



# MINUTES

REGULAR MEETING OF  
THE FINANCE COMMITTEE  
NOVEMBER 01, 2021  
5:00 PM

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## SPECIAL PROCEDURES FOR FINANCE 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 of more than five (5) people, the Finance Committee 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.

The video recording of this meeting will also remain available for viewing at any time on the City's YouTube channel at <https://www.youtube.com/user/cityofsantafe>. Staff is available to help members of the public access pre-recorded meetings on-line at any time during normal business hours. Please call 955-6521 for assistance.

Agenda: The agenda for the meeting will be posted at [santafe.primegov.com/portal/search](http://santafe.primegov.com/portal/search).

### 1. CALL TO ORDER

Meeting started at 5:01pm.

### 2. ROLL CALL

#### **Members Present:**

Councilor Roman Abeyta  
Councilor Renee Villarreal  
Councilor Carol Romero-Wirth  
Councilor Signe Lindell  
Councilor Jamie Cassutt

#### **Members Excused:**



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## Others Attending:

Jesse Guillen, Legislative Liaison  
Bradley Fluetsch, Cash and Investment Manager  
Carolynn Roibal, Administrative Manager

### 3. APPROVAL OF AGENDA

**MOTION:** Councilor Lindell moved, seconded by Councilor Cassutt, to approve the agenda as amended to postpone item a on the consent agenda for additional information.

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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

### 4. APPROVAL OF CONSENT AGENDA

**MOTION:** Councilor Lindell moved, seconded by Councilor Cassutt, to approve the agenda as amended to pull items e, f and o for discussion.

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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None



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## 5. APPROVAL OF MINUTES

- a. Regular Finance Committee – October 4, 2021

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

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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

- b. Regular Finance Committee – October 18, 2021

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

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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

**MOTION:** Councilor Lindell moved, seconded by Councilor Cassutt, to approve the minutes of Oct 4, 2021 and October 18, 2021 as presented.

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



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**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

## 6. ACTION ITEMS: CONSENT

- a. CONSIDERATION OF BILL NO. 2021-\_\_\_. (Councilor Lindell and Councilor Abeyta)  
An Ordinance Relating to the City of Santa Fe Uniform Traffic Ordinance (“UTO”); Amending Section 12-10-1.10 to Insert a Clause Stating That a Person Who Violates a Provision of Section 12-10-1.10 of the UTO is Guilty of a Penalty Assessment Misdemeanor; and to Add and Increase Penalties in Schedule A, the Traffic Violation Penalty Assessment Schedule. (Kyle Hiber, City Prosecutor: kjhibner@santafenm.gov, 955-

**Committee Review:**

Introduced: 09/29/21

Quality of Life Committee: 10/06/21

Public Safety Committee: 10/19/21

Quality of Life Committee: 10/20/21

Governing Body (Request to Publish): 10/27/21

Finance Committee: 11/01/21

Governing Body (Public Hearing): 12/8/21

**MOTION:** Councilor Lindell moved, seconded by Councilor Cassutt, to postpone the bill until Finance Committee Meeting of November 29<sup>th</sup>

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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt

**Against:** None



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**Abstain:** None

- b. CONSIDERATION OF RESOLUTION NO 2021-\_\_\_. (Mayor Webber)  
A Resolution Approving First Quarter Budget Amendments for Fiscal Year 2021-2022. (Andy Hopkins, Acting Budget Officer: ajhopkins@santafenm.gov, 505-955-6177)

**Committee Review:**

Introduced: 10/27/21

Finance Committee: 11/01/21

Public Works and Utilities Committee: 11/8/21

Governing Body: 11/10/21

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

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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

- c. Request for Approval for a Lease Agreement for Telecommunications Facilities at Buckman Booster Station No. 4 for Verizon Communications. (Terry Lease, Asset Development Manager: tjlease@santafenm.gov; Marcos Martinez, Senior Assistant City Attorney: mdmartinez@santafenm.gov, 955-6502; Rich Brown, Community and Economic Development Director: rdbrown@santafenm.gov, 955-6625)

**Committee Review:**

Public Works and Utilities Committee: 09/27/21

Finance Committee: 11/01/21

Governing Body: 11/10/21



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**MOTION:** moved, seconded by , to approve the lease as presented.

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

**For:** None

**Against:** None

**Abstain:** None

- d. Request for Approval for Lease Amendment No. 1 to Sandoval Parking Garage Antenna Site Lease for Verizon Communications. (Terry Lease, Asset Development Manager: tjlease@santafenm.gov; Marcos Martinez, Senior Assistant City Attorney: mdmartinez@santafenm.gov, 955-6502; Rich Brown, Community and Economic Development: rdbrown@santafenm.gov, 955-6625)

**Committee Review:**

Public Works and Utilities Committee: 09/27/21

Finance Committee: 11/01/21

Governing Body: 11/10/21

**MOTION:** Councilor Lindell moved, seconded by Councilor Cassutt, to approve the lease amendment as presented.

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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

- e. Request the Approval of NMDOT Funding Agreements as Per Ordinance #2020-33, Section 2-4.6.B and Budget Amendment Resolution funding. (Romella Glorioso-Moss, PW Project Administrator Sr. rglorioso-moss@santafenm.gov; 955-6623)



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1) Ratify Contract Amendments to NMDOT Contract No. D15509, Project No. S100460 Guadalupe St. Reconstruction Project extending termination date from 09/15/2021 to 03/15/2022. Approved by the City Manager on 09/13/2021.

2) Ratify Contract Amendments to NMDOT Contract No. D18446, Project No. S100470 St. Michael's Drive/Rail Trail Underpass increasing design funding from \$284,999 to \$1,069,437; and extending termination date from 03/31/2022 to 01/25/2024. Approved by the City Manager on 09/17/2021.

3) Approve Budget Adjustment Resolution (BAR) of \$784,438 to Project ID# ENG18330E; Org./Obj. 3309980.572960.

**Committee Review:**

Finance Committee – 11/01/2021

Public Works & Utilities Committee – 11/08/2021

Governing Body – 11/10/2021

**MOTION:** Councilor Lindell moved, seconded by Councilor Villarreal, to move the contract amendment forward with no recommendation.

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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

- f. Request for approval of a Professional Services Contract for Workers Comp & General Liability Third Party Administrative Services in the amount of \$768,434.23; Cannon Cochran Management Services. (Bradley Fluetsch, CFA, Planning and Investment Officer  
(O) 505-955-6885 (M) 505-231-8753, [bjfluetsch@santafenm.gov](mailto:bjfluetsch@santafenm.gov))



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## Committee Review

Finance Committee: 11/01/2021

Public Works and Utilities Committee: 11/08/2021

Governing Body: 11/10/2021

**MOTION:** Councilor Romero-Wirth moved, seconded by Councilor Lindell, to move item f to the bottom of agenda to complete discussion

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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

**MOTION:** Councilor Villarreal moved, seconded by Councilor Cassutt, to approve the contract as presented on discussion. Additional information to be forwarded to Councilors.

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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

- g. Request for approval of a Professional Service Contract for Comprehensive Insurance Claims Administrative Broker Services in the amount of \$271,936.00; Arthur J. Gallagher. (Bradley Fluetsch, CFA, Planning and Investment Officer  
(O) 505-955-6885 (M) 505-231-8753, [bjfluetsch@santafenm.gov](mailto:bjfluetsch@santafenm.gov))

## Committee Review



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Finance Committee: 11/01/2021  
Public Works and Utilities Committee: 11/08/2021  
Governing Body: 11/10/2021

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

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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

- h. Request for Approval of a Budget Adjustment Resolution (BAR) in the amount of \$131,698 to fund the reclassification of two positions. (Jonathan Montoya, Source of Supply Operations Manager, [jmmontoya@santafenm.gov](mailto:jmmontoya@santafenm.gov), 955-4373)

1) Reclassify a Source of Supply Water Operator Entry position to a Water Operator Advanced position, an increase amount of \$42,788;

2) Reclassify and transfer Utility Customer Service Meter Reader position to the Water Division SOS Water Operator Advanced position, an increase of \$88,910.

**Committee Review:**

Public Works and Utilities Committee: 10/25/2021

Finance Committee: 11/01/2021

Governing Body: 11/10/2021

**MOTION:** Councilor Lindell moved, seconded by Councilor Cassutt, to approve the budget adjustment resolution (BAR) as presented.

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



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**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

- i. Request for approval of the New Mexico Department of Transportation Agreement for the funding of projects: End Driving While Impaired (ENDWI), Buckle Up (BKLUP)/ Click it or Ticket (CIOT), and Selective Traffic Enforcement Program (STEP) in the Total Project Amount of \$89,303. (Paul Joye, Deputy Chief of Police, [pmjoye@santafenm.gov](mailto:pmjoye@santafenm.gov), (505) 955-5355 / Anthony Tapia, Santa Fe Police Captain, [matapia@santafenm.gov](mailto:matapia@santafenm.gov), (505) 955-5286).

**Committee Review:**

Finance Committee: 11/01/2021

Quality of Life Committee 11/03/2021

Governing Body Committee: 11/10/2021

**MOTION:** Councilor Lindell moved, seconded by Councilor Cassutt, to approve the memorandum of understanding (MOU) as presented.

