

**Regular Meeting of the Finance Committee  
February 10, 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 5:02 PM, on Monday, February 10, 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 Cassutt, 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 Cassutt, seconded by Councilor Faulkner, to Approve.

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

5. Presentations

- a. Finance Department Staff Recognition. (Emily K. Oster, Finance Director; [ekoster@santafenm.gov](mailto:ekoster@santafenm.gov))
- b. Fiscal Year 2024 Audit Report (Emily K. Oster, Finance Director; [ekoster@santafenm.gov](mailto:ekoster@santafenm.gov), and AJ Bowers, Partner, Carr Riggs & Ingram CPAs)

and Advisors)

6. Action Items: Consent Agenda

- a. Request for Approval of the January 27, 2025, Finance Committee Meeting Minutes. (Emily K. Oster, Finance Director; [ekoster@santafenm.gov](mailto:ekoster@santafenm.gov))

**Committee Review:**

Finance Committee: 02/10/2025

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

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

- b. 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; [tgfarrell@santafenm.gov](mailto:tgfarrell@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

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

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

- c. 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 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](mailto: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 Cassutt, seconded by Councilor Faulkner,

to Approve.

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

- d. Request for 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 Cassutt, seconded by Councilor Faulkner, to Approve.

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

- e. Request for Approval of Amendment No. 1 to Item #23-0013 Capital Appropriation Project Grant Agreement A20E5289 with New Mexico Aging and Long-Term Services Department to Extend the Term through June 30, 2025, for Planning and Design of a New Senior Center. (Manuel Sanchez, Senior Services Division Director; mnsanchez@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/05/2025

Finance Committee: 02/10/2025

Governing Body: 02/15/2025

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

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

- f. Request for Approval of Amendment No.1 to Item #22-0514 Capital Appropriation Project Grant Agreement #A20E5290 with New Mexico Aging and Long-Term Services Department to Extend the Term through June 30, 2025, to Purchase and Equip Vehicles for the Mary Esther Gonzales Senior Center. (Manuel Sanchez, Senior Services Division Director; mnsanchez@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/05/2025

Finance Committee: 02/10/2025

Governing Body: 02/15/2025

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

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

- g. Request for Approval of Contract Amendment No. 1 to Item #22-0541 Capital Appropriation Project Grant Agreement #A20E5288 with New Mexico Aging and Long-Term Services Department to Extend the Term through June 30, 2025, to Plan, Design, Construct, Equip and Furnish the Mary Esther Gonzales Senior Center. (Manuel Sanchez, Senior Services Division Director; mnsanchez@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/05/2025

Finance Committee: 02/10/2025

Governing Body: 02/15/2025

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

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

- h. Request for Approval of Professional Services Contract with Santa Fe Public Schools for the Continuation of the Work Based Learning Internship Program Utilizing One Time Funding in the Total Amount of \$1,200,000 for a Four-Year Term. (Lizzy Portillo, Economic Development Specialist; emportillo@santafenm.gov and Johanna Nelson, Director Office of Economic Development; jcnelson@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/05/2025

Finance Committee: 02/10/2025

Governing Body: 02/12/2025

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

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

- i. Request for Approval of a Grant Agreement with New Mexico Department of Finance and Administration in 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 and Utilities Committee: 02/03/2025

Finance Committee: 02/10/2025

Governing Body: 02/12/2025

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

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

- j. 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](mailto: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 Cassutt, seconded by Councilor Faulkner, to Approve.

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

- k. 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](mailto: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 Cassutt, seconded by Councilor Faulkner, to Approve.

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

- l. 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 Cassutt, seconded by Councilor Faulkner, to Approve.

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

- m. 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 Cassutt, seconded by Councilor Faulkner, to Approve.

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

- n. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$150,000 to Fund FY25 Grants and Services of State-Deposited Funds for the Parting Stone LEDA Project, in Accordance with Ordinance 2024-10. (Casey Dalbor, Business Growth Manager, Office of Economic Development; cjdalbor@santafenm.gov and Johanna Nelson, Director, Office of Economic Development; jcnelson@santafenm.gov)

**Committee Review:**

Quality of Life Committee: 02/05/2025

Finance Committee: 02/10/2025

Governing Body: 02/15/2025

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

to Approve.

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

- o. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate Road Impact Fees in the Total Amount of \$933,000 to Complete Streets Roadways WIP Construction for the Agua Fria South Meadows Intersection Improvements Project. (Romella Glorioso-Moss, Complete Streets Capital Projects Manager; [rsglorioso-moss@santafenm.gov](mailto:rsglorioso-moss@santafenm.gov))

**Committee Review:**

Finance Committee: 02/10/2025

Governing Body: 02/12/2025

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

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

- p. 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](mailto: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 Cassutt, seconded by Councilor Faulkner, to Approve.

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

- q. 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 Cassutt, seconded by Councilor Faulkner,

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, 24, 2025
12. Adjourn

Meeting Adjourned at 5:58PM

*ERMINIA TAPIA*

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Liaison



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Chair







# Finance Committee Meeting Minutes 2.10.25

Final Audit Report

2025-03-03

Created:	2025-03-03
By:	ERMINIA TAPIA (emtapia@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQRbMQWNZmsrgvcTc1aJ9KzOWN6ofumHZ

## "Finance Committee Meeting Minutes 2.10.25" History

-  Document created by ERMINIA TAPIA (emtapia@santafenm.gov)  
2025-03-03 - 6:24:03 PM GMT- IP address: 63.232.20.2
-  Document emailed to cromero-wirth@santafenm.gov for signature  
2025-03-03 - 6:24:23 PM GMT
-  Email viewed by cromero-wirth@santafenm.gov  
2025-03-03 - 6:48:02 PM GMT- IP address: 129.222.129.6
-  Signer cromero-wirth@santafenm.gov entered name at signing as Carol Romero-Wirth  
2025-03-03 - 6:48:45 PM GMT- IP address: 129.222.129.6
-  Document e-signed by Carol Romero-Wirth (cromero-wirth@santafenm.gov)  
Signature Date: 2025-03-03 - 6:48:47 PM GMT - Time Source: server- IP address: 129.222.129.6
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