



# MINUTES

REGULAR MEETING OF  
THE FINANCE COMMITTEE  
JULY 05, 2022  
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](https://santafe.primegov.com/portal/search).

### 1. CALL TO ORDER

Meeting started at 5:03pm.

### 2. ROLL CALL

#### **Members Present:**

Councilor Carol Romero-Wirth  
Councilor Signe Lindell  
Councilor Jamie Cassutt  
Member Chris Rivera

#### **Members Excused:**

Councilor Renee Villarreal

#### **Others Attending:**



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Carolynn Roibal, Administrative Manager  
Alexis Lotero, Attendee

Councilor Villarreal excused.

### 3. APPROVAL OF AGENDA

**MOTION:** Councilor Cassutt moved, seconded by Councilor Lindell, to approve the agenda as amended. Councilor Romero-Wirth removed item a from the agenda as it is not ready at this time and to be rescheduled.

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

**For:** Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt, Member Rivera

**Against:** None

**Abstain:** None

Councilor Villarreal is excused from the meeting.

### 4. APPROVAL OF CONSENT AGENDA

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

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

**For:** Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt, Member Rivera

**Against:** None

**Abstain:** None

### 5. APPROVAL OF MINUTES



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JULY 05, 2022  
5:00 PM

- a. Finance Committee Meeting – June 20, 2022

**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 Romero-Wirth, Councilor Lindell, Councilor Cassutt, Member Rivera

**Against:** None

**Abstain:** None

## 6. ACTION ITEMS: CONSENT

- a. CONSIDERATION OF BILL NO. 2022-\_\_\_. (Mayor Webber, Councilor Lindell)  
An Ordinance Amending Section 23-5.2 SFCC 1987 to Specify that Major Commercial Events are Not Entitled to Use City Property that is Otherwise Leased by the City. (Terry Lease, Asset Development Manager: tjlease@santafenm.gov, 629-2206)

**Committee Review:**

Governing Body (Introduced): 05/25/2022

Governing Body (Public Comment): 06/08/2022

Public Works and Utilities Committee: 06/27/2022

Finance Committee: 07/05/22

Quality of Life Committee: 07/06/2022

Governing Body (Public Hearing): 07/27/2022

Item a was removed from the consent agenda by Councilor Romero-Wirth until such time that it is ready.

**MOTION:** Councilor Cassutt moved, seconded by Councilor Lindell, to postpone the bill until later date.

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



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**For:** Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt,  
Member Rivera

**Against:** None

**Abstain:** None

- b. Request for Approval of Sole Source Procurement for Services Contract with James, Cooke and Hobson, Inc. (JCH) for a Total Amount of \$798,602.00. (Mike Dozier, Wastewater Management Division Director, mldozier@santafenm.gov)

1. Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$798,602.

**Committee Review:**

Public Works and Utilities Committee: 06/27/2022

Finance Committee: 07/05/2022

Governing Body: 07/13/2022

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

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

**For:** Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt,  
Member Rivera

**Against:** None

**Abstain:** None

- c. Request for Approval of a Professional Services Agreement (PSA) with Aecom Technical Services, Inc. to Provide On-Call Engineering Services for Capital Improvements In The Total Amount of \$542,188.00 Inclusive of NMGRT. (John Del Mar, Engineering Supervisor, jpdelmar@santafenm.gov, 505-955-4231)

1. Request for Approval of a Budget Adjustment Resolution (BAR) In The Total Amount of \$542,188.00



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REGULAR MEETING OF  
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5:00 PM

**Committee Review:**

Public Works and Utilities Committee: 06/27/2022

Finance Committee: 07/05/2022

Governing Body: 07/13/2022

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

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

**For:** Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt, Member Rivera

**Against:** None

**Abstain:** None

- d. Request for Approval of Three-Year Memorandum of Understanding (MOU) between the City of Santa Fe and Santa Fe County. (Noel Correia, Parking Division Director, 505-955-6611, npcorreia@santafenm.gov)

