



## Agenda

Regular Meeting of the Quality  
of Life Committee  
February 19, 2025 at 5:00 PM  
Council Chambers, City Hall  
200 Lincoln Avenue

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### Procedures for Quality of Life Committee Meeting

**Viewing:** Members of the public may view the meeting through the Government Channel on Comcast Channel 28 and Comcast HD928 or may stream the meeting live on the [City of Santa Fe's YouTube channel](#). The YouTube livestream can be accessed from most smartphones, tablets, or computers.

The agenda and packet for the meeting will be posted at <https://santafe.primegov.com/public/portal>.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Consent Agenda
5. Presentations
  - a. Retail Leakage Study (Johanna Nelson, Economic Development Director; [jcnelson@santafenm.gov](mailto:jcnelson@santafenm.gov) and Barry Matherly, Hickey Global; [bmatherly@hickeyglobal.com](mailto:bmatherly@hickeyglobal.com))
  - b. Arts & Culture Funding for Council Districts (Chelsey Johnson, Arts & Culture Director; [cxjohnson@santafenm.gov](mailto:cxjohnson@santafenm.gov))
6. Action Items: Consent Agenda
  - a. Request for Approval of the February 19, 2025, Quality of Life Committee Meeting Minutes. (Marcella A. Apodaca, Business Operations Manager; [maapodaca1@santafenm.gov](mailto:maapodaca1@santafenm.gov))  
**Committee Review:**  
Quality of Life Committee: 02/19/2025
  - b. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$775,000 from General Fund Balances to the Fire Department to Purchase Ambulance Gurneys, Stair Chairs, Fire Hose and Nozzles, and Equipment to Support Starlink High Speed Broadband Internet. (Brian Moya, Fire Chief; [bjmoya@santafenm.gov](mailto:bjmoya@santafenm.gov))  
**Committee Review:**  
Quality of Life Committee: 02/19/2025  
Finance Committee: 02/24/2025  
Governing Body: 02/26/2025

- c. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$100,000 from General Fund Balances for the Installation of Security Cameras at the Fort Marcy Complex. (Maria Sanchez-Tucker, Community Services Director; metucker@santafenm.gov and Henri Hammond-Paul, Community Health and Safety Director; hmhammondpaul@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/19/2025

Finance Committee: 02/24/2025

Governing Body: 02/26/2025

- d. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$70,000 from General Fund Balances for the Genoveva Chavez Community Center Aquatic Facilities Assessment for Deferred Maintenance. (Maria Sanchez-Tucker, Community Services Director; metucker@santafenm.gov and Henri Hammond-Paul, Community Health and Safety Director; hmhammondpaul@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/19/2025

Finance Committee: 02/24/2025

Governing Body: 02/26/2025

- e. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$200,000 from General Fund Balances to Increase Support for Youth After School and Summer Programs. (Maria Sanchez-Tucker, Community Services Director; metucker@santafenm.gov and Henri Hammond-Paul, Community Health and Safety Director; hmhammondpaul@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/19/2025

Finance Committee: 02/24/2025

Governing Body: 02/26/2025

- f. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$100,000 from General Fund Balances to Fund Temporary Positions and Overtime for the Office of Records Custodians within the City Attorney's Office. (Erin K. McSherry, City Attorney; elkmcsherry@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/19/2025

Finance Committee: 02/24/2025

Governing Body: 02/26/2025

- g. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$400,000 from General Fund Balances to Fund a Contract for Oversight and Project Management for Capital Outlay Funding Deployment. (Emily K. Oster, Finance Director; ekoster@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/19/2025

Finance Committee: 02/24/2025

Governing Body: 02/26/2025

- h. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$300,000 from General Fund Balances for the Removal of the Siler Road Yards Fuel Station. (David Jaramillo, Fleet Section Manager; dmjaramillo@santafenm.gov and Sam Burnett, Facilities Division Director; jsburnett@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/19/2025

Finance Committee: 02/24/2025

Governing Body: 02/26/2025

- i. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$150,000 from General Fund Balances to Fund Legal Services Review of the City of Santa Fe's Administrative Policies, Personnel Rules, Regulations and Policies. (Bernadette Salazar, Human Resources Director;

bjsalazar@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/19/2025

Finance Committee: 02/24/2025

Governing Body: 02/26/2025

- j. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$135,000 from General Fund Balances for Midtown Redevelopment Project Management and Administrative Management. (Daniel Hernandez, Metropolitan Redevelopment Agency Director; dahernandez@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/19/2025

Finance Committee: 02/24/2025

Governing Body: 02/26/2025

- k. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$290,000 from General Fund Balances for the Construction of a City Backlot Set. (Jennifer LaBar-Tapia, Santa Fe Regional Film Office Director; jllabartapia@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/19/2025

Finance Committee: 02/24/2025

Governing Body: 02/26/2025

- l. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$1,646,000 from General Fund Balances to Support Staff Capacity, Small Business Crime Mitigation and Security Grants, Small Business Development, Workforce Development and Office Rent for Community Services and Economic Development. (Johanna Nelson, Economic Development Director and Interim Housing Director; jnelson@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/19/2025

Finance Committee: 02/24/2025

Governing Body: 02/26/2025

- m. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$837,000 from General Fund Balances for the Purchase of Automated Traffic Enforcement Equipment and Evidence Equipment. (Ben Valdez, Deputy Chief of Police; bpvaldez@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/19/2025

Finance Committee: 02/24/2025

Governing Body: 02/26/2025

- n. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$1,000,000 from General Fund Balances to Fund the Upgrade of the Non-Public Safety Radio (NPSR) System. (Eric Candelaria, ITT Director; edcandelaria@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/19/2025

Finance Committee: 02/24/2025

Governing Body: 02/26/2025

- o. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$300,000 from General Fund Balances to Fund Implementation of the Storage of Video Footage on City Servers. (Eric Candelaria, ITT Director; edcandelaria@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/19/2025

Finance Committee: 02/24/2025  
Governing Body: 02/26/2025

- p. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$100,000 from General Fund Balances to Fund Contracts for Experts to Evaluate Options for the Soldiers' Monument. (Mark A. Scott, City Manager; mscott@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/19/2025  
Finance Committee: 02/24/2025  
Governing Body: 02/26/2025

- q. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$1,078,000 from General Fund Balances and \$174,850 from Lodgers' Tax Fund for a Total Amount of \$1,252,850 to Fund Various Equipment, Software, General Plan Code Update, and Development Projects within Planning and Land Use Department. (Heather Lamboy, Planning and Land Use Director; hllamboy@santafenm.gov )

**Committee Review:**

Quality of Life Committee: 02/19/2025  
Finance Committee: 02/24/2025  
Governing Body: 02/26/2025

- r. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$3,088,000 from General Fund Balances, \$350,000 from 1/2% Capital GRT Fund for a Total Amount of \$3,438,000 to Support and Expand Existing Human Services under CONNECT, Homeless Solutions, Guaranteed Income and Immigration Support. (Julie Sanchez, Youth and Family Services Division Director; jjsanchez@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/19/2025  
Finance Committee: 02/24/2025  
Governing Body: 02/26/2025

- s. CONSIDERATION OF RESOLUTION NO. 2025\_\_\_\_.(Councilor Jamie Cassutt and Councilor Alma Castro)  
A Resolution Authorizing the Sale and Consumption of Beer During the 2025 Santa Fe Century on May 17th and 18th, 2025, Pursuant to Section 23-6.2(C) SFCC 1987. (Andréa Salazar, City Clerk; asalazar@santafenm.gov)

**Committee Review:**

Governing Body: 02/12/2025  
Quality of Life Committee: 02/19/2025  
Governing Body: 02/26/2025

7. Action Items: Discussion Agenda

8. Executive Session

9. Matters from Staff

10. Matters from the Committee

11. Matters from the Chair

12. Next Meeting:

- a. March 5, 2025

13. Adjourn

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

**QUALITY OF LIFE COMMITTEE  
WEDNESDAY, FEBRUARY 5, 2025, 5:00 PM  
CITY COUNCIL CHAMBERS, CITY HALL  
200 LINCOLN AVENUE, SANTA FE, NEW MEXICO**

**1. CALL TO ORDER**

A meeting of the Quality of Life Committee was called to order on Wednesday, February 5, 2025, at 5:02 pm, by Councilor Cassutt, Chair, at City Hall, in the City Council Chambers, 200 Lincoln Avenue, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

Councilor Jamie Cassutt, Chair  
Councilor Amanda Chavez, virtually  
Councilor Michael Garcia  
Councilor Pilar Faulkner  
Councilor Alma Castro

**MEMBERS ABSENT**

**OTHERS PRESENT**

Johanna Nelson, Director, Department of Economic Development and Interim Director, Affordable Housing  
Marcella Apodaca, Committee Liaison

**3. APPROVAL OF AGENDA**

**MOTION** A motion was made by Councilor Michael Garcia, seconded by Councilor Castro, to approve the agenda as presented.

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

Councilor Chavez, yes; Councilor Castro, yes; Councilor Michael Garcia, yes; Councilor Faulkner, yes, Chair Cassutt, yes.

**4. APPROVAL OF CONSENT AGENDA**

Councilor Chavez pulled item 6 (B) in order to recuse herself.

**MOTION** A motion was made by Councilor Chavez, seconded by Councilor

Faulkner, to approve the Consent Agenda as amended.

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

Councilor Chavez, yes; Councilor Castro, yes; Councilor Michael Garcia, yes; Councilor Faulkner, yes, Chair Cassutt, yes.

**5. PRESENTATIONS**

**A. YOUTH VIOLENCE INTERRUPTION**

The presentation was heard and discussed.

**B. USING TECH TO INTERVENE IN GUN VIOLENCE**

The presentation was heard and discussed.

