

**Regular Meeting of the Finance Committee  
January 27, 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 Finance Committee was called to order by Councilor Romero-Wirth at 5:04 PM, on Monday, January 27, 2025, in the Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

2. Roll Call

**MEMBERS PRESENT**

Councilor Carol Romero-Wirth  
Councilor Signe Lindell  
Councilor Jamie Cassutt  
Councilor Pilar Faulkner  
Councilor Lee Garcia

**MEMBERS EXCUSED**

**OTHER PARTICIPANTS ATTENDING**

Emily Oster, Director, Finance Department

3. Approval of Agenda

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Faulkner, to Approve.

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

4. Approval of Consent Agenda

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to Amend the Consent Agenda.

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

The following items were pulled for discussion:

- Item d
- Item g
- Item l
- Item m

- Item r

5. Presentations

- a. Finance Staff Recognition (Emily K. Oster, Finance Department Director; ekoster@santafenm.gov)

6. Action Items: Consent Agenda

- a. Request for Approval of the November 12, 2024 Finance Committee Meeting Minutes. (Emily K. Oster, Finance Department Director; ekoster@santafenm.gov)

**Committee Review:**

Finance Committee: 01/27/2025

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to Approve.

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

- b. Request for Approval of the December 09, 2024 Finance Committee Meeting Minutes. (Emily K. Oster, Finance Director; ekoster@santafenm.gov)

**Committee Review:**

Finance Committee 01/27/2025

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to Approve.

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

- c. Request for Approval of the January 13, 2025 Finance Committee Meeting Minutes. (Emily K. Oster, Finance Department Director; ekoster@santafenm.gov)

**Committee Review:**

Finance Committee: 01/27/2025

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to Approve.

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

- d. Request for Approval of a Professional Services Contract with Jake A. Garrison Not to Exceed \$10,818.75 Including NMGRT to Assign Rights and Duties of Declarant in the Las Estrellas Subdivision for a One Year Term. (Patricia Feghali, Assistant City Attorney, pfeghali@santafenm.gov and Terry Lease, Office of Economic Development, Asset Development Manager; tjlease@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 01/22/2025

Finance Committee: 01/27/2025

Governing Body: 01/29/2025

**MOTION** A motion was made by Councilor Faulkner, seconded by Councilor Cassutt, to Approve.

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

- e. Request for Approval of New Mexico Department of Finance and Administration General Fund 93100 Capital Appropriation Project Grant Agreement 24-14222 for Supportive Housing Facilities Renovation in the Amount of \$844,470 with a Reversion Date of June 30, 2026. (Johanna Nelson, Economic Development Director and Affordable Housing Interim Director; jcnelson@santafenm.gov).

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate the New Mexico Department of Finance and Administration Funding in the Amount of \$844,470 into Community Development CIP Revenue and WIP Construction

**Committee Review:**

Quality of Life Committee: 01/22/2025

Finance Committee: 01/27/2025

Governing Body: 01/29/2025

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to Approve.

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

- f. Request for Approval of Budget Amendment Resolution (BAR) in the Amount of \$211,444 to Establish the FY25 Budget for the Santa Fe Regional Film Office Moved from the County of Santa Fe. (Jennifer LaBar-Tapia, Santa Fe Regional Film Office Director; jllabartapia@santafenm.gov)

**Committees Review:**

Quality of Life Committee: 01/22/2025

Finance Committee: 01/27/2025

Governing Body: 01/29/2025

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to Approve.

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

- g. Request for Approval of a Construction Contract with GM Emulsion LLC for

the Construction of S100770 Tierra Contenta Trail Extension - Phase A in the Total Amount of \$1,111,917 Excluding NMGRT for a Two-Year Term. (Romella Glorioso-Moss, Complete Streets Capital Projects Manager; [rsglorioso-moss@santafenm.gov](mailto:rsglorioso-moss@santafenm.gov))

**Committee Review:**

Public Works & Utilities Committee: 01/21/2025

Finance Committee: 01/27/2025

Governing Body: 01/29/2025

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

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

- h. Request For Approval to Accept the New Mexico Department of Transportation Aviation Division Grant # SAF-25-02 in the Amount of \$540,000 for the North Apron Reconstruction Project for a Two-Year Term. (James Harris, Airport Manager; [jcharris@santafenm.gov](mailto:jcharris@santafenm.gov) and Kelly Bynon, Administrative Manager; [kabyon@santafenm.gov](mailto:kabyon@santafenm.gov))

1. Request For Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$600,000 to Increase WIP Design and WIP Construction Using \$540,000 from the New Mexico Department of Transportation Aviation Division Funding and \$60,000 from the Airport Fund Balance for the North Apron Reconstruction Project.

**Committee Review:**

Public Works & Utilities: 01/21/2025

Finance Committee: 01/27/2025

Governing Body: 01/29/2025

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to Approve.

