

Regular Meeting of the Finance Committee
April 7, 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, April 7, 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 Faulkner, seconded by Councilor Cassutt, to Approve.

VOTE The motion Passed on a voice vote.

4. Approval of Consent Agenda

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

VOTE The motion Passed on a voice vote.

The following items were pulled for discussion:

- Item b
- Item m
- Item r
- Item s

5. Presentations

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

6. Action Items: Consent Agenda

- a. Request for Approval of the March 24, 2025, Finance Committee Meeting Minutes. (Emily K. Oster, Finance Director; ekoster@santafenm.gov)

Committee Review:

Finance Committee: 04/07/2025

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

VOTE The motion Passed on a voice vote.

- b. Request for Approval of General Service Contract with Vertosoft, LLC for the Purchase of OpenGov eProcurement Solutions and Implementation Services in the Total Amount of \$550,236.73, Plus NMGRT, for a Five-Year Term. (Travis Dutton-Leyda, Purchasing Officer; tkduttonleyda@santafenm.gov)

Committee Review:

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

- c. Request Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$150,000 from Paint and Sign Service Contracts to Streets and Roadways CIP WIP Construction for the St. Michael's Drive Intersection Improvements. (Jennifer Morrow, Complete Streets Division Director, jlmorrow@santafenm.gov)

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

- d. Request for Approval of a New Mexico Department of Finance and Administration (DFA) General Fund 93100 Capital Appropriation Project Grant

24-I3136 in the Amount of \$3,425,000 for Soccer Valley with a Reversion Date of June 30, 2028. (Scott A. Overlie, Parks and Open Space PW Project Manager; saoverlie@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate the DFA Funding in the Amount of \$3,425,000 into FY25 Municipal Recreation Complex Capital Projects CIP Revenue and WIP Construction.

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

- e. Request for Approval of a New Mexico Department of Finance and Administration (DFA) General Fund 93100 Capital Appropriation Project Grant 23-H4259 in the Amount of \$100,000 for Phase 2 Improvements at Southwest Activity Node Park (SWAN Park Phase II) with a Reversion Date of June 30, 2025. (Scott A. Overlie, Public Works Project Manager; saoverlie@santafenm.gov)

1. Request Approval of a Budget Amendment Resolution (BAR) to Allocate the DFA Funding in the Amount of \$100,000 into FY25 Parks and Trails CIP Revenue and WIP Design.

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

- f. Request for Approval of a Grant Agreement with the US Department of Transportation Federal Transit Administration (FTA) for Section 5339 Funding for Public Transportation Capital Funding in the Total Amount of \$146,402. (Gabrielle Chavez, Transit Director of Administration; gnchavez@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$172,240 with \$146,402 from the FTA Grant and \$25,838 in Required Matching Funds from the Transit Fund Balance to FY25 Transit

Grant Revenue and Vehicles.

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

- g. Request for Approval of a Grant Agreement with the US Department of Transportation Federal Transit Administration (FTA) for Section 5339 Funding for Public Transportation Capital Funding in the Total Amount of \$166,924. (Gabrielle Chavez, Transit Director of Administration; gnchavez@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$205,337 with \$166,924 from the FTA Grant and \$38,413 Matching Funds from the Transit Fund Balance to FY25 Transit Grant Revenue, WIP Design, and Vehicles.

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

- h. Request for Approval of a Grant Agreement with the US Department of Transportation Federal Transit Administration (FTA) for Section 5339 Funding for Public Transportation Capital Funding in the Total Amount of \$143,017. (Gabrielle Chavez, Transit Director of Administration; gnchavez@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$178,772 with \$143,017 from the FTA Grant and \$35,755 Matching Funds from Transit Fund Balance to FY25 Transit Revenue and WIP Design.

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

- i. Request For Approval of Amendment No. 2 to Item #24-0350 with the New Mexico Department of Transportation (NMDOT) Aviation Division Grant #SAF-24-01 to Increase Compensation by \$269,180 for a New Total Amount of \$6,869,180 and to Extend the Expiration Date to June 30, 2026, for Air Service Terminal Expansion and Infrastructure Improvements. (James Harris, Airport Director, jcharris@santafenm.gov and Kelly Bynon, Administrative Manager, kabynon@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$269,180 to Increase WIP Construction Fund Using NMDOT Funding for Airport Infrastructure and Airport Terminal Project.

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

- j. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$541,578 to Increase WIP Construction, Vehicles Under 1.5 Tons, and Additional Operating Categories with Funding from Airport Rescue Grant 3-35-0037-057-2021. (James Harris, Airport Manager; jcharris@santafenm.gov and Kelly Bynon, Administrative Manager; kabynon@santafenm.gov)

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

- k. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$1,503,000 to Increase WIP Construction and Equipment Over \$5K Using FY25 Airport Revenue in Excess of Budgeted Expenditures for the Purchase of Generators, HVAC, and the Airfield Marking Project that is Required by the Federal Aviation Administration. (James Harris, Airport

Director, jcharris@santafenm.gov; Kelly Bynon, Administrative Manager, kabynon@santafenm.gov)

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

- i. Request for Approval of a Budget Amendment Resolution (BAR) in the Amount of \$76,000 from the Water Enterprise Cash Fund to Water Engineering Software Over \$5k for Predictive Water Main Failure Software. (Taylor Jurgens, Engineer: trjurgens@santafenm.gov)

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

- m. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$794,164 from Lodgers Tax Fund Balance to the Arts and Culture Department FY25 Budget for Ongoing Arts and Culture Initiatives and Greer Garson Theater Feasibility Study. (Chelsey Johnson, Arts and Culture Director; cxjohnson@santafenm.gov)

Committee Review:

Quality of Life Committee: 04/02/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

- n. Request for Approval of the Grant Agreement with the New Mexico Environment Department in the Total Amount of \$160,000 for the Capital Project SAP 24-12458-GF Vereda de Valencia Stormwater with a Reversion Date of June 30, 2028. (Zoe Isaacson, River and Watershed Manager; zrisaacson@santafenm.gov)

1. Request for Approval of the Memorandum of Understanding with North Central New Mexico Economic Development District for Fiscal Agent Services Related to Capital Project SAP 24-I2458-GF.

2. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$160,000 from the Capital Appropriation Grant SAP 24-I2458-GF for Vereda de Valencia Stormwater to FY25 Stormwater Revenue and WIP Design.

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

- o. Request for Approval of the Grant Agreement with the New Mexico Environment Department in the Total Amount of \$210,000 for the Capital Project SAP 24-I2457-GF Jemez Road Sewer with a Reversion Date of June 30, 2028. (Fred Heerbrandt, PE, Wastewater Engineering Supervisor, pfheerbrandt@santafenm.gov)

1. Request for Approval of the Memorandum of Understanding with North Central New Mexico Economic Development District for Fiscal Agent Services related to Capital Project SAP 24-I2457-GF.

2. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$210,000 from the Capital Appropriation Grant SAP 24-I2457-GF for Jemez Road Sewer to FY25 Wastewater Utility Revenue and WIP Construction.

Committee Review:

Public Works and Utilities Committee: 03/31/25

Finance Committee: 04/07/25

Governing Body: 04/09/25

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

VOTE The motion Passed on a voice vote.

- p. Request for Approval of Amendment No.1 to Item #24-0576 with GM Emulsion LLC. to Increase the Compensation by \$1,000,000 for a New Total Contract Amount of \$1,500,000 for Sludge Hauling. (Fred Heerbrandt, P.E., Engineering Supervisor, pfheerbrandt@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Amount of \$1,000,000 from the WWMD Enterprise Fund to Service Contracts.

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

- q. Request for Approval of Amendment No. 1 to Item #24-0574 with Serrano Trucking, Inc. to Increase the Compensation by \$1,000,000 for a New Total Contract Amount of \$1,500,000 for Sludge Hauling. (Fred Heerbrandt P.E., Engineering Supervisor, pfheerbrandt@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$1,000,000 from the WWMD Enterprise Fund to the Service Contracts.

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

- r. Request for Approval of an Administrative Services Contract with Blue Cross and Blue Shield of New Mexico for Health Benefits Administration Services in the Amount of \$23,054,885 for the First Year Excluding NMGRT and Total Amount of \$92,219,540 Including NMGRT for the Term of the Four-Year Contract Based on Available Budget and Services Provided. (Bernadette Salazar, Human Resources Director; bjsalazar@santafenm.gov and Alvin Valdez, Benefits and Wellness Manager; aavaldez1@santafenm.gov)

Committee Review:

Quality of Life Committee: 04/02/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

- s. Request for Approval of a General Services Contract with University of New Mexico Anderson School Center for Responsible Entrepreneurship for Entrepreneurship Support, Training, and Administering an Accelerator Program in the Total Amount of \$300,000 for a Two-Year Term. (Eric Renz-Whitmore, Economic Development Specialist; edrenzwithmore@santafenm.gov and Johann Nelson, Office of Economic Development Director; jcnelson@santafenm.gov)

Committee Review:

Quality of Life Committee: 12/04/2024

Economic Development Advisory Committee: 04/02/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

MOTION A motion was made by Councilor Cassutt, seconded by Councilor Lindell, to move Item s to be heard before Item r.

VOTE The motion Passed on a voice vote.

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

VOTE The motion Passed on a voice vote.

- t. CONSIDERATION OF RESOLUTION NO. 2025-____. (Councilor Amanda Chavez)
A Resolution Authorizing Representatives and Agents for an Agreement with the New Mexico Environment Department, Regarding Agreement Number SAP-24-I2458-GF, to Plan, Design and Construct Wastewater System Improvements, Including Sewer Services and a Stormwater Plan for Vereda de Valencia. (Zoe Isaacson, River and Watershed Manager; zrisaacson@santafenm.gov)

Committee Review:

Governing Body (Introduced): 03/26/2025

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

- u. CONSIDERATION OF RESOLUTION NO. 2025-____. (Councilor Amanda Chavez)
A Resolution Authorizing Representatives and Agents for an Agreement with the New Mexico Environment Department, Regarding Agreement Number SAP-24-I2455-GF, to Acquire Land For, and Plan, Design, Construct, Purchase, Repair, Permit, and Improve, a Regional Wastewater Treatment Plant. (Mike Dozier, Wastewater Division Director; mldozier@santafenm.gov)

Committee Review:

Governing Body (Introduced): 03/26/2025
Public Works and Utilities Committee: 03/31/2025
Finance Committee: 04/07/2025
Governing Body: 04/09/2025

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

VOTE The motion Passed on a voice vote.

7. Action Items: Discussion Agenda
8. Matters from Staff
9. Matters from the Committee
10. Matters from the Chair
11. Next Meeting: Monday, April 28, 2025
12. Adjourn

Meeting Adjourned at 6:57 P.M.

ERMINIA TAPIA

Liaison



Chair







Finance Committee Minutes 4.7.25

Final Audit Report

2025-05-03

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