



# MINUTES

REGULAR MEETING OF  
THE FINANCE COMMITTEE  
JUNE 20, 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 5:07pm.

### 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:**

Carolynn Roibal, Administrative Manager  
Emily Oster, Finance Director

### 3. APPROVAL OF AGENDA

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



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agenda as amended to pull items i, p, r, and t for discussion. Item L was taken off the agenda at the request of HR staff. It is not ready and a new date to go through committee and Governing Body is to be determined.

**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 consent agenda as amended. Item L was removed from the agenda at this time. Items i, p, r, and t 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 – June 5, 2023. (Emily Oster, Finance Director, 505-629-3411).

**Committee Review:**

Finance Committee: 06/20/2023

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



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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 General Service Agreement with CamNet Inc., in the Total Amount of \$148,714.29 Excluding NMGRT for Equipment and Configuration of Cameras and Door Controls at the Santa Fe Regional Airport with the Term Ending June 30, 2024. (Manuel Gonzales, ITT Director, mmgonzales@santafenm.gov, 505-955-5576)

**Committee Review:**

Finance Committee: 6/20/2023

Quality of Life Committee: 6/21/2023

Governing Body: 6/28/2023

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

**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 Service Contract with Simpleview LLC in the Total Amount of \$287,200 for TSF Website Content Management Platform for a Four-Year Term. (Randy Randall, TSF Executive Director; rrandall@santafenm.gov, 505-955-6209)



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**Committee Review:**

Quality of Life Committee: 06/07/2023

Finance Committee: 06/20/2023

Governing Body: 06/28/2023

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

**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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- d. Request for Approval of a Service Agreement with CrowdRiff for TSF Digital/Web-Based Marketing Software Platform in the Total Amount of \$88,000 for a Four-Year Term. (Randy Randall, TSF Executive Director; rrandall@santafenm.gov, 505-955-6209)

**Committee Review:**

Quality of Life Committee: 06/07/2023

Finance Committee: 06/20/2023

Governing Body: 06/28/2023

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

**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 Professional Services Agreement with Bella Luz Apartments 2022 LLLP in the Total Amount of \$844,470 for Costs Associated with Planning, Designing, Constructing, and/or Renovating the Lamplighter Inn Into 58 Units of Affordable Housing with 25% of Units Set Aside for Special Needs Tenants. (Cody Minnich, Housing Grant Manager, Office of Affordable Housing, cjminnich@santafenm.gov, 505-955-6574)

**Committee Review:**

Finance Committee: 06/20/2023

Quality of Life Committee: 06/21/2023

Governing Body: 06/28/2023

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

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



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

**Against:** None

**Abstain:** None

- f. Request for Approval of Amendment No.1 to the Professional Services Agreement No. 22-0375 with Homewise to Extend the Term of the Contract for Another Year and Add Compensation in the Amount of \$190,000 for a Total Amount of \$380,000 to Provide Homebuyer/Owner Support Services to Residents of Santa Fe with Low and Moderate Incomes. (Alexandra Ladd, Director, Office of Affordable Housing, agladd@santafenm.gov, 505-955-6346)

**Committee Review:**

Finance Committee: 06/20/2023

Quality of Life Committee: 06/21/2023

Governing Body: 06/28/2023

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

**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 Service Agreement with Midwest Hoopla in the Total Amount of \$150,000 to Purchase Digital Books, Audio, Video, Music and E-Books. (Margaret Neil, Library Division Director, mmneill@santafenm.gov 505-955-6788)

**Committee Review:**

Finance Committee: 06/20/2023



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Quality of Life Committee: 06/21/2023  
Governing Body: 06/28/2023

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

**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

- h. Request for Approval of Amendment No. 1 to Professional Services Agreement No. 22-0266 with Ciber Pathway Inc., in the Amount of \$1,304,112.60 with the Total Amount Not to Exceed \$2,821,370.10 to Assist with Munis Service Packs Installation Cadence and Assist with the Build-out of Application Programming Interface (API) for Multiple Platforms Across the City. (Manuel Gonzales, ITT Department Director, mmgonzales@santafenm.gov, 505-955-5576)

**Committee Review:**

Finance Committee: 06/20/2023  
Quality of Life Committee: 06/21/2023  
Governing Body: 06/28/2023

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

**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

- i. Request for Approval of a Professional Services Agreement with Santa Fe Public Schools for Expanded Summer Program Opportunities for the Youth of Santa Fe, in the Amount Not to Exceed \$150,000.00, Including NMGRT. (Julie Sanchez, Youth and Family Services Division Director: [jjsanchez@santafenm.gov](mailto:jjsanchez@santafenm.gov) 505-955-6678)

**Committee Review:**

Finance Committee: 06/20/2023  
Quality of Life Committee: 06/21/2023  
Governing Body Committee: 06/28/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve the contract 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

- j. Request for Approval of a Budget Adjustment Resolution (BAR) of \$300,000 of State-Deposited Funds Into the City's General Fund to the Office of Economic Development Grants and Services Fund for the Meow Wolf LEDA Project, in Accordance with the Intergovernmental Agreement (IGA), Signed Into Effect in 2017. (Casey Dalbor, Business Growth Manager, Office of Economic Development, [cjdalbor@santafenm.gov](mailto:cjdalbor@santafenm.gov), 505-470-4807).

