



# MINUTES

REGULAR MEETING OF  
THE FINANCE COMMITTEE  
JULY 31, 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 at 5:00 p.m.

### 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 Lindell moved, seconded by Councilor Cassutt, to approve agenda as amended to pull items K, M, P, and Q for discussion. Item i was



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removed from the agenda at the request of Santa Fe Regional Airport staff. The item will be referred to the airport advisory board on August 10, 2023.

**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 Lindell moved, seconded by Councilor Villarreal, to approve the consent agenda as amended. Items K, M, P, and Q were 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 – July 17, 2023. (Emily Oster, Finance Director, 505-629-3411).

**Committee Review:**

Finance Committee: 07/31/2023

**MOTION:** Councilor Lindell moved, seconded by Councilor Villarreal, 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 the Approval of Lease Agreement between the City of Santa Fe and the Solace Crisis Treatment Center in the Amount of \$78,852 for the Use of Office Space for the Santa Fe Police Department's Special Victims Unit Staff (Ben Valdez, Deputy Police Chief; bpvaldez@santafenm.gov).

**Committee Review:**

Finance Committee: 07/31/2023

Quality of Life Committee: 08/02/2023

Governing Body Committee: 08/09/2023

**MOTION:** Councilor Lindell moved, seconded by Councilor Cassutt, 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 Amendment No.2 to Original Contract #22-0031 with AAC Construction, LLC for the Richards Ave East and Campo Conejo Master Meter Vaults Extending the Term of the Contract through June 30, 2024. (Bill Huey, Engineer, bchuey@santafenm.gov)



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**Committee Review:**

Public Works and Utilities Committee: 07/24/2023

Finance Committee: 07/31/2023

Governing Body:08/09/2023

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

- d. Request for Approval of Professional Services Contract with Carollo Engineers Inc., for Capital Improvement Projects through June 30, 2027 in the Amount of \$3,249,375. (John Del Mar, Engineer Supervisor, jpdelmar@santafenm.gov)

1. Request for Approval of a Budget Adjustment Resolution (BAR) to Increase the WIP Design Fund in the Amount of \$3,249,375 for the Carollo CIP Contract.

**Committee Review:**

Public Works and Utilities Committee: 07/24/2023

Finance Committee: 07/31/2023

Governing Body: 08/09/2023

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

- e. Request for Approval of Professional Services Contract with AECOM Technical Services, Inc., for On Call Engineering Services in the Amount of \$3,249,375, Including NMGRT through June 30, 2027. (John Del Mar, Engineer Supervisor: [jpdelmar@santafenm.gov](mailto:jpdelmar@santafenm.gov), 505-955-4231 and Jonna Leigh Stack, Project Administrator: [jlstack@santafenm.gov](mailto:jlstack@santafenm.gov), 505-955-4206)

1. Request for Approval of a Budget Adjustment Resolution (BAR) to Increase Professional Services in the Amount of \$3,249,375 for On Call Services with Aecom Technical Services, Inc.

**Committee Review:**

Finance Committee (Removed from the Agenda):07/17/2023

Public Works and Utilities Committee: 07/24/2023

Finance Committee: 07/31/2023

Governing Body:08/09/2023

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

- f. Request for Approval of Cooperative Project Agreement with the New Mexico Department of Transportation in the Amount of \$900,000 for the Construction of Project Control No. S100660 Canada Rincon Trail. (Romella Glorioso-Moss, Complete Streets Capital Projects Manager,



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

1. Request for the Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$131,040 from Road Impact Fees to Capital Improvements Project to Cover Required 14.56% Local Match. (Romella Glorioso-Moss, Complete Streets Capital Projects Manager, rsglorioso-moss@santafenm.gov, 505-955-6623)

**Committee Review:**

Finance Committee: 07/31/2023

Public Works & Utilities Committee: 08/07/2023

Governing Body: 08/09/2023

**MOTION:** Councilor Lindell moved, seconded by Councilor Cassutt, 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 Lease Agreement between the City of Santa Fe and the Santa Fe Public Utilities Department for use of 18 Acres of Land at the Santa Fe Regional Airport to be Used to Collect, Convey and Treat Sanitary Sewage through June 30, 2023. (James Harris, Santa Fe Regional Airport Manager; jcharris@santafenm.gov)

**Committee Review:**

Finance Committee: 07/31/2023

Public Works and Utilities Committee: 08/07/2023

Governing Body: 08/09/2023

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

h. Request for Approval of Professional Services Agreement with Hazen and Sawyer for Capital Improvements Program through July 1, 2027 in the Amount of \$2,166,250.(Jonna Leigh Stack, Project Administrator, jlstack@santafenm.gov)

1. Request for Approval of a Budget Adjustment Resolution (BAR) from The Water Fund Cash Balance In the Amount of 2,166,250 to Fund Hazen and Sawyer.

