



# MINUTES

REGULAR MEETING OF  
THE FINANCE COMMITTEE  
JANUARY 30, 2023  
5:00 PM  
COUNCIL CHAMBERS  
CITY HALL  
200 LINCOLN AVENUE

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## PROCEDURES FOR FINANCE COMMITTEE MEETING

**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.

**Written Public Comment:** Members of the public may submit written comments on legislation by clicking on the comment bubble to the right of the meeting on the public portal at <https://santafe.primegov.com/public/portal> three hours prior to the start of the meeting.

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

### 1. CALL TO ORDER

Meeting started at 5:00pm.

### 2. ROLL CALL

**Members Present:**

Councilor Renee Villarreal  
Councilor Carol Romero-Wirth  
Councilor Signe Lindell  
Councilor Jamie Cassutt  
Councilor Chris Rivera

**Members Excused:**

None

**Others Attending:**

Emily Oster, Finance Director

All Finance Committee members present.

### 3. APPROVAL OF AGENDA



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

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

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

**Against:** None

**Abstain:** None

#### 4. APPROVAL OF CONSENT AGENDA

**MOTION:** Councilor Cassutt moved, seconded by Councilor Rivera, to approve the agenda as amended to pull items F and J for discussion.

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

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

**Against:** None

**Abstain:** None

#### 5. ACTION ITEMS: CONSENT

- a. Request for Approval of the January 17, 2023 Finance Committee Meeting Minutes. (Emily Oster, Finance Director, 505-629-3411, ekoster@santafenm.gov).

**Committee Review:**

Finance Committee: 01/30/2023

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



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

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

**Against:** None

**Abstain:** None

- b. Request for Approval of Budget Adjustment Resolution (BAR) from the Water Enterprise Fund Cash Balance to Operating Supplies in the Amount of \$100,000. (Randy Lopez, Transmission and Distribution Supervisor, rjlopez@santafenm.gov)

**Committee Review:**

Public Works and Utilities Committee: 01/23/2023

Finance Committee: 01/30/2023

Governing Body: 02/08/2023

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

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

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

**Against:** None

**Abstain:** None

- c. Request for Approval of Contract With GM Emulsion LLC for Removal of Sewage Sludge to be Hauled from The Paseo Real Water Reclamation Facility, in the Total Amount of \$300,000. Excluding NMGRT for a One (1) Year Term Expiring June 30, 2024. (P. Fred Heerbrandt, Wastewater Management Engineer Supervisor 505-955-4623)



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1. Request for Approval of a Budget Adjustment Resolution (BAR) In The Amount of 300,000.

**Committee Review:**

Public Works and Utilities Committee: 01/23/2023

Finance Committee: 01/30/2023

Governing Body: 02/08/2023

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

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

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

**Against:** None

**Abstain:** None

- d. Request for Approval to Purchase and Replace Two (2) Vehicles for the Water Division, Source of Supply Section in the Total Amount of \$107,483. (Jonathan Montoya, Jmmontoya@santafenm.gov, 505-955-4373; Joe Olivas jwolivas@santafenm.gov, 505-955-4370)

**Committee Review:**

Public Works and Utilities Committee: 01/23/2023

Finance Committee: 01/30/2023

Governing Body: 02/08/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Rivera, to approve the purchase as presented.

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

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



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**Against:** None

**Abstain:** None

- e. Request for Approval of a Memorandum of Understanding (MOU) between the City of Santa Fe and Santa Fe County to Provide Water and Wastewater Service Outside the City Limits to First Serve of New Mexico, LLC. (Jesse Roach, Water Division Director, jdroach@santafenm.gov, 505-955-4309; Stan Holland, WWMD Engineer, tsholland@santafenm.gov, 505-955-4367)

**Committee Review:**

Public Works and Utilities Committee: 01/23/2023

Finance Committee: 01/30/2023

Governing Body: 02/08/2023

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

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

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

**Against:** None

**Abstain:** None



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- f. Request for Approval of Amendment No.1 to Original Contract #22-0511 with ESA Construction to Expand Concrete Ramp Work and Bathroom Plumbing in the Amount of \$13,828.65 for a Total Contract Amount of \$297,962.67. (Jesse Roach, Water Division Director, jdroach@santafenm.gov, 505-955-4309)

**Committee Review:**

Public Works and Utilities Committee: 01/23/2023

Finance Committee: 01/30/2023

Governing Body: 02/08/2023

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

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

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

**Against:** None

**Abstain:** None

- g. Request for Approval of Amendment No.1 to Original Contract # 22-0410 with Parkson Corporation for the Purchase of an AquaGuard Wastewater Screen and Extending the Contract Through December 31, 2023. (P.F Heerbrandt, Engineer Supervisor, pfheerbrandt@santafenm.gov)

**Committee Review:**

Public Works and Utilities Committee: 01/23/2023

Finance Committee: 01/30/2023

Governing Body: 02/08/2023

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

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

**For:** Councilor Villarreal, Councilor Romero-Wirth, Councilor



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Lindell, Councilor Cassutt, Councilor Rivera

