



Agenda

Regular Meeting of the
Governing Body
April 9, 2025 at 5:00 PM
City Council Chambers, City
Hall
200 Lincoln Avenue

Procedures for Governing Body Meeting

Viewing: Members of the public may view the meeting through the Government Channel on Comcast Channel 28 and Comcast HD928 or may stream the meeting live on the [City of Santa Fe's YouTube channel](#). The YouTube live stream can be accessed from most smartphones, tablets, or computers.

The video recording of this and all past meetings of the Governing Body will also remain available for viewing at any time on the [City's YouTube channel](#). Staff is available to help members of the public access pre-recorded Governing Body meetings online at any time during normal business hours. Please call 955-6521 for assistance.

Radio Broadcast: The meeting can be heard on radio station KSFR 101.1.

Written Public Comment: Members of the public may submit written comments on legislation by clicking this link: <https://santafenm.gov/city-clerk-community-engagement/city-clerk-1/governing-body-public-comment>

Live Public Comment: Members of the public may provide public comment in person during Petitions from the Floor, Public Comment, Final Action on Legislation, or Public Hearings.

Virtual Public Comment: To provide public comment during Petitions from the Floor, Public Comment, Final Action on Legislation, or Public Hearings virtually, you must join the Zoom meeting by internet or phone, using the following link: <https://santafenm.gov.zoom.us/j/82269082735>

- Internet: [Join the Zoom](#) meeting on the internet using a computer, laptop, smartphone, or tablet. Attendees should use the "Raise Hand" function to be recognized by the Mayor to speak at the appropriate time.
- Phone: To join the Zoom meeting using a phone, use the following phone numbers and Webinar ID: US: 1 (346) 248-7799 - Webinar ID: **822 6908 2735**. Phone attendees should press *9 to use the "Raise Hand" function to be recognized by the Mayor to speak at the appropriate time.

1. Call to Order

2. Pledge of Allegiance
 - a. Councilor Lee Garcia
3. Salute to the New Mexico Flag
 - a. Councilor Chavez
4. Invocation and Rememberances
 - a. Councilor Castro
5. Roll Call
6. Approval of Agenda
7. Approval of Consent Agenda
8. Presentations
 - a. Inspection of Public Records (“IPRA”) Training and Update (Katherine Garcia-Gallegos, IPRA Manager: kggallegos@santafenm.gov)
 - b. Beautification Initiatives Report . (Regina Wheeler, Public Works Director; rawheeler@santafenm.gov and Melissa McDonald, Parks and Open Space Divison Director; mamcdonald@santafenm.gov)
9. Action Items: Consent Agenda
 - a. Request for Approval of the March 26, 2025 Regular Governing Body Meeting Minutes. (Geralyn Cardenas, Deputy City Clerk; gfcardenas@santafenm.gov)

Committee Review:

Governing Body: 04/09/2025

- b. Request for Approval of the Grant Agreement with the New Mexico Environment Department in the Total Amount of \$160,000 for the Capital Project SAP 24-I2458-GF Vereda de Valencia Stormwater with a Reversion Date of June 30, 2028. (Zoe Isaacson, River and Watershed Manager; zrisaacson@santafenm.gov)

1. Request for Approval of the Memorandum of Understanding with North Central New Mexico Economic Development District for Fiscal Agent Services Related to Capital Project SAP 24-I2458-GF.

2. Request for Approval of a Budget Amendment Resolution to Allocate \$160,000 from the Capital Appropriation Grant SAP 24-I2458-GF for Vereda de Valencia Stormwater to FY25 Stormwater Revenue and WIP Design.

