



Agenda

Regular Meeting of the Quality
of Life Committee
June 17, 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. Small Biz Navigator Program Presentation (Caroline S. Lee, Senior Program Manager; cslee@nmsu.edu and Johanna Nelson, Economic Development Director; jcnelson@santafenm.gov)
 - b. Presentation of External Requests for Inclusion in the Infrastructure Capital Improvements Plan FY 2028-2032. (Sean Moody, Capital Projects Manager; sxmoody@santafenm.gov)

Committee Review:

Public Works and Utilities Committee: 06/15/2026

Quality of Life Committee: 06/17/2026

Finance Committee: 06/22/2026

Governing Body: 06/24/2026

6. Public Comment
7. Action Items: Consent Agenda

- a. Request for Approval of the June 3, 2026, Quality of Life Committee Meeting Minutes. (Marcella A. Apodaca, Business Operations Manager; maapodaca1@santafenm.gov)

Committee Review:

Quality of Life Committee: 06/17/2026

- b. Request for Approval of Intergovernmental Agreement #27-624-4000-0024 with New Mexico Aging & Long-Term Services Department for State Support to Provide Volunteer Services for the Senior Services Division Foster Grandparent Program, Senior Companion Program, Retired Senior Volunteer Program, and Care Companion Program in the Total Amount of \$278,110 through June 30, 2027.

Committee Review:

Quality of Life Committee: 06/17/2026

Finance Committee: 06/22/2026

Governing Body: 06/24/2026

- c. CONSIDERATION OF BILL NO. 2026-11. ADOPTION OF ORDINANCE NO. 2026-_____. (Mayor Michael Garcia, Councilor Alma Castro, and Councilor Pilar Faulkner)
A Bill Relating to the Santa Fe Homes Program and Requirements for Rental Units; Amending Section 26-1.22 to Make Certain Technical Changes, to Clarify the Calculation of Fees Paid in Lieu of Providing On-Site Affordable Units, to Amend the Fee-in-Lieu Calculation to Use Thirty Percent of the Area Median Income Instead of Sixty-Five Percent when Determining Base Fee Amount. (Faviola Chavez, Affordable Housing Director; fachavez@santafenm.gov)

Committee Review:

Governing Body (Introduction): 05/27/2026

Governing Body (Public Comment): 06/10/2026

Quality of Life Committee 06/17/2026

Finance Committee: 06/22/2026

Governing Body (Public Hearing): 07/08/2026

- d. CONSIDERATION OF RESOLUTION NO. 2026-_____. (Mayor Michael Garcia and Councilor Alma Castro)
A Resolution Authorizing the Annual Installation of Twenty-Five Banners from October 1 to November 1, Commemorating the Santa Fe International Film Festival Along the Guadalupe Corridor. (Jennifer LaBar-Tapia, Film Office Executive Director; jllabartapia@santafenm.gov)

Committee Review:

Governing Body (Introduced): 06/10/2026

Public Works and Utilities Committee: 06/15/2026

Quality of Life Committee: 06/17/2026

Governing Body: 06/24/2026

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 July 1, 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.

City of Santa Fe, New Mexico


memo

Date: June 10, 2026

To: Michael Garcia, Mayor

Cc: Brian Moya, Interim City Manager

Via: Sam Burnett, Public Works Department Interim Director **SB**

From: Sean Moody, Capital Projects Manager 

ITEM AND ISSUE

Five projects proposed by others for inclusion in the Infrastructure Capital Improvements Plan FY2028-2032 (“ICIP”).

BACKGROUND AND SUMMARY

Each year, the city compiles a list of capital projects which it wishes to complete within the next five to seven years. The project list is included as an exhibit to a resolution to adopt the ICIP. Once adopted, the ICIP becomes a primary resource for the state legislature and external funding authorities to make capital outlay decisions affecting the grants and loans which the city may receive.

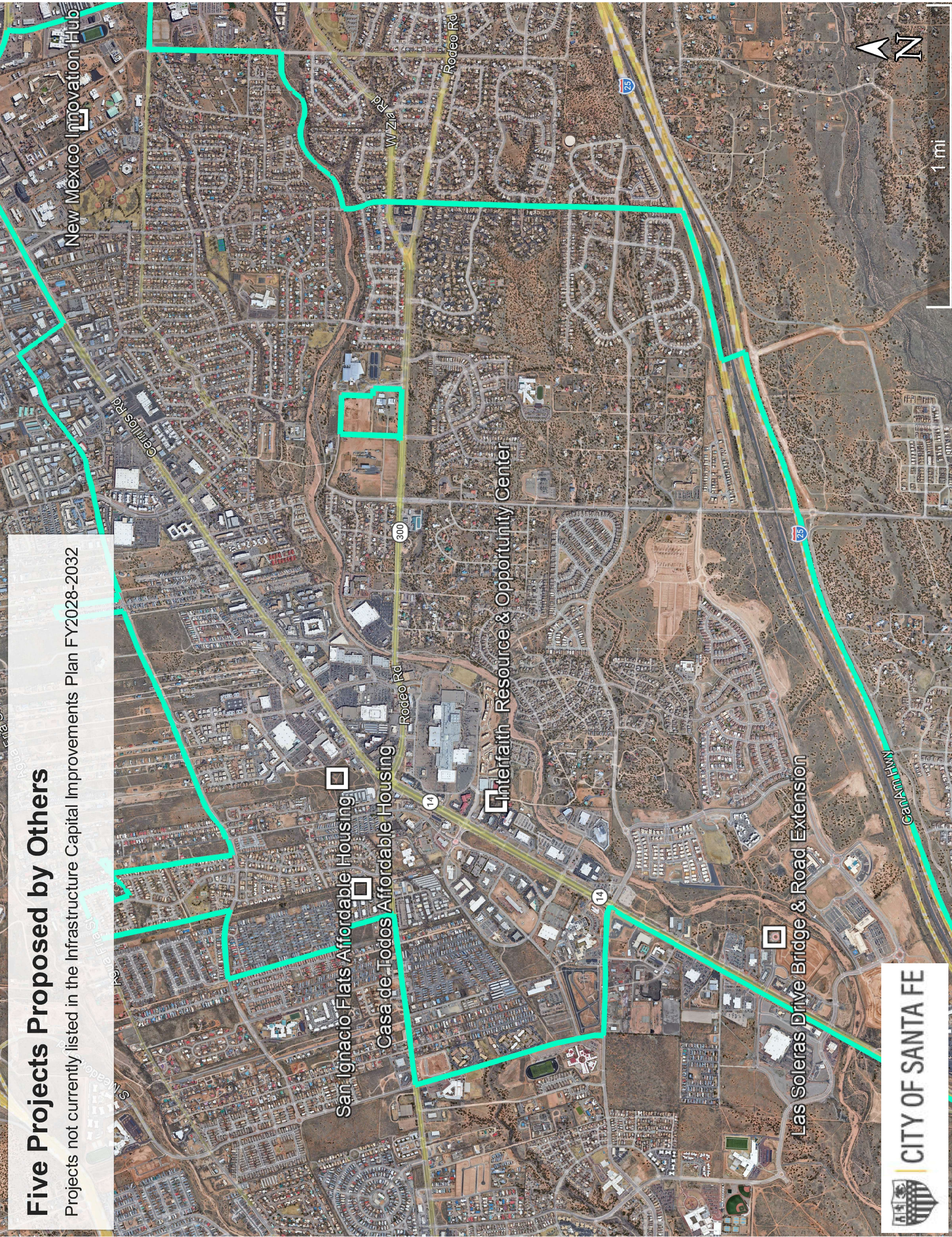
Following the 2026 legislative session, new law was enacted to restrict the legislature from appropriating capital funding over \$100,000 for any project which is *not* included in an ICIP. Subsequently, five proposals have been received from entities outside of city government. The five proposals are presented as exhibits to this memorandum. City staff makes no representation as to the worthiness of the proposers, projects or proposals, nor to the advisability of including any within the ICIP. It is within the authority of the governing body to include in its adopting resolution any of the five described projects, or any other capital project it would like to consider for final action.

ACTION

For presentation only; no action requested.

Five Projects Proposed by Others

Projects not currently listed in the Infrastructure Capital Improvements Plan FY2028-2032



Las Soleras Bridge and Road Extension

Project #: 28-0345

Status: Draft

Start Date: 7/1/2029

Entity: City of Santa Fe

Entity Code: 01001

Project Overview

| | | | |
|----------------------|---------------------------------------|----------------------|--------------------------|
| Project Title | Las Soleras Bridge and Road Extension | Contact Name | Marcos Esquibel |
| Type | Local | Contact Email | mpesquibel@santafenm.gov |
| Category | Roads & Bridges | Contact Phone | (505) 955 - 2408 |
| Subcategory | Bridges | | |
| Start Date | 7/1/2029 | | |
| Priority | 2029-00 | | |

Project Location

| | |
|----------------|-------------------|
| Address | Las Soleras Drive |
| City | Santa Fe |
| Zip | 87501 |

Legislative Language

to construct a road and bridge to extend Las Soleras Drive from Cerrillos Road to Beckner Road in Santa Fe in Santa Fe County

Scope of Work

| | |
|---------------------------|-----|
| Done to Date | N/A |
| Needed to Complete | N/A |

construct a road and bridge to extend Las Soleras Drive from Cerrillos Road to Beckner Road in Santa Fe, NM. There is only one phase for this project which is anticipated to take approximately 12 months from start to completion. Shovel-ready.

Responsibilities

| | |
|---------------------|------------------|
| Fiscal Agent | City of Santa Fe |
| Own | City of Santa Fe |
| Own Asset | City of Santa Fe |
| Own Land | City of |
| Operate | City of Santa Fe |
| Maintain | City of Santa Fe |

Additional Questions

Project class Local

| | |
|---|---|
| How many years is the requested project expected to be in use before needing renovation/repair or replacement? | 16 years or more |
| Estimated number of beneficiaries to be served by the project? | 12,000 to 15,000 |
| Are the majority (at least 51%) of the estimated beneficiaries low and moderate income? | Yes |
| Will the project target a specific group of beneficiaries? | No |
| Will the project upgrade or improve sustainability in your operations and/or renewable energy implementation? | No |
| Which specific group(s) of beneficiaries will the project target? | [] |
| If the project is completed successfully, describe the impacts it will have for community members and constituents. | This project will greatly improve the access, traffic safety, connectivity and livability for Southside residents. |
| Does the project benefit all citizens within a recognized region, district, or political subdivision? | Yes |
| Explain how it benefits all citizens, and include/confirm the number of people that will benefit (you may reference your answer to Estimated Beneficiaries). | The project would directly directly benefit around 12,000 souths side Santa Fe residents, including those accessing the Presbyterian hospital. |
| Regionalism: Does the project directly benefit an entity other than itself? | Yes |
| If Yes, briefly list the other entity and how it benefits (200 characters max). | This project is a vehicular and pedestrian improvement project that bridges the Arroyo de los Chamisos providing convenient access to and estimated 12,000 south side Santa Fe residents. |
| Has the project had public input and buy-in? | Yes |
| Is the project necessary to address population or client growth, and will it provide services to that population or clientele? | Yes |
| Are there oversight | Yes |

construction and completion on budget?

If Yes, explain the oversight mechanisms (e.g., working with an engineer through RCPP; following ISC procurement code). As a condition of acceptance of any legislative appropriation or grant for this project, the City of Santa Fe will require an agreement with the project owner which will ensure that all grant conditions for the expenditure of public funding are satisfied including, as applicable, ownership and control of property and improvements, land use code, public procurement, anti-donation, anti-discrimination, prevailing wage, subcontractor fair practices, insurance, bonding, audits etc.

Other than temporary construction jobs, does the project maintain or advance the region's economy? No

If No (or not applicable), briefly explain. Residential development

Does the project eliminate a risk or hazard to public health and/or safety that makes corrective action urgent and unavoidable? No

If No, briefly explain (e.g., risk not applicable or not addressed by this project). Not addressed by this project

Budget

Activities: construction | Duration: 12 months

| Category | Funded to Date | 2029 | 2030 | 2031 | 2032 | 2033 | Total Cost |
|---------------------------|-----------------------|---------------------|-----------------------|---------------|---------------|---------------|-----------------------|
| Construction / Renovation | \$2,500,000.00 | \$750,000.00 | \$2,850,000.00 | \$0.00 | \$0.00 | \$0.00 | \$6,100,000.00 |
| Totals | \$2,500,000.00 | \$750,000.00 | \$2,850,000.00 | \$0.00 | \$0.00 | \$0.00 | \$6,100,000.00 |

Secured Funding - Other Sources

| Funding Source | Amount Secured | Date Received | Date Expired | Expended | Comments |
|----------------|-----------------------|---------------|--------------|---------------|-----------------|
| OTHER – Other | \$2,500,000.00 | 2023-01-01 | | \$0.00 | Private funding |
| OTHER – Other | \$1,280,000.00 | | | \$0.00 | Private funding |
| Totals | \$3,780,000.00 | | | \$0.00 | |

Budget Summary

| | |
|--------------------------------|----------------|
| Total Project Budget | \$6,100,000.00 |
| Total Secured Funding | \$3,780,000.00 |
| Total Potential Funding | \$0.00 |
| Still Needed | \$2,320,000.00 |

Resource & Opportunity Center

Project #: 28-0449

Status: Submitted

Start Date: 7/2/2028

Entity: City of Santa Fe

Entity Code: 01001

Project Overview

| | | | |
|----------------------|-------------------------------|----------------------|-----------------------------|
| Project Title | Resource & Opportunity Center | Contact Name | Beverly Kellam |
| Type | Local | Contact Email | bev@interfaithsheltersf.org |
| Category | Domestic Shelter | Contact Phone | (505) 670 - 0632 |
| Subcategory | Homelessness | | |
| Start Date | 7/2/2028 | | |
| Priority | 2029-00 | | |

Project Location

| | |
|----------------|---------------|
| Address | 1 Emblem Road |
| City | Santa Fe |
| Zip | 87507 |

Legislative Language

to construct, equip, and furnish a community building to provide emergency shelter & homeless services in Santa Fe, Santa Fe county

Scope of Work

| | |
|---------------------------|---|
| Done to Date | Site acquisition |
| Needed to Complete | construct, equip and furnish a community building |

Construct, equip and furnish a facility to provide 125 congregate, semi-congregate and non-congregate shelter beds together with on-site supportive services aimed at helping residents move to and maintain permanent housing.

