



**ACTION SHEET**  
**ITEM FROM FINANCE COMMITTEE MEETING OF 04/04/16**  
**FOR CITY COUNCIL MEETING OF 04/13/16**

**ISSUE:**

28. Request for Approval of a Resolution Authorizing Staff to Convert the Family Kitchen at the Santa Fe Community Convention Center Into a Commercially Rated Kitchen Available to Rent by the Culinary Community. (Councilors Lindell, Ives, Maestas and Villarreal) (Randy Randall)

**Committee Review:**

Public Works Committee (approved)	03/28/16
City Business Quality of Life Committee (scheduled)	04/13/16
City Council (scheduled)	04/13/16

Fiscal Impact – Yes – expenditures = \$34,500 (\$32,000 in capital outlay and \$2,500 in other operating costs); Revenue = \$30,000 from rentals.

**FINANCE COMMITTEE ACTION:**

Approved as consent item.

**FUNDING SOURCE:**

**SPECIAL CONDITIONS OR AMENDMENTS**

**STAFF FOLLOW-UP:**

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR VILLAREAL	X		
COUNCILOR IVES	X		
COUNCILOR LINDELL	Excused		
COUNCILOR HARRIS	X		
CHAIRPERSON DOMINGUEZ			

**ACTION SHEET  
ITEM FROM THE  
PUBLIC WORKS/CIP AND LAND USE COMMITTEE MEETING  
OF  
MONDAY, MARCH 28, 2016**

**ITEM 24**

REQUEST FOR APPROVAL OF A RESOLUTION AUTHORIZING STAFF TO CONVERT THE FAMILY KITCHEN AT THE SANTA FE COMMUNITY CONVENTION CENTER INTO A COMMERCIALY RATED KITCHEN AVAILABLE TO RENT BY THE CULINARY COMMUNITY (**COUNCILORS LINDELL, IVES, MAESTAS, AND VILLARREAL**) (**RANDY RANDALL**)

**PUBLIC WORKS COMMITTEE ACTION: Approved on Consent**

**FUNDING SOURCE:**

**SPECIAL CONDITIONS / AMENDMENTS / STAFF FOLLOW UP:**

<b>VOTE</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
<b>CHAIRPERSON IVES</b>			
<b>COUNCILOR MAESTAS</b>	<b>X</b>		
<b>COUNCILOR RIVERA</b>	<b>X</b>		
<b>COUNCILOR TRUJILLO</b>	<b>X</b>		
<b>COUNCILOR VILLARREAL</b>	<b>X</b>		

# City of Santa Fe, New Mexico

## LEGISLATIVE SUMMARY

### Resolution No. 2015-\_\_\_\_ SFCCC Community Kitchen

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**SPONSOR(S):** Councilors Lindell, Ives, Maestas and Villarreal

**SUMMARY:** The proposed resolution authorizes staff to convert the family kitchen at the Santa Fe Community Convention Center into a commercially rated kitchen available to rent by the culinary community.

**PREPARED BY:** Rebecca Seligman, Legislative Liaison Assistant

**FISCAL IMPACT:** Yes

**DATE:** March 14, 2016

**ATTACHMENTS:** Resolution  
FIR

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

2 **RESOLUTION NO. 2016-\_\_**

3 **INTRODUCED BY:**

4  
5 Councilor Signe I. Lindell

6 Councilor Peter N. Ives

7 Councilor Joseph M. Maestas

8 Councilor Renee Villarreal

9  
10 **A RESOLUTION**

11 **AUTHORIZING STAFF TO CONVERT THE FAMILY KITCHEN AT THE SANTA FE**  
12 **COMMUNITY CONVENTION CENTER INTO A COMMERCIALLY RATED**  
13 **KITCHEN AVAILABLE TO RENT BY THE CULINARY COMMUNITY.**

14  
15 **WHEREAS**, the Santa Fe Community Convention Center has a “family kitchen” on  
16 premise that is of little use for general daily operations; and

17 **WHEREAS**, the “family kitchen” has been severely underutilized since the Community  
18 Convention Center was constructed in 2008, and results in wasted space that could be made  
19 available for a more beneficial use; and

20 **WHEREAS**, the Santa Fe Community College is aware of the need for use of their  
21 commercial kitchen, however, despite requests for its use, it is not readily available to the public;  
22 and

23 **WHEREAS**, by renovating the existing facilities into a commercially rated facility, the  
24 City of Santa Fe can serve as a hub for emerging culinary talent by providing the space for rent  
25 on an hourly basis; and



### City of Santa Fe Fiscal Impact Report (FIR)

This Fiscal Impact Report (FIR) shall be completed for each proposed bill or resolution as to its direct impact upon the City's operating budget and is intended for use by any of the standing committees of and the Governing Body of the City of Santa Fe. Bills or resolutions with no fiscal impact still require a completed FIR. Bills or resolutions with a fiscal impact must be reviewed by the Finance Committee. Bills or resolutions without a fiscal impact generally do not require review by the Finance Committee unless the subject of the bill or resolution is financial in nature.

**Section A. General Information**

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

(A single FIR may be used for related bills and/or resolutions)

Short Title(s):  A RESOLUTION AUTHORIZING STAFF TO CONVERT THE FAMILY KITCHEN AT THE SANTA FE COMMUNITY CONVENTION CENTER INTO A COMMERCIALY RATED KITCHEN AVAILABLE TO RENT BY THE CULINARY COMMUNITY.

