



Agenda

Regular Meeting of the Quality
of Life Committee
March 4, 2026 at 5:00 PM
Council Chambers, City Hall
200 Lincoln Avenue

Procedures for Quality of Life Committee Meeting

Viewing: *If the relevant technology is available to record the meeting in City Hall,* members of the public may stream the meeting live on the [City of Santa Fe's YouTube channel](#). The YouTube live stream can be accessed from most smartphones, tablets, or computers.

The video recording, *if created*, of this and all past meetings of the Governing Body will also remain available for viewing at any time on the [City's YouTube channel](#). Staff is available to help members of the public access pre-recorded Governing Body meetings online at any time during normal business hours. Please call 955-6521 for assistance.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Consent Agenda
5. Presentations
 - a. Land Use Update Presentation (Heather Lamboy, Land Use Director; hllamboy@santafenm.gov)
6. Public Comment
7. Action Items: Consent Agenda
 - a. Request for Approval of the February 18, 2026, Quality of Life Committee Meeting Minutes. (Marcella A. Apodaca, Business Operations Manager; maapodaca1@santafenm.gov)

Committee Review:

Quality of Life Committee: 03/04/2026

- b. Request for Approval of Amendment No. 1 to Lease Agreement #16-116 with Santa Fe Health Club, LLC to Extend the Lease Term to February 28, 2031, and Increase Rent by \$15,361.01 Per Year with an Escalation of 2.5% Per Year for the Lease of Land Adjacent to 786 Calle Mejia for Use as a Parking

Lot. (Terry Lease, tjlease@santafenm.gov; Nina A. Nguyen, nanguyen@santafenm.gov)

Committee Review:

Quality of Life Committee: 03/04/2026

Finance Committee: 03/09/2026

Governing Body: 03/11/2026

- c. Request for Approval of a Budget Amendment Resolution (BAR) in the Amount of \$408,669 to Transfer One-Time Funding in FY26 from Human Resources to ITT Department for ERP Project to Ensure That the Project Budget is Properly Allocated. (Eric Candelaria, ITT Director; edcandelaria@santafenm.gov and Sarah Bollteter-Gonzales, Human Resource Interim Director; snbolleter-gonzales@santafenm.gov)

Committee Review:

Quality of Life Committee: 03/04/2026

Finance Committee: 03/09/2026

Governing Body: 03/11/2026

- d. Request for Approval of a Budget Amendment Resolution (BAR) in the Amount of \$241,200 to Transfer One-Time Funding in FY26 from ITT Gross Receipts Tax to ITT Enterprise Resource Planning to Offset Funds That Were Transferred Out of ITT. (Eric Candelaria, ITT Director; edcandelaria@santafenm.gov)

Committee Review:

Quality of Life Committee: 03/04/2026

Finance Committee: 03/09/2026

Governing Body: 03/11/2026

- e. CONSIDERATION OF BILL NO. 2026-02. ADOPTION OF ORDINANCE NO. 2026-_____. (Mayor Michael Garcia)
A Bill Amending SFCC 1987, Section 11-13 to Expand Exemptions Permitted by NMSA 1978, Sections 13-1-98 Through 13-1-98.2, Including Certain Purchase Types and Legal Service Types; Adding Exemptions for Certain Prepayment Required Items, Not Exceeding \$100,000 and for Lobbying Services Representing the City of Santa Fe's Interests; Requiring the Procurement Manual to be Adopted by Resolution; Establishing an Eight-Year Maximum Term for Professional Service Contracts; Authorizing the Chief Procurement Officer to Approve Purchase Orders and to Approve the Use of Requests for Applications; Adopting Construction Manager at Risk Delivery Method Procedures; Modifying Certain Amounts Listed in NMSA 1978, Section 13-1-125; Authorizing the City Manager to Approve Contract Amendments that Do Not Materially Alter the Scope of Work. (Travis Dutton-Leyda, Purchasing Officer; tkduttonleyda@santafenm.gov)

Committee Review:

Governing Body (Introduced): 02/11/2026

Governing Body (Public Comment): 02/25/2026

Public Works and Utilities Committee: 03/02/2026

Quality of Life Committee: 03/04/2026

Finance Committee: 03/09/2026

Governing Body: 03/25/2026

- f. CONSIDERATION OF RESOLUTION NO. 2026-____. (Mayor Michael Garcia and Councilor Lee Garcia)
A Resolution Supporting the Placement of the Remnants of the Soldiers' Monument in the New Mexico History Museum on a Temporary Basis; Authorizing the City Manger to Work with State Officials to Enter into a Temporary Loan Agreement. (Marci Eannarino, Legislation and Policy Innovation Manager; maennarino@santafenm.gov; Christine Spiers, Legislative Coordinator; cmspiers@santafenm.gov; Palmer Anderson, Policy Analyst; pcanderson@santafenm.gov)

Committee Review:

Governing Body (Introduced): 02/25/2026
Public Works and Utilities Committee: 03/02/2026
Quality of Life Committee: 03/04/2026
Finance Committee: 03/09/2026
Governing Body: 03/11/2026

8. Action Items: Discussion Agenda
9. Executive Session
10. Matters from Staff
11. Matters from the Committee
12. Matters from the Chair
13. Next Meeting: Wednesday March 18, 2026
14. 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.

**QUALITY OF LIFE COMMITTEE
WEDNESDAY, FEBRUARY 18, 2026, 5:00 PM
CITY COUNCIL CHAMBERS, CITY HALL
200 LINCOLN AVENUE, SANTA FE, NEW MEXICO**

1. CALL TO ORDER

A meeting of the Quality of Life Committee was called to order on Wednesday, at 5:07 pm, by February 4, 2026, by Councilor Castro, Chair, at City Hall, in the City Council Chambers, 200 Lincoln Avenue, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT

Councilor Alma Castro, Chair
Councilor Elizabeth Barrett
Councilor Patricia Feghali
Councilor Amanda Chavez
Councilor Jamie Cassutt

OTHERS PRESENT

Marcella Apodaca, Committee Liaison
Manual Sanchez, Interim Community Services Department Director
Heather Lamboy, Land Use Director
Elizabeth Martin, Stenographer

3. APPROVAL OF AGENDA

MOTION A motion was made by Councilor Chavez, seconded by Councilor Barrett, to approve the agenda as presented.

VOTE The motion passed on a voice vote.

4. APPROVAL OF CONSENT AGENDA

Items 7 (B, D and G) were pulled from the agenda for discussion.

MOTION A motion was made by Councilor Chavez, seconded by Councilor Cassutt, to approve the Consent Agenda as amended.

VOTE The motion passed on a voice vote.

5. PRESENTATIONS

A. CODE BLUE: BUILDING DISASTER PREPAREDNESS THROUGH HUMANITARIAN RESPONSE

Given

6. PUBLIC COMMENT

7. ACTION ITEMS: CONSENT AGENDA

A. REQUEST FOR APPROVAL OF THE FEBRUARY 4, 2026, QUALITY OF LIFE COMMITTEE MEETING MINUTES.

Approved on consent.

B. REQUEST FOR APPROVAL OF THE AGE FRIENDLY ACTION PLAN.

MOTION A motion was made by Councilor Chavez, seconded by Councilor Cassutt, to approve the request.

VOTE The motion passed on a voice vote.

C. REQUEST FOR APPROVAL OF A BUDGET AMENDMENT RESOLUTION (BAR) IN THE TOTAL AMOUNT OF \$210,567 TO RE-APPROPRIATE UNUSED FY25 FUNDS TO FY26 TO SUPPORT ONGOING COMMITMENTS AND IMPLEMENTATIONS INTO FY26.

Approved on consent.

