complying with the law.

B. Prior to the sale, lease, license, or operating agreement being approved pursuant to Articles II(A)(e)(i) or (ii) herein, the Department may, in its sole and absolute discretion, unless inconsistent with State Board of Finance imposed conditions, reimburse Grantee for necessary expenditures incurred to develop the Project sufficiently to make the sale, lease, license, or operating agreement commercially feasible, limited to planning and design expenditures; and

C. Grantee's submission of documentation of all Third Party Obligations and amendments thereto (including terminations) to the Department and the Department's issuance of a Notice of Obligation for a particular amount in accordance with the terms of this Agreement shall be governed by the following:

a. Grantee is authorized to budget the particular amount set forth in the Notice of Obligation, execute the Third Party Obligation, and request the Third Party to begin work after issuance of a Notice of Obligation by the Department.
b. Grantee acknowledges and agrees that any Third Party Obligations agreed to prior to receiving a Notice of Obligation are its sole responsibility.
c. Grantee shall submit to the Department one copy of all Third Party Obligations and amendments thereto (including terminations) as soon as possible after execution by the Third Party but prior to execution by the Grantee.

d. Department may, in its sole and absolute discretion, issue a Notice of Obligation for the particular amount of a Third Party Obligation that only obligates the Department to reimburse Grantee's expenditures made on or before the Reversion Date or an Early Termination Date. The current Notice of Obligation form is incorporated herein and attached hereto as **Exhibit B**.

D. Grantee shall provide all necessary qualified personnel, materials, and facilities to implement the Project. The Grantee shall finance its share (if any) of the costs of the Project, including all Project overruns.

E. Prior to entering into this Agreement, the Department conducted a risk assessment on the Grantee and a project readiness review for the Project. In accordance with State Model Accounting Practices, FIN 9.2, if the Department determines that the expenditure of Project funds by the Grantee requires special conditions, those conditions are identified and listed in **Exhibit C**, which is attached and incorporated by reference. The Parties agree that, to the extent the Department, in its sole and absolute discretion, determines additional special conditions are necessary or that existing special conditions are no longer required, it may update **Exhibit C** from time to time without the need for a formal amendment of this Agreement.

F. Project funds shall not be used for purposes other than those authorized by the Department in accordance with the Project Description.

G. Project funds cannot be used to reimburse the Grantee for indirect Project costs unless specifically allowed by law.

III. NOTICES

The following provisions shall apply whenever written notices, including written decisions, are to be given or received related to this Agreement.

A. The Grantee designates the person(s) listed below, or their successor, as their official representative(s) concerning all matters related to this Agreement:

Grantee: City of Santa Fe
Name: Alan Webber
Title: Mayor
Address: PO Box 909, Santa Fe, NM 87504
Email: mayor@santafenm.gov
Telephone: 505-955-6590

B. The Grantee designates the person(s) listed below, or their successor, as their Fiscal Officer or Fiscal Agent concerning all matters related to this Agreement:

Grantee: City of Santa Fe
Name: Emily Oster
Title: Finance Director
Address: PO Box 909, Santa Fe, NM 87504
Email: ekoster@santafenm.gov

Telephone: 505-629-3411

C. The Department designates the persons listed below, or their successors, as the Points of Contact for matters related to this Agreement.

Department: DFA/Local Government Division
Name: Daniel Catanach
Title: Grant Manager
Address: Bataan Memorial Bldg. Rm 202, Santa Fe NM 87501
Email: danieln.catanach@dfa.nm.gov
Telephone: 505-231-6090

The Parties agree that all notices, including written decisions, related to this Agreement shall be sent to the persons named above by email or regular mail. For mailings, notices shall be deemed to have been given and received upon the date of the receiving party's actual receipt or five (5) calendar days after mailing, whichever shall first occur. In the case of email transmissions, the notice shall be deemed to have been given and received on the date reflected on the delivery receipt of the email.

IV. TERM & DEADLINE TO EXPEND FUNDS

A. The term of this Agreement shall begin on the Effective Date and terminate on the 30th day of June during the calendar year of the Reversion Date unless Terminated Before Reversion Date ("**Early Termination**") pursuant to Article V herein (collectively "**Term**").

B. The Project's funds must be expended on or before the Reversion Date and, if applicable, the Early Termination Date of this Agreement.

a. For purposes of this Agreement, it is not sufficient for the Grantee to encumber the Project funds on its books on or before the Reversion Date or Early Termination Date.
b. For purposes of this Agreement, an expenditure of funds has occurred on the date the particular quantity of goods is delivered to and received by the Grantee, title to the goods is transferred to the Grantee, and/or as of the date particular services are rendered to and accepted by the Grantee.
c. For purposes of this Agreement, an encumbrance of funds pursuant to a contract or purchase order with a third party does not qualify as an expenditure.

V. EARLY TERMINATION

A. General Provision. The Department may terminate this Agreement before the Reversion Date based on the Completion of the Project, Complete Expenditure of the Adjusted Appropriation, and/or Violation of this Agreement. Early Termination hereunder includes:

a. Termination due to completion of the Project before the Reversion Date;
b. Termination due to complete expenditure of the Adjusted Appropriation Amount before the Reversion Date;
c. Termination for violation of the terms of this Agreement; or
d. Termination for suspected mishandling of public funds, including but not limited to fraud, waste, abuse, and conflicts of interest.

B. Non-appropriation. This Agreement is expressly contingent upon the New Mexico State Legislature making sufficient appropriations and authorizations for the Project Description.

   a. If the Legislature does not appropriate the Appropriation Amount, this Agreement shall terminate upon the Department giving the Grantee written notice of such termination. Such termination shall be effective as of the effective date of the law making the non-appropriation.
      i. The Department's decision as to whether sufficient appropriations or authorizations are available shall be final. Grantee hereby waives any rights to assert an impairment of contract claim against the State of New Mexico in the event of Early Termination of this Agreement.
   b. As used herein, "non-appropriate" or "non-appropriation" includes the following actions by the New Mexico Legislature:
      i. Deauthorization, reauthorization, or revocation of a prior authorization.

C. Grant Disbursements in the Event of Early Termination. In the event of Early Termination, the Department's sole and absolute obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth in Article II above.

D. Notice. Either Party may terminate this Agreement prior to the Reversion Date by providing the other Party with a minimum of fifteen (15) days advance written notice of the Early Termination. Grantee hereby waives any rights to assert an impairment of contract claim against the State of New Mexico in the event of Early Termination of this Agreement by the Department.

VI. SUSPENSION OF NEW OR FURTHER OBLIGATIONS

A. Department, in its sole and absolute discretion, may provide written notice to Grantee to suspend entering into further obligations. Upon the receipt of such written notice by the Grantee:

   a. Grantee shall immediately suspend entering into new or further written obligations with third parties;
   b. Department will suspend the issuance of any new or further Notice of Obligation under this Agreement; and
   c. Department may direct the Grantee to implement a corrective action plan in accordance with Article VI (D) herein.

B. In the event of Suspension of this Agreement, the Department's sole and absolute obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth in Article II herein.

C. A suspension of new or further obligations under this Agreement shall remain in effect unless or until the date the Grantee receives written notice given by the Department informing the Grantee that the Suspension has been lifted or that the Agreement has been Early Terminated in accordance with Article V herein. If the Suspension is lifted, the Department will consider further requests for a Notice of Obligation.

D. Corrective Action Plan in the Event of Suspension. Where the Department, in its sole and absolute discretion, directs Grantee to suspend entering into new or further written obligations

with third parties pursuant to Article VI(A), the Department may, but is not obligated to, require the Grantee to develop and implement a written corrective action plan to remedy the grounds for the Suspension.

a. Such a corrective action plan must be approved by the Department and be signed by the Grantee.
b. Failure to sign a corrective action plan or meet the terms and deadlines set forth in the signed corrective action plan is hereby deemed a violation of the terms of this Agreement for purposes of Early Termination, Article V(A)(c).
c. A corrective action plan shall be in addition to, and not in lieu of, any other equitable or legal remedy authorized hereunder or at law, including but not limited to Early Termination.

VII. AMENDMENTS

Unless expressly stated otherwise herein, this Agreement shall not be altered, changed, or amended except by an instrument in writing duly executed by both parties hereto with the same formalities as this agreement.

VIII. REPORTING

A. Database Reporting

a. Grantee shall provide the Department with quarterly reports of Project activity, entering the required Project information directly into a database required by the Department.
b. Additionally, Grantee shall certify on each Request for Payment form, attached hereto as **Exhibit A** and incorporated herein, that all information provided in the database is true and accurate, updates to the database have been maintained, and all Project activity complies with applicable law and the terms of this Agreement.
c. Grantee hereby acknowledges that failure to perform and/or certify updates to the database will jeopardize the reimbursement of funds. The Department shall give Grantee a minimum of fourteen (14) days' advance written notice of any changes to the information the Grantee is required to report.
d. At the Department's discretion, all reports required hereunder may be directed to and facilitated through an electronic database.
e. Quarterly reports shall be due on the last day of the month, that is, 30 days prior to the end of the quarter following the execution of this Agreement by the Department and ending during the quarter of the submission of the final request for reimbursement for the Project, or the following quarter.

B. Requests for Additional Information/Project Inspection

During the term of this Agreement and during the period of time during which the Grantee must maintain records pursuant to Article VIII, the Department may:

i. request such additional information regarding the Project as it deems necessary; and
ii. conduct, at reasonable times and upon reasonable notice, onsite inspections of the Project.

Grantee shall respond to such requests for additional information within a reasonable period of time, as established by the Department.

B. Requests for Additional Information/Project Inspection

a. During the term of this Agreement and the Record Retention Period, the Department may:
    i. Request additional information regarding the Project as it deems necessary and
    ii. Conduct on-site inspections of the Project at reasonable times and upon reasonable notice.
b. Grantee shall respond to such requests for additional information within the time established by the Department.

IX. REQUEST FOR PAYMENT PROCEDURES

A. Grantee shall request payment by submitting the form attached hereto as **Exhibit A**. Payment requests are subject to the following procedures:

a. Each Request for Payment must be in accordance with the Project Budget and contain proof of payment by the Grantee or liabilities incurred by the Grantee.
    i. Proof of payment must demonstrate the validity of an expenditure or liabilities incurred by Grantee.
    ii. However, Grantee may be reimbursed for unpaid liabilities only if the Department, in its sole and absolute discretion, agrees to do so and in accordance with any special conditions imposed by the Department.
    iii. The Grantee shall make payment to those contractors or vendors within five (5) business days from the date of receiving reimbursement from the Department or in a shorter period than the Department may prescribe in writing.
    iv. The Department reserves the right to make such payments directly to the contractors or vendors as a special condition under this Agreement.
    v. The Grantee is required to certify to the Department proof of payment to the third-party contractor or vendor within five (5) business days from the date the Department reimburses the Grantee.

B. Until the Project is fully planned, designed, and all necessary procurements identified in the Project Budget are completed, Grantee's reimbursements will be limited to the planning, design, and procurement costs outlined in the Project Budget. Once the planning, designing, and procuring stages are complete, the Grantee must obligate at least ten percent (10%) of the Adjusted Appropriation Amount within one (1) year and must have utilized at least eighty-five percent (85%) of the Adjusted Appropriation Amount six (6) months before the reversion date.

C. Deadlines. Grantee shall submit requests for Payments to the Department on the earlier of:

a. Immediately as Grantee receives them, but at a maximum of thirty (30) days from when Grantee incurred the expenditure or liability; or
b. Twenty (20) days from the date of Early Termination or Reversion Date for expenditures or liabilities incurred before the Early Termination date or Reversion Date.

D. Grantee's failure to abide by the requirements set forth in Article II and Article IX herein may result in the denial of its Request for Payment. Department reserves the right to reject a payment request for the Project unless and until it is satisfied that the expenditures or liabilities are for permissible purposes within the meaning of the Project Description, identified within the Project Budget, and that the Grantee is otherwise in compliance with this Agreement.

a. Department's authority to reject any Request for Payment is in addition to, and not in lieu of, any other legal or equitable remedy available to the Department under this Agreement, at law, or in equity.

X. PROJECT CONDITIONS AND RESTRICTIONS

A. The following general conditions and restrictions shall apply to the Project:

a. The Project's funds must be spent in accordance with all applicable state laws, regulations, policies, and guidelines, including, but not limited to, the State Procurement Code.
b. The Project's expenditures and liabilities must be accounted for in accordance with the State's Model Accounting Practices, as amended from time to time.
c. The Project must be implemented in accordance with the New Mexico Public Works Minimum Wage Act, Section 13-4-10 through 13-4-17 NMSA 1978, as applicable.
d. The Project must provide a public benefit above and beyond any incidental benefit to private entities in accordance with applicable law, including, but not limited to, Article IX, Section 14 of the Constitution of the State of New Mexico.
e. Without prior written approval from the Department and State Board of Finance, for the useful life of any asset purchased under this Agreement, Grantee shall not convert any property acquired, built, renovated, repaired, designed, or developed with Project funds to uses other than those specified in the Project Description.
    i. In addition to other remedies available at law or in equity, any disposal or conversion of property acquired, built, renovated, repaired, designed, or developed with Project funds without the Department's and the Board of Finance's express written approval will trigger the Department's right to reimbursement from Grantee of the Appropriated Amount, transfer proceeds from any disposition of property to the State, or otherwise provide consideration to the State for the Appropriated Amounts.
f. Grantee shall comply with all applicable federal and state laws, rules, and regulations pertaining to civil rights and equal employment opportunity.
    i. In accordance with all such laws, rules, and regulations, the Grantee agrees to assure that no person shall, on the grounds of race, color, national origin, sex, sexual preference, age, or handicap, be excluded from participation in the Project, use of the Project, employment with Grantee, or otherwise be denied benefits/subject to discrimination for any activity performed under this Agreement.
g. Where the Department, in its sole and absolute discretion, determines Grantee has failed to comply with the above conditions and restriction, Grantee agrees to take appropriate steps to correct any deficiencies immediately. The Grantee's failure to implement such appropriate steps within a reasonable time, but no longer than thirty (30) days after

notice from the Department, constitutes a breach of this Agreement and grounds for Early Termination.

XI. REPRESENTATIONS AND WARRANTIES

A. Reliance by Department.
   a. Grantee expressly acknowledges that the Department relies on the representations and warranties made by Grantee in this Agreement. Grantee acknowledges that such representations and warranties are a material inducement for the Department to enter into this Agreement and provide the Appropriated Amount.
   b. Grantee shall ensure all representations and warranties provided herein are true, accurate, and complete as of the date of the Effective Date and shall remain so throughout the Term of this Agreement. Grantee is responsible for promptly notifying the Department in writing of any changes or inaccuracies in the representations and warranties contained herein.

B. Grantee hereby represents and warrants the following:

   a. Grantee has taken all necessary steps to attain the legal authority to receive and expend the Project's funds.
   b. Grantee has duly authorized this Agreement, and the person executing it has authority to do so. Once executed by Grantee, this Agreement shall constitute a binding obligation of Grantee, enforceable according to its terms.
   c. Grantee's obligations hereunder do not conflict with any law, ordinance, or resolution applicable to Grantee, Grantee's charter (if applicable), or any judgment or decree to which Grantee is subject.
   d. Grantee has independently confirmed that the Project Description, including, but not limited to, the Appropriated Amount and Reversion Date, is consistent with the underlying appropriation in law.
   e. Grantee's governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the Grantee to sign and submit Requests for Payment on behalf of Grantee.
   f. Grantee will abide by New Mexico laws regarding conflicts of interest, governmental conduct, and whistleblower protection.
      i. Grantee agrees explicitly none of its officers or employees or its designees or agents, no member of the governing body, and no other public official of Grantee who exercises any function or responsibility with respect to this Agreement, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for the Project.
      ii. Further, Grantee will require all of its contractors to incorporate the language set forth in this paragraph prohibiting conflicts of interest in all subcontracts.
   g. No funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of the State, any agency, or body in connection with the awarding of any Third Party Obligation.
      i. Grantee will require certifying language prohibiting lobbying to be included in the award documents for all subawards, including subcontracts, loans, and cooperative agreements.

C. Consequences of False or Misleading Representations. If any representation or warranty made by Grantee is found to be false or misleading, the Department shall have the right to exercise any or all of the following remedies:

a. **Termination of Agreement:** Department may terminate this Agreement immediately upon written notice to the Grantee.
b. **Repayment of Grant Funds:** Grantee shall repay all Appropriated Amounts disbursed under this Agreement, upon demand by the Department.
c. **Other Remedies:** Department may pursue any other remedies available at law or in equity.

D. Survival of Representations and Warranties. The representations and warranties made by the Grantee shall survive the Early Termination or expiration of this Agreement.

XII. PROJECT RECORDS

A. Grantee shall be strictly accountable for receipts and disbursements relating to the Project's funds. The Grantee shall follow generally accepted accounting principles and the State's Model Accounting Practices and, if feasible, maintain a separate bank account or fund with a separate organizational code to ensure separate budgeting and accounting of the funds.

B. For six (6) years following the Project's completion ("**Record Retention Period**"), Grantee shall maintain all Project-related records, including, but not limited to, all financial records, requests for proposals, invitations to bid, selection and award criteria, contracts and subcontracts, advertisements, minutes of pertinent meetings, as well as records sufficient to fully account for the amount and disposition of the Appropriated Amount from all sources budgeted for the Project, the purpose for which such funds were used, and such other records as the Department may prescribe.

C. Grantee shall make all Project records available to the Department, the Department's Independent Public Accountant, and the New Mexico State Auditor upon request. With respect to the funds that are the subject of this Agreement, if the State Auditor or the Department finds any funds were improperly expended, Grantee shall be required to reimburse the State all amounts found to be improperly expended.

XIII. IMPROPERLY REIMBURSED FUNDS

If the Department determines part or all of the Appropriation Amount was improperly reimbursed to Grantee, including but not limited to funds reimbursed to Grantee based upon fraud, mismanagement, misrepresentation, misuse, violation of law by the Grantee, after ten (10) days' notice to Grantee and the opportunity to return such funds to the Department, the Department may offset any funds due to Grantee from the State, until the Appropriation Amount is fully repaid.

XIV. LIABILITY

Neither Party shall be responsible for liability incurred as a result of the other Party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to

immunities and limitations of the New Mexico Tort Claims Act.

XV. SCOPE OF AGREEMENT

This Agreement constitutes the entire and exclusive agreement between the Parties concerning the subject matter hereof. The Agreement supersedes all prior or contemporaneous agreements, understandings, discussions, communications, and representations, written or verbal.

XVI. REQUIRED NON-APPROPRIATIONS CLAUSE

A. Grantee acknowledges and agrees to include a "non-appropriations" clause in all contracts between it and other parties that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement that states:

    a. "The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of the State of New Mexico ("**Legislature**") for the performance of this Agreement.
    b. If the Legislature does not make sufficient appropriations and authorization, City of Santa Fe may immediately terminate this Agreement by giving Contractor written notice of such termination.
    c. The City of Santa Fe's decision as to whether sufficient appropriations are available shall be final and accepted by the Contractor. Contractor hereby waives any rights to assert an impairment of contract claim against the City of Santa Fe or the State of New Mexico in the event of immediate or Early Termination of this Agreement by the City of Santa Fe or the State Department of Finance and Administration."

XVII. REQUIRED TERMINATION CLAUSE

A. Grantee acknowledges and agrees to include the following termination clause in all contracts that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement:

    a. "This contract is funded in whole or in part by funds made available by the State of New Mexico ("**State**"). Should the State terminate its Agreement with the City of Santa Fe, the City of Santa Fe may terminate this contract immediately by providing Contractor written notice of such termination.
    b. In the event of termination pursuant to this paragraph, the City of Santa Fe's only liability to Contractor shall be for goods and services delivered and accepted prior to the termination date."

XVIII. COMPLIANCE WITH UNIFORM FUNDING CRITERIA

A. Throughout the term of this Agreement, Grantee shall:

    a. Submit all reports of annual audits and agreed-upon procedures required by § 12-6-3(A)-(B), NMSA 1978 by the due dates established in § 2.2.2 NMAC, reports of which must be a

public record pursuant to § 12-6-5(A), NMSA 1978 within forty-five (45) days of delivery to the State Auditor;

b. Have a duly adopted budget for the current fiscal year approved by its budgetary oversight agency (if any);
c. Timely submit all required financial reports to its budgetary oversight agency (if any); and
d. Use accounting methods and procedures consistent with Generally Accepted Accounting Principles and the State's Model Accounting Principals to expend the Appropriated Amount in accordance with applicable law and account for and safeguard Project funds and assets acquired with Project funds.

B. In the event Grantee fails to comply with the requirements of subparagraph A of this Article XVIII, Department may take one or more of the following actions:

a. Suspend new or further obligations pursuant to Article VI(A) of this Agreement;
b. Require the Grantee to develop and implement a written corrective action plan pursuant to Article VI(D) of this Agreement to remedy the non-compliance;
c. Impose special conditions to address the non-compliance by giving Grantee notice of such special conditions in accordance with Article III of this Agreement;
    i. The Parties agree that any special conditions imposed to address non-compliance shall be incorporated into this Agreement, through **Exhibit C**, upon notice to Grantee, without need for formal amendment of this Agreement;
    ii. Special conditions shall be binding and effective on the date that notice is deemed to have been given pursuant to Article III or
d. Terminate this Agreement pursuant to Article V(A) of this Agreement.

XIX. SEVERANCE TAX AND GENERAL OBLIGATION BONDS

A. Grantee acknowledges and agrees that the underlying appropriation for the Project may originate from the issuance of tax-exempt severance tax bonds or general obligation bonds by the State. Proceeds from such bonds are administered by the New Mexico State Board of Finance ("**SBOF**"), an entity separate and distinct from the Department.

a. Grantee acknowledges and agrees:
    i. It is Grantee's responsibility to determine through SBOF what (if any) conditions are currently imposed on the Project;
    ii. Department's failure to inform Grantee of an SBOF-imposed condition does not affect the validity or enforceability of the condition;
    iii. The SBOF may in the future impose further or different conditions upon the Project;
    iv. All SBOF conditions are attached to the Project and Appropriation Amount without the need for formal amendment of this Agreement;
    v. All applicable SBOF conditions must be satisfied before the SBOF will release to the Department funds subject to the condition(s) and
    vi. The Department's obligation to reimburse Grantee from the Project is expressly contingent upon the satisfaction of the then-current SBOF conditions.

B. Grantee acknowledges and agrees SBOF may, at its sole and absolute discretion, require reimbursement or remove eligibility for bond proceeds for the Project if the Project doesn't

proceed sufficiently.

a. Grantee must comply with the requirement to encumber five percent (5%) of Project funds within six months of bond issuance as certified by Grantee in the Bond Questionnaire and Certification documents submitted to the SBOF.
b. Failure to comply may result in the reassignment of the bond proceeds. Upon reassignment of bond proceeds, this Agreement will be suspended until the entity has demonstrated readiness as determined by the SBOF and the Department.

C. Grantee acknowledges and agrees that this Agreement is subject to the SBOF's Bond Project Disbursements rule, § 2.61.6, NMAC, as may be amended from time to time or re-codified.