**Against:** None

**Abstain:** None

- h. Request for Approval of Contract with Alpha Southwest. Inc. for On-Call Repair and Maintenance of Water and Wastewater Facilities for the Remainder of FY23 in the Amount of \$307,603.35 (Jonathan Montoya, Source of Supply Operations Manager, [jmmontoya@santafenm.gov](mailto:jmmontoya@santafenm.gov), 505-955-4373; Julian Gonzales, Wastewater Plant Operator, [jrgonzales@santafenm.gov](mailto:jrgonzales@santafenm.gov))

**Committee Review:**

Public Works and Utilities Committee: 01/23/2023

Finance Committee: 01/30/2023

Governing Body: 02/08/2023

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

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

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

**Against:** None

**Abstain:** None

- i. Request for Approval of Award and Acceptance of Reoccurring Federal Planning Funding Section 112 Federal Highway Association (FHWA) and Section 5303 Federal Transit Authority (FTA) for Federal Fiscal Year 2023 in the Amount of \$388,184 for the Annual Operations of the Santa Fe MPO. (Erick Aune, Santa Fe MPO Officer: [ejaune@santafenm.gov](mailto:ejaune@santafenm.gov), 505-330-8483)

**Committee Review:**

Finance Committee: 01/30/2023



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Public Works/Utilities Committee: 02/06/2023  
Governing Body: 02/08/2023

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

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

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

**Against:** None

**Abstain:** None

- j. Request for Approval of Midyear Budget Amendment Resolutions (BAR's) Utilizing FY22 (Prior Year) Gross Receipts Tax Revenue, Above Budgeted Estimates, to Fund a Package of Priorities that Includes Contracted Services to Alleviate Unsheltered Homelessness, Vehicles and Equipment for Park Rangers, Encampment Cleanup, Salary Adjustments to Improve Recruitment and Retention of Parks Department Employees, and Relocation of City Offices from Railyard Market Station, Totaling \$2,119,290. (Emily K. Oster, Finance Director, [ekoster@santafenm.gov](mailto:ekoster@santafenm.gov), 505-629-3411).

**Committee Review:**

Finance Committee: 01/30/2023  
Quality of Life: 02/01/2023  
Governing Body: 02/08/2023

**MOTION:** Councilor Lindell moved, seconded by Councilor Villarreal, to move the budget adjustment resolution (BAR) forward with no recommendation.

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

**For:** Councilor Villarreal, Councilor Lindell, Councilor Cassutt,



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Councilor Rivera

**Against:** Councilor Romero-Wirth

**Abstain:** None

- k. CONSIDERATION OF RESOLUTION NO. 2023-\_\_\_. (Councilor Lindell and Councilor Romero-Wirth)

A Resolution Accepting Donations from the Santa Fe Pickleball Club and the Mammel Foundation for the Design and Construction of Pickleball Courts at Fort Marcy Park and Directing the Use of Capital Improvement Funds to Construct Six Additional Pickleball Courts. (Melissa McDonald, Parks and Open Space Division Director: mamcdonald@santafenm.gov, 955-6840)

**Committee Review:**

Governing Body (Introduced): 01/11/2023

Public Works and Utilities Committee: 01/23/2023

Finance Committee: 01/30/2023

Governing Body: 02/08/2023

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

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

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

**Against:** None

**Abstain:** None

- l. CONSIDERATION OF RESOLUTION NO. 2023-\_\_\_. (Councilwoman Villarreal and Councilor Lindell)

A Resolution Authorizing the Sale and Consumption of Alcohol During SITE Santa Fe's Annual Benefit and Concert on City Property for the Years 2023-2027, Pursuant to Subsection 23-6.2(C) SFCC 1987. (Kristine Mihelcic, City Clerk: kmmihelcic@santafenm.gov, 955-6521)



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## **Committee Review:**

Governing Body (Introduced): 01/11/2023

Quality of Life Committee: 01/18/2023

Finance Committee: 01/30/2023

Governing Body: 02/08/2023

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

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

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

**Against:** None

**Abstain:** None

## 6. **PRESENTATION**

- a. Audit Update for FY21. (Emily Oster, Finance Director: [ekoster@santafenm.gov](mailto:ekoster@santafenm.gov), 505-629-3411)

Finance Director, Emily Oster gave an update on the FY21 Audit . Work is continuing with all the contractors CRI, CLA , REDW and staff on the Audit.

The Audit Committee met last week and elected Randy Grissom as Chair.

## 7. **MATTERS FROM STAFF**

## 8. **MATTERS FROM THE COMMITTEE**

## 9. **MATTERS FROM THE CHAIR**



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- 10. **NEXT MEETING: February 13 2023**
- 11. **ADJOURN**

Meeting adjourned 6:10pm.

*Carolynn Roibal*  
\_\_\_\_\_  
Liaison

*Roman L. Smith*  
\_\_\_\_\_  
Chair

Feb 15, 2023







# Minutes\_Finance Committee\_01.30.23

Final Audit Report

2023-02-15

Created:	2023-02-14
By:	Carolynn Roibal (croibal@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAATwEL3XCp39TD6llcGAPw6IEtb3GgLn4W

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-  Document created by Carolynn Roibal (croibal@ci.santa-fe.nm.us)  
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-  Document emailed to cromero-wirth@santafenm.gov for signature  
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-  Signer cromero-wirth@santafenm.gov entered name at signing as Carol Romero-Wirth  
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