D. REQUEST FOR APPROVAL OF A SERVICE AGREEMENT WITH SOUNDTHINKING INC. FOR THE PURCHASE OF A GUNSHOT DETECTION, LOCATION, AND FORENSIC ANALYSIS SERVICE IN THE TOTAL AMOUNT OF \$354,000 FOR A ONE-YEAR TERM.

MOTION A motion was made by Councilor Chavez, seconded by Councilor Barrett, to approve the request.

VOTE The motion passed on a voice vote.

E. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO GRANT AGREEMENT ITEM # 22-0514 WITH THE NEW MEXICO AGING AND LONG-TERM SERVICES DEPARTMENT TO EXTEND THE REVERSION DATE TO JUNE 30, 2026, FOR ENCUMBERED FUNDS IN

THE AMOUNT OF \$170,259.18 FOR GRANT AGREEMENT E5290 TO PURCHASE AND EQUIP VEHICLES FOR THE MARY ESTHER GONZALES SENIOR CENTER.

Approved on consent.

F. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO GRANT AGREEMENT ITEM #22-0541 WITH THE NEW MEXICO AGING AND LONG-TERM SERVICES DEPARTMENT TO EXTEND THE REVERSION DATE TO JUNE 30, 2026, FOR ENCUMBERED FUNDS IN THE AMOUNT OF \$133,762.68 FOR GRANT AGREEMENT E5288 TO PLAN, DESIGN, CONSTRUCT, EQUIP AND FURNISH THE MARY ESTHER GONZALES SENIOR CENTER.

Approved on consent.

G. REQUEST FOR BUDGET AMENDMENT RESOLUTION (BAR) IN THE AMOUNT OF \$80,000 TO TRANSFER ONE-TIME FUNDING IN FY26 FROM PLANNING AND LAND USE TO ITT TO COMPENSATE FOR THE PURCHASE OF THE OPENGOV SOFTWARE.

MOTION A motion was made by Councilor Barrett, seconded by Councilor Cassutt, to approve the request.

VOTE The motion passed on a voice vote.

H. CONSIDERATION OF RESOLUTION NO. 2026-_____. A RESOLUTION CLARIFYING THE TERMS OF RESOLUTION NO. 2024-14 TO ALLOW THE KNIGHTS OF COLUMBUS COUNCIL 10517 TO DISPLAY BANNERS COMMEMORATING SANTA FE VETERANS AS "SANTA FE HEROS" BETWEEN MEMORIAL DAY AND VETERANS DAY, ANNUALLY.

Approved on consent.

8. ACTION ITEMS: DISCUSSION AGENDA

None.

9. EXECUTIVE SESSION

None.

10. MATTERS FROM STAFF

Heard.

11. MATTERS FROM THE COMMITTEE

Heard.

12. MATTERS FROM THE CHAIR

Heard.

13. NEXT MEETING: WEDNESDAY, MARCH 4, 2026

14. ADJOURN

There being no further business before the Committee, the meeting adjourned at 7:12 pm.

Councilor Alma Castro

Elizabeth Martin

Elizabeth Martin (Feb 24, 2026 10:22:17 MST)

Elizabeth Martin, Stenographer



Michael J. Garcia, Mayor

Date: February 20, 2026

To: Brian J. Moya, Interim City Manager

Via: Andrea K. Phillips, Deputy City Manager AK
ANDREA PHILLIPS

From: Terry Lease, Manager, Asset Development TL
TL

Nina A. Nguyen, Project Manager, Asset Development NAN

Subject: Amendment #1 to Lease Agreement Between The City of Santa Fe and Santa Fe Health Club, LLC

ITEM AND ISSUE:

Asset Development respectfully requests your review and approval of Amendment #1 to Lease Agreement between the City of Santa Fe (“City” or “Lessor”) and Santa Fe Health Club, LLC (“Lessee”) to extend the lease term and increase rent; (Terry Lease, tjlease@santafenm.gov, (505) 629-2206, Nina A. Nguyen, nanguyen@santafenm.gov, (505) 819-1870)

BACKGROUND AND SUMMARY:

Lessee leases 29,490 square feet of land that is adjacent to 786 Calle Mejia for use as a parking lot under Lease Agreement #16-0116. The original term ends February 28, 2026, and this Amendment approves the first 5-year Option Term. The new termination date of the Lease Agreement shall be February 28, 2031. Rent has increased to \$15,361.01 per year with an escalation of 2.5% per year.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

\$\$\$\$\$ SOURCE/REVENUE: Expense Revenue

Munis Org Name/Number: 2122800

Munis Object Name/Number: 460150

Budget Officer / Designee: Andy Hopkins **Date:** February 23, 2026

Budget Officer Comment/Exceptions: _____

City Council

Alma G. Castro, District 1
Patricia Feghali, District 1

Elizabeth “Liz” Barrett, District 2
Paul C. Bustamante, District 2

Lee Garcia, Mayor Pro Tem, District 3
Pilar F.H. Faulkner, District 3

Jamie Cassutt, District 4
Amanda Chavez, District 4

PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-98, Exempt
Real Property is exempt from Procurement

Chief Procurement Officer (CPO) / Designee: N/A - Exempt Date: _____

CPO Comment/Exceptions: _____

ASSOCIATED APPROVALS:

IT 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:

- Amendment #1
- Lease Agreement
- Certificate of Insurance
- Real Property Determination

**CITY OF SANTA FE AMENDMENT #1
TO LEASE AGREEMENT BETWEEN THE CITY OF SANTA FE AND
SANTA FE HEALTH CLUB, LLC (ITEM #16-0116)**

This Amendment #1 to the City of Santa Fe “LEASE AGREEMENT BETWEEN THE CITY OF SANTA FE AND SANTA FE HEALTH CLUB, LLC” dated March 1, 2016 (“Lease Agreement”) is made and entered into as of the date of the last signature (“Effective Date”), by and between the CITY OF SANTA FE, a charter municipality organized under the laws of New Mexico (“City” or “Lessor”) and SANTA FE HEALTH CLUB, LLC, a New Mexico limited liability company (“Lessee”).

WHEREAS, Lessee has leased a parking lot, in support of Lessee’s fitness business, from the City since March 1, 2016 under the terms of the Lease Agreement (Item #16-0116); and

WHEREAS, the Lease Agreement provides for two option terms of 5-years each, provided that Lessee is in compliance of the terms of this Lease Agreement and that Lessee has provided prior written notice to City at least 60-days prior to the expiration of the Initial Term; and

WHEREAS, Lessee is in compliance with the terms of the Lease Agreement and has provided the required prior written notice.