Responsibilities

| | |
|---------------------|--|
| Fiscal Agent | City of Santa Fe |
| Own | Interfaith Community Shelter Group, Inc. |
| Own Asset | Interfaith Community Shelter Group, Inc. |
| Own Land | Interfaith Community Shelter Group, Inc. |
| Operate | Interfaith Community Shelter Group, Inc. |
| Maintain | Interfaith Community Shelter Group, Inc. |

Additional Questions

| | |
|---|---|
| Project class | Local |
| How many years is the requested project expected to be in use before needing renovation/repair or replacement? | 16 years or more |
| Estimated number of beneficiaries to be served by the project? | 1,140 |
| Are the majority (at least 51%) of the estimated beneficiaries low and moderate income? | Yes |
| Will the project target a specific group of beneficiaries? | Yes |
| If Yes, please explain which specific group(s) the project will target (brief explanation). | Individuals needing support for housing and shelter. |
| Will the project upgrade or improve sustainability in your operations and/or renewable energy implementation? | No |
| If the project is completed successfully, describe the impacts it will have for community members and constituents. | The project will provide access basic survival services during daylight hours on a regular basis and act as the "entry point" for Santa Fe's homeless response system, offering ample indoor and outdoor space for guests to congregate inside the perimeter of the facility. The project will support outreach teams and provide on-site medical and behavioral health services, substance abuse treatment, hygiene facilities, nutritious meals, and safe indoor/outdoor spaces which promote dignity and health stabilization. |
| Does the project benefit all citizens within a recognized region, district, or political subdivision? | Yes |
| Explain how it benefits all citizens, and include/confirm the number of people that will benefit (you may reference your answer to Estimated Beneficiaries). | Homelessness affects everyone including businesses, residents and visitors; not just the unhoused. |
| Regionalism: Does the project directly benefit an entity other than itself? | Yes |
| If Yes, briefly list the other entity and how it benefits (200 characters max). | With a shared understanding that homelessness affects everyone in the community, and that Santa Fe needs a unified front-door response, the project is supported by a broad coalition of residents, faith-based communities, business and civic leaders and elected officials. The following providers of homeless services have committed to establishing a regular, physical presence at the project: • The Life Link (behavioral health, housing navigation, access to permanent housing) • La Familia/Healthcare for the Homeless (behavioral and medical healthcare) • Santa Fe Recovery Center (addiction and substance use disorder treatment) • St. Elizabeth's Shelters and Supportive Housing (transitional and permanent housing) • Street |

organizations including Santa Fe Chamber of Commerce, Santa Fe Lodgers Association, healthcare partners, and frontline outreach providers have endorsed the project.

| | |
|--|--|
| Has the project had public input and buy-in? | Yes |
| Is the project necessary to address population or client growth, and will it provide services to that population or clientele? | Yes |
| Are there oversight mechanisms that ensure timely construction and completion on budget? | Yes |
| If Yes, explain the oversight mechanisms (e.g., working with an engineer through RCPP; following ISC procurement code). | As a condition of acceptance of any legislative appropriation or grant for this project, the City of Santa Fe will require an agreement with the project owner which will ensure that all grant conditions for the expenditure of public funding are satisfied including ownership and control of property and improvements, land use code, public procurement, anti-donation, anti-discrimination, prevailing wage, subcontractor fair practices, insurance, bonding, audits etc. |
| Other than temporary construction jobs, does the project maintain or advance the region's economy? | Yes |
| If Yes, explain the economic impacts (e.g., sales of produce, income for families, protection of water rights/property values). | This collaborative model ensures equitable access to shelter, healthcare, behavioral health, housing navigation, and case management for Santa Fe's most vulnerable residents and their animal family members. |
| Does the project eliminate a risk or hazard to public health and/or safety that makes corrective action urgent and unavoidable? | Yes |
| If Yes, explain the risk/hazard and how the project mitigates it (e.g., reduces flood risk, prevents damage to private property). | Policies and procedures to address public safety and law enforcement issues will be established and implemented with local law enforcement agencies. |

Budget

Activities: planning, design, construction | Duration: 12 months

| Category | Funded to Date | 2028 | 2029 | 2030 | 2031 | 2032 | Total Cost |
|---------------------------|-----------------------|------------------------|---------------|---------------|---------------|---------------|------------------------|
| Construction / Renovation | \$0.00 | \$14,586,982.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$14,586,982.00 |
| Construction Documents | \$876,979.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$876,979.00 |
| Land Acquisition | \$465,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$465,000.00 |
| Totals | \$1,341,979.00 | \$14,586,982.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$15,928,961.00 |

Secured Funding - Other Sources

| Funding Source | Amount Secured | Date Received | Date Expired | Expended | Comments |
|----------------|-----------------------|---------------|--------------|-----------------------|----------------------|
| OTHER – Other | \$1,341,979.00 | | | \$1,341,979.00 | Self-funded by owner |
| Totals | \$1,341,979.00 | | | \$1,341,979.00 | |

Budget Summary

| | |
|--------------------------------|-----------------|
| Total Project Budget | \$15,928,961.00 |
| Total Secured Funding | \$1,341,979.00 |
| Total Potential Funding | \$0.00 |
| Still Needed | \$14,586,982.00 |

Generated 6/2/2026 | ICIP Project 28-0449 | New Mexico Department of Finance & Administration

Casa de Todos Affordable Housing

Project #: 28-0384

Status: Submitted

Start Date: 0000-00-00

Entity: City of Santa Fe

Entity Code: 01001

Project Overview

| | | | |
|----------------------|----------------------------------|----------------------|------------------------|
| Project Title | Casa de Todos Affordable Housing | Contact Name | Faviola Chavez |
| Type | Local | Contact Email | fachavez@santafenm.gov |
| Category | Housing | Contact Phone | (505) 690 - 4192 |
| Subcategory | Housing | | |
| Start Date | 0000-00-00 | | |
| Priority | N/A | | |

Project Location

| | |
|----------------|-------------------|
| Address | 4323 Airport Road |
| City | Santa Fe |
| Zip | 87507 |

Legislative Language

to plan, design, and construct infrastructure including roads, water, wastewater, and storm water, as well as up to 68 new affordable homes with homeownership income targets of 30-80% AMI, within the Casa de Todos subdivision located in Santa Fe in Santa Fe County

Scope of Work

| | |
|---------------------------|-----|
| Done to Date | N/A |
| Needed to Complete | N/A |

Plan, design, and construct Casa de Todos Subdivision infrastructure as well as up to 68 new affordable homes with homeownership income targets of 30-80% AMI. The project would be completed in 2 phases. Phase 1 will include construction of infrastructure within Lilac Lane, including the road and utilities, as well as 8 to 12 affordable homes along previously built Casa de Todos Lane infrastructure. The phase will be completed within 12 months. Phase 2 will be to design and construct up to a remaining total of 68 new affordable homes within the entire Subdivision. This phase will take 4 years to complete, building between 12 to 15 homes a year. The affordable homes provided would include 4 bedroom detached, 3 bedroom detached, 3 bedroom attached, 2 bedroom detached, and 2 bedroom attached designs to provide the broadest mix of housing options, including the "missing middle" housing types wanted in the City of Santa Fe. The homes will be site built with a stucco exterior finish located within the Casa de Todos Subdivision.

Responsibilities

| | |
|---------------------|----------------------|
| Fiscal Agent | City of Santa Fe |
| Own | Habitat for Humanity |
| Own Asset | Habitat for Humanity |

| | |
|-----------------|-----------------------------|
| Own Land | Habitat for Humanity |
| Operate | Habitat for Humanity |
| Maintain | New homeowners / purchasers |

Additional Questions

| | |
|--|--|
| Project class | Local |
| How many years is the requested project expected to be in use before needing renovation/repair or replacement? | 16 years or more |
| Estimated number of beneficiaries to be served by the project? | 272 |
| Are the majority (at least 51%) of the estimated beneficiaries low and moderate income? | Yes |
| Will the project target a specific group of beneficiaries? | Yes |
| If Yes, please explain which specific group(s) the project will target (brief explanation). | Homeowners with 30%-80% AMI |
| Will the project upgrade or improve sustainability in your operations and/or renewable energy implementation? | Yes |
| If yes, in what ways will the project improve sustainability? | Santa Fe Habitat also prioritizes long-term affordability through sustainable construction. Our homes are built to net-zero standards using all-electric systems, solar energy, and a well-sealed and highly insulated building envelope which keeps monthly utility costs low for homeowners. Completing Casa de Todos Subdivision with up to 68 homes allows us to demonstrate our commitment to sustainable construction. |
| Which specific group(s) of beneficiaries will the project target? | ["Other"] |
| If the project is completed successfully, describe the impacts it will have for community members and constituents. | This project will directly benefit up to 68 homeowners and families of all backgrounds and lifestyles. Each homeowner will establish equity immediately following the signing of their mortgage. The project will offer a variety of home types to meet the needs of diverse homeowners, helping to create a balanced and inclusive neighborhood. The return on investment for this project extends beyond the development itself. By transforming underutilized land into permanent affordable homeownership opportunities, the project creates long-term community value through increased property tax revenue, workforce retention, neighborhood stability, and economic activity. Investing in affordable housing generates lasting benefits for the city and county by creating stable households, strengthening the local economy, and supporting sustainable community growth for generations to come. |

| | |
|--|--|
| Does the project benefit all citizens within a recognized region, district, or political subdivision? | No |
| Even though it does not benefit all citizens, explain who benefits and why (include the number of people that will benefit). | The project will directly benefit up to 68 homeowners and families of all backgrounds and lifestyles. Each homeowner will establish equity immediately following the signing of their mortgage. The project will offer a variety of home types to meet the needs of diverse homeowners, helping to create a balanced and inclusive neighborhood. |
| Regionalism: Does the project directly benefit an entity other than itself? | Yes |
| If Yes, briefly list the other entity and how it benefits (200 characters max). | Each homeowner will establish equity immediately following the signing of their mortgage. The project will offer a variety of home types to meet the needs of diverse homeowners, helping to create a balanced and inclusive neighborhood. |
| Has the project had public input and buy-in? | Yes |
| Is the project necessary to address population or client growth, and will it provide services to that population or clientele? | Yes |
| Are there oversight mechanisms that ensure timely construction and completion on budget? | Yes |
| If Yes, explain the oversight mechanisms (e.g., working with an engineer through RCPP; following ISC procurement code). | As a condition of acceptance of any legislative appropriation or grant for this project, the City of Santa Fe will require an agreement with the project owner which will ensure that all grant conditions for the expenditure of public funding are satisfied including, as applicable, ownership and control of property and improvements, land use code, public procurement, anti-donation, anti-discrimination, prevailing wage, subcontractor fair practices, insurance, bonding, audits etc. |
| Other than temporary construction jobs, does the project maintain or advance the region's economy? | Yes |
| If Yes, explain the economic impacts (e.g., sales of produce, income for families, protection of water rights/property values). | here are several ways the project advances the regional economy including homeowners paying additional property taxes for up to 68 homes on the currently vacant land. Stable housing with an affordable mortgage allows a homeowner to have more disposable income to spend in the City. By living in the City of Santa Fe and not commuting, homeowners and families spend locally on goods and services. |
| Does the project eliminate a risk or hazard to public health and/or safety that makes corrective action urgent and unavoidable? | Yes |
| If Yes, explain the risk/hazard and how the project mitigates it (e.g., reduces flood risk, | The project develops vacant land with desert grasses and vegetation that currently is a potential fire danger to the adjacent neighborhood houses, by designing and providing defensible space around the newly built homes. Also, with the the large |

prevents damage to private property).

size of the property people can congregate undetected for unlawful behavior to occur or generate from.

