



MINUTES

REGULAR MEETING OF
THE FINANCE COMMITTEE
SEPTEMBER 18, 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 5:00 p.m.

2. **ROLL CALL**

Members Present:

Councilor Renee Villarreal
Councilor Signe Lindell
Councilor Jamie Cassutt
Councilor Chris Rivera

Members Excused:

Councilor Carol Romero-Wirth

Others Attending:

Emily Oster, Finance Director

Councilor Lindell was acting chair for the meeting.

3. **APPROVAL OF AGENDA**

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



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the agenda as amended to pull items N and Q for discussion.

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

4. APPROVAL OF CONSENT AGENDA

MOTION: Councilor Rivera moved, seconded by Councilor Cassutt, to approve the consent agenda as amended. Item T was removed at this time. Items N and Q were pulled for discussion.

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

5. ACTION ITEMS: CONSENT

- a. Request for Approval of the Finance Committee Minutes – September 5, 2023. (Emily Oster, Finance Director: ekoster@santafenm.gov)

Committee Review:

Finance Committee: 09/05/2023

MOTION: Councilor Rivera moved, seconded by Councilor Cassutt, to approve the minutes as presented.

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt,



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Councilor Rivera

Against: None

Abstain: None

- b. Request for Approval of the 2024 Governing Body and Council Committee Meeting Calendar. (Kristine Bustos-Mihelcic, City Clerk; kmmihelcic@santafenm.gov and Xavier Vigil, Committee and Contracts Coordinator; xivigil@santafenm.gov)

Committee Review:

Finance Committee: 09/18/2023

Quality of Life Committee: 09/20/2023

Public Works and Utilities Committee: 09/26/2023

Governing Body: 09/27/2023

MOTION: Councilor Rivera moved, seconded by Councilor Cassutt, to approve the 2024 Governing Body and Council Committee Meeting Calendar as presented on consent.

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- c. Request for Approval of Professional Services Agreement with Carr, Riggs, Ingram for Audit Services for FYE 6/30/2023 in the Amount of \$269,454.42 Including Applicable Gross Receipts Tax. (Emily K. Oster, Finance Director: ekoster@santafenm.gov)

Committee Review:

Finance Committee: 09/18/2023

Public Works and Utilities Committee: 09/26/2023

Governing Body: 09/27/2023



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MOTION: Councilor Rivera moved, seconded by Councilor Cassutt, to approve the Professional Services Agreement as presented on consent.

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- d. Request for Approval to Purchase and Install an Air Conditioning Unit from Western Mechanical in the Hoffman Blower Room in the Paseo Real Reclamation Facility in the Total Amount of \$90,301.16 including NMGRY via Statewide Price Agreement 30-00000-23-00084. (P. Fred Heerbrandt, P.E., Engineer Supervisor, WWMD; pfheerbrandt@santafenm.gov)

1. Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$90,301.16 from the Cash Balance.

Committee Review:

Public Works and Utilities Committee: 09/11/2023

Finance Committee: 09/18/2023

Governing Body: 09/27/2023

MOTION: Councilor Rivera moved, seconded by Councilor Cassutt, to approve the Purchase and Install as presented on consent.

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt, Councilor Rivera



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Against: None

Abstain: None

- e. Request for Approval of General Services Contract with TK Elevators for Modernization and Rehabilitation of the Elevators at Sandoval Parking Garage in the Total Amount of \$249,626.21 Including NMGR through June 30, 2025. (Caryn Grosse, Public Works Project Administrator: clgrosse@santafenm.gov)

Committee Review:

Public Works and Utilities Committee: 09/11/2023

Finance Committee: 09/18/2023

Governing Body: 09/27/2023

MOTION: Councilor Rivera moved, seconded by Councilor Cassutt, to approve the General Services Contract as presented on consent.

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- f. Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$128,364 for the Budget Transfer of Youth and Family Service Division Park Ranger Staff Positions to the Parks and Open Space Division. (Melissa McDonald, Parks and Open Space Division Director: mamcdonald@santafenm.gov, Julie Sanchez, Youth and Family Services Division Director: jjsanchez@santafenm.gov)

Committee Review

Quality of Life Committee: 09/06/2023

Public Works & Utilities Committee: 09/11/2023

Finance Committee: 09/18/2023



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Governing Body: 09/27/2023

MOTION: Councilor Rivera moved, seconded by Councilor Cassutt, to approve the Budget Adjustment Resolution (BAR) as presented on consent.