AMENDMENT:

Pursuant to Section 16 of the Lease Agreement, and for the good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the Santa Fe Health Club, LLC, agree that the Agreement is amended as follows:

1. The first 5-year Option Term as provided for in Section 4 (LEASE TERM) is hereby approved. The new termination date of the Lease Agreement shall be February 28, 2031.
2. Add the following sentence to the end of Section 5 (RENT), C (Increase in Rent):
 - D. Rent Schedule. In consideration of this Lease Agreement, City and Lessee agree to the Rent Schedule attached as **Exhibit B**.
3. Attach Exhibit B below as the last page of the Lease Agreement:

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Option Years	Year	Term Dates		LSF	Total Annual Rent	Escalation, Excluding TI	Monthly Rent	Annual Cost per LSF
	1	3/1/2016	2/28/2017	29,490	\$12,000.00		\$1,000.00	\$0.41
	2	3/1/2017	2/28/2018	29,490	\$12,300.00	2.50%	\$1,025.00	\$0.42
	3	3/1/2018	2/28/2019	29,490	\$12,607.50	2.50%	\$1,050.63	\$0.43
	4	3/1/2019	2/29/2020	29,490	\$12,922.69	2.50%	\$1,076.89	\$0.44
	5	3/1/2020	2/28/2021	29,490	\$13,245.75	2.50%	\$1,103.81	\$0.45
	6	3/1/2021	2/28/2022	29,490	\$13,576.90	2.50%	\$1,131.41	\$0.46
	7	3/1/2022	2/28/2023	29,490	\$13,916.32	2.50%	\$1,159.69	\$0.47
	8	3/1/2023	2/29/2024	29,490	\$14,264.23	2.50%	\$1,188.69	\$0.48
	9	3/1/2024	2/28/2025	29,490	\$14,620.83	2.50%	\$1,218.40	\$0.50
	10	3/1/2025	2/28/2026	29,490	\$14,986.36	2.50%	\$1,248.86	\$0.51
*	11	3/1/2026	2/28/2027	29,490	\$15,361.01	2.50%	\$1,280.08	\$0.52
*	12	3/1/2027	2/29/2028	29,490	\$15,745.04	2.50%	\$1,312.09	\$0.53
*	13	3/1/2028	2/28/2029	29,490	\$16,138.67	2.50%	\$1,344.89	\$0.55
*	14	3/1/2029	2/28/2030	29,490	\$16,542.13	2.50%	\$1,378.51	\$0.56
*	15	3/1/2030	2/28/2031	29,490	\$16,955.69	2.50%	\$1,412.97	\$0.57
*	16	3/1/2031	2/29/2032	29,490	\$17,379.58	2.50%	\$1,448.30	\$0.59
*	17	3/1/2032	2/28/2033	29,490	\$17,814.07	2.50%	\$1,484.51	\$0.60
*	18	3/1/2033	2/28/2034	29,490	\$18,259.42	2.50%	\$1,521.62	\$0.62
*	19	3/1/2034	2/28/2035	29,490	\$18,715.90	2.50%	\$1,559.66	\$0.63
*	20	3/1/2035	2/29/2036	29,490	\$19,183.80	2.50%	\$1,598.65	\$0.65

Except as specifically provided in this Amendment #1, the Agreement shall remain in full force and effect, in accordance with its term.

[REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY]
[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties have executed this Amendment #1 as of the dates set out below,

LESSOR: CITY OF SANTA FE

LESSEE: SANTA FE HEALTH CLUB, LLC

MICHAEL J. GARCIA, MAYOR

DATE: _____

John Montoya

John Montoya (Feb 9, 2026 23:01:37 MST)

JOHN MONTOYA, MANAGING MEMBER

DATE: **Feb 9, 2026**

ATTEST:

GERALYN F. CARDENAS, INTERIM CITY CLERK

APPROVED AS TO FORM:

Ruby Crews

Ruby Crews (Feb 10, 2026 11:08:34 MST)
RUBY A. CREWS, ASSISTANT CITY ATTORNEY

APPROVED AS TO FINANCE:

ANDREA K. PHILLIPS, INTERIM FINANCE DIRECTOR
Object Org. Code 2122800-460150



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/18/2026

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 K&K Insurance Group, Inc. P.O. Box 2338 Fort Wayne, IN 46801-2338	CONTACT NAME: Mass Merchandising	
	PHONE (A/C, No., Ext): 1-800-506-4856	FAX (A/C, No): 1-260-459-5590
E-MAIL ADDRESS: info@fitnessinsurance-kk.com		
PRODUCER CUSTOMER ID:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED: 4319447 CP# 161 Fit Inc DBA: Santa Fe Spa 786 Calle Mejia Santa Fe, NM 87501 A Member of the Sports, Leisure & Entertainment RPG	INSURER A: Markel Insurance Company	38970
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 2000717196 **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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	X		M1MAS0000000500900	10/30/25 12:01 AM	10/30/26 12:01 AM	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 PROFESSIONAL LIABILITY \$2,000,000 LEGAL LIAB TO PARTICIPANTS \$2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> RETENTION			M1MAS0000000500900	10/30/25 12:01 AM	10/30/26 12:01 AM	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y <input type="checkbox"/> N		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
	MEDICAL PAYMENTS FOR PARTICIPANTS						PRIMARY MEDICAL EXCESS MEDICAL

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Facility #1: 786 Calle Mejia, Santa Fe, NM 87501 On-site & Off-site coverage
 Liability is not provided for independent contractors
 The certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured.
 Sexual Abuse or Sexual Molestation Liability - \$1,000,000 Each Occurrence (included above)/ \$1,000,000 Aggregate (included above)
 This certificate is effective 02/19/2026

CERTIFICATE HOLDER City of Santa Fe PO Box 909 Santa Fe, NM 87504 Owner/Manager/Lessor of Premises	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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Coverage is only extended to U.S. events and activities.

** NOTICE TO TEXAS INSURED: The Insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas.

ACORD 25 (2016/03)

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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

Dear City Staff,

In accordance with State Statute and City Ordinances, this document serves as a blanket services determination and is valid until June 30, 2026, for the types of general, professional, and construction services that are clearly one of the types pre-established and approved by the State Purchasing Agent and City CPO.

Please continue to obtain determinations for services that do not clearly and fully fit within the types listed below. For mixed or hybrid services, unclear scopes of work, and design-build projects, specific determinations will be required. In these cases, please email purchasing_det@santafenm.gov to obtain the necessary CPO determinations for your procurement needs.

Should you have any questions or require clarification on a particular service, feel free to contact CPD.

The following are General Services:

- Air/bus, vehicle charter/rental service
- Animal/k9 boarding - basic
- Auctioneers
- Audio-visual equipment setup and routine maintenance for events and presentations (including projectors, microphones, and speakers)
- Automotive mechanical services – all - including vehicle inspection, diagnostics, repair labor, parts replacement, and routine maintenance (e.g., oil changes, brake service, tune-ups, etc.)
- Banking Services (routine, transaction-based)
- Boiler testing/water treatment service
- Bookkeeping service (routine, transaction-based)
- Biohazard clean-up and disinfection services for crime scenes, homicides, suicides, unattended deaths, car accidents, deadly car crashes and cleanup of police units, along with any other biohazard situations. Building alarm systems, service and repair
- Check collection service
- Clothing, textile fabrication repair service

General Services (continued):

- Commercial laundry service, dry cleaning, etc.
- Communications systems installation, servicing, and repair
- Conference and trade show coordination
- Debt collection service
- Delivery/courier service
- Document storage, duplication, retrieval, review, and destruction service
- Drug testing and screening (standard tests)
- Engraving service
- Equipment installation, preventive maintenance, inspection, calibration, and repair
- Equipment rental services
- Exams administration and scoring service
- Executive recruitment
- Firefighting/suppression service
- Food preparation, vending, and catering services
- Health screening, basic diagnostic (wellness, blood pressure monitoring, blood draw, etc.)
- Herbicide application service
- Household goods packing, storage, transportation service
- HVAC system maintenance service - Includes filter changes, inspections, cleaning, minor repairs, and system diagnostics.
- Information Technology - Hosting only
- Information Technology Help Desk Services
- Information Technology Services requiring software or equipment
- Information Technology Software and Hardware Support Services
- Interpretive services: written/oral/sign language
- Inventory service
- Janitorial service, carpet cleaning, window washing
- Laboratory testing and analysis (standard tests only)
- Land clearing/debris removal service
- Landscaping—tree planting, grooming service, lawn mowing, etc. (but not landscape architects)
- Language translation service
- Linen rental service

General Services (continued):