Budget - Phase 1

Activities: planning, design, construction, ffe | Duration: 48 months

| Category | Funded to Date | 2028 | 2029 | 2030 | 2031 | 2032 | Total Cost |
|---------------------------|-----------------------|-----------------------|---------------|---------------|---------------|---------------|-----------------------|
| Bidding | \$5,000.00 | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,000.00 |
| Construction / Renovation | \$1,550,000.00 | \$4,500,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,050,000.00 |
| Construction Documents | \$80,000.00 | \$30,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$110,000.00 |
| Land Acquisition | \$1,400,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,400,000.00 |
| Project Planning | \$55,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$55,000.00 |
| Totals | \$3,090,000.00 | \$4,535,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7,625,000.00 |

Budget - Phase 2

Activities: planning, design, construction, ffe | Duration: 48 months

| Category | Funded to Date | 2028 | 2029 | 2030 | 2031 | 2032 | Total Cost |
|---------------------------|----------------|---------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|
| Bidding | \$0.00 | \$0.00 | \$7,500.00 | \$7,500.00 | \$7,500.00 | \$7,500.00 | \$30,000.00 |
| Construction / Renovation | \$0.00 | \$0.00 | \$4,500,000.00 | \$4,500,000.00 | \$4,500,000.00 | \$4,500,000.00 | \$18,000,000.00 |
| Construction Documents | \$0.00 | \$0.00 | \$45,000.00 | \$45,000.00 | \$45,000.00 | \$45,000.00 | \$180,000.00 |
| Totals | \$0.00 | \$0.00 | \$4,552,500.00 | \$4,552,500.00 | \$4,552,500.00 | \$4,552,500.00 | \$18,210,000.00 |

Secured Funding - State Capital Outlay

| Appropriation ID | Amount Secured | Expiration | Obligated | Expended | AIPP | Reversion |
|------------------|-----------------------|------------|---------------|---------------|---------------|---------------|
| NMMFA | \$1,550,000.00 | 2030-06-30 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Totals | \$1,550,000.00 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Secured Funding - Other Sources

| Funding Source | Amount Secured | Date Received | Date Expired | Expended | Comments |
|----------------|-----------------------|---------------|--------------|-----------------------|----------------|
| OTHER - Other | \$140,000.00 | 2026-05-01 | | \$140,000.00 | ReStore income |
| OTHER - Other | \$1,400,000.00 | 2025-12-01 | | \$1,400,000.00 | Land purchase |
| Totals | \$1,540,000.00 | | | \$1,540,000.00 | |

Potential Funding Sources

| Funding Source | Requested Amount | Applied For | Date Applied | Comments |
|---------------------|-----------------------|-------------|--------------|-------------------------|
| LFUNDS- Local Funds | \$750,000.00 | Yes | 2026-05-15 | Requested for FY 2027 |
| OTHER - Other | \$1,200,000.00 | No | | ReStore annual income |
| OTHER - Other | \$3,300,000.00 | No | | Owner's mortgage income |
| OTHER - Other | \$1,000,000.00 | No | | Fundraising & Donations |
| Total | \$6,250,000.00 | | | |

Total Project Budget \$25,835,000.00

Total Secured Funding \$3,090,000.00

Total Potential Funding \$6,250,000.00

Still Needed \$22,745,000.00

Generated 6/2/2026 | ICIP Project 28-0384 | New Mexico Department of Finance & Administration

San Ignacio Flats

Project #: 28-0643

Status: Submitted

Start Date: 0000-00-00

Entity: City of Santa Fe

Entity Code: 01001

Project Overview

| | | | |
|----------------------|-------------------|----------------------|--|
| Project Title | San Ignacio Flats | Contact Name | Ahmed Abdelhameed |
| Type | Local | Contact Email | ahmed.abdelhameed@ulyssesdevelopment.com |
| Category | Housing | Contact Phone | (720) 615 - 4452 |
| Subcategory | Housing | | |
| Start Date | 0000-00-00 | | |
| Priority | 2028-00 | | |

Project Location

| | |
|----------------|-----------------------|
| Address | 4680 San Ignacio Road |
| City | Santa Fe |
| Zip | 87507 |

Legislative Language

to construct and equip an affordable multifamily housing development, including associated site infrastructure, roadway and utility improvements, drainage, and related site work for San Ignacio Flats in Santa Fe in Santa Fe County

Scope of Work

| | |
|---------------------------|-----|
| Done to Date | N/A |
| Needed to Complete | N/A |

Site infrastructure, grading and earthwork, drainage, utilities, access road improvements, and building construction including foundations, framing, mechanical, electrical, and plumbing systems, and exterior and interior construction necessary to deliver completed, occupiable residential units.

Responsibilities

| | |
|---------------------|-----------------------|
| Fiscal Agent | City of Santa Fe |
| Own | San Ignacio Owner LLC |
| Own Asset | San Ignacio Owner LLC |
| Own Land | San Ignacio Owner LLC |
| Operate | San Ignacio Owner LLC |
| Maintain | San Ignacio Owner LLC |

Additional Questions

| | |
|--|---|
| Project class | Local |
| How many years is the requested project expected to be in use before needing renovation/repair or replacement? | 16 years or more |
| Estimated number of beneficiaries to be served by the project? | 420 to 640 individuals |
| Are the majority (at least 51%) of the estimated beneficiaries low and moderate income? | Yes |
| Will the project target a specific group of beneficiaries? | Yes |
| If Yes, please explain which specific group(s) the project will target (brief explanation). | Other |
| Will the project upgrade or improve sustainability in your operations and/or renewable energy implementation? | Yes |
| If yes, in what ways will the project improve sustainability? | San Ignacio Flats will improve sustainability in both project operations and building performance through a comprehensive set of environmentally responsible design and construction strategies. The development incorporates all electric building systems, high performance building envelopes, and energy efficient mechanical systems, which reduce overall energy consumption, improve indoor air quality, and lower long term utility costs for residents. The project also includes water efficient site design, such as drought tolerant landscaping and irrigation strategies, reducing water usage and long term maintenance needs. Site planning leverages existing infrastructure as an urban infill development, minimizing environmental impact and maximizing prior public investment. In addition, San Ignacio Flats integrates sustainable design principles with resident well being, including improved thermal comfort, healthier indoor environments, and reduced operating costs, which together support long term housing affordability. Overall, the project significantly enhances sustainability by reducing energy use, improving efficiency, and delivering durable, cost effective housing aligned with long term environmental and operational goals. |
| If the project is completed successfully, describe the impacts it will have for community members and constituents. | San Ignacio Flats will deliver up to 170 high quality affordable homes, reducing housing cost burden and enabling working households and families to live closer to jobs, services, and transit. The project will strengthen community stability by supporting multigenerational living, accessibility for special needs populations, and workforce retention, while also revitalizing an underutilized site and contributing to long term economic and social well being in Santa Fe County through a sustainable, contextually-sensitive design. |
| Does the project benefit all citizens within a recognized region, district, or political subdivision? | Yes |
| Explain how it benefits all citizens, and include/confirm the number of people that will | San Ignacio Flats benefits the broader Santa Fe County community by increasing the supply of affordable housing and supporting workforce retention in a high cost market. While the project will directly serve up to 170 households (estimated 420 |

| | |
|---|--|
| benefit (you may reference your answer to Estimated Beneficiaries). | 640 residents, 1 – 1.5 persons per bedroom), the impact extends to the wider regional population by reducing housing cost pressures, supporting local employers, and strengthening economic stability. Additionally, its location along a transit accessible, amenity rich corridor improves access to services and infrastructure that benefit both residents and the surrounding community. |
| Regionalism: Does the project directly benefit an entity other than itself? | Yes |
| If Yes, briefly list the other entity and how it benefits (200 characters max). | The project directly benefits Santa Fe County and the City of Santa Fe, as well as the surrounding Las Acequias neighborhood. San Ignacio Flats supports regional housing goals by increasing the supply of affordable housing, strengthening workforce stability, and leveraging existing public infrastructure investments. Additionally, the project complements nearby developments such as the County's Nueva Acequias community, creating opportunities for coordinated services and shared community benefit. By delivering 170 affordable units and supporting hundreds of residents, the project contributes to broader regional outcomes including economic stability, reduced housing cost burden, and improved access to jobs, services, and transit. |
| Has the project had public input and buy-in? | Yes |
| Is the project necessary to address population or client growth, and will it provide services to that population or clientele? | Yes |
| Are there oversight mechanisms that ensure timely construction and completion on budget? | Yes |
| If Yes, explain the oversight mechanisms (e.g., working with an engineer through RCPP; following ISC procurement code). | As a condition of acceptance of any legislative appropriation or grant for this project, the City of Santa Fe will require an agreement with the project owner which will ensure that all grant conditions for the expenditure of public funding are satisfied including, as applicable, ownership and control of property and improvements, land use code, public procurement, anti-donation, antidiscrimination, prevailing wage, subcontractor fair practices, insurance, bonding, audits etc. The Project includes multiple oversight mechanisms to ensure timely construction and completion within budget. San Ignacio Flats is advancing through the City of Santa Fe permitting and entitlements process, which provides structured review timelines, defined approval milestones, and ongoing coordination with City staff. In addition, the project will follow Housing New Mexico requirements, including adherence to Qualified Allocation Plan and LIHTC timelines such as achieving financial closing within approximately six months of application and meeting established construction and compliance milestones. These public processes, combined with UDG's internal project management controls and lender oversight, provide a structured framework for monitoring progress, controlling costs, and ensuring timely delivery. |
| Other than temporary construction jobs, does the project maintain or advance the region's economy? | Yes |
| If Yes, explain the economic impacts (e.g. sales of produce | In addition to temporary construction jobs, San Ignacio Flats will support and strengthen the regional economy through permanent operational employment |

income for families, protection of water rights/property values).

workforce development, and long term housing stability. The project will create permanent, locally hired property management, maintenance, and support positions, contributing to sustained local employment. The development also advances workforce capacity by incorporating apprenticeship and training programs through local partners, helping build a skilled construction and trades workforce in the region. By delivering affordable housing near jobs and transit, the project supports workforce retention, reduces employee turnover for local employers, and enables residents to remain in the Santa Fe economy. Together, these impacts contribute to long term economic stability and growth in the region.

Does the project eliminate a risk or hazard to public health and/or safety that makes corrective action urgent and unavoidable?

Yes

If Yes, explain the risk/hazard and how the project mitigates it (e.g., reduces flood risk, prevents damage to private property).

The Project addresses an existing public safety concern by redeveloping a currently vacant and underutilized site that has attracted littering and unwanted activity. By transforming the property into an active residential community, San Ignacio Flats will eliminate conditions that contribute to unsafe or undesirable use, improve site visibility and oversight, and enhance overall neighborhood safety. The development will also incorporate planned infrastructure, lighting, and community space, creating a well maintained and actively used environment that supports residents and surrounding neighbors. In addition, the project includes the preservation and documentation of an archaeological site, ensuring responsible stewardship of cultural resources while enabling safe and appropriate site use. Overall, the project mitigates existing conditions that negatively impact public health and safety by activating the site and integrating it into the surrounding community.

Budget

Activities: construction | Duration: 36 months

| Category | Funded to Date | 2028 | 2029 | 2030 | 2031 | 2032 | Total Cost |
|---------------------------|------------------------|-----------------------|---------------|---------------|---------------|---------------|------------------------|
| Construction / Renovation | \$67,000,000.00 | \$6,000,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$73,000,000.00 |
| Totals | \$67,000,000.00 | \$6,000,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$73,000,000.00 |

Secured Funding - Other Sources

| Funding Source | Amount Secured | Date Received | Date Expired | Expended | Comments |
|----------------|------------------------|---------------|--------------|---------------|-----------------------------------|
| OTHER – Other | \$2,500,000.00 | 2026-04-30 | | \$0.00 | Partnership private equity |
| OTHER – Other | \$5,300,000.00 | 2026-04-30 | | \$0.00 | As allowed by Housing NM |
| OTHER – Other | \$700,000.00 | 2026-04-30 | | \$0.00 | Projected revenue during lease-up |
| OTHER – Other | \$3,800,000.00 | 2026-04-30 | | \$0.00 | Bond debt to fill gap |
| OTHER – Other | \$27,300,000.00 | 2026-04-30 | | \$0.00 | Construction loan |
| OTHER – Other | \$27,400,000.00 | 0026-04-30 | | \$0.00 | Syndicated 4% LIHTC Equity |
| Totals | \$67,000,000.00 | | | \$0.00 | |

Potential Funding Sources

| Funding Source | Requested Amount | Applied For | Date Applied | Comments |
|---------------------|------------------------|-------------|--------------|-------------|
| LFUNDS- Local Funds | \$2,000,000.00 | Yes | 2026-05-15 | City - AHTF |
| Total | \$14,026,875.00 | | | |

| Funding Source | Requested Amount | Applied For | Date Applied | Comments |
|-----------------------|------------------------|-------------|--------------|---|
| SGRANT - State Grants | \$6,000,000.00 | Yes | 2026-05-15 | Housing RFI - Dept of Workforce Solutions |
| NMFAL – NMFA Loan | \$5,026,875.00 | Yes | 2026-05-15 | NMFA - Housing Development Revolving Fund |
| LFUNDS- Local Funds | \$1,000,000.00 | Yes | 2026-05-01 | County - Developer Assistance Program |
| Total | \$14,026,875.00 | | | |

Budget Summary

| | |
|--------------------------------|-----------------|
| Total Project Budget | \$73,000,000.00 |
| Total Secured Funding | \$67,000,000.00 |
| Total Potential Funding | \$14,026,875.00 |
| Still Needed | \$6,000,000.00 |

Generated 6/10/2026 | ICIP Project 28-0643 | New Mexico Department of Finance & Administration

New Mexico Innovation Hub Sitework

Project #: 28-0187

Status: Draft

Start Date: 7/1/2027

Entity: City of Santa Fe

Entity Code: 01001

Project Overview

| | | | |
|----------------------|------------------------------------|----------------------|-------------------------|
| Project Title | New Mexico Innovation Hub Sitework | Contact Name | Phillip Gesue |
| Type | Local | Contact Email | pgesue@pereholdings.com |
| Category | Roads & Bridges | Contact Phone | (917) 892 - 0060 |
| Subcategory | Streets | | |
| Start Date | 7/1/2027 | | |
| Priority | 2028-00 | | |

Project Location

| | |
|----------------|-------------------------|
| Address | 1600 St. Michaels Drive |
| City | Santa Fe |
| Zip | 87501 |
| County | Santa Fe |



Legislative Language

to design and construct land improvements on parcels J-1a, J-1b, and O at the Midtown campus in Santa Fe, santa fe county

Scope of Work

| | |
|---------------------|-----|
| Done to Date | N/A |
|---------------------|-----|

| | |
|---------------------------|-----|
| Needed to Complete | N/A |
|---------------------------|-----|

Design and construct infrastructure land improvements on land owned by the City of Santa Fe (parcels J-1a, J-1b and O) adjacent to 1055 Midtown Calle Central. The project will consist of: demolition, grubbing, and grading at the site, the design of site infrastructure improvements, and the construction of infrastructure including utilities, a roadway, and sidewalks. The project will be completed in two phases. Phase I will include easements, archaeological survey, environmental assessment, demolition and site clearing, grubbing, grading, and the design and construction of utilities, roadway and sidewalks connecting to existing infrastructure, with some of the work being done concurrently. Phase I will be completed in 18 months. Phase II will consist of construction of the improvements. Phase II will be completed within an additional 18 months.