**6. ACTION ITEMS: CONSENT AGENDA**

**A. REQUEST FOR APPROVAL OF THE JANUARY 22, 2025, QUALITY OF LIFE COMMITTEE MEETING MINUTES.**

Approved on consent.

**B. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES CONTRACT WITH SANTA FE PUBLIC SCHOOLS FOR THE CONTINUATION OF THE WORK BASED LEARNING INTERNSHIP PROGRAM UTILIZING ONE TIME FUNDING IN THE TOTAL AMOUNT OF \$1,200,000 FOR A FOUR-YEAR TERM.**

Councilor Chavez recused herself from this item and left the meeting.

**MOTION** A motion was made by Councilor Michael Garcia, seconded by Councilor Castro, to approve the request.

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

Councilor Castro, yes; Councilor Michael Garcia, yes; Councilor Faulkner, yes, Chair Cassutt, yes.

Councilor Chavez returned to the meeting.

**C. REQUEST FOR APPROVAL OF A BUDGET AMENDMENT**

**RESOLUTION (BAR) IN THE TOTAL AMOUNT OF \$150,000 TO FUND FY25 GRANTS AND SERVICES OF STATE-DEPOSITED FUNDS FOR THE PARTING STONE LEDA PROJECT, IN ACCORDANCE WITH ORDINANCE 2024-10.**

Approved on consent.

- D. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO ITEM #23-0013 CAPITAL APPROPRIATION PROJECT GRANT AGREEMENT #A20E5289 WITH NEW MEXICO AGING AND LONG-TERM SERVICES DEPARTMENT TO EXTEND THE TERM THROUGH JUNE 30, 2025, FOR PLANNING AND DESIGN OF A NEW SENIOR CENTER.**

Approved on consent.

- E. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO ITEM #22-0514 CAPITAL APPROPRIATION PROJECT GRANT AGREEMENT #A20E5290 WITH NEW MEXICO AGING AND LONG-TERM SERVICES DEPARTMENT TO EXTEND THE TERM THROUGH JUNE 30, 2025, TO PURCHASE AND EQUIP VEHICLES FOR THE MARY ESTHER GONZALES SENIOR CENTER.**

Approved on consent.

- F. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO ITEM #22-0541 CAPITAL APPROPRIATION PROJECT GRANT AGREEMENT #A20E5288 WITH NEW MEXICO AGING AND LONG-TERM SERVICES DEPARTMENT TO EXTEND THE TERM THROUGH JUNE 30, 2025, TO PLAN, DESIGN, CONSTRUCT, EQUIP AND FURNISH THE MARY ESTHER GONZALES SENIOR CENTER.**

Approved on consent.

- G. CONSIDERATION OF RESOLUTION NO. 2025\_\_\_\_\_. A RESOLUTION SUPPORTING THE NEW MEXICO FOOD CHARTER'S REPORT CARD FOR 2023-2024 PRIORITIES AND IDENTIFYING PRIORITY FOOD POLICES.**

Approved on consent.

- H. CONSIDERATION OF RESOLUTION NO. 2025-\_\_\_\_\_. A RESOLUTION ACCEPTING A DONATION FOR THE DESIGN AND CONSTRUCTION OF A NEW CHAMPIONSHIP SOCCER FIELD AND ASSOCIATED INFRASTRUCTURE AND DIRECTING NEXT STEPS UPON RECEIPT**

**OF THE DONATION.**

Approved on consent.

**7. ACTION ITEMS: DISCUSSION AGENDA**

- A. CONSIDERATION OF BILL NO. 2024-18. ADOPTION OF ORDINANCE NO. 2025\_\_\_\_. A BILL RELATING TO CITY ADMINISTRATION; AMENDING SECTION 2-8, SFCC 1987 TO CHANGE THE TITLE FROM “COMMUNITY HEALTH AND SAFETY DEPARTMENT AND THE HUMAN SERVICES DEPARTMENT”; REMOVE THE POLICE DEPARTMENT AND THE FIRE DEPARTMENT FROM THAT SECTION; AND CREATE TWO NEW SECTIONS, 2-8.8 AND 2-8.9, FOR THE POLICE DEPARTMENT AND FIRE DEPARTMENT, RESPECTIVELY.**

**MOTION** A motion was made by Councilor Faulkner, seconded by Councilor Chavez, to approve Bill No. 2024-18.

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

Councilor Chavez, yes; Councilor Castro, no; Councilor Michael Garcia, yes; Councilor Faulkner, yes, Chair Cassutt, yes.

**8. EXECUTIVE SESSION**

None.

**9. MATTERS FROM STAFF**

Heard.

**10. MATTERS FROM THE COMMITTEE**

None.

**11. MATTERS FROM THE CHAIR**

None.

**12. NEXT MEETING:**

- A. WEDNESDAY, FEBRUARY 19, 2025**

### 13. ADJOURN

There being no further business before the Committee, the meeting adjourned at 7:31 pm.

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Councilor Jamie Cassutt, Chair

*Elizabeth Martin*

[Elizabeth Martin \(Feb 14, 2025 16:00 MST\)](#)

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Elizabeth Martin, Stenographer



# City of Santa Fe, New Mexico

## Memorandum



**DATE:** January 16, 2025

**TO:** Governing Body

**VIA:** Brian Moya, Fire Chief *BM*

**FROM:** Sten Johnson, Assistant Chief *SJ*

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**ACTION:**

Request for Approval of a Budget Amendment Resolution (BAR) to move \$775,000 General Fund Balance to Fire Equipment and Machinery to Purchase Ambulance Gurneys, Stair Chairs, Fire Hose & Nozzles and Starlink high speed broadband internet for the Fire Department. (Brian Moya, Fire Chief, [bjmoya@santafenm.gov](mailto:bjmoya@santafenm.gov))

Request for Approval to Purchase Ambulance Gurneys and Stair Chairs from Stryker Medical in the Total Amount of \$500,000.

Request for Approval to Purchase Fire Hose and Nozzles from Municipal Emergency Services in the Total Amount of \$250,000.

Request for Approval to Purchase Starlink mobile, high speed, broadband internet for \$25,000.

**BACKGROUND:**

Ambulance gurneys and stair chairs are critical pieces of equipment used daily in emergency medical services. These tools ensure the safe and efficient transport of patients in challenging situations such as stairwells or confined spaces, thereby reducing the risk of injuries to both patients and first responders. Routine use over time can compromise the reliability and safety of this equipment, making replacements necessary to ensure compliance with safety and operational standards.

Fire hoses and nozzles are essential tools for firefighting operations, which directly impact the safety of both firefighters and the community. Over time, these tools experience wear and tear due to frequent use in high-pressure circumstances and exposure to harsh conditions. Replacing this equipment ensures that firefighters can perform their duties effectively and safely. Additionally, the purchase aligns with the department's operational goals by ensuring compliance with industry standards and maintaining the reliability of critical firefighting equipment. This minimizes potential equipment failure during emergencies, thereby reducing risks and improving outcomes for the community.

Starlink provides high speed, broadband internet using a simple, scalable hardware platform that can be easily distributed across locations. Unbounded by local infrastructure, and designed to support multiple paths back to the internet, Starlink provides reliable service. The Fire Department could utilize this in several scenarios. During fire and rescue calls occurring in the National Forest and Hyde Park Road radio communication is not reliable. In the possible event of a natural disaster when local internet and phone infrastructure was disabled. This would help to keep communication streams open for emergency communications.

Approval of this request will allow the Santa Fe Fire Department to sustain its mission of protecting lives and property while enhancing overall operational efficiency and safety.

**FUNDING SOURCE: FY25 MID-YEAR FUNDING ALLOCATION FROM GENERAL FUND BALANCE**

**FUND NAME/NUMBER: GENERAL FUND/ 100**

**MUNIS ORG FIRE SUPPORT SERVICES/ORG: 1000186. MUNIS OBJ 570500/EQUIPMENT AND MACHINERY. \$500,000**

**MUNIS ORG FIRE ADMINISTRATION/1002001. MUNIS OBJ SAFETY SUPPLIES/530500. \$250,000**

**MUNIS ORG FIRE SUPPORT SERVICES/ORG: 1002001. MUNIS OBJ 570500/EQUIPMENT AND MACHINERY. \$25,000**

**PROJECT LEDGER: NA**

**ATTACHMENTS:**

**BAR**





# City of Santa Fe, New Mexico

## Memorandum



**DATE:** January 21, 2025

**TO:** Governing Body

**VIA:** Henri Hammond-Paul, Community Health and Safety Director *Henri Hammond-Paul*  
HENRI HAMMOND-PAUL (Jan 23, 2025 16:07 MST)  
 Maria Sanchez-Tucker, Community Services Director *Maria Tucker*  
Maria Tucker (Jan 23, 2025 16:02 MST)  
 Marcella Apodaca, Business Operations Manager *Marcella Apodaca*

**FROM:** Brian Stinett, Recreation Division Director *Brian Stinett*  
Brian Stinett (Jan 23, 2025 14:48 MST)

**SUBJECT:** One-Time Funding Request for Recreation

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**ITEM AND ISSUE:**

Community Services/Recreation Division respectfully requests your review and approval of one-time funding from available General Fund Balance for Security Cameras at Fort Marcy Complex.

**BACKGROUND AND SUMMARY:**

Community Services/Recreation Division was given notice that one-time funds were available for unfunded projects. We are requesting \$100,000 for security cameras at Fort Marcy Complex. Fort Marcy Complex currently does not have security cameras, which pose a risk for patrons and public users in and around the facility. There are numerous instances of theft, vehicle vandalization, and other user risk and liability situations that cameras will greatly increase our ability to operate and create a safe space for users of the facility.

**ACTION REQUESTED:**

Community Services/Recreation Division respectfully requests the approval of funds for Security Cameras at Fort Marcy Complex.