XX. GENERAL PROVISIONS

A. Assignment: Grantee's rights and obligations under this Agreement are personal and may not be transferred or assigned without the prior written consent of the State. Any attempt at assignment or transfer without such consent shall be void. Any assignment or transfer of Grantee's rights and obligations approved by the State shall be subject to the provisions of this Agreement.

B. Subcontractors: Grantee shall not enter any subgrant or subcontract in connection with its obligations under this Agreement without the prior written approval of the State. Upon request, Grantee shall submit to the Department a copy of each such subgrant or subcontract.

C. Binding Effect: Except as otherwise provided, all provisions of this Agreement, including the benefits and burdens, shall extend to and be binding upon the Parties' respective successors and assigns.

D. Authority: Each Party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such Party's obligations have been duly authorized.

E. Captions and References: The captions and headings in this Agreement are for the convenience of reference only and shall not be used to interpret, define, or limit its provisions. All references in this Agreement to sections (whether spelled out or using the § symbol), subsections, exhibits, or other attachments are references to sections, subsections, exhibits, or other attachments contained herein or incorporated as a part hereof, unless otherwise noted.

F. Counterparts: This Agreement may be executed in multiple, identical, original counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute the same agreement.

G. Digital Signatures: If any signatory signs this agreement using a digital signature in accordance with the State Policies regarding the use of digital signatures, then any agreement or consent to use digital signatures within the electronic system through which that signatory signed shall be incorporated into this Agreement by reference.

H. Modification: Except as otherwise provided in this Agreement, any modification to this Agreement shall only be effective if agreed to in a formal amendment, properly executed and approved in accordance with applicable New Mexico law and State fiscal policies and rules.

Modifications permitted under this Agreement, other than Agreement amendments, shall conform to the policies issued by the State.

I. Statutes, Regulations, Fiscal Rules, and Other Authority: Any reference in this Agreement to a statute, regulation, policy, or other authority shall be interpreted to refer to such authority then current, as may have been changed or amended after the Effective Date of this Agreement.

J. External Terms and Conditions: Notwithstanding anything to the contrary herein, the State shall not be subject to any provision included in any terms, conditions, or agreements appearing on Grantee's or a subcontractor's website or any provision incorporated into any click-through or online agreements related to the Work unless that provision is specifically referenced in this Agreement.

K. Severability: The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect, provided that the Parties can continue to perform their obligations under this Agreement in accordance with its intent.

L. Survival of Certain Agreement Terms: Any provision of this Agreement that imposes an obligation on a Party after the termination or expiration of this Agreement shall survive the termination or expiration of this Agreement and shall be enforceable by the other Party.

M. Third Party Beneficiaries: Except for the Parties' respective successors and assigns described in this Agreement, it does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Enforcement of this Agreement and all rights and obligations hereunder are reserved solely to the Parties. Any services or benefits that third parties receive as a result of this Agreement are incidental to this Agreement and do not create any rights for such third parties.

N. Waiver: A Party's failure or delay in exercising any right, power, or privilege under this Agreement, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.

O. Standard and Manner of Performance: Grantee shall perform its obligations under this Agreement in accordance with the highest standards of care, skill, and diligence in Grantee's industry, trade, or profession.

P. Licenses, Permits, and Other Authorizations: Grantee shall secure, prior to the Effective Date, and maintain at all times during the term of this Agreement, at its sole expense, all licenses, certifications, permits, and other authorizations required to perform its obligations under this Agreement and shall ensure that all employees, agents, and subcontractors secure and maintain at all times during the term of their employment, agency or subcontractor, all license, certifications, permits and other authorizations required to perform their obligations in relation to this Agreement.

Q. Publicity: Any Publicity regarding the subject matter of this Agreement may not be released without prior written approval from the Department. For purposes of this agreement, "**Publicity**"

means notices, informational pamphlets, press releases, email responses, research, reports, signs, and similar public notices prepared by or for the Grantee or jointly with others.

a. Grantee shall obtain written approval prior to issuing any press release or making any public announcement regarding this agreement. Grantee agrees to obtain approval of the Department in advance with respect to all Public Relations, all communications with media, or all communications with any other member of the public with respect to this agreement, except to acknowledge that an agreement does exist.
b. For purposes of this agreement, "Public Relations" includes community relations and means those activities dedicated to maintaining the Department's image or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public.
c. Violations of either Article XX (Q)(a) or (b) shall constitute a material Breach of Agreement.

R. Data Sharing: The State intends to secure and collate specific data generated by Grantee under this Agreement to use in support of the State's organizational, policy-making, and management of public resource functions. State, in accordance with **Exhibit E**, attached hereto and incorporated herein by reference, reserves the right to require Grantee and/or its subcontractors to provide specific data relevant to the above-listed functions. Data provided by Grantee may be incorporated into existing or future developed State integrated analysis tools or databases, including but not limited to geographic information system (GIS) networks and databases accessible by the public. Dissemination of data collected may include historical data and projections based on such historical data.

a. To the extent any data transferred as part of this Agreement is legally determined to be the property of Subrecipient or its subcontractors, Subrecipient and/or its subcontractors grants State a nonexclusive, fully paid-up right and license to reproduce, use, distribute, do derivative works based on, and archive data transferred as part of this Agreement.

S. Venue and Choice of Law: This Agreement shall be governed by and construed in accordance with the laws of the State of New Mexico, without regard to any conflict of law provisions. Any legal suit, action, or proceeding arising out of or related to this Agreement shall be instituted exclusively in the district courts located in Santa Fe, New Mexico. The Parties hereby irrevocably submit to the exclusive jurisdiction and venue of such courts in any such suit, action, or proceeding. The Parties waive any objection to the laying of the venue of any such suit, action, or proceeding in the district courts of Santa Fe, New Mexico, and irrevocably waive and agree not to plead or claim in any such court that any such suit, action, or proceeding brought in any such court has been brought in an inconvenient forum.

[SIGNATURE PAGE AND EXHIBITS FOLLOW]
[THIS SPACE LEFT BLANK INTENTIONALLY]

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the Department's date of execution.

APPROVED BY DEPARTMENT:

Cabinet Secretary, Wayne Propst:

_____ _____

Signature Date

Chief Financial Officer, Mackie Romero:

_____ _____

Signature Date

Local Government Division Director, Cecilia Mavrommatis:

_____ _____

Signature Date

AS TO LEGAL FORM AND SUFFICIENCY

General Counsel's Office:

_____

Signature

_____ _____

(Print Name) (Title)

APPROVED BY GRANTEE:

_____
Entity Name

Official with Authority to Bind Grantee:

_____
Signature

_____ _____
(Print Name) (Title)

_____
Date

ATTEST:

_____
ANDRÉA SALAZAR, CITY CLERK

_____
Date

Fiscal Officer or Chief Financial Officer:

Emily K. Oster
_____
EMILY OSTER, FINANCE DIRECTOR

Sep 17, 2025
_____
Date

As To Legal Form And Sufficiency

Kevin L. Nault
Kevin L. Nault (Aug 20, 2025 17:31:56 MDT)
_____
KEVIN NAULT, ASSISTANT CITY ATTORNEY

Aug 20, 2025
_____
Date

EXHIBIT A

Request for Payment Form and Certification

STATE OF NEW MEXICO
GRANT APPROPRIATION
Request for Payment Form
Exhibit A

I. Grantee Information (Must match your DFA Substitute W-9 Form)

A. Grantee: _____

B. Address: _____
(Complete Mailing, including Suite, if applicable)

_____
City, State, Zip

C. Contact Name/Phone #: _____

D. Grant No: _____

E. Project Title: _____

F. Grant Expiration Date: _____

II. Payment Computation

A. Payment Request No. _____

B. Grant Amount: $ 0.00

C. AIPP Amount *(If Applicable)*: $ 0.00

D. Funds Requested to Date: $ 0.00

E. Amount Requested this Payment: _____

F. Reversion Amount (*if applicable*): $ 0.00

G. Grant Balance: $ 0.00

H. ☐ Final Request for Payment (*if applicable*)

III. Fiscal Year : 2026 (July 1, 2025-June 30, 2026)

(The State of NM Fiscal Year is July 1, 20XX through June 30, 20XX of the following year)

IV. Certifications

☐ I hereby certify that all conditions and requirements for Payments outlined in the Agreement have been met, including but not limited to:
a. Submission and approval of a Project Budget as per Article IV, Section A of the Agreement.
b. Compliance with the Project Budget and expenditure of funds in accordance with the State Procurement Code and the State's Model Accounting Practices.
c. Submission of supporting documentation as required by the Agreement.
d. Maintenance of all necessary records and documentation as stipulated in the Agreement.

☐ I attest that the information provided is correct; expenditures are properly documented and valid or actual receipts, and that the activity fully complies with Article IX, Sec. 14 of the New Mexico Constitution, known as the "anti-donation" clause.

☐ I hereby certify that all representations and warranties made in the Agreement remain true, accurate, and complete as of the date of this request, and will continue to be so throughout the term of the Agreement. I acknowledge that these representations and warranties are a material inducement for the Department to approve this pay request.

Grantee Fiscal Officer or **Fiscal Agent** (*if applicable*)

Printed Name

Date: _____

Grantee Representative

Printed Name

Date: _____

(State Agency Use Only)

Vendor Code: _____ **Fund No.:** _____ **PO #** _____ **Loc No.:** _____

I certify that the State Agency financial and vendor file information agree with the above submitted information.

ASD Officer Date

Division Grant Manager Date

Revised 7/2025

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EXHIBIT B

Notice of Department's Obligation Form

NOTICE OF OBLIGATION TO REIMBURSE GRANTEE
EXHIBIT B

Notice of Obligation to Reimburse Grantee # _____

DATE: _____

TO: Department Representative: _____, Grant Manager

FROM: Grantee Entity: _____

Grantee Official Representative: _____

SUBJECT: Notice of Obligation to Reimburse Grantee

Grant Number: _____

Grant Termination Date: _____

As the designated representative of the Department for Grant Agreement number _____ entered into between Grantee and the Department, I certify that the Grantee has submitted to the Department the following third party obligation executed, in writing, by the third party's authorized representative:

Vendor or Contractor: _____

Third Party Obligation Amount: _____

Vendor or Contractor: _____

Third Party Obligation Amount: _____

I certify that the State is issuing this Notice of Obligation to Reimburse Grantee for permissible purposes within the scope of the project description, subject to all the terms and conditions of the above referenced Grant Agreement.

Grant Amount (Minus AIPP if applicable): _____

The Amount of this Notice of Obligation: _____

The Total Amount of all Previously Issued Notices of Obligation: _____

The Total Amount of all Notices of Obligation to Date: $ 0.00

Note: Contract amounts may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount.

Department Rep. Approver: _____

Title: Grant Manager

Signature: _____

Date: _____

1 Administrative and/or Indirect Cost – generally, the legislation authorizing the issuance of bonds prohibits the use of its proceeds for indirect expenses (e.g. penalty fees or damages other than pay for work performed, attorney fees, and administrative fees). Such use of bond proceeds shall not be allowed unless specifically authorized by statute.

Revised 7/2025

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OPTIONAL EXHIBIT C
SPECIAL CONDITIONS

The capital outlay oversight requires grantees' accounting methods and procedures, including their internal control framework, to be scrutinized, so as to safeguard State capital outlay appropriations and assets acquired with such appropriations.

This Capital Outlay Special Grant Condition(s) **Exhibit C** is necessary pursuant to § 6-3b-1 et seq., NMSA 1978 (Public Finance Accountability Act) and MAPS Fin 9.2, due to the Grantees' material weaknesses, significant deficiencies, or findings that raised concerns as to the ability to expend grant funds in accordance with applicable law in the organization's FY[20XX] audit. The Special Conditions identified below apply to the authorized agent, [insert the Grantee or Fiscal Agent name].

Procurement - All purchases or contracts the Grantee enters that shall use funding from the Department capital appropriations grant must be approved by the Department prior to the initiation of implementing purchasing documents. The Grantee shall receive such prior approval via official correspondence from the Department, which may be through letter or email. The Grantee shall submit the following to the Department in pursuit of prior approval: purchasing policies and procedures, CFO certification, documentation of management and program approval, policies and procedures governing purchasing and contracting, a copy of the current procurement and contracting policies, and documentation regarding informing staff responsible for purchasing and contracting on such policies and procedures.

Budget - Provide documentation of approval of your current budget from DFA Local Government or other authoritative agency. Provide policies and procedures on who is responsible for and how annual budgets (expenditures and revenue) are established, monitored and adjusted. Provide a corrective action plan on how budget issues identified in your audit will be/have been addressed. Also include documentation on how staff responsible for budgeting is informed on budget policies and procedures.

Capital Assets - Provide a complete list of inventory including inventory control numbers and current location. Provide policies and procedures on capital assets and inventory and specify how the proposed purchased items will be included, tagged, and tracked in capital asset inventory. Also include documentation on how staff responsible for capital assets is informed on capital asset policies and procedures.

Travel and Per Diem - Provide policies and procedures on travel and per diem. Also include how staff who travel and those responsible for travel reimbursement are informed on travel and per diem policies and procedures.

Timely Audits – Provide policies and procedures on annual audits. Provide documentation on how and who is responsible for insuring that annual audits are completed timely. Also include documentation on how staff responsible for the annual audit is informed on audit policies and procedures.

Cash Management – policies and procedures on cash management of federal funds. Provide procedures used to draw and disburse federal funds. Provide procedures to reconcile draw amounts, deposits and disbursements; and to prepare federal cash reporting documents to ensure compliance with federal regulations.

The <Grantee> was required to, and has provided sufficient documentation regarding [insert specific names of the Special Condition(s)], as referenced in the <Grantee>'s [20XX] Audit file. Therefore, the criteria to enter into this agreement have been met.

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EXHIBIT D

Project Budget Worksheet *
*(Provided separately when grant agreement issued to Grantee)

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Exhibit E

Data Sharing Provisions for New Mexico Capital Outlay Agreements

I. Introduction:

This Data Sharing Provisions Exhibit ("Exhibit") is incorporated into the New Mexico Capital Outlay Agreements ("Agreements") between the State of New Mexico ("State") and [Insert Partner Name] ("Partner"). This Exhibit outlines the terms and conditions under which data will be shared between the Parties to ensure compliance with New Mexico state laws and regulations, focusing on data privacy, security, and compliance.

II. Definitions:

a. Authorized User: An employee, agent, assign, representative, independent contractor, or other person or entity authorized by Partner or State to access, use, or disclose information through this exhibit.

b. Confidential Information: All data or information shared in confidence, with the expectation that it will not be disclosed in an identifiable form. This includes data that is exempt from public disclosure under the New Mexico Inspection of Public Records Act (§ 14-2-1 et seq. NMSA 1978) or other relevant laws.

c. Data Storage: Electronic media that hold recorded information.

d. Data Transmission: The process of moving information over a network from its source to one or more destinations.

e. Direct Identifier: Records or data containing personal identifiers such as names, addresses, and social security numbers.

f. Disclosure: Permission to access, release, transfer, or otherwise communicate confidential information by any means to any third party, except as authorized by the Party that controls the record.

g. Encryption involves using algorithms to encode data, rendering it unreadable without a specific key. It may be necessary during data transmission and/or storage.

h. Information: Any data, figures, statistics, or other facts provided or learned about someone or something, including Confidential Information, that may be legally transmitted under this Exhibit.

i. Limited Dataset: A data file that omits Direct Identifiers.

j. Protected Personally Identifiable Information: Sensitive personal details such as social security numbers and financial account numbers, with specific exclusions as outlined in the Agreements.

III. Purpose:

The purpose of this exhibit is to promote transparency, facilitate information sharing between the parties, support better policy and decision-making, and enhance public services through collaborative

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data analysis from various sources.

IV. Use of Information:

a. Use of Information obtained or created under this exhibit shall be strictly limited to the purposes stated herein and in the agreements. The parties agree not to sell Information to third parties or use it for commercial, solicitation, or political purposes.

b. Each Party shall serve as the custodian of the Information and comply with all conditions for its use, including security measures to prevent unauthorized access.

c. The Parties shall follow all relevant federal and state laws and regulations governing the use of such Information.

V. Safeguarding Information:

a. Confidentiality: Access to Confidential Information shall be limited to the minimum necessary to accomplish the purposes of this Exhibit. Authorized Users must adhere to the confidentiality requirements.

b. Security: Security practices shall comply with the requirements of the New Mexico Department of Information Technology Act and related regulations. The Parties agree to notify each other within three business days of any suspected or actual security breach.

c. Information Storage and Transmission: Data Storage and Transmission shall take place on an encrypted server with appropriate security controls.

VI. Re-Disclosure of Information:

The Parties agree not to disclose Information except as required by law or with prior written approval of the other Party. If there is a public records request, the Party receiving it shall notify the other Party within three business days.

VII. Ownership of Information:

Legal title to Information shall remain with the provider. The Partner grants the State a royalty-free, non-exclusive, non-transferable license to use the Information in furtherance of the purposes outlined in this Exhibit.

Signature: Regina Wheeler
Regina Wheeler (Sep 18, 2025 14:42:24 MDT)

Email: rawheeler@santafenm.gov

CITY OF SANTA FE

The Purchasing Memo

Date: September 19, 2025

To: Governing Body, Finance Committee, and Public Works & Utilities Committee

From: Jesse Roach, Public Utilities Department Director

Subject: Request for Approval of a Professional Services Contract with FCS for an Amount Not To Exceed $1,235,412.54 Including NMGRT for Financial Management Services.

Vendor Name: Financial Consulting Group (FCS)

Munis Vendor Number: 7771

ITEM AND ISSUE:

The Public Utilities and Public Works Departments request your review and approval of a Professional Services Contract in a total amount not to exceed $1,235,412.54 including NMGRT for Financial Management Services for a term of four years with Financial Consulting Group (FCS).

CONTRACT NUMBER:

The FY25 Munis contract number is 3260174

BACKGROUND AND SUMMARY:

The three enterprise funds in the Public Utilities Department (Water, Wastewater, Environmental Services) and the Stormwater enterprise fund in the Public Works Department require rate evaluations, revenue requirement evaluations, cost of services studies, development of financial plans, and on call financial services. These professional services are used by the funds to, among other things, ensure that rate revenues are sufficient to maintain fund balances and capital, and operating and maintenance budgets, and ensure that rate revenues from different classes of users are consistent with the cost of servicing those users.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: Wastewater Enterprise Fund/500; Water Enterprise Fund/505; ESD Enterprise Fund/510, Stormwater /231.

BUDGET LINES FOR EXPENSES:

Munis Org Name/Number: Water/5050381; Wastewater/5000361; ESD/5100331; Stormwater /2310411

Munis Object Name/Number: Professional Services/510300 or other object as needed for budget clarity

Budget Officer / Designee: Andy Hopkins **Date:** 09/24/2025

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-111, RFP #25156

Chief Procurement Officer (CPO)/Designee: _____ **Date:** 09/24/2025

CPO Comment/Exceptions: _____

ASSOCIATED APPROVALS:

IT Components included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Treasury/Point of Sale Components included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Vehicles included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Construction to City Facilities, Furniture, and/or Fixtures included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this an externally funded purchase? ☐ Yes | ☒ No

If yes, what is the issuing agency: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this a Capital Asset or Project? ☐ Yes | ☒ No

Project Ledger Number: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

ATTACHMENTS:

Procurement document: RFP
Certificate of Liability Insurance (COI)
Professional Services Contract
Horizons
CPO Declination

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/18/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Foundation Risk Partners, Corp. P.O. Box 219 Timonium MD 21094	**CONTACT NAME:** Certificates Team **PHONE (A/C, No, Ext):** 410-832-7600 **FAX (A/C, No):** (410) 832-1849 **E-MAIL ADDRESS:** certsprorisk@foundationrp.com
INSURED BOWMCON-03 FCS, A Bowman Company FCS Group; Bowman Consulting Group, LTD 12355 Sunrise Valley Drive, Suite 520 Reston VA 20191	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** The Charter Oak Fire Insurance Company — 25615 **INSURER B :** The Travelers Indemnity Company of America — 25666 **INSURER C :** Travelers Property Casualty Company of America — 25674 **INSURER D :** Berkshire Hathaway Specialty Insurance Company — 22276 **INSURER E :** Beazley Insurance Company, Inc. — 37540 **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1003797556 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [X] PRO-JECT [ ] LOC OTHER:			P-630-A3238719-COF-25	8/31/2025	8/31/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
B	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			810-5880B353	8/31/2025	8/31/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
C	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ 0			CUP6J395074	8/31/2025	8/31/2026	EACH OCCURRENCE AGGREGATE $	$ 25,000,000 $ 25,000,000 $
C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [N] N/A **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below			UB6J317115	8/31/2025	8/31/2026	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
D E	Primary Professional & Poll Liab Excess Professional & Poll Liab			47-EPP-330666-03 V3349C250401	8/31/2025 8/31/2025	8/31/2026 8/31/2026	Each Claim/Aggregate Excess Each Claim/Agg	$5M/$5M $5M/$5M

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

If required by an insured written contract, executed prior to any loss, The City of Santa Fe, their officials, officers, employees, and agents are an Additional Insured on a primary and non-contributory basis under the General and Auto Liability Policies. If required by an insured written contract, executed prior to any loss, Waiver of Subrogation is provided for General, Auto, and Workers Compensation Policies. Umbrella Policy follows form over General, Auto, and Employer's Liability Policies. 30 day notice of cancellation, 10 day for non-payment.

CERTIFICATE HOLDER

The City of Santa Fe
801 W. San Mateo
Santa Fe NM 87504

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03) **The ACORD name and logo are registered marks of ACORD**

Item #: _____
Munis Contract #: TBD_____
RFP#: ___25156_____

CITY OF SANTA FE

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the "City," and **Financial Consulting Group (FCS)** hereinafter referred to as the "Contractor," and is effective as of the date set forth below upon which it is executed by the Parties.

RECITALS

WHEREAS, the Chief Procurement Officer of the City has made the determination that this Agreement is in accordance with the provisions of the New Mexico Procurement Code (NMSA 1978, 13-1-28 et seq.) pursuant to NMSA 1978, section 13-1-111 and

WHEREAS, the Contractor is one of such requisite and qualifications and is willing to engage with the City for professional services, in accordance with the terms and conditions hereinafter set out, and the Contractor understanding and consenting to the foregoing is willing to render such professional services as outlined in the Agreement; and

The City and the Contractor hereby agree as follows:

1. Scope of Work

The Contractor shall provide the following services for the City:

The work will consist of providing financial management services to evaluate the existing Finance Plan and existing Rate Structures and on-call contract work. Examples of on-call contract work consist of but are not limited to:

- Annual Financial Plan update
- Utility Expansion Charge evaluation
- Impact Fee evaluation, growth assumptions and capital improvement plan update
- Utility Cost-of-Service studies
- Low Income Credit evaluations
- Financial Impact of proposed City Council Legislation, etc.

On-call contract work will be initiated and completed through the issuance of a work order. The Financial Management services will require use of generally accepted utility ratemaking methodologies as described by the American Waterworks Association and/or applicable New Mexico and Federal Law.

