



# MINUTES

REGULAR MEETING OF  
THE FINANCE COMMITTEE  
JUNE 05, 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 called to order 5:03 pm.

### 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

### 3. APPROVAL OF AGENDA

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

## 4. APPROVAL OF CONSENT AGENDA

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve the Consent Agenda as amended. Item S pulled 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 Finance Committee Minutes – May, 15, 2023. (Emily Oster, Finance Director, 505-629-3411).

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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

- b. Request for Approval of the April 11, 2023 Budget Hearing Minutes. (Emily Oster, Finance Director, 505-629-3411).

**Committee Review:**

Finance Committee: 06/05/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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 the April 12, 2023 Budget Hearing Minutes. (Emily Oster, Finance Director, 505-629-3411).

**Committee Review:**

Finance Committee: 06/05/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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

- d. Request for Approval of the April 13, 2023 Budget Hearing Minutes. (Emily Oster, Finance Director, 505-629-3411).

**Committee Review:**

Finance Committee: 06/05/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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

- e. Request for Approval of the April 18, 2023 Budget Hearing Minutes. (Emily Oster, Finance Director, 505-629-3411).

**Committee Review:**

Finance Committee: 06/05/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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



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**Abstain:** None

- f. Request for Approval of the April 19, 2023 Budget Hearing Minutes. (Emily Oster, Finance Director, 505-629-3411).

**Committee Review:**

Finance Committee: 06/05/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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

- g. Request for Approval of the April 20, 2023 Budget Hearing Minutes. (Emily Oster, Finance Director, 505-629-3411).

**Committee Review:**

Finance Committee: 06/05/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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



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**Abstain:** None

- h. Request for Approval of the April 25, 2023 Budget Hearing Minutes. (Emily Oster, Finance Director, 505-629-3411).

**Committee Review:**

Finance Committee: 06/05/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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 the April 26, 2023 Budget Hearing Minutes. (Emily Oster, Finance Director, 505-629-3411).

**Committee Review:**

Finance Committee: 06/05/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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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- j. Request for Approval of Budget Hearing Minutes of April 27, 2023. (Emily Oster, Finance Director, 505-629-3411).

**Committee Review:**

Finance Committee: 06/05/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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

- k. Request for Approval of the Community Development Block Grant (CDBG) Subrecipient Agreement with Homewise in the Total Amount of \$144,964 for Mortgage Principal Reduction Assistance through December 31, 2024. (Cody Minnich, Project Manager, Office of Affordable Housing, [cjminnich@santafenm.gov](mailto:cjminnich@santafenm.gov), 505-955-6574)

**Committee Review:**

Finance Committee: 06/05/2023

Quality of Life Committee: 06/07/2023

Governing Body: 06/14/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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

- i. Request for Approval of Amendment No. 2 to the Affordable Housing Trust Fund (AHTF) Contract Item #21-0328 with Santa Fe Habitat for Humanity in the Total Amount of \$80,000 for Mortgage Principal Reduction Assistance to Extend the Contract Term through June 30, 2024. (Cody Minnich, Project Manager, Office of Affordable Housing, cjminnich@santafenm.gov, 505-955-6574)

**Committee Review:**

Finance Committee: 06/05/2023

Quality of Life Committee: 06/07/2023

Governing Body: 06/14/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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

- m. Request for Approval of the Community Development Block Grant (CDBG) Subrecipient Agreement with Santa Fe Habitat for Humanity in the Total Amount of \$100,000 for the Home Repair Program through December 31, 2024. (Cody Minnich, Project Manager, Office of Affordable Housing, cjminnich@santafenm.gov, 505-955-6574)

**Committee Review:**

Finance Committee: 06/05/2023

Quality of Life Committee: 06/07/2023



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Governing Body: 06/14/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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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- n. Request for Approval of the Affordable Housing Trust Fund (AHTF) Professional Services Agreement with Youthworks in the Total Amount of \$200,000 for the Housing First Rental Assistance Program through June 30, 2024. (Cody Minnich, Project Manager, Office of Affordable Housing, [cjminnich@santafenm.gov](mailto:cjminnich@santafenm.gov), 505-955-6574)

**Committee Review:**

Finance Committee: 06/05/2023

Quality of Life Committee: 06/07/2023

Governing Body: 06/14/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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

- o. Request for Approval of FY23 Police Vehicle Purchase Request with Chalmer Ford and MHQ in the Total Amount is \$1,565,166.64 for the Vehicles, Equipment and Labor Costs Associated with Each Vehicle. (Ben Valdez, Deputy Chief of Police, [bpvaldez@santafenm.gov](mailto:bpvaldez@santafenm.gov), 505-955-5040).

**Committee Review:**

Finance Committee: 06/05/2023

Quality of Life Committee: 06/07/2023

Governing Body Committee: 06/14/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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

- p. Request for Approval of a Professional Services Agreement with Molzen-Corbin & Associates, Inc. in an Amount Not to Exceed \$103,162.65 Including NMGRT for the Design and Construction Administration of Six New Pickleball Courts at Fort Marcy Park. (Scott A. Overlie, Parks Division Project Administrator, saoverlie@santafenm.gov, 505-231-6194)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Amount of \$104,000 for the Design of Six New Pickleball Courts under ORG/OBJ 3559980/572960. (Melissa McDonald, Parks and Open Space Division Director, mamcdonald@santafenm.gov, 505-303-9502, Scott A. Overlie, Parks Division Project Administrator, saoverlie@santafenm.gov, 505-231-6194).