Committee Schedule:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025
Governing Body: 04/09/2025

- c. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$794,164 from Lodgers Tax Fund Balance to the Arts and Culture Department FY25 Budget for Ongoing Arts & Culture Initiatives and Greer Garson Theater Feasibility Study. (Chelsey Johnson, Arts and Culture Director; cxjohnson@santafenm.gov)

Committee Review:

Quality of Life Committee: 04/02/2025
Finance Committee: 04/07/2025
Governing Body: 04/09/2025

- d. Request for Approval of an Administrative Services Contract with Blue Cross and Blue Shield of New Mexico for Health Benefits Administration Services in the Amount of \$23,054,885 for the First Year Excluding NMGRT and Total Amount of \$92,219,540 Including NMGRT for the Term of the Four-Year Contract Based on Available Budget and Services Provided. (Bernadette Salazar, Human Resources Director; bjsalazar@santafenm.gov and Alvin Valdez, Benefits and Wellness Manager; aavaldez1@santafenm.gov)

Committee Review:

Quality of Life Committee: 04/02/2025
Finance Committee: 04/07/2025
Governing Body: 04/09/2025

- e. Request for Approval of a New Mexico Department of Finance and Administration (DFA) General Fund 93100 Capital Appropriation Project Grant 24-I3136 in the Amount of \$3,425,000 for Soccer Valley with a Reversion Date of June 30, 2028. (Scott A. Overlie, Parks and Open Space PW Project Manager; saoverlie@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate the DFA Funding in the Amount of \$3,425,000 into FY25 Municipal Recreation Complex Capital Projects CIP Revenue and WIP Construction.

Committee Review:

Public Works and Utilities Committee: 03/31/2025
Finance Committee: 04/07/2025
Governing Body: 04/09/2025

- f. Request for Approval of a New Mexico Department of Finance and Administration (DFA) General Fund 93100 Capital Appropriation Project Grant 23-H4259 in the Amount of \$100,000 for Phase 2 Improvements at Southwest Activity Node Park (SWAN Park Phase II) with a Reversion Date of June 30,

2025. (Scott A. Overlie, Public Works Project Manager; saoverlie@santafenm.gov)

1. Request Approval of a Budget Amendment Resolution (BAR) to Allocate the DFA Funding in the Amount of \$100,000 into FY25 Parks and Trails CIP Revenue and WIP Design.

Committee Schedule:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

- g. Request for Approval of a Grant Agreement with the US Department of Transportation Federal Transit Administration (FTA) for Section 5339 Funding for Public Transportation Capital Funding in the Total Amount of \$146,402. (Gabrielle Chavez, Transit Director of Administration; gnchavez@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$172,240 with \$146,402 from the FTA Grant and \$25,838 in Required Matching Funds from the Transit Fund Balance to FY25 Transit Grant Revenue and Vehicles.

Committee Review:

Public Works and Utilities Committee:03/31/25

Finance Committee:04/07/25

Governing Body:04/09/25

- h. Request for Approval of a Grant Agreement with the US Department of Transportation Federal Transit Administration (FTA) for Section 5339 Funding for Public Transportation Capital Funding in the Total Amount of \$166,924. (Gabrielle Chavez, Transit Director of Administration; gnchavez@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$205,337 with \$166,924 from the FTA Grant and \$38,413 Matching Funds from the Transit Fund Balance to FY25 Transit Grant Revenue, WIP Design, and Vehicles.

Committee Review:

Public Works and Utilities Committee:03/31/25

Finance Committee:04/07/25

Governing Body:04/09/25

- i. Request For Approval of Amendment No. 2 to Item #24-0350 with the New Mexico Department of Transportation (NMDOT) Aviation Division Grant #SAF-

24-01 to Increase Compensation by \$269,180 for a New Total Amount of \$6,869,180 and to Extend the Expiration Date to June 30, 2026, for Air Service Terminal Expansion and Infrastructure Improvements. (James Harris, Airport Director, jcharris@santafenm.gov and Kelly Bynon, Administrative Manager, kabynon@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$269,180 to Increase WIP Construction Fund Using NMDOT Funding for Airport Infrastructure and Airport Terminal Project.