DESCRIPTION OF END DELIVERABLES

- Financial models

- Each year the financial models are available for delivery. There is a separate model, to be updated each year, for each utility: water, wastewater, and environmental services. If stormwater is added to the scope, this model would also be updated and available annually.
- Powerpoint presentations for Council
- As needed or on an annual basis, as determined by City staff, a presentation summarizing any rate or fee adjustments will be prepared when requested.
- Written report summarizing the Cost-of-service results, one utility per year
- Rate recommendations annually for all three utilities, as needed (across-the-board or based on cost-of-service adjustments)

Documentation & Reporting

Documentation for our work is provided in the mode necessary to meet the City's needs. The documentation deliverables vary based on the City's requirements and may range from high-level summary – typically in PowerPoint format to comprehensive, detailed reports depending on the City's requirements at the time. In addition to any written documentation we provide, the City will always have access to our working models, presentations, memos and other reports, or any other deliverable through our file sharing site. Within our projected project plan, we are assuming a written report of the cost of service results within that year.

RISK REPORT

Monthly invoices will include bullets detailing progress and deliverables during each bill period. Invoices are delivered in the first week of the month.

The budget for the proposed approach is $741,208 across the four years, before any value adds (see below) or the application of GRT. Cost per year varies with expected billing rate adjustments and level of effort depending on which utility is selected for the cost-of-service in a given year. The projected annual cost, subject to the above changes is:

- FY25-26: $170,350 includes Water, wastewater, ESD financial plans and wastewater cost-of-service
- FY26-27: $201,002 includes Water, wastewater, ESD financial plans and ESD cost-of-service
- FY27-28: $182,756 includes Water, wastewater, ESD financial plans and water cost-of-service
- FY28-29: $187,100 includes Water, wastewater, ESD financial plans and wastewater cost-of-service

Value Added Options	Cost	Impact
Stormwater Rate Study	15% $40,000 in year 1 to build new model, $20,000 per year after (before inflationary rate adjustments). Total estimated 4-year cost of $104,000.	Would add annual stormwater financial plans and rotating cost of service. Increase annual budget by 15%. No time delay as it would be concurrent.
Rate Structure Alternatives and Policy Analysis	10% $17,000 per year This is as needed, if determined to be needed each year it would add approximately $71,000 to total project cost.	Option to add rate restructuring as needed would increase annual cost by 10% per utility.
Utility Expansion Fees	8% $15,000 per analysis Not recommended every year, estimated at 2 updates each for water and sewer (alternating years). A total project cost of approximately $63,000.	Would add 8% to the annual budget for each utility fee update with no time delays.

Public Engagement Meetings	10-20% $17,000 to $34,000as needed on an on-call basis.	Depending on the level of engagement, it could increase budget by 10-20% and might delay rate implementation timeline.
Affordability Evaluation	3% $5,000 per year $21,000 for total project if requested each year.	3% increase to annual budget

2. **Standard of Performance; Licenses**

A. The Contractor does hereby accept its designation as a professional service, rendering services related to the Rate Study Analysis for the City, as set forth in this Agreement. The Contractor represents that Contractor possesses the personnel, experience, and knowledge necessary to perform the services described under this Contract.

B. The Contractor agrees to obtain and maintain throughout the term of this Contract, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives, and subcontractors.

3. **Compensation**

.A. The City shall pay to the Contractor in full payment for services satisfactorily performed a sum not to exceed one million one hundred and forty one thousand, nine hundred eighteen dollars cents ($1,141,918.00), excluding gross receipts tax. The New Mexico gross receipts tax levied on the amounts payable under this Agreement totaling ($93,494.54) shall be paid by the City to the Contractor. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed ($1,235,412.54).**

B. Payment. The total compensation under this Agreement shall not exceed 1,141,918.00 excluding New Mexico gross receipts tax. **PLEASE NOTE NO PROPERTY TAX WILL BE PAID TO THE CONTRACTOR BY THE City. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The Parties do not intend for the Contractor to continue to provide Services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the Services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for Services provided in excess of the total compensation amount without this Agreement being amended in writing prior to services, in excess of the total compensation amount being provided.**

C. Payment shall be made upon Acceptance of each Deliverable and upon the receipt and Acceptance of a detailed, certified Payment Invoice. Payment will be made to the Contractor's designated mailing address. In accordance with Section 13-1-158 NMSA 1978, payment shall be tendered to the Contractor within thirty (30) days of the date of written certification of Acceptance. All Payment Invoices MUST BE received by the City no later than fifteen (15) days after the termination of this Agreement. Payment Invoices received after such date WILL NOT BE PAID.

D. **Notice of Extended Payment Provision For Grant Funded Contracts**. This contract allows the owner to make payment within 45 days after submission of an undisputed request for payment.

4. Term

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. This Contract shall terminate **four (4) years from date of final signature** unless terminated pursuant to paragraph 5 (Termination) and paragraph 6 (Appropriations). The City reserves the right to renew this contract on an annual basis by mutual agreement not to exceed a total of four (4) years in accordance with NMSA 1978, Sections 13-1-150 through 152.

5. Termination

A. Grounds. The City may terminate this Agreement for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor or their designee as authorized by the Governing Body. The Contractor may only terminate this Agreement based upon the City's uncured, material breach of this Agreement.

B. Notice; City Opportunity to Cure.

1) The City shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2) Contractor shall give City written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the City's material breaches of this Agreement upon which the termination is based and (ii) state what the City must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the City does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the City does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.

3) Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the City; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the City; or (iii) the Agreement is terminated pursuant to Paragraph 6, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the City's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE CITY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.*

6. Appropriations

The terms of this Contract are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the Governing Body, this Contract shall terminate immediately upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the City proposes an amendment to the Contract to unilaterally reduce

funding, the Contractor shall have the option to terminate the Contract or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

7. Status of Contractor

The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Contract. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

8. Assignment

The Contractor shall not assign or transfer any interest in this Contract or assign any claims for money due or to become due under this Contract without the prior written approval of the City.

9. Subcontracting

The Contractor shall not subcontract any portion of the services to be performed under this Contract without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Contract, nor shall any subcontract obligate direct payment from the City.

10. Release

Final payment of the amounts due under this Contract shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Contract.

11. Confidentiality

Any confidential information provided to or developed by the Contractor in the performance of this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.

12. Product of Service – Copyright

All materials developed or acquired by the Contractor under this Contract shall become the property of the City upon payment for services rendered and shall be delivered to the City no later than the termination date of this Contract. Upon payment for services rendered to the Contractor, nothing developed or produced, in whole or in part, by the Contractor under this Contract shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor except Contractor retains copyright in its standard systems, sections, details, specifications, models, data, other information and intellectual property prepared or owned prior to and not specific to this Contract ("Contractor's Proprietary Material). Contractor grants the City a license to use Contractor's Proprietary Material but only for the uses described in this Contract.

13. Conflict of Interest; Governmental Conduct Act

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Contract, will continue to comply with, and that this Contract complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978.

C. Contractor's representations and warranties in Paragraphs A and B of this Article are material representations of fact upon which the City relied when this Contract was entered into by the parties.

Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the City and notwithstanding anything in the Contract to the contrary, the City may immediately terminate the Contract.

D. All terms defined in the Governmental Conduct Act have the same meaning in this section.

14. Amendment

A. This Agreement shall not be altered, changed, or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the City proposes an amendment to the Contract to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Contract, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

15. Entire Agreement.

This Agreement, together with any other documents incorporated herein by reference and all related Exhibits and Schedules constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to the subject matter. In the event of any inconsistency between the statements in the body of this Agreement, and the related Exhibits and Schedules, the statements in the body of this Agreement shall control. This Agreement is intended for the sole use and benefit of the Parties and is not intended to create any third-party rights, benefits, or causes of action or for any other use.

16. Merger

This Contract incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into this written contract.

All terms and conditions of the Public Utilities Rate Evaluation & Financial Services and the Contractor's response to such document(s) are incorporated herein by reference and is included in the order of precedence.

No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Contract.

17. Penalties for violation of law

NMSA 1978, sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

18. Equal Opportunity Compliance

The Contractor agrees to abide by all federal and state laws and rules and regulations, and Santa Fe City Code, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Contract. If Contractor is found not to be in compliance with these requirements during the life of this Contract, Contractor agrees to take appropriate steps to correct these deficiencies.

19. Applicable Law

The laws of the State of New Mexico shall govern this Contract, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, section 38-3-2. By execution of this Contract, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Contract.

20. Workers Compensation

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Contract may be terminated by the City.

21. Professional Liability Insurance

Contractor shall maintain professional liability insurance throughout the term of this Contract providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Contract.

22. Other Insurance

If the services contemplated under this Contract will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Contract, the following insurance coverage(s), naming the City as additional insured.

A. **Commercial General Liability** insurance shall be written on an occurrence basis and be a broad as ISO Form CG 00 01 with limits not less than $2,000,000 per occurrence and $2,000,000 in the aggregate for claims against bodily injury, personal and advertising injury, and property damage. Said policy shall include broad form Contractual Liability coverage and be endorsed to name the City of Santa Fe their officials, officers, employees, and agents as additional insureds.

B. **Broader Coverage and Limits**. The insurance requirements under this Contract shall be the greater of (1) the minimum coverage and limits specified in this Contract, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Contract are sufficient to cover the obligations of Contractor hereunder.

C. Contractor shall maintain the above insurance for the term of this Contract and name the City as an additional insured and provide for 30 days cancellation notice on any Certificate of Insurance form

furnished by Contractor. Such certificate shall also specifically state the coverage provided under the policy is primary over any other valid and collectible insurance and provide a waiver of subrogation.

23. Records and Financial Audit

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Contract's term and effect and retain them for a period of three (3) years from the date of final payment under this Contract. The records shall be subject to inspection by the City. The City shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the City to recover excessive or illegal payments.

24. Indemnification

The Contractor shall defend, indemnify and hold harmless the City from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Contract, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents. If any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Contract is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the City.

25. New Mexico Tort Claims Act

Any liability incurred by the City of Santa Fe in connection with this Contract is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Contract modifies or waives any provision of the New Mexico Tort Claims Act.

26. Invalid Term or Condition

If any term or condition of this Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected and shall be valid and enforceable.

27. Enforcement of Contract

A party's failure to require strict performance of any provision of this Contract shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Contract shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

28. Notices

Any notice required to be given to either party by this Contract shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the City:
Jesse Roach
Interim Public Utility Dept Director
801 W San Mateo
Santa Fe, NM 87505
jdroach@santafenm.gov

To the Contractor:
John Ghilarducci,
President / Principal
FCS, a Bowman company
323 3rd Ave Ste 100, Longmont CO 80501
John.Ghilarducci@bowman.com

29. Authority

If Contractor is other than a natural person, the individual(s) signing this Contract on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter a binding contract.

30. Non-Collusion

In signing this Agreement, the Contractor certifies the Contractor has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the City's Chief Procurement Officer.

31. Default/Breach

In case of Default and/or Breach by the Contractor, for any reason whatsoever, the City may procure the goods or services from another source and hold the Contractor responsible for any resulting excess costs and/or damages, including but not limited to, direct damages, indirect damages, consequential damages, special damages, and the City may also seek all other remedies under the terms of this Agreement and under law or equity.

32. Equitable Remedies

The Contractor acknowledges that its failure to comply with any provision of this Agreement will cause the City irrevocable harm and that a remedy at law for such a failure would be an inadequate remedy for the City, and the Contractor consents to the City 's obtaining from a court of competent jurisdiction, specific performance, or injunction, or any other equitable relief in order to enforce such compliance. The City's rights to obtain equitable relief pursuant to this Agreement shall be in addition to, and not in lieu of, any other remedy that the City may have under applicable law, including, but not limited to, monetary damages.

33. Default and Force Majeure

The City reserves the right to cancel all, or any part of any orders placed under this Agreement without cost to the City, if the Contractor fails to meet the provisions of this Agreement and, except as otherwise provided herein, to hold the Contractor liable for any excess cost occasioned by the City due to the Contractor's default. The Contractor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor; such causes include, but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the City shall determine that the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery scheduled. The rights and remedies of the City provided in this Clause shall not be exclusive and are in addition to any other rights now being provided by law or under this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

ALAN WEBBER, MAYOR

CONTRACTOR:
FINANCIAL CONSULTING GROUP

JOHN GHILARDUCCI, PRESIDENT / PRINCIPAL

DATE: Sep 2, 2025

CRS #: 03-382086-00-4

City of SF Business License #: 00145590

ATTEST:

ANDREA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (Sep 2, 2025 13:08:52 MDT)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster

EMILY OSTER, FINANCE DIRECTOR

To: Matt Loehman <mloehman@horizonsofnewmexico.org>; DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Cc: MONROE, CARLA D. <cdmonroe@santafenm.gov>; BRITT, AMANDA P. <apbritt@santafenm.gov>
Subject: Re: Determination Request

Hi Travis,

When you have a moment, could I have a response to this determination request that has been rejected by Horizons?

V/r,

Paige

From: Matt Loehman <mloehman@horizonsofnewmexico.org>
Sent: Friday, June 6, 2025 3:22 PM
To: RAMSEY, BRILLYANCE P. Contractor PUD <bpramsey@santafenm.gov>
Subject: Re: Determination Request

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon -

Thank you very much for the opportunity, but we will decline this procurement.

Best regards,

Matt

Matt Loehman
Executive Director

Horizons of New Mexico
6121 Indian School Rd. NE, Suite 220
Albuquerque, NM 87110

office phone: (505) 345-1540
email: mloehman@horizonsofnewmexico.org
web: www.horizonsofnewmexico.org

The State Use Act helps people with disabilities become gainfully employed, and it saves you valuable time and resources otherwise used during the procurement process.

On Fri, Jun 6, 2025 at 12:05 PM RAMSEY, BRILLYANCE P. Contractor PUD <bpramsey@santafenm.gov> wrote:

> Hello,

To: BRITT, AMANDA P. <apbritt@santafenm.gov>
Cc: JIMENEZ, NANCY L. <nljimenez@santafenm.gov>; RAMSEY, BRILLYANCE P. Contractor PUD <bpramsey@santafenm.gov>
Subject: FW: Determination Request Santa Fe Water Conservation and Sustainability Education Programming

---

Hi Amanda,

We will get you a declination from Horizons, I could not find one.

Thanks,

From: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Sent: Tuesday, June 10, 2025 4:27:36 PM
To: RAMSEY, BRILLYANCE P. Contractor PUD <bpramsey@santafenm.gov>
Cc: BRITT, AMANDA P. <apbritt@santafenm.gov>; MONROE, CARLA D. <cdmonroe@santafenm.gov>; LOVATO, JOANN D. <jdlovato@santafenm.gov>
Subject: RE: Determination Request Santa Fe Water Conservation and Sustainability Education Programming

You're welcome. Just so you know, professional services must be procured through RFP.

Thank you.

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

Book time to meet with me

https://santafenm.gov/finance-2/purchasing-1

Vendor Registration Sites and Current Procurement Opportunities:

[Current] https://cityofsantafenmvendors.munisselfservice.com/Vendors/VBids/SearchResults.aspx

[Transitioning] https://procurement.opengov.com/portal/santafenm

[Current] https://www.withpavilion.com/

Internal Link: https://intranet.santafenm.gov/central_purchasing_division_cpd

CITY OF SANTA FE
FINANCE

"A journey of a thousand miles begins with a single step" ~ Lao Tzu

From: RAMSEY, BRILLYANCE P. Contractor PUD <bpramsey@santafenm.gov>
Sent: Tuesday, June 10, 2025 11:29 AM
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Cc: BRITT, AMANDA P. <apbritt@santafenm.gov>; MONROE, CARLA D. <cdmonroe@santafenm.gov>; LOVATO, JOANN D. <jdlovato@santafenm.gov>
Subject: Re: Determination Request Santa Fe Water Conservation and Sustainability Education Programming

Thank you kindly for the determination for Professional Services for the Santa Fe Water Conservation and Sustainability Education Programming Invitation To Bid.

V/r,

Paige

From: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Sent: Tuesday, June 10, 2025 1:20 PM
To: RAMSEY, BRILLYANCE P. Contractor PUD <bpramsey@santafenm.gov>
Subject: RE: Determination Request

Greetings,

The scope of work as written would be Professional Services. This determination relates only to that question and is no comment on whether the scope of work or procurement method meet all legal standards. I reserve the right to change this determination if the scope of work differs from the scope of work submitted for the original determination. This procurement must be conducted using the processes and procedures set forth by the City of Santa Fe, Central Purchasing, the Procurement Manual, and state statutes.

Please note:

- Save this email as a PDF and upload it into the corresponding Munis records.
- Check with WorkQuest dba Horizons of New Mexico (mloehman@horizonsofnewmexico.org) if this service appears on their approved list.
- If your request includes anything that needs to be reviewed and preapproved by another City Department/Division, please send the same SOW to the corresponding email address and include their response in your packet/Munis.
  -Treasury (Point of Sale Systems) – questions: drsena@santafenm.gov; clromero@santafenm.gov. Request signature from: clromero@santafenm.gov
  -IT components (everything IT) – questions: ereview@santafenm.gov. Request signature from: edcandelaria@santafenm.gov;
  Copy: zxdushdurova@santafenm.gov; lenobes@santafenm.gov; lfworstell@santafenm.gov
  -Vehicles – questions: fleet@santafenm.gov. Request signature from: dmjaramillo@santafenm.gov

-Grants – questions: grants@santafenm.gov. Request signature from: evlujan@santafenm.gov
- Construction, Facilities, Furniture, Fixtures, Equipment, etc. – questions: fmdreview@santafenm.gov. Request signature from: jsburnett@santafenm.gov
-Emergency Related Purchases – questions oem@santafenm.govand. Request signature from: bgwilliams@santafenm.gov
-Asset over $5k – questions: accountspayable@santafenm.gov. Request signature from: jxbolden@santafenm.gov

- Ensure that the appropriate templates and forms are used https://intranet.santafenm.gov/finance_1 and documented procedures/laws/rules are followed.
- > $20k per year, when processing this procurement, please ensure the procurement number issued by Munis and the procurement name are used in the appropriate documents and the subject of emails.
- If you are processing a procurement where the forecasted amount is =/> $60k, per NMSA 1978, Section 13-1-102, if you aren't using a cooperative or existing contract, you must process an RFP.
- < $20k per year, one quote is acceptable.
- From $20k to $60k per year, if you aren't using a cooperative or existing contract, you'll need to provide 3 quotes in your req. Must use the Munis Bid Module after 12/21/2023.
- Figure out your funding source and **inform Purchasing**. To ensure that the proper documents and language are used, it is important to identify the funding source for the subsequent contract. For instance, if federal funds are involved, the procurement request and subsequent contract must include the necessary federal language. Therefore, it is crucial to determine the funding source beforehand.
- Review the pages linked below to determine whether any of the existing price agreements/contracts or cooperative agreements are applicable to this request. You might be able to use an existing price agreement/contract to save time and money.
    - https://www.generalservices.state.nm.us/state-purchasing/statewide-price-agreements/ (if you choose to use a Statewide, you do not need to ask Horizons if they can do the work. State Purchasing must offer the SOW to Horizons prior to placing the award on their website.)
    - https://naspovaluepoint.org/categories/
    - https://www.omniapartners.com/publicsector/contracts
    - https://www.buyboard.com/home.aspx
    - https://www.h-gac.com/Home
    - https://www.gsaelibrary.gsa.gov/
    - https://www.sourcewell-mn.gov/contract-search

- Submit or send your request to the appropriate MS Teams channel or email address:
    - RFPs requests to https://teams.microsoft.com/l/channel/19%3ad63b9c8b586d424fa5eed34177146ac5%40thread.tacv2/RFP%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f
    - ITBs requests to https://teams.microsoft.com/l/channel/19%3a48e1e4588c0440a09cfbd9b907ed42d4%40thread.tacv2/ITB%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f
    - Determination requests to purchasing_det@santafenm.gov
    - And all other requests to purchasing@santafenm.gov

Thank you for submitting this scope of work for my review.

Book time to meet with me

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

Vendor Registration Sites and Current Procurement Opportunities:

[Current] https://cityofsantafenmvendors.munisselfservice.com/Vendors/VBids/SearchResults.aspx

[Transitioning] https://procurement.opengov.com/portal/santafenm

[Current] https://www.withpavilion.com/

Internal Link: https://intranet.santafenm.gov/central_purchasing_division_cpd

CITY OF SANTA FE
FINANCE

Book time to meet with me

"A journey of a thousand miles begins with a single step" ~ Lao Tzu

From: RAMSEY, BRILLYANCE P. Contractor PUD <bpramsey@santafenm.gov>
Sent: Monday, June 9, 2025 9:19 AM
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Subject: Re: Determination Request

Hi Travis,

When you have a moment, could I have a response to this determination request that has been rejected by Horizons?

V/r,

Paige Ramsey

Very respectfully,

B. Paige Ramsey, MSPM

From: RAMSEY, BRILLYANCE P. Contractor PUD <bpramsey@santafenm.gov>
Sent: Friday, June 6, 2025 4:11:24 PM

Financial Consulting Group (FCS)

Final Audit Report 2025-09-25

Created:	2025-09-19
By:	ALYSSA PEREZ (aeperez@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKR5TLhmV96lncyVKszYNeT19DFAeas8A

"Financial Consulting Group (FCS)" History

Document created by ALYSSA PEREZ (aeperez@santafenm.gov)
2025-09-19 - 4:46:53 PM GMT- IP address: 63.232.20.2

Document emailed to Jesse Roach (jdroach@santafenm.gov) for signature
2025-09-19 - 4:51:27 PM GMT

Email viewed by Jesse Roach (jdroach@santafenm.gov)
2025-09-19 - 5:47:35 PM GMT- IP address: 104.47.65.254

Document e-signed by Jesse Roach (jdroach@santafenm.gov)
Signature Date: 2025-09-19 - 5:47:48 PM GMT - Time Source: server- IP address: 63.232.20.2

Document sent to ALEXIS LOTERO (aclotero@santafenm.gov) and ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature. One of them to sign
2025-09-19 - 5:47:50 PM GMT

Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2025-09-24 - 8:34:28 PM GMT- IP address: 104.47.65.254

Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Signature Date: 2025-09-24 - 8:34:53 PM GMT - Time Source: server- IP address: 63.232.20.2

Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign
2025-09-24 - 8:34:56 PM GMT

Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
2025-09-24 - 8:35:00 PM GMT- IP address: 51.54.38.120

Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
Signature Date: 2025-09-24 - 11:28:15 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature

2025-09-24 - 11:28:17 PM GMT

Email viewed by EMILY OSTER (ekoster@santafenm.gov)

2025-09-25 - 3:32:11 PM GMT- IP address: 104.47.65.254

Document e-signed by EMILY OSTER (ekoster@santafenm.gov)

Signature Date: 2025-09-25 - 4:03:55 PM GMT - Time Source: server- IP address: 63.232.20.2

Agreement completed.

