



City of Santa Fe

AGENDA

REGULAR MEETING OF
THE FINANCE COMMITTEE
JANUARY 29, 2024
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 and Introductions (Emily K. Oster, Finance Director, ekoster@santafenm.gov)
 - b. Fiscal Year 2022 Audit Report (Emily Oster, Finance Director, ekoster@santafenm.gov, and AJ Bowers, Partner, Carr Riggs &

Ingram CPAs and Advisors, and Eric Spurlin, Partner, Carr Riggs & Ingram CPAs and Advisors)

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

6. **ACTION ITEMS: DISCUSSION**

7. **ACTION ITEMS: CONSENT**

- a. Request for Approval of January 08, 2024 Finance Committee Meeting Minutes. (Emily K. Oster, Finance Director, ekoster@santafenm.gov)
- b. Request for Approval of Memorandum of Agreement with the United States Bureau of Reclamation to Work Collaboratively on the Rio Grande Basin Study as Part of the WaterSMART Basin Study Program with In-Kind Services Provided for Study Cost-Sharing. (Francesca Shirley, Water Resources Coordinator: fdshirley@santafenm.gov)

Committee Review:

Public Works and Utilities Committee: 01/22/2024

Finance Committee: 01/29/2024

Governing Body: 01/31/2024

- c. Request for Approval of Amendment No. 1 to Item #23-0493, Exclusive Negotiation Agreement with Midtown Santa Fe Productions QOF, LLC, to Extend the Term through August 4, 2024 with No Corresponding Change to Other Terms. (Karen Iverson, Director, Metropolitan Redevelopment Agency: kriverson@santafenm.gov).

Committee Review

Quality of Life Committee: 01/24/2024

Finance Committee: 01/29/2024

Governing Body: 01/31/2024

- d. Request for Approval of the of State of New Mexico Department of Finance and Administration Capital Appropriation Project Grant Agreement 21-F2903 in the Total Amount of \$1,000,000 to Plan, Design, Construct and Improve Infrastructure for the Midtown Santa Fe Property,

Term Ending June 30, 2025. (Karen Iverson, MRA Director, kriverson@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Amount of \$1,000,000 to Allocate Proceeds from the of State of New Mexico Department of Finance and Administration Capital Appropriation Project Grant Agreement 21-F2903 for Midtown Infrastructure Development to FY24 Capital Budget for the Midtown Redevelopment Project.

Committee Review

Public Works and Utilities Committee: 01/22/2024

Quality of Life Committee: 01/24/2024

Finance Committee: 01/29/2024

Governing Body: 01/31/2024

- e. Request for Approval of a Position Expansion Request Budget Amendment Resolution (BAR) in the Public Utilities Water Division in the Amount of \$43,154 to Create and Fund a New Project Administrator Position for a Term of Two Years Plus the Remainder of FY24 Including Salary and Benefits. (John Del Mar, Engineer; jpdelmar@santafenm.gov)

Committee Review

Public Works and Utilities Committee: 01/22/2024

Finance Committee: 01/29/2024

Governing Body: 01/31/2024

- f. Request for Approval of Budget Amendment Resolution (BAR) in the Total Amount of \$162,644 from Utilities Fund Balance to Utility Customer Service Admin Service Contracts for Temporary Staffing Services.(John Dupuis, Public Utilities Department Director, jedupuis@santafenm.gov)

1. Request for Governing Body to Authorize the Chief Procurement Officer to Amend PO# 22401108 for Temporary Staffing Services with ITSQuest to Increase for an Additional \$162,644 for a Total Amount of \$312,644.

Committee Review:

Public Works Public Utilities Committee (**REMOVED FROM AGENDA**): 01/22/2024

Finance Committee: 01/29/2024
Governing Body:01/31/2024

- g. Request for Approval of Construction Contract with AnchorBuilt, Inc. to Remove and Replace Diffuser Grid A-2 of the North Aeration Basin at the Paseo Real Wastewater Reclamation Facility, in the Total of \$243,257.43. (P. Fred Heerbrandt, Engineer Supervisor; pfheerbrandt@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$243,258 from WWMD Enterprise Fund Cash Balance.

Committee Review:

Public Works and Utilities Committee: 01/22/2024
Finance Committee: 01/29/2024
Governing Body: 01/31/2024

- h. Request for Approval of Amendment No. 1 to the Nichols Dam Outlet Works Rehabilitation Contract Item #23-0565 with CF Padilla, LLC. to Increase the Compensation by \$591,789.32, Including NMGRT, for a New Total Contract Amount of \$17,559,295.54, Including NMGRT, and to Increase the Term for Substantial Completion by 15 Calendar Days, for a New Total of 602 Calendar Days. (Taylor Jurgens, Engineer: trjurgens@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Amount of \$591,789.32 from the Water Enterprise Cash Fund.

Committee Review:

Public Works and Utilities Committee: 01/22/2024
Finance Committee: 01/29/2024
Governing Body: 01/31/2024

- i. Request for Approval of a Budget Amendment Resolution (BAR) in the Amount of \$41,357 from the Water Enterprise Fund to Fund a Water Resources Coordination Position for the Public Utilities Department, Water Division. (Jesse Roach, Water Division Director, jdroach@santafenm.gov, 505-955-4309)

Committee Review:

Public Works and Utilities Committee: 01/02/2024
Finance Committee: 01/29/2024
Governing Body: 01/31/2024

- j. Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$442,452 to Place Federal Planning Grant Funding for the Santa Fe Metropolitan Planning Organization into FY24 Budget . (Erick Aune, Santa Fe MPO Director: ejaune@santafenm.gov, 505-330-8483)

Committee Review:

Public Works/Utilities Committee: 1/22/2024
Finance Committee: 01/29/2024
Governing Body: 01/31/2024

- k. Request for Approval of Budget Amendment Resolution (BAR) to Allocate Funding in the Amount of \$147,437 from the State of New Mexico's Tourism Department for Professional Services to Support the Goals of the Grant Program to Manage Vegetation and Litter. (Melissa McDonald, Parks and Open Space Division Director)

Committee Review:

Public Works and Utilities Committee: 1/22/2024
Finance Committee: 1/29/2024
Governing Body: 1/31/2024

- i. Request Approval of Capital Appropriations Agreement with Department of Finance and Administration for 2021 Appropriation of \$1,000,000 to Plan, Design, Construct, Repair, Improve and Equip Parks in Santa Fe. (Melissa McDonald, Parks and Open Space Division Director: mamcdonald@santafenm.gov, 505-303-9502)

1. Request for Approval of a Budget Adjustment Resolution (BAR) in the Amount of \$1,000,000 to Allocate the Grant Funding for Parks & Open Space Improvements into the FY24 Budget.

Committee Review:

Public Works and Utilities Committee: 01/22/2024

Finance Committee: 01/29/2024

Governing Body: 01/31/2024

- m. Request for Approval of a Budget Amendment Resolution (BAR) for the Purchase of Replacement Vehicles for the Parks and Open Space Division from 2023 Auction Revenue Proceeds in the Amount of \$797,738. (Melissa McDonald, Parks and Open Space Division Director: mamcdonald@santafenm.gov)

1. Request to Authorize Chief Procurement Officer to Issue Purchase Orders for Fifteen Replacement Trucks from Don Chalmers Ford, Power Ford, and Phil Long Ford of Raton in the Total Amount of \$757,818.

Committee Review:

Public Works and Utilities Committee: 01/22/2024

Finance Committee: 01/29/2024

Governing Body: 01/31/2024

- n. Request for Approval of Capital Appropriation Agreement with the New Mexico Department of Finance and Administration (DFA) for a 2021 Appropriation to “Plan, Design, Construct Furnish and Equip a Teen and Resource Center on the Southside of Santa Fe” in the Amount of \$1,786,950. (Brian Stinett, Recreation Division Director, bjstinett@santafenm.gov; Sam Burnett, Facilities Division Director, jsburnett@santafenm.gov).

Committee Review:

Public Works and Utilities Committee: 01/22/2024

Finance Committee: 01/29/2024

Governing Body: 01/31/2024

- o. Request Approval of the Capital Appropriation Agreement Project 21-F2899 with the Department of Finance and Administration (DFA) to Plan, Design, Renovate, Construct, Improve, and Equip a Facility for a Meals Program Serving Homebound and Special Needs Individuals in Santa Fe in the Amount of \$250,000. (David Chapman, Grant Administrator: dachapman@santafenm.gov)
 - 1. Request for the Approval of a Budget Amendment Resolution (BAR) to Allocate \$247,500 into the FY24 Capital Budget from the Capital Appropriation Agreement for \$250,000 for the City Facilities Leased by Kitchen Angel, After a Deduction of \$2,500 for Arts in Public Places (AIPP) for the State's AIPP Program.

Committee Review:

Public Works and Utilities Committee: 1/22/2024

Finance Committee: 1/29/2024

Governing Body: 1/31/2024

- p. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$150,000 Awarded to the Santa Fe Fire Department by Department of Homeland Security and Emergency Management for the FY2024 New Mexico Fire Protection Grant into the FY23/24 Emergency Services Safety Supplies Budget to Purchase Bunker Gear Utilized by Front-Line Firefighters. (Brian Moya, Fire Chief, (505) 955-3111, bjmoya@santafenm.gov; Freddie Martinez, Assistant Chief, (505) 955-3121; fjmartinez@santafenm.gov).

Committee Review:

Finance Committee: 01/29/2024

Public Works and Utilities Committee: 02/05/2024

Governing Body: 02/14/2024

Public Safety Committee: 02/20/2024 (Informational)

- q. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate FY23 Gross Receipts Tax Revenue Earned Over Budgeted Estimates in the Amount of \$47,946 to Create a New Full Time Employee (FTE) Accounting Supervisor for the High- End Home Excise Tax Program (Emily K. Oster, Finance Director, ekoster@santafenm.gov)

Committee Review:

Finance Committee: 01/29/2024

Governing Body: 01/31/2024

8. **EXECUTIVE SESSION**

9. **INTRODUCTION OF LEGISLATION**

- a. CONSIDERATION OF RESOLUTION NO. 2024_____. (Mayor Alan Webber)
Acknowledging the City's Fiscal Year 2022 Audit Report and Findings and Accepting Management's Responses for Correcting the Findings. (Emily Oster, Finance Director; ekoster@santafenm.gov)

Committee Review Schedule:

Finance Committee (Introduced): 01/29/2024

Governing Body: 01/31/2024

10. **MATTERS FROM STAFF**

11. **MATTERS FROM THE COMMITTEE**

12. **MATTERS FROM THE CHAIR**

13. **NEXT MEETING: Monday, February 12, 2024**

14. **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.