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

- i. Request For Approval to Accept the New Mexico Department of Transportation Aviation Division Grant # SAF-25-03 for the Reconstruction of the Terminal Apron in the Amount of \$1,234,923 for a Two-Year Term. (James Harris, Airport Manager, [jcharris@santafenm.gov](mailto:jcharris@santafenm.gov) and Kelly Bynon, Administrative Manager, [kabyon@santafenm.gov](mailto:kabyon@santafenm.gov))

1. Request For Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$1,372,167 to Increase WIP Design and WIP Construction Using New Mexico Department of Transportation Aviation Division Funding for the Reconstruction of the Terminal Apron.

**Committee Review:**

Public Works & Utilities Committee: 01/21/2025

Finance Committee: 01/27/2025

Governing Body: 01/29/2025

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to Approve.

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

- j. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate New Mexico Department of Transportation Grant Funding in the Total Amount of \$95,000 to FY25 Parks and Open Space Revenue and Operating Budget to Support Litter Control and Beautification Efforts. (Jason T. Sharp, Park Ranger Superintendent; jtsharp@santafenm.gov)

**Committee Review:**

Public Works & Utilities Committee: 01/21/2025

Finance Committee: 01/27/2025

Governing Body: 01/29/2025

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to Approve.

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

- k. Request for Approval of a Budget Amendment Resolution (BAR) to Transfer Customer River Fund Donations and a Water Fund Match in the Total Amount of \$239,594 to Santa Fe River Fund WIP Construction in Public Works Per Ordinance No. 2013-9 the Voluntary River Conservation Fund. (Zoe Isaacson, River and Watershed Manager; zrisaacson@santafenm.gov)

**Committee Review:**

Public Works and Utilities Committee: 01/21/2025

Finance Committee: 01/27/2025

Governing Body: 01/29/2025

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to Approve.

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

- l. Request for Approval of a Construction Contract with Mountain West Golfscapes, Inc. to Repair the Irrigation Supply and Ornamental Ponds at the Marty Sanchez Golf Course and Municipal Recreation Sports Complex for Compliance with a Corrective Action Plan in the Total Amount of \$2,213,247.69 Excluding NMGRT for a Three-Year Term. (Scott A. Overlie, PW Project Manager; saoverlie@santafenm.gov)

**Committee Review:**

Public Works & Utilities Committee: 01/21/2025

Finance Committee: 01/27/2025

Governing Body: 01/29/2025

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

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

- m. Request for Approval of Goods and Services Contract with Vertosoft, LLC for the Purchase of Asset Management Software and Implementation Services in the Total Amount Not to Exceed \$1,913,591.72, Including NM GRT, for a Five-Year Term. (Taylor Jurgens, Engineer; trjurgens@santafenm.gov)

- 1. Request for Approval of a Budget Amendment Resolution (BAR) Increasing FY25 Public Utilities Admin Software by \$257,922 and Decreasing Available Water Fund Budgets in the Total Amount of \$146,694 and Wastewater Enterprise Cash Balance by \$111,228.

- 2. Request for Approval of a Budget Amendment Resolution (BAR) Increasing FY25 Public Utilities Admin Software Purchases by \$237,707 and Decreasing Public Works Fund Budgets in the Total Amount of \$237,707.

**Committee Review:**

Public Works and Utilities Committee: 01/21/2025

Finance Committee: 01/27/2025

Governing Body: 01/29/2025

**MOTION** A motion was made by Councilor Faulkner, seconded by Councilor Lindell, to Approve.

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

- n. Request for Approval of New Mexico Environment Department Capital Appropriation Project Agreement in the Total Amount of \$400,000 for the Jemez Road Sewer Line Extension with a Reversion Date of June 30, 2026. (P. Fred Heerbrandt, Wastewater Division Engineering Supervisor; pfheerbrandt@santafenm.gov)

- 1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$400,000 from the Capital Appropriation Grant to FY25 Revenue and Expenses for the Jemez Road Sewer Line Project.

**Committee Review:**

Public Works and Utilities Committee: 01/21/2025

Finance Committee: 01/27/2025

Governing Body: 01/29/2025

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to Approve.

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

- o. Request for Approval to Amend the Original Purchase of 26 Police Vehicles from Chalmers Ford and MHQ to Increase the Compensation by \$6,000 to Cover Equipment and Installation for a New Total Amount of \$1,713,731.94. (Ben Valdez, Deputy Chief of Police; bpvaldez@santafenm.gov)

**Committee Review:**

Finance Committee: 01/27/2025

Governing Body: 01/29/2025

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to Approve.

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

- p. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$200,000 from FY25 Complete Streets One Time Capital and Operating Funds to CIP WIP Construction for the St. Michaels Drive Intersection Improvements. (Jennifer Morrow, Complete Streets Division Director; jlmorrow@santafenm.gov)

**Committee Review:**

Public Works & Utilities Committee: 01/21/2025

Finance Committee: 01/27/2025

Governing Body: 01/29/2025

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to Approve.

