



City of Santa Fe

AGENDA

REGULAR MEETING OF
THE FINANCE COMMITTEE
DECEMBER 04, 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**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF CONSENT AGENDA**
5. **PRESENTATION**
 - a. Finance Staff Recognition (Emily K. Oster, Finance Director, ekoster@santafenm.gov)
 - b. Economic Update (Dr. Reilly S. White, Erebor, LLC, reillywhite@unm.edu)

- c. Audit Update and Overview (Emily K. Oster, Finance Director, ekoster@santafenm.gov)

6. **ACTION ITEMS: CONSENT**

- a. Request for Approval of the November 13, 2023 Finance Committee Meeting Minutes (Emily K. Oster, Finance Director, ekoster@santafenm.gov)
- b. Request for Approval of General Services Contract with Vector Airport Systems LLC for Collection of Aircraft Landing Fees at the Santa Fe Regional Airport in the Total Amount of \$1,341,000 through June 30, 2025. (James Harris, Airport Manager, jcharris@santafenm.gov; Kelly Bynon, Administrative Manager, kabynon@santafenm.gov)
 - 1. Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$1,320,540 to Increase Budget for Landing Fees, Parking Fees, and Service Contracts.

Committee Review:

Public Works and Utilities: 11/27/2023

Finance Committee: 12/04/2023

Governing Body: 12/13/2023

- c. Request for the Approval of Amendment No. 2 with Mittera for Printing Services for FY24 in the Amount of \$16,000 for a New Total Amount of \$422,827.47. (Randy Randall, TSF Executive Director: rrandall@santafenm.gov)

Committee Review:

Finance Committee: 12/04/2023

Quality of Life Committee: 12/06/2023

Governing Body: 12/13/2023

- d. Request for Approval of General Service Agreement with CamNet Inc. for Phase 2 Equipment and Configuration of Cameras and Door Controls at Various Fire Stations in the Total Amount of \$393,637.82 Including New

Mexico Gross Receipts Tax through November 15, 2024 (Eric Candelaria, ITT Department Director: edcandelaria@santafenm.gov; Larry Worstell, Infrastructure Manager: Ifworstell@santafenm.gov; Joseph Abeyta, Project Manager: jmabetya@santafenm.gov)

Committee Review:

Finance Committee: 12/04/2023

Quality of Life Committee: 12/06/2023

Governing Body: 12/13/2023

- e. Request for Ratification of the City Manager's Approval of Amendment No. 1 to the New Mexico Department of Transportation Aviation Division Grant Award No. SAF-23-01 in the Amount of \$94,295 for Marking on the Airfield, Bringing the Total Amount for the Grant to \$180,795. (James Harris, Airport Manager, jcharris@santafenm.gov; Kelly Bynon, Administrative Manager, kabynon@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$94,295 to Increase WIP Construction Fund using NMDOT Funding for Markings on the Airfield.

Committee Review:

Public Works and Utilities: 11/27/2023

Finance Committee: 12/04/2023

Governing Body: 12/13/2023

- f. Request for Approval of Amendment No. 1 to the Affordable Housing Trust Fund (AHTF) Service Agreement with Bella Luz Apartments 2022, LLLP in the Total Amount of \$800,000 for the Lamplighter Motel Conversion Project to Extend the Term through December 31, 2024 (Cody Minnich, Project Manager, Office of Affordable Housing: cjminnich@santafenm.gov).

Committee Review:

Finance Committee: 12/04/2023

Quality of Life Committee: 12/06/2023

Governing Body: 12/13/2023

- g. Request for the Approval of a Third Amendment to the American Rescue

Plan Act (ARPA) Work-Based Learning to Reflect the City of Santa Fe Living Wage Ordinance and to Reallocate of \$153,800.00 of Project Budget from Bucket 5: Dropout Recovery Internships to Bucket 1: Youth/Senior Internships, Increasing the Number of Student Interns Paid through Bucket 1. (Casey Dalbor, cjdalbor@santafenm.gov; Sophie Andar:sxandar@santafenm.gov).