**Committee Review:**

Finance Committee: 06/20/2023  
Quality of Life Committee: 06/21/2023  
Governing Body: 06/28/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Rivera,



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to approve the items as presented on consent.

**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 a Budget Adjustment Resolution (BAR) of \$75,000 of State-Deposited Funds Into the City's General Fund to the Office of Economic Development Grants and Services Fund for the Earth Traveler Teardrop Trailer LEDA project, in Accordance with the Intergovernmental Agreement (IGA), Signed into Effect in 2022. (Casey Dalbor, Business Growth Manager, Office of Economic Development, [cjdalbor@santafenm.gov](mailto:cjdalbor@santafenm.gov), 505-470-4807)

**Committee Review:**

Finance Committee: 06/20/2023

Quality of Life Committee: 06/21/2023

Governing Body: 06/28/2023

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

**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. Request for Approval of Amendment No. 5 to the Collective Bargaining Agreement Between the City of Santa Fe and Local 3999 City of Santa



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Fe Employees of the American Federation of State, County and Municipal Employees, Council 18, AFL-CIO, for All Bargaining Unit Employees to Receive a 3% Pay Increase who Earn Less than \$100,000 Annually and 1% for Bargaining Unit Employees who Earn \$100,000 or More Annually the First Full Pay Period in July 2023. (Bernadette Salazar, Human Resources Director, 505-955-6591, bjsalazar@santafenm.gov)

**Committee Review:**

Finance Committee (Removed from Agenda): 06/20/2023

Quality of Life Committee: 06/21/2023

Governing Body: 06/28/2023

Item removed from the Finance and Quality of Life Committee agendas. Item not ready at this time.

- m. Request for Approval of a Cooperative Project Agreement with the New Mexico Department of Transportation in the Amount of \$1,316,714 for the Construction of Tierra Contenta Trail Extension. (Romella Glorioso-Moss, PW Capital Projects Manager, rsglorioso-moss@santafenm.gov, 505-955-6623)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$1,316,714 Using \$1,125,000 NMDOT Funding and \$191,174 of Road Impact Fees to Construct Tierra Contenta Trail Extension Project.

**Committee Reviews:**

Finance Committee: 06/20/2023

Public Works and Public Utilities Committee: 06/26/2023

Governing Body: 06/28/2023

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

**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

- n. Request for Approval of Amendment No. 2 to the Affordable Housing Trust Fund Professional Services Agreements No. 21-0327 and 22-0374 with Santa Fe Civic Housing Authority in the Total Amount of \$200,000 for Villa Consuelo Apartments. (Cody Minnich, Housing Grant Manager, [cjminnich@santafenm.gov](mailto:cjminnich@santafenm.gov), 505-955-6574)

**Committee Review:**

Finance Committee: 06/20/2023

Quality of Life Committee: 06/21/2023

Governing Body: 06/28/2023

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

**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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- o. Request for Approval of Amendment No. 1 to the Professional Services Agreement No. 22-0376 with the Housing Trust in the Amount of \$110,000 for a Total Compensation Amount of \$220,000 to Provide Homebuyer/Owner Support Services to the Residents of Santa Fe with Low and Moderate Incomes and Extend the Term. (Alexandra Ladd, Director, Office of Affordable Housing: [agladd@santafenm.gov](mailto:agladd@santafenm.gov)).

**Committee Review:**

Finance Committee: 06/20/2023

Quality of Life Committee: 06/21/2023

Governing Body: 06/28/2023

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

**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 Service Agreement with Proyecto, LLC in the Total Amount of \$182,847 for the Continuation of the Midtown Management Services for Phase III – V. (Rich Brown, Community Development Director, [rbrown@santafenm.gov](mailto:rbrown@santafenm.gov), 505-955-6625)

**Committee Review:**

Finance Committee: 06/20/2023

Quality of Life Committee: 06/21/2023

Economic Development Advisory Committee: 07/05/2023

Governing Body: 07/12/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Rivera, to approve the professional services agreement as presented on discussion.