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

- j. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$541,578 to Increase WIP Construction, Vehicles Under 1.5 Tons, and Additional Operating Categories with Funding from Airport Rescue Grant 3-35-0037-057-2021. (James Harris, Airport Manager; jcharris@santafenm.gov and Kelly Bynon, Administrative Manager, kabynon@santafenm.gov)

Committee Review:

Public Works & Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

- k. Request for Approval of a Grant Agreement with the US Department of Transportation Federal Transit Administration (FTA) for Section 5339 Funding for Public Transportation Capital Funding in the Total Amount of \$143,017. (Gabrielle Chavez, Transit Director of Administration; gnchavez@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$178,772 with \$143,017 from the FTA Grant and \$35,755 Matching Funds from Transit Fund Balance to FY25 Transit Revenue and WIP Design.

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

- i. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$1,503,000 to Increase WIP Construction and Equipment Over \$5K Using FY25 Airport Revenue in Excess of Budgeted Expenditures for the

Purchase of Generators, HVAC, and the Airfield Marking Project that is Required by the FAA. (James Harris, Airport Director, jcharris@santafenm.gov; Kelly Bynon, Administrative Manager, kabynon@santafenm.gov)

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

- m. Request for Approval of a Budget Amendment Resolution (BAR) in the Amount of \$76,000 from the Water Enterprise Cash Fund to Water Engineering Software Over \$5,000 for Predictive Water Main Failure Software. (Taylor Jurgens, Engineer: trjurgens@santafenm.gov)

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

- n. Request for Approval of the Grant Agreement with the New Mexico Environment Department in the Total Amount of \$210,000 for the Capital Project SAP 24-I2457-GF Jemez Road Sewer with a Reversion Date of June 30, 2028. (Fred Heerbrandt, PE, Wastewater Engineering Supervisor, pfheerbrandt@santafenm.gov)

1. Request for Approval of the Memorandum of Understanding with North Central New Mexico Economic Development District for Fiscal Agent Services related to Capital Project SAP 24-I2457-GF.

2. Request for Approval of a Budget Amendment Resolution to Allocate \$210,000 from the Capital Appropriation Grant SAP 24-I2457-GF for Jemez Road Sewer to FY25 Wastewater Utility Revenue and WIP Construction.

Committee Review:

Public Works and Utilities Committee: 03/31/25

Finance Committee: 04/07/25

Governing Body: 04/09/25

- o. Request for Approval of Amendment No.1 to Item #24-0574 with GM Emulsion LLC. to Increase the Compensation by \$1,000,000 for a New Total Contract Amount of \$1,500,000 for Sludge Hauling. (Fred Heerbrandt, P.E., Engineering Supervisor, pfheerbrandt@santafenm.gov)

1. Request for Approval of a Budget Adjustment Resolution (BAR) in the Amount of \$1,000,000 from the WWMD Enterprise Fund to Service Contracts.

Committee Review:

Public Works and Utilities Committee: 03/31/25

Finance Committee: 04/07/25

Governing Body: 04/09/25

- p. Request for Approval of Amendment No. 1 to Item #24-0574 with Serrano Trucking, Inc. to Increase the Compensation by \$1,000,000 for a New Total Contract Amount of \$1,500,000 for Sludge Hauling. (Fred Heerbrandt P.E., Engineering Supervisor, pfheerbrandt@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$1,000,000 from the WWMD Enterprise Fund to the Service Contracts.

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

- q. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$150,000 from Paint and Sign Service Contracts to Streets and Roadways CIP WIP Construction for St. Michael's Drive Intersection Improvements.(Jennifer Morrow, Complete Streets Division Director, jlmorrow@santafenm.gov)

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

- r. Request for Approval of a New Mexico Department of Finance and Administration (DFA) General Fund 93100 Capital Appropriation Project Grant 23-H4259 in the Amount of \$100,000 for Phase 2 Improvements at Southwest Activity Node Park (SWAN Park Phase II) with a Reversion Date of June 30, 2025. (Scott A. Overlie, Public Works Project Manager; saoverlie@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate the DFA Funding in the Amount of \$100,000 into FY25 Parks and Trails CIP Revenue and WIP Design.

