



## Agenda

**Regular Meeting of the Quality  
of Life Committee  
June 4, 2025 at 5:00 PM  
Council Chambers, City Hall  
200 Lincoln Avenue**

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### **Procedures for Quality of Life Committee Meeting**

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.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Consent Agenda
5. Presentations
  - a. Age-Friendly Presentation (Maria Sanchez-Tucker, Community Services Director; met@santafenm.gov and Andrew West, Contractor; ajwest@santafenm.gov)
6. Action Items: Consent Agenda
  - a. Request for Approval of the May 21, 2025, Quality of Life Committee Meeting Minutes. (Marcella A. Apodaca, Business Operations Manager; maapodaca1@santafenm.gov)

#### **Committee Review:**

Quality of Life Committee: 06/04/2025

- b. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$400,000 to Carry Forward the Amount Left Over in the Constituent Services CRM Fund to Remodeling and Replacement to Pay for Council Chambers Upgrade. (Andréa Salazar, City Clerk/Director of Community Engagement; asalazar@santafenm.gov and Geralyn Cardenas, Deputy City Clerk; gfcardenas@santafenm.gov)

#### **Committee Review:**

Quality of Life Committee: 06/04/2025

Finance Committee: 06/09/2025

Governing Body: 06/11/2025

- c. Request for Approval of a Public Fireworks Display Permit Submitted by the Kiwanis Club of Santa Fe for the Fourth of July Celebration on July 4, 2025, at the Santa Fe Place Mall. (Geronimo Griego, Fire Marshal; ggriego@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 06/04/2025

Finance Committee: 06/09/2025

Governing Body: 06/11/2025

- d. CONSIDERATION OF RESOLUTION NO. 2025-\_\_\_\_\_. (Mayor Alan Webber)  
A Resolution Notifying the County Clerk of the County of Santa Fe that the Regular Local Election on November 4, 2025, Includes Elections for One City Councilor from each Council District and the Mayor of the City of Santa Fe. (Andréa Salazar, City Clerk; asalazar@santafenm.gov)

**Committee Review:**

Governing Body (Introduced): 05/28/2025

Quality of Life Committee: 06/04/2025

Governing Body: 06/11/2025

- e. CONSIDERATION OF RESOLUTION NO. 2025-\_\_\_\_\_. (Councilor Alma Castro)  
A Resolution Authorizing the Sale and Consumption of Beer and Wine During the Railyard Plaza Summer Scene Concert Sponsored by IndigenousWays on August 15, 2025, Pursuant to Subsection 23-6.2(C) SFCC 1987. (Andréa Salazar, City Clerk; asalazar@santafenm.gov)

**Committee Review:**

Governing Body (Introduced): 05/28/2025

Quality of Life Committee: 06/04/2025

Governing Body: 06/11/2025

- f. CONSIDERATION OF RESOLUTION NO. 2025-\_\_\_\_\_. (Mayor Alan Webber, Councilor Jamie Cassutt, Councilor Alma Castro, and Councilor Amanda Chavez)  
A Resolution Identifying City Property at 2395 Richards Avenue as a Location for a Micro Community to Provide Shelter and Supportive Services for Individuals Experiencing Homelessness in Santa Fe. (Henri Hammond-Paul, Community Health and Safety Director; hmhammondpaul@santafenm.gov)

**Committee Review:**

Governing Body (Introduced): 05/28/2025

Public Works and Utilities: 06/02/2025

Governing Body Special Meeting: 06/03/2025

Quality of Life Committee: 06/04/2025

Governing Body: 6/11/2025

7. Action Items: Discussion Agenda

8. Executive Session

Quality of Life Committee

June 4, 2025

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9. Matters from Staff
10. Matters from the Committee
11. Matters from the Chair
12. Next Meeting: Wednesday June 18, 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, MAY 21, 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, May 21, 2025, at 5:00 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  
Councilor Michael Garcia  
Councilor Alma Castro

**MEMBERS ABSENT**

Councilor Pilar Faulkner, excused

**OTHERS PRESENT**

Marcella Apodaca, Committee Liaison  
Henri Hammond-Paul, Director, Community Services  
Elisa Montoya, Director, Community Development Director

**3. APPROVAL OF AGENDA**

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

**VOTE** The motion passed on a voice vote.

**4. APPROVAL OF CONSENT AGENDA**

**MOTION** A motion was made by Councilor Chavez, seconded by Councilor Castro, to approve the Consent Agenda as presented.

**VOTE** The motion passed on a voice vote.

**5. PRESENTATIONS**

**A. SUMMER YOUTH PROGRAM PRESENTATION**

The presentation was given.

**6. ACTION ITEMS: CONSENT AGENDA**

**A. REQUEST FOR APPROVAL OF THE MAY 7, 2025, QUALITY OF LIFE COMMITTEE MEETING MINUTES**

Approved on consent.

**B. CONSIDERATION OF RESOLUTION NO. 2025-\_\_\_\_\_. A RESOLUTION AUTHORIZING THE SALE AND CONSUMPTION OF BEER AND WINE DURING PORTIONS OF THE INTERNATIONAL FOLK ART MARKET ON JULY 10 AND 12, 2025. PURSUANT TO SUBSECTION 23-6.2 C SFCC 1987,**

Approved on consent.

**7. ACTION ITEMS: DISCUSSION AGENDA**

None.

**8. EXECUTIVE SESSION**

None.

**9. MATTERS FROM STAFF**

Heard.

**10. MATTERS FROM THE COMMITTEE**

Heard.

**11. MATTERS FROM THE CHAIR**

None.

**12. NEXT MEETING: WEDNESDAY, JUNE 4, 2025**

**13. ADJOURN**

There being no further business before the Committee, the meeting adjourned

at 5:47 pm.