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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

- q. Request for Approval of a Budget Amendment Resolution (BAR) to Account for Administration Fees Payable on the City of Santa Fe's Collections of Gross Receipts Tax and Property Tax. (Andy Hopkins, Budget Officer, ajhopkins@santafenm.gov, (505) 955-6177)

**Committee Review:**

Finance Committee: 06/20/2023

Quality of Life Committee: 06/21/2023

Governing Body: 06/28/2023

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

**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 to Purchase New Furniture for the Airport Terminal Via GSA Price Agreement, GSA No. GS-27F-0008W in the Amount of \$84,582.60. (James Harris, Airport Manager, jcharris@santafenm.gov, 505-955-2901)

**Committee Review:**

Finance Committee: 06/20/2023



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Public Works and Utilities Committee: 06/26/2023  
Governing Body: 06/28/2023

**MOTION:** Councilor Villarreal moved, seconded by Councilor Cassutt, to approve the purchase 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

- s. CONSIDERATION OF A RESOLUTION 2023-\_\_ (Mayor Webber)  
A Resolution Requesting Approval of Second and Third Quarter Budget Amendments for Fiscal Year 2022/2023. (Andy Hopkins, Budget Analyst, ajhopkins@santafenm.gov, 505-955-6177)

**Committee Review:**

Governing Body (Introduction): 06/14/2023  
Finance Committee: 06/20/2023  
Quality of Life Committee: 06/21/2023  
Public Works and Utilities: 06/26/2023  
Governing Body: 06/28/2023

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

**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

Item S- Councilor Lindell has a few questions but to direct to staff offline.

- t. CONSIDERATION OF A BILL NO. 2023-15 (Mayor Webber, Councilor Lindell)  
A Bill Amending SFCC 1987 Section 2-4.6 to Increase the City Manager's Non-Pandemic Contract Approval Authority to Two Hundred Thousand Dollars; Amending Section 11-13 to Strike Language Regarding Contract Authority; and Amending Section 20-1.4 to by Removing the City Manager's Pandemic-Specific Authority. (Travis Dutton-Leyda, Purchasing Officer: tkduttonleyda@santafenm.gov)

**Committee Review**

Governing Body (Introduction): 05/31/2023

Governing Body (Public Comment): 06/14/2023

Finance Committee: 06/20/2023

Public Works and Utilities Committee: 07/10/2023

Governing Body (Public Hearing): 07/12/2023

**MOTION:** Councilor Lindell moved, seconded by Councilor Romero-Wirth, to approve the bill as presented on discussion.

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

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

**Against:** None

**Abstain:** Councilor Villarreal, Councilor Rivera

The Councilors requested additional information and were on the impression that the bill would be going to Quality of Life on June 21, 2023 as well.

- u. Request for Approval of Amendment No. 2 to the On-Call Professional Services Agreement Item No. 19-0747 for Engineering Design Services with WSP Solutions USA Inc to Increase the Compensation by \$600,000 for a Total Amount of \$2,100,000 Exclusive of NMGRT. (Romella Glorioso-Moss, PW Capital Projects Manager, rsglorioso-



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moss@santafenm.gov, 505-955-6623)

**Committee Review:**

Finance Committee: 06/20/2023

Public Works & Utilities Committee: 06/26/2023

Governing Body: 06/28/2023

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

**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. Finance Staff Recognition. (Emily Oster, Finance Director, ekoster@santafenm.gov, 505-629-3411).

Finance Director, Emily Oster presented Carolynn Roibal with a certificate for service and support during the City's FY24 Budget and acknowledged her upcoming retirement.

- b. Audit Update for FY21. (Emily Oster, Finance Director, ekoster@santafenm.gov, 505-629-3411).

Finance Director, Emily Oster gave an update on the FY21 audit. It is on track and to be complete by June 30, 2023.

## 7. MATTERS FROM STAFF

## 8. MATTERS FROM THE COMMITTEE



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9. **MATTERS FROM THE CHAIR**
10. **NEXT MEETING: July 17 2023**
11. **ADJOURN**

Meeting adjourned 6:40 p.m.

INTRODUCTION OF LEGISLATION

Liaison *Gvette Gonzales*

*Romero*  
Chair







# Finance Committee Meeting Minutes for June 20th, 2023

Final Audit Report

2023-07-19

Created:	2023-07-18
By:	Yvette Gonzales (yhgonzales@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAACs1ocayQAIL0L1aNhyp5SolyWXIU4Nzf

## "Finance Committee Meeting Minutes for June 20th, 2023" History

-  Document created by Yvette Gonzales (yhgonzales@ci.santa-fe.nm.us)  
2023-07-18 - 8:54:03 PM GMT
-  Document emailed to cromero-wirth@santafenm.gov for signature  
2023-07-18 - 8:55:30 PM GMT
-  Email viewed by cromero-wirth@santafenm.gov  
2023-07-19 - 2:30:19 AM GMT
-  Signer cromero-wirth@santafenm.gov entered name at signing as Carol Romero-Wirth  
2023-07-19 - 2:30:52 AM GMT
-  Document e-signed by Carol Romero-Wirth (cromero-wirth@santafenm.gov)  
Signature Date: 2023-07-19 - 2:30:54 AM GMT - Time Source: server
-  Agreement completed.  
2023-07-19 - 2:30:54 AM GMT