**FUNDING SOURCE: FY25 Mid-Year Funding Allocation from General Fund 100**

Fund Name/Number: GENFUND/100  
 Munis Org Name/Number: Rec Admin/1004200  
 Munis Obj Name/Number: Inventory Exempt Equipment/572400  
 Amount: \$100,000.00

**ATTCHMENTS:**

BAR





# City of Santa Fe, New Mexico

## Memorandum



**DATE:** January 21, 2025

**TO:** Governing Body

**VIA:** Henri Hammond-Paul, Community Health and Safety Director *Henri Hammond-Paul*  
HENRI HAMMOND-PAUL (Jan 23, 2025 14:29 MST)  
 Maria Sanchez-Tucker, Community Services Director *Maria Sanchez-Tucker*  
Maria Tucker (Jan 23, 2025 14:23 MST)  
 Marcella Apodaca, Business Operations Manager *Marcella Apodaca*

**FROM:** Brian Stinett, Recreation Division Director *Brian Stinett*  
Brian Stinett (Jan 23, 2025 14:20 MST)

**SUBJECT:** One-Time Funding Request for Recreation

**ITEM AND ISSUE:**

Community Services/Recreation Division respectfully requests your review and approval of one-time funding from available General Fund Balance for Aquatic Facilities Assessment for Deferred Maintenance.

**BACKGROUND AND SUMMARY:**

Community Services/Recreation Division was given notice that one-time funds were available for unfunded projects. We are requesting \$70,000 for aquatic Facilities assessment for deferred maintenance. GCCC aquatic facilities are original to the building (1999). Many of the mechanical, infrastructure, and systems are past their usable and recommended lifespan. Quality Sites: Fort Marcy, Salvador Perez, and Bicentennial Pool all have varied improvements made, and other areas where equipment and infrastructure are original or repaired 20+ years ago. To gain a full assessment of aquatic systems and facilities a full assessment of the condition, recommended repair and maintenance and modernization is needed to keep up with NMED (New Mexico Environmental Department) guidelines. We need a full assessment of all working mechanical, plumbing, electrical, chemical, and water treatment systems required to operate our aquatic facilities.

**ACTION REQUESTED:**

Community Services/Recreation Division respectfully requests the approval of funds for Aquatic Facilities Assessment for Deferred Maintenance.

**FUNDING SOURCE: FY25 Mid-Year Funding Allocation from General Fund 100**

Fund Name/Number: GCCCOMCTR/550  
 Munis Org Name/Number: GCC NatOps/5500264  
 Munis Obj Name/Number: Other Consulting/510340  
 Amount: \$70,000.00

**ATTCHMENTS:**

BAR





# City of Santa Fe, New Mexico

## Memorandum



**DATE:** January 21, 2025

**TO:** Governing Body

**VIA:** Henri Hammond-Paul, Community Health and Safety Director *Henri Hammond-Paul*  
HENRI HAMMOND-PAUL (Jan 23, 2025 18:09 MST)  
 Maria Sanchez-Tucker, Community Services Director *Maria Tucker*  
 Marcella Apodaca, Business Operations Manager *Marcella Apodaca*

**FROM:** Brian Stinett, Recreation Division Director *Brian Stinett*  
Brian Stinett (Jan 23, 2025 18:06 MST)

**SUBJECT:** One-Time Funding Request for Recreation Youth Programs

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**ITEM AND ISSUE:**

Community Services/Recreation Division respectfully requests your review and approval of one-time funding from available General Fund Balance for increased support for Youth After School and Summer Programs.

**BACKGROUND AND SUMMARY:**

Community Services/Recreation Division was given notice that one-time funds were available for unfunded projects. We are requesting \$200,000 to support temporary staff to increase the available number of students we currently serve through the City of Santa Fe Afterschool and Summer Programs. There is an increasing demand and great need for high-quality, safe childcare in the City of Santa Fe. This allocation of funding will greatly increase the capacity of the City's youth program to be able to serve more working families in the City. The funding will also allow for program staff to develop more administrative capacity that is needed to ensure the program has stability into the future and can continue to serve the needs of working families in the City of Santa Fe. This funding will allow for the support of economic development initiatives and support overall community services that provides for positive social outcomes for families and the youth we serve in our programs.

**ACTION REQUESTED:**

Community Services/Recreation Division respectfully requests the approval of funds to support increased capacity in our youth programs.

**FUNDING SOURCE: FY25 Mid-Year Funding Allocation from General Fund 100**

Fund Name/Number: REC PROG/256  
 Munis Org Name/Number: RecYthPrgs/2560423  
 Munis Obj Name/Number: Salaries (Temporary)/500750  
 Amount: \$200,000.00

**ATTCHMENTS:**

BAR





# City of Santa Fe, New Mexico

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

[www.santafenm.gov](http://www.santafenm.gov)

*Alan Webber, Mayor*

Councilors:

Signe I. Lindell, Mayor Pro Tem, District 1

Alma G. Castro, District 1

Michael J. Garcia, District 2

Carol Romero-Wirth, District 2

Lee Garcia, District 3

Pilar F.H. Faulkner, District 3

Jamie Cassutt, District 4

Amanda Chavez, District 4

**Date:** January 31, 2025

**To:** Governing Body

**From:** Erin K. McSherry, City Attorney EM

**ACTION:**

The City Attorney’s Office, Office of Records Custodians, respectfully requests approval of \$100,000 in one-time funding from General Fund balances to assist in addressing the City’s backlog of review and production of emails and police lapel video, by funding overtime for permanent records specialists (estimating up to \$20,000) and a contract for temporary Record Specialists (estimating up to \$80,000).

**BACKGROUND AND SUMMARY:**

In general, the City is required to comply with the Inspection of Public Records Act within three days if a record is accessible within that time, or within 15 days if the record is not immediately available. If a request is “broad or burdensome” the City must respond within a reasonable period of time. This funding will assist in reducing the period of time that is reasonable for broad and burdensome requests for emails and body camera footage. There are over 500 IPRA requests currently pending, including 253 requests for video; the five longest-pending requests for emails require a review of over 40,000 emails; and there are 85 total requests for emails pending.

Providing some funds for overtime for current staff will take advantage of their existing background checks and training. Temporary employees hired through a temp agency will be trained to review emails, which does not require a background check or special access to law enforcement records.

**FUNDING SOURCE:**

**Fund Name/Number:** General Fund/100

**Munis Org Name/Number:** City Attorney/1002550

**Munis Expenditure Object Name/Number:** Overtime/501400 and Professional Contracts/530300

**ATTACHMENTS:**

BAR





# City of Santa Fe, New Mexico

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

*Alan Webber, Mayor*

**Councilors:**

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

**Date:** January 29, 2025

**To:** Governing Body

**Via:** Randy Randall, Interim City Manager

**From:** Emily K. Oster, Finance Director

**ACTION:**

Request for Approval of a Budget Amendment Resolution (BAR) to Allocate One-Time Funding from Available General Fund Balances in the Amount of \$400,000 to Fund a Contract for Oversight and Project Management for Capital Outlay Funding Deployment (Emily K. Oster, Finance Director, ekoster@santafenm.gov).

**BACKGROUND AND SUMMARY:**

The City is in the process of deploying over \$100 million in capital outlay dollars from diverse funding sources including state Legislative appropriations, bond proceeds, City one-time appropriations from revenue earned over budgeted estimates and accumulated fund balances, and unspent prior year capital appropriations (i.e. carryforwards).

The Public Works Department notes that this is the most productive capital program that the City has ever had. The unusually large amount of capital outlay spending in process is attributed to diligent work to apply for and receive Federal and State grant funds available at unprecedented levels, and receipt of several years of State legislative grants in a compressed timeline as the City caught up on annual audits.

Some funds, such as Legislative appropriations and bond proceeds, have strict timelines and parameters for their expenditure and project completion. The current level of funding is significantly higher than the City has managed in recent years. Consequently, City staff face the challenge of prioritizing, managing, and expending a large volume of funds in a timely manner, all while delivering the high-quality projects that City residents and the State Legislature expect and deserve. With limited time to spend the money, the Finance Department needs a well-defined strategy to prioritize and achieve results quickly.

The Public Works Department reports that they have a process to prioritize projects to meet the Governing Body's direction in the publicly adopted ICIP, realization of elected officials' priorities, public requests for amenities and repairs, expiration dates of funding, compliance demands and existing infrastructure condition.

This BAR request would fund contractual services to provide oversight and strategic project management to the Finance Department for the deployment of capital funds. Contracting with a vendor that has this specialized expertise will help the Finance team effectively and efficiently administer capital funding.

The scope of work for the proposed contract is expected to include some or all of the following activities:

- Facilitating the development of a strategic plan for the ongoing prioritization, management, and oversight of projects funded by various capital sources within a timeline that aligns with the City's strategic goals.
- Helping City personnel clearly articulate priorities for capital deployment, the metrics used to measure performance, how each project contributes to the overall accomplishment of the goal, and reviewing the cost, schedule and sequencing of projects over time to optimize resource use.
- Guiding the development of a strategic framework outlining processes for sequencing projects to meet program objectives, while incorporating individual project evaluation criteria such as expected ROI/impact, cost, schedule duration, resource requirements, stakeholder needs, etc.
- Developing and documenting a process to ensure that the Finance Department maintains a complete and accurate listing of all funded projects and their designated funding sources, including documentation of the objectives and requirements of each funding source.
- Creating a process for optimizing the project list that prioritizes projects into waves according to planned sequencing.
- Cultivating a workload prioritization process to be utilized for legislative grant management, procurement and contracting, timing of future bond sales, and other Finance Department activities to ensure that the oldest funding appropriations are expended first and to prevent any loss of previously allocated funding.
- Performing an analysis of regional construction labor market capacity. At a high level, this could entail analyzing labor capacity in the market to deliver the portfolio of infrastructure projects the City plans to complete by investigating skilled labor requirements for the project portfolio in comparison with the regional availability of skilled labor.
- Creating a communications plan to ensure that stakeholders throughout City government understand financial parameters, funding sources, and prioritization strategies for capital outlay.