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Councilor Jamie Cassutt, Chair

*Elizabeth Martin*

Elizabeth Martin (May 28, 2025 10:02 MDT)

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Elizabeth Martin, Stenographer






# QOL 052125 500

Final Audit Report

2025-05-28

Created:	2025-05-28
By:	Marcella Apodaca (maapodaca1@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAA23-2nffQ5GVN_BbT4rr6BDI6d-gcQu


## "QOL 052125 500" History


-  Document created by Marcella Apodaca (maapodaca1@santafenm.gov)  
2025-05-28 - 3:03:03 PM GMT- IP address: 63.232.20.2
-  Document emailed to Elizabeth Martin (max4martin@yahoo.com) for signature  
2025-05-28 - 3:03:29 PM GMT
-  Email viewed by Elizabeth Martin (max4martin@yahoo.com)  
2025-05-28 - 4:01:52 PM GMT- IP address: 69.147.86.139
-  Document e-signed by Elizabeth Martin (max4martin@yahoo.com)  
Signature Date: 2025-05-28 - 4:02:21 PM GMT - Time Source: server- IP address: 172.59.0.30
-  Agreement completed.  
2025-05-28 - 4:02:21 PM GMT



DATE: May 7, 2025

TO: Governing Body

VIA: Andréa Salazar, City Clerk/Director of Community Engagement 

FROM: Geralyn F. Cardenas, Deputy City Clerk 

RE: Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$400,000 to Carry Forward for Remodeling & Replacement of Council Chambers

## ITEM & ISSUE:

Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$400,000 to Carry Forward the amount left over in the Constituent Services CRM (1002575.510340) to Pay for Council Chambers Upgrade. (Andréa Salazar, City Clerk/Director of Community Engagement; [asalazar@santafenm.gov](mailto:asalazar@santafenm.gov) and Geralyn Cardenas, Deputy City Clerk; [gfcardenas@santafenm](mailto:gfcardenas@santafenm))

## BACKGROUND AND SUMMARY:

The amount of \$400,000 was appropriated for a Constituent Services CRM upgrade, which did not occur and was earmarked to pay for Council Chambers to be upgraded, as discussed during FY25 budget hearings. The \$400,000 amount will not cover all costs of the upgrade but will start the process to have an architectural firm create the schematic design, design development, construction documents, bidding and permit documentation, and oversee construction administration. This design and development phase would give us clearer insight into how council chambers could be both safer and ADA Compliant, and what the price and process for remodeling will entail.

## ACTION REQUESTED:

Consideration of the above request.

Attachments: Budget Amendment Resolution (BAR)



Account Inquiry [CITY OF SANTA FE] > Account Inquiry

Record Number	Org	Object	Project	Description	2024 Available
27	1002575	510300		Professional Contracts	0.00
28	1002575	510310		Service Contracts	26,221.42
29	1002575	510340		Other Consulting	400,000.00
30	1002575	514100		Communications Service	0.00

2024 Encumbrances	0.00
2024 Available	783,715.17
2024 Original Budget	1,984,470.00
2022 Revised Budget	1,720,600.00

**Signature:** 

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



May 15, 2025

Chief Brian Moya &  
Fire Marshal Geronimo G. Griego  
Santa Fe Fire Department

Re: Fireworks Permit application for Santa Fe Kiwanis 4<sup>th</sup> of July

Dear Chief Moya & Fire Marshal Griego:

We have been contacted by Mr Sandovol of the Santa Fe Kiwanis and he has asked that we conduct the fireworks display for the July 4<sup>th</sup> celebration in Santa Fe. As per his request for the display, we are enclosing the following information.

- 1) Certificate of Insurance for Fireworks Displays covering both 7/4/25 & alternate rain date the morning of 7/5/25, noting additional insureds of Santa Fe Kiwanis, City of Santa Fe and its agents and Santa Fe Mall Property Owners
- 2) Copy of New Mexico State Fire Marshal's Fireworks License for Western Enterprises, Inc.
- 3) Copy of BATF&E Explosives License for Western Enterprises, Inc.
- 4) Copy of United States DOT "Hazardous Materials Safety Permit" for Western Enterprises, Inc
- 5) Approximate Product Listing of fireworks that will be used in the 4<sup>th</sup> of July fireworks display for Santa Fe Kiwanis. (Please note; the largest size aerial shell is three-inch (3") diameter.
- 6) Copy of a site map diagram of the launch site of the fireworks display, with notations for secured safety perimeter ("fall-out area" of fireworks display)
- 7) A list of the pyrotechnic crew (will forward when Nick Flores or Matthew Flores has confirmed)



May 15, 2025  
page 2

You will also find attached a “Operations Schedule” for your understanding. This schedule provides you with a “time-table” for the “load-in/firing/load-out” of the fireworks equipment and pyrotechnic products as well.

We hope this provides you with the information you need for the permit application.

If you have any questions or problems please feel free to call us immediately at 580-855-2203.

Respectfully,

Jim Burnett, President  
WESTERN ENTERPRISES, INC.



# City of Santa Fe Fire Department

P.O. Box 909, 200 Murales Road · Santa Fe, New Mexico 87504  
(505) 955-3110 · FAX (505) 955-3115

**Fire Prevention Use Only:**

Date Request Received: \_\_\_\_\_ Date of Burn: \_\_\_\_\_ Permit #: \_\_\_\_\_

1.3 G Display Fireworks & 1.4G Articles Pyrotechnic, UN0431 (for professional use ONLY)

### FIREWORKS PERMIT APPLICATION

APPLICANT NAME: Western Enterprises, Inc / Kiwanis Club of Santa Fe

MAILING ADDRESS: PO Box 60 CITY, ZIP: Carrier, OK 73727

PHONE: (580) 855-2203 FAX: ( ) -

E-MAIL: cheryld@fireworksbywestern.com

FIREWORKS SITE LOCATION: Santa Fe Place Mall

OWNER/BUSINESS NAME (if applicable): \_\_\_\_\_

PURPOSE OF FIREWORKS: Santa Fe Kiwanis 4th of July

TYPE OF BURN MATERIALS INVOLVED: \_\_\_\_\_  
1.3 G Display Fireworks & 1.4G Articles Pyrotechnic, UN0431 (for professional use ONLY)

PROTECTIVE MEASURES (i.e. fire extinguisher, hose at what distance from burn, etc.):  
Security for perimeter as noted on map, fire extinguisher, fire department on site

DATE OF FIREWORKS: July 4, 2025 & July 5, 2025 morning due to weather cancellation on 7/4/25.