2025-09-25 - 4:03:55 PM GMT

CITY OF SANTA FE

DATE: August 27, 2025

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

VIA: Henri Hammond-Paul, Community Health and Safety Director
Marcella Apodaca, Business Operations Manager Marcella Apodaca

FROM: Christa Hernandez, Youth and Family Services Program Manager Christa Hernandez

ITEM AND ISSUE:
Request approval to re-appropriate funding from FY25 in the amount of $254,069.00 into FY26 as part of unspent City ARPA funded contracts and services.

BACKGROUND AND SUMMARY:
City ARPA funds were allocated to the Youth and Family Services Division to disburse ARPA funds through CONNECT (via one-time, short term, eviction prevention and SF LEAP cash assistance opportunities), evaluate cash disbursement activities, and to hire administrative support to complete these activities.

The unspent funds for FY25 are broken down via the following:

Human Services Grants and Services Funds 2400122.510400
$144,069.00

Human Services Professional Services Contracts 2400122.510300
$110,000.00

Total carryforward request: $254,069.00.

ACTION REQUESTED:
The Community Health and Safety Department requests the approval of the carryforward request for unspent City ARPA funded activities.

Account Inquiry [CITY OF SANTA FE]

Account

Fund	240 COMDEV	Acct	240-30-10-1150-122-00-000-510400-		
Org	2400122 Hum Svcs	Acct name	Grants and Services	Account Notes	
Object	510400 GrantsSvcs	Type	Expense	Status	Active
Project		Rollup	CDHSC HumanServicesCNT		
		Sub-Rollup			
		MultiYr Fund			

4 Year Comparison | Current Year | History | 4 Year Graph | History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	8,386,421.00	2,739,650.00	1,282,002.00	2,602,950.00
Transfers In	8,251,259.00	5,983,471.00	5,140,967.72	4,400,000.00
Transfers Out	-2,065,244.00	-583,682.00	-140,967.72	.00
Revised Budget	14,572,436.00	8,139,439.00	6,282,002.00	7,002,950.00
Actual (Memo)	4,642,168.47	4,166,712.14	1,184,124.80	586,636.04
Encumbrances	4,466,645.10	.00	.00	1,781,098.04
Requisitions	.00			196,603.55
Available	5,463,622.43	3,972,726.86	5,097,877.20	4,438,612.37
Percent used	62.51	51.19	18.85	36.62

Account Inquiry [CITY OF SANTA FE]

Account

Fund	240 COMDEV	Acct	240-30-10-1150-122-00-000-510300-		
Org	2400122 Hum Svcs	Acct name	Professional Contracts	Account Notes	
Object	510300 Prfsl Cntr	Type	Expense	Status	Active
Project		Rollup	CDHSC HumanServicesCNT		
		Sub-Rollup			
		MultiYr Fund			

4 Year Comparison | Current Year | History | 4 Year Graph | History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	993,259.00	.00	.00	.00
Transfers In	.00	993,259.00	.00	.00
Transfers Out	-783,259.00	.00	.00	.00
Revised Budget	210,000.00	993,259.00	.00	.00
Actual (Memo)	5,030.73	40,000.00	.00	.00
Encumbrances	164,969.27	.00	.00	-164,969.27
Requisitions	.00			.00
Available	40,000.00	953,259.00	.00	164,969.27
Percent used	80.95	4.03	.00	.00

Log # *{Finance use only}*:	
Journal # *{Finance use only}*:	

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

DEPARTMENT / DIVISION NAME	DATE
Community Health and Safety/Youth & Family Services Division	8/27/2025

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
Human Services Grants and Services Funds	2400122	510400		114,069.00	
Human Services Professional Services Contracts	2400122	510300		110,000.00	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
				$ 224,069	$ -

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

Re-appropriate funding from FY25 to FY26.

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

Marcella Apodaca — 8/27/2025
Prepared By *{print name}* — Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date

Agenda Item #:

Andy Hopkins — Aug 28, 2025
Budget Officer — Date

Division Director Signature *{optional}* — Date

Aug 28, 2025
Department Director Signature — Date

Finance Director *{≤ $5,000}* — Date

City Manager *{≤ $60,000}* — Date

CITY OF SANTA FE

DATE: August 27, 2025

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

VIA: Henri Hammond-Paul, Community Health and Safety Director
Marcella Apodaca, Business Operations Manager Marcella Apodaca

FROM: Christa Hernandez, Youth and Family Services Program Manager Christa Hernandez

ITEM AND ISSUE:
Request approval to re-appropriate funding from FY25 in the amount of $124,754.00 into FY26 as part of the Human Services Committee and Children and Youth Commission grantee contracts to provide navigation and safety net services.

BACKGROUND AND SUMMARY:
The Youth and Family Services Division allocated funding based on the funding recommendations of the Human Services Committee and the Children and Youth Commission. Grantees were awarded funding via multi-year contracts to provide navigation and safety net services. The unspent funds for FY25 are broken down via the following:

Human Services Funds 2400122.510400
$93,899.00

Children and Youth Commission Funds 2560122.510400
$30,856.00

Total carryforward request: $124,755.00.

ACTION REQUESTED:
The Community Health and Safety Department requests the approval of the Carryforward Request for unspent Human Services Committee and the Children and Youth Commission grantee funds.

Account Inquiry [CITY OF SANTA FE]

Account

Fund	240 COMDEV	Acct	240-30-10-1150-122-00-000-510400-		
Org	2400122 Hum Svcs	Acct name	Grants and Services	Account Notes	
Object	510400 GrantsSvcs	Type	Expense	Status	Active
Project		Rollup	CDHSC HumanServicesCNT		
		Sub-Rollup			

MultiYr Fund

4 Year Comparison | Current Year | History | 4 Year Graph | History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	8,386,421.00	2,739,650.00	1,282,002.00	2,602,950.00
Transfers In	8,251,259.00	5,983,471.00	5,140,967.72	4,400,000.00
Transfers Out	-2,065,244.00	-583,682.00	-140,967.72	.00
Revised Budget	14,572,436.00	8,139,439.00	6,282,002.00	7,002,950.00
Actual (Memo)	4,642,168.47	4,166,712.14	1,184,124.80	586,636.04
Encumbrances	4,466,645.10	.00	.00	1,781,098.04
Requisitions	.00			196,603.55
Available	5,463,622.43	3,972,726.86	5,097,877.20	4,438,612.37
Percent used	62.51	51.19	18.85	36.62

Account Inquiry [CITY OF SANTA FE]

Account

Fund	256 REC PROG	Acct	256-30-10-1150-122-00-000-510400-		
Org	2560122 ChildYouth	Acct name	Grants and Services	Account Notes	
Object	510400 GrantsSvcs	Type	Expense	Status	Active
Project		Rollup	RPCYC Children&YouthActivitiesCNT		
		Sub-Rollup			

MultiYr Fund

4 Year Comparison | Current Year | History | 4 Year Graph | History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	1,434,364.00	1,440,364.00	1,558,456.00	1,428,205.00
Transfers In	.00	20,309.00	181,237.10	.00
Transfers Out	.00	-8,100.00	-284,936.10	.00
Revised Budget	1,434,364.00	1,452,573.00	1,454,757.00	1,428,205.00
Actual (Memo)	1,356,196.89	1,296,427.06	1,380,569.81	5,460.00
Encumbrances	32,753.11	.00	.00	1,102,236.89
Requisitions	.00			.00
Available	45,414.00	156,145.94	74,187.19	320,508.11
Percent used	96.83	89.25	94.90	77.56

Log # *{Finance use only}*:	
Journal # *{Finance use only}*:	

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

DEPARTMENT / DIVISION NAME	DATE
Community Health and Safety/Youth & Family Services Division	8/27/2025

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
Human Services Funds	2400122	510400		93,899.00	
Children and Youth Commission Funds	2560122	510400		30,856.00	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
				$ 124,755	$ -

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

Re-appropriate funding from FY25 to FY26.

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

Marcella Apodaca — 8/27/2025
Prepared By *{print name}* — Date

Division Director Signature *{optional}* — Date

Aug 28, 2025
Department Director Signature — Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date

Agenda Item #:

Andy Hopkins — Aug 28, 2025
Budget Officer — Date

Finance Director *{≤ $5,000}* — Date

City Manager *{≤ $60,000}* — Date

CITY OF SANTA FE
PLANNING & LAND USE

Date: September 25, 2025

To: Emily Oster, Finance Director Emily K. Oster

Andy Hopkins, Budget Officer Andy Hopkins

Via: Elisa Montoya, Community Development Director Elisa D Montoya
Elisa D Montoya (Sep 26, 2025 11:49:59 MDT)

From: Heather Lamboy, Planning & Land Use Department Director Heather Lamboy

Re: Funding Carry Forward from FY 2025 to FY 2026

Consistent with Mayor Webber's commitment to support critical and significant City operational and planning priorities with FY25 one-time funding allocations, the Planning and Land Use Department has received one-time funding for the following:

1. $75,000 from available General Fund balance to create a development review handbook which will cover processes and submittal requirements from development review to building permitting and inspections.
2. $600,000 from available General Fund balance for phase 2 Code Update and General Plan Update, as well as community engagement at an accelerated schedule.
3. $80,000 from available General Fund balance for E-Review Consultant $120,000 one-time funding already approved in the first one-time funding requests of 2024; will include both Building and Planning modules.
4. $470,850 for Short Term Rental Software to assist with tracking and enforcement.

Staff has been diligently working to implement policies and programs associated with these costs. Below are updates on each item.

1. An RFP has been issued for the Development Review Handbook. We anticipate the contract to be issued in September or October after the completion of the RFP process.
2. A contract amendment with WSP in the amount of $150,000 for the General Plan Update has been approved. There has been a delay in implementing Phase 2 of the Land Development Code update due to the lengthy 12-month review process conducted by the City Attorney's Office. The Code update is expected to be introduced at City Council within a month; therefore, Phase 2 of the Code update has not yet begun. As a result, the $450,000 earmarked from the one-time funding has not been encumbered.

3. After soliciting estimates for EnerGov upgrades to meet Planning & Land Use needs, there was a lengthy evaluation process of whether to continue with EnerGov or transition to OpenGov for planning, permitting, inspections, business licensing, and code enforcement processes. That review recently concluded with permission being granted by the ITT Department to pursue OpenGov. Staff aims to utilize the $200,000 previously granted in Fiscal Year 2026 to partially finance the software upgrades, enabling us to operate more efficiently and effectively.
4. The Governing Body approved a contract for Avenu, which is a short-term rental management and enforcement software, which is scheduled to launch in FY26.

The total carry forward amount requested for Planning and Land Use is $1,225,850.00

Thank you for your consideration in this matter.

CC: Amanda Encinias, Administrative Manager
Maggie Moore, Deputy Director, Planning Branch
Tom Graham, Deputy Director, Development Branch

Log # *{Finance use only}*:	
Journal # *{Finance use only}*:	

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

DEPARTMENT / DIVISION NAME	DATE
Land Use Admin	9/23/2025

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
Professional Contracts	1004501	510300		755,000	
Service Contracts	1004725	510310		470,850	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
				$ 1,225,850	$ -

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

Re-appropriation/Carry Forward from FY25

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

Amanda Encinias — 9/15/2025
Prepared By *{print name}* — Date

Division Director Signature *{optional}* — Date

Sep 26, 2025
Department Director Signature — Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date:

Agenda Item #:

Andy Hopkins — Sep 26, 2025
Budget Officer — Date

Finance Director *{≤ $5,000}* — Date

City Manager *{≤ $60,000}* — Date

Fund	100	GENFUND
Org	1004725	Enforcment
Object	510310	Svc Cntr
Project		

4 Year Comparison | Current Year | H

Yr/Per 2025/01	Fiscal Year 2025
Original Budget	.00
Transfers In	470,850.00
Transfers Out	.00
Revised Budget	470,850.00
Actual (Memo)	.00
Encumbrances	.00
Requisitions	.00
Available	470,850.00
Percent used	.00

Account Inquiry [CITY OF SANTA FE]

Account

Fund	100	GENFUND
Org	1004501	PLU Admin
Object	510300	Prfsl Cntr
Project		

4 Year Comparison | Current Year | F

Yr/Per 2025/01	Fiscal Year 2025
Original Budget	1,121,250.00
Transfers In	1,453,482.00
Transfers Out	-108,002.00
Revised Budget	2,466,730.00
Actual (Memo)	1,258,491.21
Encumbrances	330,882.32
Requisitions	.00
Available	877,356.47
Percent used	64.43

CITY OF SANTA FE

Memorandum

Date: September 8, 2025

To: Governing Body

From: Marcos Esquibel, Public Works Project Manager II Marcos Esquibel

Via: Regina Wheeler, Public Work Department Director RW

ACTION:

Request for Approval of a Budget Amendment Resolution (BAR) to Allocate $10,000,000 from the 2025 GO Bond to FY26 Complete Streets Revenue, WIP Design and WIP Construction for Paving Projects Planned for Fiscal Year 2026.

BACKGROUND:

Voters approved the $25M GO Bond for roadway improvements in November 2024. The bond has been funded and this BAR puts funding into the FY26 budget. Purchase Orders will be issued for pavement projects to be undertaken during the period of September 2025 – October 2026. Projects planned include Airport Road, Cerrillos Road, Cordova Road, Jaguar, Country Club, Pueblo Tsankawi and Vuelta Dorada. Roadwork will include pavement rehabilitation, ADA ramp improvements and new striping.

ATTACHMENTS:

Project Ledger Form
BAR

City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form

Date of Request: 8/26/2025

Project Title: 2025 Bond Paving FY26 POs

Project Type: ☑ CIP ☐ Grant ☑ Internal Tracking

Project ID: _____

Grant ID: _____

Approved By: _____

Entered By: _____ (Finance Use Only)

Department: PUBLIC WORKS Project Manager: Marcos Esquibel Ext: 575-791-0979

Project Date Range: 8/26/2025 to 11/01/2026 ☐ Create Fixed Asset

---

☐ Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: 2025 GO Bond $25M % of Funding: 100%

MUNIS ORG: 3650414 MUNIS OBJ: 572970 Awarded Amount: 9,000,000

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: CONSTRUCTION MUNIS ORG: 3650414 MUNIS OBJ: 572970

Phase: _____ MUNIS ORG: _____ MUNIS OBJ: _____

Phase: _____ MUNIS ORG: _____ MUNIS OBJ: _____

Contract number: Various Comments/Other: POs for Paving in 2026 Paving Season

GRANTS ONLY:

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ ☐ Grant funds multiple projects (Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) ☐ Attached Grant Documentation

Log # *{Finance use only}*:	
Journal # *{Finance use only}*:	

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

DEPARTMENT / DIVISION NAME	DATE
Public Works/Complete Streets Division	9/30/2025

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
WIP Construction - Pavement Rehabilitation	3650414	572970	PWD2636501	9,800,000	
WIP Design - Pavement Rehabilitation	3650414	572960	PWD2636501	200,000	
Capital Transfer to Roadways & Drainage	4000961	760365		10,000,000	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
Capital Transfer from GO Bond Debt Service - 2025 GO Bond	3650414	660400		(10,000,000)	
				$ 10,000,000	$ -

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

Moving portion of 2025 GO Bond proceeds into budget to issue POs for FY26 paving season. Projects include Cerrillos Rd, Airport Rd, Country Club, South Meadows, Jaguar, E. Buena Vista, Vuelta Dorado, Pueblo Tsankawi, and Sabino.

{Complete section below if BAR results in a net change to ANY Fund}

Fund(s) Affected	Fund Balance Increase/(Decrease)
400	(10,000,000)
TOTAL:	**(10,000,000)**

Carol Swenson — 9/30/2025
Prepared By *{print name}* — Date

Division Director Signature *{optional}* — Date

Regina Wheeler — 10/02/2025
Regina Wheeler (Oct 2, 2025 09:06:19 MDT)
Department Director Signature — Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date:

Agenda Item #:

Andy Hopkins — 10/03/2025
Budget Officer — Date

Finance Director *{≤ $5,000}* — Date

City Manager *{≤ $60,000}* — Date

GB Packet FY26 BAR Paving Bond $10M

Interim Agreement Report 2025-10-03

Created:	2025-10-02
By:	YVONNE SWENSON (ycswenson@santafenm.gov)
Status:	Out for Signature
Transaction ID:	CBJCHBCAABAAmQCrKBEScn_NjiDwzbkJeWMFs-qzY1pn

Agreement History

Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.

"GB Packet FY26 BAR Paving Bond $10M" History

Document created by YVONNE SWENSON (ycswenson@santafenm.gov)
2025-10-02 - 2:47:08 PM GMT- IP address: 63.232.20.2

Document emailed to MARCOS ESQUIBEL (mpesquibel@santafenm.gov) for signature
2025-10-02 - 2:54:36 PM GMT

Email viewed by MARCOS ESQUIBEL (mpesquibel@santafenm.gov)
2025-10-02 - 2:55:28 PM GMT- IP address: 63.232.20.2

Document e-signed by MARCOS ESQUIBEL (mpesquibel@santafenm.gov)
Signature Date: 2025-10-02 - 2:56:34 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to rawheeler@santafenm.gov for signature
2025-10-02 - 2:56:36 PM GMT

Email viewed by rawheeler@santafenm.gov
2025-10-02 - 3:05:37 PM GMT- IP address: 104.47.65.254

Signer rawheeler@santafenm.gov entered name at signing as Regina Wheeler
2025-10-02 - 3:06:17 PM GMT- IP address: 63.232.20.2

Document e-signed by Regina Wheeler (rawheeler@santafenm.gov)
Signature Date: 2025-10-02 - 3:06:19 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature
2025-10-02 - 3:06:22 PM GMT

Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2025-10-03 - 3:01:49 PM GMT- IP address: 98.249.77.89

Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Signature Date: 2025-10-03 - 3:03:47 PM GMT - Time Source: server- IP address: 98.249.77.89

Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
2025-10-03 - 3:03:49 PM GMT

CITY OF SANTA FE

Memorandum

Date: September 12, 2025

To: Governing Body; Public Works and Utilities Committee; Finance Committee

From: Jesse Roach, Interim Public Utilities Director Jesse Roach

RE: Updating Water Offset Requirement Fee Chart

EXECUTIVE SUMMARY:
Consistent with SFCC 1987 25-12.8, this resolution would increase costs in the City of Santa Fe's ("City's") Water Offset Requirement Fee Chart ("Chart") from $16,600 to $36,000 per acre-foot ("AF") of added water demand. This overdue adjustment will bring water offset costs into closer alignment with the true cost of additional water demand.

BACKGROUND AND JUSTIFICATION:
As part of the land development process, new water demand brought to the system by any development is calculated with a water budget. A developer can offset a new water demand by transferring pre 1907 water rights from Middle Rio Grande (MRG) to the City's Buckman Wellfield. "Sub-threshold" developments add less than a threshold amount of demand (10 AF per year (AFY) for residential, 5 AFY for commercial, and 7.5 AFY for mixed use). Those developments can pay the City a fee instead of transferring the water rights. The Chart estimates water demand associated with different types of use and associated costs based on a specified value of one AF of water rights. Although the Chart specifies that the value be updated annually, the City hasn't changed the value of $16,600 per AF (including administrative fees) since 2010.

Transferring water rights from the MRG into the Buckman Wellfield takes years and involves significant transaction costs including negotiations and or litigation in response to protests from the Middle Rio Grande Conservancy District and Middle Rio Grande Pueblos. The City recently lost a water rights acquisition due to the delay associated with these protests. As a result of the delays and costs associated with transfers, the true market cost of water rights in the Buckman Wellfield is represented by the value of rights in the City's Water Bank where developers can move water rights in anticipation of needing them for development. The City has limited transactional data from the Water Bank but the most recent transaction it has, which occurred in March of this year valued the water rights at $36,000 per AF. Santa Fe County currently uses a water offset fee of $36,000 per AF. City staff recommends matching this value, including administrative fees, with an effective date of January 1, 2026. The City will continue to collect transaction data from the Water Bank where possible to inform future updates to the specified value of water rights in the Chart.

ATTACHMENTS:
Resolution
FIR

General Information

Santa Fe, City of
P O Box 909 Santa Fe, NM 87504-0909
( ) -
Water Treatment Plant Chemical Feed Project

Water Project Fund 2026 Application

Water Storage, Conveyance and Delivery Project

Funding Request Amount: 2,550,000.00

PART I. GENERAL APPLICANT AND PROJECT INFORMATION

A. APPLICANT INFORMATION

Full Legal Name of Entity:	City of Santa Fe Water
Mailing Address:	PO Box 909
Street Address:	801 W. San Mateo Rd
City:	Santa Fe, NM
Zip Code:	87504-0909
County:	Santa Fe
Phone:	505-955-4309
Email Address:	jdroach@santafenm.gov

B. SERVICE AREA OF APPLICANT

Communities in Applicant's Service Area:	City of Santa Fe
Counties in Applicant's Service Area:	Santa Fe County
NM House District(s):	48
NM Senate District(s):	25
Map of Service Area:	Current File: WTB-ServiceArea_Map

Has Applicant recently completed a Median Household Income (MHI) survey that the Applicant believes more accurately reflects the MHI of the Applicant's service area?

Yes or No: NO

If Yes, please describe below the methodology used and attach a copy of the survey results.

Methodology:

Attachment:	Current File: None

Census Tract(s) of Applicant's Service Area or, if applicable, name of Census Designated Place:

City of Santa Fe

C. PROJECT LOCATION:

Street Address:	1780 Upper Canyon Rd
City:	Santa Fe
Zip:	87501
Communities served by the Project:	City of Santa Fe
County or Counties where Project is located:	
Map of Project Area:	Current File: WTB-MapOfProjectArea

D. APPLICANT CONTACTS

PRIMARY CONTACT

Name:	Jonathan Montoya
Title:	Interim Water Division Director
Address:	801 W. San Mateo Rd
City:	Santa Fe
Zip Code:	87504
Phone:	505-955-4373
Email Address:	jmmontoya@santafenm.gov

SECONDARY CONTACT

Name:	Clinton Peterson
Title:	Engineer
Address:	801 W. San Mateo Rd
City:	Santa Fe
Zip Code:	87504
Phone:	505-955-4231
Email Address:	cdpeterson@santafenm.gov

CONSULTING ENGINEER

Name:	Carollo
Title:	Design Engineering
Firm:	Carollo
Address:	6200 Uptown Blvd. NE, Suite 120

Address:	6200 Uptown Blvd. NE, Suite 120
City:	Albuquerque
Zip Code:	87110
Phone:	505-881-5034
Email Address:	

LEGAL COUNSEL CONTACT

Name:	Marco Martinez
Firm:	City of Santa FE
Address:	200 Lincoln Ave
City:	City of Santa Fe
Zip Code:	87501
Phone:	505-955-6949
Email Address:	mdmartinez@santafenm.gov

OTHER CONTACT

Name:	Alan G. Hook
Title:	Water Resources Coordinator
Firm:	City of Santa Fe
Address:	801 W. San Mateo Rd
City:	Santa Fe
Zip Code:	87504
Phone:	505-955-4205
Email Address:	aghook@santafenm.gov

PART II. PROJECT SUMMARY

1. Project Scope. Provide a ***brief statement*** of the project. State: 1) the requested Scope of funding as Plan, Design, and/or Construction, and 2) the overall goal of project. (Example: "Plan, design, and construct Main St water transmission lines.")

