



# MINUTES

REGULAR MEETING OF  
THE FINANCE COMMITTEE  
OCTOBER 02, 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 5:00p.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 Rivera moved, seconded by Councilor Villarreal, to approve the agenda as amended to pull item F for discussion.



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

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

**Against:** None

**Abstain:** None

Councilor Lindell was absent during the vote.

#### 4. APPROVAL OF CONSENT AGENDA

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve the consent agenda as amended. Item F was pulled for discussion.

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

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

**Against:** None

**Abstain:** None

Councilor Lindell was absent during the vote.

#### 5. ACTION ITEMS: CONSENT

- a. Request for Approval of the August 14, 2023 Finance Committee Minutes. (Emily Oster, Finance Director, [ekoster@santafenm.gov](mailto:ekoster@santafenm.gov))

**Committee Review:**

Finance Committee: 10/02/2023

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

**Against:** None

**Abstain:** None

- b. Request for Approval of the September 18, 2023 Finance Committee Minutes (Emily Oster, Finance Director, [ekoster@santafenm.gov](mailto:ekoster@santafenm.gov))

**Committee Review:**

Finance Committee: 10/02/2023

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

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

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

**Against:** None

**Abstain:** None

- c. Request for Approval of the 2024 Employee Calendar. (Bernadette Salazar, Human Resources Director; [bjsalazar@santafenm.gov](mailto:bjsalazar@santafenm.gov))

**Committee Review:**

Finance Committee: 10/02/2023

Quality of Life Committee: 10/04/2023

Governing Body: 10/11/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve the 2024 employee calendar 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 Cassutt, Councilor Rivera

**Against:** None

**Abstain:** None

- d. Request for Approval of Professional Service Agreement with William J Miller Engineers, Inc. in the Total Amount of \$486,844 for On-Call Engineering Services for a Term of Three (3) Years. (Zoe Isaacson, River and Watershed Manager: zrisaacson@santafenm.gov)

**Committee Review:**

Finance Committee: 10/02/2023

Public Works & Utilities Committee: 10/10/2023

Governing Body: 10/11/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve the professional service agreement as presented on consent.

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

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

**Against:** None

**Abstain:** None

- e. Request for Approval of Amendment No. 2 to the Service Agreement Item #22-0301 with Condor- New Age Logistics, LLC for Security Services to Increase the Total Compensation of the Contract by \$1,100,000 for a New Total Amount of \$5,500,000 through June 30, 2024. (Josh Bohlman, Project Administrator: jbohlman@santafenm.gov)



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## **Committee Review**

Public Works and Utilities Committee: 09/26/2023

Finance Committee: 10/2/2023

Governing Body 10/11/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve the contract amendment as presented on consent.

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

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

**Against:** None

**Abstain:** None

- f. Request for Authorization to Sell Potable Water between April 1, 2023 and December 31, 2023, to the Santa Fe Country Club (Club) and the Municipal Recreation Complex (MRC) Pursuant to Chapter 25-4.1, Rule 17, Temporary and Special Services, up to 700,000 Gallons Per Day for the Club and 1,400,000 Gallons Per Day for the MRC at a Rate of \$6.06/1000 Gallons, the City's Base Rate for Water. In the Event that the Club or the MRC Takes More Water than Their Initial Allotments, the Base Rate Increases to \$21.72/1,000 Gallons Thereafter, Subject to the Availability of Potable Supply and the Unavailability of Treated Effluent. (John Dupuis, Public Utilities Department Director: jedupuis@santafenm.gov)

## **Committee Review:**

Public Works and Utilities Committee: 09/26/2023

Finance Committee: 10/02/2023

Governing Body: 10/11/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Rivera, to approve the authorization as presented on discussion contingent on term being defined.



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

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

**Against:** None

**Abstain:** Councilor Villarreal

- g. Request for Approval of a Budget Adjustment Resolution (BAR) for the Santa Fe Regional Airport in the Amount of \$89,534 from the Available Airport Cash Balance for the Move of a TSA Machine in the Terminal. (James Harris, Airport Manager: jcharris@santafenm.gov; Kelly Bynon, Administrative Manager: kabynon@santafenm.gov)

**Committee Review:**

Finance Committee: 10/02/2023

Public Works and Utilities Committee: 10/10/2023

Governing Body: 10/11/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, 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 Romero-Wirth, Councilor Cassutt, Councilor Rivera

**Against:** None

**Abstain:** None

- h. Request for Approval of FY 2024 State of New Mexico Aging and Long Term Services Department Grant Contract #24-624-4000-0024 in the Total Amount of \$313,120 for the Foster Grandparent, Senior Companion and Retired Senior Volunteer Programs through June 30, 2024. (Theresa Trujillo, Volunteer Program Manager: tptrujillo@santafenm.gov)



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**Committee Review:**

Finance Committee: 10/02/2023

Quality of Life Committee: 10/04/2023

Governing Body: 10/11/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve the grant contract as presented on consent.