START TIME OF DISPLAY: Apprx 9:00pm - 10:30pm END TIME OF DISPLAY: apprx duration 15:26

ADDITIONAL INFORMATION, SECONDARY CONTACT, ETC.: \_\_\_\_\_

Sarah Pecha 580-855-2203

APPLICANT SIGNATURE:  DATE: 5-15-25

Please indicate if you are non-profit by checking this box. Proof must be given of non-profit status.  
\$10 fee for all burn permits, except non-profits



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/15/2025

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

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

<b>PRODUCER</b> Acrisure Great Lakes Partners Insurance Services 223 West Grand River Ave #1 Howell MI 48843	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 216-658-7100	FAX (A/C, No): 216-658-7101
	<b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Western Enterprises, Inc. 13513 W. Carrier Road Carrier OK 73727	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A :</b> Everest Indemnity Insurance Company	NAIC # 10851
	<b>INSURER B :</b> Everest Denali Insurance Company	16044
	<b>INSURER C :</b> AXIS Surplus Insurance Company	26620
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
<b>INSURER F :</b>		

**COVERAGES** **CERTIFICATE NUMBER:** 863801719 **REVISION NUMBER:**

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


INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR W/D	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	Y		GCI0010180-251	2/15/2025	2/15/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			GCD0010075-251	2/15/2025	2/15/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			P-001-000247418-06	2/15/2025	2/15/2026	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, If more space is required)  
 Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.  
 Additional Insureds: Kiwanis Club of Santa Fe & its Agents; Kiwanis Club International; City of Santa Fe & Its Agents; SREG Santa Fe LLC; Antiqua Sol LLC.; Property Owner: Santa Fe Mall Spinso Real Estate Group, DLS LLC; Spinso Management Group, LLC; Public Service of New Mexico

Display Date: July 4, 2025  
 Alternate Date: July 5, 2025

Location: Santa Fe, NM

**CERTIFICATE HOLDER** **CANCELLATION**

Kiwanis Club of Santa Fe c/o Ray Sandoval PO Box 622 Santa Fe NM 87504	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**New Mexico Department of Homeland Security  
And Emergency Management**  
**STATE FIRE MARSHAL'S OFFICE FIREWORKS LICENSING & SAFETY**

*In accordance with the Fireworks Licensing & Safety Act 60-2C-1 Through 60-2C-11  
Effective February 1990, and subsequent amendment (1997 & 1999)*

**Western Enterprises, Inc.**  
**13513 W. Carrier Road**  
**Carrier, OK 73727**

This license is issued to the person, firm, or corporation selling **DISPLAY FIREWORKS**.

**THIS LICENSE IS NON-TRANSFERABLE AND MUST BE DISPLAYED AT ALL TIMES**

**NOTICE:** This license may be revoked or suspended by the State Fire Marshal, his Deputy, or Designee for violating any of the provisions of Chapter #60 Article #2C NMSA 1978 "FIREWORKS LICENSING & SAFETY ACT"

*J. Wilson*

ISSUED BY THE STATE FIRE MARSHAL'S DIVISION

DATE OF ISSUE: 02/24/2025

**2025**  
**Expires 01/31/2026**

**CLASS B  
DISTRIBUTOR  
LICENSE**

**#25-4-004**



**Federal Explosives License/Permit**  
*(18 U.S.C. Chapter 40)*

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF Correspondence To: ATF - Chief, FELC  
244 Needy Road  
Martinsburg, WV 25405-9431

License/Permit Number: **5-OK-047-23-7D-00004**

Chief, Federal Explosives Licensing Center (FELC): *Marna Howard*

Expiration Date: **April 1, 2027**

Name: **WESTERN ENTERPRISES INC**

Premises Address (Changes? Notify the FELC at least 10 days before the move.)  
**13513 W CARRIER ROAD  
CARRIER, OK 73727-**

Type of License or Permit: **23-IMPORTER OF EXPLOSIVES**

**Purchasing Certification Statement**  
The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business of operation specified above under "Type of License or Permit."

**Mailing Address (Changes? Notify the FELC of any changes.)**  
**WESTERN ENTERPRISES INC  
PO BOX 60  
CARRIER, OK 73727-**

Licensee/Permittee Responsible Person Signature: *James V. Burnett*  
Printed Name: **James V. Burnett**

Position/Title: *President*  
Date: **6/3/2024**

ATF Form 5400.14/5400.15 Part I  
Revised September 2011

Previous Edition is Obsolete WESTERN ENTERPRISES INC: 13513 W CARRIER ROAD: 73727-1 OK 017-23-7D-00004: 01, 2017: 23-IMPORTER OF EXPLOSIVES

**Federal Explosives License (FEL) Customer Service Information**

Federal Explosives Licensing Center (FELC): 244 Needy Road, Martinsburg, WV 25405-9431  
Toll-free Telephone Number: (877) 283-3352  
Fax Number: (304) 616-4401  
E-mail: FELC@atf.gov  
ATF Homepage: www.atf.gov

**Change of Address (27 CFR 555.54(a)(1)).** Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. (The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)

**Right of Succession (27 CFR 555.59).** (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

*(Continued on reverse side)*

**Cut Here <**

**Federal Explosives License/Permit (FEL) Information Card**

License/Permit Name: **WESTERN ENTERPRISES INC**

Business Name:

License/Permit Number: **5-OK-047-23-7D-00004**

License/Permit Type: **23-IMPORTER OF EXPLOSIVES**

Expiration: **April 1, 2027**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.



U.S. Department of Transportation  
Federal Motor Carrier Safety

1200 New Jersey Ave., S.E.

Administration

Washington, DC 20590

August 1, 2023

In reply refer to:  
USDOT Number: 203517

SARAH PECHA  
VICE-PRESIDENT  
WESTERN ENTERPRISES INC  
PO BOX 60  
CARRIER, OK 73727

Dear SARAH PECHA:

HAZARDOUS MATERIALS SAFETY PERMIT HM Safety Permit ID: US-203517-OK-HMSP  
Effective Date: August 1, 2023

The Hazardous Materials Safety Permit (HMSP) is verification of the motor carrier's permission to engage in the transportation of hazardous materials listed in 49 CFR 385.403 by motor vehicle in interstate, intrastate, or foreign commerce.

This HMSP will be effective beginning August 1, 2023, and remain effective through July 31, 2025, if your company maintains compliance with the requirements pertaining to the safe and secure movement of hazardous materials for the protection of the public (49 CFR 385 and other applicable Federal Motor Carrier Safety Regulations and Hazardous Material Regulations). Failure to maintain compliance will constitute sufficient grounds for suspension or revocation of this authority.

Willful and persistent noncompliance with applicable safety fitness regulations as evidenced by a Department of Transportation safety fitness rating less than "Satisfactory" or by other indicators, could result in a proceeding requiring the holder of this permit to show cause as to why this authority should not be suspended or revoked.

For questions regarding this document, you may contact the FMCSA Hazardous Materials Division by email at [fmcsa.hmsp@dot.gov](mailto:fmcsa.hmsp@dot.gov) or by phone at (202) 385-2400 or by fax at (202) 366-3621.