**Committee Review:**

Public Works and Utilities Committee: 07/24/2023

Finance Committee:07/31/2023

Governing Body:08/09/2023

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

i. Request for Approval of Amendment No. 6 to the Santa Fe Regional Airport Lease Agreement Jet Center at Santa Fe Real Estate, LLC, Item



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15-0129, to Increase the Size of the Premises through April 16, 2060. (James Harris, Santa Fe Regional Airport Director: jcharris@santafenm.gov, 505-955-2901; Terry Lease, Asset Development Manager: tjlease@santafenm.gov, 505-629-2206)

### **Committee Review**

Finance Committee: 07/31/2023

Public Works and Utilities Committee: 08/07/2023

Governing Body: 08/09/2023

Item removed from agenda.

- j. Request for Approval of Good and Services Contract with CamNet through June 30, 2026 in the Total Amount of \$461,940.70 Including NMGRT for the Purchase and Installation of Security Equipment at the Santa Fe Regional Airport. (James Garduno, Project Administrator, jdgarduno@santafenm.gov; James Harris, Airport Manager, jcharris@santafenm.gov)

### **Committee Review:**

Finance: 07/31/2023

Quality of Life: 08/02/2023

Governing Body: 08/09/2023

**MOTION:** Councilor Lindell moved, seconded by Councilor Cassutt, 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 Budget Adjustment Resolution (BAR) for FY24 in the Amount of \$300,000 for the Planning and Land Use Department Budget, in Order for the City's Internal Budget to Match What is Available



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in the City's Third-Party Plan Review Contract with SAFEbuilt, LLC. (Thomas M. Graham, Assistant Director, Planning and Land Use Department – Development Branch, [tmgraham@santafenm.gov](mailto:tmgraham@santafenm.gov))

**Committee Review:**

Finance Committee: 07/31/2023

Quality of Life Committee: 08/02/2023

Governing Body: 08/09/2023

**MOTION:** Councilor Lindell moved, seconded by Councilor Cassutt, to approve the budget adjustment resolution 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

- I. Request for Approval of an Agreement of Sale to Purchase New Mexico State Game Commission Property located at 1085 Richards Avenue in Santa Fe for the Purchase Price of \$2,100,000.00. (Alexandra Ladd, Director, Office of Affordable Housing: [agladd@santafenm.gov](mailto:agladd@santafenm.gov), 505-955-6346; Terry Lease, Asset Development Manager: [tjlease@santafenm.gov](mailto:tjlease@santafenm.gov), 505-629-2206)

**Committee Review:**

Finance Committee: 07/31/2023

Quality of Life Committee: 08/2/2023

Public Works & Utilities Committee: 08/07/2023

Governing Body: 08/09/2023

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

- m. CONSIDERATION OF A RESOLUTION 2023-\_\_ (Councilor Chris Rivera)

A Resolution Adopting the City of Santa Fe's 2025-2029 Infrastructure Capital Improvement Plan. (Regina Wheeler, Public Works Department Director, rawheeler@santafenm.gov, 505-955-6622)

**Committee Review:**

Governing Body (Introduction): 07/12/2023

Quality of Life Committee: 07/19/2023

Public Works Committee: 07/24/2023

Finance Committee: 07/31/2023

Governing Body: 08/09/2023

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

- n. CONSIDERATION OF BILL NO. 2023-23. (Councilor Cassutt and Councilwoman Villarreal)

A Bill Creating Article 18-18, the High-End Excise Tax for Affordable Housing Ordinance; Establishing an Excise Tax on the Transfer of



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Certain Residential Property and Dedicating the Revenues to Affordable Housing. (Erin McSherry, City Attorney: ekmcsherry@santanm.gov; Alexandra Ladd, Director of Office of Affordable Housing: agladd@santafenm.gov)

**Committee Review:**

Quality of Life Committee (Introduced): 07/05/2023

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

Community Development Commission: 07/19/2023

Quality of Life Committee: 07/19/2023

Finance Committee: 07/31/2023

Economic Development Advisory Committee: 08/02/2023

Governing Body (Public Hearing): 08/09/2023

**MOTION:** Councilor Lindell moved, seconded by Councilor Cassutt, to approve the bill 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. CONSIDERATION OF A RESOLUTION 2023-\_\_\_\_ (Councilor Jamie Cassutt and Councilwoman Renee Villarreal)  
A Resolution Proposing a Ballot Question to be Submitted to the City of Santa Fe's Voters During the November 7, 2023, Regular Local Election Regarding Approval of the City Ordinance Establishing a High-End Excise Tax for Affordable Housing. (Erin McSherry, City Attorney, [ekmcsberry@santafenm.gov](mailto:ekmcsberry@santafenm.gov), 505-955-6512)