- Marine equipment inspection, certification, and repair
- Medical equipment rental or repair service (wheelchairs, walkers, etc.), including measurements, adjustments, and modifications to meet patient needs
- Metal/pipe/wiring detection service
- Office furnishings installation, refurbishment, and repair service
- Package inspection and crating
- Painting service
- Paper shredding
- Parking lot sweeping/snow removal service
- Pest/weed control service
- Photographic/micrographic processing and delivery, includes aerial and ground photography (if analysis is included, then personal service)
- Printing/duplicating service
- Process serving
- **Property management (rent collection, property maintenance, etc.)**
- Recycling/disposal/litter pickup service
- Retreat and workshop planning, conduct, coordination, etc.
- Security/armored car services
- Shop welding/metal fabrication service
- Software as a Service
- Steam cleaning, high pressure washing, parts cleaning service
- Studio photography service (does not include portrait painting)
- Telephone interview service (conduct of survey using prescribed survey instrument)
- Towing service
- Traffic control services – including certified flaggers, barricade setup/removal, temporary signage, and traffic control plans (not involving permanent installations or design engineering)
- Training – when offered as a regular course by an institution (such as a college or university)
- Travel service — air, surface, water
- Videotaping and recording service
- Warehouse dry/cold storage rental service
- Weather information service

The following are Professional Services:

- Accountants (certified public accountants and registered public accountants)
- Actuaries
- Analysts of processes, programs, fiscal impact, and compliance
- Appraisers
- Archeologists
- Architects
- Artwork, original (services creating the artwork)
- Audio/video media productions (design, development, and/or oversight of)
- Auditors
- Broadband
- Business process re-engineering
- Counselors
- Consultants (including IT Consultants)
- Curriculum/Examination development
- Data Backup Services
- Data Storage and Management Services
- Design
- Economists
- Engineers
- Environmental monitoring: noise level, safety, hazardous gas detection, radiation monitoring service, etc.
- Financial Advisors
- Grant writing
- Graphic designers (creative or original in nature)
- Hearing officer services
- Independent Verification and Validation
- Information Technology Hosting when it includes Maintenance and Support
- Information Technology Maintenance
- Information Technology Management
- Information Technology Programming
- Information Technology Risk Assessment

Professional Services (Continued):

- Insurance Adjusters/Brokers
- Investigators (personnel-related, etc.)
- Investment advisors and management
- Labor negotiators
- Landscape Architects
- Lawyers
- Lobbyists
- Managed Network Services
- Management and system analysts
- Management consultants
- Marketing consultants (including identifying market opportunities, conduct of marketing programs, planning, promotion, market research surveys, etc.)
- Medical arts practitioners
- Medical – doctors, immunizations, etc.
- Mental health support – Therapists, Counselors, etc.
- Network Cybersecurity Services
- Network Installation
- Physicals
- Planners
- Policy Advisors
- Polygraph services
- Product Development Services
- Program/Project Managers
- Psychologists
- Public relations advisors/Publicists
- Publication development (creation of audio/video productions, brochures, pamphlets, maps, signs, posters, annual reports, etc.)
- Researchers
- Scientists (Bio/Chem/Env/Geo/Hydro/Mech, etc.)
- Social and Human Services - Includes case management, outreach, crisis intervention, supportive housing assistance, and other services intended to support vulnerable or at-risk populations. Services may be delivered by licensed or trained professionals in coordination with public or nonprofit systems.

Professional Services (Continued):

- Speech writers
- Statisticians
- Surveyors
- Trade developers
- Training – when it is specifically designed for an agency as opposed to established courses (such as out of the box training offered to all at a training company, university, or college)
- Veterinarian services
- Web design and development

The following are Construction Services:

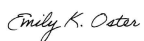
- Bid-Build (Standard)
- Construction Managers
- New Construction (including buildings, roads, bridges, utilities)
- Remodeling and Renovations (interior and exterior work)
- Demolition (including site clearance)
- Excavation and Earthwork
- Electrical Work (installation, repair, upgrades)
- Permanent installation or upgrades of audio-visual systems (including wiring and structural modifications)
- Plumbing (installation, repair, maintenance)
- Masonry and Concrete Work
- Roofing (installation, repair, maintenance)
- Structural Repair and Reinforcement
- Stucco installation, repair, and finishing
- Painting and Finishing (for construction purposes)
- Mechanical Work (HVAC systems, etc.)
- Site Preparation and Land Grading
- Utility Installation and Repair (water, sewer, gas lines)

Travis Dutton-Leyda, Chief Procurement Officer




Date: 06/30/2025

Emily Oster, Finance Director



Date: 06/30/2025

Signature: Terry Lease
Terry Lease (Feb 20, 2026 15:26:13 MST)
Email: tjlease@santafenm.gov


Signature: 
ANDREA PHILLIPS (Feb 23, 2026 10:22:12 MST)
Email: akphillips@santafenm.gov

City of Santa Fe, New Mexico

memo

DATE: February 12, 2026

TO: Human Resources Department. Sarah Bolleter-Gonzales

VIA: Eric Candelaria, ITT Director 
Eric Candelaria (Feb 16, 2026 16:15:42 MST)

FROM: James Edwards, ITT Procurement Coordinator

RE: ITT ERP Project funds transfer.

SUMMARY:

A significant amount was budgeted for the ERP project in HR, but the expenses were actually paid from ITT. This amount includes the \$500,000 original allocation to HR ERP in FY23, less the \$64,469 spent in FY23 and \$26,862 spent in FY24, for a total increase of \$408,669. We are seeking to move this amount into the main ITT ERP project to assure that the project budget is properly allocated

Action Requested:

Transfer funds from HR ERP funds transfer to ITT ERP project budget.



Account Inquiry [CITY OF SANTA FE]

Account

Fund	325	...	SPECPROJ	Acct	325-10-30-3010-231-00-000-510340-		
Org	3250231	...	HR ERP	Acct name	Other Consulting		
Object	510340	...	Oth Cnsltg	Type	Expense	▼	Status
Project	...			Rollup	...		Active
				Sub-Rollup	...		

MultiYr Fund

4 Year Comparison Current Year History 4 Year Graph History Graph

Yr/Per 2026/01	Fiscal Year 2026	Fiscal Year 2025	Fiscal Year 2024
Original Budget	.00	.00	.00
Transfers In	.00	.00	300,000.00
Transfers Out	.00	.00	.00
Revised Budget	.00	.00	300,000.00
Actual (Memo)	.00	.00	26,862.12
Encumbrances	.00	.00	.00
Requisitions	.00		
Available	.00	.00	273,137.88
Percent used	.00	.00	8.95

Account Inquiry [CITY OF SANTA FE]

Account

Fund 325 SPECPROJ
Org 3250231 HR ERP
Object 510340 Oth Cnsltg
Project 

4 Year Comparison

Current Year



Fiscal Year 2023

Original Budget	500,000.00
Transfers In	.00
Transfers Out	.00
Revised Budget	500,000.00
Actual (Memo)	64,469.10
Encumbrances	.00
Available	435,530.90
Percent Used	12.89












408k Justification Memo

Final Audit Report

2026-02-23


Created:	2026-02-16
By:	JAMES EDWARDS (jwedwards@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2e1WXLGxQ6p6P5mR57Tu6o5TLWCpci02