Responsibilities

| | |
|---------------------|------------------|
| Fiscal Agent | City of Santa Fe |
| Own | City of Santa Fe |
| Own Asset | City of Santa Fe |
| Own Land | City of Santa Fe |
| Operate | City of Santa Fe |
| Maintain | City of Santa Fe |

Additional Questions

| | |
|---|---|
| Project class | Local |
| How many years is the requested project expected to be in use before needing renovation/repair or replacement? | 16 years or more |
| Estimated number of beneficiaries to be served by the project? | 5000 |
| Are the majority (at least 51%) of the estimated beneficiaries low and moderate income? | Unknown |
| Will the project target a specific group of beneficiaries? | No |
| Will the project upgrade or improve sustainability in your operations and/or renewable energy implementation? | Yes |
| If yes, in what ways will the project improve sustainability? | Improvements will facilitate improved utility efficiency and work in concert with the planned stormwater infrastructure improvements by the City. |
| Which specific group(s) of beneficiaries will the project target? | [] |

| | |
|---|--|
| If the project is completed successfully, describe the impacts it will have for community members and constituents. | Additional pedestrian and vehicular access will provide the public with better transit to future buildings that will consist of affordable housing and offices for companies that will be job-creating employers. |
| Does the project benefit all citizens within a recognized region, district, or political subdivision? | Yes |
| Explain how it benefits all citizens, and include/confirm the number of people that will benefit (you may reference your answer to Estimated Beneficiaries). | The project will benefit all of the projected 1000 families at the Midtown site, including the future residents of the affordable housing to be constructed on a portion of the site, as well as all future employees of the employers operating their businesses at the future commercial buildings. |
| Regionalism: Does the project directly benefit an entity other than itself? | Yes |
| If Yes, briefly list the other entity and how it benefits (200 characters max). | The project facilitates the construction of new affordable housing and commercial buildings that will be occupied by employers that will bring hundreds of jobs to Santa Fe and the surrounding areas. |
| Has the project had public input and buy-in? | Yes |
| Is the project necessary to address population or client growth, and will it provide services to that population or clientele? | Yes |
| Are there oversight mechanisms that ensure timely construction and completion on budget? | Yes |
| If Yes, explain the oversight mechanisms (e.g., working with an engineer through RCPP; following ISC procurement code). | As a condition of acceptance of any legislative appropriation or grant for this project, the City of Santa Fe will require an agreement with the project owner which will ensure that all grant conditions for the expenditure of public funding are satisfied including, as applicable, ownership and control of property and improvements, land use code, public procurement, anti-donation, anti-discrimination, prevailing wage, subcontractor fair practices, insurance, bonding, audits etc. |
| Other than temporary construction jobs, does the project maintain or advance the region's economy? | Yes |
| If Yes, explain the economic impacts (e.g., sales of produce, income for families, protection of water rights/property values). | The project improvements directly pave the way for the future lease of City property, which will bring both affordable housing and hundreds of future jobs to the region. |
| Does the project eliminate a risk or hazard to public health | No |

corrective action urgent and unavoidable?

If No, briefly explain (e.g., risk not applicable or not addressed by this project).

The project will include any environmental remediation required at the site, although this is anticipated to be non-urgent. Should any issues of hazard be identified, they will be quickly remediated.

Budget - Phase 1

Activities: planning, design, construction | Duration: 12 months

| Category | Funded to Date | 2028 | 2029 | 2030 | 2031 | 2032 | Total Cost |
|-----------------------------|----------------|---------------------|---------------|---------------|---------------|---------------|---------------------|
| Archaeological Studies | \$0.00 | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,000.00 |
| Bidding | \$0.00 | \$25,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$25,000.00 |
| Conceptualization | \$0.00 | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,000.00 |
| Construction Documents | \$0.00 | \$40,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$40,000.00 |
| Design Development | \$0.00 | \$12,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$12,500.00 |
| Easements and Rights of Way | \$0.00 | \$20,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20,000.00 |
| Environmental Studies | \$0.00 | \$7,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7,000.00 |
| Schematic Design | \$0.00 | \$12,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$12,500.00 |
| Totals | \$0.00 | \$137,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$137,000.00 |

Budget - Phase 2

Activities: construction, ffe | Duration: 12 months

| Category | Funded to Date | 2028 | 2029 | 2030 | 2031 | 2032 | Total Cost |
|---------------------------|----------------|-----------------------|---------------|---------------|---------------|---------------|-----------------------|
| Construction / Renovation | \$0.00 | \$505,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$505,000.00 |
| Furnishings | \$0.00 | \$642,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$642,000.00 |
| Totals | \$0.00 | \$1,147,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,147,000.00 |

Budget Summary

| | |
|--------------------------------|----------------|
| Total Project Budget | \$1,284,000.00 |
| Total Secured Funding | \$0.00 |
| Total Potential Funding | \$0.00 |
| Still Needed | \$1,284,000.00 |

Signature: 
[JOHN BURNETT \(Jun 10, 2026 12:22:42 MDT\)](#)

Email: jsburnett@santafenm.gov

**QUALITY OF LIFE COMMITTEE
WEDNESDAY, JUNE 3, 2026, 5:00 PM
COUNCIL CHAMBERS, CITY HALL
200 LINCOLN AVENUE, SANTA FE, NM**

1. CALL TO ORDER

A regular meeting of the Quality of Life Committee was called to order by Councilor Alma Castro, Chair, at 5:04 pm, on Wednesday, June 3, 2026, in the Council Chambers at City Hall, 200 Lincoln Avenue, Santa Fe, NM.

2. ROLL CALL

MEMBERS PRESENT

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

MEMBERS ABSENT

Councilor Amanda Chavez, excused

OTHERS PRESENT

Johanna Nelson, Economic Development and Creative Industries Department
Director
Sandy Emory, Community Services Director
Marcella Apodaca, Committee Liaison

3. APPROVAL OF AGENDA

MOTION A motion was made by Councilor Feghali, 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 and D) were pulled for discussion.

MOTION A motion was made by Councilor Cassutt, seconded by Councilor Barrett,

to approve the Consent Agenda as amended.

VOTE The motion passed on a voice vote.

5. PRESENTATIONS

A. BUILDING WATERSHED RESILIENCY: PARKS AND OPEN SPACE GREEN INFRASTRUCTURE INITIATIVES AND COMMUNITY PARTNERSHIPS.

Given.

6. PUBLIC COMMENT

Virginia Williams, District 1. Girls Inc. Of Santa Fe. Ms. Williams spoke about the stricter RFP process for applying for funding this year and Girls Inc. Not receiving funding.

Connie Berk, District 1. Girls Inc. Ms. Berk spoke about Girls Inc. not receiving funding.

Adona Henery, District 3. Girls Inc. Ms. Henery spoke about Girls Inc. not receiving funding.

Linda DeWolf. Girls Inc. Ms. DeWolf spoke about Girls Inc. not receiving funding.

Marsha Immeraton, District 4. Ms. Immeraton spoke about Consuelos Place funding and Agave House funding.

7. ACTION ITEMS - CONSENT CALENDAR

A. REQUEST FOR APPROVAL OF THE MAY 20, 2026, QUALITY OF LIFE COMMITTEE MEETING MINUTES.

Approved on consent.

B. REQUEST FOR APPROVAL OF A BUDGET ADJUSTMENT REQUEST (BAR) IN THE AMOUNT OF \$150,000 FROM GENERAL FUND TO TOURISM/LODGING TAX FUND FOR FISCAL YEAR 2026 DOWNTOWN SECURITY CONTRACT.

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

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

Councilor Cassutt, yes; Councilor Barrett, yes; Councilor Feghali, yes; Chair Castro, no.

- C. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO ITEM #25-0054 WITH SANTA FE PUBLIC SCHOOLS TO INCREASE THE COMPENSATION BY \$500,000 FOR A NEW TOTAL AMOUNT OF \$1,700,000 FOR SANTA FE PUBLIC SCHOOLS WORK BASED LEARNING INTERNSHIP PROGRAMMING.**

Approved on consent.

- D. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO PROFESSIONAL SERVICES CONTRACT ITEM #25-0217 WITH URBAN ALCHEMY TO INCREASE THE AMOUNT OF COMPENSATION BY \$522,000 FOR A NEW TOTAL AMOUNT OF \$2,020,303 FOR SHELTER OPERATIONS OF HOMELESS SERVICES.**

MOTION A motion was made by Councilor Barrett, seconded by Councilor Feghali, to approve Amendment No. 2.

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

Councilor Cassutt, yes; Councilor Barrett, yes; Councilor Feghali, yes; Chair Castro, yes.

- E. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO PROFESSIONAL SERVICES CONTRACT ITEM #24-0490 WITH INTERFAITH COMMUNITY SHELTER GROUP TO INCREASE COMPENSATION BY \$780,000 FOR A NEW TOTAL AMOUNT OF \$2,310,000 AND EXTEND THE TERM THROUGH JUNE 30, 2027 TO PROVIDE AID IN OPERATIONS AT CONSUELO'S PLACE SHELTER.**

Approved on consent.

- F. CONSIDERATION OF RESOLUTION NO. 2026-_____. A RESOLUTION UPDATING RESOLUTION NO. 2025-38 TO INCLUDE SENIORS IN THE SCOPE OF SERVICE AT THE MICRO COMMUNITY TO BE LOCATED AT 2395 RICHARDS AVENUE.**

Approved on consent.

- G. CONSIDERATION OF RESOLUTION NO. 2026-_____. A RESOLUTION**

REMOVING “PILOT” STATUS FROM THE WELLNESS LEAVE PROGRAM. ESTABLISHING PERSONNEL RULES 13.91 AND 13.92 AS PERMANENT, AND ADDING A REQUIREMENT THAT EMPLOYEES COMPLETE ALL REQUIRED TRAININGS TO REMAIN ELIGIBLE TO RECEIVE WELLNESS DAY LEAVE.

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, JUNE 17, 2026

14. ADJOURN

There being no further business before the Committee, the meeting adjourned at 7:05 pm.

Councilor Alma Castro, Chair

Elizabeth Martin

Elizabeth Martin (Jun 11, 2026 11:10:15 MDT)

Elizabeth Martin, Stenographer

Date: June 10, 2026

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

From: Theresa Trujillo, Program Manager *Theresa Trujillo*

Via: Sandra Emory, Community Services Department Director *Sandra Emory*
Manuel Sanchez, Senior Services Division Director *Manuel Sanchez*
Marcella Apodaca, Business Operations Manager *Manuel Sanchez (Jun 10, 2026 10:44:10 MDT)*
Marcella Apodaca

Subject: Intergovernmental Agreement #27-624-4000-0024

Vendor Name: State of New Mexico Aging & Long-Term Services Department

Munis Vendor Number: 6170

ITEM AND ISSUE:

Community Services Department, Senior Services Division respectfully requests your review and approval of an Intergovernmental Agreement (IGA) #27-624-4000-0024 in the total amount of \$278,110.00 for state support to provide volunteer services for the Senior Services Division Foster Grandparent Program (FGP), Senior Companion Program (SCP), Retired Senior Volunteer Program (RSVP) and Care Companion Program (CCP), with State of New Mexico Aging & Long-Term Services Department (ALTSD) from July 1, 2026, through June 30, 2027.

BACKGROUND AND SUMMARY:

The Senior Services Division is requesting approval of the ALTSD IGA #27-624-4000-0024 for the Senior Volunteer Programs. The Grant is for the Foster Grandparent (FGP), Senior Companion (SCP), Retired Senior Volunteer (RSVP) and Care Companion (CCP) programs. The attached IGA FY2027 awarded appropriations for the four volunteer programs as follows: FGP \$70,042.04, SCP \$140,615.97 RSVP \$60,616.64 and CCP \$6,835.35 in the total amount of \$278,110.00 for FY27.

Our FGP program provides opportunities for our senior volunteers to serve children in classrooms or head starts who have special or exceptional needs, through one-on-one tutoring and mentoring, to maintain or improve the children's health status and psychosocial functioning. Our SCP volunteers shall serve adults, primarily older adults, with physical, emotional and/or mental health limitations, by providing person-to-person support and companionship necessary to maintain the adults' independent living and an enhanced quality of life. Our RSVP volunteers shall serve their communities by participating in special projects and supporting organizations to meet identified critical needs. Our CCP volunteers shall provide regular visits to long-term care community residents and develop "authentic" relationships that support socialization and engagement.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: Senior Citizen Grant/Fund 241

Munis Org Name/Number: NM Agency on Aging/490240

Munis Object Name/Number: Senior Volunteer Programs 2410116/Various

Budget Officer / Designee: _____ **Date:** _____

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was

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

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: New Mexico Aging & Long-Term Services Department

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

Comment/Exceptions: _____

Is this a Capital Asset or Project? Yes | No

Project Ledger Number: COM2724101 (FGP), COM2724102 (SCP),
COM2724103 (RSVP), COM2724104 (CCP)

Approval: [ERIKA LUJAN](#)
ERIKA LUJAN (Jun 11, 2026 13:48:48 MDT) Title: Grants Manager Date: 06/11/2026

Comment/Exceptions: _____

ATTACHMENTS:

- Intergovernmental Agreement #27-624-4000-0024
- Project Ledger Request Form FGP
- Project Ledger Request Form SCP
- Project Ledger Request Form RSVP
- Project Ledger Request Form CCP
- MUNIS BAR Form

STATE OF NEW MEXICO

**AGING & LONG-TERM SERVICES DEPARTMENT
INTERGOVERNMENTAL AGREEMENT #27-624-4000-0024**

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **Agging and Long-Term Services Department**, hereinafter referred to as the “Department,” and **City of Santa Fe**, hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the Department and collectively as the “Parties.”

IT IS AGREED BETWEEN THE PARTIES:

1. Scope of Work.

The Contractor shall perform the work outlined in the Scope of Work, which is hereby incorporated and made a part of this contract as **Attachment 1**.