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- g. Request for Approval of General Services Contract with Badger Meter Inc. for the Monthly Service Charge for Each Endpoint Meter Reading Device on the City's Water Meters in the Total Amount of \$3,241,200 through June 30, 2033. (Nancy L. Jimenez, Utility Billing Division Director: nljimenez@santafenm.gov)

Committee Review

Public Works and Utilities Committee: 09/11/2023

Finance Committee: 09/18/2023

Governing Body: 09/27/2023

MOTION: Councilor Rivera moved, seconded by Councilor Cassutt, to approve the General Services Contract as presented on consent.

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None



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- h. Request for Approval of Professional Services Agreement with Wilson & Company Inc. for Engineers & Architects in the Total Amount of \$6,457,500 including NMGRT through October 05,2026. (Romella Glorioso-Moss, PW Capital Projects Manager, rsglorioso-moss@santafenm.gov)

Committee Review:

Finance Committee: 09/18/2023

Public Works & Utilities Committee: 09/26/2023

Governing Body: 09/27/2023

MOTION: Councilor Rivera moved, seconded by Councilor Cassutt, to approve the Professional Services Agreement as presented on consent.

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- i. Request for Approval of Amendment No. 1 to Professional Service Agreement Item #23-0323 with Homewise for the Mortgage Assistance Program to Update the Scope of Work and Increase Compensation to Include Balance from Previous Year Contract for a Total Amount of \$550,000. (Alexandra Ladd, Director, Office of Affordable Housing: agladd@santafenm.gov and Cody Minnich, Project Manager:cjminnich@santafenm.gov)

Committee Review:

Finance Committee: 09/18/2023

Quality of Life Committee: 09/20/2023

Governing Body: 09/27/2023

MOTION: Councilor Rivera moved, seconded by Councilor Cassutt, to approve the Contract Amendment as presented on



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consent.

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt,
Councilor Rivera

Against: None

Abstain: None

- j. Request for Approval of a Budget Adjustment Resolution (BAR) from the Airport Department to the ITT Department in the Total Amount of \$148,715 for the Camnet Security and Alarm Equipment. (James Harris, Airport Manager: jcharris@santafenm.gov; Kelly Bynon, Administrative Manager: kabynon@santafenm.gov)

Committee Review

Finance Committee: 09/18/2023

Public Works and Utilities Committee: 09/26/2023

Governing Body: 09/27/2023

MOTION: Councilor Rivera moved, seconded by Councilor Cassutt, to approve the Budget Adjustment Resolution (BAR) as presented on consent.

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt,
Councilor Rivera

Against: None

Abstain: None

- k. Request for Approval of Professional Services Agreement with WSP USA Environment and Infrastructure Inc. for Engineering, Design, and Consulting Services in the Total Amount of \$5,415,625 including



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NMGRT through October 5, 2026. (Romella Glorioso-Moss, PW Capital Projects Manager: rsglorioso-moss@santafenm.gov)

Committee Review:

Finance Committee: 09/18/2023

Public Works & Utilities Committee: 09/26/2023

Governing Body: 09/27/2023

MOTION: Councilor Rivera moved, seconded by Councilor Cassutt, to approve the Professional Services Agreement as presented on consent.

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- i. Request for Approval of Professional Services Agreement with Miller Engineers Inc. for Design, Engineering and Consulting Services in the Total Amount of \$1,083,125 including NMGRT through October 5, 2026. (Romella Glorioso-Moss, PW Capital Projects Manager: rsglorioso-moss@santafenm.gov)

Committee Review:

Finance Committee: 09/18/2023

Public Works & Utilities Committee: 09/26/2023

Governing Body: 09/27/2023

MOTION: Councilor Rivera moved, seconded by Councilor Cassutt, to approve the Professional Services Agreement as presented on consent.

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt,



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Councilor Rivera

Against: None

Abstain: None

- m. Request for Approval to Purchase Two Replacement Vehicles for the Engineering Section of the Water Division from Melloy Auto Group in the Total Amount of \$83,156 Via Statewide Price Agreement 00-00000-20-00088. (1 John Del Mar, Engineer Supervisor in the Water Division: jpdelmar@santafenm.gov)
1. Request for Approval of a Budget Adjustment Resolution to Decrease the Water Enterprise Fund Cash Balance in the Total Amount of \$83,156.

Committee Review

Public Works and Utilities Committee: 09/11/2023

Finance Committee: 09/18/2023

Governing Body: 09/27/2023

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

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- n. Request for Approval of General Services Contract with Dukes Root Control, Inc. to Provide Provide Chemical Root Control for the City's Sewer System in the Total Amount of \$1,000,000 for a Four Year Term Via Houston Galveston Area Council (HGAC) Cooperative Agreement (SC01-21). (P. Fred Heerbrandt, P.E., Engineer Supervisor, WWMD:



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pfheerbrandt@santafenm.gov)

1. Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$1,000,000 from the Cash Balance to Fund the Contract with Duke Root Control, Inc.