"408k Justification Memo" History


-  Document created by JAMES EDWARDS (jwedwards@santafenm.gov)
2026-02-16 - 9:40:41 PM GMT- IP address: 63.232.20.2
-  Document emailed to Eric Candelaria (edcandelaria@santafenm.gov) for signature
2026-02-16 - 9:45:45 PM GMT
-  Email viewed by Eric Candelaria (edcandelaria@santafenm.gov)
2026-02-16 - 11:15:28 PM GMT- IP address: 174.240.16.184
-  Document e-signed by Eric Candelaria (edcandelaria@santafenm.gov)
Signature Date: 2026-02-16 - 11:15:42 PM GMT - Time Source: server- IP address: 174.240.16.184
-  Document emailed to Sarah Bolleter-Gonzales (snbolleter-gonzales@ci.santa-fe.nm.us) for signature
2026-02-16 - 11:15:43 PM GMT
-  Email viewed by Sarah Bolleter-Gonzales (snbolleter-gonzales@ci.santa-fe.nm.us)
2026-02-19 - 10:25:48 PM GMT- IP address: 104.47.64.254
-  Email viewed by Sarah Bolleter-Gonzales (snbolleter-gonzales@ci.santa-fe.nm.us)
2026-02-20 - 7:17:27 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Sarah Bolleter-Gonzales (snbolleter-gonzales@ci.santa-fe.nm.us)
Signature Date: 2026-02-20 - 7:19:23 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
2026-02-20 - 7:19:25 PM GMT
-  Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2026-02-20 - 8:59:26 PM GMT- IP address: 104.47.64.254
-  Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Signature Date: 2026-02-20 - 8:59:48 PM GMT - Time Source: server- IP address: 63.232.20.2





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2026-02-20 - 8:59:50 PM GMT


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2026-02-20 - 8:59:56 PM GMT- IP address: 62.10.205.21

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Signature Date: 2026-02-23 - 5:31:03 PM GMT - Time Source: server- IP address: 63.232.20.2

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2026-02-23 - 5:31:06 PM GMT

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2026-02-23 - 5:44:48 PM GMT- IP address: 63.232.20.2

 Document e-signed by BRIAN MOYA (bjmoya@santafenm.gov)
Signature Date: 2026-02-23 - 5:45:09 PM GMT - Time Source: server- IP address: 63.232.20.2


 Agreement completed.
2026-02-23 - 5:45:09 PM GMT

City of Santa Fe, New Mexico

memo

DATE: February 2, 2026

TO: Budget Department

VIA: Eric Candelaria, ITT Director 
Eric Candelaria (Feb 25, 2026 15:16:03 MST)

FROM: James Edwards, ITT Procurement Coordinator

RE: ITT Department

SUMMARY:

Request for Budget Amendment Request (BAR) in the Amount of \$241,200.00 to Transfer One-Time Funding in FY26 from ITT GRT to ITT ERP to Offset Funds That Were Transferred Out of ITT.

Action Requested:

Transfer funds from ITT GRT to ITT ERP.








241k Memo

Final Audit Report

2026-02-25

Created:	2026-02-25
By:	JAMES EDWARDS (jwedwards@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAATa_LCEdrbH5kP3Uvrsw0iyQmIR1DHfqH

"241k Memo" History

-  Document created by JAMES EDWARDS (jwedwards@santafenm.gov)
2026-02-25 - 10:10:09 PM GMT- IP address: 63.232.20.2
-  Document emailed to Eric Candelaria (edcandelaria@santafenm.gov) for signature
2026-02-25 - 10:10:38 PM GMT
-  Email viewed by Eric Candelaria (edcandelaria@santafenm.gov)
2026-02-25 - 10:15:30 PM GMT- IP address: 73.127.138.169
-  Document e-signed by Eric Candelaria (edcandelaria@santafenm.gov)
Signature Date: 2026-02-25 - 10:16:03 PM GMT - Time Source: server- IP address: 73.127.138.169
-  Agreement completed.
2026-02-25 - 10:16:03 PM GMT

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

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

DEPARTMENT / DIVISION NAME				DATE	
				2/4/2026	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				<i>{enter as <u>positive</u> #}</i>	<i>{enter as <u>negative</u> #}</i>
ITT (GRT) Other Consulting	3653501	510340			(241,200)
ITT (GRT) Transfer Out to 325	3653501	760325		241,200	
ERP service Contracts	3253950	510310		241,200	
REVENUES				<i>{enter as <u>negative</u> #}</i>	<i>{enter as <u>positive</u> #}</i>
ERP Operating Trabsfer in from 365	3253950	660365		(241,200)	
JUSTIFICATION: <i>(use additional page if needed)</i> --Attach supporting documentation/memo				\$ 241,200	\$ (241,200)

Transferring in money to offset funds that were transferred out of ITT.		{Complete section below if BAR results in a net change to ANY Fund}	
		Fund Balance	
Fund(s) Affected		Increase/(Decrease)	
TOTAL:			0

<u>JAMES EDWARDS</u> <small>JAMES EDWARDS (Feb 10, 2026 10:43:27 MST)</small>	02/10/2026 <small>Date</small>	<small>{Use this form for Finance Committee/ City Council agenda items ONLY}</small>	<u>Andy Hopkins</u> <small>Budget Officer</small>	02/10/2026 <small>Date</small>
<small>Prepared By {print name}</small>	<small>Date</small>	CITY COUNCIL APPROVAL	<u>Andrea Phillips</u> <small>ANDREA PHILLIPS (Feb 12, 2026 16:08:26 MST)</small>	02/12/2026 <small>Date</small>
<small>Division Director Signature {optional}</small>	<small>Date</small>	<small>City Council Approval Date</small> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px;"></div>	<small>Finance Director {≤ \$5,000}</small>	<small>Date</small>
<u>Eric Candalaria</u> <small>Eric Candalaria (Feb 10, 2026 08:53:36 MST)</small>	<small>Date</small>	<small>Agenda Item #:</small> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px;"></div>	<u>BRIAN MOGA</u> <small>CITY MANAGER {≤ \$60,000}</small>	<small>Date</small>

Signature:

Email: eagomez@santafenm.gov





CITY OF SANTA FE

Memorandum

Date: February 3, 2026

To: Finance Committee and Governing Body

From: Travis Dutton-Leyda, Chief Procurement Officer 

Via: Andrea Phillips, Deputy City Manager and Interim Finance Director 
ANDREA PHILLIPS

RE: Procurement Modernization

EXECUTIVE SUMMARY

The proposed bill would amend SFCC 1987, Section 11-13, to expand and clarify exemptions permitted by NMSA 1978, Sections 13-1-98 through 13-1-98.2, including utilities, legal services, items requiring prepayment under one hundred thousand dollars (\$100,000), and lobbying services. The bill would also require that the procurement manual be adopted by resolution and would update procurement authority to allow the Chief Procurement Officer to approve purchase orders and the use of requests for applications. The bill would further establish an maximum eight-year term for professional service contracts, adopt Construction Manager at Risk Delivery Method procedures set forth in NMSA 1978, Sections 13-1-124.1 through 13-1-124.5, allow the City Manager to approve contract amendments that do not materially alter the scope of work, and adds processes for emergency procurements.

BACKGROUND

The City of Santa Fe (“City”) has long exercised its home-rule authority to establish a procurement system that reflects local priorities. Historically, the City relied on its own ordinance and Procurement Manual, which operated independently of the State of New Mexico’s Procurement Code.

In 2018, the Governing Body adopted Ordinance No. 2018-1, Section 2, amending SFCC 1987, Section 11-13 to formally adopt the State Procurement Code (NMSA 1978, Sections 13-1-28 through 13-1-199) as the foundation for City purchasing and procurement operations. This action improved legal consistency, operational efficiency, and transparency while preserving the City’s right to depart from state rules when expressly authorized by local ordinance.