**Committee Review:**

Governing Body: (Introduction) 07/26/2023

Finance Committee: 07/31/2023

Quality of Life: 08/02/2023

Governing Body: 08/09/2023

**MOTION:** Councilor Lindell moved, seconded by Councilor Cassutt, to approve the resolution 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. CONSIDERATION OF A RESOLUTION 2023-\_\_\_\_ (Councilor Chris Rivera, Councilor Michael Garcia, Councilor Lee Garcia and Councilwoman Renee Villarreal)  
A Resolution Proposing a Ballot Question to be Submitted to the City of Santa Fe's Voters During the November 7, 2023 Regular Local Election Regarding Amending the City's Charter to Include a Provision Establishing an Independent Office of Inspector General for the City of Santa Fe. (Marci Eannarino, Manager of Legislation and Policy Innovation, [maeannarino@santafenm.gov](mailto:maeannarino@santafenm.gov), 505-955-6518)

**Committee Review:**

Governing Body: (Introduction) 07/26/2023

Finance Committee: 07/31/2023

Quality of Life Committee: 08/02/2023



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Governing Body: 08/09/2023

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

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

**For:** Councilor Villarreal, Councilor Rivera

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

**Abstain:** None

- q. CONSIDERATION OF BILL NO. 2023-20. ADOPTION OF ORDINANCE NO. 2023-\_\_\_\_. (Mayor Webber, Councilor Cassutt, Councilor Romero-Wirth and Councilor M. Garcia)  
A Bill Relating to Metropolitan Redevelopment; Deleting the Content of Section 7-2 Regarding "Urban Renewal", Repealed by State Law in 2008, and Replacing it with the City's Metropolitan Redevelopment Code, Sections 6-13 and 6-14, Amended to be Consistent with State Law, Delete Language Specific to a Business Capitol District, Limit Metropolitan Redevelopment Commission Leasing Authority to that Specified in a Particular Metropolitan Development Plan, and Specify Qualifications for Metropolitan Redevelopment Commissioners (Rich Brown, rdbrown@santafenm.gov, 505-955-6625, Marcos Martinez, mdmartinez, 505-955-6502)

**Committee Review:**

Governing Body (Introduction): 06/14/2023

Governing Body (Public Comment): 06/28/2023

Public Works and Utilities Committee: 07/10/2023

Finance Committee: 07/17/2023

Quality of Life Committee: 07/19/2023

Governing Body (Public Hearing) (Postponed to the 08/08/2023 Regular Governing Body Meeting): 07/26/2023

Finance Committee: 07/31/2023

Quality of Life Committee: 08/02/2023

Governing Body (Public Hearing): 08/09/2023



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**MOTION:** Councilor Cassutt moved, seconded by Councilor Lindell, to move the bill forward with no recommendation on discussion.

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

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

**Against:** Councilor Villarreal

**Abstain:** None

## 6. PRESENTATION

- a. Presentation of FY2021 Audit Report (Emily Oster, Finance Director, [ekoster@santafenm.gov](mailto:ekoster@santafenm.gov), 505-629-3411 and AJ Bowers, Partner, Carr Riggs & Ingram CPAs and Advisors, 505-379-5408)
- b. Audit Update and Overview (Emily Oster, Finance Director, [ekoster@santafenm.gov](mailto:ekoster@santafenm.gov), 505-629-3411).

## 7. MATTERS FROM STAFF

## 8. MATTERS FROM THE COMMITTEE

## 9. INTRODUCTIONS

- a. CONSIDERATION OF RESOLUTION 2023-\_\_ (Councilor Michael Garcia, Councilwoman Renee Villarreal)  
A Resolution Proposing a Ballot Question to be Submitted to the City's Voters During the November 7, 2023, Regular Local Election Regarding Amending Article X of the City's Charter to Specify the Santa Fe Municipal Charter Commission's Appointment, Terms, and Functions. (Marci Eannarino, Manager of Legislation and Policy Innovation, [maeannarino@santafenm.gov](mailto:maeannarino@santafenm.gov), 505-955-6518)



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## Committee Review

Finance Committee: (Introduced) 07/31/2023

Quality of Life: 08/02/2023

Governing Body: 08/09/2023

10. **MATTERS FROM THE CHAIR**
11. **NEXT MEETING: Monday, August 14, 2023**
12. **ADJOURN**

Meeting adjourned at 7:50 p.m.

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Liaison

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Chair