Sincerely,

Paul Bomgardner  
Chief, Hazardous Material Division



May 15, 2025

Santa Fe Fire Department  
Attn: Chief Brian Moya & FM Geronimo G. Griego  
Po Box 909  
200 Morales Road  
Santa Fe, NM 87504

Dear Sirs:

Attached you will find the product list of the fireworks that will be staged for Santa Fe's 4<sup>th</sup> of July fireworks at Santa Fe Mall.

**1.3G Display Fireworks**

170 – 2.5” Aerial Shells

800 – 3” Aerial Shells

179 -.50” – 1.25” Aerial effects (Multi-shot cake barrages)

**1.4G UN0431 Articles Pyrotechnics (For Professional Use Only)**

1023 - .50” – 1.25” Aerial effects (Multi-shot cake barrages)

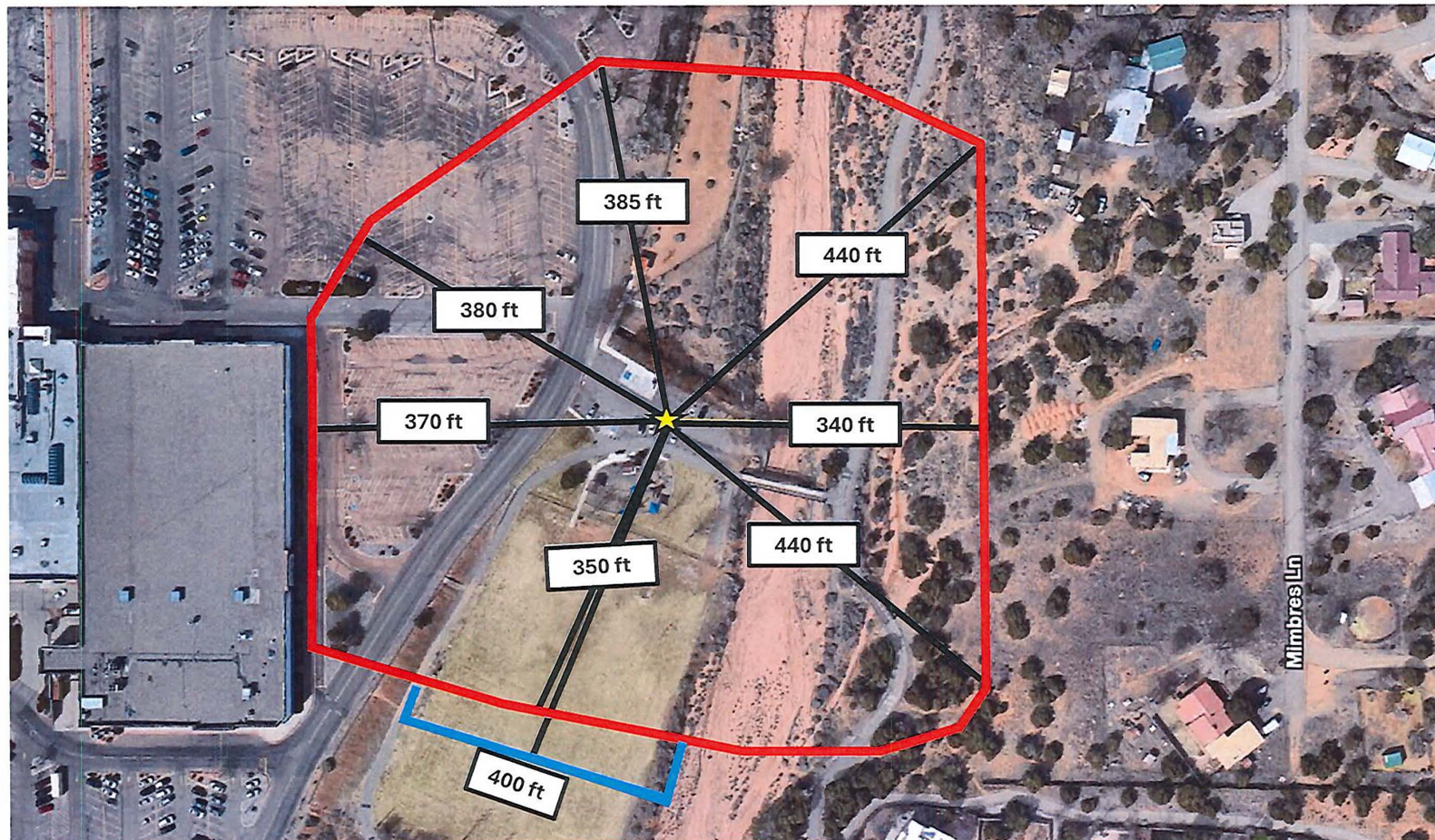
18 – 2” Aerial effects (Multi-shot cake barrages)

Thank you for your attention. Please do not hesitate to contact us.

Respectfully,

Jim Burnett  
WESTERN ENTERPRISES, INC.

# Santa Fe Place Mall



- The **yellow star** indicates the approximate firing location.
- The **black lines** extending from **yellow star** indicate the distances to the outside safety perimeter.
- **Red outer line** is main security perimeter.
- The **blue line** beneath the **red line** in the park denote the additional 50 – feet discussed during meeting to keep audience farther south.
- However, stairs down into park can be used, with corridor walk lane to access into park below **blue line** perimeter.
- No spectators or automobiles allowed inside security perimeter.

*Pyrotechnic Crew for Santa Fe 4<sup>th</sup> of July fireworks display*

Nick Flores– Lead Technician  
2255 Camino Iris  
Santa Fe, NM 87505  
505-699-8727

Matthew Flores – Lead Technician  
2255 Camino Iris  
Santa Fe, NM 87505  
505-670-9530

Assistants:

Will forward when confirmed.

## *Operations schedule for Santa Fe 4<sup>th</sup> of July fireworks display*

### **THURSDAY – 7/3/25**

7:00 AM – Finish

Crew begins “load-in” of mortars and racks on location. Mortars and racks are covered with plastic and secured for night. Crew Leaves site for night

### **FRIDAY – 7/4/25**

6:00 AM – Finish

(1) Crew arrives early, begins “loading of fireworks” into mortars and racks. (2) Security of fireworks site is confirmed at all times when product is on site. (3) Fireworks are wired into electrical rails, and electrical firing connections are confirmed for continuity. (4) Communication is confirmed with all security personnel and also with sound contractor for the event. (5) Continuity test check made before show. (6) Security of entire display site is confirmed with Police and Fire. (7) At designated time the display is fired. (8) After fireworks display is over, there will be a “quick-check” of the grounds for any unexploded pyrotechnics, and cool-down of mortars and racks. (9) Mortars and racks are checked for any unfired pyrotechnics. (10) All fireworks equipment is loaded back into truck. (11) Final check of site before leaving.

### **SATURDAY – 7/5/25**

7:00 AM – Finish

Crew members arrive back on site to do “first-light check” of area for any unexploded pyrotechnics.

1 CITY OF SANTA FE, NEW MEXICO

2 ORDINANCE NO. 2025-4

3 INTRODUCED BY:

4  
5 Councilor Signe Lindell

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7  
8  
9  
10 AN ORDINANCE

11 AMENDING SFCC 1987, SECTION 12-3, PERTAINING TO THE PUBLIC DISPLAY OF  
12 FIREWORKS; RECOGNIZING THE FIRE DEPARTMENT WILL APPLY THE  
13 INTERNATIONAL FIRE CODE TO THE PUBLIC DISPLAY OF FIREWORKS;  
14 MAKING OTHER TERMS CONSISTENT WITH THE INTERNATIONAL FIRE CODE;  
15 AND PROVIDING FOR GOVERNING BODY APPROVAL OF PUBLIC FIREWORKS  
16 DISPLAY PERMITS WITHOUT LEGISLATION.

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

18 Section 1. Section 12-3.1 through 12-3.2 of SFCC 1987 (being SFCC § 7-4-1) is  
19 included for reference without amendments:

20 12-3 - FIREWORKS.

21 12-3.1 - Definitions.

22 A. As used in this section:

23 *Dangerous fireworks* means any firecracker, roman candle, skyrocket, torpedo, bomb, blank  
24 cartridge, cone-shape fountain, bottle rocket and flyer or any other type or form of explosive; any  
25 item that is self-propelling or the effect of which extends above fifteen feet (15') in height from the

1 ground; or any article which produces a report by combustion, explosion or detonation.

2 *Safe and sane fireworks* means all fireworks that have no report, that are not self-propelling  
3 and the effect of which does not extend above fifteen feet (15') in height from the ground, including  
4 the following:

5 (1) Snakes, total pyrotechnic composition not to exceed twenty (20) grams each  
6 in weight;

7 (2) Smoke devices and spray balls, total pyrotechnic composition not to exceed  
8 twenty-five (25) grams each in weight;

9 (3) Wheels, total pyrotechnic composition not to exceed sixty (60) grams in  
10 weight per driver unit, but any number of drivers may be on any one wheel.  
11 The inside bore of driver tubes shall not be over one-half inch (1/2");

12 (4) Illuminating torches and colored fire in any form, total pyrotechnic  
13 composition of illuminating torches not to exceed one hundred (100) grams  
14 each in weight;

15 (5) Sparklers and dipped sticks, total pyrotechnic composition not to exceed one  
16 hundred (100) grams in weight. Pyrotechnic composition containing any  
17 chlorate or perchlorate shall not exceed five (5) grams;

18 (6) Cylindrical fountains, total pyrotechnic composition not to exceed seventy-  
19 five (75) grams each in weight. The inside tube diameter shall not exceed  
20 three-fourths inch (3/4");

21 (7) Railway fuses, fuses, truck flares, hardship distress signals, smoke candles,  
22 smoke signals and smoke pots; and

23 (8) All other fireworks similar to the above, provided they are tested and approved  
24 by the chief of the fire department.

25 B. The terms "safe and sane fireworks" and "dangerous fireworks" do not include auto flares,

1 toy pistols, toy guns or devices in which paper caps containing twenty-five hundredth  
2 (25/100) grains or less of explosive compounds are used, the sale and use of which shall be  
3 permitted at all times.

4 **State Law reference**— Authorizing city to regulate and prohibit the use of fireworks, § 3-1811  
5 NMSA 1978.

6 **12-3.2 - Manufacture, sale and discharge of fireworks.**

7 Except as hereinafter provided it shall be unlawful to manufacture, sell, offer to sell, own,  
8 possess or discharge any fireworks within the city.

9 **Section 2. Section 12-3.3 of SFCC 1987 (being SFCC 1981, § 7-4-3) is amended**  
10 **to read:**

11 **12-3.3 - Public display.**

12 A. The fire department shall apply the terms of the most recently adopted version of the IFC,  
13 as specified in 12-1.2, and may adopt additional reasonable rules and regulations for the  
14 granting of permits for supervised and controlled public displays of fireworks by the city,  
15 a civic organization, amusement park or other organization or group of individuals  
16 approved by the fire department. Such permits shall be granted on application to the fire  
17 department and upon recommendation for approval by the fire chief or chief's designee  
18 and governing body approval. Permit approval does not require legislation.

19 B. Every such display shall be handled by a certified, competent operator duly approved by  
20 the fire department and shall be of such composition, character, and so located, discharged  
21 or fired, as, in the opinion of the department, not to be hazardous to property or endanger  
22 life.

23 C. Application for permits shall be made in writing at least thirty (30) days in advance of the  
24 date of the display. After the permit has been granted, the sale, possession, use and  
25 distribution of fireworks for such display shall be lawful for that purpose only. No such

1 permit granted shall be transferable.

2 D. Before any permit for fireworks display shall be issued, the applicant shall furnish proof  
3 of financial responsibility to satisfy any claims for damages to property or personal  
4 injuries arising out of any act or omission on the part of the applicant or any agent or  
5 employee in such amount, character and form as the city attorney determines necessary  
6 for the protection of the public.

7 E. The certified operator shall dispose of any fireworks that remain unfired after an approved  
8 display is concluded, as soon as possible after the display, in a manner safe for the particular  
9 type of fireworks and approved by the fire department.

10 **Section 4. Section 12-3.4 (being SFCC 1981, § 7-4-4) is amended to read:**

11 **12-3.4 - Other permitted activities.**

12 A. Any person may sell, offer to sell, or store for sale safe and sane fireworks by obtaining a  
13 permit as provided in subsection 12-3.5 of this Chapter.

14 B. Wholesalers and jobbers may sell dangerous fireworks; provided, that they are shipped out-  
15 of-state in accordance with the interstate commerce commission and department of  
16 transportation regulations covering the transportation of explosives and other dangerous  
17 articles by motor, rail and water. Wholesalers and jobbers shall store their supplies of  
18 fireworks in accordance with the terms of the most recently adopted version of the IFC, as  
19 specified in 12-1.2. Wholesalers and jobbers selling dangerous fireworks shall obtain a  
20 permit from the fire department and pay an annual fee of five hundred dollars (\$500) to the  
21 city treasurer.

