

**Regular Meeting of the Finance Committee  
November 10, 2025 at 5:00 PM  
Council Chambers, City Hall  
200 Lincoln Avenue  
MINUTES**

---

1. Call to Order

The Regular Meeting of the Finance Committee was called to order by Councilor Romero-Wirth at 5:04 PM, on Monday, November 10, 2025, in the Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

2. Roll Call

**MEMBERS PRESENT**

Councilor Carol Romero-Wirth  
Councilor Signe Lindell  
Councilor Jamie Cassutt  
Councilor Pilar Faulkner  
Councilor Lee Garcia

**MEMBERS EXCUSED**

**OTHER PARTICIPANTS ATTENDING**

Emily Oster, Director, Finance Department

3. Approval of Agenda

**MOTION** A motion was made by Councilor Cassutt, seconded by Councilor Faulkner, to Amend.

**VOTE** The motion Passed on a voice vote.

Item r to be removed from Agenda.

4. Approval of Consent Agenda

**MOTION** A motion was made by Councilor Cassutt, seconded by Councilor Faulkner, to Approve.

**VOTE** The motion Passed on a voice vote.

No items were pulled for discussion.

5. Presentations

- a. Finance Department Staff Recognition. (Emily K. Oster, Finance Director; ekoster@santafenm.gov )

- b. Month-End and Year-End Close Internal Audit. (Chelsea Ritchie, Baker Tilly; chelsea.ritchie@bakertilly.com)

6. Action Items: Consent Agenda

- a. Request for Approval of the October 27, 2025, Finance Committee Meeting Minutes. (Emily K. Oster, Finance Director; ekoster@santafenm.gov)

**Committee Review:**

Finance Committee: 11/10/2025

Approved on Consent.

- b. Request for Approval of Amendment No. 1 to Item #25-0233 with Carr, Riggs and Ingram, LLC to Allow the City of Santa Fe to Submit Separate Financial and Single Audit Reports. (Emily K. Oster, Finance Director; ekoster@santafenm.gov and Matthew Bonifer, Accounting Officer; mtbonifer@santafenm.gov)

**Committee Review:**

Finance Committee: 11/10/2025

Governing Body: 11/12/2025

Approved on Consent.

- c. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$1,000,000 from Available General Fund Balance to FY26 Parks and Open Space WIP Construction for Shelby Pedestrian Bridge Replacement. (Scott Overlie, PW Project Manager III; saoverlie@santafenm.gov)

**Committee Review:**

Finance Committee: 11/10/2025

Governing Body: 11/12/2025

Approved on Consent.

- d. Request for Approval of the 2023 Hazardous Mitigation Grant Program Sub-Grant Agreement DR-4652-0041-NM with the New Mexico Department of Homeland Security and Emergency Management for the Cerro Gordo Culvert Improvements Design Project in the Total Amount of \$797,143.90 through May 14, 2028. (Kyle Morgan, Interim Director Office of Emergency Management; klmorgan@santafenm.gov.)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Appropriate \$607,173 from the Grant and \$189,971 from Stormwater Utility Funds to WIP Design and Professional Contracts.

**Committee Review:**

Public Works and Utilities Committee: 11/03/2025

Finance Committee: 11/10/2025

Governing Body: 11/12/2025

Approved on Consent.

- e. Request for Approval of Capital Appropriation Grant Agreement with New Mexico Department of Finance and Administration for Project 25-J3153 Improvements to the Genoveva Chavez Community Center in the Total Amount of \$100,000 with a Reversion Date of June 30, 2029. (Sam Burnett, Facilities Division Director; jsburnett@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$99,000 to FY26 Revenue and Facilities WIP Construction for Improvements to the Genoveva Chavez Community Center.

**Committee Review:**

Public Works and Utilities Committee: 11/03/2025

Finance Committee: 11/10/2025

Governing Body: 11/12/2025

Approved on Consent.