2. Compensation.

A. The Department shall pay to the Contractor in full payment for services satisfactorily performed based upon deliverables as outlined in the Scope of Work. **The total amount payable to the Contractor under this Agreement, including gross receipts tax, travel, and expenses, shall not exceed \$278,110.00, as listed in Attachment 2, Budget. 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 Department 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 those services in excess of the total compensation amount being provided.**

B. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the Parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the Department. All invoices **MUST BE** received by the Department no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date will not be paid.

C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. Reimbursements shall be made by the Department on a monthly basis upon receipt of monthly expenditures and reports furnished by the Contractor. If the Department finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services and outlining steps the Contractor may take to provide remedial action. Upon certification by the Department that the services have been received and accepted, payment shall be tendered to the Contractor within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is

postmarked. However, the Department shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

For purchases funded by state or federal grants to the Contractor, if the Contractor has not received the funds from the federal or state funding Department but has already certified that the services or items of tangible personal property have been received and accepted, payment shall be tendered to the Contractor within five working days of receipt of funds from that funding Department.

3. Term.

THIS AGREEMENT SHALL BECOME EFFECTIVE UNTIL APPROVED BY THE AGENCY. This agreement shall terminate on **June 30, 2027**, unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations) or for any other reason allowed by law. In accordance with Section 13-1-150 NMSA 1978, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in Section 13-1-150 NMSA 1978.

4. Termination.

A. Grounds. The Department may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Department's uncured, material breach of this Agreement.

B. Notice; Department Opportunity to Cure.

1. Except as otherwise provided in Paragraph (4)(B)(3), the Department shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2. Contractor shall give Department written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Department's material breaches of this Agreement upon which the termination is based and (ii) state what the Department must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the Department 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 Department 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 Department; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the State Purchasing Agent; or (iii) the Agreement is terminated pursuant to Paragraph 5, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the Department'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 Department's other legal rights and remedies caused by the Contractor's default/breach of this Agreement.

D. Termination Management. Immediately upon receipt by either the Department or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the Department; 2) comply with all directives issued by the Department in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the Department shall direct for the protection, preservation, retention or transfer of all property titled to the Department and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the Department upon termination and shall be submitted to the Department as soon as practicable.

5. Appropriations.

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, this Agreement shall terminate immediately upon written notice being given by the Department to the Contractor. The Department's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the Department proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

6. Status of Contractor.

The Contractor and its agents and employees are independent contractors performing professional services for the Department and are not employees of the State of New Mexico. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the State of New Mexico as a result of this Agreement. 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, unless the contract is between two public entities. The Contractor agrees not to purport to bind the State of New Mexico unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

7. Assignment.

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

8. Subcontracting.

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

9. Release.

Final payment of the amounts due under this Agreement shall operate as a release of the Department, its officers and employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

10. Confidentiality.

Any confidential information provided to or developed by the Contractor in the performance of this Agreement 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 Department.

Disclosure of confidential information shall only be made in accordance with the Inspection of Public Records Act or the applicable state or federal law or regulations.

11. Product of Service -- Copyright.

All materials developed or acquired by the Contractor under this Agreement shall become the property of the State of New Mexico and shall be delivered to the Department no later than the termination date of this Agreement. Nothing developed or produced, in whole or in part, by the Contractor under this Agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

12. Conflict of Interest; Governmental Conduct Act.

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

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978. Without in anyway limiting the generality of the foregoing, the Contractor specifically represents and warrants that:

1) in accordance with Section 10-16-4.3 NMSA 1978, the Contractor does not employ, has not employed, and will not employ during the term of this Agreement any Department employee while such employee was or is employed by the Department and participating directly or indirectly in the Department's contracting process;

2) this Agreement complies with Section 10-16-7(A) NMSA 1978 because (i) the Contractor is not a public officer or employee of the State; (ii) the Contractor is not a member of the family of a public officer or employee of the State; (iii) the Contractor is not a business in which a public officer or employee or the family of a public officer or employee has a substantial interest; or (iv) if the Contractor is a public officer or employee of the State, a member of the family of a public officer or employee of the State, or a business in which a public officer or employee of the State or the family of a public officer or employee of the State has a substantial interest, public notice was given as required by Section 10-16-7(A) NMSA 1978 and this Agreement was awarded pursuant to a competitive process;

3) in accordance with Section 10-16-8(A) NMSA 1978, (i) the Contractor is not, and has not been represented by, a person who has been a public officer or employee

of the State within the preceding year and whose official act directly resulted in this Agreement and (ii) the Contractor is not, and has not been assisted in any way regarding this transaction by, a former public officer or employee of the State whose official act, while in State employment, directly resulted in the Department's making this Agreement;

4) this Agreement complies with Section 10-16-9(A) NMSA 1978 because (i) the Contractor is not a legislator; (ii) the Contractor is not a member of a legislator's family; (iii) the Contractor is not a business in which a legislator or a legislator's family has a substantial interest; or (iv) if the Contractor is a legislator, a member of a legislator's family, or a business in which a legislator or a legislator's family has a substantial interest, disclosure has been made as required by Section 10-16-9(A) NMSA 1978, this Agreement is not a sole source or small purchase contract, and this Agreement was awarded in accordance with the provisions of the Procurement Code;

5) in accordance with Section 10-16-13 NMSA 1978, the Contractor has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this Agreement, or any procurement related to this Agreement; and

6) in accordance with Section 10-16-3 and Section 10-16-13.3 NMSA 1978, the Contractor has not contributed, and during the term of this Agreement shall not contribute, anything of value to a public officer or employee of the Department.

C. Contractor's representations and warranties in Paragraphs A and B of this Article 12 are material representations of fact upon which the Department relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the Department if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement 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 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the Department and notwithstanding anything in the Agreement to the contrary, the Department may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this Article 12(B).

13. 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 Department proposes an amendment to the Agreement 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 Agreement, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

14. Merger.

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

15. Penalties for violation of law.

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

16. Equal Opportunity Compliance.

The Contractor agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, 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 Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

17. Applicable Law.

The laws of the State of New Mexico shall govern this Agreement, 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 Section 38-3-1 (G) NMSA 1978. By execution of this Agreement, 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 Agreement.

18. 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 Agreement may be terminated by the Department.

19. 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 Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the Department, the Department of Finance and Administration and the State Auditor. The Department shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Department to recover excessive or illegal payments.

If, pursuant to this Agreement, the Contractor receives federal funds subject to the Single Audit Act, the Contractor shall submit to the Department an audit conducted by a certified public accountant in compliance with the Single Audit Act.

20. Indemnification.

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 the immunities and limitation of the New Mexico Tort Claims Act.

21. Invalid Term or Condition.

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

22. Enforcement of Agreement.

A party's failure to require strict performance of any provision of this Agreement 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 Agreement 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.

23. Notices.

Any notice required to be given to either party by this Agreement 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 Department: Kathleen Eckhardt
(505) 231-6384
Kathleen.Eckhardt@altsd.nm.gov
Aging and Long-Term Services Department
2550 Cerrillos Rd.
Santa Fe, NM 87505

To the Contractor: Manuel Sanchez, Senior Services Director
(505) 955-4710
mnsanchez@santafenm.gov
City of Santa Fe
PO Box 909
Santa Fe, NM 87504

24. Authority.

If Contractor is other than a natural person, the individual(s) signing this Agreement 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 into a binding contract.

EXECUTED AND AGREED TO by signatures below.

By: _____ Date: _____
Emily Kaltenbach, Cabinet Secretary or designee
Aging and Long-Term Services Department

By: _____ Date: _____
Craig Hay, Chief Legal Counsel or designee – Certifying legal sufficiency
Aging & Long-Term Services Department

By: _____ Date: _____
Amanda Rodriguez, Chief Financial Officer
Aging & Long-Term Services Department

By: _____ Date: _____
City of Santa Fe

ATTEST:

GERALYN CARDENAS, CITY CLERK

CITY ATTORNEY'S OFFICE:

Sarah Piltch Jun 11, 2026
Sarah Piltch (Jun 11, 2026 09:26:23 MDT)
SARAH PILTCH, ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Andrea Phillips
ANDREA PHILLIPS (Jun 11, 2026 15:44:48 MDT)
ANDREA PHILLIPS, INTERIM FINANCE DIRECTOR

ATTACHMENT 1 SCOPE OF WORK

1. PURPOSE

The purpose of the Contract is to ensure that volunteer programs (Services) authorized by the Aging and Long-Term Services Department (Department) provide meaningful opportunities for older adults to engage in their communities and help address critical community needs. For the purposes of this Scope of Work, “Services” is defined as the Foster Grandparent Program (FGP), the Senior Companion Program (SCP), Care Companion Program (CCP), and the RSVP (formally Retired Senior Volunteer Program). Descriptions and authorizations for the Services are set forth below. The Services should produce results that support ALTSD’s mission and goals set forth in its Strategic Plan. The Services provided for in this Contract shall address the following specific issue and/or deliverable: supporting older adults to remain independent, at home, and contributing to the community.

Services provided for under this Contract are as follows:

- A. **The Foster Grandparent Program (FGP)** The purpose of the program is to provide opportunities for persons aged 55 or older with low incomes to provide supportive person-to-person services to help alleviate the physical, mental, or emotional problems of youth, less than 21 years of age, with special or exceptional needs.
- B. **The Senior Companion Program (SCP)** The purpose of the program is to provide opportunities for persons aged 55 or older with low incomes to provide supportive person-to-person services to adults aged 55 and older with health and functional limitations to enable them to remain as independent as possible in their own homes.
- C. **The Care Companion Program (CCP)** provides companionship to adults aged 55 or older residing in assisted living and long-term care facilities. Volunteers do not act as facility support nor should they be performing the role of a staff member at the facility. CCP volunteers must be a minimum of 18 years of age, and neither the volunteer’s nor resident’s income level is a determining factor for participating in the CCP.
- D. **RSVP (formally Retired Senior Volunteer Program)** secures and facilitates a variety of opportunities for persons aged 55 and older to contribute their skills and expertise to community projects and organizations. The purpose of the program is to provide opportunities for people aged 55 or older to engage in volunteer activities designed to meet critical community needs.

2. POPULATIONS TO BE SERVED

- A. **FGP** volunteers shall serve youth under the age of 21 who have special or exceptional needs, through one-on-one tutoring and mentoring, to maintain or improve the youths’ health status and psychosocial functioning.
- B. **SCP** volunteers shall serve adults aged 55 and older with physical, emotional and/or mental health limitations by providing person-to-person support and companionship necessary to maintain the adults’ independent living and an enhanced quality of life.

- C. **CCP** volunteers are to provide companionship to individual facility residents, particularly ones who generally do not receive visitors on a regular basis.
- D. **RSVP** volunteers shall serve their communities by participating in special projects and supporting organizations to meet identified critical needs.

The Contractor shall be responsible for the provision of Services in which shall be referred to as the “Service Area.”

3. RESPONSIBILITIES OF THE CONTRACTOR

A. **Program Requirements:**

- I. The Contractor must be designated as an official AmeriCorps Seniors program through the federal AmeriCorps organization in the designated Service Area.
- II. As required by the Department, the Contractor shall administer all or part of the Services in the designated Service Area, in accordance with the finalized, fully executed contract.
- III. The Contractor shall comply with all New Mexico laws, rules and regulations (9.2.14 NMAC; 9.2.15 NMAC; 9.2.16 NMAC), Department policies and procedures, and AmeriCorps Seniors federal statutes and guidelines (FGP, SCP, RSVP handbooks).
- IV. The Contractor will provide ALTSD SSB with copies of their approved Federal E-Grant application(s) and Federal budget(s) as validation of sanction in good standing with AmeriCorps Seniors prior to the start of each fiscal year. In the event an approved Federal E-Grant application and Federal budget are not available, an unapproved (system generated) Federal E-Grant application and Federal budget may temporarily be submitted until the time the approved Federal Grant and budget are available.
- V. The Contractor shall establish and maintain staff positions to perform all contractual obligations including but not limited to management, supervision, service provision coordination, accounting, data collection, and reporting.
- VI. The Contractor shall be responsible for outreach, recruitment, and placement of volunteers in Volunteer Station(s). As used in this Contract, Volunteer Stations are public agencies, secular or faith-based private non-profit organizations, or health care organizations that accept the responsibility of assignment and supervision of volunteers.
 - a. The placement of volunteers shall be governed by a Memorandum of Understanding (MOU) between the Contractor and the Volunteer Station(s). If a MOU does not exist between the Contractor and the Volunteer Station, the

- Contractor shall execute said MOU within fifteen (15) days of final execution of this Contract.
- b. The Contractor shall set quarterly progress milestones (e.g., 25% per quarter toward annual goals).
 - c. The Contractor shall meet 100% of VSY (Volunteer Service Year) and service hours per Section 5 Service Provision of this scope of work and increase volunteer recruitment efforts to maintain compliance.
 - d. Contractor will develop a volunteer satisfaction survey to be distributed to and completed bi-annually by program volunteers. Volunteer satisfaction rate should be a minimum of seventy-five (75%) percent.
 - e. Ensure new volunteers finish onboarding and training within 30 days of commitment to program.
 - f. Track and meet a minimum monthly completion of twenty (20) hours of service per volunteer at five (5) hours per week and up to forty (40) hours per week, not to exceed one hundred sixty (160) hours of service per month.
 - g. Complete an annual volunteer and volunteer workstation assessment for each volunteer to be completed within the term of this contract.
 - h. Monitoring cost-efficiency measures such as cost performance, cost per hour of service and expense/revenue ratio to ensure resources are used optimally and effectively. Monitor budget utilization to identify, and correct inefficiencies ensuring projects remain within budget and aligned with performance goals.
 - i. Contractor shall aim for one hundred (100%) percent of newly onboarded volunteers to complete a minimum of one year of service with seventy-five (75%) percent of volunteers completing more than one calendar service year.
- VII. In conjunction with a Volunteer Station, the Contractor shall develop an assignment plan which clearly sets forth the outcomes and expectations as well as the criteria by which each volunteer will be measured. The assignment plan shall also contain documentation demonstrating whether deliverables as set forth in the Contract have been met. The activity plan shall be in writing and implemented within 15 days of the volunteer's start date. The Contractor shall provide to the Department each volunteer's assignment plan within 5 days of the Department's written request.
- VIII. The Contractor shall comply with the National Service Criminal History Check (Criminal Check) requirements for volunteers and employees prior to a volunteer's start date. All required Criminal Checks will be completed at the Contractor's expense. Criminal Checks are an allowable expense under the contract.
- IX. The Contractor shall ensure that each volunteer meets the eligibility criteria as required by AmeriCorps Seniors program regulations and handbooks.
- X. The Contractor shall ensure that all required paperwork and forms are completed and current for all volunteers with the AmeriCorps Seniors handbook. The

Contractor shall provide to the Department all AmeriCorps Seniors required paperwork and forms within five (5) days of the Department's written request.