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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

- j. Request for approval of a Memorandum Of Understanding (MOU) – Region III Drug Task Force Agreement between the Department of Public Safety and City of Santa Fe Police Department as a sub-recipient of the Region III High Intensity Drug Trafficking Areas Funding in the amount of \$18,649.



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(Paul Joye, Deputy Chief of Police, [pmjoye@santafenm.gov](mailto:pmjoye@santafenm.gov), (505)955-5355) / David Webb, Lt. Police Department, [dwebb@santafenm.gov](mailto:dwebb@santafenm.gov), (505) 955-5257.

**Committee Review:**

Finance Committee: 11/01/2021

Quality of Life Committee: 11/03/2021

Governing Board Committee: 11/10/2021

**MOTION:** Councilor Lindell moved, seconded by Councilor Cassutt, to approve the memorandum of understanding (MOU) as presented.

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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

- k. Santa Fe Community Convention Center Air-Handler (IntelliPak) Replacement Project; Request for approval of a Professional Goods and Services Agreement in total amount of \$663,224.72 for a twelve (12) month term; Trane U.S. Inc. dba Trane 47QSWA20D0021 / SPA 00-00000-20-00099; (Randy Randall, TOURISM Director, [rrandall@santafenm.gov](mailto:rrandall@santafenm.gov), 505-955-6209).

**Committee Review**

Public Works and Utilities Committee: 10/25/2021

Finance Committee: 11/01/2021

Governing Body – 11/10/2021

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



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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth,  
Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

- i. Request for approval of Budget Adjustment Resolution (BAR) in the amount \$663,224.72 for the Santa Fe Community Convention Center Air-Handler (IntelliPak) Replacement Project for a twelve (12) month term; Trane U.S. Inc. dba Trane 47QSWA20D0021 / SPA 00-00000-20-00099. (Randy Randall, TOURISM Director, [rrandall@santafenm.gov](mailto:rrandall@santafenm.gov), 505-955-6209).

**Committee Review**

Finance Committee – 11/1/2021

Public Works and Utilities Committee: 11/08/2021

Governing Body – 11/10/2021

**MOTION:** Councilor Lindell moved, seconded by Councilor Cassutt, to approve the budget adjustment resolution (BAR) as presented.

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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth,  
Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

- m. Request for the Approval of a Software Contract in the Total Amount of three hundred fifty-four thousand seven hundred fifty-five dollars and ninety-eight cents (\$354,755.98) for a Comprehensive and Integrated Software Platform for Santa Fe Fire Department in Fiscal Years '22, '23, '24 and



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'25; ImageTrend, Inc.; Andres J. Mercado, ([ajmercado@santafenm.gov](mailto:ajmercado@santafenm.gov), (505)629-6255).

**Committee Review:**

Finance Committee: 11/01/2021

Quality of Life Committee: 11/03/2021

Governing Body Committee: 11/10/2021

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

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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

- n. Request for Approval of a Budget Amendment Resolution (BAR) in the Amount of Two Hundred Ninety-Two Thousand, Three Hundred Thirty-Six Dollars (\$292,336) to Pay for the Legal Services provided by Gallagher & Kennedy, P.A., Pursuant to Settlement Agreement between the City of Santa Fe and the New Mexico Department of Taxation and Revenue Department in 2021. (Erin McSherry, City Attorney, [ekmcsberry@santafenm.gov](mailto:ekmcsberry@santafenm.gov), 955.6961)

**Committee Review:**

Finance Committee: 11/1/2021

Quality of Life Committee: 11/3/2021

Governing Body: 11/10/2021

**MOTION:** Councilor Lindell moved, seconded by Councilor Cassutt, to approve the budget adjustment resolution (BAR) as presented.



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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth,  
Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

- o. CONSIDERATION OF RESOLUTION NO. 2021-\_\_\_\_. (Councilor Rivera and Councilor Villarreal)  
A Resolution Updating the Terms of Resolution No. 2021-17 to Extend the Community Health and Safety Task Force's Term Through the End of Calendar Year 2022. (Jesse Guillen, Legislative Liaison: [jbguillen@santafenm.gov](mailto:jbguillen@santafenm.gov), 955-6518)

**Committee Review:**

Introduced: 10/27/21

Finance Committee: 11/01/21

Quality of Life Committee: 11/03/21

Governing Body: 11/10/21

**MOTION:** Councilor Villarreal moved, seconded by Councilor Abeyta, to move the resolution forward with no recommendation.