- f. Request for Approval of a Budget Amendment Resolution (BAR) from Water and Wastewater Enterprise Cash Balances in the Total Amount of \$176,549 to Fund Operator Certification Level-Based Retention Incentive Pilot Program. (Jonathan Montoya, Interim Water Division Director; jmmontoya@santafenm.gov)

**Committee Review:**

Public Works and Utilities Committee: 11/03/2025

Finance Committee: 11/10/2025

Governing Body: 11/12/2025

Approved on Consent.

- g. Request for Approval of Amendment No. 1 to Small Enterprise Agreement Item #22-0583 with Environmental Systems Research Institute, Inc. to Increase the Compensation by \$270,900 for a New Total of \$435,900 and to Extend the Termination Date to December 31, 2028, to Support Citywide Mapping Needs for Public Works, 911 Addressing, City Events, Utilities, and Land Use. (Eric Candelaria, ITT Director; edcandelaria@santafenm.gov)

**Committee Review:**

Public Works and Utilities Committee: 11/03/2025

Finance Committee: 11/10/2025

Governing Body: 11/12/2025

Approved on Consent.

- h. Request for Approval of a Memorandum of Agreement (MOA) with New Mexico Health Care Authority in the Total Amount of \$833,228.51 to Facilitate

an Inter-Governmental Transfer of Funds for the Purpose of Participation in the NM Ambulance Supplemental Payment Program through June 30, 2026.  
(Brian Moya, Fire Chief; bjmoya@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$833,229 from the MOA to Miscellaneous Expenses to Fund the Ambulance Supplemental Payment Program.

**Committee Review:**

Public Works and Utilities Committee: 11/03/2025

Finance Committee: 11/10/2025

Governing Body: 11/12/2025

Approved on Consent.

- i. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$100,000 from Grant Proceeds Awarded to Fire Department from the New Mexico Department of Health, Pursuant to the Emergency Medical Services Fund Act and Rules 7.27.4 NMAC.(Brian Moya, Fire Chief; bjmoya@santafenm.gov)

**Committee Review:**

Public Works and Utilities Committee: 11/03/2025

Finance Committee: 11/10/2025

Governing Body: 11/12/2025

Approved on Consent.

- j. Request for Approval of a Lease Agreement with Wolf and Mermaid Enterprises, LLC to Operate the Kitchen in the Terminal at Santa Fe Regional Airport In the Total Amount of \$10,600.50 for the First Year for an Initial Term of Five Years with Two Option Terms of Five Years Each. (Jimmy Gunn, Airport Manager; jdgunn@santafenm.gov, and Terry Lease, Asset Development Manager; tjlease@santafenm.gov)

**Committee Review:**

Public Works and Utilities Committee: 11/03/2025

Finance Committee: 11/10/2025

Governing Body: 11/12/2025

Approved on Consent.

- k. Request for Approval of the Purchase of One Automated Side-Loading Collection Vehicle in the Total Amount of \$372,062.47, Excluding NMGRT with Pete's Equipment Repair, Inc. (Martin Valdez, ESD Fleet Manager; mjvaldez@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 11/05/2025

Finance Committee: 11/10/2025  
Governing Body: 11/12/2025

Approved on Consent.

- i. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$1,613,334 to Re-Appropriate Unused Funding from the Affordable Housing Trust Fund FY25 Budget to FY26 Affordable Housing Trust Fund. (Faviola Chavez, Director of Office of Affordable Housing; fachavez@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 11/05/2025  
Finance Committee: 11/10/2025  
Governing Body: 11/12/2025

Approved on Consent.

- m. Request for Approval of Amendment No. 6 to Item #19-0872, Amended and Restated Lease Agreement with Santa Fe Recovery Center to Reduce the Size of the Premises and Extend the Term to January 15, 2026, to Occupy City Owned Buildings Located at 1600 St. Michael's Drive. (Terry Lease, Asset Development Manager; tjlease@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 11/05/2025  
Finance Committee: 11/10/2025  
Governing Body: 11/12/2025

Approved on Consent.

- n. Request for Approval of a Lease Agreement with Deere Credit, Inc./John Deere Financial for a Motor Grader for Streets Maintenance in the Total Amount of \$365,798 Including NMGRT for a Five Year Term Ending September 2030. (Marcos Esquibel, Interim Complete Streets Director; [mpesquibel@santafenm.gov](mailto:mpesquibel@santafenm.gov))

**Committee Review**

Finance Committee: 11/10/2025  
Governing Body, Discussion Agenda: 11/12/2025

Approved on Consent.