- XI. The Contractor shall plan and implement annual recognition events for volunteers in accordance with the AmeriCorps Seniors program handbook and in coordination with its Advisory Council. Recognition events shall be permitted one-time per state fiscal year (per FGP, SCP, CCP, and RSVP program if held separately), without prior written permission from the Department. The Contractor shall include documentation, including the number of recognition event attendees in its bi-annual report to the Department.
- XII. The contractor must establish written policies and procedures and provide copies to volunteers and the Department as requested or when revised. The Contractor must ensure policy and procedures include the requirements outlined within the FGP, SCP, and RSVP AmeriCorps Seniors handbooks, and state CCP program guidance.
- XIII. The Contractor shall notify their designated Department Program Coordinator if they become aware of any circumstances that may impede their ability to meet the established performance measures outlined in this contract. Such notification shall be made in writing and include a detailed description of the issue, potential impacts, and proposed solutions, if applicable.

B. Performance Measures/ Fiscal Requirements:

- I. The Contractor shall develop and submit an annual budget that identifies all projected services, expenditures, and outlines how all funds will be spent, including justification for each program to coincide with awarded amounts within the Department's deadline. Separate budgets and justifications are to be submitted for each program - FGP, SCP, RSVP, and each service area, administered by the Contractor.
- II. The Contractor shall submit to the Department monthly an invoice for reimbursement not to exceed fifty percent of the total allocation expended for expenditures during the months of July 2026 through December 2026. [Section 6-3-6 NMSA 1978, State Budget Division; Periodic Allotments] The expenditures for any state agency for the first six-month period of each odd-numbered fiscal year shall be limited to one-half of the appropriation or approved budget, whichever is less, for that fiscal year.
- III. The invoice for reimbursement shall be due on the 12th day of the month, for the prior month's expenditure until all funds are spent, and a final report shall be due as required by the Department each year. Contractor will not be reimbursed by State funds for:
 - a. The purchase of raw or cooked food, edible products, flatware, crockery,

decorations, etc. unless related to annual Volunteer recognition event.

- b. Grantee staff mileage in the form of fuel purchase reimbursement. Mileage reimbursement is restricted to actual miles driven based on a cost-per-mile rate set by the sponsor via written policy equal to or less than the standard Federal mileage rate. Mileage reimbursement to volunteers must be based on a cost-per-mile rate set by the sponsor via written policy. Volunteers are reimbursed for actual mileage within the limits of available funds and local project reimbursement policy not to exceed the current standard Federal mileage rate. Volunteers cannot be reimbursed in excess of actual costs, or on a per capita basis, for transporting other volunteers.
- c. Volunteer costs tied to telework activities not identified as allowable per State rules and regulations, AmeriCorps Senior Corp FGP, SCP, RSVP handbooks, CCP state provided guidance, and state contractual requirements. Teleworking Volunteers are eligible to receive a stipend for allowable activities only as identified within the AmeriCorps Seniors FGP, SCP, and RSVP handbooks.
- d. Volunteer meals received through Title III of OAA Local nutrition programs.
- e. Operating costs tied to volunteer activities NOT identified as allowable per federal and state rules and regulations and not included in the approved program operating budget.
- f. Expenses occurring outside the month being invoiced. Such expenses are considered “adjustments” and must be identified as such on the invoice. An explanation for any "adjustment" must be provided on the invoice page submitted by the contractor. Expenses occurring outside of the current state fiscal year must not be submitted for reimbursement. These expenses are considered “prior year” and not reimbursable under this contract.
- g. The purchase of gift cards, staff or volunteer monetary bonuses, or cash gifts.
- h. Recognition gift purchases that exceed \$80.00 per volunteer per fiscal year including food costs for catered and non-catered events.
- i. Purchases for a single item of more than \$500.00 that are not included as part of the original approved contract budget. Such purchases must be pre-approved by the Department, and it must be necessary to continue program operations. Approval requests for these types of purchases must be through submission of a letter of justification to the program’s assigned ALTSD SSB Program Coordinator.
- j. The contractor may fully expend administrative funds prior to the fiscal year end; however, the contract is required to comply with contract deliverables outlined in this scope of work through the contract term date or until the

contract allocation is fully expended.

- k. The contract shall manage monthly expenditures to allow for twelve (12) full months of service hours and operating costs to be covered with this contract allocation. The Department recommends contractors do not exceed 1/12 of the total contract allocation per month in expenditures.
- IV. The Contractor shall upload to the corresponding monthly file in Revver all invoices for reimbursement and supporting documentation to include workbook detail, statements, invoices and proof of payment, timesheets, general ledger, and any other financial documents necessary to validate expenditures.
- V. The Contractor will evaluate allocation balances in collaboration with the assigned Program Coordinator mid-fiscal year (December) to determine if there is a need to relinquish or request additional funding (if available). Inability by the Contractor to fully expend contract allocation by June 30 may result in a reduction in the contract allocation. If a contract amendment is initiated, the Contractor must complete a Budget Adjustment Request (BAR) form provided by the Department to reflect budgetary changes for Department approval prior to the contract amendment being fully executed. Approval of the BAR is at the discretion of the Department.
- VI. The Contractor shall submit to the Department a Service Modification Request form when community need, identified by the Contractor or Department, warrants modification to the service provisions outlined within this contract. Service modification requests shall remain within the intent of FGP, SCP, and RSVP programs scope of work. Approval of service modification requests shall be determined by the Department.
- VII. The Contractor shall submit to the Department a Budget Adjustment Request (BAR) for review and approval when the restructuring of allocation, increase to allocation, or decrease to allocation will result in changes to contracted volunteer service year (VSY) or hours of service. Programs must separately track state funded VSYs, hours served, volunteers, etc. from other funding sources.
- VIII. The Contractor shall provide records, reports, other documents, and access to facilities as requested by Department staff within 5 business days.

C. Performance Measures/ Reporting Requirements:

- I. The Contractor shall submit semi-annual narrative reports for the purpose of reporting program activities for the contract year using the template provided by the Department. Contractor will submit a separate report per county (service area) and provide totals from those service areas. The Contractor shall upload the reports to the Revver system folder titled "Reports." The due dates for the reports are as follows:

- a. February 1st for the period July 1–December 31**
- b. June 30th for the period January 1– June 30**

- II. The Contractor shall submit a semi-annual narrative report to the Revver folder titled “Reports” by February 1.
- III. The Contractor shall submit a copy of the AmeriCorps Seniors annual Progress Report Supplement document to the Department by February 1 in combination with the semi-annual narrative report to the Revver folder titled “Reports.”
- IV. The Contractor shall submit quarterly volunteer data reports for the contract term utilizing the quarterly data surveys distributed by the Department. Each report is due according to the annual Volunteer Calendar provided by the Department (subject to change).
- V. The Contractor shall keep all documentation, including, but not limited to, reports, data, forms, and invoices for a minimum of 6 years. Such documentation shall be made available to the Department within 5 days of its request.

4. DEPARTMENT OVERSIGHT

- A. Department staff shall conduct periodic site visits (with or without notice) with the Contractor, to evaluate progress, identify best practices or problem areas, and to determine actions to be taken by parties to resolve any issues that the Department identifies. The site visits will include, but are not limited to, visiting volunteer stations, clients, volunteer file review, fiscal review, and Contractors’ place of business.
- B. Department staff shall conduct monitoring of the Contractor for compliance with performance measures and scope of work deliverables throughout the term of the contract, which may include desk reviews of fiscal and programmatic documentation, and on-site monitoring, the frequency of which shall be determined by the Department, at its sole discretion. The Department shall produce, and provide to the Contractor, a report(s) of its findings. The Contractor shall cooperate with Department staff in the monitoring process by granting access to the Contractor’s program and fiscal records (for all funding sources, both electronic and hard copy).
- C. The Department shall review, certify, and disburse reimbursements to the Contractor upon receipt of complete and accurate monthly invoices and supporting documentation to include workbook detail, statements, invoices and proof of payment, time sheets, general ledger, and any other financial document submitted by the Contractor to validate expenditures. The Department shall determine at its sole discretion whether an invoice and supporting documentation is sufficient, complete, and accurate to permit disbursement of funds.

- D. The Contractor authorizes the Department, or their designees, to perform audits and/or inspections of its records, at any reasonable time, to assure compliance with state terms and/or to evaluate the Contractor's performance for all funding sources.
- E. The Department has final authority over the use of state funds when circumstances arise that reveal conflicting guidance between Federal and State rules and regulation
- F. Contractor allocation breakout will be calculated using state funding formula \$9,000 per VSY with a mandatory \$4,176 of the \$9,000 being budgeted by the Contractor in stipends per VSY for FGP and SCP. RSVP allocation breakout will be calculated at \$1,000 per volunteer. The allocation breakouts will not exceed the individual program contact amounts per Attachment 2 Budget.
- G. The Department will calculate contract amendments to decrease FGP, SCP and RSVP allocations using the state funding formula of \$9,000 per VSY with a mandatory \$4,176 of the \$9,000 being removed from stipends per VSY. RSVP allocation reductions will be calculated at \$1,000 per volunteer. All allocation reductions (including CCP) will be assessed using the Contractor's year-to-date expenditures, deliverable levels, and historical performance and deliverable compliance.

5. SERVICE PROVISION

- A. The Department has adopted the AmeriCorps Seniors Volunteer Program Handbook based on federal regulations for each respective program as the operating standard for state funded projects. The Services provided are intended to benefit the clients served, the community, and the senior volunteers themselves. One Volunteer Service Year (VSY) is equal to 1,044 hours of volunteer service. One VSY is not representative of a single volunteer but rather a volunteer or grouping of volunteers performing hours of service that equal 1,044 hours cumulative.
- B. Volunteer, clients, and persons served eligibility for state-funded Foster Grandparents, Senior Companion (includes state funded only CCP), and RSVP programs is the same as the eligibility for AmeriCorps Seniors. However, the department secretary may waive any provisions of the AmeriCorps Seniors programs handbook except those which will jeopardize a program's continued federal sponsorship. [9.2.15.9 NMAC, Corporation for National and Community Services Handbook].
- C. **FGP and SCP Volunteer Cost Reimbursements**
AmeriCorps Senior volunteers, Foster Grandparent and Senior Companion Programs must serve from 5 to 40 hours a week. The stipend is payment to volunteers to enable them to serve without cost. Volunteer stipends are paid at \$4.00 per hour. RSVP does not provide stipends or allowance to volunteers.

Services performed other than those identified above will not be eligible for stipend, cost reimbursement, or calculated towards the VSY or hours of service requirements per this contract.

D. Care Companion Volunteer Cost Reimbursements

Volunteers must serve from 5 to 40 hours a week. The stipend is payment to volunteers to enable them to serve without cost. Volunteer stipends are paid at \$4.00 per hour.

The Contractor will provide the following Services in accordance with the final, fully executed contract and monitored through the Contractor's submission of monthly invoices for reimbursement, Quarterly Reports, Narrative Reports, and Department annual program monitoring reviews:

- I. **Foster Grandparent Program (FGP):** Recruit and place a minimum of 8VSYs in schools, childcare centers, and other congregate settings for children or as allowable by AmeriCorps Seniors in Santa Fe County, and to provide a minimum of 8,125 hours of service during the contract period.

The goals of FGP are to:

Enable persons aged 55 and older with low incomes to remain physically and mentally active and to enhance their self-esteem through continued participation in community services.

Enable children with either exceptional or special needs to achieve improved physical, mental, emotional, and/or social development.

- II. **Senior Companion Program (SCP):** Recruit and place a minimum of 16 VSYs in the homes of frail and disabled elders or as allowable by AmeriCorps Seniors in Santa Fe County, and to provide a minimum of 16,311 hours of service during the contract period.

The goals of SCP are to:

Enable persons aged 55 and older with low incomes to remain physically and mentally active and to enhance their self-esteem through continued participation in community services.

Enable older adults with health and functional limitations to remain as independent as possible in their own homes.

- III. **Care Companion Program (CCP):** Recruit and place a minimum of 1VSY in assisted living and/or long-term care facilities in Santa Fe County, to provide a minimum of 1,044 hours of service during the contract period.

The goals of Care Companion Program are to:

Provide companionship to older adults 55 or older residing in assisted living and long-term care facilities, particularly those who generally do not receive visitors on a regular basis.

- IV. **RSVP:** Recruit and place a minimum of 61 volunteers in community placements in Santa Fe County, to provide a minimum of 61,000 hours of service during the contract period.

The goals of RSVP are to:

Enable persons aged 55 and older to remain physically and mentally active and to enhance their self-esteem through continued participation in community services.

Enable communities to enhance their efforts in meeting identified needs through using the skills of older adult volunteers.