Most recently, in 2023, the Governing Body adopted Ordinance No. 2023-20, amending SFCC 1987, Section 2-4.6 to increase the City Manager’s contract approval authority to \$200,000 and to require monthly publication of approved contracts. That ordinance also made a minor conforming change to Section 11-13 by striking outdated contract authority language, but it did not otherwise revise the City’s Procurement Code. Since that time, the City’s procurement needs have continued to evolve—driven by inflationary pressures, urgent timelines, and the complexity of public partnerships. The current ordinance amendments reflect that evolution and are intended to

clarify roles, update thresholds, streamline procedures, and codify best practices under the City's procurement framework.

ATTACHMENTS

Bill
Fiscal Impact Report (FIR)

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CITY OF SANTA FE, NEW MEXICO

BILL NO. 2026-02

Mayor Michael Garcia

A BILL

AMENDING SFCC 1987, SECTION 11-13 TO EXPAND EXEMPTIONS PERMITTED BY NMSA 1978, SECTIONS 13-1-98 THROUGH 13-1-98.2, INCLUDING CERTAIN PURCHASE TYPES, LEGAL SERVICE TYPES; ADDING EXEMPTIONS FOR CERTAIN PREPAYMENT-REQUIRED ITEMS, NOT EXCEEDING \$100,000 AND FOR LOBBYING SERVICES REPRESENTING THE CITY OF SANTA FE'S INTERESTS; REQUIRING THE PROCUREMENT MANUAL TO BE ADOPTED BY RESOLUTION; ESTABLISHING AN EIGHT-YEAR MAXIMUM TERM FOR PROFESSIONAL SERVICE CONTRACTS; AUTHORIZING THE CHIEF PROCUREMENT OFFICER TO APPROVE PURCHASE ORDERS AND TO APPROVE THE USE OF REQUESTS FOR APPLICATIONS; ADOPTING CONSTRUCTION MANAGER AT RISK DELIVERY METHOD PROCEDURES; MODIFYING CERTAIN AMOUNTS LISTED IN NMSA 1978, SECTION 13-1-125; AUTHORIZING THE CITY MANAGER TO APPROVE CONTRACT AMENDMENTS THAT DO NOT MATERIALLY ALTER THE SCOPE OF WORK.

Section 1. Section 11-13 of SFCC 1987 (being Ord. No. 2023-20 § 2, as amended) is amended to read:

1 **11-13 - ADOPTION OF CITY'S PROCUREMENT CODE.**

2 A. The city of Santa Fe hereby adopts the state of New Mexico Procurement Code (§§ 13-1-28
3 through 13-1-199, NMSA 1978) as the city of Santa Fe Procurement Code ("City Procurement
4 Code"). Pursuant to its home-rule authority, and the city charter, the city may adopt rules
5 specific to the city, which depart from state law. Any departures from the state law shall be
6 adopted by ordinance.

7 B. Exemptions permitted by §§ 13-1-98 through 13-1-98.2, NMSA 1978 are hereby adopted, in
8 addition to the following exemptions:

9 (1) Purchases of publicly provided or publicly regulated utilities and information services,
10 including but not limited to: gas, electricity, water, sewer, telecommunications, refuse
11 collection services, internet, and cable television;

12 (2) [~~Bond attorneys, if approved by the city council as part of the underwriting team involved~~
13 ~~in the issuance, sale and delivery of public securities for city bonds or city issued bonds;~~
14 ~~and]~~

15 [~~(3)]Legal services [for advice, consultation, and representation of the city.] including but not~~

16 limited to, advice, consultation, representation, research services, and litigation expenses

17 in connection with proceedings before administrative agencies or state or federal courts,

18 including experts, mediators, court reporters, process servers, and witness fees;

19 (3) Initial purchases not exceeding one hundred thousand dollars (\$100,000) for prepayment-

20 required items, such as magazine subscriptions, organizational membership fees, web-

21 based or electronic subscriptions, and conference registration fees, are exempt from

22 competitive procurement. This exemption does not apply if the subscription includes

23 implementation costs or service fees.

24 (4) Lobbying services performed by a registered lobbyists for the purpose of representing the

25 city's interests before federal or state legislative or executive bodies.

1 C. The purchasing officer shall be the “Chief Procurement Officer of the City” or “CPO” as
2 defined by NMSA 1978, Section [§] 13-1-38.1[~~(2013)~~].

3 D. Local Preferences. Notwithstanding, NMSA 1978, Sections [§]13-1-21 and 13-1-22[~~(2016)~~], the city
4 shall apply the following definitions and preferences:

5 (1) "Resident business" means a business that has a valid resident business certificate issued
6 by the taxation and revenue department pursuant to NMSA 1978, Section 13-1-22, and
7 which shows that the resident business resides within the Santa Fe municipal limits.

8 (2) When the city makes a purchase using a formal bid process, the public body shall deem a
9 bid submitted by a resident business to be three percent (3%) lower than the bid actually
10 submitted. In addition, if the bid includes subcontractors who are also resident businesses,
11 the public body shall deem a bid submitted by a resident business with resident business
12 subcontractors to be six percent (6%) lower than the bid actually submitted. If a non-
13 resident business hires all resident business subcontractors, the public body shall deem the
14 bid to be three (3%) percent lower than the bid actually submitted.

15 (3) When the city makes a purchase using a formal request for proposals process, not including
16 contracts awarded on a point-based system, the city shall award an additional:

17 (a) Three percent (3%) of the total weight of all the factors used in evaluating the proposals to
18 a resident business; and

19 (b) Three percent (3%) of the total weight of all the factors used in evaluating the proposals to
20 a business with all resident business subcontractors.

21 (4) When the city makes a purchase using a formal request for proposals process, and the contract
22 is awarded based on a point-based system, the city shall award additional points equivalent to:

23 (a) Three percent (3%) of the total possible points to a resident business; and

24 (b) Three percent (3%) of the total possible points to a business with all resident business
25 subcontractors.

1 (5) The maximum available local preference shall be six percent (6%).

2 E. Competitive sealed proposals valued in excess of one million dollars (\$1,000,000.00).

3 (1) If the bid or proposal includes to subcontractors who are also resident businesses, the public body
4 shall deem a bid or proposal submitted by a resident business to be six percent (6%) lower than
5 the bid actually submitted, if and only if at least fifty percent (50%) of the subcontracted services
6 go to subcontractors who are resident businesses.

7 (2) If a non-resident business hires resident business subcontractors, the public body shall deem the
8 bid or proposal to be three percent (3%) percent lower than the bid actually submitted, if and only
9 if at least fifty percent (50%) of the subcontracted services go to subcontractors who are resident
10 businesses.

11 F. City employees shall endeavor to procure local goods and services that qualify as "small purchases"
12 as defined by NMSA 1978, Section [§] 13-1-125.

13 G. Procurement Manual. The [~~Purchasing Manual may be amended as follows~~] governing body shall
14 adopt the Procurement Manual by resolution.

15 [~~(1) The procurement officer, finance and budget director or any member of the governing body~~
16 ~~may propose amendments to the finance committee;~~

17 [~~(2) The finance committee shall make its recommendation to the governing body;~~

18 [~~(3) The governing body shall approve, modify or disapprove the proposed amendments.~~

19 H. ~~At the beginning of each fiscal year, if amendments are made, the Purchasing Manual shall be re-~~
20 ~~published with the publication date clearly designated, and all amendments shall be incorporated~~
21 ~~therein.]~~

22 I. Professional Service Contracts. Professional service contracts may be established or amended for a
23 term not to exceed eight (8) years.

24 J. CPO Purchase Authority. Pursuant to NMSA 1978, Section 13-1-95.2, the CPO is authorized to
25 approve Purchase Orders (POs).

1 K. Use of Request for Applications (RFA). The CPO may approve the use of RFA. Procedures for
2 making the approval may be found in the city’s procurement manual.

