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

DEPARTMENT / DIVISION NAME				DATE	
Economic Development & Creative Industries - Economic Development				8/12/2026	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
<u>EXPENDITURES</u>				{enter as <u>positive</u> #}	{enter as <u>negative</u> #}
Full-Time Temporaty Salaries	2122800	500750		325,000	
Professional Contract SFCC One-Time Funding	2122800	510300	ECD2621200	250,000	
Professional Contract - Rent One-Time Funding	2122800	510300		96,000	
Professional Contract SFPS One-Time Funding	2122800	510300	ECD2521203	624,987	
<u>REVENUES</u>				{enter as <u>negative</u> #}	{enter as <u>positive</u> #}
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				\$ 1,295,987	\$ -

BAR to re-appropriate the unused balance of the One-Time Funds received in February 2025 from FY26 to the FY27 budget.	{Complete section below if BAR results in a net change to ANY Fund} <table><tr><td>Fund(s) Affected</td><td>Fund Balance Increase/(Decrease)</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td>TOTAL:</td><td>0</td></tr></table>	Fund(s) Affected	Fund Balance Increase/(Decrease)							TOTAL:	0
Fund(s) Affected		Fund Balance Increase/(Decrease)									
TOTAL:	0										
Temporay Salary Support \$325,000											
Workforce Development Support (SFCC) \$250,000											
Workforce Development Support (SFPS) \$624,987											
Support Office Rent for CSD \$96,000											

Loretta S. Olguin Prepared By {print name}	8/12/2026 Date	{Use this form for Finance Committee/ City Council agenda items ONLY}	Andrew J. Hopkins Aug 13, 2026
Aug 12, 2026		CITY COUNCIL APPROVAL City Council Approval Date Agenda Item #: 	Budget Officer Date
Johanna Nelson (Aug 12, 2026 16:48:12 MDT) Division Director Signature {optional}	Date		Finance Director {≤ \$5,000} Date
Johanna Nelson (Aug 12, 2026 16:48:12 MDT) Department Director Signature	Date		City Manager {≤ \$60,000} Date



City of Santa Fe, New Mexico

Memorandum



DATE: August 10, 2026
TO: Governing Body
VIA: Johanna C. Nelson, Economic Development and Creative Industries *JN*
FROM: Loretta S. Olguin, Business Operations Manager

This BAR requests the reappropriation/carryforward of **\$1,295,987** in FY26 funds to FY27 to continue and support key workforce development, community partnership, and operational activities. The funds include:

1. **Increase Staff Capacity – \$325,000**

These one-time funds will support three term positions necessary to advance the Office of Economic Development's workforce and economic development priorities:

- Economic Development Specialist
- Financial Empowerment Center Coordinator
- Contract and Grant Administrator

2. **Santa Fe Public Schools Work-Based Learning Program – \$624,987**

These funds will support the Santa Fe Public Schools Work-Based Learning (WBL) Intern Program, which provides students with hands-on work experience, career exploration opportunities, and pathways to local employment.

3. **Santa Fe Community College Trades and Certifications Program – \$250,000**

These funds will support the Santa Fe Community College Trades and Certification Program, which provides residents with training and industry-recognized credentials for in-demand careers and strengthens the local workforce pipeline.

4. **Community Services Department Office Rent – \$96,000**

These one-time funds will cover the annual office rent paid by the Office of Economic Development (OED) on behalf of the Community Health and Safety Department.

FUNDING SUMMARY:

- Increase in Staff Capacity: **\$325,000**
- Santa Fe Public Schools WBL Program: **\$624,987**
- Santa Fe Community College Trades and Certifications Program: **\$250,000**
- Community Services Department Office Rent: **\$96,000**
- **Total FY27 Reappropriation: \$1,295,987**

The requested carryforward will ensure these funds remain available in FY27 to support ongoing staffing needs, workforce development programs, educational partnerships, and departmental operations.