**ATTACHMENT 2
BUDGET**

The Contractor shall provide the Services identified below as required by the Department based on the assessed need of the community and individuals receiving Services under this Contract. The amount payable under this Contract shall be made on a fixed rate for the provision of the identified Services

The contract is to provide funding for FY27 as follows:

| | |
|-----------------------------|----------------------|
| Foster Grandparents Program | \$ 70,042.04 |
| Senior Companion Program | \$140,615.97 |
| RSVP | \$ 60,616.64 |
| Care Companion Program | \$ 6,835.35 |
| FY 27 Total | \$ 278,110.00 |

The total amount payable under this contract shall not exceed \$ 278,110.00

Services will be provided to ALTSD-approved participants every month of the contract year in: Santa Fe County



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 06/03/2026

Project Title: Care Companion Program (CCP)

Project Type: CIP Grant Internal Tracking

Department: Community Services/Senior Services Project Manager: Theresa Trujillo Ext: 4745

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

| |
|--|
| Project ID: <u>COM2724104</u> |
| Grant ID: <u>S2701</u> |
| Approved By: <u>BSG 6.11.26/ ERIKA LUJAN</u> <small>ERIKA LUJAN (Jun 11, 2026 13:48:48 MDT)</small> |
| (Finance Use Only) |

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

Funding Source: New Mexico Agency on Aging % of Funding: 50%

MUNIS ORG: 2410116 MUNIS OBJ: 490240 Awarded Amount: \$6,835.35

Funding Source: _____ % of Funding: _____

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

Expense String Phase: Local 50% TBD

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: 2410116 MUNIS OBJ: See Attached

Grants Only (list all grants if applicable):

Grantor Name: NM State Aging & Long-Term Services Department (NMAOA) Awarded Amount: \$278,110.00

AR Charge Code: 2410116.490240 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 27-624-4000-0024 Federal CFDA (if applicable): _____

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



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 06/03/2026

Project Title: Foster Grandparent Program (FGP)

Project Type: CIP Grant Internal Tracking

Department: Community Services/Senior Services Project Manager: Theresa Trujillo Ext: 4745

Project Date Range: 07/01/2026 to 06/30/2027 Create Fixed Asset

| |
|--|
| Project ID: <u>COM2724101</u> |
| Grant ID: <u>F2703/S2701</u> |
| Approved By: <u>BSG 06.11.26/ ERIKA LUJAN</u> <small>ERIKALUJAN (Jun 11, 2026 13:48:48 MDT)</small> |
| (Finance Use Only) |

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

Funding Source: New Mexico Agency on Aging % of Funding: 26%

MUNIS ORG: 2410116 MUNIS OBJ: 490240 Awarded Amount: \$70,042.04

Funding Source: US Dept. of Health & Human Services % of Funding: 13%

MUNIS ORG: 2410116 MUNIS OBJ: 490510 Awarded Amount: \$35,513.00

Expense String Phase: Local 61% TBD

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: 2410116 MUNIS OBJ: See Attached

Grants Only (list all grants if applicable):

Grantor Name: NM State Aging & Long-Term Services Department (NMAOA) Awarded Amount: \$278,110.00

AR Charge Code: 2410116.490240 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 27-624-4000-0024 Federal CFDA (if applicable): _____

Grantor Name: Corporation for National and Community Services (USDHHS) Awarded Amount: \$35,513.00

AR Charge Code: 2410116.49510 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 26SFDNM006 Federal CFDA (if applicable): 94.011

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



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 06/04/2026

Project Title: Retired Senior Volunteer Program (RSVP)

Project Type: CIP Grant Internal Tracking

Department: Community Services/Senior Services Project Manager: Theresa Trujillo Ext: 4745

Project Date Range: 07/01/2026 to 06/30/2027 / 03/31/2027 Create Fixed Asset

Project ID: COM2724103

Grant ID: F2703/S2701

Approved By: BSG 6.11.26/ ERIKA LUTAN

(Finance Use Only)

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

Funding Source: New Mexico Agency on Aging % of Funding: 24%

MUNIS ORG: 2410116 MUNIS OBJ: 490240 Awarded Amount: \$60,616.64

Funding Source: US Dept of Health & Human Services % of Funding: 29%

MUNIS ORG: 2410116 MUNIS OBJ: 490510 Awarded Amount: \$75,000.00

Expense String Phase: Local 47% TBD

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: 2410116 MUNIS OBJ: See Attached

Grants Only (list all grants if applicable):

Grantor Name: NM State Aging & Long-Term Services Department (NMAOA) Awarded Amount: \$278,110.00

AR Charge Code: 2410116.490240 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 27-624-4000-00024 Federal CFDA (if applicable): 55%

Grantor Name: Corporation for National and Community Services (USDHHS) Awarded Amount: \$75,000.00

AR Charge Code: 2410116.49510 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 26SRDNM001 Federal CFDA (if applicable): 94.002

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



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 06/03/2026

Project Title: Senior Companion Program (SCP)

Project Type: CIP Grant Internal Tracking

Department: Community Services/Senior Services Project Manager: Theresa Trujillo Ext: 4745

Project Date Range: 07/01/2026 to 06/30/2027 Create Fixed Asset

| |
|---|
| Project ID: <u>COM2724102</u> |
| Grant ID: <u>S2701</u> |
| Approved By: <u>BSG 06.11.26/ ERIKA LUTAN</u> <small>ERIKALUTAN@CITY OF SANTA FE, NM 2026-10-06 10:46:48 MDT</small> |
| (Finance Use Only) |

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

Funding Source: New Mexico Agency on Aging % of Funding: 50%

MUNIS ORG: 2410116 MUNIS OBJ: 490240 Awarded Amount: \$140,615.97

Funding Source: _____ % of Funding: _____

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

Expense String Phase: Local 50% TBD

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: 2410116 MUNIS OBJ: See Attached

Grants Only (list all grants if applicable):

Grantor Name: NM State Aging & Long-Term Services Department (NMAOA) Awarded Amount: \$278,110.00

AR Charge Code: 2410116.490240 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 27-624-4000-0024 Federal CFDA (if applicable): _____

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: *Theresa Trujillo*

Email: tptrujillo@santafenm.gov

NM ALTSD Volunteer Programs

#27-264-4000-0024

Final Audit Report

2026-06-11

| | |
|-----------------|--|
| Created: | 2026-06-11 |
| By: | BRITTANY GURULE (bsgurule@santafenm.gov) |
| Status: | Canceled / Declined |
| Transaction ID: | CBJCHBCAABAAxrq2Fw9_shCJeX9_EEQNSLkShpTJtwv0 |
| Documents: | NM ALTSD Volunteer Programs #27-264-4000-0024.pdf (29 pages) |

"NM ALTSD Volunteer Programs #27-264-4000-0024" History

 Document created by BRITTANY GURULE (bsgurule@santafenm.gov)


2026-06-11 - 7:36:53 PM GMT - IP address: 63.232.20.2

 Document emailed to ERIKA LUJAN (evlujan@santafenm.gov) for signature

2026-06-11 - 7:40:38 PM GMT

 Document e-signed by ERIKA LUJAN (evlujan@santafenm.gov)

Signature Date: 2026-06-11 - 7:48:48 PM GMT - Time Source: server - IP address: 63.232.20.2 - Signature Appearance Selected: TYPE

 Document emailed to Andrew Hopkins (ajhopkins@santafenm.gov) for signature

2026-06-11 - 7:49:02 PM GMT

 Email viewed by Andrew Hopkins (ajhopkins@santafenm.gov)

2026-06-11 - 8:15:33 PM GMT - IP address: 104.47.65.254

 Document declined by Andrew Hopkins (ajhopkins@santafenm.gov)

Decline reason: 2410116.561850 only has \$203.20 remaining out of a total budget of \$6,200. So decreasing this budget by \$11,100 is completely out of the question.

2026-06-11 - 8:19:32 PM GMT - IP address: 63.232.20.2



Date: May 1, 2026
To: Governing Body, Quality of Life Committee, Finance Committee
From: Faviola Chavez, Affordable Housing Director ^{FC}_{FC}
Via: Heather Lamboy, Land Use Director *HL*
RE: Updating Fee in Lieu and Affordability Requirements for Santa Fe Homes Program

EXECUTIVE SUMMARY:

If adopted, the proposed bill would amend SFCC 1987, Section 26-1.22, which establishes the requirements for developing rental units under the Santa Fe Homes Program (“SFHP”). The bill makes non-substantive technical updates and clarifications to the calculation of fees paid in lieu of providing on-site affordable units. It also makes a substantive change to the fee-in-lieu calculation by proposing the use of thirty percent (30%) instead of sixty-five percent (65%) when determining the calculation’s base fee amount.

ATTACHMENTS:

Memo Attachment – Example Calculations for SFHP
Bill
Fiscal Impact Report

Updated Ordinance Example Calculations

2025 FMR Numbers and example unit numbers:

| BR Size | 2025 FMR as determined by HUD | # Units | Total Aff'd Units Required |
|---------|-------------------------------|------------|----------------------------|
| Studio | \$1,235 | 0 | 0.00 |
| 1 BR | \$1,368 | 54 | 8.10 |
| 2 BR | \$1,627 | 67 | 10.05 |
| 3 BR | \$2,057 | 18 | 2.70 |
| | | 139 | 20.85 |

**The FMR remains the same for both the current calculation and the proposed calculation*

Under current ordinance using 65% AMI for fee-in-lieu calculation:

| BR Size | Santa Fe Aff'd Rent** | Base Gap | Adjusted Gap (100%)after July 1, 2024 |
|---------|-----------------------|-----------|--|
| Studio | \$ 1,133.00 | \$ 102.00 | \$ 204.00 |
| 1 BR | \$ 1,133.00 | \$235 | \$ 470.00 |
| 2 BR | \$ 1,294.00 | \$333 | \$ 666.00 |
| 3BR | \$ 1,456.00 | \$601 | \$ 1,202.00 |

| Fee Per Month | Project Fee** |
|-------------------|-----------------------------|
| \$0 | 0 |
| \$3,807.00 | \$91,368.00 |
| \$6,693.30 | \$160,639.20 |
| \$3,245.40 | \$77,889.60 |
| Total: \$13,745.7 | Project Total: \$329,896.80 |

**Fee per month = adjusted base gap x number of affordable units*

* Project fee = fee per month x 24

Under proposed ordinance change using 30% AMI for fee-in-lieu calculation:

| BR Size | Santa Fe Aff'd Rent** | Base Gap | Adjusted Gap (100%)after July 1, 2024 |
|---------|-----------------------|-------------|--|
| Studio | \$ 523.00 | \$ 712.00 | \$ 1,424.00 |
| 1 BR | \$ 523.00 | \$ 845.00 | \$ 1,690.00 |
| 2 BR | \$ 598.00 | \$ 1,029.00 | \$ 2,058.00 |
| 3BR | \$ 673.00 | \$ 1,420.00 | \$ 2,840.00 |

| Fee Per Month | Project Fee** |
|--------------------|----------------------------|
| \$0 | 0 |
| \$13,689.00 | \$328,536.00 |
| \$20,682.90 | \$496,389.60 |
| \$7,668.00 | \$184,032.00 |
| Total: \$42,039.90 | Project Total: \$1,008,957 |

*Fee per month = adjusted base gap x number of affordable units

* Project fee = fee per month x 24

1 CITY OF SANTA FE, NEW MEXICO

2 BILL NO. 2026-11

3 INTRODUCED BY:

4
5 Mayor Michael Garcia

6 Councilor Alama Castro

7
8
9
10 A BILL

11 RELATING TO THE SANTA FE HOMES PROGRAM AND REQUIREMENTS FOR
12 RENTAL UNITS; AMENDING SECTION 26-1.22 TO MAKE CERTAIN TECHNICAL
13 CHANGES, TO CLARIFY THE CALCULATION OF FEES PAID IN LIEU OF
14 PROVIDING ON-SITE AFFORDABLE UNITS, TO AMEND THE FEE-IN-LIEU
15 CALCULATION TO USE THIRTY PERCENT OF THE AREA MEDIAN INCOME
16 INSTEAD OF SIXTY-FIVE PERCENT WHEN DETERMINING BASE FEE AMOUNT.

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

18 Section 1. Section 26-1.22 of SFCC 1987 (being Ord. No. 2019-30, § 5) is
19 amended to read:

20 **26-1.22 - Requirements for SFHP rental units.**

- 21 A. If a SFHP developer obtained a residential building permit for a multifamily
22 residential development between January 1, 2016, and December 31, 2019, then
23 the developer shall pay a fee associated with such development [~~shall be assessed~~]
24 in accordance with SFHP administrative procedures. If applicable, the associated
25 [~~an~~] annexation agreement, subdivision plat, or development plan shall be

1 administratively amended to reflect the updated requirement and the owner or
2 developer, as applicable, shall record or file, as applicable, the amended document
3 [shall be recorded or filed, as applicable, by the owner or development]. Incentives
4 for SFHP developers as set forth in subsection 14-8.11 SFCC 1987 ~~[will]~~ are not
5 be available for these projects, other than the density bonus pursuant to subsection
6 14-8.11(G)(1).

7 B. ~~[Effective January 1, 2020, and thereafter,]~~ A SFHP developer that obtains a
8 building permit for a ~~[multifamily]~~ residential rental development after January 1,
9 2020, shall ~~[comply with the SFHP ordinance by]~~ either: pay[ing] a fee,
10 create[ing] [LPDUs] Low Priced Dwelling Units ("LPDUs"), or provide
11 affordable on-site units as follows:

12 (1) *Fee in lieu.* ~~[The]~~ Except for small multifamily rental projects of twelve
13 (12) or fewer units, and as described by Section 26-1.22(B)(1)(d), SFHP
14 developers may pay [of] a fee in lieu of providing on-site affordable units,
15 assessed according to a [n "affordability gap"] calculation that determines
16 the base fee, which is the difference between [a] the FMR and the rent
17 affordable to a renter earning thirty percent ([65] 30%) of the AMI.