3 L. Construction Manager at Risk (CMAR) Delivery Method. Pursuant to its home rule authority under
4 the Santa Fe Municipal Charter, the city hereby adopts the procedures set forth in NMSA 1978,
5 Sections 13-1-124.1 through 13-1-124.5 and the applicable provisions of the New Mexico
6 Administrative Code (NMAC), unless the city adopts its own CMAR procedures through the
7 Procurement Manual. Wherever the state statutes reference the “governing body,” such term shall
8 be interpreted in accordance with SFCC 1987, Section 2-1.1, to mean the city’s duly elected
9 governing body as defined in the city charter.

10 M. The city hereby modifies the amounts listed in NMSA 1978, Section 13-1-125.

11 (1) Purchases shall not be artificially divided to constitute a small purchase under this section.

12 (2) The city may procure any services, construction, and items of tangible personal property having
13 a value not exceeding sixty thousand dollars (\$60,000), excluding applicable state and local gross
14 receipts taxes, by issuing a direct purchase order to a contractor based upon the best interest of
15 the city.

16 (3) The city shall procure services, construction, or items of tangible personal property having a
17 value not exceeding one hundred thousand dollars (\$100,000), or more if the New Mexico
18 Legislature increases the threshold in NMSA 1978, Section 13-1-125. These amounts exclude
19 applicable state and local gross receipts taxes, in accordance with the applicable small purchase
20 rules adopted in the city’s Procurement Manual.

21 N. Contract Amendments Within City Manager Authority. The city manager is authorized to approve
22 amendments to existing contracts that do not materially alter the scope of work, including but not
23 limited to term extensions, assignments or transfers of ownership, and other non-monetary changes.
24 The city manager may also approve amendments that decrease the total compensation amount or that
25 increase compensation, provided such increase is within the city manager’s established approval

1 authority.

2 M. Emergency Procurement, Authorization to Commence Work.

3 (1) Upon a written determination that an emergency condition exists, executed in accordance with
4 this section and approved by the appropriate person, the city may authorize a vendor to commence
5 work prior to the execution of a separate contract, but following issuance of a PO, to the extent
6 necessary to address the emergency.

7 (2) Authorization to proceed under this section shall be limited to work necessary to mitigate or
8 resolve the emergency condition and shall not exceed the scope, duration, or dollar amount
9 specified in the approved emergency determination.

10 (3) Any emergency procurement authorized pursuant to this section shall be submitted for ratification
11 as soon as practicable after the CPO has issued a written determination. Ratification shall be
12 completed by:

13 (a) The city manager, when the total procurement amount is within the city manager's approval
14 authority; or

15 (b) The governing body, when the total procurement amount exceeds the city manager's approval
16 authority.

17 (4) Work authorized and performed in good faith pursuant to an approved emergency determination
18 shall not be invalidated due to the timing of ratification, provided all requirements of this section
19 and the Bateman Act are otherwise satisfied.

20 PASSED, APPROVED, and ADOPTED this ____ day of _____, 2026.

21 APPROVED AS TO FORM:

22
23 Marcos Martinez

24 Marcos Martinez (Feb 3, 2026 15:42:41 MST)

MARCOS MARTÍNEZ, INTERIM CITY ATTORNEY

25 *Legislation/2026/Bills/Procurement Modernization*

FISCAL IMPACT REPORT

General Information:

(Check) Bill: X Resolution: _____

Short Title(s): Procurement Modernization

Sponsor(s): Mayor Michael Garcia

Reviewing Department(s): Finance Department

Staff Completing FIR: Travis Dutton-Leyda, Chief Procurement Officer Date: 1/29/2026
Phone: (505) 629-8351

Reviewed by Interim City Attorney: *Marcos Martinez* Date: 02/03/2026
Marcos Martinez (Feb 3, 2026 15:42:41 MST)

Reviewed by Interim Finance Director: *Andrea Phillips* Date: 02/03/2026
ANDREA PHILLIPS (Feb 3, 2026 17:05:12 MST)

Summary:

The proposed bill would amend SFCC 1987, Section 11-13, to modernize the City of Santa Fe's (City) Procurement Code by expanding and clarifying exemptions permitted by NMSA 1978, Sections 13-1-98 through 13-1-98, including utilities, legal services, items requiring prepayment under one hundred thousand dollars (\$100,000), and lobbying services. The bill would also require that the procurement manual be adopted by resolution and would update procurement authority to allow the Chief Procurement Office to approve purchase orders and the use of requests for applications. The bill would further establish a maximum eight-year term for professional service contracts, adopt the Construction Manager at Risk Delivery Method procedures set forth in NMSA 1978, Sections 13-1-124.1 through 13-1-124.5, allow the City Manager to approve contract amendments that do not materially alter the scope of work, and provide additional processes for emergency procurements.

Departments Affected:

All departments that are engaged in procurement or contract management activities.

Consequences of Not Enacting Legislation:

If this legislation is not adopted, the City will continue operating under outdated procurement thresholds and procedural requirements that reduce efficiency, create unnecessary administrative burden, and limit flexibility in choosing the most appropriate solicitation methods. Staff time will continue to be spent on duplicative reviews, outdated procurement manual update procedures, and confusion regarding contract extensions for professional services.

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

This legislation complements Ordinance No. 2023-20, which increased the City Manager's contract approval authority, and is consistent with the City's adoption of the State Procurement Code under Ordinance No. 2018-1.

Performance and Administrative Implications:

The proposed bill would improve departmental efficiency, reduce procurement processing time, and clarify approval pathways. Delegating Procurement Manual amendment authority and updating small purchase thresholds is one way to reduce administrative workload across departments. Additionally, it would be prudent to increase Purchasing's staff in the future to help manage procurements and contracts citywide.

Fiscal Implications:

**There is no direct fiscal impact associated with this bill. The changes are procedural and administrative in nature. Over time, the City may have indirect cost savings through reduced staff hours spent on manual routing, outdated approvals, and redundant documentation requirements.

Fiscal Impact

 X 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
<u>Personnel and Benefits*</u>	\$ _____	\$ _____	\$ _____	_____	_____	_____	
<u>Capital Outlay</u>	\$ _____	\$ _____	\$ _____	_____	_____	_____	
<u>Contractual/</u>	\$ _____	\$ _____	\$ _____		_____	_____	
<u>Professional Services</u>							
<u>Operating</u>	\$ _____	\$ _____	\$ _____		_____	_____	\$ _____
<u>Total:</u>	\$ _____	\$ _____	\$ _____				\$ _____

Expenditure Narrative:

Revenue

Revenue Type	FYE 2026	FYE 2027	FYE 2028	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: tkduttonleyda@santafenm.gov



Date: February 16, 2026

To: Governing Body and Quality of Life Committee

From: Marci Eannarino, Legislation and Policy Innovation Manager 
Christine Spiers, Legislation Coordinator 
Palmer Anderson, Policy Analyst 

Via: Marcos Martínez, Interim City Attorney 

RE: Loan of the Soldiers' Monument to the New Mexico History Museum

EXECUTIVE SUMMARY:

The proposed Resolution would provide for the placement of the remnants of the Soldiers' Monument in the New Mexico History Museum on a temporary basis. The Resolution would also authorize the City Manager to work with State officials to enter into a temporary loan agreement between the City and the New Mexico History Museum for the same.