Note: Response is limited to 200 Characters.

1) A design for upgrades to the chemical feed equipment & filters at the CRWTP for the City of Santa Fe. 2) Goal is to update water treatment process

2. Project Description. Regarding *only the Scope for which funding is being requested*:

a. Provide a detailed description of the project.

To construct upgrades to the chemical feed equipment and filters at the Canyon Road Water Treatment Plant for the City of Santa Fe in Santa Fe County. Work will include the construction of a new chemical storage building and replacement and upgrades to filter valve, piping, instrumentation, and controls. Other upgrades and replacements will be done according to the results of the

City's 2020 Comprehensive Performance and Facility Optimization Evaluations Report.

b. Explain why the project is necessary.

This project is necessary to improve the treatment plant drinking water process per the City's 2020 Comprehensive Performance and Facility Optimization Evaluations Report.

c. Describe the overall degree of benefit from the project.

This benefits only benefits rate-paying customers in the City of Santa Fe (approximately 80,000 citizens), but not 100% of the citizens.

3. Project Selection.

a. Describe how the project area or alternative was selected.

The project design was selected based upon the City's 2020 Comprehensive Performance and Facility Optimization Evaluations Report.

b. If this is a second or subsequent phase of a project, describe the extent to which experience from the previous phases of the project altered the planning or implementation of the requested phase.

Not applicable.

4. Project Continuation. (Phase of a previously funded WTB Project.) If this is a phase of a larger project, have any previous phases of the larger project been awarded by the Water Trust Board?

Yes or No: No

If yes, provide the WTB Project Number(s):

If yes, please describe below whether previous phase(s) met or is meeting the project goals and objectives.

5. If funded, would this phase complete the larger project?

Yes or No: No

If no, briefly explain why:

This funding is only for design prior to construction.

6. Human Health and Safety. Describe how the project addresses human health and safety needs of the community.

This project does not eliminate a risk or hazard to public health and/or safety.

7. Is this project identified in a regional water plan accepted by the New Mexico Interstate Stream Commission?

Yes or No: No

If yes, please provide the name of the plan and the date of acceptance.

Name of Plan:

Date: / /

8. Is this project listed on the community's current Infrastructure Capital Improvement Plan (ICIP)?

Yes or No: Yes

If yes, provide the Priority Number and Date of Prioritization.

ICIP Priority No.	39331
Date of Prioritization:	07/11/2025

9. Community Support.

a. List all of the partners involved in this project and outline the responsibilities for each partner.

Carollo Engineering will provide design.

b. Describe how the surrounding communities are involved.

Not applicable

c. Identify the regional collaboration, including how stakeholders participate both financially and programmatically.

Not applicable

Optional: Attach letters of support from project partners, including Federal, Tribal, State, Non-Governmental Organizations and private interests, as applicable.

Attachment (combine multiple letters into one attachment):	Current File: None

PART III. PROJECT DETAIL

1. Required Planning Document. Section II 3.2 of the WTB Project Management Policies requires Applicants to submit a Planning Document as part of the Project Application.

When was the planning document completed?

07/18/2025

Which regulatory or funding agency(ies) approved the Planning Document, if any?

None

Date of last cost updates, if any:	/ /
Title of Planning Document:	CANYON ROAD WTP FILTER AND CHEMICAL IMPROVEMENTS

Name of Firm that prepared the Planning Document:

Carollo Engineers, LLC

Name of primary Planning Document preparer:

Carollo Engineers, LLC

Please upload Planning Document here. If necessary, break and attach document into parts (additional Attachment blocks are also provided at end of application).

Planning Document Attachment 1	Current File: WTB-PlanningDocument-Attachment1
Planning Document-Attachment 2	Current File: None
Planning Document Attachment 3	Current File: None
Planning Document Attachment 4	Current File: None

2. Design only projects. Is the funding sought for design only? If so, you may qualify for 100% grant with the following conditions:

conditions:

- The project serves or will serve fewer than 500 connections.
- The scope is limited to design only; "design" is defined as necessary technical work required to prepare a complete and final set of plans and specifications ready to be bid.
- The costs for the design must be substantiated with the coordinating planning document(s).
- Grants for design may not exceed $500,000.

Yes

3. Project Funding. Please download the Project Funding spreadsheet at the top of the page, provide total estimated project costs under the appropriate Funding Sources, save it to your local computer and then upload it as a spreadsheet here:

(Attach in spreadsheet format only.) Current File: WTB-ProjectFunding_Attachment

4. Source and Status of Matching Funds. Identify the sources, terms and status of all local, State and Federal Funds identified for this project, and attach documentation substantiating the match.

***NOTE**: If no documentation/evidence of match is provided, match cannot be verified.*

Source *(Name of Federal Funding Agency)*:

Amount: 0.00

Type (Loan, Grant, or Loan/Grant):

Term (# of years)**:**

Status (Application Pending, Approved, or Secured):

Attach evidence of federal funds here: Current File: None

Source *(Name of State Funding Agency)*:

Amount: 0.00

Type (Loan, Grant, or Loan/Grant):

Term (# of years)**:**

Status (Application Pending, Approved, or Secured):

Attach evidence of state funds here: Current File: None

Source (Local): Enterprise Revenue Funds

Amount: 0.00

Type (Bond Proceeds, Accumulated Reserves, or Other Budgeted Funds):

Term (# of years):

Status (Application Pending, Approved, or Secured): secured

Attach evidence of local funds here: Current File: WTB-SourceOfMatchingFundsStatus-Local-Attach

5. Project Readiness.

• Have construction plans and specifications been completed?

Yes or No: No

If yes, please provide the date of completion:

/ /

• If plans and specifications have not been completed, provide estimated date of completion.

Completion date: 09/30/2026

• Have engineering services been procured?

Yes or No: Yes

6. Permits/Licenses/Authorizations. Download Permits Detail spreadsheet at the top of the page, provide the status of each required permit, certification, license or authorization required to complete the project and the time frame for completion. Save the spreadsheet to your local drive, then upload it as an attachment here:

Current File: WTB-PermitsLicenses_Attachment

7. Assuming funds are approved in July 2026, would this project be able to be completed by June 2028?

Yes or No: Yes

If no, what is the estimated time of completion?

Date: / /

PART IV. EXPECTED PROJECT BENEFITS

1. Regionalization. The evaluation criteria provides up to 10 points for projects that demonstrate regional impacts. Maximum points are given to projects that incorporate greater than 80% of the population within a five-mile radius.

a. Describe the direct and indirect impacts of the project, including benefits to the region.

This benefits only rate-paying customers in the City of Santa Fe (approximately 80,000 citizens), but not 100% of the citizens.

b. What is the percentage of population served by the project? 95.000000

c. Describe the extent to which the project increases efficiencies through collaboration.

This project does not eliminate a risk or hazard to public health and/or safet.y

d. Does the project replace individual well-septic systems? No

Explain: It is simply upgrading existing water infrastructure.

e. Describe collaboration efforts to date and the results of the collaboration.

Collaborating with Carallo Engineering, LLC has created 30% design

Please cite the Planning Document and its page numbers or sections that substantiate your statements above.

Page 1.

2. Health and Safety. The evaluation criteria provides up to 30 points for projects that address human health and safety. Maximum points are given to projects that specifically address imminent or existing threats to human health and safety due to water borne disease and Safe Drinking Water Act violations.

a. Describe the purpose of the project as it relates to health and safety, including any expected health and safety impacts.

This project does not eliminate a risk or hazard to public health and/or safety

b. Do the health and safety conditions to be addressed currently exist? Explain.

Not applicable

c. What is the extent of expected health and safety impacts if the project were not to proceed? Describe any resulting threats to human health and safety.

This project does not eliminate a risk or hazard to public health and/or safety.

Please cite the Planning Document and its page numbers or sections that substantiate your statements above.

Page 1.

3. Plan and Design. The evaluation criteria provides up to 10 points for projects that demonstrate a well-designed selection, design and implementation of infrastructure improvements. Maximum points are given to projects that incorporate water saving technologies into a well-designed project.

a. Describe the status of the project's design and note if the concept is substantively complete.

30% Design

b. Describe the methodology used to measure the project's expected outcome, planned objectives and other benchmarks for measuring project results and describe how they have been incorporated into the project design.

Monthly progress reports with invoicing to track progress and reduce cost overruns.

Please cite the Planning Document and its page numbers or sections that substantiate your statements above.

CANYON ROAD WTP FILTER AND CHEMICAL IMPROVEMENTS PROJECT, p. 1

4. Emergency. The evaluation criteria provides up to 25 points for projects that address imminent or existing catastrophic conditions related to water quality or quantity. Maximum points are given to projects that cure severe violations of water quality.

a. Describe how the expected impacts of the project address imminent or existing catastrophic conditions related to water quality improvements.

Not applicable

b. Do the emergency conditions to be addressed currently exist? Explain.

Not applicable

c. What is the extent of expected impacts if the project were not to proceed? Describe any resulting threats to human health and safety from imminent or existing catastrophic conditions related to water quality improvements.

This project does not eliminate a risk or hazard to public health and/or safety.

Please cite the Planning Document and its page numbers or sections that substantiate your statements above.

N/A

PART V. REGULATORY COMPLIANCE

In preparation for the Readiness Application, regulatory agencies will certify the applicant compliance with all relevant regulations. Please note that Water Trust Board Policies require the Office of State Engineer to verify water rights. Applicants must submit a completed request form *directly to the Office of the State Engineer* in order to receive verification. Applicants requesting funding for watershed restoration or ESA collaborative projects do not need to receive verification. Flood prevention projects also do not require verification unless they include jurisdictional dams or storage facilities.

(Download OSE form at the top of this page. Complete and submit the completed request form *directly to the Office of the State Engineer.*)

1. Does the Applicant have all necessary water rights to complete the project?

Yes or No: Yes

2. Does the water system supply, deliver, distribute or otherwise provide at least 500-acre feet annually for domestic, commercial, industrial or government customers for non-agricultural purposes?

Yes or No: Yes

If yes, has the Applicant completed a Water Conservation Plan as required by law?

Yes

If no, explain.

PART VI. ATTACHMENTS

A. Required

- Resolution by the governing body authorizing the submission of an application to the Water Trust Board.

Current File: WTB-RequiredAttachment_ResolutionAttach

- Copy of organizational documents for non-governmental entities, including current Articles of Incorporation, Bylaws, etc.

Current File: WTB-RequiredAttachment_IncorporationAttach

B. Additional Documents (optional)

Attach below any additional information you believe would be helpful to evaluating your project.

1. Document description:

Attachment: Current File: None

2. Document description:

Attachment: Current File: None

3. Document description:

Attachment: Current File: None

4. Document description:

Attachment: Current File: None

PART VII. APPLICANT CERTIFICATION

PART VII: APPLICANT CERTIFICATION

Please download the Applicant Certification document at the top of the page, sign and save it to your computer, then upload it to the application here:

Attachment: Current File: WTB-ApplicantCertification_Attach

General Information

Santa Fe, City of
P O Box 909 Santa Fe, NM 87504-0909
( ) -
City of Santa Fe Sewer Rehabilitation Project

Water Project Fund 2026 Application

Wastewater Collection, Conveyance, and Treatment Project

Funding Request Amount: 2,550,000.00

PART I. GENERAL APPLICANT AND PROJECT INFORMATION

A. APPLICANT INFORMATION

Full Legal Name of Entity:	Santa Fe Public Utilities Department
Mailing Address:	PO Box 909
Street Address:	801 W. San Mateo
City:	Santa Fe
Zip Code:	87504-0909
County:	Santa Fe
Phone:	505-955-4333
Email Address:	cedickens@santafenm.gov

B. SERVICE AREA OF APPLICANT

Communities in Applicant's Service Area:	Santa Fe
Counties in Applicant's Service Area:	Santa Fe
NM House District(s):	48
NM Senate District(s):	25
Map of Service Area:	Current File: WTB-ServiceArea_Map

Has Applicant recently completed a Median Household Income (MHI) survey that the Applicant believes more accurately reflects the MHI of the Applicant's service area?

Yes or No: No

If Yes, please describe below the methodology used and attach a copy of the survey results.

Methodology:

Methodology:

Attachment:	Current File: None

Census Tract(s) of Applicant's Service Area or, if applicable, name of Census Designated Place:

NA

C. PROJECT LOCATION:

Street Address:	Santa Fe - City-wide Project
City:	Santa Fe
Zip:	87504
Communities served by the Project:	Santa Fe
County or Counties where Project is located:	
Map of Project Area:	Current File: WTB-MapOfProjectArea

D. APPLICANT CONTACTS

PRIMARY CONTACT

Name:	Carl Dickens
Title:	Project Manager
Address:	801 W. San Mateo
City:	Santa Fe
Zip Code:	87505
Phone:	505-577-3708
Email Address:	cedickens@santafenm.gov

SECONDARY CONTACT

Name:	Mike Dozier
Title:	Waste Water Division Director
Address:	801 W. San Mateo
City:	Santa Fe
Zip Code:	87505
Phone:	505-955-4642
Email Address:	mldozier@santafenm.gov

CONSULTING ENGINEER

Name:	
Title:	

Firm:

Address:

City:

Zip Code:

Phone:

Email Address:

LEGAL COUNSEL CONTACT

Name:	Marcos Martinez
Firm:	City of Santa Fe
Address:	200 Lincoln Ave
City:	Santa Fe
Zip Code:	87501
Phone:	505-955-6502
Email Address:	mdmartinez@santafenm.gov

OTHER CONTACT

Name:

Title:

Firm:

Address:

City:

Zip Code:

Phone:

Email Address:

PART II. PROJECT SUMMARY

1. Project Scope. Provide a ***brief statement*** of the project. State: 1) the requested Scope of funding as Plan, Design, and/or Construction, and 2) the overall goal of project. (Example: "Plan, design, and construct Main St water transmission lines.")

Note: Response is limited to 200 Characters.

The overall goal of the project is to replace aging sewer lines throughout the City of Santa Fe.

2. Project Description. Regarding *only the Scope for which funding is being requested*:

a. Provide a detailed description of the project.

The City of Santa has numerous areas requiring the replacement of old and aging sewer lines. This project is designed to prevent any major sewer incidents.

b. Explain why the project is necessary.

The project is necessary to ensure that there are no sewer line failures that could potentially lead to environmental damage and human health issues.

c. Describe the overall degree of benefit from the project.

The benefit is simple and straightforward, properly functioning sewer lines carrying waste to a treatment plant is a vital component to the city of Santa Fe and its residents.

3. Project Selection.

a. Describe how the project area or alternative was selected.

Sewer lines run throughout the City of Santa Fe, there are no alternative to the location of the project, it is city-wide.

b. If this is a second or subsequent phase of a project, describe the extent to which experience from the previous phases of the project altered the planning or implementation of the requested phase.

There will be several phases to the sewer line replacement project. It is a consistent ongoing process and is not altered by previous line replacement projects.

4. Project Continuation. (Phase of a previously funded WTB Project.) If this is a phase of a larger project, have any previous phases of the larger project been awarded by the Water Trust Board?

Yes or No: No

If yes, provide the WTB Project Number(s):

If yes, please describe below whether previous phase(s) met or is meeting the project goals and objectives.

5. If funded, would this phase complete the larger project?

Yes or No: No

If no, briefly explain why:

Replacing the miles of City sewer lines is a long-term and ongoing project. consisting of many phases.

6. Human Health and Safety. Describe how the project addresses human health and safety needs of the community.

Properly functioning sewer lines are essential elements for the health and safety of residents of the City of Santa Fe.

7. Is this project listed on the community's current Infrastructure Capital Improvement Plan (ICIP)?

Yes or No: Yes

If yes, provide the Priority Number and Date of Prioritization.

ICIP Priority No. #068

Date of Prioritization: 06/11/2025

8. Community Support.

a. List all of the partners involved in this project and outline the responsibilities for each partner.

The partners involved in the project are the residents of Santa Fe who are dependent on the sewer lines for waste removal

dependent on the sewer lines for waste removal.

b. Describe how the surrounding communities are involved.

Surrounding communities are not involved with City sewer lines..

c. Identify the regional collaboration, including how stakeholders participate both financially and programmatically.

NA

Optional: Attach letters of support from project partners, including Federal, Tribal, State, Non-Governmental Organizations and private interests, as applicable.

Attachment (combine multiple letters into one attachment): Current File: None

PART III. PROJECT DETAIL

1. Required Planning Document. Section II 3.2 of the WTB Project Management Policies requires Applicants to submit a Planning Document as part of the Project Application.

When was the planning document completed?

08/13/2025

Which regulatory or funding agency(ies) approved the Planning Document, if any?

N/A

Date of last cost updates, if any: / /

Title of Planning Document: On-Call Collection System Construction Contract

Name of Firm that prepared the Planning Document:

SKE Contractors, LLC

Name of primary Planning Document preparer:

N/A

Please upload Planning Document here. If necessary, break and attach document into parts (additional Attachment blocks are also provided at end of application).

Planning Document Attachment 1 Current File: WTB-PlanningDocument-Attachment1

Planning Document-Attachment 2 Current File: None

Planning Document Attachment 3 Current File: None

Planning Document Attachment 4 Current File: None

2. Design only projects. Is the funding sought for design only? If so, you may qualify for 100% grant with the following conditions:

- The project serves or will serve fewer than 500 connections.
- The scope is limited to design only; "design" is defined as necessary technical work required to prepare a complete and final set of plans and specifications ready to be bid.
- The costs for the design must be substantiated with the coordinating planning document(s).
- Grants for design may not exceed $500,000.

No

3. Project Funding. Please download the Project Funding spreadsheet at the top of the page, provide total estimated project costs under the appropriate Funding Sources, save it to your local computer and then upload it as a spreadsheet here:

(Attach in spreadsheet format only.) Current File: WTB-ProjectFunding_Attachment

4. Source and Status of Matching Funds. Identify the sources, terms and status of all local, State and Federal Funds identified for this project, and attach documentation substantiating the match.

***NOTE**: If no documentation/evidence of match is provided, match cannot be verified.*

Source *(Name of Federal Funding Agency)*:

Amount: 0.00

Type (Loan, Grant, or Loan/Grant):

Term (# of years)**:**

Status (Application Pending, Approved, or Secured):

Attach evidence of federal funds here: Current File: None

Source *(Name of State Funding Agency)*:

Amount: 0.00

Type (Loan, Grant, or Loan/Grant):

Term (# of years)**:**

Status (Application Pending, Approved, or Secured):

Attach evidence of state funds here: Current File: None

Source (Local): Wastewater Enterprise Funds

Amount: 0.00

Type (Bond Proceeds, Accumulated Reserves, or Other Budgeted Funds):

Term (# of years):

Status (Application Pending, Approved, or Secured):

Attach evidence of local funds here: Current File: WTB-SourceOfMatchingFundsStatus-Local-Attach

5. Project Readiness.

- Have construction plans and specifications been completed?

  Yes or No: No

  If yes, please provide the date of completion:

  / /

- If plans and specifications have not been completed, provide estimated date of completion

• If plans and specifications have not been completed, provide estimated date of completion:

Completion date: 08/13/2029

• Have engineering services been procured?

Yes or No: No

6. Permits/Licenses/Authorizations. Download Permits Detail spreadsheet at the top of the page, provide the status of each required permit, certification, license or authorization required to complete the project and the time frame for completion. Save the spreadsheet to your local drive, then upload it as an attachment here:

Current File: WTB-PermitsLicenses_Attachment

7. Assuming funds are approved in July 2026, would this project be able to be completed by June 2028?

Yes or No: Yes

If no, what is the estimated time of completion?

Date: / /

PART IV. EXPECTED PROJECT BENEFITS

1. Regionalization. The evaluation criteria provides up to 10 points for projects that demonstrate regional impacts. Maximum points are given to projects that incorporate greater than 80% of the population within a five-mile radius.

a. Describe the direct and indirect impacts of the project, including benefits to the region.

The direct benefit is ensuring that waste is efficiently and effectively carried to the City's treatment facility. The is no indirect benefit.

b. What is the percentage of population served by the project? 100.000000

c. Describe the extent to which the project increases efficiencies through collaboration.

There is collaboration required in replacing sewer lines. It is a simple and straightforward process based on the need to replace lines.

d. Does the project replace individual well-septic systems? No

Explain: NA

e. Describe collaboration efforts to date and the results of the collaboration.

NA

Please cite the Planning Document and its page numbers or sections that substantiate your statements above.

NA

2. Health and Safety. The evaluation criteria provides up to 30 points for projects that address human health and safety. Maximum points are given to projects that specifically address imminent or existing threats to human health and safety due to water borne disease and Safe Drinking Water Act violations.

a. Describe the purpose of the project as it relates to health and safety, including any expected health and safety impacts.

Properly functioning sewer lines are a keystone need for any and all municipalities.

b. Do the health and safety conditions to be addressed currently exist? Explain.

Yes. Every metropolitan area needs to properly dispose of waste.

c. What is the extent of expected health and safety impacts if the project were not to proceed? Describe any resulting threats to human health and safety.

Broken and poorly functioning sewer lines would create serious and immediate health issues including disease transmission.

Please cite the Planning Document and its page numbers or sections that substantiate your statements above.

N/A

3. Plan and Design. The evaluation criteria provides up to 10 points for projects that demonstrate a well-designed selection, design and implementation of infrastructure improvements. Maximum points are given to projects that incorporate water saving technologies into a well-designed project.

a. Describe the status of the project's design and note if the concept is substantively complete.

N/A

b. Describe the methodology used to measure the project's expected outcome, planned objectives and other benchmarks for measuring project results and describe how they have been incorporated into the project design.

Project Manager and Public Utilities staff oversight.

Please cite the Planning Document and its page numbers or sections that substantiate your statements above.

N/A

4. Emergency. The evaluation criteria provides up to 25 points for projects that address imminent or existing catastrophic conditions related to water quality or quantity. Maximum points are given to projects that cure severe violations of water quality.

a. Describe how the expected impacts of the project address imminent or existing catastrophic conditions related to water quality improvements.

Broken or leaking sewer lines could lead to groundwater contamination impacting the City's production wells.

b. Do the emergency conditions to be addressed currently exist? Explain.

Yes

c. What is the extent of expected impacts if the project were not to proceed? Describe any resulting threats to human health and safety from imminent or existing catastrophic conditions related to water quality improvements.

Broken or leaking sewer lines causing serious immediate and long-term health issues would be the result of the project not proceeding.

Please cite the Planning Document and its page numbers or sections that substantiate your statements above.

N/A

PART V. REGULATORY COMPLIANCE

In preparation for the Readiness Application, regulatory agencies will certify the applicant's compliance with all relevant regulations.

PART VI. ATTACHMENTS

A. Required

- Resolution by the governing body authorizing the submission of an application to the Water Trust Board.

Current File: WTB-RequiredAttachment_ResolutionAttach

• Copy of organizational documents for non-governmental entities, including current Articles of Incorporation, Bylaws, etc.

Current File: WTB-RequiredAttachment_IncorporationAttach

B. Additional Documents (optional)

Attach below any additional information you believe would be helpful to evaluating your project.

1. Document description: Waiver Request

Attachment: Current File: WTB-AdditionalDocument1-Attach

2. Document description:

Attachment: Current File: None

3. Document description:

Attachment: Current File: None

4. Document description:

Attachment: Current File: None

PART VII. APPLICANT CERTIFICATION

Please download the Applicant Certification document at the top of the page, sign and save it to your computer, then upload it to the application here:

Attachment: Current File: WTB-ApplicantCertification_Attach

General Information

Santa Fe, City of
P O Box 909 Santa Fe, NM 87504-0909
( ) -
City of Santa Fe Wastewater Plant Replacement

Water Project Fund 2026 Application

Wastewater Collection, Conveyance, and Treatment Project

Funding Request Amount: 8,500,000.00

PART I. GENERAL APPLICANT AND PROJECT INFORMATION

A. APPLICANT INFORMATION

Full Legal Name of Entity:	City of Santa Fe Public Utilities Department
Mailing Address:	PO Box 909
Street Address:	801 W. San Mateo
City:	Santa Fe
Zip Code:	87504-0909
County:	Santa Fe
Phone:	505-955-4333
Email Address:	cedickens@santafenm.gov

B. SERVICE AREA OF APPLICANT

Communities in Applicant's Service Area:	Santa Fe
Counties in Applicant's Service Area:	Santa Fe
NM House District(s):	48
NM Senate District(s):	25
Map of Service Area:	Current File: WTB-ServiceArea_Map

Has Applicant recently completed a Median Household Income (MHI) survey that the Applicant believes more accurately reflects the MHI of the Applicant's service area?

Yes or No: No

If Yes, please describe below the methodology used and attach a copy of the survey results.

Methodology:

Methodology:

Attachment:	Current File: None

Census Tract(s) of Applicant's Service Area or, if applicable, name of Census Designated Place:

City of Santa Fe

C. PROJECT LOCATION:

Street Address:	73 Paseo Real
City:	Santa Fe
Zip:	87507
Communities served by the Project:	City of Santa Fe
County or Counties where Project is located:	
Map of Project Area:	Current File: WTB-MapOfProjectArea

D. APPLICANT CONTACTS

PRIMARY CONTACT

Name:	Carl Dickens
Title:	Project Manager
Address:	801 . San Mateo
City:	Santa Fe
Zip Code:	87505
Phone:	505-577-3708
Email Address:	cedickens@santafenm.gov

SECONDARY CONTACT

Name:	Mike Dozier
Title:	Waste Water Division Director
Address:	801 West San Mateo
City:	Santa Fe
Zip Code:	87505
Phone:	505-955-4642
Email Address:	aghook@santafenm.gov

CONSULTING ENGINEER

Name:	
Title:	

Firm:

Address:

City:

Zip Code:

Phone:

Email Address:

LEGAL COUNSEL CONTACT

Name:	Marcos Martinez
Firm:	City of Santa Fe
Address:	200 Lincoln Avenue
City:	Santa Fe
Zip Code:	87501
Phone:	505-955-6502
Email Address:	mdmartinez@santafenm.gov

OTHER CONTACT

Name:

Title:

Firm:

Address:

City:

Zip Code:

Phone:

Email Address:

PART II. PROJECT SUMMARY

1. Project Scope. Provide a ***brief statement*** of the project. State: 1) the requested Scope of funding as Plan, Design, and/or Construction, and 2) the overall goal of project. (Example: "Plan, design, and construct Main St water transmission lines.")

Note: Response is limited to 200 Characters.

Project is to create a plan and design for a replacement facility for the Paseo Real Water Reclamation Facility (wastewater treatment plant) located in Santa Fe..

2. Project Description. Regarding *only the Scope for which funding is being requested*:

a. Provide a detailed description of the project.

This is not a project. We are requesting funding to create a design and plan document to be utilized for the purposes of constructing and/or rehabbing

replacement wastewater treatment facility.

b. Explain why the project is necessary.

The existing wastewater plant was constructed in the 1960s, it has been "patched" over the years but at this point needs to be replaced or completely rehabilitated.

c. Describe the overall degree of benefit from the project.

Returning clean water to the Santa Fe River are federal, EPA and state Enviroment Department reulated requirements. It benefits downstream users, farmers, ranches and the Santa Fe River's riparian environment

3. Project Selection.

a. Describe how the project area or alternative was selected.

The plant has been in the same location since the 1960s and needs to be on the Santa Fe River. There is no alternative location.

b. If this is a second or subsequent phase of a project, describe the extent to which experience from the previous phases of the project altered the planning or implementation of the requested phase.

It is not the second phase of a project.

4. Project Continuation. (Phase of a previously funded WTB Project.) If this is a phase of a larger project, have any previous phases of the larger project been awarded by the Water Trust Board?

Yes or No: No

If yes, provide the WTB Project Number(s):

If yes, please describe below whether previous phase(s) met or is meeting the project goals and objectives.

5. If funded, would this phase complete the larger project?

Yes or No: NO

If no, briefly explain why:

This is the design phase.

6. Human Health and Safety. Describe how the project addresses human health and safety needs of the community.

Properly processed wastewater is essential to the health and safety of downstream users, farmers and ranchers and communities. A new plant would provide those assurances.

7. Is this project listed on the community's current Infrastructure Capital Improvement Plan (ICIP)?

Yes or No: Yes

If yes, provide the Priority Number and Date of Prioritization.

ICIP Priority No. 41218

Date of Prioritization: 07/11/2025

8. Community Support.

a. List all of the partners involved in this project and outline the responsibilities for each partner.

No partners are currently involved in the project

No partners are currently involved in the project.

b. Describe how the surrounding communities are involved.

The local communities of La Cienega, La Cieneguilla and La Bajada are informed on actions and activities in planning the new treatment facility.

c. Identify the regional collaboration, including how stakeholders participate both financially and programmatically.

City of Santa Fe residents will be responsible for the cost.

Optional: Attach letters of support from project partners, including Federal, Tribal, State, Non-Governmental Organizations and private interests, as applicable.

Attachment (combine multiple letters into one attachment): Current File: None

PART III. PROJECT DETAIL

1. Required Planning Document. Section II 3.2 of the WTB Project Management Policies requires Applicants to submit a Planning Document as part of the Project Application.

When was the planning document completed?

06/30/2027

Which regulatory or funding agency(ies) approved the Planning Document, if any?

NA

Date of last cost updates, if any: 09/24/2025

Title of Planning Document: This will be a progressive design/build

Name of Firm that prepared the Planning Document:

NA

Name of primary Planning Document preparer:

NA

Please upload Planning Document here. If necessary, break and attach document into parts (additional Attachment blocks are also provided at end of application).

Planning Document Attachment 1 Current File: WTB-PlanningDocument-Attachment1

Planning Document-Attachment 2 Current File: None

Planning Document Attachment 3 Current File: None

Planning Document Attachment 4 Current File: None

2. Design only projects. Is the funding sought for design only? If so, you may qualify for 100% grant with the following conditions:

- The project serves or will serve fewer than 500 connections.
- The scope is limited to design only; "design" is defined as necessary technical work required to prepare a complete and final set of plans and specifications ready to be bid.
- The costs for the design must be substantiated with the coordinating planning document(s).
- Grants for design may not exceed $500,000.

No

3. Project Funding. Please download the Project Funding spreadsheet at the top of the page, provide total estimated project costs under the appropriate Funding Sources, save it to your local computer and then upload it as a spreadsheet here:

(Attach in spreadsheet format only.) Current File: WTB-ProjectFunding_Attachment

4. Source and Status of Matching Funds. Identify the sources, terms and status of all local, State and Federal Funds identified for this project, and attach documentation substantiating the match.

***NOTE**: If no documentation/evidence of match is provided, match cannot be verified.*

Source *(Name of Federal Funding Agency):*

Amount: 0.00

Type (Loan, Grant, or Loan/Grant):

Term (# of years)**:**

Status (Application Pending, Approved, or Secured):

Attach evidence of federal funds here: Current File: None

Source *(Name of State Funding Agency):*

Amount: 0.00

Type (Loan, Grant, or Loan/Grant):

Term (# of years)**:**

Status (Application Pending, Approved, or Secured):

Attach evidence of state funds here: Current File: None

Source (Local): Wastewater Enterprise Funds

Amount: 0.00

Type (Bond Proceeds, Accumulated Reserves, or Other Budgeted Funds):

Term (# of years):

Status (Application Pending, Approved, or Secured):

Attach evidence of local funds here: Current File: WTB-SourceOfMatchingFundsStatus-Local-Attach

5. Project Readiness.

- Have construction plans and specifications been completed?

  Yes or No: No

  If yes, please provide the date of completion:

  / /

• If plans and specifications have not been completed, provide estimated date of completion.

Completion date: 06/30/2027

• Have engineering services been procured?

Yes or No: No

6. Permits/Licenses/Authorizations. Download Permits Detail spreadsheet at the top of the page, provide the status of each required permit, certification, license or authorization required to complete the project and the time frame for completion. Save the spreadsheet to your local drive, then upload it as an attachment here:

Current File: WTB-PermitsLicenses_Attachment

7. Assuming funds are approved in July 2026, would this project be able to be completed by June 2028?

Yes or No: Yes

If no, what is the estimated time of completion?

Date: / /

PART IV. EXPECTED PROJECT BENEFITS

1. Regionalization. The evaluation criteria provides up to 10 points for projects that demonstrate regional impacts. Maximum points are given to projects that incorporate greater than 80% of the population within a five-mile radius.

a. Describe the direct and indirect impacts of the project, including benefits to the region.

Regional impacts will include cleanwater to downstream users, ranchers, farmers and communities as well as providing environmental benefits to the river's riparian area and aquatic life,

b. What is the percentage of population served by the project? 100.000000

c. Describe the extent to which the project increases efficiencies through collaboration.

This a design phase, it does not increase efficiencies.

d. Does the project replace individual well-septic systems? No

Explain: The funding request is for the design phase.

e. Describe collaboration efforts to date and the results of the collaboration.

NA Design phase

Please cite the Planning Document and its page numbers or sections that substantiate your statements above.

NA Design Phase

2. Health and Safety. The evaluation criteria provides up to 30 points for projects that address human health and safety. Maximum points are given to projects that specifically address imminent or existing threats to human health and safety due to water borne disease and Safe Drinking Water Act violations.

a. Describe the purpose of the project as it relates to health and safety, including any expected health and safety impacts.

Designing a new treatment plant will benefit downstream users, ranchers, farmers and communities as well as providing environmental benefits to the

river's riparian area and aquatic life,

b. Do the health and safety conditions to be addressed currently exist? Explain.

NA Design phase

c. What is the extent of expected health and safety impacts if the project were not to proceed? Describe any resulting threats to human health and safety.

NA Request is for design and planning

Please cite the Planning Document and its page numbers or sections that substantiate your statements above.

NA

3. Plan and Design. The evaluation criteria provides up to 10 points for projects that demonstrate a well-designed selection, design and implementation of infrastructure improvements. Maximum points are given to projects that incorporate water saving technologies into a well-designed project.

a. Describe the status of the project's design and note if the concept is substantively complete.

Request is for design

b. Describe the methodology used to measure the project's expected outcome, planned objectives and other benchmarks for measuring project results and describe how they have been incorporated into the project design.

NA

Please cite the Planning Document and its page numbers or sections that substantiate your statements above.

NA

4. Emergency. The evaluation criteria provides up to 25 points for projects that address imminent or existing catastrophic conditions related to water quality or quantity. Maximum points are given to projects that cure severe violations of water quality.

a. Describe how the expected impacts of the project address imminent or existing catastrophic conditions related to water quality improvements.

NA

b. Do the emergency conditions to be addressed currently exist? Explain.

NA

c. What is the extent of expected impacts if the project were not to proceed? Describe any resulting threats to human health and safety from imminent or existing catastrophic conditions related to water quality improvements.

There are no resulting threats to human health and safety from imminent or existing catastrophic conditions related to water quality improvements at the Paseo Real Wastewater Treatment Plant.

Please cite the Planning Document and its page numbers or sections that substantiate your statements above.

NA

PART V. REGULATORY COMPLIANCE

In preparation for the Readiness Application, regulatory agencies will certify the applicant's compliance with all relevant regulations.

PART VI. ATTACHMENTS

PART VI. ATTACHMENTS

A. Required

- Resolution by the governing body authorizing the submission of an application to the Water Trust Board.

  Current File: WTB-RequiredAttachment_ResolutionAttach

- Copy of organizational documents for non-governmental entities, including current Articles of Incorporation, Bylaws, etc.

  Current File: WTB-RequiredAttachment_IncorporationAttach

B. Additional Documents (optional)

Attach below any additional information you believe would be helpful to evaluating your project.

1. Document description: City of SFe Waiver Request

   Attachment: Current File: WTB-AdditionalDocument1-Attach

2. Document description:

   Attachment: Current File: None

3. Document description:

   Attachment: Current File: None

4. Document description:

   Attachment: Current File: None

PART VII. APPLICANT CERTIFICATION

Please download the Applicant Certification document at the top of the page, sign and save it to your computer, then upload it to the application here:

Attachment: Current File: WTB-ApplicantCertification_Attach

General Information

Santa Fe, City of
P O Box 909 Santa Fe, NM 87504-0909
( ) -
Water Infrastructure Improvements Project

Water Project Fund 2026 Application

Water Storage, Conveyance and Delivery Project

Funding Request Amount: 1,105,000.00

PART I. GENERAL APPLICANT AND PROJECT INFORMATION

A. APPLICANT INFORMATION

Full Legal Name of Entity:	City of Santa Fe
Mailing Address:	801 W. San Mateo Rd
Street Address:	801 W. San Mateo Rd
City:	Santa Fe
Zip Code:	87504
County:	Santa Fe
Phone:	505-955-4309
Email Address:	jdroach@santafenm.gov

B. SERVICE AREA OF APPLICANT

Communities in Applicant's Service Area:	City of Santa Fe
Counties in Applicant's Service Area:	Santa Fe County
NM House District(s):	48
NM Senate District(s):	25
Map of Service Area:	Current File: WTB-ServiceArea_Map

Has Applicant recently completed a Median Household Income (MHI) survey that the Applicant believes more accurately reflects the MHI of the Applicant's service area?

Yes or No: No

If Yes, please describe below the methodology used and attach a copy of the survey results.

Methodology:

Attachment:	Current File: None

Census Tract(s) of Applicant's Service Area or, if applicable, name of Census Designated Place:

City of Santa Fe

C. PROJECT LOCATION:

Street Address:	1780 Upper Canyon Rd
City:	Santa Fe
Zip:	87501
Communities served by the Project:	City of Santa Fe
County or Counties where Project is located:	
Map of Project Area:	Current File: WTB-MapOfProjectArea

D. APPLICANT CONTACTS

PRIMARY CONTACT

Name:	Jonathan Montoya
Title:	Interim Water Division Director
Address:	1780 Canyon Rd
City:	Santa Fe
Zip Code:	87501
Phone:	505-955-4373
Email Address:	jmmontoya@santafenm.gov

SECONDARY CONTACT

Name:	Chris Helvey
Title:	Automation and System Security Administrator
Address:	1780 Canyon Rd
City:	Santa Fe
Zip Code:	87501
Phone:	575-779-6605
Email Address:	chelvey@santafenm.gov

CONSULTING ENGINEER

Name:	N/A
Title:	
Firm:	
Address:	

Address:

City:

Zip Code:

Phone:

Email Address:

LEGAL COUNSEL CONTACT

Name:	Marcos Martinez
Firm:	City of Santa Fe
Address:	200 Lincoln Avenue
City:	Santa Fe
Zip Code:	87501
Phone:	505-955-6502
Email Address:	mdmartinez@santafenm.gov

OTHER CONTACT

Name:

Title:

Firm:

Address:

City:

Zip Code:

Phone:

Email Address:

PART II. PROJECT SUMMARY

1. Project Scope. Provide a ***brief statement*** of the project. State: 1) the requested Scope of funding as Plan, Design, and/or Construction, and 2) the overall goal of project. (Example: "Plan, design, and construct Main St water transmission lines.")

Note: Response is limited to 200 Characters.

To plan, design and construct digital video and access control systems for water facilities for City of Santa Fe.

2. Project Description. Regarding *only the Scope for which funding is being requested*:

a. Provide a detailed description of the project.

Plan, design and construct digital video and access control system to remote sites for viewing at the Canyon Road Water Treatment Plant. These water infrastructure improvements will strengthen security and protection of our source water sites.

b. Explain why the project is necessary.

City of Santa Fe Water spends over $100,000 per year on security personnel to patrol our water production sites. With improved security camera automation and protection at our remote water production sites, we could save a significant amount of our historical cost.

c. Describe the overall degree of benefit from the project.

Increased cost savings and flexibility for operators to address potential security issues.

3. Project Selection.

a. Describe how the project area or alternative was selected.

City of Santa Fe Water infrastructure

b. If this is a second or subsequent phase of a project, describe the extent to which experience from the previous phases of the project altered the planning or implementation of the requested phase.

N/A

4. Project Continuation. (Phase of a previously funded WTB Project.) If this is a phase of a larger project, have any previous phases of the larger project been awarded by the Water Trust Board?

Yes or No: No

If yes, provide the WTB Project Number(s):

If yes, please describe below whether previous phase(s) met or is meeting the project goals and objectives.

5. If funded, would this phase complete the larger project?

Yes or No: N/A

If no, briefly explain why:

6. Human Health and Safety. Describe how the project addresses human health and safety needs of the community.

This design/build project for improved water utility infrastructure improves worker security, but does not eliminate risk or hazard where there is immediate danger.

7. Is this project identified in a regional water plan accepted by the New Mexico Interstate Stream Commission?

Yes or No: No

If yes, please provide the name of the plan and the date of acceptance.

Name of Plan:

Date: / /

8. Is this project listed on the community's current Infrastructure Capital Improvement Plan (ICIP)?

Yes or No: Yes

If yes, provide the Priority Number and Date of Prioritization.

ICIP Priority No. 42419

Date of Prioritization: 07/11/2025

9. Community Support.

a. List all of the partners involved in this project and outline the responsibilities for each partner.

APIC Solutions.

b. Describe how the surrounding communities are involved.

Not applicable

c. Identify the regional collaboration, including how stakeholders participate both financially and programmatically.

Not applicable

Optional: Attach letters of support from project partners, including Federal, Tribal, State, Non-Governmental Organizations and private interests, as applicable.

Attachment (combine multiple letters into one attachment): Current File: None

PART III. PROJECT DETAIL

1. Required Planning Document. Section II 3.2 of the WTB Project Management Policies requires Applicants to submit a Planning Document as part of the Project Application.

When was the planning document completed?

12/03/2024

Which regulatory or funding agency(ies) approved the Planning Document, if any?

None

Date of last cost updates, if any: 12/03/2024

Title of Planning Document: APIC Solutions State Price Agreement

Name of Firm that prepared the Planning Document:

APIC Solutions

Name of primary Planning Document preparer:

N/A

Please upload Planning Document here. If necessary, break and attach document into parts (additional Attachment blocks are also provided at end of application).

Planning Document Attachment 1 Current File: WTB-PlanningDocument-Attachment1

Planning Document-Attachment 2 Current File: None

Planning Document Attachment 3 Current File: None

Planning Document Attachment 4 Current File: None

2. Design only projects. Is the funding sought for design only? If so, you may qualify for 100% grant with the following conditions:

- The project serves or will serve fewer than 500 connections.
- The scope is limited to design only; "design" is defined as necessary technical work required to prepare a complete and final set of plans and specifications ready to be bid.
- The costs for the design must be substantiated with the coordinating planning document(s).
- Grants for design may not exceed $500,000.

No

3. Project Funding. Please download the Project Funding spreadsheet at the top of the page, provide total estimated project costs under the appropriate Funding Sources, save it to your local computer and then upload it as a spreadsheet here:

(Attach in spreadsheet format only.) Current File: WTB-ProjectFunding_Attachment

4. Source and Status of Matching Funds. Identify the sources, terms and status of all local, State and Federal Funds identified for this project, and attach documentation substantiating the match.

***NOTE**: If no documentation/evidence of match is provided, match cannot be verified.*

Source *(Name of Federal Funding Agency)*:

Amount: 0.00

Type (Loan, Grant, or Loan/Grant):

Term (# of years)**:**

Status (Application Pending, Approved, or Secured):

Attach evidence of federal funds here: Current File: None

Source *(Name of State Funding Agency)*:

Amount: 0.00

Type (Loan, Grant, or Loan/Grant):

Term (# of years)**:**

Status (Application Pending, Approved, or Secured):

Attach evidence of state funds here: Current File: None

Source (Local): Enterprise Fund Revenues

Amount: 0.00

Type (Bond Proceeds, Accumulated Reserves, or Other Budgeted Funds):

Term (# of years):

Status (Application Pending, Approved, or Secured):

Attach evidence of local funds here: Current File: None

5. Project Readiness

5. Project Readiness.

- Have construction plans and specifications been completed?

Yes or No: No

If yes, please provide the date of completion:

/ /

- If plans and specifications have not been completed, provide estimated date of completion.

Completion date: 10/30/2025

- Have engineering services been procured?

Yes or No: No

6. Permits/Licenses/Authorizations. Download Permits Detail spreadsheet at the top of the page, provide the status of each required permit, certification, license or authorization required to complete the project and the time frame for completion. Save the spreadsheet to your local drive, then upload it as an attachment here:

Current File: WTB-PermitsLicenses_Attachment

7. Assuming funds are approved in July 2026, would this project be able to be completed by June 2028?

Yes or No: Yes

If no, what is the estimated time of completion?

Date: / /

PART IV. EXPECTED PROJECT BENEFITS

1. Regionalization. The evaluation criteria provides up to 10 points for projects that demonstrate regional impacts. Maximum points are given to projects that incorporate greater than 80% of the population within a five-mile radius.

a. Describe the direct and indirect impacts of the project, including benefits to the region.

Benefits will occur in the City of Santa Fe's water utility service area.

b. What is the percentage of population served by the project? 0.950000

c. Describe the extent to which the project increases efficiencies through collaboration.

Efficiencies occur through cost savings.

d. Does the project replace individual well-septic systems? No

Explain: Not Applicable

e. Describe collaboration efforts to date and the results of the collaboration.

Not applicable

Please cite the Planning Document and its page numbers or sections that substantiate your statements above.

Not Applicable

2. Health and Safety. The evaluation criteria provides up to 30 points for projects that address human health and safety. Maximum points are given to projects that specifically address imminent or existing threats to human health and safety due to

Maximum points are given to projects that specifically address imminent or existing threats to human health and safety due to water borne disease and Safe Drinking Water Act violations.

a. Describe the purpose of the project as it relates to health and safety, including any expected health and safety impacts.

This project will increase the safety of water division staff and can provide water utility operators a much better chance to respond faster in an emergency situation.

b. Do the health and safety conditions to be addressed currently exist? Explain.

No

c. What is the extent of expected health and safety impacts if the project were not to proceed? Describe any resulting threats to human health and safety.

