



CITY OF ALBUQUERQUE CITY COUNCIL

MEMORANDUM

TO: All Councilors

FROM: Tom Menicucci, Associate Director, Capital and Community Projects

SUBJECT: Project Management of City Council Sponsored Projects and Hallmark Capital Projects.

DATE: May 18th, 2026

This Other Communication is submitted to the Twenty Seventh City Council to inform the Councilors that the attached memo replaces O-26-1 and provides a working agreement with the Administration for initiating and managing Councilor's capital projects. The memo was negotiated, (with the consent of the sponsoring Councilor for O-26-1) between the Director of DMD and City Council Staff. The memo will be placed into and become part of the City Council's Operating Procedures. The procedures in the memo are a pilot project and after 12 months a review will occur between the City Council and the Administration as to their effectiveness and if they should be continued or amended.

The intent of these procedures is three-fold. First, to include Councilors and Council staff more directly and thoroughly in the design process. Second, to utilize the integration of Councilors and Council Staff in the design process to improve the alignment of project goals with project design outcomes, especially hallmark projects that are unique to a Council District. Third, to more efficiently and quickly complete the design phase of small projects by utilizing the capacity of City Council Staff and the council on-call design contracts.

Thank you



CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

Mayor Timothy M. Keller

INTER-OFFICE MEMORANDUM

May 6, 2026

TO: Klarissa J. Peña, President, City Council

FROM: Samantha Sengel, EdD, Chief Administrative Officer 

SUBJECT: Project Management of City Council Sponsored and Hallmark Capital Projects

Over the past month, the Department of Municipal Development has been working with Council Services staff and City Councilor Grout to develop a shared understanding and agreement for project management and processes for City Council sponsored and hallmark projects. Based on that work, the Administration agrees to the following process for the project management of City Council sponsored and hallmark capital projects:

- A. For projects fully funded through Council set aside or where full funding was secured by the Councilor from state capital outlay or funded by a mix of capital outlay and council set aside ("Council sponsored projects"), at the request of the Councilor, the applicable City Department shall meet with the Councilor and appropriate staff to discuss the Councilor's goals and objectives for the project; available funding; project scope; the design schedule; procurement of a general contractor; and project staffing *prior* to beginning design or engaging a design consultant.
- B. For Council sponsored projects, the Councilor and applicable Department Director shall develop a plan for project staffing from conceptual design through construction documents, including identification of the project manager; which, if any, consultant, shall design the project; the participation of the applicable Department and Council staff in project meetings; and the frequency of project updates. This may include the formation of a "project committee," consisting of representatives from both City Council and the applicable Department to discuss the scope, schedule, and execution of a Council sponsored project. The Councilor (or staff) and the applicable Department Director shall memorialize a project plan in writing.
- C. For City Council hallmark projects such as signs, gardens, monuments, arches, etc, regardless of funding source, at the request of the Councilor, the Councilor (or designated staff) and the applicable Department Director (or designated staff) shall co-chair a project committee through 30 percent design. The applicable Department shall chair the committee to full design. Project management responsibilities shall be held by the

Department of Municipal Development or the applicable Department Director, subject to coordination with the project committee.

Through our mutual agreement, I believe we will find that these projects will benefit from both our shared understanding and our commitment to work to improve efficiency and effectiveness. I look forward to reviewing together how this arrangement is working in a year, April 2027, to refine as we all see fit.