ATTACHMENTS:

Resolution
Fiscal Impact Report

1 **CITY OF SANTA FE, NEW MEXICO**

2 **RESOLUTION NO. 2026-__**

3 **INTRODUCED BY:**

4
5 Mayor Michael Garcia

6 Councilor Lee Garcia

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8
9
10 **A RESOLUTION**

11 **SUPPORTING THE PLACEMENT OF THE REMNANTS OF THE SOLDIERS’**
12 **MONUMENT IN THE NEW MEXICO HISTORY MUSEUM ON A TEMPORARY BASIS;**
13 **AUTHORIZING THE CITY MANAGER TO WORK WITH STATE OFFICIALS TO**
14 **ENTER INTO A TEMPORARY LOAN AGREEMENT.**

15 **WHEREAS**, the Soldiers’ Monument (“Monument”), located in the Santa Fe Plaza, was
16 funded by the Territorial Legislature of New Mexico in the 1860s and erected to recognize local
17 Union soldiers; and

18 **WHEREAS**, in 1868 the Territorial Legislature of New Mexico authorized the addition of
19 four inscribed plaque slabs to be added to the plinth base of the Monument; and

20 **WHEREAS**, three sides of the plinth base of the Monument commemorate soldiers who
21 fought in the United States Civil War in battles with Confederate forces, including in the Battle of
22 Glorieta Pass that allowed the Union to retain control of the American Southwest; and

23 **WHEREAS**, the Fourth North Facing Plaque originally stated “To the heroes who have
24 fallen in the various battles with savage Indians in the Territory of New Mexico”; and

25 **WHEREAS**, the Monument, its plaques, and its location on the Plaza have been

1 controversial for at least the last 115 years:

- 2 • In 1909, Territorial New Mexico Governor Bradford Price publicly opposed a proposal
3 to cut out the word ‘Rebel’ in three places on the plaques and replace it with
4 “Confederate”.
- 5 • In July of 1973, the City’s Council voted to remove the entire Soldiers’ Monument
6 after receiving a letter from then Governor Bruce King that requested removal of the
7 Fourth Plaque, stating that the “word ‘savage’ was offensive to Indians and non-
8 Indians”.
- 9 • In September of 1973, the City Manager reported that David King, the State Planning
10 Officer at that time, requested that the Council rescind its action regarding the Soldiers’
11 Monument and the Council voted to rescind.
- 12 • In 1974, someone chiseled out the word “savage” from the Fourth North Facing Plaque
13 and, shortly thereafter, the All Indian Pueblo Council “strongly urged that” the word
14 savage not ever appear on the Soldiers’ Monument again.
- 15 • In 2000, the NAACP, Santa Fe Branch, submitted a Guest Editorial responding to the
16 Historic Santa Fe Foundation, defending the NAACP’s proposal to remove the
17 Soldiers’ Monument from its location in the Plaza, noting that “we... have a beautiful
18 Ve[eteran]’s Cemetery w[h]ere we have many ceremonies every year to honor those
19 killed, as a potential ideal setting for the monument.”
- 20 • Also in 2000, the Historical Society of New Mexico wrote to the City of Santa Fe’s
21 Mayor, Council, Manager and “People of Santa Fe” that “the words ‘savage Indians’
22 excluded the Pueblo Indians who have always been regarded by the Spanish, the
23 Mexicans and then the ‘Anglos’ as ‘civilized’ Indians, and [i]n that that removal or
24 destruction of the Monument would be akin to ‘book burning’ ...”; and

25 **WHEREAS**, the Governing Body of the City of Santa Fe (“City”) also recognizes that the

1 Monument, its historical associations, and the Fourth North Facing Plaque have been a source of
2 ongoing concern; and

3 **WHEREAS**, City recognizes that in October 2020 the Monument, was damaged and
4 partially torn down; and

5 **WHEREAS**, the events of October 2020 left the Monument in several pieces; and

6 **WHEREAS**, the City recognizes that the Monument and its remnants have historical and
7 cultural significance to many members of the community; and

8 **WHEREAS**, the Monument should be placed in a respectful, safe, public location.

9 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
10 **CITY OF SANTA FE** that the Governing Body supports placing the remnants of the Soldiers'
11 Monument in the New Mexico History Museum, which includes the Palace of the Governors, on a
12 temporary basis, and authorizes the City Manager to work with State officials to enter into a
13 temporary loan agreement.

14 PASSED, APPROVED, and ADOPTED this _____ day of _____, 2026.

15
16 _____
17 MICHAEL GARCIA, MAYOR

18
19 ATTEST:

20
21 _____
22 GERALYN CARDENAS, INTERIM CITY CLERK
23
24
25

1 APPROVED AS TO FORM:

2

3 Marcos Martinez

[Marcos Martinez \(Feb 19, 2026 12:46:36 MST\)](#)

4 MARCOS MARTÍNEZ, INTERIM CITY ATTORNEY

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25 *Legislation/2026/Resolutions/Loan of Soldiers' Monument to New Mexico History Museum*

FISCAL IMPACT REPORT

General Information:

(Check) **Bill:** _____ **Resolution:** x

Short Title(s): Loan of the Soldiers' Monument to the New Mexico History Museum

Sponsor(s): Mayor Garcia and Councilor Garcia

Reviewing Department(s): City Attorney's Office

Staff Completing FIR: Marci Eannarino, Manager of Legislation and Policy Innovation

Date: 2/17/2026 **Phone:** (505) 955-6518

Reviewed by City Attorney: *Marcos Martinez* **Date:** 02/20/2026
Marcos Martinez (Feb 20, 2026 13:09:25 MST)

Reviewed by Finance Director: *Andrea Phillips* **Date:** 02/20/2026
ANDREA PHILLIPS (Feb 20, 2026 13:10:34 MST)

Summary:

The proposed Resolution would provide for the placement of the remnants of the Soldiers' Monument in the New Mexico History Museum on a temporary basis. The Resolution would also authorize the City Manager to work with State officials to enter into a temporary loan agreement between the City and the New Mexico History Museum for the same.

Departments Affected:

City Manager's Office

Consequences of Not Enacting Legislation:

If this legislation is not adopted the remnants of the Soldiers' Monument will not be loaned to the New Mexico History Museum on a temporary basis.

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

Resolution 2024-43

Performance and Administrative Implications:

If the Resolution is adopted, the City Manager will be authorized to work with State officials to enter into a temporary agreement loaning the remnants of the Soldiers' Monument to the New Mexico History Museum.

Fiscal Implications:

The cost to implement this resolution assumes the estimated transportation and installation of the Soldiers' Monument.

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
<u>Personnel and Benefits*</u>	\$ _____	\$ _____	\$ _____	_____	_____	_____	
<u>Capital Outlay</u>	\$ _____	\$ _____	\$ _____	_____	_____	_____	
<u>Contractual/</u>	\$ 25,000	\$ _____	\$ _____	<u>N</u>	<u>R</u>	213	
<u>Professional Services</u>	_____						
<u>Operating</u>	\$ _____	\$ _____	\$ _____		_____	_____	\$ _____
<u>Total:</u>	\$ _____	\$ _____	\$ _____				\$ _____

Expenditure Narrative:

This amount represents the high end for what it would cost to move the remnants. The amount is an estimated cost.

Revenue

Revenue Type	FYE 2026	FYE 2027	FYE 2028	Recurring (R) or Non-recurring (NR)	Fund
General Fund	\$ _____	\$ _____	\$ _____	_____	_____
Special Revenue	\$ _____	\$ _____	\$ _____	_____	_____
CIP	\$ _____	\$ _____	\$ _____	_____	_____
Enterprise	\$ _____	\$ _____	\$ _____	_____	_____
Internal Service	\$ _____	\$ _____	\$ _____	_____	_____
Trust and Agency	\$ _____	\$ _____	\$ _____	_____	_____
Federal	\$ _____	\$ _____	\$ _____	_____	_____
Other	\$ _____	\$ _____	\$ _____	_____	_____
Total	\$ _____	\$ _____	\$ _____		

Revenue Narrative:

