



MINUTES

REGULAR MEETING OF
THE FINANCE COMMITTEE
JULY 17, 2023
5:00 PM
COUNCIL CHAMBERS
CITY HALL
200 LINCOLN AVENUE

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 5:05 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 Villarreal moved, seconded by Councilor Cassutt, to approve agenda as amended to pull items E, G, H, P, and R for discussion. Item O



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was removed from the agenda at the request of Public Utilities staff. It's not ready and a new date to go through the 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 Villarreal, to approve the consent agenda as amended. Items E, G, H, P, and R 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 – June 20, 2023. (Emily Oster, Finance Director, 505-629-3411).

Committee Review:

Finance Committee: 07/17/2023

MOTION: Councilor Cassutt 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 Approval of Professional Services Agreement with Vladimir Jones (PRACO LTD) for Tourism Santa Fe Advertising Agency Services in the Total Amount of \$8,000,000 through June 30, 2027. (Randy Randall, TSF Executive Director; rrandall@santafenm.gov)

Committee Review

Quality of Life Committee: 07/05/2023

Finance Committee: 07/17/2023

Governing Body: 07/26/2023

MOTION: Councilor Cassutt moved, seconded by Councilor Villarreal, 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

- c. Request for Approval of Cooperative Project Agreement with the New Mexico Department of Transportation in the Amount of \$139,603 for the Engineering Design of Henry Lynch / Agua Fria Roundabout Identified as Project L500532. (Romella Gloriosos-Moss, Complete Streets Capital Projects Manager, rsglorioso-moss@santafenm.gov, 505-955-6623)



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1. Request for the Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$139,603; Using \$104,702 NMDOT Funding and \$34,900 Road Impact Fees to Design the Henry Lynch / Agua Fria Roundabout Identified as Project L500532.

Committee Review:

Finance Committee: 07/17/2023

Public Works & Utilities Committee: 07/24/2023

Governing Body: 07/26/2023

MOTION: Councilor Cassutt moved, seconded by Councilor Villarreal, 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 of Amendment No. 1 to Item #23-0070 with Simtable LLC to Extend the Term of the Agreement to December 31, 2023 with No Corresponding Change in Cost. (Brian Williams, Director Emergency Management: bgwilliams@santafenm.gov, 505-469-1484)

Committee Review:

Finance Committee: 07/17/2023

Quality of Life Committee: 07/19/2023

Governing Body Committee: 07/26/2023

MOTION: Councilor Cassutt moved, seconded by Councilor Villarreal, 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

- e. Request for Approval of Amendment No. 2 to the Recovery Funds Recipient Contract, Item #23-0011 with Santa Fe Public Schools for the American Rescue Plan Act (ARPA) Work-Based Learning Contract to Delete Current Payment Segmentation Over Months and Years. (Jason Grinage, Economic Development Specialist: jxgrinage@santafenm.gov 505-955-6840; Sophie Andar, Youth & Family Services Program Manager: sxandar@santafenm.gov 505-955-3855).

Committee Review:

Finance Committee: 07/17/2023

Quality of Life Committee: 07/19/2023

Governing Body: 07/26/2023

MOTION: Councilor Lindell moved, seconded by Councilor Villarreal, 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 Lindell, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- f. Request for Approval of Professional Services Contract with HDR Engineering, Inc., for Engineering Services to Complete the Design of Replacement Ultraviolet Disinfection Facilities for the Paseo Real Wastewater Reclamation Facility in the Amount of \$373,757.50, Including NMGRT through June 30, 2025. (P. Fred Heerbrandt, Wastewater Management Engineer Supervisor (505-955-4623))



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1. Request For Approval of a Budget Adjustment Resolution (BAR) to Increase Professional Services to Fund the Design of Replacement UltraViolet Disinfection Facilities in the Amount of \$373,757.50.

Committee Review:

Public Works and Utilities Committee: 07/10/2023

Finance Committee: 07/17/2023

Governing Body: 07/26/2023

MOTION: Councilor Cassutt moved, seconded by Councilor Villarreal, 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

- g. Request for Approval of a Professional Services Agreement with FII National, dba UpTogether, in the Total Amount of \$1,000,000 in Eviction Prevention Funds, to Respond to the Impact of the Public Health Emergency and its Negative Economic Impacts through June 30, 2024. (Julie Sanchez, Youth and Family Services Division Director: jjsanchez@santafenm.gov, 505-955-6678)

Committee Review

Finance Committee: 07/17/2023

Quality of Life Committee: 07/19/2023

Governing Body: 07/26/2023

MOTION: Councilor Cassutt moved, seconded by Councilor Villarreal, to approve the contract 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 American Rescue Plan Act (ARPA) Recovery Funds Subrecipient Contract with FII National, dba UpTogether, in the Total Amount of \$2,500,000 for Direct Cash Assistance Under the US Treasury Guidelines: 2.4 Household Assistance; Cash Transfers—to Respond to the COVID-19 Public Health Emergency and its Negative Economic Impacts. (Julie Sanchez, Youth and Family Division Director: jjssanchez@santafenm.gov; 505-955-6678)
1. Request for Approval of a Budget Adjustment Resolution (BAR) to Increase Grants and Services for \$1,000,000 from Santa Fe County ARPA Funds via Santa Fe County Memorandum of Agreement Item #22-0030.

Committee Review

Quality of Life Committee: 07/19/2023

Finance Committee: 07/17/2023

Governing Body: 07/26/2023

MOTION: Councilor Cassutt moved, seconded by Councilor Villarreal, 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 an Agreement with Overdrive Inc. in the Total Amount of \$150,000 for Purchase of E-Books, E-Audio & E-Magazines



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through August 20, 2024. (Margaret Neill, Library Division Director: mmneill@santafenm.gov, 505-955-6788)

Committee Review:

Finance Committee: 07/17/2023

Quality of Life Committee: 07/19/2023

Governing Body: 07/26/2023

MOTION: Councilor Cassutt moved, seconded by Councilor Villarreal, 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

- j. Request for Approval of a Professional Service Agreement with Clearly Clean Janitorial Services / Horizons of NM in the Total Amount of \$67,714.80 for a Two (2) Year Term for Courier Services to Transfer Library Materials Between Three (3) Library Branches through June 30, 2025. (Margaret Neill, Library Division Director: mmneill@santafenm.gov 505-955-6788)

Committee Review:

Finance Committee: 07/17/2023

Quality of Life Committee: 07/19/2023

Governing Body Committee: 07/26/2023

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

- k. Request for Approval of an Amended Easement Agreement to the Permanent Trail, Open Space and Flood Control Easement, Item #21-0417 with Santa Fe County for the Portion of Richards Avenue Extension Right-of-Way. (Zoe Isaacson, zrisaacson@santafenm.gov, 505-955-6853)

Committee Review:

Public Works and Utilities Committee: 07/10/2023

Finance Committee: 07/17/2023

Governing Body: 07/26/2023

MOTION: Councilor Cassutt moved, seconded by Councilor Villarreal, 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

Against: None

Abstain: None



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- I. Request for Approval of Amendment No. 2 to Original Contract #21-0544 with John Shomaker and Associates (JASI) to to Provide Water Rights and Hydrogeologic Technical Services for the City of Santa Fe Water Division for FY 2024. (William Schneider, Water Resources Manager: whschneider@santafenm.gov; Steven Shultz, Water Resources Coordinator: smshultz@santafenm.gov)

1. Request for Approval of A Budget Amendment Resolution (BAR) in the Amount of \$213,983 from Water Cash Balance for FY 2024.

Committee Review:

Public Works and Utilities Committee: 07/10/2023

Finance Committee: 07/17/2023

Governing Body: 07/26/2023

MOTION: Councilor Cassutt moved, seconded by Councilor Villarreal, 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 Lindell, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- m. Request for Approval of a Professional Service Agreement with New Mexico Coalition to End Homelessness in the Total Amount of \$281,700 for Non-Congregate Emergency Shelter Operations at Consuelo's Place Shelter through June 30, 2024. (Brittany Rodriguez, Youth and Family Services Program Manager, bcrodriguez@santafenm.gov; 505-955-6913)

Committee Review:

Finance Committee: 07/17/2023

Quality of Life Committee: 07/19/2023

Governing Body: 07/26/2023



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MOTION: Councilor Cassutt moved, seconded by Councilor Villarreal, 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

- n. Request for Approval of a Memorandum of Understanding with Santa Fe Public Schools for the Volunteer Station Agreement Foster Grandparent Program. (Theresa Trujillo, Project Administrator, tptrujillo@santafenm.gov, 505-955-4745)

Committee Review:

Finance Committee: 07/17/2023

Quality of Life Committee: 07/19/2023

Governing Body: 07/26/2023

MOTION: Councilor Cassutt moved, seconded by Councilor Villarreal, to approve the memorandum of agreement (MOA) 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 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,



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Engineer Supervisor: jpdelmar@santafenm.gov, 505-955-4231 and
Jonna Leigh Stack, Project Administrator: 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

Item removed from agenda.