No immediate health and safety concerns if project does not proceed.

Please cite the Planning Document and its page numbers or sections that substantiate your statements above.

None

3. Plan and Design. The evaluation criteria provides up to 10 points for projects that demonstrate a well-designed selection, design and implementation of infrastructure improvements. Maximum points are given to projects that incorporate water saving technologies into a well-designed project.

a. Describe the status of the project's design and note if the concept is substantively complete.

The design/build process has not been initiated, yet, but will be by October.

b. Describe the methodology used to measure the project's expected outcome, planned objectives and other benchmarks for measuring project results and describe how they have been incorporated into the project design.

Project management and public utilities will provide oversight for this project.

Please cite the Planning Document and its page numbers or sections that substantiate your statements above.

N/A

4. Emergency. The evaluation criteria provides up to 25 points for projects that address imminent or existing catastrophic conditions related to water quality or quantity. Maximum points are given to projects that cure severe violations of water quality.

a. Describe how the expected impacts of the project address imminent or existing catastrophic conditions related to water quality improvements.

No catastrophic conditions.

b. Do the emergency conditions to be addressed currently exist? Explain.

No

c. What is the extent of expected impacts if the project were not to proceed? Describe any resulting threats to human health and safety from imminent or existing catastrophic conditions related to water quality improvements.

Continued high cost to hire security would occur

Please cite the Planning Document and its page numbers or sections that substantiate your statements above.

N/A

PART V. REGULATORY COMPLIANCE

In preparation for the Readiness Application, regulatory agencies will certify the applicant compliance with all relevant regulations. Please note that Water Trust Board Policies require the Office of State Engineer to verify water rights. Applicants must submit a completed request form *directly to the Office of the State Engineer* in order to receive verification. Applicants requesting funding for watershed restoration or ESA collaborative projects do not need to receive verification. Flood prevention projects also do not require verification unless they include jurisdictional dams or storage facilities.

(Download OSE form at the top of this page. Complete and submit the completed request form *directly to the Office of the State Engineer.*)

1. Does the Applicant have all necessary water rights to complete the project?

Yes or No: Yes

2. Does the water system supply, deliver, distribute or otherwise provide at least 500-acre feet annually for domestic, commercial, industrial or government customers for non-agricultural purposes?

Yes or No: Yes

If yes, has the Applicant completed a Water Conservation Plan as required by law?

Yes

If no, explain.

PART VI. ATTACHMENTS

A. Required

- Resolution by the governing body authorizing the submission of an application to the Water Trust Board.

Current File: WTB-RequiredAttachment_ResolutionAttach

• Copy of organizational documents for non-governmental entities, including current Articles of Incorporation, Bylaws, etc.

Current File: WTB-RequiredAttachment_IncorporationAttach

B. Additional Documents (optional)

Attach below any additional information you believe would be helpful to evaluating your project.

1. Document description: City of Santa Fe Waiver Request

Attachment: Current File: WTB-AdditionalDocument1-Attach

2. Document description:

Attachment: Current File: None

3. Document description:

Attachment: Current File: None

4. Document description:

Attachment: Current File: None

PART VII. APPLICANT CERTIFICATION

Please download the Applicant Certification document at the top of the page, sign and save it to your computer, then upload it to the application here:

Attachment: Current File: WTB-ApplicantCertification_Attach

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2025-__

INTRODUCED BY:

Councilor Jamie Cassutt

Councilor Carol Romero-Wirth

A RESOLUTION

UPDATING THE WATER OFFSET REQUIREMENT FEE CHART TO MORE ACCURATELY REFLECT THE CURRENT MARKET VALUE OF WATER RIGHTS.

WHEREAS, pursuant to the City of Santa Fe ("City") Municipal Code, SFCC 1987, Sections 25-9 and 25-10, land use development must offset new water demand and, in certain situations, such as developments adding new water demand below a threshold, developments may offset demand by paying the City the current market value of an equivalent amount of water rights; and

WHEREAS, in March of 2010, the City adopted Resolution No. 2010-20, which adopted the Administrative Procedures for Water Demand Offset Requirements, and the water offset fees were included in these procedures as Appendix I, entitled "Water Offset Requirement Fee Chart"; and

WHEREAS, the Water Offset Requirement Fee Chart states that the average per acre foot cost for water rights should be updated annually; and

WHEREAS, the water rights cost in the Water Offset Requirement Fee has not changed since 2010; and

WHEREAS, Resolution No. 2010-20 provides that "modification of fees associated with the

implementation of the city code requires approval of the Governing Body"; and

WHEREAS, SFCC 1987, Section 25-12.8(E) states that the "current value of the water rights shall be presumed to be the current fair market value of pre-1907 consumptive use water rights from the Middle Rio Grande Basin. The City shall have the sole discretion to determine the current value of the water rights, which determination shall be reasonably made based upon the known market for such rights and upon the purchase price of the water rights as evidenced by the purchase agreement required in Section 25-12.4(D) SFCC 1987"; and

WHEREAS, water rights are becoming more difficult to obtain due to limited supply and protests of water right transfers by Middle Rio Grande Pueblos and the Middle Rio Grande Conservancy District (MRGCD); and

WHEREAS, as of 2024, Santa Fe County uses a value of water rights of $36,000 per acre-foot in determination of water demand offset fees.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE that, effective January 1, 2026, the value of water rights used to determine offset fees in the Water Offset Requirement Fee Chart shall be $36,000 per acre-foot.

BE IT FURTHER RESOLVED THAT the updated Water Offset Requirement Fee Chart is attached to this resolution as Exhibit A and shall replace the existing Appendix I, "Water Offset Requirement Fee Chart" in the "Administrative Procedures for Water Demand Offset Requirements", adopted by Resolution 2010-20.

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

_____

ALAN WEBBER, MAYOR

ATTEST:

_____

ANDRÉA SALAZAR, CITY CLERK

APPROVED AS TO FORM:

Erin McSherry

Erin McSherry (Sep 15, 2025 16:50:13 MDT)

ERIN K. McSHERRY, CITY ATTORNEY

Legislation/2025/Resolutions/Updating the Water Offset Requirement fee chart

Exhibit A

Water Offset Requirement Fee Chart (Effective Date 1/1/2026)

Type of Use	# Acre Feet	Fee	Unit of Measurement
WATER RIGHT			
Average per acre foot cost (to be up-dated annually)	1	$36,000	1 Acre Feet Per Year
Due diligence	NA	$1,000	per application
RESIDENTIAL			
*Single Family Dwelling Unit	0.18		Per Dwelling unit
Single Family Dwelling Unit Lot (<6000sq ft)	0.15	$5,400	Per Dwelling unit
Single Family Dwelling Unit Lot (6,000-10,890)	0.17	$6,120	Per Dwelling Unit
Single Family Dwelling Unit Lot (>10,890 sq ft)	0.25	$9,000	Per Dwelling Unit
Apartment/Condominium	0.16	$5,760	Per Dwelling Unit
Mobile Home	0.17	$6,120	Per Dwelling Unit
Accessory Dwelling Unit	0.09	$3,240	Per Dwelling Unit
Senior Complex	0.12	$4,320	Per Dwelling Unit
COMMERCIAL			
Restaurant, Full Service	0.02	$720	Per Seat
Restaurant, Limited Service	1.63	$58,680	Per Site
Hotel	0.13	$4,680	Per Room
Motel	0.09	$3,240	Per Room
Grocery Store	1.27	$45,720	Per 10,000 sq. ft.
Retail, Large (>75,000 sq ft)	0.45	$16,200	Per 10,000 sq. ft.
Retail, Medium (75,000-25,000 sq ft)	0.43	$15,480	Per 10,000 sq. ft.
Retail, Small (<25,000 sq ft)	0.06	$2,160	Per Site
Gallery	0.6	$21,600	Per Site
Medical Office	0.72	$25,920	Per 10,000 sq. ft.
Office – City/State	0.58	$20,880	Per 10,000 sq. ft.
Office – Non Medical	0.7	$25,200	Per 10,000 sq. ft.
Research & Development Lab	1.18	$42,480	Per 10,000 sq. ft.
Manufacturing – Goods	0.21	$7,560	Per Site
Manufacturing – Consumables	2.33	$83,880	Per Site
Gas Station	0.88	$31,680	Per Site
Gas Station w/ Carwash	6.56	Water rights required	Per Site
Carwash, Full Service	5.66	Water rights required	Per Site
Carwash, Limited Service	0.94	$33,840	Per Bay
Laundromat, Commercial	0.78	$28,080	Per Machine
Laundromat, Other	0.22	$7,920	Per Machine
Drycleaner	0.41	$14,760	Per Site
Plant Nursery	0.56	$20,160	Per 10,000 sq. ft.
Gyms w/ Showers	8.94	Water rights required	Per Site
Gyms w/o Showers	0.77	$27,720	Per Site
Salons	0.21	$7,560	Per Site
Pet Grooming	0.52	$18,720	Per Site
Pet Daycare	0.11	$3,960	Per Site
Auto Repair	0.12	$4,320	Per Site
Car Rental	0.12	$4,320	Per Site
Car Sales	0.07	$2,520	Per 10,000 sq. ft.
Self-Storage	0.13	$4,680	Per Site

Type of Use	# Acre Feet	Fee	Unit of Measurement
PUBLIC SERVICES			
Parks	1.48	$53,280	Per Acre
Schools, Daycare	0.85	$30,600	Per 100 children
Schools, Elementary	0.53	$19,080	Per 100 students
Schools, Middle	1.68	$60,480	Per 100 students
Schools, High	2.64	$95,040	Per 100 students
Places of Worship	0.15	$5,400	Per Site
Places of Worship w/ Daycare & School	0.95	$34,200	Per Site

*Average of residential lot sizes, used for estimating purposes only

FIR No. 10714.0

FISCAL IMPACT REPORT

General Information:

(Check) **Bill:** _____ **Resolution:** X

Short Title(s): Update Prices in City Water Offset Fee Table

Sponsor(s): Councilors Jamie Cassutt and Carol Romero-Wirth

Reviewing Department(s): Public Utilities Department

Staff Completing FIR: Jesse Roach, Interim Public Utilities Department Director **Date:** 8/26/2025

Phone: (505) 955-4309

Reviewed by City Attorney: Erin McSherry Erin McSherry (Sep 15, 2025 16:50:13 MDT) **Date:** 09/15/2025

Reviewed by Finance Director: Emily K. Oster **Date:** 09/17/2025

Summary:
The proposed resolution would increase the costs associated with water offset requirements for developers paying to offset new water use. The City of Santa Fe ("City") has not updated its fee chart since it became effective in 2010. The cost the City charges for adding one acre foot of new demand to the system (including administrative fees) would change from $16,600 to $36,000, in alignment with the water offset fee charged by Santa Fe County and in line with the market cost to purchase and move rights from the Middle Rio Grande into the Buckman Wellfield. This overdue adjustment will bring water offset costs into closer alignment with the true cost born by the City to support additional water demand.

Departments Affected:
Revenues to the Public Utilities Department will increase. The Land Use Division of the Community Development Department will be indirectly affected due to increased development costs.

Consequences of Not Enacting Legislation:
If this legislation is not adopted, the City's Public Utilities Department will continue to not accurately value water off-sets. In addition, the Department need to generate additional revenue in another way, meaning potential increases to proposed rate hikes. In this case, the water development cost of additional growth in demand would be paid for by existing customers rather than those benefitting directly from new development.

Conflict, Duplication, Companionship, or Relationship to Other Legislation:
Staff is recommending a bill to increase water rates following this legislation, which would provide revenue from the existing water system users to help meet the current and future needs of the system. Once the San Juan Chama Project is operational, the Utilities Department is considering recommending legislation to increase the threshold above which developers must bring water rights. That change would increase the pool of developers using the water offset requirement fee chart instead of transferring water rights to the City's Buckman Wellfield.

Performance and Administrative Implications:
None.

Fiscal Implications:
Increased revenues to the Water Division.

Fiscal Impact

_____ Check here if no fiscal impact

Expenditures

Expenditure Type	FYE 2026	FYE 2027	FYE 2028	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:
No additional expenditures are expected as a result of this change.

Revenue

Revenue Type	FYE 2026	FYE 2027	FYE 2028	Recurring (R) or Non-recurring (NR)	Fund
General Fund	$	$	$		
Special Revenue	$	$	$		
CIP	$	$	$		
Enterprise	$333,500	$670,000	$674,000	R	Water Enterprise
Internal Service	$	$	$		
Trust and Agency	$	$	$		
Federal	$	$	$		
Other	$	$	$		
Total	$	$	$		

Revenue Narrative:
Added revenue from "sub-threshold" development assuming this resolution takes effect ½ way through FY2026 and 0.5% customer growth. Beginning in FY 2028, an additional $821,000 per year of recurring revenue potential is unlocked with this resolution if subsequent legislation change is enacted to allow all development to pay a fee instead of transferring water rights. This future possible legislation change would be contingent on completion of the San Juan Chama return flow project.

Signature: 
Email: jdroach@santafenm.gov

CITY OF SANTA FE

Memorandum

Date: September 17, 2025

To: Governing Body, Public Works and Utilities Committee, Finance Committee

From: Alan Hook, Water Resources Coordinator

Via: Jesse Roach, Interim Public Utilities Director
Jonathan Montoya, Interim Water Division Director
Bill Schneider, Water Resources Supervisor

RE: Resolution Directing Identifying and Appling for Federal and State Funding

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EXECUTIVE SUMMARY:

This resolution directs the City Manager to direct City of Santa Fe ("City") Public Utilities staff to identify priorities and research for water, wastewater, water conservation, water treatment, water recycling, water reuse, water storage, water conveyance, water delivery, flood prevention, water restoration, watershed management, and other similar projects ("Projects"). The resolution also directs the City Manager to direct the City Public Utilities staff to apply for federal and State funding sources for the related Projects. The New Mexico Water Trust Boards application process requires the City to adopt such a resolution to receive funding for all project types eligible for consideration. The City's Water Division has submitted four applications to the New Mexico Water Trust Board for Fiscal Year 2026, which are included as attachments to this Memorandum.

BACKGROUND:

The City's Water Division submitted applications to the New Mexico Water Trust Fund Board for Fiscal Year 2026 and requested funding of $13 million for the construction of the Water Treatment Plant Chemical Feed Design project (2027-2031 Infrastructure Capital Improvements Plan (ICIP) ID No. 39331, Rank No. 69), $1.3 million for the Security Improvements for Water Sources and Storage Sites project (ICIP ID. 32424, Rank No. 048), $3 million for CIPP Sewer Line Rehabilitation project (ICIP ID. 42419, Rank No. 068), and $10 million for the design of the Paseo Real Replacement Wastewater Treatment Plant project (ICIP ID 41218, Rank No. 002). Without this resolution, the City's Public Utilities Department cannot receive Water Trust Board funding for Fiscal Year 2026. The Public Utilities Department will submit specific agreements for the Projects to committees and the Governing Body.

ATTACHMENTS:

Resolution
Fiscal Impact Report
Memo Attachment – Water Treatment Plant Chemical Feed Design Project Water Trust Board Application
Memo Attachment – Security Improvements for Water Sources and Storage Sites Project Water Trust Board Application
Memo Attachment – CIPP Sever Line Rehabilitation Project Water Trust Board Application
Memo Attachment – Paseo Real Replacement Wastewater Treatment Plant Project Water Trust Board Application

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2025-__

INTRODUCED BY:

Councilor Amanda Chavez

Councilor Carol Romero-Wirth

A RESOLUTION

DIRECTING THE CITY MANAGER TO DIRECT CITY STAFF TO IDENTIFY AND APPLY FOR FEDERAL AND STATE FUNDING SOURCES FOR CITY WATER, WASTEWATER, AND OTHER WATER-RELATED PROJECTS, INCLUDING SUBMITTING WATER TRUST BOARD APPLICATIONS; IDENTIFY A STATE LEGISLATIVE PRIORITY LIST FOR WATER-RELATED PROJECTS; AND APPROVE NEW MEXICO WATER TRUST BOARD APPLICATIONS SUBMITTED.

WHEREAS, the City of Santa Fe ("City") has outdated infrastructure for water and wastewater systems that require significant investments to upgrade or replace; and

WHEREAS, adequate water and wastewater infrastructure is essential to protect public and environmental health and contributes to the City's economic health; and

WHEREAS, to make the upgrades, replacements and repairs needed for adequate water and wastewater infrastructure, there is an ongoing need for the City to obtain funding for water and wastewater projects; and

WHEREAS, the City established several water and wastewater infrastructure project

financing priorities through the City's Fiscal Year 2027 through 2031 with its Infrastructure Capital Improvements Plan ("ICIP"), attached as Exhibit A, and adopted in Resolution No. 2025-44; and

WHEREAS, the New Mexico Finance Authority Water Trust Board requires the Governing Body's adoption, or expected adoption, of a Resolution authorizing the submission of an application to the Water Trust Board; and

WHEREAS, the New Mexico Water Trust Board's Project Management Policies Section 2.3 establish that projects are approved using the following six (6) categories:

1) Water storage, conveyance and delivery projects;
2) Watershed restoration and management projects;
3) Endangered Species Act collaborative projects;
4) Flood prevention projects;
5) Water conservation, treatment, recycling, and reuse projects; and
6) Wastewater collection, conveyance and treatment projects; and

WHEREAS, the City has submitted applications that fit these categories; and

WHEREAS, the City's Water Division submitted an application to the New Mexico Water Trust Board for Fiscal Year 2026 and requested funding for $13,000,000.00 for the Canyon Road Water Treatment Plant Chemical Feed Design Project, which ranked number sixty-nine (69) in the ICIP (Exhibit A); and

WHEREAS, the City's Water Division submitted an application to the New Mexico Water Trust Board for Fiscal Year 2026 and requested funding for $1,300,000.00 for the Security Improvements for Water Sources and Storage Sites Project, which is ranked number forty-eight (48) in the ICIP (Exhibit A); and

WHEREAS, the City's Water Division submitted an application to the New Mexico Water Trust Board for Fiscal Year 2026 and requested funding for $10,000,000.00 for the design of the Paseo Real Replacement Wastewater Reclamation Facility Project, which is ranked number two

(2) in the ICIP (Exhibit A); and

WHEREAS, the City's Water Division submitted an application to the New Mexico Water Trust Board for the Fiscal Year 2026 and requested funding for $3,000,000.00 for the Sewer Rehabilitation Project, which is ranked number sixty-eight (68) in the ICIP (Exhibit A); and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE that the City Manager or designee is directed to:

1. Identify priorities and research, by way of example and not limitations, water, wastewater, water conservation, water treatment, water recycling, water reuse, water storage, water conveyance, water delivery, flood prevention, watershed restoration, watershed management, and other similar projects ("Projects") and identify potential federal and state funding sources for such projects.
2. Apply for funding and bring specific agreements for such Projects for approval by the Governing Body.
3. Identify a state legislative priority list of Projects for presentation to the City's Public Works and Utilities Committee and Governing Body.

BE IT FURTHER RESOLVED that the Governing Body approves the applications submitted to the New Mexico Water Trust Board for financial assistance from the New Mexico Water Project Fund for items 69, 48, 2, and 68 in the ICIP attached as Exhibit A.

PASSED, APPROVED, and ADOPTED this _____day of _____, 2025.

_____

ALAN WEBBER, MAYOR

ATTEST:

_____

ANDRÉA SALAZAR, CITY CLERK

APPROVED AS TO FORM:

Erin McSherry

Erin McSherry (Sep 19, 2025 17:17:40 MDT)

ERIN K. McSHERRY, CITY ATTORNEY

Legislation/2025/Resolutions/Application for Federal and State Funding Sources for Water and Wastewater Projects

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2025-44

INTRODUCED BY:

Councilor Amanda Chavez

Mayor Alan Webber

A RESOLUTION

ADOPTING THE CITY OF SANTA FE'S 2027-2031 INFRASTRUCTURE CAPITAL IMPROVEMENTS PLAN.

WHEREAS, the City of Santa Fe ("City"), New Mexico, a New Mexico municipal corporation, recognizes that the financing of public capital projects is a major concern in New Mexico and nationally; and

WHEREAS, in times of scare resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities, and pursue concrete actions and strategies to achieve necessary project development; and

WHEREAS, the City's plan for capital projects contributes to local and regional project identification and selection in short and long-range capital planning efforts; and

WHEREAS, the State of New Mexico's ("State's") Department of Finance and Administration requires the City to adopt a resolution identifying a five-year Infrastructure Capital Improvement Plan ("ICIP"), as specified in its ICIP Guidelines – Submissions Specifications, in

order for the City to receive capital outlay funding from the State.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE that

1. It adopts the attached 2027-2031 Infrastructure Capital Improvements Plan ("Plan"); and

2. The Plan is intended to be a working document and is the first of many steps toward improving rational, long-range, capital planning and budgeting for New Mexico's infrastructure.

PASSED, APPROVED, and ADOPTED this 9th day of July, 2025.

Alan Webber (Jul 11, 2025 10:38 MDT)
ALAN WEBBER, MAYOR

ATTEST:

ANDREA SALAZAR (Jul 11, 2025 10:57 MDT)
ANDRÉA SALAZAR, CITY CLERK

APPROVED AS TO FORM:

Marcos Martinez
Marcos Martinez (Jul 11, 2025 10:34 MDT)
ERIN K. McSHERRY, CITY ATTORNEY

Legislation/2025/Resolutions/2025-44(R)/2027-2031 Infrastructure Capital Improvements Plan

Santa Fe
Project Summary

ID	Year	Rank	Project Title	Category	Funded to date	2027	2028	2029	2030	2031	Total Project Cost	Amount Not Yet Funded	Phases?
43735	2027	001	Large Capacity Noncongregate Shelter	Facilities - Housing-Related Cap Infrastructure	0	10,000,000	17,000,000	0	0	0	27,000,000	27,000,000	Yes
41218	2027	002	Replacement Paseo Real Wstewtr Reclamation Fac	Other - Utilities (publicly owned)	1,600,000	22,000,000	198,000,000	0	0	0	221,600,000	220,000,000	No
43741	2027	003	Police Training Facility	Facilities - Public Safety Facilities	0	750,000	7,250,000	250,000	0	0	8,250,000	8,250,000	Yes
32333	2027	004	Airport Terminal Expansion Phase II	Transportation - Airports	2,590,000	20,000,000	0	0	0	0	22,590,000	20,000,000	Yes
36137	2027	005	Midtown Redevelopment Infrastructure Improvements	Facilities - Housing-Related Cap Infrastructure	8,000,000	20,000,000	20,000,000	0	0	0	48,000,000	40,000,000	No
43742	2027	006	SF Police Dept Internal Affairs Facility	Facilities - Public Safety Facilities	0	7,250,000	0	250,000	0	0	7,500,000	7,500,000	Yes
39893	2027	007	Richards Avenue Extension	Transportation - Bike/Pedestrian/Equestrian	1,525,000	2,850,000	27,000,000	0	0	0	31,375,000	29,850,000	Yes
40038	2027	008	Fire Station Remodels for Response	Facilities - Public Safety Facilities	6,845,000	4,000,000	0	0	0	0	10,845,000	4,000,000	Yes
39332	2027	009	San Juan Chama Return Flow Project	Water - Water Supply	4,606,333	35,000,000	28,745,640	0	0	0	68,351,976	63,745,640	No
43733	2027	010	Herb Martinez Park Improvements	Facilities - Other	0	875,000	0	0	0	0	875,000	875,000	Yes
36136	2027	011	21st Century Midtown Library & Community Center	Facilities - Libraries	300,000	2,500,000	20,000,000	0	0	0	22,800,000	22,500,000	Yes
36178	2027	012	Santa Fe Median Beautification Phase I	Transportation - Medians	1,710,000	1,830,000	0	0	0	0	3,540,000	1,830,000	Yes
43730	2027	013	Downtown (Sheridan) Transit Center	Transportation - Transit	100,000	3,600,000	0	0	0	0	3,700,000	3,600,000	Yes
42426	2027	014	West Alameda St Reconstruction	Transportation - Highways/Roads/Bridges	1,440,000	2,900,000	21,160,000	0	0	0	25,500,000	24,060,000	Yes

42802	2027	015	Pavement Rehab & Preservation on Residential Roads	Transportation - Highways/Roads/Bridges	2,500,000	3,000,000	0	0	0	0	5,500,000	3,000,000	Yes
34780	2027	016	Regional Airport Access Road from NM599	Transportation - Highways/Roads/Bridges	4,500,000	5,500,000	0	0	0	0	10,000,000	5,500,000	Yes
42554	2027	017	Santa Fe Regional Airport Parking Structure	Transportation - Airports	0	3,000,000	17,500,000	0	0	0	20,500,000	20,500,000	Yes
42408	2027	018	Zozobra Field at Fort Marcy Park Renovations	Facilities - Other	5,500,000	0	4,500,000	3,000,000	1,500,000	0	14,500,000	9,000,000	Yes
41216	2027	019	Permanent & Transitional Housing End Homelessness	Facilities - Other	4,200,000	5,000,000	15,000,000	0	0	0	24,200,000	20,000,000	Yes
43729	2027	020	Santa Fe City Hall Elevator & Council Chambers	Facilities - Administrative Facilities	150,000	250,000	2,250,000	0	0	0	2,650,000	2,500,000	Yes
40054	2027	021	MRC Soccer Valley Expansion	Facilities - Other	11,330,000	0	4,370,000	0	0	0	15,700,000	4,370,000	Yes
43738	2027	022	SF Police Dept Internal Evidence & Crime Facility	Facilities - Public Safety Facilities	0	7,250,000	0	250,000	0	0	7,500,000	7,500,000	Yes
41462	2027	023	Ragle Park Baseball Field Upgrades	Facilities - Administrative Facilities	1,200,000	4,000,000	300,000	0	0	0	5,500,000	4,300,000	Yes
42424	2027	024	Police Department Facility Improvements	Facilities - Administrative Facilities	0	1,250,000	1,250,000	0	0	0	2,500,000	2,500,000	Yes
43728	2027	025	Cerro Gordo Culvert & Watershed Improvements	Water - Storm/Surface Water Control	0	200,000	450,000	100,000	7,025,000	0	7,775,000	7,775,000	Yes
36503	2027	026	New City Services Center	Facilities - Administrative Facilities	82,572	7,250,000	20,198,000	25,000,000	15,000,000	2,500,000	70,030,576	69,948,000	Yes
34519	2027	027	McClure Dam Outlet Rehabilitation	Water - Water Supply	0	25,000,000	0	0	0	0	25,000,000	25,000,000	Yes
36164	2027	028	Henry Lynch Reconstruction	Transportation - Highways/Roads/Bridges	1,135,347	3,500,000	0	0	0	0	4,635,347	3,500,000	Yes
43734	2027	029	Critical La Familia Facility Improvements	Facilities - Housing-Related Cap Infrastructure	0	1,500,000	0	0	0	0	1,500,000	1,500,000	Yes

37155	2027	030	MRC Irrigation System Upgrades	Water - Storm/Surface Water Control	200,000	300,000	8,000,000	0	0	0	8,500,000	8,300,000	Yes
37528	2027	031	St.Mikes Rail Trail Underpass Project	Transportation - Bike/Pedestrian/Equestrian	1,227,734	20,000,000	0	0	0	0	21,227,734	20,000,000	Yes
41206	2027	032	Municipal Court Facility Improvements	Facilities - Administrative Facilities	0	1,000,000	0	0	0	0	1,000,000	1,000,000	Yes
43731	2027	034	Frenchy's Field Park / SF River Trail Improvements	Facilities - Other	0	600,000	0	0	0	0	600,000	600,000	Yes
39165	2027	035	Pacheco Street Bicycle & Pedestrian Improvements	Transportation - Bike/Pedestrian/Equestrian	500,000	0	0	0	2,000,000	0	2,500,000	2,000,000	Yes
43748	2027	036	Santa Fe River Park Ped Bridge Upgrades Closson	Transportation - Bike/Pedestrian/Equestrian	0	300,000	0	0	0	0	300,000	300,000	Yes
41224	2027	037	Paseo Real Maintenance Building Construction	Facilities - Other	0	2,200,000	3,800,000	0	0	0	6,000,000	6,000,000	Yes
41223	2027	038	Paseo Real Headwork & Prelim Treatment Renovations	Facilities - Other	0	20,000,000	0	0	0	0	20,000,000	20,000,000	No
41225	2027	039	Paseo Real Ultraviolet Disinfection Equipment	Equipment - Other	0	10,000,000	0	0	0	0	10,000,000	10,000,000	No
39891	2027	040	Acequia Trail Extension (Otowi to La Cieneguita)	Transportation - Bike/Pedestrian/Equestrian	0	1,000,000	0	0	2,500,000	0	3,500,000	3,500,000	Yes
37523	2027	041	Pressure Release Valve SCADA Implementation	Water - Other	0	150,000	150,000	150,000	150,000	150,000	750,000	750,000	No
33692	2027	042	Alameda/Delgado Bridge Reconstruction	Transportation - Highways/Roads/Bridges	0	1,000,000	0	4,000,000	0	0	5,000,000	5,000,000	Yes
41204	2027	045	Regional Traffic Management Center Study	Transportation - Lighting	0	1,000,000	0	6,000,000	0	0	7,000,000	7,000,000	Yes
41201	2027	046	Rodeo Rd - St Francis Bridge Reconstruction	Transportation - Highways/Roads/Bridges	0	1,000,000	0	5,000,000	0	0	6,000,000	6,000,000	Yes

42421	2027	047	Flood Risk Mitigation at Marc Brandt Park	Water - Storm/Surface Water Control	0	350,000	0	3,000,000	0	0	3,350,000	3,350,000	Yes
32424	2027	048	Security for Water Source and Storage Sites	Water - Water Supply	0	700,000	600,000	0	0	0	1,300,000	1,300,000	Yes
22909	2027	049	Southside Transit Center	Facilities - Administrative Facilities	350,000	3,500,000	500,000	0	0	0	4,350,000	4,000,000	Yes
23272	2027	050	SWAN Park Phase II	Facilities - Other	4,099,800	0	750,000	12,450,000	0	0	17,299,800	13,200,000	Yes
40211	2027	051	Water & Sewer Expansion to West Alameda Rd	Water - Wastewater	0	350,000	3,500,000	0	0	0	3,850,000	3,850,000	Yes
40213	2027	052	Water Line Extension to Underserved Mutt Nelson Rd	Water - Water Supply	0	6,500,000	0	0	0	0	6,500,000	6,500,000	Yes
43732	2027	053	Harrison Rd Sidewalk & Lighting Improvements	Transportation - Bike/Pedestrian/Equestrian	400,000	500,000	0	0	0	0	900,000	500,000	Yes
33698	2027	054	Paseo de Peralta - SF River Bridge Rehab	Transportation - Highways/Roads/Bridges	0	1,000,000	0	3,000,000	0	0	4,000,000	4,000,000	Yes
43744	2027	055	Railyard Performance Center Upgrades	Facilities - Cultural Facilities	0	100,000	0	0	0	0	100,000	100,000	No
38554	2027	056	Bishop's Lodge Road Reconstruction	Transportation - Highways/Roads/Bridges	1,308,007	240,000	9,760,000	10,000,000	10,000,000	5,000,000	36,308,008	35,000,000	Yes
38555	2027	057	Rufina St & Lopez Lane Intersection Improvements	Transportation - Highways/Roads/Bridges	50,000	600,000	0	0	4,350,000	0	5,000,000	4,950,000	Yes
43746	2027	058	Rio Metro Intersection Improvements	Transportation - Highways/Roads/Bridges	0	1,000,000	0	4,000,000	0	0	5,000,000	5,000,000	Yes
43747	2027	059	Santa Fe Teen Center Improvements	Facilities - Other	1,805,000	300,000	0	0	0	0	2,105,000	300,000	Yes
42422	2027	060	Arroyo Chamiso Extension Connecting E. & W. Zia Rd	Transportation - Highways/Roads/Bridges	300,000	200,000	0	0	1,000,000	0	1,500,000	1,200,000	Yes
42403	2027	061	Cerro Gordo Paving & Drainage	Facilities - Administrative Facilities	0	1,500,000	1,000,000	10,900,000	0	0	13,400,000	13,400,000	Yes

42413	2027	062	Agua Fria Corridor Improvements	Transportation - Bike/Pedestrian/Equestrian	110,000	1,390,000	5,500,000	0	0	0	7,000,000	6,890,000	Yes
42414	2027	063	Arroyo San Antonio Drainage Improvements	Water - Storm/Surface Water Control	0	500,000	2,500,000	2,500,000	0	0	5,500,000	5,500,000	Yes
42415	2027	064	Arroyo Torreon Channel Improvements	Water - Storm/Surface Water Control	347,750	3,000,000	1,062,500	0	0	0	4,410,250	4,062,500	No
43737	2027	065	City Offices at Warehouse 21	Facilities - Administrative Facilities	0	2,000,000	0	0	0	0	2,000,000	2,000,000	No
42417	2027	066	Calle Nopal Storm Drainage Improvements	Water - Storm/Surface Water Control	0	300,000	900,000	0	0	0	1,200,000	1,200,000	Yes
43743	2027	067	Presbyterian Headstart Improvements	Facilities - Daycare Facilities	0	100,000	0	0	0	0	100,000	100,000	No
42419	2027	068	2026 CIPP Sewer Rehabilitation Project	Water - Wastewater	0	3,000,000	0	0	0	0	3,000,000	3,000,000	No
39331	2027	069	Canyon Road Water Chemical Feed Upgrades	Water - Water Supply	37,653.641	1,640,000	6,000,000	6,000,000	0	0	13,677,654	13,640,000	No
42425	2027	070	Rio Vista/Alamo Culvert Improvements	Water - Storm/Surface Water Control	0	250,000	950,000	0	0	0	1,200,000	1,200,000	Yes
37157	2027	071	Electric Vehicle Charging Stations	Facilities - Housing-Related Cap Infrastructure	0	380,000	500,000	250,000	0	0	1,130,000	1,130,000	Yes
42429	2027	072	Transit Bus Shelters	Transportation - Transit	550,000	450,000	0	0	0	0	1,000,000	450,000	Yes
40029	2027	073	Ashbaugh Infiltration Project	Water - Storm/Surface Water Control	560,577	0	2,000,000	1,500,000	0	0	4,060,577	3,500,000	Yes
41193	2027	074	Galisteo Alameda Bridge Reconstruction	Transportation - Highways/Roads/Bridges	0	1,000,000	0	4,000,000	0	0	5,000,000	5,000,000	Yes
43726	2027	075	Arroyo Chamiso Urban Trail Improvements	Water - Storm/Surface Water Control	64,270	650,000	250,000	0	0	0	964,270	900,000	No
32419	2028	001	Chemical Storage and Feed System Rehabilitation	Water - Wastewater	0	0	150,000	575,000	0	0	725,000	725,000	Yes

Infrastructure Capital Improvement Plan FY 2027-2031

Number of projects:	73							
	Funded to date:	**Year 1:**	**Year 2:**	**Year 3:**	**Year 4:**	**Year 5:**	**Total Project Cost:**	**Total Not Yet Funded:**
Grand Totals	71,225,048	290,305,024	452,846,144	102,175,000	43,525,000	7,650,000	967,726,336	896,501,248

FIR No. 10716.1

FISCAL IMPACT REPORT

General Information:

(Check) **Bill:** _____ **Resolution:** X

Short Title(s): Funding Sources for Water, Wastewater, and Other Water Related Projects.

Sponsor(s): Councilor Amanda Chavez and Councilor Carol Romero-Wirth

Reviewing Department(s): Public Utilities Department- Water Division

Staff Completing FIR: Alan G. Hook **Date:** 09/17/2025 **Phone:** (505) 955-4205

Reviewed by City Attorney: Erin McSherry Erin McSherry (Sep 19, 2025 17:17:40 MDT) **Date:** 09/19/2025

Reviewed by Finance Director: Emily K. Oster **Date:** 09/19/2025

Summary:
The resolution directs the City Manager to identify priorities and research water, wastewater, water conservation, water treatment, water recycling, water reuse, water storage, water conveyance, water delivery, flood prevention, water restoration, watershed management, and other similar projects ("Projects") and apply for potential federal and State funding sources for the Projects. Furthermore, this resolution is a requirement of the New Mexico Water Trust Boards application process to receive funding for all project types eligible for consideration. The City's Water Division has submitted two applications to the New Mexico Water Trust Board for Fiscal Year 2026.

Departments Affected:
The City Manager's Office and Public Utilities Department's Water Division.

Consequences of Not Enacting Legislation:
If this legislation is not adopted, the City cannot receive Water Trust Board funding for Fiscal Year 2026. The City's Public Utilities staff will not be authorized to apply for State, federal, or other funding sources for water or wastewater related projects.

Conflict, Duplication, Companionship, or Relationship to Other Legislation:
None.

Performance and Administrative Implications:
Public Utilities staff would identify priorities and research water, wastewater, and other water related projects and apply for State and federal funding for water related projects.

Fiscal Implications:
Without the passage of this Resolution, the Fiscal Year 2026 Water Trust Board applications for $13 million toward the construction of the Water Treatment Plant Chemical Feed Design project, $1.3 million for the Water Infrastructure Security Improvement project, $3 million for Sewer Line Rehabilitation project and

$10 million for the design of the Paseo Real Replacement Wastewater Treatment Plant project will all be jeopardized. The revenue will be determined when funding is awarded. Agreements to accept the funds will need to be approved through the Governing Body's approval process.

Fiscal Impact

X 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:

Signature:

Email: aghook@santafenm.gov

Signature:

Email: jdroach@santafenm.gov

Signature:

Email: jmmontoya@santafenm.gov

Signature:

Email: whschneider@santafenm.gov

CITY OF SANTA FE

Memorandum

Date: September 11, 2025

To: Governing Body; Public Works and Utilities Committee; Quality of Life Committee; Finance Committee

From: Henri Hammond-Paul, Community Health and Safety Director

RE: Establishing a Micro Community in Every District

EXECUTIVE SUMMARY:

The proposed resolution would require a Micro Community in every City of Santa Fe ("City") Council district to provide shelter and supportive services for individuals experiencing homelessness in Santa Fe by January 1, 2027. Alternatively, in the event a Micro Community in each district is not possible, the resolution requires a presentation to the Governing Body, describing the reasons why a Micro Community in one or more Council districts is not possible and making related recommendations.

BACKGROUND:

On April 26, 2023, the Governing Body adopted Resolution No. 2023-16, which established the "Safe Outdoor Spaces" as an alternative sheltering model for those experiencing homelessness and for whom standard shelter options are not feasible. Safe Outdoor Spaces provides private, non-congregate sleeping quarters, access to bathrooms and showers, laundry facilities, meals, and connections to services, including access to case managers and services providers. A Safe Outdoor space provides a regular place to return, a comfortable, climate-controlled place to sleep, a secure place for storing belongings, agency and ownership, community support, and enables outreach workers and case managers to know where to find the people they are assisting.

In December of 2023, the Governing Body approved a pilot agreement between the City and Christ Lutheran Church and Life Link to establish a Micro Community in City Council District 2. The City approved developing a second Micro Community though Resolution No. 2025-38 at 2395 Richards Avenue, located next to Fire Station 7 and the Genoveva Chavez Community Center in City Council District 4. To date, the Governing Body has not approved Micro Communities in Council districts 1 or 3.

ATTACHMENTS:
Resolution
Fiscal Impact Report

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2025-__

INTRODUCED BY:

Mayor Alan Webber

A RESOLUTION

REQUIRING A "MICRO COMMUNITY" IN EVERY CITY OF SANTA FE COUNCIL DISTRICT BY JANUARY 1, 2027, OR, IF THAT TIMELINE IS NOT MET, A PRESENTATION EXPLAINING THE BARRIERS TO MEETING THE TIMELINE AND RECOMMENDING HOW AND WHEN THE GOAL OF A MICRO COMMUNITY IN EVERY DISTRICT CAN BE ACHIEVED.

WHEREAS, the City's "Point-in-Time Count" and daily outreach and emergency services data confirm a persistent and visible population of unsheltered individuals in Santa Fe with complex behavioral health, substance use, and trauma-related needs; and

WHEREAS, the City of Santa Fe ("City") recognizes homelessness as a public priority requiring coordinated and innovative shelter responses; and

WHEREAS, Safe Outdoor Spaces, also called "Micro Communities" are comprised of individual, non-congregate, secure, units, with access to restrooms, meals, laundry, case management, and 24 hour-a-day, 7 day-a-week, supervision, designed to provide a safe and stable environment for persons experiencing chronic homelessness; and

WHEREAS, the City has a history of supporting Micro Communities as a model to serve

a crucial public health and public safety function by reducing the spread of disease, decreasing emergency service calls, improving neighborhood conditions, and reducing the number of people living unsheltered in parks, arroyos and public spaces; and

WHEREAS, in April 2023, the Governing Body adopted Resolution No. 2023-16, which supported Safe Outdoor Spaces and directed the City Manager to pursue contracts for shelter infrastructure, land, and operators to serve people for whom traditional shelter options are not viable; and

WHEREAS, in December of 2023, the Governing Body approved a pilot agreement between the City and Christ Lutheran Church and Life Link to provide housing to unsheltered individuals, establishing the first Safe Outdoor Space in Santa Fe in City Council District 2; and

WHEREAS, through Resolution No. 2025-38, the City approved developing a second Micro Community at 2395 Richards Avenue located next to Fire Station 7 and the Genoveva Chavez Community Center in City Council District 4; and

WHEREAS, equitable access to shelter and services across all districts is essential to ensure that all residents of Santa Fe are treated with dignity and have opportunities to access support close to where they live; and

WHEREAS, responding to the challenges of homelessness requires a city-wide, community-wide response with all parts of Santa Fe participating and contributing, with ample community engagement and transparent planning; and

WHEREAS, the City wishes to establish a Micro Community in each city council district to ensure citywide access to safe shelter and supportive services.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE that the City shall establish a Micro Community in every City council district by January 1, 2027.

BE IT FURTHER RESOLVED that if a Micro Community is not established in every

City council district, the City Manager or designee shall present to the Governing Body the reasons why it has not happened and make further recommendations as to how and when Micro Communities can be established at the earliest possible date.

BE IT FURTHER RESOLVED that the City Manager or designee shall develop an implementation plan that recognizes and credits districts that have one or more Micro Communities and otherwise identifies potential locations, budget estimates, and projected timelines for establishing a Micro Community in districts without a Micro Community.

PASSED, APPROVED, and ADOPTED this _____day of _____, 2025.

_____

ALAN WEBBER, MAYOR

ATTEST:

_____

ANDRÉA SALAZAR, CITY CLERK

APPROVED AS TO FORM:

Erin McSherry

Erin McSherry (Sep 19, 2025 17:26:09 MDT)

ERIN K. McSHERRY, CITY ATTORNEY

Legislation/2025/Resolutions/Establishing a Micro Community in Every District

FIR No. 10715.1

FISCAL IMPACT REPORT

General Information:

(Check) **Bill:** _____ **Resolution:** X

Short Title(s): Establishing a "Micro Community" in Each District

Sponsor(s): Mayor Alan Webber

Reviewing Department(s): Community Health and Safety Department

Staff Completing FIR: Henri Hammond-Paul **Date:** 9/12/2025 **Phone:** (505) 490-7818

Reviewed by City Attorney: Erin McSherry Erin McSherry (Sep 19, 2025 17:26:09 MDT) **Date:** 09/19/2025

Reviewed by Finance Director: Emily K. Oster **Date:** 09/19/2025

Summary:
The proposed resolution would require a "Micro Community" in every City of Santa Fe ("City") council district to provide shelter and supportive services for individuals experiencing homelessness in Santa Fe. by January 1, 2027. Alternatively, in the event a Micro Community in each district is not possible, the resolution requires a presentation to the Governing Body, describing the reasons why it is not possible and making related recommendations.

Departments Affected:
Community Health and Safety Department and Community Development Department

Consequences of Not Enacting Legislation:
If this legislation is not adopted, then Micro-Communities would not be required in all City Council districts.

Conflict, Duplication, Companionship, or Relationship to Other Legislation:
Resolutions 20203-16 and 2025-38

Performance and Administrative Implications:
Community Health Services ("CHS") does not currently have operating or contracting/professional service funds to place Micro Communities in every City Council district. If the City wants to have a Micro Community in each district, the City will need to allocate recurring funds for operations and one-time funds for construction.

Fiscal Implications:
Fiscal Implications of this resolution will vary, depending on the specifics of each Micro Community. Characteristics such as food preparation capacity, land development needs, and security needs influence cost for implementing and operating each area.

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	$ 400,000	$	$				
Contractual/ Professional Services	$ 500,000	$ 500,000	$ 2,000,000				
Operating	$	$	$				$
Total:	$ 900,000	$ 500,000	$ 2,000,000				$ 3,400,000

Expenditure Narrative:

CHS identifies that it costs about $500,000 to operate a given Micro Community of 30-40 units on an annual basis. The City has Pallet units sufficient to open Micro Communities in every City Council district in storage currently. Also, the team is looking into local solutions to reduce development and construction costs.

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:

Signature:

Email: hmhammondpaul@santafenm.gov

CITY OF SANTA FE, NEW MEXICO
CO-SPONSOR(S) TO BILL/RESOLUTION NO. 2025-XX_
Micro Community in Each District

The following members of the Governing Body joined sponsorship of this legislation:

Pilar Faulkner (Sep 29, 2025 11:19:47 MDT)
Pilar Faulkner, Councilor

09/29/2025
Date

CITY OF SANTA FE, NEW MEXICO
CO-SPONSOR(S) TO BILL/RESOLUTION NO. 2025-__
A Micro Community in Every District

The following members of the Governing Body joined sponsorship of this legislation:

Jamie Cassutt
Jamie Cassutt (Oct 1, 2025 13:48:37 MDT)

Jamie Cassutt, Councilor

10/01/2025
Date

10715.1

Co-Sponsorship - Cassutt

Final Audit Report 2025-10-01

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