



# AGENDA

SPECIAL MEETING OF THE  
PUBLIC WORKS AND UTILITIES  
COMMITTEE  
AUGUST 23, 2021 5:00 PM  
ATTEND VIRTUALLY

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## SPECIAL PROCEDURES FOR PUBLIC WORKS AND UTILITIES COMMITTEE MEETING

**Attendance:** In response to the State's declaration of a Public Health Emergency, the Mayor's Proclamation of Emergency, and the ban on public gatherings in excess of those permitted in the current Public Health Order, and the need to incorporate technology and practices to re-institute in-person meetings consistent with the limitations established by the Order, the Public Works and Utilities meeting will be conducted virtually.

**Viewing:** Members of the public may stream the meeting live on the City of Santa Fe's YouTube channel at <https://www.youtube.com/user/cityofsantafe>. The YouTube live stream can be accessed at this address from most smartphones, tablets, or computers.

**Internet:** To join the Zoom meeting on the internet using a computer, laptop, smartphone, or tablet, use the following link: <https://santafenmgov.zoom.us/j/91023070113?pwd=QTJrQjI3M2c3TFpCRjVaRkJYZU53UT09>.

**Passcode: 141109**

Attendees should use the "Raise Hand" function to be recognized by the Chair to speak at the appropriate time.

**Phone:** To join the Zoom meeting using a phone, use the following phone numbers and Webinar ID: **US: 1 (346) 248-7799 - Webinar ID: 910 2307 0113 - Passcode: 141109**

Phone attendees should press \*9 to use the "Raise Hand" function to be recognized by the Chair to speak at the appropriate time.

The agenda and packet for the meeting will be posted at <https://santafe.primegov.com/public/portal>.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF CONSENT AGENDA**



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5. **APPROVAL OF MINUTES**

- a. Approval of minutes from the August 9, 2021 Public Works and Utilities Committee.

6. **PRESENTATION/INFORMATIONAL ITEMS**

- a. Update on Public Works Employee Training for the FY21 4<sup>th</sup> Quarter. (Regina Wheeler, Public Works Director, rawheeler@santafenm.gov, 955-6622)

7. **ACTION ITEMS: CONSENT**

- a. CONSIDERATION OF RESOLUTION NO. 2021-\_\_\_. (Councilor Cassutt)  
A Resolution Finding the Building and Premises Located at 3003 Calle Caballero to be Ruined, Damaged, and Dilapidated and a Menace to the Public Comfort, Health, Peace, and Safety; Ordering the Owner of Record of 3003 Calle Caballero to Remove the Building, Rubbish, and Debris from the Municipality; and Providing that if the Owner of Record of 3003 Calle Caballero Does Not Remove the Building Rubbish, and Debris, the City of Santa Fe Shall Remove the Building, Rubbish, and Debris and Place a Lien on the Property in an Amount of the Cost of the City's Clean-Up Efforts. (Mike Prinz, Assistant City Attorney; mnprinz@santafenm.gov, 955-6554)

**Committee Review:**

Introduced: 08/02/21

Finance Committee: 08/16/21

Public Works and Utilities Committee: 08/23/21

Governing Body: 08/25/21

8. **MATTERS FROM STAFF**

9. **MATTERS FROM THE COMMITTEE**

10. **MATTERS FROM THE CHAIR**

11. **NEXT MEETING: Tuesday, September 7, 2021**



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## 12. **ADJOURN**

**Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521, five (5) working days prior to meeting date.**



# MINUTES

REGULAR MEETING OF  
THE PUBLIC WORKS AND  
UTILITIES COMMITTEE  
AUGUST 09, 2021 AT 5:00 PM  
VIRTUAL MEETING

1. **CALL TO ORDER**
2. **ROLL CALL**

**Members Present:**

Councilor Chris Rivera  
Councilor Michael Garcia  
Councilor Roman Abeyta  
Councilor Signe Lindell  
Councilor JoAnne Vigil Coppler

**Members Excused:**

None

**Others Attending:**

Jamie-Rae Diaz, Administrative Manager  
Regina Wheeler, Public Works Department Director  
Shannon Jones, Public Utilities Department Director  
Jennifer Faubion, Attendee  
Romella Glorioso-Moss, Attendee  
Thomas Martinez, Attendee  
Tom Graham, Attendee  
Zoe Isaacson, Attendee  
Alexandra Ladd, Attendee  
Brian Moya, Attendee  
Randy Randall, Attendee

3. **APPROVAL OF AGENDA**

**MOTION:** Councilor Abeyta moved, seconded by Councilor Lindell, to approve the as presented.

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Councilor Garcia, Councilor Abeyta, Councilor Lindell, Councilor Vigil Coppler

**Against:** None



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**Abstain:** None

## 4. APPROVAL OF CONSENT AGENDA

**MOTION:** Councilor Lindell moved, seconded by Councilor Abeyta, to approve the as presented.

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Councilor Garcia, Councilor Abeyta, Councilor Lindell, Councilor Vigil Coppler

**Against:** None

**Abstain:** None

## 5. APPROVAL OF MINUTES

- a. Approval of Minutes from the July 26, 2021 Public Works and Utilities Committee.

**MOTION:** Councilor Lindell moved, seconded by Councilor Garcia, to approve the minutes as presented.

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Councilor Garcia, Councilor Abeyta, Councilor Lindell, Councilor Vigil Coppler

**Against:** None

**Abstain:** None

## 6. PRESENTATION



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- a. Update on Public Utilities Employee Training for the FY 21 4th Quarter. (Shannon Jones, Public Utilities Department Director, swjones@santafenm.gov, 955-4267)
- b. The Santa Fe Data Platform (Jennifer Faubion, Council Liaison: jrfaubion@santafenm.gov, 505-955-6033)

## 7. ACTION ITEMS: CONSENT

- a. CONSIDERATION OF BILL NO. 2021-17. ADOPTION OF ORDINANCE 2021-\_\_\_\_. (Mayor Webber)  
An Ordinance Authorizing the City of Santa Fe (“Borrower”) to Enter into a Loan Agreement with the New Mexico Environment Department (“NMED”) for the Purpose of Obtaining Project Loan Funds up to the Amount of \$4,000,000 Plus Accrued Interest and Loan Subsidy Grant Funds in the Amount of \$180,000 for Total Funded Amount not to Exceed \$4,180,000; Designating the Use of the Funds for the Purpose Defined in the Most Current Project Description Form as Approved by NMED; Declaring the Necessity for the Loan; Providing that the Loan Will be Payable and Collectible Solely from the Borrower’s Pledged Revenues Defined Below; and Prescribing Other Details Concerning the Loan and the Security Therefore. (Melissa McDonald, Acting Parks Division Director: mdmcdonald@santafenm.gov, 955-6840)

### **Committee Review:**

Introduced: 07/14/21

Finance Committee: 08/02/21

Public Works and Utilities Committee: 08/09/21

Governing Body (request to publish): 08/11/21

Governing Body (public hearing): 09/08/21

**MOTION:** Councilor Lindell moved, seconded by Councilor Abeyta, to approve the bill as presented to forward to 8/11/2021 Governing Body

**VOTE:** The motion was on the following Roll Call vote:

**For:** Councilor Rivera, Councilor Garcia, Councilor Abeyta, Councilor Lindell, Councilor Vigil Coppler



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**Against:** None

**Abstain:** None

- b. CONSIDERATION OF RESOLUTION NO.2021-\_\_\_. (Mayor Webber)  
A Resolution Authorizing the Assignment of Authorized Officer(s) and Agent(s) for Project Number CWSRF 088. (Melissa McDonald, Acting Parks Division Director: mdmcdonald@santafenm.gov, 955-6840)

**Committee Review:**

Introduced: 07/14/21

Finance Committee: 08/02/21

Public Works and Utilities Committee: 08/09/21

Governing Body: 08/11/21

**MOTION:** Councilor Lindell moved, seconded by Councilor Abeyta, to approve the bill as presented to forward to 8/11/2021 Governing Body.

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Councilor Garcia, Councilor Abeyta, Councilor Lindell, Councilor Vigil Coppler

**Against:** None

**Abstain:** None

- c. Request for Approval of Memorandum of Agreement between Santa Fe Public Schools and the City of Santa Fe in the Amount of \$195,000 for School Cross Guard Program for Four (4) School Years; Santa Fe Public Schools. (Regina Wheeler, Public Works Director, rawheeler@santafenm.gov, 955-6622)

**Committee Review:**

Finance Committee: 08/02/2021

Public Works & Utilities Committee: 08/09/2021



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Governing Body: 08/11/2021

**MOTION:** Councilor Lindell moved, seconded by Councilor Abeyta, to approve the memorandum of agreement (MOA) as presented to forward to 8/11/2021 Governing Body.

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Councilor Garcia, Councilor Abeyta, Councilor Lindell, Councilor Vigil Coppler

**Against:** None

**Abstain:** None

- d. Request Approval of Amendment No. 2 to the 2019 Annual Action Plan, Required by the U.S. Department of HUD that Describes Proposed Uses of CARES Act Funding in the Amount of \$581,333. (Alexandra Ladd, Director, Office of Affordable Housing, [agladd@santafenm.gov](mailto:agladd@santafenm.gov), 505-303-9868) **Committee Review:**  
Finance Committee: 08/02/2021  
Quality of Life Committee: 08/04/2021  
Public Works Committee: 08/09/2021  
Governing Body: 08/11/2021

**MOTION:** Councilor Vigil Coppler moved, seconded by Councilor Lindell, to approve the action plan as presented to forward to 8/11/2021 Governing Body

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Councilor Garcia, Councilor Abeyta, Councilor Lindell, Councilor Vigil Coppler

**Against:** None

**Abstain:** None



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- e. Request for Approval of Resolution, Cooperative Agreements, and Budget Adjustment Request (BAR) for CIP 853C Agua Fria / South Meadows Intersection Improvements Project Funding. (Thomas Graham, ADA Coordinator, tmgraham@santafenm.gov, 955-6654)
1. CONSIDERATION OF RESOLUTION NO. 2021-\_\_\_. (Councilor Rivera and Councilor Abeyta)  
A Resolution Accepting A Municipal Arterial Program (“MAP”) Cooperative Agreement Identified as Control Number L500473; and Accepting a Local Government Road Fund (“LGRF”) Cooperative Agreement Identified as Control Number L500444 from the New Mexico Department of Transportation (“NMDOT”) for the Planning, Design, Construction, Reconstruction, Pavement Rehabilitation, Construction Management, Drainage, Traffic Signal Improvements, and Miscellaneous Improvements of CIP 853C – Agua Fria and South Meadows Road Intersection Improvements Project.
  2. Request for Approval of a Municipal Arterial Program Cooperative Agreement (Munis Contract # 3202845) with the NMDOT in the Amount of \$124,444 for Planning, Design, Construction, Reconstruction, Pavement Rehabilitation, Construction Management, Drainage and Miscellaneous Improvements of CIP 853C – Agua Fria and South Meadows Road Intersection Improvements Project.
  3. Request for Approval of a Local Government Road Fund Cooperative Agreement (Munis Contract #3202844) with the NMDOT in the Amount of \$75,833 for the Reconstruction, Pavement Rehabilitation/Improvements, Traffic Signal Improvements and Miscellaneous Improvements of CIP 853C – Agua Fria and South Meadows Road Intersection Improvements Project.
  4. Request for Approval of Budget Adjustment Request (BAR) to Budget NMDOT Grant Funding Into WIP Construction (ORG / OBJ - 3309980.572970) in the Amount of \$150,208.

**Committee Review:**

Finance Committee: 08/02/2021

Public Works and Utilities Committee: 08/09/2021

Governing Body: 08/11/2021



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**MOTION:** Councilor Lindell moved, seconded by Councilor Abeyta, to approve the resolution as presented to forward to 8/11/2021 Governing Body

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Councilor Garcia, Councilor Abeyta, Councilor Lindell, Councilor Vigil Coppler

**Against:** None

**Abstain:** None

- f. Request for the Approval of the Oregon Cities Master Price Agreement for the purpose of procurement method to expend funds awarded to the Fire Department through the State of New Mexico Department of Finance and Administration Fund 89200 Capital Appropriation Project. (Brian Moya, Assistant Fire Chief, [bjmoya@santafenm.gov](mailto:bjmoya@santafenm.gov), (505)955-3111)
- 1) Request for Approval of Budget Amendment Resolutions

**Committee Review:**

Public Works & Utilities Committee: 08/09/2021

Finance Committee: 08/16/2021

Governing Body Committee: 08/25/2021

**MOTION:** Councilor Lindell moved, seconded by Councilor Abeyta, to approve the purchase as presented to forward to 8/16/2021 Finance Committee.

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Councilor Garcia, Councilor Abeyta, Councilor Lindell, Councilor Vigil Coppler

**Against:** None

**Abstain:** None



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- g. Request for the Approval of MOA in the Total Amount of \$485,000 for funding support of the Santa Fe Film office over a four year term beginning FY22, ending June 30, 2025: Contractor: Santa Fe County; (Randy Randall, TSF Executive Director, rrandall@santafenm.gov, 505-955-6209).

**Committee Review:**

Public Works and Utilities Committee: 8/9/2021

Finance Committee: 8/16/2021

Governing Body: 8/25/2021

**MOTION:** Councilor Lindell moved, seconded by Councilor Abeyta, to approve the memorandum of agreement (MOA) as presented to forward to 8/16/2021 Finance Committee

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Councilor Garcia, Councilor Abeyta, Councilor Lindell, Councilor Vigil Coppler

**Against:** None

**Abstain:** None

- h. CONSIDERATION OF RESOLUTION NO. 2021-\_\_\_. (Councilor Cassutt and Councilor Lindell)

A Resolution Approving the Design and Installation Plan for Banners Supporting the Food Depot's Tenth Annual "Neighbor to Neighbor Fund Drive". (Jesse Guillen, Legislative Liaison; jbg Guillen@santafenm.gov, 955-6518)

**Committee Review:**

Introduced: 07/28/21

Quality of Life Committee: 08/04/21

Public Works and Utilities Committee: 08/09/21

Governing Body: 08/11/21

**MOTION:** Councilor Lindell moved, seconded by Councilor Abeyta, to approve the resolution as presented 8/11/2021 Governing Body



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**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Councilor Garcia, Councilor Abeyta, Councilor Lindell, Councilor Vigil Coppler

**Against:** None

**Abstain:** None

- i. Request for Approval of Budget Adjustment Request (BAR) in the Amount of \$136,059 for the Dawson Park Project. (Melissa McDonald, Interim Parks Division Director, mamcdonald@santafenm.gov, 303-9502)

**Committee Review:**

Public Works & Utilities: 08/09/2021

Governing Body: 08/11/2021

**MOTION:** Councilor Lindell moved, seconded by Councilor Abeyta, to approve the budget adjustment resolution (BAR) as presented to forward o 8/11/2021 Governing Body

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Councilor Garcia, Councilor Abeyta, Councilor Lindell, Councilor Vigil Coppler

**Against:** None

**Abstain:** None

- j. Request for Approval of Professional Services Agreement with AECOM Technical Services Inc. in the amount of \$1,069,436.23 including NMGRT to provide Engineering Design services to CIP #501 St. Michael's Drive – Rail Trail Underpass project. (Romella Glorioso-Moss, PW Project Administrator, rsglorioso-moss@santafenm.gov, 505-955-6623)

**Committee Review:**

PW&U Committee – 08/09/2021



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Finance Committee – 08/16/2021  
Governing Body – 08/25/2021

**MOTION:** Councilor Lindell moved, seconded by Councilor Abeyta, to approve the professional services agreement (PSA) as presented to forward to 8/16/2021 Finance Committee.

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Councilor Garcia, Councilor Abeyta, Councilor Lindell, Councilor Vigil Coppler

**Against:** None

**Abstain:** None

- k. Request Approval of Budget Adjustment Request (BAR) in the Amount of \$750,000 to Purchase a Plow and Sweeper to Maintain Cerrillos Road and St. Michael's Drive for which the City Assumed Maintenance Responsibilities in August 2021. (Thomas Martinez, Acting Streets Division Director, tamartinez@santafenm.gov, 955- 2006)

**Committee Review:**

Governing Body: 08/11/2021

**MOTION:** Councilor Lindell moved, seconded by Councilor Abeyta, to approve the budget adjustment resolution (BAR) as presented to forwards to 8/11/2021 Governing Body.

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Councilor Garcia, Councilor Abeyta, Councilor Lindell, Councilor Vigil Coppler

**Against:** None

**Abstain:** None



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## 8. ACTION ITEMS: DISCUSSION

- a. Approval of Two (2) Easement Agreements Between Santa Fe County and the City of Santa Fe; for Permanent Trail, Open Space and Flood Control Within a Portion of the Richards Avenue Extension Right-of-Way and for Photovoltaic Facilities for Buckman Booster Station #4. (Zoe Isaacson, Project Administrator, zrisaacson@santafenm.gov, 955-6853 and Caryn Grosse, Project Administrator, clgrosse@santafenm.gov, 955-5938)

**Committee Review:**

Public Works & Utilities Committee: 08/09/2021

Governing Body: 08/11/2021

**MOTION:** Councilor Vigil Coppler moved, seconded by Councilor Lindell, to approve the lease as presented to forward to 8/11/2021 Governing Body

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Councilor Garcia, Councilor Lindell, Councilor Vigil Coppler

**Against:** None

**Abstain:** None

## 9. EXECUTIVE SESSION

### 10. MATTERS FROM STAFF

### 11. MATTERS FROM THE COMMITTEE

### 12. MATTERS FROM THE CHAIR

### 13. NEXT MEETING: August 23 2021

### 14. ADJOURN

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# MINUTES

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Liaison

Chair

# City of Santa Fe, New Mexico

# memo

**DATE:** August 19, 2021

**TO:** Public Works/Public Utilities Committee

**FROM:** Regina Wheeler, Public Works Department Director

**SUBJECT:** Public Works Quarterly Training Report

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Attached is the Public Works Department quarterly training report for March 2021 through July 2021 by division.

If you have any questions or need more information, please contact me at (505) 955-6622.

# City of Santa Fe, New Mexico

# MEMO

**DATE:** August 16, 2021  
**TO:** Public Work/ Public Utilities Committee  
**FROM:** Mark Baca, Airport Manager

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## **ITEM**

Informational item of quarterly employee training update within the Airport Division. Trainings are completed bi-weekly and some when trainings are available through Local Gov U and the City of Santa Fe Safety Division training office. The Airport Division consists of 9 full time employees.

### **Airport Division 2nd quarter training April- June 2021**

<b>Training</b>	<b>Section</b>	<b># Employees</b>	<b>% Attendance</b>
COVID-19 safety policies/procedures	Operations/Maintenance	9/9	100%
Blood borne pathogens	Operations/Maintenance	9/9	100%
Workplace cleanliness	Operations/Maintenance	9/9	100%
Accident reporting	Operations/Maintenance	9/9	100%
Construction safety	Operations/Maintenance	4/4	100%
Ethical Behavior	Operations/Maintenance	6/9	75%
Workplace Bullying	Operations/Maintenance	6/9	75%
Sexual Harassment	Operations/Maintenance	6/9	75%
OSHA 10 training	Operations/Maintenance	6/6	100%
OSHA 30 training	Operations/Maintenance	1/1	100%

## Engineering- Traffic Operations Training

### April 2021 to June 2021

<b>Training</b>	<b>Section</b>	<b># Employees</b>	<b>% Attendance</b>
Sensys vehicle Detection	Signal Shop	2 of 2	100%
Sigal Cabinet set up training	Signal Shop	2 of 2	100%
Fork Lift Training/Certification	Sign/Paint Shop	5 of 5	100%
Anti-Harassment	Sign/Paint Shop	3 of 5	60%
Work Place Bullying	Sign/Paint Shop	3 of 5	60%
Divers Behavior	Sign/Paint Shop	3 of 5	60%
Ethical Behavior	Sign/Paint Shop	3 of 5	60%
Sexual Arassment	Sign/Paint Shop	3 of 5	60%
Anti-Harassment	Manager	1	100%
Work Place Bullying	Manager	1	100%
Divers Behavior	Manager	1	100%
Ethical Behavior	Manager	1	100%
Sexual Arassment	Manager	1	100%
Sensys vehicle Detection	Manager	1	100%

<b>Facilities Division - Training from March 2021 through July 2021 (4th Quarter)</b>			
<b>Trainings</b>	<b>Section</b>	<b># of Employees</b>	<b>% Attendance</b>
Mask wearing while Cleaning	Custodial	17 of 17	100%
PPE Training	Custodial	17 of 17	100%
How to read MSDS	Custodial	17 of 17	100%
Disinfecting Touch Points	Custodial	17 of 17	100%
GBAC Infectious Control Measures	Custodial	6 of 17	35%
GBAC PPE Tools and Equipment	Custodial	6 of 17	35%
GBAC Disinfection for Health	Custodial	6 of 17	35%
Anti- Harassment	Custodial	13 of 17	76%
Diversity in the Workplace	Custodial	12 of 17	71%
Ethical Behavior for Local Gov.	Custodial	12 of 17	71%
Sexual Harassment in the Workplace	Custodial	13 of 17	76%
Workplace Bullying	Custodial	13 of 17	76%
First Aid, CPR and AED Training	Facilities CIP	1 of 3	33%
Conflict Resolution Training	Facilities CIP	1 of 3	33%
NMDOT Railroad Safety Cert	Facilities CIP	1 of 3	33%
Munis Training	Facilities CIP	1 of 3	33%
Getting City Clean Energy Projects Shovel Ready for Federal Stimulus Money	Facilities CIP	1 of 3	33%
Focus on Compliance: Expand Your Awareness and Improve Project Success	Facilities CIP	1 of 3	33%
Seeking Stakeholder Input on Future SLOPE Enhancements	Facilities CIP	1 of 3	33%
Unique Approach for Refinancing Distributed PPA's	Facilities CIP	1 of 3	33%
Fostering Workable Ground Rules for Teams and Stakeholders	Facilities CIP	1 of 3	33%
DOE Better Buildings Summit (joined virtually as time permitted)	Facilities CIP	1 of 3	33%
Ethical Behavior for Local Government	Facilities CIP	1 of 3	33%
Workplace Bullying	Facilities CIP	1 of 3	33%
Anti-Harrassment in the Workplace	Facilities CIP	1 of 3	33%
Sexual Harrassment in the Workplace	Facilities CIP	1 of 3	33%
Next Generation Water Summit (joined virtually as time permitted)	Facilities CIP	1 of 3	33%

<b>Facilities Division - Training from March 2021 through July 2021 (4th Quarter)</b>			
<b>Trainings</b>	<b>Section</b>	<b># of Employees</b>	<b>% Attendance</b>
Diversity in the Workplace	Facilities CIP	1 of 3	33%
Project Management Career Development	Facilities CIP	1 of 3	33%
Empowering Your Project Team with Vision and Mission	Facilities CIP	1 of 3	33%
Book Forum: Loonshots: How to Nurture the Crazy Ideas that Win Wars, Cure Diseases, and	Facilities CIP	1 of 3	33%
Integrating Project Management and Systems Engineering Practices	Facilities CIP	1 of 3	33%
COVID Safe Practives	Facilities Maintenance	8 of 8	100%
Electrical Standards OSHA 3095	Facilities Maintenance	8 of 8	100%
Lock Out Tag Out Cert.	Facilities Maintenance	8 of 8	100%
Electrical Basics	Facilities Maintenance	8 of 8	100%
Electrical Saftey	Facilities Maintenance	8 of 8	100%
Electrical Diagram Training	Facilities Maintenance	2 of 8	25%
Electrical Grounding and Bonding	Facilities Maintenance	2 of 8	25%
Electrical NFPA 70 NEC Code	Facilities Maintenance	2 of 8	25%
OSHA 30 Training/Cert	Facilities Maintenance	7 of 8	75%
EPA Training/Cert	Facilities Maintenance	2 of 8	25%
Eye Saftey	Facilities Maintenance	8 of 8	100%
General Work Place Safety	Facilities Maintenance	8 of 8	100%
Job Hazard Analysis Training	Facilities Maintenance	8 of 8	100%
Ladder Safety	Facilities Maintenance	8 of 8	100%
Machine Gaurding	Facilities Maintenance	8 of 8	100%
PPE	Facilities Maintenance	8 of 8	100%
Arial Lift Training	Facilities Maintenance	8 of 8	100%
Boiler Safety Training	Facilities Maintenance	8 of 8	100%
Face Coverings and Safety	Facilities Maintenance	8 of 8	100%
Basic HVAC Maint and Safety	Facilities Maintenance	8 of 8	100%
Equipment and Safety PPE	Facilities Maintenance	8 of 8	100%
Abestos	The Locals	3 of 3	100%
Accident Reporting	The Locals	3 of 3	100%
Ladders/Stairways	The Locals	3 of 3	100%
Anti-Harassment in the workplace	The Locals	3 of 3	100%

<b>Facilities Division - Training from March 2021 through July 2021 (4th Quarter)</b>			
<b>Trainings</b>	<b>Section</b>	<b># of Employees</b>	<b>% Attendance</b>
Workplace Bullying	The Locals	3 of 3	100%
Diversity in the workplace	The Locals	3 of 3	100%
Ethical Behavior for local Gov.	The Locals	3 of 3	100%
Sexual Harassment in the workpl.	The Locals	3 of 3	100%
Slips, Trips, and Falls	The Locals	3 of 3	100%
Welding and Cutting	The Locals	3 of 3	100%

# City of Santa Fe, New Mexico

# memo

**Date:** August 9, 2022

**To:** Public Works Department

**From:** Leonard Romero, Parking Section Supervisor

**Subject:** **Employee Training Update within Public Works Parking Division**

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## Parking Division - Operations Maintenance Training from 1/2021-3/2021

Training	Section	# Employees	% Attendance
Bloodborne Pathogens	Maintenance	4	80%
Osha Electrical Safety	Maintenance	1	100%
Ladder Safety	Maintenance	6	100%
Osha 10	Maintenance	2	100%
Electrical Standards	Maintenance	5	100%
Work Zone Safety	Maintenance	5	100%
Lock out / Tag Out	Maintenance	4	100%
Electrical Awareness	Maintenance	4	100%
Electrical Equipment	Maintenance	3	80%
Covid -19 Workplace Safety	Parking Collections	1	100%
Ethical Behavior	Parking Collections	2	100%
Workplace Bullying	Parking Collections	2	100%
Sexual Harassment	Parking Collections	2	100%
Safe Lifting Training	Parking Collections	2	100%
Diversity in Workplace	Parking Collections	1	100%

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# City of Santa Fe, New Mexico

# memo

**DATE:** August 16, 2021

**TO:** Public Works/Public Utilities Committee

**VIA:** Melissa McDonald, Acting Parks Division Director *MAM*

**FROM:** Nathan Saiz, Parks Division Superintendent *NS*

**SUBJECT:** Employee Training April 2021 to August 2021

Parks Division Trainings from April 2021 to August 2021:

<b>PW-Parks Division Safety Training April 2021 to Present</b>				
<b>Training</b>	<b>Section</b>	<b># Emp</b>	<b>#Eligible</b>	<b>Month/Yr</b>
Industrial Hygiene	Parks	3	3	04-2021
Pruning Safety/PPE/Tool Safety/Power Washing Safety/Defensive Driving	PARKS	13	31	04-2021
Work Zone/Traffic Safety (Medians)	PARKS	6	31	04-2021
Aerial Lifts	PARKS	9	9	05-2021
Work Zone Flaggers Training	PARKS	13	31	06-2021
Heat Stress Training	PARKS	28	31	06-2021
Tree Physiology Training (series)	PARKS	5	31	06-2021
Preventing Injuries at Work Training	PARKS	31	31	07-2021
Loading Mowers and Pulling Heavy Loads Training	PARKS	15	31	07-2021
Protecting --Handling Sharps	PARKS	31	31	08-2021
Moter Vehicle Safety / Distracted Driving	PARKS	31	31	08-2021
Changes to the NEC -Mandatory Electrician Training	PARKS	2	2	08-2021
Grounding & Bonding-Mandatory Electrician Training	PARKS	2	2	08-2021
1.82 Family -Mandatory Electrician Training	PARKS	2	2	08-2021
Working in Confined Space	PARKS	Planned	31	09-2021
Harassment Prevention Policy	All	Planned	43	TBD
Back Safety	PARKS	Planned	43	TBD
Heavy Machinery Safety	PARKS	Planned	31	TBD
Respiratory protection	PARKS	Planned	31	TBD
Electrical Safety	PARKS	5	43	TBD

Dump truck & trailer safety	PARKS	Planned	31	TBD
Excavation & Trenching	PARKS	Planned	31	TBD
Accident Prevention & Reporting	PARKS	Planned	43	TBD
Mower Safety	PARKS	9	9	TBD
Chemical Storage	PARKS	Planned	43	TBD
Hand Power Tools	PARKS	31	31	TBD
PPE-Work Safety	All	31	43	TBD
Work Zone/Traffic Safety	PARKS	8	43	TBD

# City of Santa Fe New Mexico

## Memo

**Date:** August 17, 2021

**To:** Public Works Department

**From:** Felipe Trujillo, Streets & Drainage Superintendent

**Item:** Employee training update within Public Works Streets & Drainage Division

### PW- Streets & Drainage Division Safety Training April 2021 to Current

Training	Section	# Emp	# Eligible	Month
Backhoe Training	All	17	17	April
Personal Protective Equipment	All	17	17	April
CPR, First Aid	Patching	2	17	May
Operation of Heavy Equipment	All	17	17	May
Safe Driving	All	17	17	May
Dump Truck and Trailer Safety	Grading	4	17	June
Heat Stress	All	17	17	June
Osha 10	All	17	17	June
Lockout Tagout	All	17	17	June
Fire Extinguisher Training	All	17	17	July
Respiratory/Mask Protection	All	17	17	July
Construction Safety	Concrete	2	17	July
Accident Reporting	Supervisors	7	7	August

# City of Santa Fe New Mexico

## Memo

Date: April 22, 2021

To: Transit Department

From: Flora S. Montoya, Santa Fe Trails Training Administrator

Via: Thomas Martinez, Director of Operations and Maintenance

Item: Employee training update within Transit Division

<b>Transit Division required City Government and DOT Trainings (January 2020 to current)</b>				
Training	Section	#Emp	#Eligible	Month/Year
Prevention Harassment	All	83	83	03-2021
Workplace Violence	All	83	83	03-2020
CPR, First Aid and AED	All	83	83	03-2019
Fire Extinguisher's	All	83	83	04-2019
Drug & Alcohol Safety Training	All	83	83	04-2021
Ethics	All	83	83	02-2020
Hazzard Communication & PPE	All	83	83	09-2020
Blood Borne Pathogens	All	83	83	08-2020
Ergonomics and ADA	All	83	83	02-2020
Safe Driving	All	83	83	01-2020
Fork Lift	Maintenance	10	10	08-2020
OSHA	All	83	83	09-2020
CNG	Maintenance	10	10	05-2019
Work Place Bullying	All	83	83	03-2021
Ethical Behavior	All	83	83	04-2021
Diversity in the Workplace	All	83	83	05-2021
Anti-Harassment	All	83	83	04-2021




# City of Santa Fe, New Mexico


## Memorandum



**Date:** August 6, 2021

**To:** Members of the Governing Body

**Via:** Erin K. McSherry, City Attorney 

**From:** Michael Prinz, Assistant City Attorney 

**RE:** Resolution for blighted property at 3003 Calle Caballero

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### EXECUTIVE SUMMARY:

On or around July 9, 2020, the residence at 3003 Calle Caballero was badly damaged by fire. Since then, the property sits abandoned, vacant, and open to the public. Neighbors have contacted the Constituent Services Division about the condition of the property and have called the Police Department at least ten times over the last year to report people going onto the property.

City Building Inspector Bobby Padilla inspected the property and reports that it is a hazard to public safety and that the house should be demolished. Mr. Padilla spoke with several neighbors who reported that they are afraid of homeless people living in the back yard and starting fires. Photos of the property taken by Bobby Padilla are attached.

NMSA 1978, Section 3-18-5 gives the Governing Body the authority to adopt a Resolution declaring a ruined and damaged building to be a menace to the public comfort, health, peace, and safety and requiring the removal of the building and debris. If the owner does not remove the building after notice of the Resolution, the City can clean-up and then place a lien on it for the cost of the clean-up. After the lien is recorded, the City could foreclose on the lien to recoup the cost of the clean-up.

The owner of 3003 Calle Caballero is deceased. I spoke with an attorney in Las Cruces who represents the owner's son and told him that the property needs to be addressed or the City could pass a Resolution requiring the house to be demolished. To date, no action has been taken by the owner's son or any other interested party. The condition of the property continues to worsen and it is a serious eye-sore in an otherwise pleasant residential neighborhood.

### ACTION REQUESTED:

The Land Use Department and City Attorney's Office recommend that the Governing Body pass a resolution pursuant to Section 3-18-5 and order the owner to demolish and remove the residence and clean up the resulting litter and debris on the property.



# City of Santa Fe, New Mexico

## Memorandum



### **ATTACHMENTS:**

Resolution  
Photos of 3003 Calle Caballero  
Fiscal Impact Report

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**CITY OF SANTA FE, NEW MEXICO**

**RESOLUTION NO. 2021-\_\_\_\_**

**INTRODUCED BY:**

Councilor Jamie Cassutt

**A RESOLUTION**

**FINDING THE BUILDING AND PREMISES LOCATED AT 3003 CALLE CABALLERO TO BE RUINED, DAMAGED, AND DILAPIDATED AND A MENACE TO THE PUBLIC COMFORT, HEALTH, PEACE, AND SAFETY; ORDERING THE OWNER OF RECORD OF 3003 CALLE CABALLERO TO REMOVE THE BUILDNG, RUBBISH, AND DEBRIS FROM THE MUNICIPALITY; AND PROVIDING THAT IF THE OWNER OF RECORD OF 3003 CALLE CABALLERO DOES NOT REMOVE THE BUILDING RUBBISH, AND DEBRIS, THE CITY OF SANTA FE SHALL REMOVE THE BUILDING, RUBBISH, AND DEBRIS AND PLACE A LIEN ON THE PROPERTY IN AN AMOUNT OF THE COST OF THE CITY’S CLEAN-UP EFFORTS.**

**WHEREAS**, on or about July 9, 2020, the residence located at 3003 Calle Caballero in the City of Santa Fe was badly damaged as a result of a fire; and

**WHEREAS**, since the fire occurred, the residence has been abandoned, neglected, and is frequently accessed by unhoused community members; and

**WHEREAS**, since the fire occurred, the City’s Police Department has received at least ten

1 calls for service to the property by concerned neighbors and, upon arrival the police have found people  
2 who appear to be trespassers or squatters inside the burned building and on the property; and

3 **WHEREAS**, the City Building Inspector and Code Enforcement Officer have investigated  
4 the property at 3003 Calle Caballero and have determined the residence is dangerous, unsanitary, and  
5 unsafe and they recommend demolition of the residence; and

6 **WHEREAS**, New Mexico Statutes Annotated (NMSA) 1978, Section 3-18-5 “Dangerous  
7 Buildings or Debris; Removal; Notice; Right of Municipality to Remove; Lien”, gives the governing  
8 body of a municipality the authority to declare any building or structure that is ruined, damaged, and  
9 dilapidated, or any premise that is covered with ruins, rubbish, wreckage, or debris a menace to the  
10 public comfort, health, peace, and safety and to require the removal from the municipality of the  
11 building, structure, ruins, rubbish, wreckage, or debris.

12 **NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**  
13 **CITY OF SANTA FE** that the building, ruins, rubbish and debris located at 3003 Calle Caballero,  
14 Santa Fe, NM 87507, further described as LOT 3, BLK 1, UNIT 6, VISTA DEL SOL S/D, S4 T16N  
15 R9E, is declared to be a menace to the public comfort, health, peace, and safety;

16 **BE IT FURTHER RESOLVED** that the owner, occupant, or agent in charge of the building  
17 and premises at 3003 Calle Caballero, Santa Fe, NM 87507, further described as LOT 3, BLK 1, UNIT  
18 6, VISTA DEL SOL S/D, S4 T16N R9E, as shown in the real estate records of the Santa Fe County  
19 Clerk, is hereby ordered to remove the building, ruins, rubbish, and debris from the property within ten  
20 (10) days of service of this Resolution or of the posting and publishing of a copy of this Resolution  
21 under the authority granted to the municipality by NMSA 1978, Section 3-18-5;

22 **BE IT FURTHER RESOLVED** that if the owner of record, occupant, or agent in charge of  
23 the building at 3003 Calle Caballero does not remove the building, ruin, rubbish, and debris from the  
24 property within ten (10) days or request a hearing as allowed in NMSA 1978, Section 3-18-5, the City  
25 may remove the building, ruin, rubbish, and debris from the property and place a lien on the property

1 for the cost of removing the building, ruin, rubbish, and debris.

2 **BE IT FURTHER RESOLVED** that the City may foreclose on the property in the manner  
3 provided in NMSA 1978, Sections 3-36-1 through 3-36-6.

4 PASSED, APPROVED, and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2021.

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MAYOR ALAN WEBBER

9 ATTEST:

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12 KRISTINE MIHELIC, CITY CLERK

13 APPROVED AS TO FORM:

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16 ERIN K. MCSHERRY, CITY ATTORNEY

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25 *Legislation/2021/Resolutions/Condemnation of 3003 Calle Caballero*











## FISCAL IMPACT REPORT

**General Information:**

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

Short Title(s): Condemnation for 3003 Calle Caballero

Sponsor(s): Councilor Cassutt

Reviewing Department(s): City Attorney's Office, Planning and Land Use Department

Staff Completing FIR: Michael Prinz Date: July 20, 2021 Phone: 955-6554

Reviewed by City Attorney: *Eric McCreary* Date: Aug 6, 2021

Reviewed by Finance Director: *Mary McCreary* Date: Aug 5, 2021

**Summary:**

The property at 3003 Calle Caballero was damaged in a fire and has sat abandoned and neglected for over a year. It is believed homeless persons squatting at the property caused the fire. The burned house is a danger to the public, and the property is covered in litter and debris and is an eye-sore. State law allows the Governing Body to pass a resolution requiring the removal of the damaged house and allowing the City to clean up the property and place a lien on the property if the owner or owner's agents don't do so.