22 C. This section does not prohibit the use of fireworks by railroads or other transportation  
23 agencies for signal purposes or illumination, the sale or use of blank cartridges for a show  
24 or theater, for signal purposes in athletics or sports or for use by military organizations.

25 **Section 5. Section 12-3.5 through 12-3.8 (being SFCC 1981, § 7-4-4) are included for**

1 reference without amendments:

2 **12-3.5 - Permit for sale or possession of fireworks.**

3 A. Any person intending to sell, offer to sell or store for sale any safe and sane fireworks shall  
4 first obtain a permit by:

5 (1) Filing a written application on a form approved by the fire department which shall  
6 include the name and address of the wholesaler or jobber selling the fireworks and  
7 by paying a fee to the city treasurer in the following amounts:

- 8 (a) Wholesalers, one hundred dollars (\$100.00); and  
9 (b) Retailers, fifty dollars (\$50.00);

10 (2) Demonstrating to the satisfaction of the fire department that the items to be handled  
11 under the permit comply with the terms and intent of this section; and

12 (3) Certifying that no person under the age of sixteen (16) years shall be permitted by  
13 the applicant to sell or offer to sell any fireworks.

14 B. Any permit granted under this subsection to any person, wholesaler or jobber shall be for  
15 a period of one (1) year.

16 C. Any permit granted under this subsection to any person other than a wholesaler or jobber  
17 shall authorize the possession of safe and sane fireworks for the period of June 10 through  
18 July 15 of each year and the sale and display of such fireworks for the period of June 20  
19 through July 5 of each year.

20 D. Any permit granted hereunder shall be valid only for the calendar in which issued and  
21 only for the premises or location for which issued. No permit shall be transferable,  
22 assignable or automatically renewable.

23 **12-3.6 - Sale, possession or use restricted to certain persons.**

24 A. It is unlawful to sell, offer to sell or give any fireworks to any person under sixteen (16)  
25 years unless they are accompanied by a parent or guardian.

1 B. Persons over the age of sixteen (16) years may purchase, use and possess safe and sane  
2 fireworks.

3 **12-3.7 - Restrictions.**

4 A. No fireworks approved for sale shall be stored, possessed or used within fifty feet (50') of  
5 gasoline or other flammable liquids unless such liquids are sealed in metal containers of  
6 not more than one (1) gallon capacity.

7 B. No fireworks shall be sold except from within a permanent structure at a recognized  
8 business location. The construction or use of fireworks stands outside of a permanent  
9 structure is prohibited.

10 **12-3.8 - Seizure of fireworks.**

11 The fire department shall seize, take, remove or cause to be removed at the expense of the  
12 owner all stocks of dangerous fireworks offered or exposed for sale, stored or held in violation of  
13 this section.

14 **Section 5. Section 12-3.9 (being SFCC 1981, § 7-4-4) is amended to read:**

15 **12-3.9 Restrictions on the sale and use of fireworks.**

16 A. The sale and use of the following fireworks are prohibited during extreme or severe drought  
17 conditions, based on current drought indices published by the national weather service:

18 (1) Aerial devices, such as

- 19 a) Ariel shell kit-reloadable tubes;
- 20 b) Aerial spinners;
- 21 c) Helicopters;
- 22 d) Mines;
- 23 e) Missile-type rockets;
- 24 f) Multiple tube devices;
- 25 g) Roman candles;

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- h) Shells; and
- i) Stick-type rockets.

(2) Ground audible devices, such as

- a) Chasers; and
- b) Firecrackers.

B. The use of all fireworks is prohibited within any lands covered wholly or in part by timber, brush, or native grass.

C. The above restrictions do not apply to public displays of fireworks in strict conformance with the requirements and conditions set forth in subsection 12-3.3 SFCC 1987 and as approved by the city of Santa Fe fire chief or the fire chief's designee.


D. The governing body may implement additional restrictions during severe or greater drought conditions pursuant to Section 60-2C-8.1 NMSA 1978.

E. Penalties.

(1) Any individual, firm, partnership, or other entity found in violation of this section shall be deemed guilty of a misdemeanor and shall be punished by imprisonment for up to ninety (90) days or a fine not to exceed five hundred dollars (\$500.00), or both.

(2) Each and every occasion on which this section is violated shall be considered a separate offense.

PASSED, APPROVED, and ADOPTED this 15<sup>th</sup> day of January, 2025.


  
Alan Webber (Jan 23, 2025 17:35 MST)

ALAN WEBBER, MAYOR

1 ATTEST:

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ANDREA SALAZAR (Jan 23, 2025 17:36 MST)

4

ANDRÉA SALAZAR, CITY CLERK

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APPROVED AS TO FORM:

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ERIN K. McSHERRY, CITY ATTORNEY

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*Bill No. 2024-12*

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*Legislation/2025/Ordinances/2025-4(O)/Changing Fireworks Display Requirements*




# CITY OF SANTA FE

## Memorandum

**Date:** May 13, 2025

**To:** Governing Body and Quality of Life Committee

**From:** Andréa Salazar, City Clerk   
AS

**RE:** Notifying the County Clerk of a Regular Local Election on November 4, 2025

---

### EXECUTIVE SUMMARY:

The proposed resolution would notify the Santa Fe County Clerk that the regular election on November 4, 2025, will include elections for one City Councilor from each council district and the Mayor of the City of Santa Fe, each for a four-year term.

### BACKGROUND:

Pursuant to SFCC 1987, Section 9-1.6(A), the Governing Body is required to adopt an election resolution no earlier than one hundred fifty (150) days and no later than one hundred twenty (120) days prior to the date of the regular municipal election. The City must deliver the notification of the election resolution to the Santa Fe County Clerk pursuant to NMSA 1978, Section 1-22-4(A).

### ATTACHMENTS:

Resolution  
FIR

FISCAL IMPACT REPORT

General Information:

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

Short Title(s): Notifying the County Clerk of a Regular Local Election on November 4, 2025

Sponsor(s): Mayor Alan Webber

Reviewing Department(s): City Clerk's Office

Staff Completing FIR: Andréa Salazar, City Clerk Date: 3/26/2025 Phone: (505) 955-6327

Reviewed by City Attorney: Erin McSherry Date: 05/21/2025  
*Erin McSherry (May 21, 2025 13:31 MDT)*

Reviewed by Finance Director: Emily K. Ostar Date: 05/22/2025

Summary:

The proposed resolution notifies the Santa Fe County Clerk of the positions the regular local election on November 4, 2025 will fill the four-year terms for one City Councilor from each council district and the Mayor of the City of Santa Fe.