Committee Review

Finance Committee 12/04/2023

Quality of Life Committee 12/06/23

Governing Body 12/13/2023

- h. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate FY23 Gross Receipts Tax Revenue Earned Over Budgeted Estimates to MRC Soccer Valley Expansion Design for \$500,000 and Salvador Perez Athletic Field Renovation for \$1,000,000. (Melissa McDonald, Parks and Open Space Division Director, mamcdonald@santafenm.gov, 505-303-9502)

Committee Review

Finance Committee 12/04/2023

Public Works and Utilities Committee: 12/11/2023

Governing Body 12/13/2023

- i. Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$83,749 from the NM Department of Transportation Fund to the Police Overtime Fund for Projects: End Driving While Impaired (ENDWI); Buckle Up (BKLUP)/ Click It or Ticket (CIOT); Selective Traffic Enforcement Program (STEP)/ Summer Enforcement Period. (Captain Thomas Grundler, tgrundler@santafenm.gov)

Committee Review:

Finance Committee: 12/04/2023

Quality of Life Committee: 12/06/2023

Governing Body Committee: 12/13/2023

- j. Request for Approval of a Budget Adjustment Resolution (BAR) for the allocation of \$2,000,000 to the MRC Effluent Irrigation Supply System Replacement Wastewater CIP Project with \$1,000,000 from FY23 Gross Receipts Tax Revenue Earned Over Budgeted Estimates and \$1,000,000 from Public Utilities Wastewater Fund Balance. (John Dupuis, Public

Utilities Department Director, jedupuis@santafenm.gov; Melissa McDonald, Parks and Open Space Division Director, mamcdonald@santafenm.gov)

Committee Review

Finance Committee 12/04/2023

Public Works and Utilities Committee: 12/11/2023

Governing Body 12/13/2023

- k. Request for Approval of a Budget Adjustment Resolution (BAR) to the MRC Operating Budget from FY23 Gross Receipts Tax Revenue Earned Over Budgeted Estimates in the Amount of \$690,000 for Effluent/Water Usage for Irrigation at the Municipal Recreation Complex (MRC) and SWAN Park in FY24. (John Dupuis, Public Utilities Department Director, jedupuis@santafenm.gov; Melissa McDonald, Parks and Open Space Division Director, mamcdonald@santafenm.gov)

Committee Review

Finance Committee 12/04/2023

Public Works and Utilities Committee: 12/11/2023

Governing Body 12/13/2023

- l. Request for Approval of the Agreement with Axon Enterprise, Inc for Equipment and Services in the Total Amount of \$11,027,153 through June 30, 2030. (Ben Valdez, Deputy Chief of Police, bpvaldez@santafenm.gov)

Committee Review:

Finance Committee: 12/04/2023

Quality of Life Committee: 12/06/2023

Governing Body Committee: 12/13/2023

- m. Request for Approval of the Addition of 6 Full Time Positions to the Santa Fe Regional Airport for Security Services. (James Harris, Airport Manager; jcharris@santafenm.gov; Kelly Bynon, Administrative Manager; kabynon@santafenm.gov)

Committee Review:

Finance Committee: 12/04/2023

Public Works and Utilities Committee: 12/11/2023

Governing Body: 12/13/2023

- n. Request for Approval of Good and Services Contract with American Fence Company of New Mexico Inc. in the Total Amount of \$367,286.93 including NMGRT for the Installation of New Security Fencing and New Gate Motors at the Santa Fe Regional Airport. (James Garduno, Project Administrator, jdgarduno@santafenm.gov)

Committee Review:

Finance Committee: 12/04/2023

Public Works and Utilities Committee: 12/11/2023

Governing Body: 12/13/2023

- o. Approval of Amendment No. 6 to Legal Services Agreement Item #21-0399 to Increase the Amount of Compensation by \$40,000, Excluding GRT, for Legal Services to be Provided by Modrall Sperling, Roehl, Harris & Sisk, P.A., Not to Exceed \$324,562.50; and Extending the Term through December 31, 2024. (Erin McSherry, City Attorney, ekmcsberry@santafenm.gov)

Committee Review:

Finance Committee: 12/04/2023

Governing Body: 12/13/2023

- p. Approval of a Budget Adjustment Resolution (BAR) to increase the City Attorney's Office Personnel Services Budget in an Amount of Eighty Three Thousand Five Hundred and Ten Dollars (\$83,510) from FY23 Gross Receipts Tax Revenues Earned over Budgeted Estimates for Two (2) New Public Records Specialists. (Katherine Garcia-Gallegos, IPRA Manager, kgallegos@santafenm.gov; Erin McSherry, City Attorney, ekmcsberry@santafenm.gov)

Committee Review:

Finance Committee: 12/04/2023

Governing Body: 12/13/2023

- q. Request for Approval of a Budget Adjustment Resolution (BAR) for TOURISM Santa Fe in the Total Amount of \$1,733,593 to Allocate FY23 Lodgers Tax Revenue Earned Over Budgeted Estimates to Increase Budget for Salaries, Benefits, Service Contracts, Advertising and Consulting for \$1,133,593 and to Increase Budget for Building/Structure

and Furniture/Fixtures for \$600,000. (Randy Randall, TSF Executive Director: rrandall@santafenm.gov)

Committee Review:

Finance Committee: 12/04/2023

Quality of Life Committee: 12/06/2023

Governing Body : 12/13/2023

- r. Request for Approval to Create Two (2) New Positions, Convention Specialist and Conference Service Manager for TOURISM Santa Fe. (Randy Randall, TSF Executive Director: rrandall@santafenm.gov)

Committee Review:

Finance Committee: 12/04/2023

Quality of Life Committee: 12/06/2023

Governing Body: 12/13/2023

- s. Request for Approval of Amendment No. 1 to the Professional Service Agreement Item #23-0483 with Vladimir Jones – PRACO in the Total Amount of \$877,000 for Advertising Agency of Record for Fiscal Year 24 for TOURISM Santa Fe. (Randy Randall, TSF Executive Director, rrandall@santafenm.gov)

Committee Review:

Finance Committee: 12/04/2023

Quality of Life Committee: 12/06/2023

Governing Body : 12/13/2023

- t. Request for Approval of the 2023 State Homeland Security Grant Program (SHSGP) Sub-Grant Agreement EMW-2023-SS-00015 New Mexico Department of Homeland Security and Emergency Management for the Purchase of Hazardous Material Detection Equipment for the Fire Department, Equipment for the Police Department Special Operations Teams and GIS Support for the Office of Emergency Management in the Total Amount of \$219,849.00 Performance Period 10/1/23 to 12/31/2025. (Brian Williams, Director Emergency Management, bgwilliams@santafenm.gov)

Committee Review:

Finance Committee: 12/04/2023

Quality of Life Committee: 12/06/2023

Governing Body: 12/13/2023

- u. Request for Approval of Amendment No. 2 to Service Agreement with St. Elizabeth Shelter in the Total Amount of \$286,500.00 Including NMGRT to Provide Navigation Services to Homeless Adults Ages 18 and Older in Santa Fe Over Three Years (Christa Hernandez, Youth and Family Service Program Manager: chernandez@santafenm.gov).

Committee Review

Finance Committee: 12/04/2023

Quality of Life Committee: 12/06/2023

Governing Body: 12/13/2023

- v. Request Approval of a Budget Adjustment Resolution (BAR) in the Amount of \$800,000 to Allocate FY23 Gross Receipts Tax Revenue Earned Over Budgeted Estimates to Fund Infrastructure Design at the City of Santa Fe's Midtown Site. (Lee Logston, Midtown Asset Development Manager lrllogston@santafenm.gov).

Committee Review:

Finance Committee: 12/04/2023

Economic Development Advisory Committee: 12/06/2023

Quality of Life Committee: 12/06/2023

Public Works and Utilities Committee: 12/11/2023

Governing Body: 12/13/2023

- w. Request Approval to Enter into an Exclusive Negotiating Agreement between the City of Santa Fe and LiveArts Santa Fe, for the Purpose of Performing Due Diligence Activities and Negotiating Terms for Land and Building Disposition and Redevelopment of the Midtown Performing Arts Center Pursuant to the City's Request for Proposal No. 23/16/P. (Lee Logston, Midtown Asset Development Manager: lrllogston@santafenm.gov; Karen Iverson, Director, Metropolitan Redevelopment Area: kriverson@santafenm.gov; Rich Brown, Director, Community Development: rdbrown@santafenm.gov; Daniel Hernandez, Midtown Redevelopment Project Manager, Proyecto:

daniel@proyecto.is)

Committee Review:

Finance Committee: 12/04/2023

Economic Development Advisory Committee: 12/06/2023

Quality of Life Committee: 12/06/2023

Public Works and Utilities Committee: 12/11/2023

Governing Body: 12/13/2023

- x. Request for Approval of Recovery Funds Subrecipient Contract (ARPA) with The Life Link to Provide Support Services and 24-Hour On-site Supervision to the Safe Outdoor Space Total Amount of \$440,192.00 through December 31st, 2024. (Brittany Rodriguez, YFS Program Manager: bcrodriguez@santafenm.gov, 505-955-6913; Kyra Ochoa, Community Health and Safety Director, krochoa@santafenm.gov, 505-955-6603)