**Committee Review:**

Finance Committee: 07/05/2022

Public Works & Utilities Committee: 07/11/2022

Governing Body: 07/13/2022

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

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

**For:** Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt, Member Rivera

**Against:** None

**Abstain:** None



# MINUTES

- e. Request for Approval of Amendment #1 to Service Contract 20-0366 Increasing Compensation in the Amount of \$250,000.00 to a Total Amount of \$850,000.00 plus NMGRT for On-Call Vegetation Management Services with Steamer, Inc., dba Proscapes Landscape Management. (Scott A. Overlie, Parks Division Project Administrator, saoverlie@santafenm.gov, 505-955-2114)

**Committee Review:**

Finance Committee: 7/5/2022

Public Works & Utilities Committee: 7/11/2022

Governing Body: 7/13/2022

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

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

**For:** Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt, Member Rivera

**Against:** None

**Abstain:** None

- f. Request for Approval of Contract Amendment No. 1 Extending Term by One Year for Service Agreement with First Mesa Construction, Inc. to Replace Ft Marcy Roof and Skylights; (Josh Bohlman, jbohlman@santafenm.gov, (505) 955-5932)

**Committee Schedule:**

Finance Committee: 7/5/2022

Public Works and Utilities Committee: 7/11/2022

Governing Body: 7/13/2022

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

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



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**For:** Councilor Romero-Wirth, Councilor Lindell, Councilor Cassutt,  
Member Rivera

**Against:** None

**Abstain:** None

## 7. PRESENTATION

- a. FY21 Audit Status Update; (Ricky Bejarano, Interim Assistant Finance Director)

Interim Assistant Finance Director, Ricky Bejarano presented an update on the FY21 audit status.

## 8. MATTERS FROM STAFF

## 9. MATTERS FROM THE COMMITTEE

## 10. MATTERS FROM THE CHAIR

## 11. NEXT MEETING: July 18 2022

## 12. ADJOURN

Meeting adjourned 5:08 pm

*Carolynn Roibal*

Liaison

*Romero-Wirth*

Chair

## VOTE SUMMARY



Meeting Name - Public Works and Utilities Committee

Meeting Start Date - 06/27/2022

Meeting Committee - Public Works and Utilities Committee

Item Title - CONSIDERATION OF BILL NO. 2022-\_\_\_. (Mayor Webber, Councilor Lindell)

An Ordinance Amending Section 23-5.2 SFCC 1987 to Specify that Major Commercial Events are Not Entitled to Use City Property that is Otherwise Leased by the City. (Terry Lease, Asset Development Manager: tjlease@santafenm.gov, 629-2206)

### **Committee Review:**

Governing Body (Introduced): 05/25/2022

Governing Body (Public Comment): 06/08/2022

Public Works and Utilities Committee: 06/27/2022

Finance Committee: 07/05/22

Quality of Life Committee: 07/06/2022

Governing Body (Public Hearing): 07/13/22

Item Type - bill

Item Owner - Terry Lease

Item Sponsor - Alan Webber

Item Tracking Number - 22-14705

Motion Type - No Recommendation

Motion Mover - Michael Garcia

Motion Secunder - Lee Garcia

Motion Status - tabled

Vote For Count - 3

Vote Against Count - 0

Vote Abstain Count - 0

Vote Absent Count - 2

## VOTE SUMMARY



Vote For Names - Chris Rivera, Michael Garcia, Lee Garcia

Vote Against Names -

Vote Abstain Names -

Vote Absent Names - Carol Romero-Wirth, Amanda Chavez

User Name - Jamie-Rae Diaz

User Email - [jldiaz@santafenm.gov](mailto:jldiaz@santafenm.gov)

## VOTE SUMMARY



Meeting Name - Finance Committee

Meeting Start Date - 07/05/2022

Meeting Committee - Finance Committee

Item Title - CONSIDERATION OF BILL NO. 2022-\_\_\_. (Mayor Webber, Councilor Lindell)

An Ordinance Amending Section 23-5.2 SFCC 1987 to Specify that Major Commercial Events are Not Entitled to Use City Property that is Otherwise Leased by the City. (Terry Lease, Asset Development Manager: tjlease@santafenm.gov, 629-2206)