Committee Review:

Finance Committee: 09/18/2023

Public Works and Utilities Committee: 09/26/2023

Governing Body: 09/27/2023

MOTION: Councilor Lindell moved, seconded by Councilor Rivera, to approve the General Services Contract as presented on discussion.

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- o. Request for Approval of Amendment No. 2 to Memorandum of Agreement Item #20-0043 Between the New Mexico Energy, Minerals and Natural Resources Department and the Fire Department in the Total Amount of \$40,000 of Reimbursable Expenditures. (Brian Moya, Fire Chief: bjmoya@santafenm.gov; Sten Johnson, Assistant Fire Chief: sajohanson@santafenm.gov)

Committee Review:

Finance Committee: 09/18/2023

Public Safety Committee: 09/19/2023

Public Works & Utilities Committee: 09/26/2023

Governing Body: 09/27/2023

MOTION: Councilor Rivera moved, seconded by Councilor Cassutt,



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to approve the Memorandum of Agreement (MOA) as presented on consent.

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- p. Request for Approval of Amendment No. 4 to Contract Agreement # 20-0319 with Children Youth and Families Department (CYFD) to Increase the Overall FY24 Contract by \$6,440 for a New Total Amount of \$389,791 for Continuum of Graduated Sanctions Services. (Sophie Andar, Youth and Family Services Program Manager: sxandar@santafenm.gov).

Committee Review:

Finance Committee: 09/18/2023

Quality of Life Committee: 09/20/2023

Governing Body: 09/27/2023

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

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- q. Request for Approval of Professional Services Agreement with Denovo for Cloud Storage and Maintenance of the City of Santa Fe AS400 Data



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in the Total Amount of \$1,377,640.77 through June 30, 2026. (Edward J. Duran: EAS/EUS Manager, ejduran@santafenm.gov; Joseph Abeyta: Project Manager, jmabeyta@santafenm.gov)

Committee Review:

Finance Committee 09/18/23

Quality of Life Committee: 09/20/2023

Governing Body: 09/27/2023

MOTION: Councilor Rivera moved, seconded by Councilor Villarreal, to approve the Professional Services Agreement (PSA) as presented on discussion.

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- r. Request for Approval of Amendment No. 1 to Professional Service Agreement Item #23-0326 with Santa Fe Community Housing Trust for their Mortgage Assistance Program, to Update Scope of Work and Increase Compensation to Include Balance from Previous Year Contract for a Total Amount of \$645,908 . (Alexandra Ladd, Director, Office of Affordable Housing: agladd@santafenm.gov and Cody Minnich, Project Manager, Office of Affordable Housing: cjminnich@santafenm.gov)

Committee Review:

Finance Committee: 09/18/2023

Quality of Life Committee: 09/20/2023

Governing Body: 09/27/2023

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

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



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For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt,
Councilor Rivera

Against: None

Abstain: None

- s. Request for Approval of Amended and Restated Lease Agreement with Signature Flight Support, LLC to Enter on, Make Use of, and Develop Real Property at the Santa Fe Regional Airport in Substitution for Capital Aviation of Santa Fe. (James Harris, Airport Manager; jcharris@santafenm.gov)

Committee Review:

Finance Committee: 09/18/2023

Public Works and Utilities Committee: 09/26/2023

Governing Body: 09/27/2023

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

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

For: Councilor Villarreal, Councilor Lindell, Councilor Cassutt,
Councilor Rivera

Against: None

Abstain: None

- t. Request for Approval for Special Water Rate for Santa Fe Country Club and Municipal Recreation Complex (MRC) and a Monthly Payment Arrangement for Santa Fe Country Club in the Amount of \$5,000 per Month Until Repaid in Full. (John Dupuis, Public Utility Director: jedupuis@santafenm.gov)

Committee Review:

Finance Committee: 09/18/2023



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Public Works and Utilities Committee: 09/26/2023
Governing Body: 09/27/2023

Item removed from Finance Committee Agenda.

6. PRESENTATION

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

Continued progress on FY22 audit. CLA working mostly on FY23 now, wrapping up some final items on FY22. FY23 CRI contract on tonight's agenda. Weekly meeting with CLA this-morning, CRI tomorrow. Quarterly update submitted to State Auditor's Office Friday (on time).

7. MATTERS FROM STAFF

Announcement of Alexis Lotero's appointment to GFOA Standing Budget Committee. Three-year term beginning 9/15/2023 through 9/15/2026.

8. MATTERS FROM THE COMMITTEE

9. MATTERS FROM THE CHAIR

10. NEXT MEETING: Monday, October 2, 2023

11. ADJOURN

Meeting Adjourned at 5:40 p.m.

INTRODUCTIONS

Liaison

Chair



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