Departments Affected:

City Clerk's Office.

Consequences of Not Enacting Legislation:

If this legislation is not adopted, then the City will not notify the County Clerk the positions the regular local election on November 4, 2025 will fill, violating SFCC 1987, Section 9-1.6(A), which requires the Governing Body to adopt a resolution no earlier than one hundred fifty (150) days and no later than one hundred twenty (120) days prior to the date of the regular local election.

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

SFCC 1987, Section 9-1.6(A). NMSA 1987, Section 1-22-4(A) requires the City to notify the county clerk of all local government positions that the next regular election will fill.

Performance and Administrative Implications:

The Resolution requires the City Clerk to send the resolution to the Santa Fe County Clerk.

Fiscal Implications:

None.

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:**    
 ANDREA SALAZAR (May 2, 2025 11:16 MDT)

**Email:** asalazar@santafenm.gov



# CITY OF SANTA FE

## Memorandum

**Date:** May 12, 2025  
**To:** Governing Body and Quality of Life Committee  
**From:** Andréa Salazar, City Clerk   
**RE:** Railyard Plaza Summer Scene Concert Sponsored by IndigenousWays

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### EXECUTIVE SUMMARY:

The proposed resolution would grant permission to As Above, So Below distillery to serve beer and wine at the Railyard Plaza Summer Scene Concerts Sponsored by IndigenousWays on City of Santa Fe (“City”) property, in the Railyard Plaza, on August 15, 2025.

### BACKGROUND:

SFCC 1987, Section 23-6.1, 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 Railyard Plaza Summer Scene Concerts sponsored by IndigenousWays;
- the location is the Railyard Plaza;
- the date is August 15, 2025;
- the alcohol served will be beer and wine;
- 500 to 1,000 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 the amount of not less than \$2,000,000.00, per occurrence and in the aggregate.

### ATTACHMENTS:

Resolution  
FIR

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

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

3 **INTRODUCED BY:**

4  
5 Councilor Alma Castro

6  
7  
8  
9  
10 **A RESOLUTION**

11 **AUTHORIZING THE SALE AND CONSUMPTION OF BEER AND WINE DURING THE**  
12 **RAILYARD PLAZA SUMMER SCENE CONCERT SPONSORED BY**  
13 **INDIGENOUSWAYS ON AUGUST 15, 2025, PURSUANT TO SUBSECTION 23-6.2(C)**  
14 **SFCC 1987.**

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

17 **WHEREAS**, for serving alcohol at City properties not specifically mentioned in SFCC  
18 1987, Section 23-6.2(A), the ordinance requires the Governing Body to approve a resolution that  
19 specifies the event, date, hours, location, number of expected attendees, type of alcohol to be  
20 served, permits, and insurance, at least thirty (30) days prior to the event; and

21 **WHEREAS**, the Railyard Plaza Summer Scene Concert event series has taken place  
22 annually for sixteen (16) years; and

23 **WHEREAS**, the Railyard Plaza Summer Scene Concert on August 15, 2025, will be  
24 sponsored by IndigenousWays; and

25 **WHEREAS**, IndigenousWays is a Native-led Indigenous Arts nonprofit that highlights



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evidencing such coverage.

PASSED, APPROVED, and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

*Erin McSherry*  
Erin McSherry (May 14, 2025 10:07 MDT)  
ERIN K. McSHERRY, CITY ATTORNEY

FISCAL IMPACT REPORT

General Information:

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

Short Title(s):  Railyard Plaza Summer Scene Concert Sponsored by IndigenousWays

Sponsor(s):  Councilor Alma Castro

Reviewing Department(s):  City Clerks Office

Staff Completing FIR:  Andréa Salazar, City Clerk  Date:  5/12/2025  Phone:  (505) 955-6327

Reviewed by City Attorney:  *Erin McSherry*   
 Erin McSherry (May 14, 2025 10:07 MDT)  Date: \_\_\_\_\_

Reviewed by Finance Director:  *Emily K. Oster*  Date:  05/16/2025

Summary:

The proposed Resolution would authorize the sale and consumption of beer and wine at the Railyard Plaza Summer Scene Concert sponsored by IndigenousWays. The Railyard Plaza Summer Scene Concert sponsored by IndigenousWays will be held at the Railyard Plaza on August 15, 2025, from 6:30 p.m. to 9:30 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 6.2(A).

Departments Affected:

City Clerk's Office

Consequences of Not Enacting Legislation:

If this legislation is not adopted, then the Railyard Plaza Summer Scene Concert on August 15, 2025, will not be able to serve beer and wine.

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

None.

Performance and Administrative Implications:

None.

Fiscal Implications:

None.

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:   
ANDREA SALAZAR (May 8, 2025 09:58 MDT)

Email: asalazar@santafenm.gov



# CITY OF SANTA FE

## Memorandum

**Date:** May 21, 2025

**To:** Governing Body and Quality of Life Committee

**From:** Henri Hammond-Paul, Community Health and Safety Department Director

**RE:** Authorizing the Establishment of a Micro-community to Support People Experiencing Homelessness

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### **EXECUTIVE SUMMARY:**

The proposed resolution would authorize the City Manager to establish a Micro Community on City-owned land at 2395 Richards Avenue to provide shelter and supportive services for individuals experiencing homelessness in Santa Fe.

### **BACKGROUND:**

On April 26, 2023, the Governing Body adopted Resolution No. 2023-16, which established the “Safe Outdoor Spaces” as an alternative sheltering model for those experiencing homelessness. The resolution directed the City Manager to enter into or bring to the Governing Body contracts for structures, sites for the structures, landowners willing to provide an area for structures, and an operator willing to provide services. This resolution would identify 2395 Richards Avenue as a City-owned property as an appropriate site for Safe Outdoor Space, also termed a Micro Community, and authorize the City Manager to proceed with permitting, site preparation, and community engagement efforts for the locations.