### **Committee Review:**

Governing Body (Introduced): 05/25/2022

Governing Body (Public Comment): 06/08/2022

Public Works and Utilities Committee: 06/27/2022

Finance Committee: 07/05/22

Quality of Life Committee: 07/06/2022

Governing Body (Public Hearing): 07/27/2022

Item Type - bill

Item Owner - Terry Lease

Item Sponsor - Alan Webber

Item Tracking Number - 22-14705

Motion Type - Postpone to a Date Certain

Motion Mover - Jamie Cassutt

Motion Seconder - Signe Lindell

Motion Status - approved

Vote For Count - 4

Vote Against Count - 0

Vote Abstain Count - 0

Vote Absent Count - 1

## VOTE SUMMARY



City of Santa Fe

Vote For Names - Carol Romero-Wirth, Signe Lindell, Jamie Cassutt, Chris Rivera

Vote Against Names -

Vote Abstain Names -

Vote Absent Names - Renee Villarreal

User Name -Carolynn Roibal

User Email - [croibal@santafenm.gov](mailto:croibal@santafenm.gov)

## VOTE SUMMARY



Meeting Name - Public Works and Utilities Committee

Meeting Start Date - 06/27/2022

Meeting Committee - Public Works and Utilities Committee

Item Title - Request for Approval of Sole Source Procurement for Services Contract with James, Cooke and Hobson, Inc. (JCH) for a total amount of \$798,602.00. (Mike Dozier, Wastewater Management Division Director, mldozier@santafenm.gov)

1. Request for approval of a Budget Adjustment Resolution (BAR) in the total amount of \$798,602.

### **Committee Review:**

Public Works and Utilities Committee: 06/27/2022

Finance Committee: 07/05/2022

Governing Body: 07/13/2022

Item Type - contract

Item Owner - Mike Dozier

Item Sponsor -

Item Tracking Number - 22-14927

Motion Type - Approve

Motion Mover - Carol Romero-Wirth

Motion Secunder - Lee Garcia

Motion Status - approved

Vote For Count - 4

Vote Against Count - 0

Vote Abstain Count - 0

Vote Absent Count - 1

Vote For Names - Chris Rivera, Michael Garcia, Carol Romero-Wirth, Lee Garcia

Vote Against Names -

Vote Abstain Names -

**VOTE SUMMARY**



City of Santa Fe

Vote Absent Names - Amanda Chavez

User Name - Jamie-Rae Diaz

User Email - [jldiaz@santafenm.gov](mailto:jldiaz@santafenm.gov)

## VOTE SUMMARY



Meeting Name - Finance Committee

Meeting Start Date - 07/05/2022

Meeting Committee - Finance Committee

Item Title - Request for Approval of Sole Source Procurement for Services Contract with James, Cooke and Hobson, Inc. (JCH) for a Total Amount of \$798,602.00. (Mike Dozier, Wastewater Management Division Director, mldozier@santafenm.gov)

1. Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$798,602.

### **Committee Review:**

Public Works and Utilities Committee: 06/27/2022

Finance Committee: 07/05/2022

Governing Body: 07/13/2022

Item Type - contract

Item Owner - Mike Dozier

Item Sponsor -

Item Tracking Number - 22-14927

Motion Type - Approve

Motion Mover - Jamie Cassutt

Motion Seconder - Signe Lindell

Motion Status -

Vote For Count - 4

Vote Against Count - 0

Vote Abstain Count - 0

Vote Absent Count - 1

Vote For Names - Carol Romero-Wirth, Signe Lindell, Jamie Cassutt, Chris Rivera

Vote Against Names -

## VOTE SUMMARY



City of Santa Fe

Vote Abstain Names -

Vote Absent Names - Renee Villarreal

User Name - Carolynn Roibal

User Email - [croibal@santafenm.gov](mailto:croibal@santafenm.gov)