Neighbors have contacted Constituent Services and asked that something be done about the property. Neighbors have also called the Police about people being on the property and the neighbors are concerned that another fire could start and spread to neighboring properties.

The owner of the property is deceased and no one has taken any steps to clean-up or secure the residence.

**Departments Affected:**

Land Use Department, City Attorney's Office, Police Department

**Consequences of Not Enacting Legislation:**

The property will probably continue to be neglected and the conditions will likely worsen. The Police Department will probably continue to be called to the property by concerned neighbors. Homeless people could start another fire that could spread to neighboring properties.

**Conflict, Duplication, Companionship, or Relationship to Other Legislation:**

No conflicts are known and no other legislation on this matter is before the Governing Body.

**Performance and Administrative Implications:**

If the property is not addressed by the responsible party, the City will demolish the structures and remove all debris from the property. The City will place a lien on the property to cover the cost of this action and, if necessary, the City could foreclose on the lien to recoup the cost of the demolition and cleanup.

**Fiscal Implications:**

If the resolution is adopted and the owner's or owner's agents do not clean up the property, there will be a cost incurred when the City pays for the demolition and clean-up. The City will place a lien on the property for the cost of this action and, if necessary, the City could foreclose on the lien to recoup the cost of the demolition and clean up.

If the property stays in its current state, it is likely that the Police will continue to be called out to the property. If the house is demolished and the junk removed from the property, the calls for Police service would likely stop because there would be nothing to attract people to the property.

**Fiscal Impact**

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

**Expenditures**

Expenditure Type	FYE 22	FYE ___	FYE ___	Require BAR (Y/N)	Recurring (R) or Non-recurring (NR)	Fund	3-Year Total Cost
Personnel and Benefits*	\$ _____	\$ _____	\$ _____	_____	_____	_____	_____
Capital Outlay	\$ _____	\$ _____	\$ _____	_____	_____	_____	_____
Contractual/ Professional Services	\$55,000	\$ _____	\$ _____	_____	NR	_____	_____
Operating	\$ _____	\$ _____	\$ _____	_____	_____	_____	\$ _____
<b>Total:</b>	\$55,000	\$ _____	\$ _____	_____	_____	_____	\$55,000

\* This includes all staff time associated with executing the job functions of the proposed legislation.

**Expenditure Narrative:**

**Costs to demolish the building and remove the debris are estimated to be \$55,000. If the City desires the foundation to be demolished and removed as well, additional costs of \$5,500 will be incurred.**

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**Revenue**

Revenue Type	FYE	FYE	FYE	Recurring (R) or Non-recurring (NR)	Fund
General Fund	\$ _____	\$ _____	\$ _____	_____	_____
Special Revenue	\$ _____	\$ _____	\$ _____	_____	_____
CIP	\$ _____	\$ _____	\$ _____	_____	_____
Enterprise	\$ _____	\$ _____	\$ _____	_____	_____
Internal Service	\$ _____	\$ _____	\$ _____	_____	_____
Trust and Agency	\$ _____	\$ _____	\$ _____	_____	_____
Federal	\$ _____	\$ _____	\$ _____	_____	_____
Other	\$ _____	\$ _____	\$ _____	_____	_____
<b>Total</b>	\$ _____	\$ _____	\$ _____	_____	_____

**Revenue Narrative:**

**If City expenditures are required to clear the property, a lien will be placed on the property, and possible foreclosure on the lien, in order to cover the City's costs. It is unclear when such a lien would be recouped.**

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**Signature:** *Michael Prinz*

**Email:** [mnprinz@santafenm.gov](mailto:mnprinz@santafenm.gov)

<b>ACTION SHEET</b>
<b>/ITEM FROM FINANCE COMMITTEE MEETING OF 08/16/21</b>
<b>FOR CITY COUNCIL MEETING OF 08/25/21</b>

CONSIDERATION OF RESOLUTION NO. 2021-\_\_\_. (Councilor Cassutt)  
 A Resolution Finding the Building and Premises Located at 3003 Calle Caballero to be Ruined, Damaged, and Dilapidated and a Menace to the Public Comfort, Health, Peace, and Safety; Ordering the Owner of Record of 3003 Calle Caballero to Remove the Building, Rubbish, and Debris from the Municipality; and Providing that if the Owner of Record of 3003 Calle Caballero Does not Remove the Building Rubbish, and Debris, the City of Santa Fe Shall Remove the Building, Rubbish, and Debris and Place a Lien on the Property in an Amount of the Cost of the City's Clean-Up Efforts. (Mike Prinz, Assistant City Attorney; mnprinz@santafenm.gov, 955-6554)

<b>Committee</b>	<b>Review:</b>
Introduced:	08/02/21
Finance Committee:	08/16/21
Public Works and Utilities Committee:	08/23/21
Governing Body: 08/25/21	

**FINANCE COMMITTEE ACTION:**  
 Approved on Consent

**FUNDING SOURCE:**

**SPECIAL CONDITIONS OR AMENDMENTS**

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR ABEYTA	X		
COUNCILOR CASSUTT	X		
COUNCILOR LINDELL	X		
COUNCILOR ROMERO-WIRTH	X		
CHAIRPERSON VILLARREAL	X		

01/13/21