



# MINUTES

REGULAR MEETING OF  
THE FINANCE COMMITTEE  
OCTOBER 30, 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 Cassutt moved, seconded by Councilor Villarreal, to approve the agenda 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

## 4. APPROVAL OF CONSENT AGENDA

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve the agenda as amended. Items d, g, i, and j 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. EXECUTIVE SESSION

## 6. ACTION ITEMS: CONSENT

- a. Request for Approval of the October 16, 2023 Finance Committee Meeting Minutes (Emily K. Oster, Finance Director, [ekoster@santafenm.gov](mailto:ekoster@santafenm.gov))

**Committee Review:**

Finance Committee: 10/30/2023

**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 Lindell, Councilor Cassutt, Councilor Rivera

**Against:** None

**Abstain:** None

- b. Request Approval of Amendment No. 1 to General Services Agreement Item #23-0099 with B&D Industries, Inc. for Miscellaneous On-Call Plumbing and HVAC Services, to Increase the Compensation by \$1,000,000 for a New Contract Amount of \$2,000,000 Excluding NMGRT, and to Extend the Term through June 30, 2025. (Caryn Grosse, PMP, Project Administrator Sr.: clgrosse@santafenm)

**Committee Review**

Public Works & Utilities Committee: 10/23/2023

Finance Committee: 10/30/2023

Governing Body: 11/08/2023

**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 Lindell, Councilor Cassutt, Councilor Rivera

**Against:** None

**Abstain:** None

- c. Request for Approval of the New Mexico Department of Finance & Administration Certification for Allocation 23-ZH5048-81 in the Amount of \$375,000 for the Hiring of Law Enforcement/Support Positions at the Santa Fe Police Department for FY24. (Ben Valdez, Deputy Chief of Police, bpvaldez@santafenm.gov)



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1. Request for Approval of a Budget Adjustment Resolution in the Total Amount of \$375,000 from the NM Department of Finance and Administration Fund to the Police Police Salaries Fund.

**Committee Review:**

Finance Committee: 10/30/2023

Quality of Life Committee: 11/01/2023

Governing Body Committee: 11/08/2023

**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 Lindell, Councilor Cassutt, Councilor Rivera

**Against:** None

**Abstain:** None

- d. Request for Approval of Information Technology Agreement with Conduent State & Local Solutions Inc. for Parking Citation Administration in the Total Amount of \$158,508.00 including NMGRT through September 1, 2024. (Steve Kaspan, Parking Division Director, [spkaspan@santafenm.gov](mailto:spkaspan@santafenm.gov))

**Committee Review:**

Finance Committee – 10/30/2023

Public Works & Utilities Committee – 11/06/2023

Governing Body – 11/08/2023

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



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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

- e. Request for Approval of General Services Agreement with HEI Incorporated for Security Camera and Access Control System Upgrade in the Total Amount of \$168,466.53 through October 31, 2024. (Eric Candelaria, ITT Department Director, edcandelaria@santafenm.gov; Larry Worstell, Infrastructure Manager, lfworstell@santafenm.gov; Joseph Abeyta, Project Manager, jmabetya@santafenm.gov)

### **Committee Review**

Finance Committee 10/30/23

Quality of Life Committee 11/01/23

Governing Body 11/08/23

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

**Against:** None

**Abstain:** None

- f. Request for Approval to Purchase Two (2) 2024 Vactor 2115i/2025 Freightliner 114SD Chassis Trucks from Pete's Equipment Inc. for the Wastewater Management Division, Collections Section in the Total Amount of \$1,151,999.70. (Ben Sandoval, Collections Manager,



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basandoval@santafenm.gov)

1. Request for Approval of a Budget Adjustment Amendment (BAR) in the Amount of \$1,152,000 from the WWMD Cash Fund.

### **Committee Review**

Public Works and Utilities Committee: 10/23/2023

Finance Committee: 10/30/2023

Governing Body: 11/8/2023

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

**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 Professional Services Agreement with Santa Fe Engineering Consultants LLC for Engineering Services in the Total Amount of \$2,195,860.00 including NMGRT for Four Years. (Romella Glorioso-Moss, PW Capital Projects Manager, rsglorioso-moss@santafenm.gov)

### **Committee Review:**

Finance Committee: 10/30/2023

Public Works & Utilities Committee: 11/06/2023

Governing Body: 11/08/2023

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

- h. Request for Approval of Amendment No. 4 to Lease Agreement Item #19-0872 with Santa Fe Recovery Center to Extend the Lease to November 1, 2024. (Lee Logston, Midtown Asset Development Manager: llogston@santafenm.gov)

**Committee Review:**

Finance Committee: 10/30/2023

Economic Development Advisory Committee: 11/01/2023

Quality of Life Committee: 11/01/2023

Governing Body: 11/08/2023

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

**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 a Professional Services Agreement with Moss Adams, LLP in the Amount of \$698,133 Including Applicable Gross Receipts Tax for Internal Audit Services for the City of Santa Fe. (Layla Archuletta-Maestas, Deputy City Manager, lsarchulettamaestas@santafenm.gov)

