

**Regular Meeting of the Public Works and Utilities Committee  
February 3, 2025 at 5:00 PM  
Council Chambers, City Hall  
200 Lincoln Avenue  
MINUTES**

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1. Call to Order

The Regular Meeting of the Public Works and Utilities Committee was called to order by Councilor Chavez at 5:01 PM, on Monday, February 3, 2025, in the Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

2. Roll Call

**MEMBERS PRESENT**

Councilor Amanda Chavez  
Councilor Michael Garcia  
Councilor Alma Castro  
Councilor Carol Romero-Wirth

**MEMBERS EXCUSED**

Councilor Lee Garcia

**OTHER PARTICIPANTS ATTENDING**

3. Approval of Agenda

**MOTION** A motion was made by Councilor Castro, seconded by Councilor Garcia, to Approve.

**VOTE** The motion Passed on a voice vote.

4. Approval of Consent Agenda

**MOTION** A motion was made by Councilor Castro, seconded by Councilor Garcia, to Amend.

**VOTE** The motion Passed on a voice vote.

Item 7b pulled for discussion.

5. Public Comment

6. Presentations

- a. Update on ADA Transition Plans (Daniel Lopez, Jr., RAS, Equity and ADA Manager, dxlopez@santafenm.gov)

7. Action Items: Consent Agenda

- a. Request for Approval of New Mexico Department of Finance and Administration General Fund 93100 Capital Appropriation Project Grant Agreement 23-H3200 in the Total Amount of \$210,000 for Renovations to El Museo Cultural de Santa Fe Facility with a Reversion Date of June 30, 2027. (Tim Farrell, Public Works Property Development Manager; tgfarrrell@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$210,000 from the 2023 Capital Appropriation to FY25 Revenue and Expenses for the Santa Fe Railyard.

**Committee Review:**

Public Works and Utilities Committee: 02/03/2025

Finance Committee: 02/10/2025

Governing Body: 02/12/2025

- b. Request for Approval to Change the Purpose of a Previously Approved Budget Amendment Resolution (BAR) in the Total Amount of \$1,500,000, from Moving Land Use Staff Move to the City Owned Market Station Condominium, to Moving Information Technology and Telecommunications Staff to the City Owned Market Station Condominium. (Sam Burnett, Facilities Division Director, jsburnett@santafenm.gov)

**Committee Review:**

Public Works and Utilities Committee: 02/03/2025

Finance Committee: 02/10/2025

Governing Body: 02/12/2025

**MOTION** A motion was made by Councilor Garcia, seconded by Councilor Castro, to Approve.

**VOTE** The motion Passed on a voice vote.

- c. Request for Approval of Grant Agreement with New Mexico Department of Finance and Administration the Total Amount of \$2,000,000 for the Capital Project 24-I3146 Phase II of the Airport Terminal Expansion. (James Harris, Airport Director, jcharris@santafenm.gov)

1. Request For Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$1,980,000 from the Legislative Grant Revenue to WIP Design for Phase II of the Airport Terminal Expansion Project.

**Committee Review:**

Public Works & Utilities Committee: 02/03/2025

Finance Committee: 02/10/2025

Governing Body: 02/12/2025

**MOTION** A motion was made by Councilor Castro, seconded by Councilor Garcia, to Approve.

**VOTE** The motion Passed on a voice vote.

- d. Request for the Approval of a Memorandum of Agreement with Santa Fe County Regarding the County's Contribution of Funds to the City for Water and Wastewater Planning. (Bill Schneider, Water Resources and Conservation Manager; whschneidre@santafenm.gov)

**Committee Review:**

Public Works and Utilities Committee: 02/03/2025

Finance Committee: 02/10/2025

Governing Body 02/12/2025

**MOTION** A motion was made by Councilor Castro, seconded by Councilor Garcia, to Approve.

**VOTE** The motion Passed on a voice vote.

- e. Request for Approval of Capital Appropriation Agreement 22-G3016 with New Mexico Department of Finance and Administration in the Total Amount of \$200,000 for Improvements to the City Facility Leased to Kitchen Angels with a Reversion Date of June 30, 2026. (Caryn Grosse, PMP, Public Works Project Manager III, clgrosse@santafenm.gov)

- 1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$198,000 from the 2022 Capital Appropriation to FY25 Revenue and Expenses for Renovations to Facility Leased to Kitchen Angels.