18 (a) ~~[The steps of the calculation of the base fee amount t]~~ To calculate
19 the fee in lieu [as more fully described in the administrative
20 procedures, are as follows]:

21 (i) multiply the total number of units ~~[broken out by number~~
22 of bedrooms] of each size, as defined by number of
23 bedrooms, by fifteen percent (15%) to determine the
24 number of affordable units that would have been required
25 to be built if not for the developer paying the fee;

- 1 (ii) multiply the number of affordable units required in the
2 previous step (including any decimal places) by the base
3 fee associated with each type of unit [~~broken out by~~
4 ~~number of bedrooms~~] (determined by number of
5 bedrooms) to determine the monthly fee; and
6 (iii) multiply the monthly fee by twenty-four (24) months to
7 determine the total project fee.

8 (b) HUD's FMR will be used to establish the [~~affordability gap~~] "base
9 fee amount" [}] relative to HUD's AMI data. [~~Developers shall pay~~
10 ~~phased fee increases according to when projects are permitted as~~
11 ~~follows:~~

- 12 (i) ~~for units permitted on or before June 30, 2020, the base~~
13 ~~fee amount;~~
14 (ii) ~~for units permitted between July 1, 2020, and June 30,~~
15 ~~2021, the base fee, increased by twenty percent (20%) fee~~
16 ~~increase;~~
17 (iii) ~~for units permitted between July 1, 2021, and June 30,~~
18 ~~2022, the base fee, increased by forty percent (40%) fee~~
19 ~~increase;~~
20 (iv) ~~for units permitted between July 1, 2022, and June 30,~~
21 ~~2023, the base fee, increased by sixty percent (60%)~~
22 ~~increase;~~
23 (v) ~~for units permitted between July 1, 2023, and June 30,~~
24 ~~2024, the base fee, increased by eighty percent (80%)~~
25 ~~increase; and~~

1 ~~(vi)~~ [f] For units permitted on or after July 1, 2024, the base fee [;] shall be
2 increased by one hundred percent (100%).

3 (c) A SFHP developer that creates a vacation time share project or
4 short term rental units shall be subject to the fees set forth in this
5 subparagraph 26-1.22(B)(1);

6 (d) A small multifamily rental project that consists of twelve (12) or
7 fewer units shall pay the base fee amount, which shall be
8 calculated as the difference between a FMR and the rent
9 affordable to a renter earning thirty percent (~~65~~ 30%) of the
10 AMI, and shall not be subject to the phased fee increases set forth
11 in subsection 26-1.22(B)(1)(b).

12 ~~(e) No later than July 1, 2022 staff shall initiate a review of the~~
13 ~~provisions of subsection 26-1.22(B)(1), as established by~~
14 ~~ordinance no. 2019 30, and shall present the findings to the~~
15 ~~governing body within six (6) months.]~~

16 (2) *One-hundred percent (100%) LPDUs.* A [n] SFHP developer may create a
17 development that consists of one-hundred percent (100%) LPDUs that
18 shall comply with the requirements set forth in subsection 26-2.3;

19 (3) *Fifteen percent (15%) affordable rental units.* A [n] SFHP developer may
20 set aside [øf] fifteen percent (15%) of on-site rental units for income
21 certified renters as described in subsection 26-1.23(A); or

22 (4) *Combination.* A [n] SFHP developer may combine two (2) or more of the
23 preceding three (3) options if such a combination provides an equivalent
24 and beneficial impact toward meeting identified housing needs, subject to
25 approval by the office of affordable housing. If a developer chooses to

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provide a combination of the options, then the city shall provide the developer incentives set forth in subsection 14-8.11(G), as approved by the land use director.

C. The marketing, leasing, and occupancy of either an SFHP rental unit or an SFHP manufactured home lot that is rented shall conform to the criteria set forth in the administrative procedures. Rental rates shall comply with the rates set forth in subsection 26-1.24 SFCC 1987. SFHP rental units shall comply with the minimum size, unit type(s), and other structural requirements set forth in subsection 26-1.25 SFCC 1987. SFHP developers must obtain approval for the location of SFHP rental units. The units or manufactured home lots shall have compatible exterior architectural and landscaping appearance with other units in the development.

D. Units or manufactured home lots available for SFHP rentals shall be described in a SFHP proposal in sufficient detail so that such units or manufactured home lots can be identified after construction or creation and occupancy. SFHP tenants must meet eligibility requirements at the time they initially lease an SFHP unit.

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

APPROVED AS TO FORM:

Marcos Martinez
Marcos Martinez (May 21, 2026 09:49:43 MDT)

MARCOS D. MARTÍNEZ, CITY ATTORNEY

FISCAL IMPACT REPORT

General Information:

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

Short Title(s): Updating Fee in Lieu and Affordability Requirements

Sponsor(s): Mayor Michael Garcia

Reviewing Department(s): Land Use Department, City Attorney’s Office

Staff Completing FIR: Faviola Chavez, Affordable Housing Director **Date:** 5/01/2026

Phone: (505) 690-4192

Reviewed by City Attorney: *Marcos Martinez* **Date:** 05/22/2026
[Marcos Martinez \(May 22, 2026 09:18:25 MDT\)](#)

Reviewed by Finance Director: *Andrea Phillips* **Date:** 05/22/2026
[ANDREA PHILLIPS \(May 22, 2026 10:07:48 MDT\)](#)

Summary:

If adopted, the proposed bill would amend SFCC 1987, Section 26-1.22, which establishes the requirements for developing rental units under the Santa Fe Homes Program (“SFHP”). The bill makes non-substantive technical updates and clarifications to the calculation of fees paid in lieu of providing on-site affordable units. It also makes a substantive change to the fee-in-lieu calculation by proposing the use of thirty percent (30%) instead of sixty-five percent (65%) when determining the calculation’s base fee amount.

Departments Affected:

Affordable Housing Department

Consequences of Not Enacting Legislation:

If this legislation is not adopted, SFCC 1987, Section 26-1.22, will not be updated to include clarifications and technical updates to the calculation of fees paid in lieu of providing on-site affordable units. There would also not be a decrease from sixty-five percent (65%) to thirty percent (30%) when determining the base fee amount in the fee-in-lieu calculation. This means that the amount collected for developing rental units under the Santa Fe Homes Program would remain status quo.

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

Section 26-1.22, SFCC 1987, was last updated via Ordinance No. 2019-30.

Performance and Administrative Implications:

None at this time.

Fiscal Implications:

**Currently, the fee-in-lieu calculation uses a percentage of sixty-five percent (65%) to determine the “base fee” amount. The bill proposes to lower this amount to thirty percent (30%). The decrease in this

percentage would result in an increase in the amount the City of Santa Fe would collect from developers, should they opt to pay a fee in lieu of providing on-site affordable units. See the memo attachment “Example Calculations for SFHP” for sample fee-in-lieu calculations.

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> | \$ _____ | \$ _____ | \$ _____ | | _____ | _____ | |
| <u>Professional Services</u> | | | | | | | |
| <u>Operating</u> | \$ _____ | \$ _____ | \$ _____ | | _____ | _____ | \$ _____ |
| <u>Total:</u> | \$ _____ | \$ _____ | \$ _____ | | | | \$ _____ |

Expenditure Narrative:

** See "Fiscal Implications" narrative" above.

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:

**CITY OF SANTA FE, NEW MEXICO
CO-SPONSOR(S) TO BILL NO. 2026-11
Update to Fee in Lieu and Affordability Requirements**

The following members of the Governing Body joined sponsorship of this legislation:


Pilar Faulkner (May 26, 2026 09:09:04 AM)
Pilar Faulkner, Councilor

5/26/2026
Date




Co-Sponsorship Form - Updating Fee in Lieu and Affordability Requirements - Councilor Faulkner

Final Audit Report

2026-05-26

| | |
|-----------------|---|
| Created: | 2026-05-26 |
| By: | PALMER ANDERSON (pcanderson@santafenm.gov) |
| Status: | Signed |
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"Co-Sponsorship Form - Updating Fee in Lieu and Affordability Requirements - Councilor Faulkner" History

-  Document created by PALMER ANDERSON (pcanderson@santafenm.gov)
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Date: May 29, 2026

To: Governing Body, Public Works and Utilities Committee, Quality of Life Committee, Finance Committee

From: Jennifer LaBar-Tapia, Film Office Executive Director 

RE: Santa Fe International Film Festival Banner Installation

EXECUTIVE SUMMARY:

This resolution would approve the Santa Fe International Film Festival installing twenty-five (25) banners on City of Santa Fe owned light poles, along Guadalupe Street from Cerrillos Road to West Alameda Street. The banners would be displayed from October 1st through November 1st, annually.

BACKGROUND:

Section 17-7.6 of the City's Code allows installing banners on City property when erected by the City or a City permittee and if approved by the Governing Body via resolution. Under the City's Code, a resolution approving banner installation must include the dates of display, location, number, design approval process, installation, maintenance, and cost of installation.

The proposed resolution addresses the required elements for placing banners along Guadalupe Street from Cerrillos Road to West Alameda Street:

- The dates of display will be October 1st through November 1st, annually;
- The location is on City-owned light poles along Guadalupe Street from Cerrillos Road to West Alameda Street;
- Twenty-Five (25) banners total, one banner is allowed per light pole;
- The design of the banners has been approved by the Planning and Land Use Director and City Attorney as conforming to all applicable requirements and restrictions;
- The Santa Fe International Film Festival is responsible for the installation of the banners, for obtaining the obstruction permits for installation and removal of the banners pursuant to standard City procedures as applicable, and for replacing banners that become damaged, defaced, or are in any form of disrepair, at its expense.

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 Alma Castro

7
8
9
10 **A RESOLUTION**

11 **AUTHORIZING THE ANNUAL INSTALLATION OF TWENTY-FIVE BANNERS FROM**
12 **OCTOBER 1 TO NOVEMBER 1, COMMEMORATING THE SANTA FE**
13 **INTERNATIONAL FILM FESTIVAL ALONG THE GUADALUPE CORRIDOR.**

14 **WHEREAS**, SFCC 1987, Section 14-7.6(B)(2), allows permittees or the City of Santa Fe
15 (“City”) to install banners if the Governing Body adopts a Resolution, approving the banners; and

16 **WHEREAS**, SFCC 1987, Section 14-9.3 “General Definitions”, defines a “Banner” as “a
17 temporary sign no larger than eighteen (18) square feet made of flexible material (cloth, paper,
18 vinyl, or other lightweight, non-rigid material) on which information relating to an event, function,
19 or activity is painted or printed, which projects from, hangs from, or is affixed to a City-owned
20 supported structure”; and

21 **WHEREAS**, the Resolution regarding banner installation must specify the dates of
22 display, location, number, installation, maintenance, and cost; and

23 **WHEREAS**, the Santa Fe International Film Festival wishes to display banners annually
24 from October 1 to November 1, to commemorate and promote the Festival as an important artistic
25 and cultural event; and

1 **WHEREAS**, the banners are intended to draw attention to The Santa Fe International Film
2 Festival, New Mexico’s only Academy Award® qualifying film festival.

3 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
4 **CITY OF SANTA FE** approves the following banner design and installation plan:

5 Dates: The banners may be displayed each year from October 1st
6 through November 1st.

7 Location: The banners may be displayed on light poles located along
8 Guadalupe Street from Cerrillos Road to West Alameda
9 Street.

10 Number: Twenty-five (25) total banners may be displayed.

11 Design Approval Process: The Planning and Land Use Director and City Attorney
12 have approved the banner design as conforming to all
13 applicable requirements and restrictions.

14 Installation: Santa Fe International Film Festival will only utilize light
15 poles with banner structure already installed. Santa Fe
16 International Film Festival will incur all costs for the
17 installation of the banners.

18 Maintenance: Banners that become damaged, defaced, or are in any
19 form of disrepair shall be replaced immediately at the
20 expense of the Santa Fe International Film Festival. The
21 City reserves the right to remove any banners the City
22 deems in disrepair prior to their scheduled removal date.

23 Cost Allocation: The Santa Fe International Film Festival shall be
24 responsible for all costs associated with purchasing,
25 installation, and removal of the banners.

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

MICHAEL J. GARCIA, MAYOR

ATTEST:

GERALYN F. CARDENAS, CITY CLERK

APPROVED AS TO FORM:

Frank Ruybalis

MARCOS D. MARTÍNEZ, CITY ATTORNEY

EXHIBIT A

18th annual



santa fe
international
film festival

OCTOBER 14 – 19
2026

santafe.film

FISCAL IMPACT REPORT

General Information:

(Check) Bill: _____ Resolution: X

Short Title(s): Santa Fe International Film Festival Banner Approval


Sponsor(s): Mayor Michael Garcia and Councilor Alma Castro

Reviewing Department(s): Santa Fe Film Office

Staff Completing FIR: Jennifer LaBar-Tapia, Film Office Executive Director Date: 5/29/2026

Phone: (505) 955-6216

Reviewed by City Attorney:  Date: 06/04/2026

Reviewed by Finance Director:  ANDREA PHILLIPS (Jun 4, 2026 15:01:20 MDT) Date: 06/04/2026

Summary:

This resolution would approve the Santa Fe International Film Festival installing twenty-five (25) banners on City of Santa Fe owned light poles, along Guadalupe Street from Cerrillos Road to West Alameda Street, from October 1st through November 1st, annually. The request is pursuant to SFCC 1987, Section 17-7.6, which requires the Governing Body to adopt a resolution to permit installing banners on City-owned support structures, such as light poles.

Departments Affected:

None.

Consequences of Not Enacting Legislation:

If this legislation is not adopted, then the Santa Fe International Film Festival would not be able to display banners on City-owned light poles to commemorate and promote the festival.

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

None.

Performance and Administrative Implications:

The Planning and Land Use Director and City Attorney have approved the form of the banners conform to the applicable requirements and restrictions.

Fiscal Implications:

The Santa Fe International Film Festival is responsible for the installation of banners, for obtaining the obstruction permits for installation and removal of the banners, and for replacing banners that become damaged, defaced, or are in any form of disrepair, at its expense.

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: *Jennifer LaBar-Tapia*
Jennifer LaBar-Tapia (Jun 4, 2026 15:05:52 MDT)

Email: jllabartapia@santafenm.gov