Committee Review:

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

- s. Request for Approval of General Service Contract with Vertosoft, LLC for the Purchase of OpenGov eProcurement Solutions and Implementation Services in the Total Amount of \$550,236.73, Plus NMGRT, for a Five-Year Term. (Travis Dutton-Leyda, Purchasing Officer; tkduttonleyda@santafenm.gov)

Committee Review:

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

- t. CONSIDERATION OF RESOLUTION NO. 2025-_____. (Councilor Alma Castro)
A Resolution Authorizing the Sale and Consumption of Beer and Wine During the Railyard Plaza Summer Scene Concert Sponsored by SITE Santa Fe on June 25, 2025, Pursuant to Subsection 23-6.2(C) SFCC 1987. (Andréa Salazar, City Clerk; asalazar@santafenm.gov)

Committee Review:

Governing Body (Introduced): 03/26/2025

Quality of Life Committee: 04/02/2025

Governing Body: 04/09/2025

- u. CONSIDERATION OF RESOLUTION NO. 2025-_____. (Councilor Amanda Chavez)
A Resolution Authorizing Representatives and Agents for an Agreement with the New Mexico Environment Department, Regarding Agreement Number SAP-24-I2458-GF, to Plan, Design and Construct Wastewater System Improvements, Including Sewer Services and a Stormwater Plan for Vereda de Valencia. (Zoe Isaacson, River and Watershed Manager; zrisaacson@santafenm.gov)

Committee Review:

Governing Body (Introduced): 03/26/2025

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

- v. CONSIDERATION OF RESOLUTION NO. 2025-_____. (Councilor Amanda Chavez)
A Resolution Authorizing Representatives and Agents for an Agreement with the New Mexico Environment Department, Regarding Agreement Number SAP-24-I2455-GF, to Acquire Land For, and Plan, Design, Construct, Purchase, Repair, Permit, and Improve, a Regional Wastewater Treatment Plant. (Mike Dozier, Wastewater Division Director; mladozier@santafenm.gov)

Committee Review:

Governing Body (Introduced): 03/26/2025

Public Works and Utilities Committee: 03/31/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

10. Action Items: Discussion Agenda

- a. Request for Approval of a General Services Contract with University of New

Mexico Anderson School Center for Responsible Entrepreneurship for Entrepreneurship Support, Training, and Administering an Accelerator Program in the Total Amount of \$300,000 for a Two-Year Term. (Eric Renz-Whitmore, Economic Development Specialist; edrenzwithmore@santafenm.gov and Johann Nelson, Office of Economic Development Director; jcnelson@santafenm.gov)

Committee Review:

Quality of Life Committee: 12/04/2024

Economic Development Advisory Committee: 04/02/2025

Finance Committee: 04/07/2025

Governing Body: 04/09/2025

11. Matters from the City Manager

12. Matters from the City Attorney

a. **EXECUTIVE SESSION**

In Accordance with the New Mexico Open Meetings Act, NMSA 1978, Section 10-15-1, Subpart (H)(7), Attorney-Client Privileged Discussion of Pending and Threatened Litigation, in Particular, Discussion of *Bruce Throne et al vs. City of Santa Fe (II)*, D-101-CV2024-00892. (Erin K. McSherry, City Attorney; ekmcsberry@santafenm.gov)

13. Executive Session Action Items

- a. Approval of Next Steps in Relation to *Bruce Throne et al vs. City of Santa Fe (II)*, D-101-CV2024-00892. (Erin K. McSherry, City Attorney: ekmcsberry@santafenm.gov).

