



MINUTES

REGULAR MEETING OF
THE FINANCE COMMITTEE
OCTOBER 16, 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 5:01p.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 Cassutt, to approve the agenda as amended to pull item K.



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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 Rivera moved, seconded by Councilor Cassutt, to approve the consent agenda as amended. Item K 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. EXECUTIVE SESSION

6. ACTION ITEMS: CONSENT

- a. Request for Approval of the October 2, 2023 Finance Committee Minutes. (Emily Oster, Finance Director: ekoster@santafenm.gov)

Committee Review:

Finance Committee: 10/16/2023



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MOTION: Councilor Romero-Wirth moved, seconded by Councilor Cassutt, 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

- b. Request the Approval of Amendment No.1 to Item #22-0389 General Services Agreement with the Santa Fe Railyard Park Conservancy to Clarify Responsibilities and Reporting and Increase the Compensation by \$300,000 for the Total Amount not to Exceed \$400,000 through June 30, 2026. (Tim Farrell, Property Development Manager: tgf Farrell@ santafenm.gov)

Committee Review

Public Works & Utilities Committee: 10/10/2023

Finance Committee: 10/16/2023

Governing Body: 10/25/2023

MOTION: Councilor Romero-Wirth 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 Romero-Wirth, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- c. Request for Approval of Professional Services Agreement with Bohannan



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Huston Inc. for On-Call Engineering Services in the Total Amount of \$3,243,975 including NMGRT through October 5, 2026. (Zoe Isaacson, River & Watershed Manager, zrisaacson@santafenm.gov)

Committee Review:

Finance Committee: 10/16/2023

Public Works & Utilities Committee: 10/23/2023

Governing Body: 10/25/2023

MOTION: Councilor Romero-Wirth moved, seconded by Councilor Cassutt, to approve the 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

- d. Request for Approval of Amendment No.1 to Professional Services Agreement Item #22-0378 with Tyler Technologies Munis Upgrade for Senior Finance Subject Matter Experts and Testers Services with IT Connect Inc. for Consulting Services for the Finance Department in the Total Amount of \$108,312.50 through June 30, 2024. (Emily Oster, Finance Director: ekoster@santafenm.gov and Eric Candelaria, IT Director: edcandelaria@santafenm.gov)

Committee Review:

Finance Committee: 10/16/2023

Quality Of Life Committee: 10/18/2023

Governing Body: 10/25/2023

MOTION: Councilor Romero-Wirth 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 Romero-Wirth, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- e. Request for Approval to Purchase Two Ford F150 Pickup Trucks and One Ford F450 Pickup Truck for the City of Santa Fe's Wastewater Management Division in the Total Amount of \$184,097 from Chalmers Ford. (Benjamin Sandoval, Collections Manager, WWMD: basandoval@santafenm.gov)

1. Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$184,097.00 from the Cash Balance.

Committee Review:

Finance Committee: 10/16/2023

Public Works and Utilities Committee: 10/23/2023

Governing Body: 10/25/2023

MOTION: Councilor Romero-Wirth 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 Romero-Wirth, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- f. Request for Approval of a Budget Amendment Resolution (BAR) to Increase the Funds for FY2024 for Audit Preparation and Accounting Consulting in the Total Amount of \$795,883, which is the Unexpended



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Amount Originally Budgeted for FY2023. (Emily K. Oster, Finance Director: ekoster@santafenm.gov)

Committee Review

Finance Committee: 10/16/2023

Quality of Life Committee: 10/18/2023

Governing Body: 10/25/2023

MOTION: Councilor Romero-Wirth 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 Romero-Wirth, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- g. Request for Approval of Purchasing Agreement with Southwest Ambulance Sales for the Purchase of a New Ford E-350 XL Cutaway Ambulance Utilizing the HGACBUY Price Agreement #AMI0-20; in the Total Amount of \$187,726. (Brian Moya, Fire Chief: bjmoya@santafenm.gov; Daniel Garcia, Fire Fleet Manager: dagarcia@santafenm.gov)

Committee Review:

Finance Committee: 10/16/2023

Public Safety Committee: 10/17/2023

Public Works and Utilities Committee: 10/23/2023

Governing Body: 10/25/2023

MOTION: Councilor Romero-Wirth moved, seconded by Councilor Cassutt, to approve the purchase as presented on consent.

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



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

Against: None

Abstain: Councilor Lindell

- h. Request for Approval of Amendment No.1 to the New Mexico Department of Transportation Aviation Division Grant # SAF-24-02 in the Amount of \$391,033 for the Repair of the Runway Midfield Intersection, Bringing the Total Amount of the Grant to \$1,727,033. (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 \$391,033 to Increase WIP Construction Fund using NMDOT Funding for the Repair of the Runway Midfield Intersection.

Committee Review:

Finance Committee: 10/16/2023

Public Works and Utilities Committee: 10/23/2023

Governing Body: 10/25/2023

MOTION: Councilor Romero-Wirth 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 Romero-Wirth, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None



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- i. Request for Approval of the New Mexico Department of Finance & Administration Certification for Allocation 22-ZG1016-48 for Recruitment and Retention Stipends for Law Enforcement Officers at the Santa Fe Police Department for FY24 in the Total Amount of \$112,500. (Ben Valdez, Deputy Chief of Police: bpvaldez@santafenm.gov)

1. Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$112,500 from the NM Department of Finance and Administration Fund to the Police Incentive Fund.

Committee Review:

Finance Committee: 10/16/2023

Quality of Life Committee: 10/18/2023

Governing Body Committee: 10/25/2023

MOTION: Councilor Romero-Wirth 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 Romero-Wirth, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- j. Request for Approval of New Mexico Department of Transportation Aviation Division Grant # SAF-24-03 for the Design of the Terminal Apron Replacement in the Amount of \$284,610. (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 \$284,610 in Increase WIP Design Fund using NMDOT Funding for the Design of the Terminal Apron Replacement.



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Finance Committee: 10/16/2023

Public Works and Utilities Committee: 10/23/2023

Governing Body: 10/25/2023

MOTION: Councilor Romero-Wirth 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 Romero-Wirth, Councilor Cassutt, Councilor Rivera

Against: None

Abstain: None

- k. CONSIDERATION OF A RESOLUTION 2023-____. (Councilor Carol Romero-Wirth, Councilor Renee Villarreal, Councilor Chris Rivera, and Councilor Amanda Chavez)

A Resolution Directing the City Manager to Establish an Office of Equity and Inclusion. (John Blair, City Manager, jwblair@santafenm.gov)

Committee Review

Governing Body (Introduced):09/27/2023

Quality of Life Committee: 10/04/2023

Finance Committee: 10/16/2023

Governing Body: 10/25/2023

MOTION: Councilor Cassutt moved, seconded by Councilor Villarreal, to approve the resolution as amended on discussion.

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

Adopted Amendments A and B. Amendment A updates page number of chart report. Amendment B OEI within City Managers office as a direct report to City Manager.

7. **ACTION ITEMS: DISCUSSION**

8. **PRESENTATION**

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

Councilor Lindell arrived during the audit update.

9. **MATTERS FROM STAFF**

10. **MATTERS FROM THE COMMITTEE**

11. **MATTERS FROM THE CHAIR**

12. **NEXT MEETING: Monday, October 30, 2023**

13. **ADJOURN**

Meeting adjourned at 5:35 p.m.

Erminia Tapia

Liaison

Renee Lindell

Chair