**FUNDING SOURCE:**

**Fund Name/Number:** General Fund/100

**Munis Org Name/Number:** Finance Administration/1001501

**Munis Expenditure Object Name/Number:** Professional Contracts/510300

---

**ATTACHMENTS:**

BAR





# City of Santa Fe New Mexico

## Memorandum



DATE: February 4<sup>th</sup>, 2025

TO: Governing Body

VIA: Emily Oster, Finance Director *EO*  
Alexis Lotero, Assistant Finance Director *AL*  
Sam Burnett, Facilities Division Director *SB*  
David Jaramillo, Fleet Section Manager *DJ*

FROM: Juan Tapia III, Fleet Mechanic Supervisor *JT*

RE: One-Time Funding Request

---

### ITEMS AND ISSUE:

Finance/ Fleet Management Division Request the Approval of Budget Amendment Resolution (BAR) in the Amount of \$300,000 from One-Time Funding Available in the General Fund Balance for the Removal of the Siler Road City Yards Fuel Station. (David Jaramillo, Fleet Section Manager; dmjaramillo@santafenm.gov and Sam Burnett, Facilities Division Director; jsburnett@santafenm.gov)

### BACKGROUND AND SUMMARY:

Finance/Fleet Management Division is requesting \$300,000 for the removal of the underground storage tanks, testing of soil as required by NMED, backfill with compaction, and a 4-inch layer of blacktop. The City of Santa Fe no longer utilizes this fuel station as we have transitioned to the WEX Fuel program implemented in June of 2024.

### ACTION REQUESTED:


Finance/Fleet Management Division respectfully requests the approval of funds for the removal of the underground storage tanks of the Siler Road City Yards Fuel Station.

### FUNDING SOURCE:

Fund Name/Number: FACILITIES/320  
Munis Org Name/Number: FacilityCIP/3209980  
Munis Obj Name/Number: WIP Design/572960 \$30,000, WIP Construction/572970 \$270,000  
Amount: \$300,000

### ATTACHEMENTS:

BAR

**Signature:**   
David Jaramillo (Feb 5, 2025 10:11 MST)  
**Email:** dmjaramillo@santafenm.gov

**Signature:**   
**Email:** jsburnett@ci.santa-fe.nm.us

**Signature:**   
ALEXIS LOTERO (Feb 5, 2025 16:32 MST)  
**Email:** aclotero@santafenm.gov

**Signature:** *Emily K. Oster*  
**Email:** ekoster@santafenm.gov





# City of Santa Fe, New Mexico

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

*Alan Webber, Mayor*

Councilors:

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

## MEMORANDUM

**Date:** January 21, 2025  
**To:** Finance Committee and Governing Body  
**From:** Bernadette Salazar, HR Director *Bjs*  
**Through:** Randy Randall, Interim City Manager *RR*  
Emily Oster, Finance Director *Emily K. Oster*  
Randy Randall (Jan 21, 2025 16:20 MST)  
**Re:** Budget Adjustment Resolution (BAR)

---

### BACKGROUND AND SUMMARY:

The Human Resources Department and the City Attorney’s Office is requesting to have the City of Santa Fe’s Personnel Rules/Regulations and Policies and administrative policies for employees reviewed by an employment law attorney for compliance and modernization. This process will also include feedback on potential changes from employees, supervisors, and union leadership. Any changes to the Personnel Rules/Regulations and Policies require approval by the Governing Body.

### ACTION REQUESTED:

Request Approval of a Budget Adjustment Resolution (BAR) in the amount of \$150,000 from one-time funding from available general fund balances.

### FUNDING SOURCE:

One-time funding from available general fund balances.





# City of Santa Fe, New Mexico

## Memorandum



**DATE:** January 23, 2025

**TO:** Governing Body  
Finance Committee

**FROM:** Daniel Hernandez, Director *DAH*  
Metropolitan Redevelopment Agency  
dahernandez@santafenm.gov

**RE:** Budget Amendment Resolution – One-Time Funding

**Item for Consideration**

Request for Approval of Budget Amendment Resolution (BAR) in the Amount of \$75,000 for Midtown redevelopment project management and \$60,000 for administrative management.

**Funding Source and Request Amount**

\$ 75,000: One-time funding from available 100-Fund Balances  
 \$ 60,000: One-time funding from available 100-Fund Balances  
 \$135,000: Total

**Reviews and Approvals:**

Finance Committee  
Governing Body

**Background**

Presently, the Metropolitan Redevelopment Agency (MRA) is operating with a single full-time staff person, the Director. The MRA has approval for one additional full-time staff person, an Asset Development Manager. The person has been identified and will commence working in the MRA on February 03, 2025. Because of the significant policy direction to dispose of Midtown property for redevelopment, and to reduce or eliminate operating expenses related to maintaining Midtown property within the city-owned real property asset portfolio, additional project and administrative management assistance is desperately needed.

The MRA is responsible for implementing the Midtown Redevelopment Plans, and based on direction provided by the Governing Body and the mayor’s administration, the MRA has been tasked with several critical redevelopment tasks to be commenced and completed in 2025.

Historically, the Midtown redevelopment team has included an external consultant with deep expertise in real estate finance, planning, and development, and public-private partnerships. The primary purpose for the \$75,000 request is to maintain and establish the necessary professional project management and real estate expertise to implement several key Phase 1 redevelopment activities at Midtown, including:

- Draft, issue and administer RFPs and procurement process for Affordable Housing
- Draft, issue, and administer RFPs and procurement process for Mixed-Use Development

- Oversee and advise on the reuse of the Midtown Performing Arts Center
- Researching and analyzing financial mechanisms for public infrastructure and Right of Way development at Midtown
- Oversee and advise on redevelopment area district finance and planning

Presently, the MRA does not have administrative management capacity. The primary purpose for the \$60,000 request is to secure a contractor to assist in a variety of critical tasks related to a plethora of standard city administrative processes, as well as administrative tasks with project management staff and consultants. The current proposal is for an Administrative Manager position to become permanent as part of this MRA FY26 budget.






# City of Santa Fe, New Mexico

## Memorandum



**DATE:** January 14, 2025

**TO:** Governing Body  
Finance Committee

**FROM:** Jennifer LaBar-Tapia, Santa Fe Regional Film Office Director   
jllabartapia@santafenm.gov, 505-955-6216.

**RE:** One-time funding for the “City Backlot Set” and Lease for Office Space for the Santa Fe Regional Film Office

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### **ITEM AND ISSUE:**

Request for Approval of Budget Amendment Resolution (BAR) in the Amount of \$250,000.00 to go towards the construction of a City Backlot Set.

### **Committee’s Review:**

Finance Committee  
Governing Body

### **BACKGROUND AND SUMMARY:**

Seeking funding for building infrastructure to develop a full-service film backlot facility for training and production use to build a skilled New Mexico film crew base with hands-on training through building a film and television city street backlot. In partnership with Santa Fe Community College/Mosaica (SFCC Foundation), Santa Fe County, Stagecoach Foundation, and IATSE 480 (NM local film crew union), this proposal is to coordinate partners, funding, and program teams to devise, develop, and build the infrastructure for a set construction training program that builds a “City Street Backlot” built through hands-on training. Santa Fe Community College has identified 50 acres for a city street backlot to be built by New Mexico resident students. IATSE Local 480 has committed to provide all the trainers and provide equipment and tools for the mill for construction training for students to use for hands-on learning for the first phase.

Participants will gain 15 days of 30 towards IATSE 480 union membership. The backlot will be available for future film student use as well as for rent to television and film productions, with proceeds going to the SFCC Foundation to provide ongoing fiscal support of SFCC’s Film & Digital Media Arts (FDMA) and Building Trades and Sustainability programs. Additionally, SFCC will create a newly developed certificate in Set Construction, an inter-departmental collaboration between SFCC’s FDMA & Building Trades departments. Students in this certificate program will get hands-on training in set construction while continuing the building of the facades and city street. The Set Construction Certificate will equate to 15 days of 30 toward union membership with IATSE 480.

All parties (SFCC/Mosaica, Stagecoach and IATSE 480) have entered into a MOU, approved October 2024.

**Infrastructure:**

The city street backlot will be industry caliber, providing students with hands-on training within a true to life work environment and culture while attracting film and tv productions to both rent and hire local film crew. Setting up the infrastructure of the backlot will enable the set construction training program to be competitive, sustainable, and serving production needs. Infrastructure needed; bringing electric meters and water for fire suppression down to the site, auguring telephone poles for wind resistance of facades, sidewalks and street, and foundation with metal building for storage, mill, and interior location for meeting State Film Qualifying Production Facility Backlot Requirements. Total cost of the backlot is \$4,300,000.00. Santa Fe County has approved \$1,000,000.00 through ARPA funds (approved December 2024). Request from the City is \$250,000.00.

**Qualifying Production Facility (QPF) Requirements for a Backlot:**

Per the New Mexico Film Office, a “QPF” is a 5% uplift to the base 25% rebate for filming that uses any portion of facilities with the designation of “Qualified Production Facility”. This backlot will meet all requirements to be a “QPF”. This city backlot will be the only backlot set of its kind in the state, adding to Santa Fe’s robust film resources of nine soundstages and seven western sets, with a 30% film incentive.

**PROCUREMENT METHOD:**

**CONTRACT NUMBER:**

**FUNDING SOURCE:** 2607000.510400

**ACTON REQUESTED:** City contribution of \$250,000.00 to go towards the completion of this project.

**BACKGROUND AND SUMMARY:**

In September 2024, the Santa Fe Film Office transitioned from the County to City management. As a result of this move, the office lost its previous larger space and now requires a new appropriately sized location to continue serving the film industry and expansion of the office.