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

- q. CONSIDERATION OF BILL NO. 2024-20. ADOPTION OF ORDINANCE NO. 2024 \_\_\_\_.  
(Councilor Signe Lindell and Councilor Pilar Faulkner)  
A Bill Making a Technical Correction; Relocating Subparagraphs A-G of Section 12-1-23.1 of Article I ("Definitions") of Exhibit A, Chapter 24, SFCC 1987, to Section 12-10-1.10 of Article X ("Vehicle Regulations") of the Same Exhibit. (Kyle Hibner, Assistant City Attorney/City Prosecutor; kjhibner@santafenm.gov)

**Committee Review:**

Governing Body (Introduced): 11/13/2024

Governing Body (Public Comment): 12/11/2024

Quality of Life Committee: 01/08/2025

Finance Committee: 01/27/2025

Governing Body: 01/29/2025

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**Committee Review:**

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to

Approve.

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

- r. CONSIDERATION OF BILL NO. 2024-13. ADOPTION OF ORDINANCE NO. 2024 \_\_\_\_\_. (Councilor Signe Lindell, Councilor Pilar Faulkner, and Councilor Michael Garcia)  
A Bill Amending Schedule A of the Uniform Traffic Ordinance to Increase Penalties for Muffler Noise Violations, Eliminate a Distinction Between the Categories “Second Offense” and “Subsequent Violations”, Recognizing Community Service is an Alternative to All Traffic Violation Penalties Under the City’s General Penalty, and Establish an Effective Date. (Kyle Hibner, Assistant City Attorney/City Prosecutor; kjhibner@santafenm.gov)

**Committee Review:**

Governing Body (Introduced): 11/13/2024  
Governing Body (Public Comment): 12/11/2024  
Quality of Life Committee: 01/08/2025  
Finance Committee: 01/27/2025  
Governing Body: 01/29/2025

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**Committee Review:**

**MOTION** A motion was made by Councilor Cassutt, seconded by Councilor Lindell, to Amend.

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

**MOTION** A motion was made by Councilor Cassutt, seconded by Councilor Lindell, to Approve.

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

- s. CONSIDERATION OF RESOLUTION 2025 \_\_\_\_\_. (Councilor Amanda Chavez)  
A Resolution Authorizing Representatives and Agents for New Mexico Department of Finance and Administration, Appropriation ID Number G3165, New Mexico Department of Transportation Control Number C5223165, to Plan, Design, Construct, Landscape, and Make Phase I Improvements to Medians on Arterial and Collector Roads for the City of Santa Fe in Santa Fe County. (Regina Wheeler, Public Works Director; rawheeler@santafe.gov )

**Committee Review:**

Governing Body (Introduced): 01/15/2025  
Public Works and Utilities Committee: 01/21/2025  
Finance Committee: 01/27/2025  
Governing Body: 01/29/2025

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to Approve.

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

- t. 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 I3321, New Mexico Department of Transportation Control Number C5243321, to Acquire Rights of Way for and to Plan, Design, and Construct a Pedestrian Underpass on Saint Michael's Drive. (Regina Wheeler, Public Works Director; rawheeler@santafenm.gov)

**Committee Review:**

Governing Body (Introduced): 01/15/2025  
Public Works and Utilities Committee: 01/21/2025  
Finance Committee: 01/27/2025  
Governing Body: 01/29/2025

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to Approve.

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

- u. CONSIDERATION OF RESOLUTION 2025\_\_\_\_. (Mayor Alan Webber)  
A Resolution Accepting a Grant from the Que Linda Beautification Program Administered by the New Mexico Department of Transportation; Entering into a Grant Agreement for a Total Amount of \$95,000.00, Term Ending June 30, 2025; Identifying the City Manger or City Manager's Designee as the Signatory for the Agreement. (Jason Sharp, Santa Fe Parks Superintendent; jtsharp@santafenm.gov)

**Committee Review:**

Governing Body (Introduced): 01/15/2025  
Public Works and Utilities Committee: 01/21/2025  
Finance Committee: 01/27/2025  
Governing Body: 01/29/2025

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt, to Approve.

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

7. Action Items: Discussion Agenda
8. Matters from Staff
9. Matters from the Committee
10. Matters from the Chair
11. Next Meeting: Monday, February 10, 2025
12. Adjourn

Meeting Adjourned at 5:54 P.M.

*ERMINIA TAPIA*

Committee Liaison



Committee Chair







# Finance Committee Meeting Minutes 01.27.25

Final Audit Report

2025-03-03

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-  Signer cromero-wirth@santafenm.gov entered name at signing as Carol Romero-Wirth  
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