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- Seg Find
- Totals
- Project Strings
- User Defined Fields

Account Inquiry [CITY OF SANTA FE]

Account

Fund	212	ECON DEV	Acct	212-50-12-2800-000-000-500750-	
Org	2122800	EconDevOps	Acct name	Salaries (Temporary)	
Object	500750	Sal Temp	Type	Expense	Status Active
Project			Rollup		
			Sub-Rollup		
			☐ MultiYr. Fund		

4 Year Comparison		History	4 Year Graph	History Graph	Fiscal Year 2025			Fiscal Year 2024	Fiscal Year 2027
Yr/Per 2026/13									
Original Budget		.00			.00		.00		.00
Transfers In		325,000.00			325,000.00		.00		.00
Transfers Out		.00			.00		.00		.00
Revised Budget		325,000.00			325,000.00		.00		.00
Actual (Memo)		.00			.00		.00		.00
Encumbrances		.00			.00		.00		.00
Requisitions		.00							.00
Available		325,000.00			325,000.00		.00		.00
Percent used		.00			.00		.00		.00

Account Inquiry [CITY OF SANTA FE]

Account

Fund	212	ECON DEV	Acct	212-50-12-2800-000-000-510300-
Org	2122800	EconDevOps	Acct name	Professional Contracts
Object	510300	Prfs1 Cntr	Type	Expense
Project			Rollup	ECDOC
			Sub-Rollup	EconomicDevelopmentOpsCNT
				Active
				Account Notes

4 Year Comparison

Yr/Per 2026/13	Fiscal Year 2026	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2027
Original Budget	346,897.00	356,250.00	.00	346,897.00
Transfers In	2,185,387.00	3,110,668.00	475,000.00	.00
Transfers Out	-25,000.00	-842,222.00	-4,000.00	.00
Revised Budget	2,507,284.00	2,624,696.00	471,000.00	346,897.00
Actual (Memo)	1,485,908.16	634,194.41	269,662.42	35,674.80
Encumbrances	.00	.00	.00	522,119.80
Requisitions	.00			.00
Available	1,021,375.84	1,990,501.59	201,337.58	-210,897.60
Percent used	59.26	24.16	57.25	160.80

BAR FY26 Funds to FY27 Budget

Final Audit Report

2026-08-12

Created:	2026-08-12
By:	LORETTA OLGUIN (lsguin@santafenm.gov)
Status:	Canceled / Declined
Transaction ID:	CBJCHBCAABAAbPraGojtOwYdqpHDSR5ZDa28VXNwuT4m
Documents:	Binder1.pdf (4 pages)

"BAR FY26 Funds to FY27 Budget" History

-  Document created by LORETTA OLGUIN (lsguin@santafenm.gov)
2026-08-12 - 7:54:57 PM GMT- IP address: 63.232.20.2
-  Document emailed to Johanna Nelson (jcnelson@santafenm.gov) for signature
2026-08-12 - 7:56:35 PM GMT
-  Email viewed by Johanna Nelson (jcnelson@santafenm.gov)
2026-08-12 - 10:47:59 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Johanna Nelson (jcnelson@santafenm.gov)
Signature Date: 2026-08-12 - 10:48:12 PM GMT - Time Source: server- IP address: 63.232.20.2 - Signature Appearance Selected: DRAW
-  Document emailed to Andrew Hopkins (ajhopkins@santafenm.gov) for signature
2026-08-12 - 10:48:14 PM GMT
-  Email viewed by Andrew Hopkins (ajhopkins@santafenm.gov)
2026-08-12 - 11:01:28 PM GMT- IP address: 98.249.77.89
-  Document declined by Andrew Hopkins (ajhopkins@santafenm.gov)
Decline reason: My initials block was put on the memo beside Johanna's "VIA" line. I don't think I can sign or initial for her :)
2026-08-12 - 11:07:08 PM GMT- IP address: 63.232.20.2

Signature: 
[Johanna Nelson \(Aug 12, 2026 17:25:37 MDT\)](#)

Email: jcnelson@santafenm.gov

BAR Packet FY26 to FY27 _ Professional Services Obj 510300_Salaries Temp 500750

Final Audit Report

2026-08-13

Created:	2026-08-12
By:	LORETTA OLGUIN (loluquin@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAubIfJgsw2RvfoNBc_IGYaVCAWSU2AhY5
Documents:	BAR Packet FY26 to FY27 _ Professional Services Obj 510300_Salaries Temp 500750.pdf (5 pages)
Number of Documents:	1
Document page count:	6
Number of supporting files:	0
Supporting files page count:	0

"BAR Packet FY26 to FY27 _ Professional Services Obj 510300_Salaries Temp 500750" History

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-  Document e-signed by Johanna Nelson (jcnelson@santafenm.gov)
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2026-08-12 - 11:25:39 PM GMT
-  Email viewed by Andrew Hopkins (ajhopkins@santafenm.gov)
2026-08-13 - 4:51:45 PM GMT- IP address: 104.47.65.254
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Signature Date: 2026-08-13 - 4:53:00 PM GMT - Time Source: server- IP address: 63.232.20.2 - Signature Appearance Selected: IMAGE

✔ Agreement completed.

2026-08-13 - 4:53:00 PM GMT