**FUNDING SOURCE:** 2607000 562550

**PROCUREMENT METHOD:**

**CONTRACT NUMBER:**

**ACTON REQUESTED:** To ensure the Film Office has suitable workspace, we are requesting one-time allocation of \$40,000.00 to cover rent costs. This funding will allow the office to secure a functional space that meets operational needs.

**Signature:** Jennifer LaBar-Tapia  
Jennifer LaBar-Tapia (Jan 28, 2025 14:17 MST)

**Email:** jllabartapia@santafenm.gov

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

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

DEPARTMENT / DIVISION NAME Santa Fe Film Office	DATE 1/30/2025
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ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
<b>EXPENDITURES</b>				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>
1) Grants & Services	2607000	510400		250,000	
2) Land / Building Rental	2607000	562550		40,000	
1-2) Economic Development (General Fund) / Transfer to Santa Fe Film Office	1002800	750260		290,000	
<b>REVENUES</b>				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>
1-2) Santa Fe Film Office / Transfer from Economic Development (General Fund)	2607000	650100		(290,000)	

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

Appropriation from available General Fund balance for: 1) City contribution to the construction of necessary infrastructure to develop a full-service film backlot facility; and 2) leased office space for the Santa Fe Film Office	{Complete section below if BAR results in a net change to ANY Fund}								
	<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">Fund(s) Affected</th> <th style="width: 40%;">Fund Balance Increase/(Decrease)</th> </tr> <tr> <td style="text-align: center;">100</td> <td style="text-align: center;">(290,000)</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>TOTAL:</b></td> </tr> <tr> <td></td> <td style="text-align: center;"><b>(290,000)</b></td> </tr> </table>	Fund(s) Affected	Fund Balance Increase/(Decrease)	100	(290,000)	<b>TOTAL:</b>			<b>(290,000)</b>
Fund(s) Affected	Fund Balance Increase/(Decrease)								
100	(290,000)								
<b>TOTAL:</b>									
	<b>(290,000)</b>								

*[see attached memo]*

Andy Hopkins	1/30/2025	<i>(Use this form for Finance Committee/ City Council agenda items ONLY)</i>	Feb 10, 2025 <small>ALEXIS LOTERO (Feb 10, 2025 15:25 MST)</small>
Prepared By <i>{print name}</i>	Date	<b>CITY COUNCIL APPROVAL</b>  City Council Approval Date: <input style="width: 100px; height: 20px;" type="text"/>  Agenda Item #: <input style="width: 100px; height: 20px;" type="text"/>	Budget Officer _____ Date
Division Director Signature <i>{optional}</i>	Date		N/A Finance Director {≤ \$5,000} _____ Date
Department Director Signature	Date		N/A City Manager {≤ \$60,000} _____ Date






# BAR Memo SFF1\_BackLot & space lease RFS

Final Audit Report

2025-02-10

Created:	2025-02-10
By:	ERMINIA TAPIA (emtapia@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEgx2yJps9HGUCNEy51YGttfj0DFTrqnm

## "BAR Memo SFF1\_BackLot & space lease RFS" History

-  Document created by ERMINIA TAPIA (emtapia@santafenm.gov)  
2025-02-10 - 7:08:33 PM GMT- IP address: 63.232.20.2
-  Document emailed to ALEXIS LOTERO (aclotero@santafenm.gov) for signature  
2025-02-10 - 7:09:30 PM GMT
-  Email viewed by ALEXIS LOTERO (aclotero@santafenm.gov)  
2025-02-10 - 10:25:20 PM GMT- IP address: 104.47.65.254
-  Document e-signed by ALEXIS LOTERO (aclotero@santafenm.gov)  
Signature Date: 2025-02-10 - 10:25:29 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.  
2025-02-10 - 10:25:29 PM GMT



# City of Santa Fe, New Mexico

## Memorandum



**DATE:** January 25, 2025

**TO:** Governing Body

**VIA:** Randy Randall, Interim Community Development Director <sup>RR</sup>  
Loretta Olguin, Business Operations Manager *LSO*

**FROM:** Johanna Nelson, Economic Development Director, Interim Housing Director *JN*

**SUBJECT:** One-Time Funding Request for the Office of Economic Development to Support, Strengthen and Diversify Santa Fe's Economy

**ITEM AND ISSUE:**

- Increase Staff Capacity:** The Office of Economic Development (OED) requests your review and approval of one-time funding from the available General Fund Balance to create term positions that will enhance the office's capacity to deliver services aligned with the missions of OED and the Community Development Department. Specifically, OED requests funding for an Economic Development Specialist (\$125,000), a Financial Empowerment Center Coordinator (\$100,000), and the continued support of a Contract and Grant Administrator shared by OED and the Office of Affordable Housing (\$100,000).
- Small Business Crime Mitigation and Security Grants:** The Office of Economic Development (OED) is requesting one-time funding (\$250,000) to establish a grant program aimed at supporting small businesses in implementing crime mitigation and protection measures. This funding will assist businesses in enhancing safety, reducing vulnerability to crime, and fostering a more secure environment for employees, customers, and the community and allow them to grow and expand. The program will be supported by the Community Services Department.
- Small Business Development Support:** The Office of Economic Development (OED) is requesting \$225,000 in one-time funding to support two key initiatives that will enhance the local economy and strengthen small businesses in Santa Fe. The funding includes \$150,000 for a Buy Local Initiative to encourage residents and visitors to prioritize local businesses, and \$75,000 for continued support of the South Side Feria, which provides an accessible market space for entrepreneurs and fosters community engagement.
- Workforce Development Support:** The Office of Economic Development (OED) is requesting \$750,000 in one-time funding to continue supporting programs that strengthen workforce development and bolster the local economy. This includes \$250,000 for the Santa Fe Community College Trades and Certifications Program, which equips residents with valuable skills for in-demand careers, and \$500,000 for the Santa Fe Public Schools Work-Based Learning Intern Program, which provides students with hands-on experience and pathways to local employment opportunities.
- Support Office Rent for Community Services Department:** The Office of Economic Development (OED) is requesting \$96,000 in one-time funding to cover the annual office rent paid by OED on behalf of the Community Health and Safety Department. This funding will ensure the continuation

of critical support services provided by Community Health and Safety without impacting OED's ability to fund its own economic development initiatives.

## BACKGROUND AND SUMMARY:

1. **Increase Staff Capacity:** We are requesting \$325,000 to support three term positions: an Economic Development Specialist (\$125,000), a Financial Empowerment Center Coordinator (\$100,000), and the continuation of a Contract and Grant Administrator shared with the Office of Affordable Housing (\$100,000). These positions are essential to addressing growing service demands and ensuring OED can effectively deliver on its mission to foster economic growth, financial empowerment, and housing stability.

This allocation will significantly increase OED's capacity to serve the community by supporting businesses, advancing workforce initiatives, and securing external funding. Additionally, the funding will enhance administrative support to ensure program stability and continuity, benefiting residents and the broader community for years to come.

- **Economic Development Specialist – South Side:** This position will provide dedicated business support services to residents and businesses on the South Side of Santa Fe.
  - **Financial Empowerment Center Coordinator:** This role will manage and support the Financial Empowerment Center, funded by a current OED grant, to deliver financial literacy programs to Santa Fe residents.
  - **Contracts and Grants Administrator:** This position will assist both the Office of Economic Development (OED) and the Office of Affordable Housing (OAH) in managing and administering over \$6 million in grants and contracts.
2. **Small Business Crime Mitigation and Security Grants:** OED is requesting \$250,000 to establish a grant program focused on crime mitigation and security protection for small businesses in Santa Fe. The program will provide financial support for security improvements such as enhanced lighting, security cameras, locks, and other protective measures that reduce vulnerability to crime. By addressing these safety concerns, the program will help businesses create safer environments for their employees, customers, and neighborhoods while fostering economic stability and growth.

This initiative aligns with OED's mission to support the local business community and strengthen Santa Fe's economic landscape. By collaborating with the Community Services Department, the program will leverage shared resources and expertise to maximize impact. Ensuring the safety of small businesses is essential to their ability to operate, grow, and contribute to the local economy, and this grant program represents a proactive step toward addressing this need.

3. **Small Business Development Support:** The proposed \$150,000 *Buy Local* Initiative aims to promote and incentivize shopping at local businesses through targeted marketing campaigns, events, and collaborations with local business owners. This initiative will increase awareness of the benefits of shopping locally, helping small businesses recover and grow while keeping economic activity within the Santa Fe community.

Additionally, \$75,000 is requested to continue supporting the South Side Feria, a successful community-driven market that provides opportunities for small businesses and entrepreneurs to showcase their goods and services. The Feria also serves as a hub for cultural celebration and engagement, strengthening community ties and supporting economic activity on the South Side of Santa Fe. Together, these initiatives will provide vital support to small businesses, increase consumer engagement, and bolster the local economy.

4. **Workforce Development Support:** The Office of Economic Development (OED) has identified one-time funds available to sustain key workforce development programs that are vital to the long-term



# City of Santa Fe, New Mexico



## Memorandum

economic health of Santa Fe. The Santa Fe Community College Trades and Certifications Program supports residents in acquiring technical skills and professional certifications in high-demand trades, addressing local workforce shortages and enabling participants to secure well-paying jobs. The requested \$250,000 will ensure the program continues to provide accessible training opportunities for Santa Fe's workforce.

The Santa Fe Public Schools Work-Based Learning Intern Program connects high school students with local businesses for internships, giving students practical experience, career exploration opportunities, and a direct pathway to employment in Santa Fe. The requested \$500,000 will allow the program to expand, benefiting more students and businesses while fostering a stronger connection between education and the local economy. Together, these initiatives will enhance the skills of Santa Fe's workforce, support small businesses, and create sustainable economic growth for the community.