**Committee Review:**

Finance Committee: 06/05/2023

Public Works and Utilities Committee: 06/12/2023

Governing Body: 06/14/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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



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**Abstain:** None

- q. Request for Approval of the Recovery Funds Sub-Recipient Contract with Hellas Construction Inc. in the Amount of \$1,016,914.00 for Utilization of Funds from the American Rescue Plan Act (ARPA) for Ragle Park Softball Field Improvements. (Scott Overlie, Parks Division Project Administrator: saoverlie@santafenm.gov, 505-231-6194)

**Committee Review:**

Finance Committee: 06/05/2023

Public Works and Utilities Committee: 06/12/2023

Governing Body: 06/14/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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

- r. Request for Approval of a General Services Contract in the Total Amount of \$549,542.96, Including NMGRT for City-Wide On-Call Elevator Services for City Facilities with TK Elevator Corporation. (Caryn Grosse, clgrosse@santafenm.gov; 505-955-5938 and Denise Gabaldon, rdgabaldon@santafenm.gov; 505-955-5934)

**Committee Review**

Public Works & Utilities Committee: 05/30/2023

Finance Committee: 06/05/2023

Governing Body: 06/14/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for



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item S 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

- s. Request for Approval of Amendment No. 1 to Item #22-0300 Universal Protection Services DBA Allied Universal Security to Extend the Term to June 30, 2024 with No Corresponding Change in the Not to Exceed Amount. (Sam Burnett, jsburnett@santafenm.gov, 505-955-5933; Denise Gabaldon, Contracts Administrator, rdgabaldon@santafenm.gov, 505-955-5934)

**Committee Review**

Public Works & Utilities Committee: 05/30/2023

Finance Committee: 06/05/2023

Governing Body: 06/14/2023

**MOTION:** Councilor Villarreal moved, seconded by Councilor Rivera, to deny the contract amendment as presented on discussion.

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

**For:** Councilor Villarreal, Councilor Cassutt, Councilor Rivera

**Against:** Councilor Romero-Wirth, Councilor Lindell

**Abstain:** None

- t. Request the Approval of Amendment No. 1 to Item #22-0302 with Servexo Protection Services to Extend the Term to June 30, 2024 with No Corresponding Change in Cost. (Sam Burnett, jsburnett@santafenm.gov, 505-955-5933; Denise Gabaldon, Contracts



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Administrator, rdgabaldon@santafenm.gov, 505-955-5934).

## **Committee Review**

Public Works & Utilities Committee: 05/30/2023

Finance Committee: 06/05/2023

Governing Body: 06/14/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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

- u. Request for Approval of Amendment No. 1 to Item #22-0301 with Condor - New Age Logistics, LLC to Extend the Term to June 30, 2024 with No Corresponding Change in Cost. (Sam Burnett, Facilities Division Director, jsburnett@santafenm.gov, 505-955-5933; Denise Gabaldon, Contracts Administrator, rdgabaldon@santafenm.gov, 505-955-5934)

## **Committee Review**

Public Works & Utilities Committee: 05/30/2023

Finance Committee: 06/05/2023

Governing Body: 06/14/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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

- v. Request for Approval of Amendment #1 to Original Contract # 21-0160 with GM Emulsion, LLC to Increase the Amount for FY 2024 for an Additional \$117,402.85 Inclusive of NMGRT and Extending the Term through January 26, 2024. (Randy Lopez, Transmission and Distribution Manager, rjlopez@santafenm.gov)

**Committee Review:**

Public Works and Utilities Committee: 05/30/2023

Finance Committee: 06/05/2023

Governing Body: 06/14/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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

- w. Request for Approval of Amendment No. 1 to Services Item #22-0303 with Arrowhead Security DBA Vet-Sec Protection Agency to Extend the Term to June 30, 2024 with No Corresponding Change in the Not to Exceed Amount of \$1,000,000 Per Year. (Sam Burnett, Facilities Division Director, jsburnett@santafenm.gov, 505-955-5933; Denise Gabaldon, Contracts Administrator, rdgabaldon@santafenm.gov, 505-955-5934).

**Committee Review**

Public Works & Utilities Committee: 05/30/2023

Finance Committee: 06/05/2023



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**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve all the items on the consent agenda except for item S 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 Audit update. Steady progress is being made. Contractors onsite to assist with the closing of Audits and opening of FY 24.

- b. Procurement Presentation (Travis Dutton-Leyda, Procurement Officer, 505-629-8351).

Travis Dutton-Leyda, Purchasing Officer presented on the Procurement process and the Purchasing office.

## 7. MATTERS FROM STAFF

## 8. MATTERS FROM THE COMMITTEE

## 9. MATTERS FROM THE CHAIR

## 10. NEXT MEETING: June 20 2023



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11. **ADJOURN**

Meeting adjourned 6:15 pm.

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

*Romeo V. Gutierrez*  
\_\_\_\_\_  
Chair

Jun 22, 2023