Sponsor(s):  Councilors Lindell, Ives, Maestas and Villreal

Reviewing Department(s):  TOURISM Santa Fe

Persons Completing FIR:  Randy Randall  Date:  3/14/16  Phone:  x6209

Reviewed by City Attorney:  Kelly A. Brennan  Date:  3/14/2016   
(Signature)

Reviewed by Finance Director:  [Signature]  Date:  3-14-2016   
(Signature)

**Section B. Summary**

Briefly explain the purpose and major provisions of the bill/resolution:

This resolution would authorize the renovation of the family kitchen at the convention center to a commercially rated kitchen that would be available for hourly rental. This would provide student chefs and entrepreneurs the opportunity to develop their skills in a publicly available facility.

**Section C. Fiscal Impact**

**Note:** Financial information on this FIR does not directly translate into a City of Santa Fe budget increase. For a budget increase, the following are required:

- a. The item must be on the agenda at the Finance Committee and City Council as a "Request for Approval of a City of Santa Fe Budget Increase" with a definitive funding source (could be same item and same time as bill/resolution)
- b. Detailed budget information must be attached as to fund, business units, and line item, amounts, and explanations (similar to annual requests for budget)
- c. Detailed personnel forms must be attached as to range, salary, and benefit allocation and signed by Human Resource Department for each new position(s) requested (prorated for period to be employed by fiscal year)\*

**1. Projected Expenditures:**

- a. Indicate Fiscal Year(s) affected – usually current fiscal year and following fiscal year (i.e., FY 03/04 and FY 04/05)
- b. Indicate: "A" if current budget and level of staffing will absorb the costs  
"N" if new, additional, or increased budget or staffing will be required
- c. Indicate: "R" – if recurring annual costs  
"NR" if one-time, non-recurring costs, such as start-up, contract or equipment costs
- d. Attach additional projection schedules if two years does not adequately project revenue and cost patterns
- e. Costs may be netted or shown as an offset if some cost savings are projected (explain in Section 3 Narrative)

Finance Director: \_\_\_\_\_

\_\_\_\_\_ Check here if no fiscal impact

Column #:	1	2	3	4	5	6	7	8
Expenditure Classification	FY <u>16</u>	"A" Costs Absorbed or "N" New Budget Required	"R" Costs Recurring or "NR" Non-recurring	FY <u>17</u>	"A" Costs Absorbed or "N" New Budget Required	"R" Costs – Recurring or "NR" Non-recurring	Fund Affected	
Personnel*	\$ _____	_____	_____	\$ _____	_____	_____	_____	
Fringe**	\$ _____	_____	_____	\$ _____	_____	_____	_____	
Capital Outlay	\$32,000	_____	_____	\$ _____	_____	_____	_____	
Land/ Building	\$ _____	_____	_____	\$ _____	_____	_____	_____	
Professional Services	\$ _____	_____	_____	\$ _____	_____	_____	_____	
All Other Operating Costs	\$ 2500	_____	_____	\$ 2500	_____	_____	_____	
Total:	\$34,500	_____	_____	\$ 2500	_____	_____	_____	

\* Any indication that additional staffing would be required must be reviewed and approved in advance by the City Manager by attached memo before release of FIR to committees. \*\*For fringe benefits contact the Finance Dept.

**2. Revenue Sources:**

- a. To indicate new revenues and/or
- b. Required for costs for which new expenditure budget is proposed above in item 1.

Column #:	1	2	3	4	5	6
Type of Revenue	FY <u>17</u>	"R" Costs Recurring or "NR" Non-recurring	FY <u>18</u>	"R" Costs – Recurring or "NR" Non-recurring	Fund Affected	
Rentals	\$30,000	_____	\$30,000	_____	_____	
_____	\$ _____	_____	\$ _____	_____	_____	
_____	\$ _____	_____	\$ _____	_____	_____	
Total:	\$30,000	_____	\$30,000	_____	_____	



**3. Expenditure/Revenue Narrative:**

Explain revenue source(s). Include revenue calculations, grant(s) available, anticipated date of receipt of revenues/grants, etc. Explain expenditures, grant match(s), justify personnel increase(s), detail capital and operating uses, etc. (Attach supplemental page, if necessary.)

Revenue generated from rental of the kitchen. Cost beyond initial equipment is for miscellaneous supplies and repair.

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**Section D. General Narrative**

**1. Conflicts:** Does this proposed bill/resolution duplicate/conflict with/companion to/relate to any City code, approved ordinance or resolution, other adopted policies or proposed legislation? Include details of city adopted laws/ordinance/resolutions and dates. Summarize the relationships, conflicts or overlaps.

None identified.

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**2. Consequences of Not Enacting This Bill/Resolution:**

Are there consequences of not enacting this bill/resolution? If so, describe.

The convention center would not renovate their kitchen to commercial standards.

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**3. Technical Issues:**

Are there incorrect citations of law, drafting errors or other problems? Are there any amendments that should be considered? Are there any other alternatives which should be considered? If so, describe.

None identified.

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**4. Community Impact:**

Briefly describe the major positive or negative effects the Bill/Resolution might have on the community including, but not limited to, businesses, neighborhoods, families, children and youth, social service providers and other institutions such as schools, churches, etc.

Santa Fe is known for its high quality restaurants. There is currently no readily available commercial kitchen available to rent in the area. Renovating the convention center family kitchen into a commercial kitchen would promote the development of the next generation of chefs in the city.

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