Committee Review

Finance Committee: 12/04/2023

Quality of Life Committee: 12/06/2024

Governing Body: 12/13/2023

- y. Request for Approval of Goods and Services Contract with Christ Lutheran Evangelical Church for Preparation and Construction of a Safe Outdoor Space Utilizing 10 Shelter Units in the total amount of \$388,176.75 through December 31st, 2024. (Brittany Rodriguez, YFS Program Manager: bcrodriguez@santafenm.gov, 505-955-6913; Kyra Ochoa, Community Health and Safety Director, krochoa@santafenm.gov, 505-955-6603)

Committee Review:

Finance Committee: 12/04/2023

Quality of Life Committee: 12/06/2024

Governing Body: 12/13/2023

- z. Request for Approval of a Budget Adjustment Resolution (BAR) to Allocate FY23 Gross Receipts Tax Revenue Earned Over Budgeted

Estimates to Increase the City Manager's Budget in the Amount of \$175,000 to Provide Salary and Benefits for the Office of Equity and Inclusion (OEI) Director Position. (Layla Archuletta-Maestas, Deputy City Manager, lsarchulettamaestas@santafenm.gov)

Committee Review:

Finance Committee: 12/04/2023

Quality of Life: 12/06/2023

Governing Body: 12/13/2023

- aa. Request for Approval of Fiscal Year 24 Budget Increases for Land Use Department in the Total Amount of \$356,382. (Jason Kluck, Land Use Director, jmkluck@santafenm.gov)

1. Request for Approval of a Budget Adjustment Resolution (BAR) in the Amount of \$116,382 to Allocate FY23 Gross Receipts Tax Revenue Earned Over Budgeted Estimates to Fund Two (2) New Full Time Positions and Increase Salary for 1 Vacant Full Time Position.

2. Request for Approval of a Budget Adjustment Resolution (BAR) in the Amount of \$240,000 to Allocate FY23 Gross Receipts Tax Revenue Earned Over Budgeted Estimates to Acquire Digital Planning and Development Solutions to Improve Operations.

Committee Review:

Finance Committee: 12/04/2023

Quality of Life: 12/06/2023

Governing Body: 12/13/2023

- ab. Request for Approval of a Budget Amendment Resolution (BAR) in the Amount of \$175,000 to Allocate FY23 Gross Receipts Tax Revenue Earned Over Budgeted Estimates to Public Works to Engage a Consultant to Compile Public Works Elements for the City Code Chapter 14 Land Development Code Revision. (Regina Wheeler: Public Works Director, rawheeler@santafenm.gov, (505)955-6622)

Committee Review:

Finance Committee: 12/04/2023

Public Works and Utilities Committee: 12/11/2023

Governing Body: 12/13/2023

- ac. Request for Approval of a Budget Adjustment Resolution (BAR) to Increase the FY24 Transit Budget in the Amount of \$542,354 Pursuant to a Memorandum of Agreement with the New Mexico Department of Transportation. (Gabrielle Chavez: Transit Director of Administration, gnchavez@santafenm.gov, (505) 955-2055)

Committee Review:

Finance Committee :12/04/2023

Public Works and Utilities Committee: 12/11/2023

Governing Body: 12/13/2023

- ad. Request for Approval of a Budget Adjustment Resolution (BAR) in the Amount of \$611,520 to Allocate FY23 Gross Receipts Tax Revenue Earned Over Budgeted Estimates to the Fire General Fund to Purchase a New Ambulance; Create 8 New Full Time Positions and Procure the Necessary Supplies and Equipment for the Operational Facilitation of the New Ambulance. (Brian Moya: Fire Chief, (505) 955-3111, bjmoya@santafenm.gov)

Committee Review:

Finance Committee: 12/04/2023

Public Works and Utilities Committee: 12/11/2023

Governing Body: 12/13/2023

- 7. **MATTERS FROM STAFF**
- 8. **MATTERS FROM THE COMMITTEE**
- 9. **MATTERS FROM THE CHAIR**
- 10. **NEXT MEETING: No Meeting Scheduled**
- 11. **ADJOURN**

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521, five (5) working days prior to meeting date.