- 5. Support Office Rent for Community Services Department:** The Office of Economic Development (OED) currently covers the annual office rent for the Community Health and Safety Department, which provides essential services that directly benefit the Santa Fe community. The requested \$96,000 will ensure that rent expenses are covered for the year, allowing Community Health and Safety to focus resources on delivering critical programs and services.

By covering this expense, OED has played a key role in supporting the work of Community Health and Safety, which contributes to the overall well-being and stability of the community. Securing this funding will allow OED to maintain this financial support while continuing to focus on its mission to bolster economic growth and sustain key initiatives for Santa Fe's businesses and residents.

### **FUNDING SOURCE: FY25 Mid-Year Funding Allocation from General Fund 100**

- 1. Increase Staff Capacity:**

Fund Name/Number: Economic Development/212  
Munis Org Name/Number: 2122800  
Munis Obj Name/Number: 500750  
Amount: \$325,000

- 2. Small Business Crime Mitigation and Security Grants:**

Fund Name/Number: Economic Development/212

Munis Org Name/Number: 2122800  
Munis Obj Name/Number: 510400  
Amount: \$250,000

- 3. Small Business Development Support:**

Fund Name/Number: Economic Development/212  
Munis Org Name/Number: 2122800  
Munis Obj Name/Number: 510310  
Amount: \$225,000

- 4. Workforce Development Support:**

Fund Name/Number: Economic Development/212  
Munis Org Name/Number: 2122800  
Munis Obj Name/Number: 510300

Amount: \$750,000

**5. Support Office Rent for Community Services Department:**

Fund Name/Number: Economic Development/212


Munis Org Name/Number: 2122800

Munis Obj Name/Number: 510300


Amount: \$96,000

**ATTCHMENTS:**

BAR

**Signature:**   
Johanna Nelson (Feb 5, 2025 19:17 MST)  
**Email:** jcnelson@santafenm.gov

**Signature:** *Loretta S. Olguin*  
**Email:** lsolguin@santafenm.gov

**Signature:**   
Randy Randall (Feb 10, 2025 08:24 MST)  
**Email:** rrandall@santafenm.gov

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

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

DEPARTMENT / DIVISION NAME Office of Economic Development	DATE 2/10/2025
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ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
<b>EXPENDITURES</b>				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>
1) Full-Time Temporary Salaries	2122800	500750		325,000	
2) Grants & Services	2122800	510400		250,000	
3) Service Contracts	2122800	510310		225,000	
4) Professional Contracts	2122800	510300		750,000	
5) Professional Contracts	2122800	510300		96,000	
1-5) Economic Development (General Fund) / Transfer to Economic Development Fund	1002800	750212		1,646,000	
<b>REVENUES</b>				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>
1-5) Economic Development Fund / Transfer from Economic Development (General Fund)	2122800	650100		(1,646,000)	

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

	\$ 1,646,000	\$ -
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Appropriations from available General Fund balance for: 1) term/temporary positions to enhance the Office of Economic Development's (OED) service capacity, including an Economic Development Specialist, a Financial Empowerment Center Coordinator, and a Contract and Grants Administrator (shared with Affordable Housing); 2) small business crime mitigation and security grants; 3) small business development support; 4) workforce development support; and 5) annual office space rental costs paid by OED on behalf of the Community Health and Safety Department  <i>[see attached memo]</i>	<i>{Complete section below if BAR results in a net change to ANY Fund}</i>												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Fund(s) Affected</th> <th style="width: 40%;">Fund Balance Increase/(Decrease)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">100</td> <td style="text-align: right;">(1,646,000)</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td><b>TOTAL:</b></td> <td style="text-align: right;"><b>(1,646,000)</b></td> </tr> </tbody> </table>	Fund(s) Affected	Fund Balance Increase/(Decrease)	100	(1,646,000)							<b>TOTAL:</b>	<b>(1,646,000)</b>
Fund(s) Affected	Fund Balance Increase/(Decrease)												
100	(1,646,000)												
<b>TOTAL:</b>	<b>(1,646,000)</b>												

Andy Hopkins	2/10/2025	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>	 ALEXIS LOTERO (Feb 11, 2025 10:42 MST)	Feb 11, 2025	
Prepared By <i>{print name}</i>	Date	<b>CITY COUNCIL APPROVAL</b>  City Council Approval Date: <input style="width: 100px; height: 20px;" type="text"/>  Agenda Item #: <input style="width: 100px; height: 20px;" type="text"/>	Budget Officer	Date	
Division Director Signature <i>{optional}</i>	Date		N/A	Finance Director {≤ \$5,000}	Date
Department Director Signature	Date		N/A	City Manager {≤ \$60,000}	Date



# City of Santa Fe, New Mexico

## Memorandum



**DATE:** January 29, 2025

**TO:** Governing Body  
Finance Committee  
Quality of Life Committee  
Public Safety Committee

**VIA:** Randy Randall, Interim City Manager   
Paul Joye, Chief of Police 

**FROM:** Ben Valdez, Deputy Chief of Police 

**ITEM AND ISSUE:**

Request for Approval of Budget Amendment Resolution (BAR) in the amount of \$837,000 to be utilized for purchasing automated traffic enforcement equipment and evidence equipment. Ben Valdez, Deputy Chief of Police, [bpvaldez@santafenm.gov](mailto:bpvaldez@santafenm.gov), 505-955-5040.

**BACKGROUND AND SUMMARY:**

The Police Department has some equipment needs to address traffic safety concerns in our community and evidence equipment that is required for day-to-day operations.

The funding will be used for the following:

- To begin purchasing equipment and/or a subscription for automated traffic enforcement for red light, speed and noise cameras.
- To purchase evidence dryers to replace our current equipment. This will allow staff to properly and safely dry clothing items that have body fluids. This an industry standard for evidence handling and allows clothing to be submitted into evidence.
- To purchase mobile fingerprint scanners for use in the field to identify unknown persons that are arrested or unknown victims that are unable to be identified.
- To purchase narcotics court recognized testing equipment to minimize the potential of exposing field personnel to controlled substances, including substances suspected of being fentanyl.

The Police Department will continue to work with the Finance Departments to plan for budgeting the operating cost for the automated traffic enforcement equipment.

All other purchases will be a one-time cost for the equipment purchase, and maintenance of the one-time equipment can be observed within our budgeted expense.

**ACTION REQUESTED:**

The Santa Fe Police Department respectfully requests your review and approval.








# BAR Memo POL1\_various RFS

Final Audit Report

2025-02-10

Created:	2025-02-10
By:	ERMINIA TAPIA (emtapia@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAp44I3oeOMKrUPh8xZkdkaqbTzXJs0Pax

## "BAR Memo POL1\_various RFS" History

-  Document created by ERMINIA TAPIA (emtapia@santafenm.gov)  
2025-02-10 - 10:18:44 PM GMT- IP address: 63.232.20.2
-  Document emailed to ALEXIS LOTERO (aclotero@santafenm.gov) for signature  
2025-02-10 - 10:19:12 PM GMT
-  Email viewed by ALEXIS LOTERO (aclotero@santafenm.gov)  
2025-02-10 - 10:23:34 PM GMT- IP address: 104.47.65.254
-  Document e-signed by ALEXIS LOTERO (aclotero@santafenm.gov)  
Signature Date: 2025-02-10 - 10:23:53 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.  
2025-02-10 - 10:23:53 PM GMT



# City of Santa Fe, New Mexico


## Memorandum



**DATE:** February 11, 2025

**TO:** Governing Body

**VIA:** Emily Oster, Finance Director  
Alexis Lotero, Assistant Finance

**FROM:** Eric Candelaria, ITT Department Director   
Eric Candelaria (Feb 11, 2025 14:35 MST)

**SUBJECT:** One-Time Funding Request

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**ITEMS AND ISSUE:**

Finance/ITT Department requests the approval of Budget Amendment Resolution (BAR) in the amount of \$1,000,000 from one-time funding available in the general fund balance for Non-Public Safety Radio (NPSR) Upgrade to State Radio System. (Eric Candelaria ITT Director; edcandelaria@santafenm.gov)

**BACKGROUND AND SUMMARY:**

The existing radio tower that supplies analog radio connectivity for Public Works, Public utilities, and all non-Public Safety departments in the city is repeatedly suffering outages. These departments rely upon the City's NPSR system for daily operational communication between vehicles and staff. This purchase is to ensure these departments have adequate radio communications by upgrading existing City radios that have not be upgraded for the State Radio System. These funds will assist these departments in the purchase of new radio upgrades to get their radio services onto the State Radio System.

**ACTION REQUESTED:**

Finance/ITT Department respectfully requests the approval of funds for Non-Public Safety Radio (NPSR) Upgrade to State Radio System.

**FUNDING SOURCE:**

Fund Name/Number: ITT/620  
Munis Org Name / Number: Data Processing Equipment / 572800 \$1,000,000

**ATTACHEMENTS:**

BAR







# City of Santa Fe, New Mexico

## Memorandum



**DATE:** February 11, 2025

**TO:** Governing Body

**VIA:** Emily Oster, Finance Director  
Alexis Lotero, Assistant Finance

**FROM:** Eric Candelaria, ITT Department Director

**SUBJECT:** One-Time Funding Request

  
Eric Candelaria (Feb 11, 2025 13:31 MST)

**ITEMS AND ISSUE:**

Finance/ITT Department requests the approval of Budget Amendment Resolution (BAR) in the amount of \$300,000 from one-time funding available in the general fund balance for storage of video footage on City servers. (Eric Candelaria ITT Director; edcandelaria@santafenm.gov)

**BACKGROUND AND SUMMARY:**

Storage of Video footage on City servers is greatly impacting the available storage space of our data centers. This purchase is for hardware and licensing to enable onsite and cloud-based backup and archival for video data utilized by the City Attorney's Office for IPRA requests and Prosecution. All storage complies with the City Attorney's office legal storage requirements.