- p. Request for Approval to Enter into an Exclusive Negotiation Agreement
with Midtown Santa Fe Productions QOF, LLC to Negotiate Terms for
Land and Building Disposition and Development of the Midtown
Production Studios Lot Pursuant to the City's Request for Proposals No.
23/35/P with a Good Faith Deposit in the Amount of \$7,500.00 (Lee
Logston, Midtown Asset Development Manager:
llogston@santafenm.gov, 505-955-6251; Daniel Hernandez, Midtown
Redevelopment Project Manager - Proyecto, daniel@proyecto.is; Rich
Brown, Director, Community Development:
rdbrown@santafenm.gov, 505-670-0559).

Committee Review:

Finance Committee: 07/17/2023

Quality of Life Committee: 07/19/2023

Public Works and Utilities Committee: 07/24/2023

Governing Body: 07/26/2023

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
Cassutt, Councilor Rivera



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Against: Councilor Lindell

Abstain: None

- q. Request Approval for the Chief Procurement Officer to Issue a Purchase Order Against the City's On-Call Contract with Davenport Construction Management for the Stabilization of the Main Library. (Josh Bohlman, Facilities Project Administrator, jbohlman@santafenm.gov, 505-955-5932)
1. Request for Approval of a Budget Adjustment Resolution (BAR) for the Public Works Department Facilities Division in the Amount of \$225,000 Utilizing FY 22 (Prior Year) Gross Receipts Tax Revenue Earned in Excess of Budgeted Estimates to Fund Repairs and Exterior Painting at Main Library.

Committee Review

Finance Committee: 07/17/2023

Public Works & Utilities Committee: 07/24/2023

Governing Body: 07/26/2023

MOTION: Councilor Cassutt moved, seconded by Councilor Villarreal, 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

- r. CONSIDERATION OF BILL NO. 2023-19. ADOPTION OF ORDINANCE NO. 2023-____. (Councilor Rivera)
A Bill Amending Exhibit B of Section 21-7 to Increase Certain Residential



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and Commercial Rates for Services Provided by the Environmental Services Division; to Increase Replacement Fees for Containers; and to Remove Language Permitting One-Time, Free Replacement of Containers. (Shirlene Sitton, sesitton@santafenm.gov, sesitton@santafenm.gov)

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
Governing Body (Public Hearing): 07/26/2023

MOTION: Councilor Rivera moved, seconded by Councilor Villarreal, to approve the bill 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. CONSIDERATION OF RESOLUTION NO. 2023-____. (Councilor Cassutt, Councilor Chavez and Councilwoman Villarreal)
A Resolution Accepting a Local Government Road Fund Administered by the New Mexico Department of Transportation for the Planning and Design of the Agua Fria-Henry Lynch Roundabout Project, Identified As Control No. L500532. (Romella Glorioso-Moss, rsglorioso-moss@santafenm.gov, 505-955-6623)

Committee Review:

Governing Body: (Introduction) 06/28/2023
Public Works and Utilities Committee: 07/10/2023
Finance Committee: 07/17/2023
Governing Body: 07/26/2023



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MOTION: Councilor Cassutt moved, seconded by Councilor Villarreal, 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

- t. 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

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

6. PRESENTATION

- a. Audit Update and Overview (Emily Oster, Finance Director, ekoster@santafenm.gov, 505-629-3411).

The City of Santa Fe worked with its Independent Public Accountant (IPA) to submit the Fiscal Year 2021 external financial statement and compliance audit to the New Mexico Office of the State Auditor (OSA) on Friday, June 30, 2023. The city and external auditors worked diligently to meet the goal of submitting the audit by June 30, 2023. No information will be released to the public relating to the audit until the audit report is released by the OSA, and has become a public record. The final report is due to OSA Thursday July 20th, 2023.

7. MATTERS FROM STAFF

8. MATTERS FROM THE COMMITTEE


9. MATTERS FROM THE CHAIR

10. NEXT MEETING: July 31 2023

11. ADJOURN

Meeting adjourned at 6:05 p.m.


Liaison


Chair



City of Santa Fe

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