14. Matters from the City Clerk

15. Communications from the Governing Body

16. Introduction of Legislation

- a. CONSIDERATION OF RESOLUTION NO. 2025____. (Councilor Alma Castro)
A Resolution Authorizing the Sale and Consumption of Beer and Wine During the Green Chile Country Jamboree in the Railyard Park on July 4th, 2025, Pursuant to Subsection 23-6.2(C) SFCC 1987.
(Andréa Salazar, City Clerk; asalazar@santafenm.gov)

Committee Review:

Governing Body (Introduced): 04/09/2025

Quality of Life Committee: 04/23/2025

Governing Body: 04/30/2025

- b. CONSIDERATION OF RESOLUTION NO. 2025____. (Councilor Signe Lindell)
A Resolution Correcting the Required Permit Named for Resolutions 2025-16,

Regarding the Movies in the Park Event Series; and 2025-23, Regarding the Summer Scene Concert Event Series, Changing Each from a Special Dispenser Permit to a Public Celebration Permit. (Andréa Salazar, City Clerk; asalazar@santafenm.gov)

Committee Review:

Governing Body (Introduced): 04/09/2025

Quality of Life Committee: 04/23/2025

Governing Body: 04/30/2025

- c. CONSIDERATION OF RESOLUTION NO. 2025____. (Councilor Alma Castro, Councilor Signe Lindell, Councilor Michael Garcia)
A Resolution Amending the Immigration Committee's Purpose and Membership. (Marci Eannarino, Legislation and Policy Innovation Manager; maeannarino@santafenm.gov)

Committee Review:

Governing Body (Introduced): 04/09/2025

Immigration Committee: 04/14/2025

Quality of Life Committee: 04/23/2025

Governing Body: 04/30/2025

- d. CONSIDERATION OF RESOLUTION NO. 2025____. (Councilor Alma Castro)
A Resolution Authorizing the Sale and Consumption of Beer and Wine During the Railyard Plaza Summer Scene Concerts Sponsored by the International Folk Art Market on July 9, 10, and 11, 2025, Pursuant to Subsection 23-6.2(C) SFCC 1987. (Andréa Salazar, City Clerk; asalazar@santafenm.gov)

Committee Review:

Governing Body (Introduction): 04/09/2025

Quality of Life Committee: 04/23/2025

Governing Body: 04/30/2025

- e. CONSIDERATION OF RESOLUTION NO. 2025____. (Councilor Jamie Cassutt)
A Resolution Authorizing and Directing the Widening of Zia Road to Accommodate a Necessary Deceleration Lane, Using Adjacent, Unimproved Land Comprising Approximately One Percent (1%) of Candelero Park, on its Far Northern Boundary; and Directing the City Manager to Designate an Agent to Apply for a Lot Line Adjustment and Any Other Administrative Steps Required as the Governing Body's Agent. (Rebecca Mnuk-Herrmann, Assistant City Attorney; ramnukherrmann@santafenm.gov)

Committee Review:

Governing Body (Introduced): 04/09/2025

Public Works and Utilities Committee: 04/21/2025

Quality of Life Committee: 04/23/2025

Governing Body: 04/30/2025

- f. CONSIDERATION OF RESOLUTION NO. 2025____. (Councilor Carol Romero-Wirth, Councilor Signe Lindell, Councilor Jamie Cassutt, and Councilor Alma Castro)

A Resolution Establishing a Plan for Use of Budgeted Funds to Study Hiring Council Staff. (Marci Eannarino, Legislation and Policy Innovation Manager; maeannarino@santafenm.gov)

Committee Review:

Governing Body (Introduced): 04/09/2025

Quality of Life Committee: 04/23/2025

Finance Committee: 04/28/2025

Governing Body: 04/30/2035

17. Petitions from the Floor

18. Public Comment on Bills (First Public Comment, No Action)

19. Final Action on Legislation (Public Hearing)

- a. CONSIDERATION OF BILL NO. 2025-4. ADOPTION OF ORDINANCE NO. 2025-_____. (Councilor Carol Romero-Wirth, Councilor Michael Garcia, Councilor Amanda Chavez)