**ACTION REQUESTED:**

Finance/ITT Department respectfully requests the approval of funds for storage of video footage on City servers

**FUNDING SOURCE:**

Fund Name/Number: ITT/620  
Munis Org Name / Number: Data Processing Equipment / 572800 \$300,000

**ATTACHEMENTS:**

BAR






# Bar ITT IPRA RFS

Final Audit Report

2025-02-12

Created:	2025-02-12
By:	ERMINIA TAPIA (emtapia@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAyJ1iWlhWeV8BaRII0KeKpPH0XaJqiTLE

## "Bar ITT IPRA RFS" History

-  Document created by ERMINIA TAPIA (emtapia@santafenm.gov)  
2025-02-12 - 8:29:34 PM GMT- IP address: 63.232.20.2
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2025-02-12 - 8:30:22 PM GMT
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2025-02-12 - 8:31:07 PM GMT- IP address: 104.47.64.254
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Signature Date: 2025-02-12 - 8:31:18 PM GMT - Time Source: server- IP address: 63.232.20.2
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2025-02-12 - 8:31:18 PM GMT



# City of Santa Fe, New Mexico

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

*Alan Webber, Mayor*

**Councilors:**

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

**Date:** January 31, 2025

**To:** Governing Body

**From:** Randy Randall, Interim City Manager

**ACTION:**

Request for Approval of a Budget Amendment Resolution (BAR) to Allocate One-Time Special Appropriation Funding from Available General Fund Balances in the Amount of \$100,000 to Fund Contracts for Experts to Evaluate Options for the Soldiers' Monument (Randy Randall, Interim City Manager, rrandall@santafenm.gov).

**BACKGROUND AND SUMMARY:**

On October 30, 2024 the Governing Body adopted a resolution directing the City Manager to investigate the feasibility of different options for the Soldiers' Monument located on the Santa Fe Plaza. The resolution directs the City Manager to consult with the State Historic Preservation Office (SHPO) and conduct a feasibility investigation. Pursuant to the Resolution the feasibility investigation shall include hiring experts to evaluate the services and cost to rebuild the Soldiers' Monument without the fourth plaque, and the steps and costs to move the monument.

The purpose of this BAR is to provide funding to complete the activities required by the resolution.

**FUNDING SOURCE:**

**Fund Name/Number:** General Fund/100

**Munis Org Name/Number:** City Manager Admin/ 1000035

**Munis Expenditure Object Name/Number:** Professional Contracts/510300

**ATTACHMENTS:**

BAR form





# City of Santa Fe, New Mexico

## Memorandum



**DATE:** January 23, 2025

**TO:** Governing Body

**FROM:** Heather Lamboy, Planning and Land Use Director *HL*

**VIA:** Andy Hopkins, Budget Officer *AJH*

**RE:** Planning & Land Use One-time funding BAR request

**ITEM/ISSUE:**

Consistent with Mayor Webber’s commitment to support critical and significant City operational priorities with FY25 one-time funding allocations, the Planning and Land Use Department is requesting the following funding:

**One time funding from available Fund Balances**


- \$75,000 from available General Fund balance to create a development review handbook which will cover processes and submittal requirements from development review to building permitting and inspections.
- \$600,000 from available General Fund balance for phase 2 Code Update and General Plan Code Update as well as community engagement at an accelerated schedule
- \$27,000 from available General Fund balance for computer upgrades for Building Permit Division to prepare for Electronic Review improvements
- \$80,000 from available General Fund balance for E-Review Consultant (Park Consulting - \$120,000 one-time funding already approved in first one-time funding requests of 2024; will include both Building and Planning modules).
- \$470,850 for Short Term Rental Software to assist with tracking and enforcement (\$296,000 from available General Fund balance and \$174,850 from available Lodgers’ Tax Fund balance).

The total amount requested for Planning and Land Use is \$1,252,850

To support these needs, we request the following Budget Amendment Requests (BAR’s):

- \$755,000 into 1004501.510300 (Professional Contracts)
- \$27,000 into 1004501.572800 (Hardware)
- \$470,850 into 1004725.510310 (Service Contracts)

Thank you for your assistance.

**Signature:** 

**Email:** [hllamboy@santafenm.gov](mailto:hllamboy@santafenm.gov)

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

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

DEPARTMENT / DIVISION NAME Planning & Land Use	DATE 1/30/2025
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ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
<b>EXPENDITURES</b>				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>
1) Professional Contracts	1004501	510300		75,000	
2) Professional Contracts	1004501	510300		600,000	
3) Data Processing Equipment < \$5,000	1004501	572800		27,000	
4) Professional Contracts	1004501	510300		80,000	
5) Service Contracts	1004725	510310		470,850	
5) Lodgers' Tax Fund / Transfer to Land Use-Enforcement Division (General Fund)	2130001	750100		174,850	
<b>REVENUES</b>				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>
5) Land Use-Enforcement Division (General Fund) / Transfer from Lodgers' Tax Fund	1004725	650213		(174,850)	

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

	\$ 1,252,850	\$ -
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Appropriation from available General Fund balance for: 1) creation of a Development Review Handbook to cover processes and submittal requirements; 2) additional resources for phase 2 of the General Plan Code update and community outreach; 3) computer upgrades to prepare for electronic plan review improvements; 4) Building and Planning E-Review consulting services; and 5) Short-Term Rental Software to aid tracking and enforcement {\$296,000 from General Fund, \$174,850 from Lodgers' Tax Fund}	<i>{Complete section below if BAR results in a net change to ANY Fund}</i>								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Fund(s) Affected</th> <th style="width: 40%;">Fund Balance Increase/(Decrease)</th> </tr> </thead> <tbody> <tr> <td>100</td> <td style="text-align: center;">(1,078,000)</td> </tr> <tr> <td>213</td> <td style="text-align: center;">(174,850)</td> </tr> <tr> <td><b>TOTAL:</b></td> <td style="text-align: center;"><b>(1,252,850)</b></td> </tr> </tbody> </table>	Fund(s) Affected	Fund Balance Increase/(Decrease)	100	(1,078,000)	213	(174,850)	<b>TOTAL:</b>	<b>(1,252,850)</b>
Fund(s) Affected	Fund Balance Increase/(Decrease)								
100	(1,078,000)								
213	(174,850)								
<b>TOTAL:</b>	<b>(1,252,850)</b>								

Andy Hopkins Prepared By <i>{print name}</i>	1/30/2025 Date	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>	 ALEXIS LOTERO (Feb 10, 2025 15:23 MST)	Feb 10, 2025 Budget Officer
Division Director Signature <i>{optional}</i>	Date	<b>CITY COUNCIL APPROVAL</b> City Council Approval Date	N/A Finance Director {≤ \$5,000}	Date
Department Director Signature	Date	Agenda Item #:	N/A City Manager {≤ \$60,000}	Date






# BAR Memo PLU1\_various RFS

Final Audit Report

2025-02-10

Created:	2025-02-10
By:	ERMINIA TAPIA (emtapia@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4zHXGsR7vTuOoyuOEqt-69IQbsXmJruT

## "BAR Memo PLU1\_various RFS" History

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-  Document e-signed by ALEXIS LOTERO (aclotero@santafenm.gov)  
Signature Date: 2025-02-10 - 10:23:12 PM GMT - Time Source: server- IP address: 63.232.20.2
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2025-02-10 - 10:23:12 PM GMT



# City of Santa Fe, New Mexico

## Memorandum



**DATE:** January 23, 2025

**TO:** Governing Body

**VIA:** Henri Hammond-Paul, Community Health and Safety Department Director *Henri Hammond-Paul*  
HENRI HAMMOND-PAUL (Jan 23, 2025 19:35 MST)  
 Marcella Apodaca, Business Operations Manager *Marcella Apodaca*

**FROM:** Julie Sanchez, Youth and Family Services Division Director

**SUBJECT:** Human and Social Services – One Time Funding *JS*  
JULIE SANCHEZ (Jan 23, 2025 19:18 MST)

**ITEM AND ISSUE:**

Request for Approval of a Budget Amendment Resolution (BAR) in the total amount of \$3,438,000 in One Time Funding from available General Fund (100) and Capital GRT Fund (365) balances to support and expand existing human services under CONNECT, homeless solutions, guaranteed income, and immigration support; (Julie Sanchez, Youth and Family Services Division Director; [jjsanchez@santafenm.gov](mailto:jjsanchez@santafenm.gov))

**BACKGROUND AND SUMMARY:**

The Youth and Family Services Division works closely with community partners, city and county leadership to address some of the city’s biggest issues. The one-time allocation will allow the division to support and expand existing programs under the division.

**CONNECT Flexible Funding - \$150,000.**

Given the rising cost of food, rent, utilities and other basic need, the \$150,000 one-time funding request will be distributed through the CONNECT network. The funds will support individuals or families who are low income and/or indigent so that they can access much needed resources. Often individuals are referred to CONNECT for rent, utilities, food, and automobile and home repairs. CONNECT navigators utilized the CONNECT Standards and Protocols which identify which approved items can be purchased for individuals. Navigators are also required to complete screenings to identify what other resources an individual might benefit from. The goal is to identify the root cause of the issue, get the individual out of crisis by purchasing the items they are needing, and support them in planning for the future so that future crises can be averted.

**Cerrillos Road Security - \$1,375,000.**

The division desires to pilot a security and outreach program where a service provider would be contracted to do community-based public safety engagement along the Cerrillos road corridor and other high concentration areas of homelessness. Service requirements will also include making sure storage is available for unhoused individuals’ belongings and a place for them to recreate while providing respectful and high-quality services.

**Emergency Cold Weather Shelter - \$30,000.**

After 4 deaths occurred in November from exposure, and a successful partnership with the faith-based community and local providers when temperatures dipped into the single digits. It’s the desire of the division to pilot a on-call services contract with local providers to be available to staff stood up emergency code blue shelters. One-time funding will be allocated to cover overtime for staff, meals, bedding and other necessary items.

