

Date: January 16, 2025

To: Governing Body

Via: 
[JOHN BURNETT \(Aug 2, 2026 09:44:11 MDT\)](#)

Sam Burnett, Public Works Department Director

Carol Swenson, Public Works Business Operations Manager 
YVONNE SWENSON

Melissa McDonald, Parks and Open Space Division Director 
M Mc

Shane Rudloff, Parks and Open Space Administrative Manager 
SR

From: Phillip Lujan, Parks and Open Space MRC Business Manager 
PL

ACTION: Request for Approval of a Budget Adjustment Request (BAR) to Appropriate \$425,795 in Available FY26 Appropriations to Fund the Replacement of the Clubhouse Roof and HVAC Systems at Marty Sanchez Links de Santa Fe.

BACKGROUND AND SUMMARY: The Marty Sanchez Links de Santa Fe clubhouse is in need of significant capital improvements to address aging building infrastructure. The existing roof and all five (5) HVAC units are original to the facility and have exceeded their useful life. Both systems have experienced increasing maintenance issues and failures, and replacement has been identified as the most practical and cost-effective long-term solution.

The Facilities Maintenance Division has reviewed the condition of the roof and mechanical systems and concurs that replacement is warranted. Recent precipitation events have further highlighted the deteriorated condition of the roof and the urgency of addressing the deficiencies to protect the facility from further damage.

At the close of FY26, \$425,795 remained available within the Marty Sanchez Golf Course Operating Agreement appropriations. This BAR appropriates those available funds to support the replacement of the clubhouse roof and HVAC systems. These funds will be applied toward the replacement costs, with any remaining project expenses to be funded through available MRC resources, if necessary.

Approval of this Budget Adjustment Request will allow the City to address critical facility infrastructure needs, improve operational reliability, reduce ongoing maintenance costs, and preserve a key public asset at the Municipal Recreation Complex.

FUNDING SOURCE:

Fund Name/Number: MUNRECCMP / 530

Munis Org Name/Number: MRC OpsAdm / 5300271

Munis Object Name/Number: Service Contracts / 510310

Project Ledger: MRC2753000

ATTACHMENTS:

BAR

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

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

DEPARTMENT / DIVISION NAME				DATE	
Public Works / Parks and Open Space - MRC				7/23/2026	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
<u>EXPENDITURES</u>				{enter as <u>positive</u> #}	{enter as <u>negative</u> #}
Service Contracts - MRC Roof Repair	5300271	510310	MRC2753000	425,795	
<u>REVENUES</u>				{enter as <u>negative</u> #}	{enter as <u>positive</u> #}
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				\$ 425,795	\$ -
See attached memo --- Appropriation of FY26 funds for use to replace roof and HVAC systems at Marty Sanchez Links				{Complete section below if BAR results in a net change to ANY Fund}	
de Santa Fe to address a critical need for replacement.				Fund(s) Affected	Fund Balance Increase/(Decrease)
				530	(425,795)
				TOTAL:	(425,795)
Phillip Lujan	7/24/2026	{Use this form for Finance Committee/ City Council agenda items ONLY}		Andrew J. Hopkins	Aug 5, 2026
Prepared By {print name}	Date	CITY COUNCIL APPROVAL		Budget Officer	Date
Melissa McDonald	Jul 24, 2026	City Council			
Division Director Signature {optional}	Date	Approval Date		Finance Director {≤ \$5,000}	Date
	Aug 2, 2026	Agenda Item #:			
JOHN BURNETT (Aug 2, 2026 09:44:11 MDT)				City Manager {≤ \$60,000}	Date
Department Director Signature	Date				

FY26 Contract Sheet from approved FY26 Budget

Department Name: Public Works			Division Name: MRC							
5300271	Municipal Rec Complex Ops/Adm	510250	Compliance Services	NMED	Compliance for Environmental	NMED Permit Fees	7/1/2025	6/30/2026	11,000	Santa Fe, NM
Subtotal - Org 5300271			Subtotal: 510250 - Compliance Services						11,000	
5300271	Municipal Rec Complex Ops/Adm	510300	Professional Contracts	Spartan / TBD	Security / Operational	Security / Alarm Systems at MRC	7/1/2025	6/30/2026	2,500	TBD
Subtotal - Org 5300271			Subtotal: 510300 - Professional Contracts						2,500	
5300271	Municipal Rec Complex Ops/Adm	510310	Service Contracts	Indigo Sports DBA Troon	Operations	Golf Course Management	2/1/2024	2/1/2028	2,779,855	Tucson, AZ
Subtotal - Org 5300271			Subtotal: 510310 - Service Contracts						2,779,855	

Munis Purchase Order Central

6

22600092 - INDIGO SPO

2026, Printed, Golf Course Operation

PO Lines (1)

Add PO Receipt

Ordered	Liquidated	Canceled	Balance							
\$2,779,855.00	\$2,354,059.56	\$0.00	\$425,795.44							
Line	Description	Change Order	Quantity	Quantity Invoiced	Unit Price	Ordered	Liquidated	Canceled	Balance	
> 1	Golf Course Management and Operation	No	1	1	2,779,855.00	2,779,855.00	2,354,059.56	0.00	425,795.44	

Account

Fund	530	MUNRECCMP	Account
Org	5300271	MRC OpsAdm	Account
Object	510310	Svc Cntr	Type
Project			Roll
			Sub

4 Year Comparison

Current Year

History

Yr/Per 2026/13	Fiscal Year 2026	
Original Budget	2,779,855.00	
Transfers In	4,578.00	
Transfers Out	-101,157.00	
Revised Budget	2,683,276.00	
Actual (Memo)	2,253,099.81	
Encumbrances	.00	
Requisitions	.00	
Available	430,176.19	
Percent used	83.97	

MRC Roof and HVAC Memo & BAR PW 8.5.26

Final Audit Report

2026-08-05

Created:	2026-08-05
By:	PHILLIP LUJAN (pmlujan@santafenm.gov)
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Number of Documents:	1
Document page count:	4
Number of supporting files:	0
Supporting files page count:	0

"MRC Roof and HVAC Memo & BAR PW 8.5.26" History

-  Document created by PHILLIP LUJAN (pmlujan@santafenm.gov)
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