## VOTE SUMMARY



Meeting Name - Public Works and Utilities Committee

Meeting Start Date - 06/27/2022

Meeting Committee - Public Works and Utilities Committee

Item Title - Request for Approval of a Professional Services Agreement (PSA) with Aecom Technical Services, Inc. to provide On-Call Engineering Services for Capital Improvements in the total amount of \$542,188.00 inclusive of NMGRT. (John Del Mar, Engineering Supervisor, [jpdelmar@santafenm.gov](mailto:jpdelmar@santafenm.gov), 505-955-4231)

1. Request for approval of a Budget Adjustment Resolution (BAR) in the total amount of \$542,188.00

### **Committee Review:**

Public Works and Utilities Committee: 06/27/2022

Finance Committee: 07/05/2022

Governing Body: 07/13/2022

Item Type - contract

Item Owner - John Del Mar

Item Sponsor -

Item Tracking Number - 22-15083

Motion Type - Approve

Motion Mover - Carol Romero-Wirth

Motion Seconder - Lee Garcia

Motion Status - approved

Vote For Count - 4

Vote Against Count - 0

Vote Abstain Count - 0

Vote Absent Count - 1

Vote For Names - Chris Rivera, Michael Garcia, Carol Romero-Wirth, Lee Garcia

Vote Against Names -

## VOTE SUMMARY



City of Santa Fe

Vote Abstain Names -

Vote Absent Names - Amanda Chavez

User Name - Jamie-Rae Diaz

User Email - [jldiaz@santafenm.gov](mailto:jldiaz@santafenm.gov)

## VOTE SUMMARY



Meeting Name - Finance Committee

Meeting Start Date - 07/05/2022

Meeting Committee - Finance Committee

Item Title - Request for Approval of a Professional Services Agreement (PSA) with Aecom Technical Services, Inc. to Provide On-Call Engineering Services for Capital Improvements In The Total Amount of \$542,188.00 Inclusive of NMGRT. (John Del Mar, Engineering Supervisor, [jpdelmar@santafenm.gov](mailto:jpdelmar@santafenm.gov), 505-955-4231)

1. Request for Approval of a Budget Adjustment Resolution (BAR) In The Total Amount of \$542,188.00

### **Committee Review:**

Public Works and Utilities Committee: 06/27/2022

Finance Committee: 07/05/2022

Governing Body: 07/13/2022

Item Type - contract

Item Owner - John Del Mar

Item Sponsor -

Item Tracking Number - 22-15083

Motion Type - Approve

Motion Mover - Jamie Cassutt

Motion Seconder - Signe Lindell

Motion Status - approved

Vote For Count - 4

Vote Against Count - 0

Vote Abstain Count - 0

Vote Absent Count - 1

Vote For Names - Carol Romero-Wirth, Signe Lindell, Jamie Cassutt, Chris Rivera

Vote Against Names -

## VOTE SUMMARY



City of Santa Fe

Vote Abstain Names -

Vote Absent Names - Renee Villarreal

User Name - Carolynn Roibal

User Email - [croibal@santafenm.gov](mailto:croibal@santafenm.gov)

## VOTE SUMMARY



Meeting Name - Finance Committee

Meeting Start Date - 07/05/2022

Meeting Committee - Finance Committee

Item Title - Request for Approval of Three-Year Memorandum of Understanding (MOU) between the City of Santa Fe and Santa Fe County. (Noel Correia, Parking Division Director, 505-955-6611, npcorreia@santafenm.gov)

### **Committee Review:**

Finance Committee: 07/05/2022

Public Works & Utilities Committee: 07/11/2022

Governing Body: 07/13/2022

Item Type - memorandum of understanding (MOU)

