CITY OF SANTA FE

Date: September 18, 2026

To: Governing Body

From: Tim Farrell, Interim Facilities Division Director *Timothy Farrell*

Via: Sam Burnett, Public Works Department Director JOHN BURNETT (Sep 18, 2026 12:30:32 MDT)
Carol Swenson, Public Works Business Operations Manager YVONNE SWENSON (Sep 18, 2026 12:28:44 MDT)

Subject: BAR Funds to FMD CIP for Current Needs and Unforeseen Critical Repairs to City Facilities

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ACTION:
Request for Approval of a Budget Adjustment Request (BAR) in the Total Amount of $1,500,000 from Facilities Capital Reserve Balance to Facilities Maintenance Division CIP for the Current Needs and Unforeseen Critical Repairs to City Facilities. (Tim Farrell, Public Works Interim Facilities Division Director; tgfarrell@santafenm.gov)

BACKGROUND AND SUMMARY:
As part of the FY27 budget, $1,500,000.00 was allocated to the Facilities Maintenance Division (FMD) to help address critical repair and maintenance needs across City facilities. This BAR would place that funding in the appropriate FMD capital account for implementation.

The funding would support identified facility improvements, address deferred maintenance, and provide capacity to respond to critical repairs throughout the fiscal year. The proposed allocation includes two priority projects:

- **Fort Marcy Complex:** Renovation of the men's locker room, currently estimated at $400,000.00, following the completed renovation of the women's locker room. This shovel-ready project would address deteriorated conditions and ongoing maintenance concerns.
- **Teen Center:** $300,000.00 in supplemental funding for the dance studio expansion to cover project costs exceeding the $1.7 million grant.

The remaining funding would address additional deferred maintenance, and critical building system needs identified through AssetPlanner condition data and FMD staff review. Potential work includes electrical panel replacements; fire alarm and security system upgrades; water supply line and backflow preventer replacements; roof repairs; and improvements to stairs, roof access, and other building components that affect safety and reliable operations.

Funding would also support smaller preventive maintenance projects that extend the useful life of City assets, along with scoping, design, cost estimating, and contingency needed to prepare and complete the work.

Final project selection and funding amounts would be based on verified conditions, urgency, and available funding. The Facilities Maintenance Division would prioritize life safety, continuity of public services, protection of City assets, and prevention of more costly failures.

ATTACHMENTS:
BAR

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:
Facilities Capital Reserve Balance
Fund Name/Number: FACILITIES/320
Munis Org Name/Number: FacilityCIP/3209980
Munis Object Name/Number: Remodeling & Replacement/572500

Budget Officer/Designee: Andrew J. Hopkins Date: 09/18/2026
Budget Officer Comment/Exceptions: _____

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

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

DEPARTMENT / DIVISION NAME	DATE
Public Works/Facilities	9/11/2026

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
Remodel & Replacement	3209980	572500		1,500,000	
Capital Equipment Reserve/Capital Transfer to Facilities CIP Fund	2106150	760320		1,500,000	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
Facilities CIP Fund/Capital Transfer from Capital Equipment Reserve	3209980	660210		(1,500,000)	
				$ 1,500,000	$ -

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

FY27- $1.5 million allocated for future needs and currently-unforseen critical repairs in the City's vast and widespread array of facilities.

{Complete section below if BAR results in a net change to ANY Fund}

Fund(s) Affected	Fund Balance Increase/(Decrease)
210	(1,500,000)
TOTAL:	**(1,500,000)**

De Alva Calabaza — 9/11/2026
Prepared By *{print name}* — Date

Timothy Farrell
Division Director Signature *{optional}* — Date

JOHN BURNETT (Sep 18, 2026 12:30:32 MDT)
Department Director Signature — Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date

Agenda Item #:

Andrew J. Hopkins — 09/18/2026
Budget Officer — Date

Finance Director *{≤ $5,000}* — Date

City Manager *{≤ $60,000}* — Date

GB BAR Memo_Critical Repairs for City Facilities_$1.5m_ELK w AH change

Final Audit Report 2026-09-18

Created:	2026-09-18
By:	Elizabeth Kahahane (elkahahane@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjonUysOtdLyo1dT9OOCcbwEKGhFfLcH0
Documents:	GB BAR Memo_Critical Repairs for City Facilities_$1.5m_ELK w AH change.pdf (3 pages)
Number of Documents:	1
Document page count:	3
Number of supporting files:	0
Supporting files page count:	0

"GB BAR Memo_Critical Repairs for City Facilities_$1.5m_ELK w AH change" History

Document created by Elizabeth Kahahane (elkahahane@santafenm.gov)
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Final Audit Report 2026-09-18

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Supporting files page count:	0

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