**Committee Review:**

Public Works and Utilities Committee: 02/03/2025

Finance Committee: 02/10/2025

Governing Body: 02/12/2025

**MOTION** A motion was made by Councilor Castro, seconded by Councilor Garcia, to Approve.

**VOTE** The motion on a voice vote.

- f. Request for Approval of Capital Appropriation Agreement 23-H3202 with New Mexico Department of Finance and Administration in the Total Amount of \$200,000 for Improvements to the City Facility Leased to Kitchen Angels with a Reversion Date of June 30, 2027. (Caryn Grosse, PMP, Public Works Project Manager III, clgrosse@santafenm.gov)

- 1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$198,000 from the 2023 Capital Appropriation to FY25 Revenue and Expenses

for Renovations to Facility Leased to Kitchen Angels.

**Committee Review:**

Public Works and Utilities Committee: 02/03/2025

Finance Committee: 02/10/2025

Governing Body: 02/12/2025

**MOTION** A motion was made by Councilor Castro, seconded by Councilor Garcia, to Approve.

**VOTE** The motion on a voice vote.

- g. Request for Approval of Capital Appropriation Agreement with New Mexico Department of Finance and Administration in the Total Amount of \$100,000 for Project 24-I4220 Improvements to the City Facility Leased to Kitchen Angels with a Reversion Date of June 30, 2026. (Caryn Grosse, PMP, Public Works Project Manager III, clgrosse@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$100,000 from the 2024 Capital Appropriation to FY25 Revenue and Expenses for Renovations to Facility Leased to Kitchen Angels.

**Committee Review:**

Public Works and Utilities Committee: 02/03/2025

Finance Committee: 02/10/2025

Governing Body: 02/12/2025

**MOTION** A motion was made by Councilor Castro, seconded by Councilor Garcia, to Approve.

**VOTE** The motion on a voice vote.

- h. Request for Approval of Capital Appropriation Agreement with New Mexico Department of Finance and Administration in the Total Amount of \$29,843 for Project 24-I4221 Municipal Court Renovations with a Reversion Date of June 30, 2026. (Caryn Grosse, PMP, Public Works Project Manager III, clgrosse@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$29,843 from the 2024 Capital Appropriation to FY25 Revenue and Expenses for Municipal Court Renovations.

**Committee Review:**

Public Works and Utilities Committee: 02/03/2025

Finance Committee: 02/10/2025

Governing Body: 02/12/2025

**MOTION** A motion was made by Councilor Castro, seconded by Councilor Garcia, to Approve.

**VOTE** The motion on a voice vote.

- i. CONSIDERATION OF RESOLUTION NO. 2025\_\_\_\_. (Councilor Amanda Chavez)

A Resolution Authorizing Representatives and Agents for New Mexico Department of Finance and Administration, Appropriation ID Number I3318, New Mexico Department of Transportation Control Number C5243318, to Acquire Rights of Way for and to Plan, Design, and Construct a Road Connection from New Mexico Highway 599- Jaguar Drive Interchange to the Santa Fe Regional Airport for the City of Santa Fe in Santa Fe County. (Regina Wheeler, Public Works Director; rawheeler@santafe.gov)

**Committee Review:**

Governing Body (Introduced): 01/29/2025

Public Works and Utilities Committee: 02/03/2025

Finance Committee: 02/10/2025

Governing Body: 02/12/2025

**MOTION** A motion was made by Councilor Castro, seconded by Councilor Garcia, to Approve.

**VOTE** The motion Passed on a voice vote.

- j. CONSIDERATION OF RESOLUTION NO. 2025\_\_\_\_. (Mayor Alan Webber, Councilor Jamie Cassutt, and Councilor Michael Garcia)

A Resolution Accepting a Donation for the Design and Construction of a New Championship Soccer Field and Associated Infrastructure and Directing Next Steps Upon Receipt of the Donation. (Melissa McDonald, Parks and Open Space Division Director; [mamcdonald@santafenm.gov](mailto:mamcdonald@santafenm.gov))

**Committee Review:**

Governing Body: 01/29/2025

Public Works and Utilities Committee: 02/03/2025

Quality of Life Committee: 02/05/2025

Finance Committee: 02/10/2025

Governing Body: 02/12/2025

**MOTION** A motion was made by Councilor Castro, seconded by Councilor Garcia, to Approve.

**VOTE** The motion Passed on a voice vote.

8. Action Items: Discussion Agenda

9. Executive Session

10. Matters from Staff

11. Matters from the Committee

12. Matters from the Chair

13. Next Meeting: February 17, 2025

14. Adjourn

Meeting Adjourned at 6:00 PM

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Liaison

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Chair