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

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

**Against:** None

**Abstain:** None

- i. Request for Approval of New Mexico Aging and Long Term Services Department (ALTSD) FY 2024 New Mexico Grown Program Grant in the Total Amount of \$75,687.55 for Nutrition Congregate and Home Delivered Meals Provided Under Title IIIC of the Older Americans Act (OAA) through May 30, 2024. (Manuel Sanchez, Division of Senior Services Director: mnsanchez@santafenm.gov)

**Committee Review:**

Finance Committee: 10/02/2023

Quality of Life Committee: 10/04/2023

Governing Body: 10/11/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve the program grant as presented on consent.

**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:** None

**Abstain:** None

- j. Request for Approval of FY 2024 North Central New Mexico Economic Development District, Non-Metro Agency on Aging (AAA) Grant Contract #2023-2024-60026-N in the Total Amount of \$123,817.00 for the Nutrition Services Incentive Program (NSIP) through June 30, 2024. (Manuel Sanchez, Senior Services Division Director: mnsanchez@santafenm.gov)

**Committee Review:**

Finance Committee: 10/02/2023

Quality of Life Committee: 10/04/2023

Governing Body: 10/11/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve the grant contract as presented on consent.

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

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

**Against:** None

**Abstain:** None

- k. Request for Approval of FY 2024 North Central New Mexico Economic Development District, Non-Metro Agency on Aging (AAA) Grant Contract #2023-2024-60026-S in the Total Amount of \$22,808.00 for the Senior Employment Program (SEP) through June 30, 2024. (Manuel Sanchez Senior Services Division Director: mnsanchez@santafenm.gov)

**Committee Review:**

Finance Committee: 10/02/2023

Quality of Life Committee: 10/04/2023

Governing Body: 10/11/2023



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**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve the grant contract as presented on consent.

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

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

**Against:** None

**Abstain:** None

- i. Request for Approval of FY 2024 North Central New Mexico Economic Development District, Non-Metro Agency on Aging (AAA) Grant Contract #2023-2024-60026 in the Total Amount of \$1,028,849.40 for the Title III Federal and State Sub-Award Contract through June 30, 2024. (Manuel Sanchez Senior Services Division Director: mnsanchez@santafenm.gov)

**Committee Review:**

Finance Committee: 10/02/2023

Quality of Life: 10/04/2023

Governing Body: 10/11/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve the grant contract as presented on consent.

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

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

**Against:** None

**Abstain:** None

- m. CONSIDERATION OF A RESOLUTION 2023-\_\_\_\_. (Councilor Chris Rivera)  
A Resolution Directing the City Manager to Assign Staff to Identify and



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Apply for Federal and State Funding Sources for Water, Wastewater, and Other Water Related Projects. (Alan Hook, Water Resources Coordinator, aghook@santafenm.gov)

## **Committee Review**

Governing Body (Introduced):09/27/2023

Finance Committee: 10/02/2023

Public Works and Utilities Committee: 10/10/2023

Governing Body: 10/11/2023

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

**Against:** None

**Abstain:** None

## 6. **PRESENTATION**

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

Councilor Lindell arrived during the audit update.

## 7. **MATTERS FROM STAFF**

## 8. **MATTERS FROM THE COMMITTEE**

## 9. **MATTERS FROM THE CHAIR**

## 10. **NEXT MEETING: October 16 2023**



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11. **ADJOURN**

Meeting adjourned at 6:14p.m.

*Joshua Love Chandler*  
Liaison

*Ronnie Smith*  
Chair







# Finance Committee Meeting Minutes for October 2, 2023

Final Audit Report

2023-10-19

Created:	2023-10-12
By:	Joshua Chandler (jchandler@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAaqp70EGUOkpRBPnswDUfheh4za9rAkSq

## "Finance Committee Meeting Minutes for October 2, 2023" History

-  Document created by Joshua Chandler (jchandler@santafenm.gov)  
2023-10-12 - 10:13:14 PM GMT
-  Document emailed to cromero-wirth@santafenm.gov for signature  
2023-10-12 - 10:14:18 PM GMT
-  Email viewed by cromero-wirth@santafenm.gov  
2023-10-19 - 0:52:11 AM GMT
-  Signer cromero-wirth@santafenm.gov entered name at signing as Carol Romero-Wirth  
2023-10-19 - 0:53:01 AM GMT
-  Document e-signed by Carol Romero-Wirth (cromero-wirth@santafenm.gov)  
Signature Date: 2023-10-19 - 0:53:03 AM GMT - Time Source: server
-  Agreement completed.  
2023-10-19 - 0:53:03 AM GMT