- o. CONSIDERATION OF RESOLUTION NO. 2025-\_\_\_\_. (Councilor Amanda Chavez and Councilor Jamie Cassutt)  
A Resolution Authorizing City of Santa Fe Representatives and Agents to Sign Agreements and Requests for Payment Regarding New Mexico Department of Transportation, Appropriation ID Number J3296, Control Number C5253296, to Acquire Rights of Way for and to Plan, Design, and Construct Improvements to Rufina Street and Lopez Lane Intersection and Accepting Responsibility for the Project. (Regina Wheeler, Public Works Department Director;

rawheeler@santafenm.gov)

**Committee Review:**

Governing Body (Introduced): 10/29/2025

Public Works and Utilities Committee: 11/03/2025

Finance Committee: 11/10/2025

Governing Body: 11/12/2025

Approved on Consent.

- p. CONSIDERATION OF RESOLUTION NO. 2025-\_\_\_\_\_. (Councilor Amanda Chavez and Councilor Jamie Cassutt)  
A Resolution Authorizing City of Santa Fe Representative and Agents to Sign Agreements and Requests for Payment Regarding New Mexico Department of Transportation, Appropriation ID Number I3319, Control Number C5243319, to Acquire Rights of Way for and to Plan, Design, Construct Improvements to Rufina Street and Lopez Lane Intersection and Accepting Responsibility for the Project. (Regina Wheeler, Public Works Department Director; rawheeler@santafenm.gov)

**Committee Review:**

Governing Body (Introduced): 10/29/2025

Public Works and Utilities Committee: 11/03/2025

Finance Committee: 11/10/2025

Governing Body: 11/12/2025

Approved on Consent.

- q. CONSIDERATION OF RESOLUTION NO. 2025-\_\_\_\_\_. (Mayor Alan Webber, Councilor Jamie Cassutt, and Councilor Pilar Faulkner)  
A Resolution Requiring a "Micro Community" in Every City of Santa Fe Council District by January 1, 2027, or, if that Timeline is not met, A Presentation explaining the Barriers to Meeting the Timeline and Recommending How and When the Goal of a Micro Community in Every District Can Be Achieved. (Henri Hammond-Paul, Community Health and Safety Director; hmhammondpaul@santafenm.gov)

**Committee Review:**

Governing Body (Introduced): 09/24/2025

Quality of Life Committee: 10/01/2025

Finance Committee: 10/27/2025

Governing Body: 10/29/2025 (**POSTPONED TO GOVERNING BODY 11/12/2025 & REFERRED BACK TO COMMITTEE**)

Public Works and Utilities Committee: 11/03/2025

Quality of Life Committee: 11/05/2025

Finance Committee: 11/10/2025

Governing Body: 11/12/2025

Approved on Consent.

- r. CONSIDERATION OF RESOLUTION NO. 2025-\_\_\_\_. (Mayor Alan Webber)  
A Resolution Establishing the City of Santa Fe's Priorities for Consideration by the New Mexico State Legislature During the 57<sup>th</sup> Legislature – State of New Mexico – Second Session, 2026. (Marci Eannarino, Legislation and Policy Innovation Manager; maeannario@santafenm.gov and Christine Spiers, Legislative Assistant; cmspiers@santafenm.gov)

**Committee Review:**

Governing Body (Introduced): 11/12/2025  
Public Works and Utilities Committee: 12/01/2025  
Quality of Life Committee: 12/03/2025  
Finance Committee: 12/08/2025  
Governing Body: 12/10/2025

Approved on Consent.

7. Action Items: Discussion Agenda
8. Matters from Staff
9. Matters from the Committee
10. Matters from the Chair
11. Next Meeting: Monday, December 08, 2025
12. Adjourn

Meeting Adjourned at 5:29 P.M.

*ERMINIA TAPIA*

---

Liaison

---

Chair