### **ATTACHMENTS:**

Resolution  
FIR

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

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

3 **INTRODUCED BY:**

4  
5 Mayor Alan Webber

6 Councilor Jamie Cassutt

7 Councilor Alma Castro

8 Councilor Amanda Chavez

9  
10 **A RESOLUTION**

11 **IDENTIFYING CITY PROPERTY AT 2395 RICHARDS AVENUE AS A LOCATION FOR**  
12 **A MICRO COMMUNITY TO PROVIDE SHELTER AND SUPPORTIVE SERVICES FOR**  
13 **INDIVIDUALS EXPERIENCING HOMELESSNESS IN SANTA FE.**

14 **WHEREAS**, the City of Santa Fe (“City”) recognizes homelessness as a public priority  
15 requiring coordinated and innovative shelter responses; and

16 **WHEREAS**, in April 2023, the Governing Body adopted Resolution No. 2023-16, which  
17 supported creating Safe Outdoor Spaces and directed the City Manager to pursue contracts for  
18 shelter infrastructure, land, and operators to serve people for whom traditional shelter options are  
19 not viable; and

20 **WHEREAS**, Safe Outdoor Spaces—also called “Micro Communities”—are comprised of  
21 individual, non-congregate, secure, units, with access to restrooms, meals, laundry, case  
22 management, and 24/7 supervision, designed to provide a safe and stable environment for persons  
23 experiencing chronic homelessness; and

24 **WHEREAS**, the City’s “Point-in-Time Count” and daily outreach and emergency services  
25 data confirm a persistent and visible population of unsheltered individuals in Santa Fe with complex

1 behavioral health, substance use, and trauma-related needs; and

2       **WHEREAS**, Micro Communities serve a crucial public health and public safety function  
3 by reducing the spread of disease, decreasing emergency service calls, improving neighborhood  
4 conditions, and reducing the number of people living unsheltered in parks, arroyos, and public  
5 spaces; and

6       **WHEREAS**, the City conducted a site feasibility analysis through the Office of Affordable  
7 Housing and evaluated city-owned parcels of land, with input from local homelessness and housing  
8 services experts; and

9       **WHEREAS**, 2395 Richards Avenue is a City property located next to Fire Station 7 and  
10 the Genoveva Chavez Community Center (“City Property”) that City staff and local experts  
11 recommend as well suited for a Micro Community of up to fifty (50) units; and

12       **WHEREAS**, the City Property is suited for a Micro Community because it can house up  
13 to fifty (50) units, is not abutting schools, daycare or playgrounds, is accessible to Emergency  
14 Medical Service vehicles and trash pickup, and is approximately a third of a mile from the main  
15 road, while still being located close to two City bus routes (numbers Four and Six ); and

16       **WHEREAS**, the City has a contract with LifeLink for operating the Micro Community at  
17 Christ Lutheran Church (“Operations Contract”), providing on-site services, 24-7 security,  
18 supervision, and coordination with local agencies; and

19       **WHEREAS**, the Operations Contract provides services supporting up to two Micro  
20 Community locations; and

21       **WHEREAS**, pursuant to Resolution 2023-16, the City requires Good Neighbor  
22 Agreements between the service operator and neighbors that includes terms about  
23 cooperation, communication protocols, standards for tenancy, and dispute resolution.

24       **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**  
25 **CITY OF SANTA FE** that the City should establish a Micro Community on the City Property.

1 **BE IT FURTHER RESOLVED** that the City Manager and City Manager-designated City  
2 staff may take all intermediate necessary steps required to establish a Micro Community on the  
3 City Property, such as land use permitting, site preparation, and community engagement, and any  
4 other administrative steps necessary to operate the City Property as a Micro Community.

5 PASSED, APPROVED, and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

8 \_\_\_\_\_  
9 ALAN WEBBER, MAYOR

10  
11 ATTEST:

12  
13 \_\_\_\_\_  
14 ANDRÉA SALAZAR, CITY CLERK

15 APPROVED AS TO FORM:

16  
17 *Erin McSherry*  
18 [Erin McSherry \(May 23, 2025 17:01 MDT\)](#)  
19 ERIN K. McSHERRY, CITY ATTORNEY

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25 *Legislation/2025/Resolutions/Authorizing Establishment of a Micro-Community for People Experiencing Homelessness*

FISCAL IMPACT REPORT

General Information:

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

Short Title(s): Identifying Property for a Micro-community to Support People Experiencing Homelessness

Sponsor(s): Mayor Alan Webber, Councilor Jamie Cassutt, Councilor Alma Castro, and Councilor Amanda Chavez

Reviewing Department(s): Community Health and Safety Department; Family and Youth Services

Staff Completing FIR: Julie Sanchez Date: 05/21/2025 Phone: (505) 955-6673

Reviewed by City Attorney: Erin McSherry Date: 05/23/2025  
Erin McSherry (May 23, 2025 17:01 MDT)

Reviewed by Finance Director: Emily K. Oates Date: 05/23/2025

Summary:

The proposed resolution would identify City property on Richards Avenue to establish a Micro Community to provide shelter and supportive services for individuals experiencing homelessness in Santa Fe authorize the City Manager and staff to take next steps accordingly.

Departments Affected:

Community Health and Safety Department and Community Development Department.

Consequences of Not Enacting Legislation:

If this legislation is not adopted, then unsheltered homelessness will continue without an additional alternative.

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

This Resolution follows the direction of the Governing Body provided in Resolution No. 2023-16, which included support for the establishment of safe outdoor sleeping spaces as an option for people experiencing homelessness in Santa Fe, and directed the City Manager to “enter into or bring to the Governing Body contracts for structures, sites for structures, landowners willing to provide an area for structures, and an operator or operators capable of providing round-the-clock support services and 24-7 supervision.”

Performance and Administrative Implications:

Locating a new Micro Community on the City property may require permitting and will require community engagement and increased contract oversight.

Fiscal Implications:

The funding for operations and construction have been budgeted and awarded for in the current fiscal year for the proposed micro-community site.

**Fiscal Impact**

\_\_\_\_\_ 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>
Personnel and Benefits*	\$ _____	\$ _____	\$ _____	_____	_____	_____	
Capital Outlay	\$ 400,000	\$ _____	\$ _____	N	NR	240	
Contractual/ Professional Services	\$ 900,000	\$ _____	\$ _____		NR	240	
Operating	\$ _____	\$ _____	\$ _____				\$ _____
<b>Total:</b>	<b>\$ 1,300,000</b>	<b>\$ _____</b>	<b>\$ _____</b>				<b>\$ _____</b>

**Expenditure Narrative:**

The amounts above are included in the amounts the Community Health and Safety Department received in one-time funding to support contractual services to operate the micro-community and capital outlay funding to develop the site.

**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	\$ _____	\$ _____	\$ _____	_____	_____
<b>Total</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>		

**Revenue Narrative:**

\_\_\_\_\_  
 \_\_\_\_\_  
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**Signature:**

**Email:**