Item Owner - Noel Correia

Item Sponsor -

Item Tracking Number - 22-15084

Motion Type - Approve

Motion Mover - Jamie Cassutt

Motion Secunder - Signe Lindell

Motion Status - approved

Vote For Count - 4

Vote Against Count - 0

Vote Abstain Count - 0

Vote Absent Count - 1

Vote For Names - Carol Romero-Wirth, Signe Lindell, Jamie Cassutt, Chris Rivera

Vote Against Names -

Vote Abstain Names -

Vote Absent Names - Renee Villarreal

**VOTE SUMMARY**



City of Santa Fe

User Name - Carolyn Roibal

User Email - ciroibal@santafenm.gov

## VOTE SUMMARY



Meeting Name - Finance Committee

Meeting Start Date - 07/05/2022

Meeting Committee - Finance Committee

Item Title - Request for Approval of Amendment #1 to Service Contract 20-0366 Increasing Compensation in the Amount of \$250,000.00 to a Total Amount of \$850,000.00 plus NMGRT for On-Call Vegetation Management Services with Steamer, Inc., dba Proscapes Landscape Management. (Scott A. Overlie, Parks Division Project Administrator, saoverlie@santafenm.gov, 505-955-2114)

### **Committee Review:**

Finance Committee: 7/5/2022

Public Works & Utilities Committee: 7/11/2022

Governing Body: 7/13/2022

Item Type - contract amendment

Item Owner -

Item Sponsor -

Item Tracking Number - 22-15103

Motion Type - Approve

Motion Mover - Jamie Cassutt

Motion Secunder - Signe Lindell

Motion Status - approved

Vote For Count - 4

Vote Against Count - 0

Vote Abstain Count - 0

Vote Absent Count - 1

Vote For Names - Carol Romero-Wirth, Signe Lindell, Jamie Cassutt, Chris Rivera

Vote Against Names -

Vote Abstain Names -

## VOTE SUMMARY



City of Santa Fe

Vote Absent Names - Renee Villarreal

User Name -Carolynn Roibal

User Email - clroibal@santafenm.gov

## VOTE SUMMARY



Meeting Name - Finance Committee

Meeting Start Date - 07/05/2022

Meeting Committee - Finance Committee

Item Title - Request for Approval of Contract Amendment No. 1 Extending Term by One Year for Service Agreement with First Mesa Construction, Inc. to Replace Ft Marcy Roof and Skylights; (Josh Bohlman, jbohlman@santafenm.gov, (505) 955-5932)

### **Committee Schedule:**

Finance Committee: 7/5/2022

Public Works and Utilities Committee: 7/11/2022

Governing Body: 7/13/2022

Item Type - contract amendment

Item Owner - Josh Bohlman

Item Sponsor -

Item Tracking Number - 22-15104

Motion Type - Approve

Motion Mover - Jamie Cassutt

Motion Seconder - Signe Lindell

Motion Status - approved

Vote For Count - 4

Vote Against Count - 0

Vote Abstain Count - 0

Vote Absent Count - 1

Vote For Names - Carol Romero-Wirth, Signe Lindell, Jamie Cassutt, Chris Rivera

Vote Against Names -

Vote Abstain Names -

Vote Absent Names - Renee Villarreal

**VOTE SUMMARY**



City of Santa Fe

User Name - Carolyn Roibal

User Email - ciroibal@santafenm.gov






# Finance Committee July 5, 2022\_20220719162349771

Final Audit Report

2022-07-19

Created:	2022-07-19
By:	Carolynn Roibal (croibal@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAejsE215nPdlu9bi6GecmT8MOZGVzEMge

## "Finance Committee July 5, 2022\_20220719162349771" History

-  Document created by Carolynn Roibal (croibal@ci.santa-fe.nm.us)  
2022-07-19 - 4:28:32 PM GMT- IP address: 63.232.20.2
-  Document emailed to cromero-wirth@santafenm.gov for signature  
2022-07-19 - 4:29:23 PM GMT
-  Email viewed by cromero-wirth@santafenm.gov  
2022-07-19 - 7:07:33 PM GMT- IP address: 174.194.151.192
-  Document e-signed by Carol Romero-Wirth (cromero-wirth@santafenm.gov)  
Signature Date: 2022-07-19 - 7:08:17 PM GMT - Time Source: server- IP address: 174.194.151.192
-  Agreement completed.  
2022-07-19 - 7:08:17 PM GMT