**Committee Review:**

Finance Committee: 10/30/2023

Quality of Life: 11/01/2023



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Governing Body: 11/08/2023

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

- j. Request for Approval of a Budget Adjustment Resolution (BAR) in the Amount of \$1,148,000 from GRT in Excess of Budgeted Estimates and Available Fund Balances to Fund Retention Incentives in an Amount Equivalent to \$1,000 per City Employee. (Bernadette Salazar, HR Department Director, [bjsalazar@santafenm.gov](mailto:bjsalazar@santafenm.gov); Andy Hopkins, Budget Officer, [ajhopkins@santafenm.gov](mailto:ajhopkins@santafenm.gov))

### Committee Review

Finance Committee: 10/30/2023

Quality of Life Committee: 11/01/2023

Governing Body: 11/08/2023

**MOTION:** Councilor Villarreal moved, seconded by Councilor Cassutt, to approve the budget adjustment resolution (BAR) as presented on 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



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- k. Request for Approval of a General Services Contract with Playcore Wisconsin, Inc. dba Altitude Recreation-Game Time for the Delivery of New Playground Equipment for the Pueblos del Sol Park in the Amount not to Exceed \$231,119.24 including NMGRT. (Scott Overlie, Parks Division Project Administrator: saoverlie@santafenm.gov)

**Committee Review**

Finance Committee 10/30/2023

Public Works and Utilities Committee 11/06/2023

Governing Body 11/08/2023

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

**Against:** None

**Abstain:** None

- i. CONSIDERATION OF A RESOLUTION 2023-\_\_\_\_. (Councilor Chris Rivera and Councilor Lee Garcia)  
A Resolution Approving the City of Santa Fe's Participation in a Transportation Project Fund Program Administered by New Mexico Department of Transportation for Improvements to the Agua Fria/South Meadows Intersection. (Romella Glorioso-Moss, Projects Administrator; rsglorioso-moss@santafenm.gov)

**Committee Review:**

Governing Body: 10/25/2023

Finance Committee: 10/30/2023

Public Works and Utilities Committee: 11/06/2023

Governing Body: 11/08/2023

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

**Against:** None

**Abstain:** None

- m. CONSIDERATION OF A RESOLUTION 2023-\_\_\_\_. (Mayor Alan Webber)  
A Resolution Requesting Approval of First Quarter Budget Amendments for Fiscal Year 2024. (Andy Hopkins, Budget Officer: ajhopkins@santafenm.gov)

**Committee Review:**

Governing Body (Introduced): 10/25/2023

Finance Committee: 10/30/2023

Quality of Life Committee: 11/01/2023

Public Works and Utilities Committee: 11/06/2023

Governing Body: 11/08/2023

**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 Lindell, Councilor Cassutt, Councilor Rivera

**Against:** None

**Abstain:** None

- n. CONSIDERATION OF A RESOLUTION 2023-\_\_\_\_. (Councilor Michael Garcia, Councilor Renee Villarreal, Councilor Jamie Cassutt)  
A Resolution Supporting the Administrative and Legislative Protection of the Upper Pecos River Watershed Through the Withdrawal of Mineral



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Rights. (Marci Eannarino, Manager Legislation & Policy Innovation:  
maeannarino@santafenm.gov)

**Committee Review:**

Governing Body (Introduced): 10/25/2023

Finance Committee: 10/30/2023

Quality of Life Committee: 11/01/2023

Public Works and Utilities Committee: 11/06/2023

Governing Body: 11/08/2023

**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  
Lindell, Councilor Cassutt, Councilor Rivera

**Against:** None

**Abstain:** None

7. **ACTION ITEMS: DISCUSSION**



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- a. CONSIDERATION OF A RESOLUTION 2023- \_\_\_\_\_. (Mayor Alan Webber)  
A Resolution Establishing the City of Santa Fe's Priorities for Consideration by the New Mexico State Legislature During the 57<sup>th</sup> Legislature – State of New Mexico – First Session, 2024. (Marci Eannarino, Legislation and Policy Innovation Manager; maeannarino@santafenm.gov; Regina Wheeler, Public Works Director, rawheeler@santafenm.gov)

**Committee Review:**

Governing Body (Introduced): 10/11/2023

Quality of Life Committee: 10/18/2023

Public Works and Utilities Committee: 10/23/2023

Finance Committee: 10/30/2023

Public Works and Utilities Committee: 11/06/2023

Governing Body: 11/08/2023

**MOTION:** Councilor Cassutt moved, seconded by Councilor Villarreal, to approve the resolution as amended with amendment b adopted.

**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

**MOTION:** Councilor Villarreal moved, seconded by Councilor Cassutt, to to move amendment b to be heard prior to amendments a and c.

**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



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**Abstain:** None

Motion to Refer Resolution to Public Works & Utilities Committee Regular Meeting on November 06, 2023.

Councilor Rivera moved, seconded by Councilor Cassutt, approved with a unanimous Roll Call vote

8. **PRESENTATION**

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

9. **MATTERS FROM STAFF**

Director Oster gave an update regarding the City's participation in the State Auction and Credit Card Charges.

10. **MATTERS FROM THE COMMITTEE**

11. **MATTERS FROM THE CHAIR**

12. **NEXT MEETING: Monday, November 13, 2023**

13. **ADJOURN**

Meeting was adjourned at 6:30 p.m.

*Erminia Tapia*

Liaison

*Roman L. ...*

Chair