A Bill Amending Ordinance No. 2024-6 to Approve Three Individual Loan Agreements with the New Mexico Environment Department to be Paid with Revenues from Each System, Respectively: (1) a Wastewater Project Loan Agreement; (2) a Water Project Loan Agreement; and (3) a Solid Waste Collection Project Loan Agreement; Incorporating Defections and Covenants Relating to Wastewater, Water, and Solid Waste System Debt Obligations in Each Loan Agreement, Respectively, by Reference Herein; Ratifying Prior Action Consistent with the Provisions Hereof; and Repealing Prior Action Inconsistent with the Provisions Hereof, but Only to the Extent of Such Inconsistency. (Emily Oster, Finance Director; ekoster@santafenm.gov)

Committee Review:

Governing Body (Introduced): 02/26/2025

Governing Body (Public Comment): 03/12/2025

Public Works and Utilities Committee: 03/17/2025

Finance Committee: 03/24/2025

~~Governing Body: 03/26/2025~~ (Schedule amended per Article IV(A)(4))

Governing Body: 04/09/2025

- b. CONSIDERATION OF BILL NO. 2025-7. ADOPTION OF ORDINANCE NO. 2025-_____. (Mayor Alan Webber)

A Bill Regarding Annual Budgets Including Multi-Year Appropriations; Amending Section 11-2.1 to Conform with the City's Charter; Establish Multi-Year Appropriations for Capital Outlay, Grant-Funded Projects, and "Special Appropriations"; and, Effective December 31, 2025, Amending Section 11-2.4 to Sunset the Finance Director's Budget Amendment Authority to Carry Over Certain Unexpended Appropriations Into the Next Fiscal Year. (Alexis Lotero, Assistant Finance Director; aclotero@santafenm.gov)

Committee Review:

Governing Body (Introduced): 02/26/2025

Governing Body

April 9, 2025

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Governing Body (Public Comment): 03/12/2025
Public Works and Utilities Committee: 03/17/2025
Finance Committee: 03/24/2025
Governing Body: (Public Hearing): 04/09/2025

20. Public Hearings (Land Use Cases, Appeals and Other Items Required to Have a Public Hearing)

21. Appointments

a. Water Conservation Committee

- Abbey Feldman - Appointment - Term Ending 07/2027
- Lori Rochelle - Appointment - Term Ending 07/2027
- Robert D. Coombe - Appointment - Term Ending 07/2027

b. Economic Development Advisory Committee

- Ava Salman - Appointment - Term Ending 06/2027

c. Bicycling and Pedesrians Advisory Committee

- Helen Wang - Appointment - Term Ending 06/2027
- Marc McConnell - Appontment - Term Ending 06/2027

d. Planning Commission

- Scott Barber - District 4 - Appointment - Term Ending 06/2027
- Kelly McReynolds - District 1 - Term Ending 06/2027

e. Santa Fe Film and Digital Media Council

- Dezbaa Henderson - Reappointment - Term Ending 03/2026
- Jaydin Martinez - Reappointment - Term Ending 03/2026
- Mark Glaser - Reappointment - Term Ending 03/2026
- Siena Bergt - Reappointment - Term Ending 03/2026

- Tara Tovarek - Reappointment - Term Ending 03/2026
- Barbara Bintree - Appointment - Term Ending 03/2027
- James Cressanthis - Appointment - Term Ending 03/2027
- Liesette Bailey - Appointment - Term Ending 03/2027
- Talia Pura - Appointment - Term Ending 03/2027
- Max WaluKas - Appointment - Term Ending 03/2027

22. Adjourn

Closed captions are provided for this meeting. Persons with disabilities in need of additional accommodations, contact the City Clerk's office at 505-955-6521, five (5) working days prior to meeting date.