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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth,  
Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

- p. Request for Approval of the Assignment of Santa Fe Regional Airport Lease Agreement (Item #18-0188) from "Gate 13, LLC," to "Gate 13 Hangar



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Condominium Association. (Mark Baca, Airport Manager:  
mdbaca@santafenm.gov, 955-2901)

**Committee Review:**

Finance Committee: 11/1/21

Public Works and Utilities: 11/8/21

Governing Body: 11/10/2021

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

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

**For:** Councilor Abeyta, Councilor Villarreal, Councilor Romero-Wirth,  
Councilor Lindell, Councilor Cassutt

**Against:** None

**Abstain:** None

7. **MATTERS FROM STAFF**
8. **MATTERS FROM THE COMMITTEE**
9. **MATTERS FROM THE CHAIR**
10. **NEXT MEETING: Monday, November 29, 2021**
11. **ADJOURN**

Meeting adjourned 6:05 pm.

\_\_\_\_\_  
Liaison

\_\_\_\_\_  
Chair



## VOTE SUMMARY

Meeting Name - Public Works and Utilities Committee

Meeting State - Final

Meeting Start Date - 27/09/2021

Meeting End Date - 28/09/2021

Meeting Committee - Public Works and Utilities Committee

Meeting Custom Tracking Number -

Item Title - Request for Approval for a Lease Agreement for Telecommunications Facilities at Buckman Booster Station No. 4 for Verizon Communications. (Terry Lease, Asset Development Manager: [tjlease@santafenm.gov](mailto:tjlease@santafenm.gov); Marcos Martinez, Senior Assistant City Attorney: [mdmartinez@santafenm.gov](mailto:mdmartinez@santafenm.gov), 955-6502; Rich Brown, Community and Economic Development Director: [rdbrown@santafenm.gov](mailto:rdbrown@santafenm.gov), 955-6625)

### **Committee Review:**

Public Works and Utilities Committee: 09/27/21

Finance Committee: 10/04/21

Governing Body: 10/13/21

Item Type - lease

Item Owner - Terry Lease

Item Background -

Item Sponsor -

Item Tracking Number - 21-12387

Motion Type - Approve

Motion Mover - Signe Lindell

Motion Seconder - JoAnne Vigil Coppler

Motion Status - approved

Motion Time Stamp - 27/09/2021

Vote For Count - 4

Vote Against Count - 0

Vote Abstain Count - 0

Vote Absent Count - 1

Vote For Names - Chris Rivera, Roman Abeyta, Signe Lindell, JoAnne Vigil Coppler

Vote Against Names -

Vote Abstain Names -

Vote Absent Names - Michael Garcia

Voting Date Time = 12/10/2021 18:33:09

User First Name - Jamie-Rae

User Last Name- Diaz

User Middle Name-

User Full Name - Jamie-Rae Diaz

User Email - jldiaz@santafenm.gov



City of Santa Fe

## VOTE SUMMARY

Meeting Name - Public Works and Utilities Committee

Meeting State - Final

Meeting Start Date - 27/09/2021

Meeting End Date - 28/09/2021

Meeting Committee - Public Works and Utilities Committee

Meeting Custom Tracking Number -

Item Title - Request for Approval for Lease Amendment No. 1 to Sandoval Parking Garage Antenna Site Lease for Verizon Communications. (Terry Lease, Asset Development Manager: [tjlease@santafenm.gov](mailto:tjlease@santafenm.gov); Marcos Martinez, Senior Assistant City Attorney: [mdmartinez@santafenm.gov](mailto:mdmartinez@santafenm.gov), 955-6502; Rich Brown, Community and Economic Development: [rdbrown@santafenm.gov](mailto:rdbrown@santafenm.gov), 955-6625)

### **Committee Review:**

Public Works and Utilities Committee: 09/27/21

Finance Committee: 10/04/21

Governing Body: 10/13/21

Item Type - lease amendment

Item Owner - Terry Lease

Item Background -

Item Sponsor -

Item Tracking Number - 21-12388

Motion Type - Approve

Motion Mover - Signe Lindell

Motion Seconder - JoAnne Vigil Coppler

Motion Status - approved

Motion Time Stamp - 27/09/2021

Vote For Count - 4

Vote Against Count - 0

Vote Abstain Count - 0

Vote Absent Count - 1

Vote For Names - Chris Rivera, Roman Abeyta, Signe Lindell, JoAnne Vigil Coppler

Vote Against Names -

Vote Abstain Names -

Vote Absent Names - Michael Garcia

Voting Date Time = 12/10/2021 18:33:22

User First Name - Jamie-Rae

User Last Name- Diaz

User Middle Name-

User Full Name - Jamie-Rae Diaz

User Email - jldiaz@santafenm.gov