Project Manager for Homelessness - \$125,000.

One time funding request to support an in-house or contracted term position to assist the division with its homelessness work.

Project Manager for Lamplighter - \$158,000.

One time funding request to complete a funding gap for the lamplighter project.

Guaranteed Income for Community College Student Parents - \$1,000,000.

A continuation of the city's successful two generation, poverty alleviation pilot program that started in 2021; the guaranteed income project will target 90 to 100 low-income student parents who are enrolled in a certificate, degree, GED, and/or apprenticeship program.

Immigrant Support - \$250,000.

One time funding is requested to support the creation of a toolkit for resources, partnering with local organizations on providing safety and guardianship planning, and co-funding with the county; a community education series, workshops and 'know your rights' training focused on immigrant populations.

**Funding Source: FY25 Mid-Year Funding Allocation from General Fund 100**

Fund Name/Number: Human Services/240

Munis Org Name/Number: Human Services/2400122

Munis Obj Name/Number: Grants and Services/510400 Project Ledger: NA

Micro Community Project Management + Engineering - \$350,000.

Micro Communities offer the opportunity to house the most needy, unsheltered community members in a non-congregate, low barrier setting. Residents would receive on-site case management and social supports in a trauma-informed environment. As the City of Santa Fe continues to invest in Micro Communities, staff will work with experienced Project Managers to move through the design and installation of sites. Project Managers will work with construction companies to oversee the safe installation of these facilities.

**Funding Source: FY25 Mid-Year Funding Allocation from Capital GRT Fund 365**

Fund Name/Number: Human Services/240

Munis Org Name/Number: Human Services/2400122

Munis Obj Name/Number: Grants and Services/510400 Project Ledger: NA

**Attachments:**

BAR

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

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

DEPARTMENT / DIVISION NAME					DATE	
Community Services / Youth & Family					1/30/2025	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE	
<b>EXPENDITURES</b>				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>	
1) Grants & Services	2400122	510400		150,000		
2) Grants & Services	2400122	510400		1,375,000		
3) Grants & Services	2400122	510400		30,000		
4) Grants & Services	2400122	510400		125,000		
5) Grants & Services	2400122	510400		158,000		
6) Grants & Services	2400122	510400		1,000,000		
7) Grants & Services	2400122	510400		250,000		
8) Grants & Services	2400122	510400		350,000		
1-7) Youth & Family (General Fund) / Operating Transfer to Community Development Fund	1000121	750240		3,088,000		
8) 1/2% Capital GRT Fund / Operating Transfer to Community Development Fund	3650142	750240		350,000		
<b>REVENUES</b>				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>	
1-7) Human Services (Community Development Fund) / Operating Transfer from Youth & Family (General Fund)	2400122	650100		(3,088,000)		
8) Human Services (Community Development Fund) / Operating Transfer from 1/2% Capital GRT Fund	2400122	650365		(350,000)		
<b>JUSTIFICATION:</b> <i>(use additional page if needed)</i> <i>--Attach supporting documentation/memo</i>				<b>\$ 3,438,000</b>	<b>\$ -</b>	


Appropriations from available General Fund balance for: 1) CONNECT Network support for low-income/indigent resource access; 2) community-based public safety engagement in the Cerrillos Rd. corridor; 3) emergency cold weather/code blue shelter services; 4) a contracted project manager for homelessness services; 5) a contracted project manager for the Lamplighter project; 6) guaranteed income for low-income Community College student parents; 7) immigrant support; and 8) appropriation from available 1/2% Capital GRT Fund balance for Micro Community project management and engineering  <i>[see attached memo]</i>	<i>{Complete section below if BAR results in a net change to ANY Fund}</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Fund(s) Affected</th> <th style="width: 40%;">Fund Balance Increase/(Decrease)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">100</td> <td style="text-align: right;">(3,088,000)</td> </tr> <tr> <td style="text-align: center;">365</td> <td style="text-align: right;">(350,000)</td> </tr> <tr> <td><b>TOTAL:</b></td> <td style="text-align: right;"><b>(3,438,000)</b></td> </tr> </tbody> </table>	Fund(s) Affected	Fund Balance Increase/(Decrease)	100	(3,088,000)	365	(350,000)	<b>TOTAL:</b>	<b>(3,438,000)</b>
Fund(s) Affected	Fund Balance Increase/(Decrease)								
100	(3,088,000)								
365	(350,000)								
<b>TOTAL:</b>	<b>(3,438,000)</b>								

Andy Hopkins Prepared By <i>{print name}</i>	1/30/2025 Date	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>	 ALEXIS LOTERO (Feb 10, 2025 14:50 MST) Feb 10, 2025
Division Director Signature <i>{optional}</i>	Date	<b>CITY COUNCIL APPROVAL</b> City Council Approval Date: <input style="width: 100px; height: 20px;" type="text"/>	Budget Officer _____ Date _____ Finance Director <i>{≤ \$5,000}</i> _____ Date _____ City Manager <i>{≤ \$60,000}</i> _____ Date _____
Department Director Signature	Date	Agenda Item #: <input style="width: 100px; height: 20px;" type="text"/>	



# CITY OF SANTA FE

## Memorandum

**Date:** January 27, 2025  
**To:** Governing Body and Quality of Life Committee  
**From:** Andréa Salazar, City Clerk   
**RE:** 2025 Santa Fe Century Alcohol Approval

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### EXECUTIVE SUMMARY:

The proposed resolution would grant permission to the Santa Fe Century to serve beer at its annual bicycle events on City of Santa Fe (“City”) property, in the Railyard Park, on May 17 and May 18, 2025.

### BACKGROUND:

SFCC 1987, Section 23-6.2, requires the Governing Body to adopt a resolution for the sale and consumption of alcohol for locations on City property that are not specifically listed in Section 23-6.2(A). The resolution must identify the event, date, hours, location, number of expected attendees, type of alcohol to be served, required permits, and insurance as required by the City’s Code.

The proposed resolution addresses the required elements:

- the event is the 2025 Santa Fe Century;
- the location is the Railyard Park;
- the dates are May 17, 2025 and May 18, 2025;
- the times on May 17, 2025 are from 3:00 p.m. to 9:00 p.m. and the times on May 18, 2025 are from 12:00 p.m. to 4:00 p.m.;
- the alcohol served will be beer;
- twelve hundred (1200) attendees are expected;
- a Public Celebration Permit is required; and
- the liquor liability and general liability insurance will list the City as an additional insured in an amount not less than \$2,000,000.00, per occurrence and in the aggregate.

### ATTACHMENTS:

Resolution  
FIR

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**CITY OF SANTA FE, NEW MEXICO**

**RESOLUTION NO. 2025-\_\_**

**INTRODUCED BY:**

Councilor Alma Castro

Councilor Jamie Cassutt

**A RESOLUTION**

**AUTHORIZING THE SALE AND CONSUMPTION OF BEER DURING THE 2025 SANTA FE CENTURY ON MAY 17TH AND 18TH, 2025, PURSUANT TO SECTION 23-6.2(C) SFCC 1987.**

**WHEREAS**, SFCC 1987, Section 23-6.2, governs the consumption of alcohol on City property; and

**WHEREAS**, for serving alcohol at City properties not specifically mentioned in SFCC 1987, Section 23-6.2(A), the ordinance requires the Governing Body to approve a resolution that specifies the event, date, hours, location, number of expected attendees, type of alcohol to be served, permits, and insurance, at least thirty (30) days prior to the event; and

**WHEREAS**, the Santa Fe Century (“Century”) is an annual bicycle event that has been held since 1985; and

**WHEREAS**, according to the Century’s website, approximately two thousand (2,000) cyclists participate in the Century’s events every year; and

**WHEREAS**, the Century consists of a variety of cycling events for differing abilities that



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\_\_\_\_\_  
ALAN WEBBER, MAYOR

ATTEST:

\_\_\_\_\_  
ANDRÉA SALAZAR, CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_

ERIN K. McSHERRY, CITY ATTORNEY

FISCAL IMPACT REPORT

General Information:

(Check) Bill: \_\_\_\_\_ Resolution:  X

Short Title(s):  2025 Santa Fe Century Alcohol Approval

Sponsor(s):  Councilor Alma Castro

Reviewing Department(s):  City Clerk's Office

Staff Completing FIR:  Andréa Salazar, City Clerk  Date:  1/27/2025  Phone:  (505) 955-6327

Reviewed by City Attorney:    Date:  Jan 30, 2025

Reviewed by Finance Director:    Date:  Feb 2, 2025

Summary:

This proposed Resolution authorizes the sale and consumption of beer at the 2025 Santa Fe Century ("Century"). The Century will be held at the Railyard Park on May 17<sup>th</sup>, 2025 from 3:00 p.m. to 9:00 p.m. and May 18<sup>th</sup>, 2025 from 12:00 p.m. to 4:00 p.m. The request is pursuant to SFCC 1987, Section 23-6.2, which requires the Governing Body to adopt a Resolution for events on Santa Fe City property that are not specifically listed in Section 23-6.2(A).

Departments Affected:

City Clerk's Office

Consequences of Not Enacting Legislation:

If this legislation is not adopted, then the Santa Fe Century will not be able to have beer as part of its 2025 bicycle events.

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

The Governing Body approved the sale and consumption of beer at the 2024 Santa Fe Century with Resolution No. 2024-15.

Performance and Administrative Implications:

The Santa Fe Century is also required to obtain a public celebration permit for the event.

Fiscal Implications:

None Identified.

Fiscal Impact

X  Check here if no fiscal impact

**Expenditures**

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

**Expenditure Narrative:**

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**Revenue**

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

**Revenue Narrative:**

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**Signature:**    
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