



**MINUTES OF THE  
CITY OF SANTA FE  
FINANCE COMMITTEE**  
Tuesday, September 2, 2014

**1. CALL TO ORDER**

A meeting of the City of Santa Fe Finance Committee was called to order by Chair Carmichael A. Dominguez, at approximately 5:15 p.m., on Tuesday, September 2, 2014, in the Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT:**

Carmichael A. Dominguez, Chair  
Councilor Ronald S. Trujillo  
Councilor Joseph M. Maestas  
Councilor Christopher M. Rivera

**MEMBERS EXCUSED:**

Councilor Signe I. Lindell

**OTHER GOVERNING BODY MEMBERS IN ATTENDANCE**

Mayor Javier M. Gonzales  
Councilor Peter N. Ives

**OTHERS ATTENDING:**

Marcos A. Tapia, Finance Department  
Yolanda Green, Finance Division  
Melessia Helberg, Stenographer.

There was a quorum of the membership in attendance for the conducting of official business.

**NOTE: All items in the Committee packets for all agenda items are incorporated herewith to these minutes by reference. The original Committee packet is on file in the Finance Department.**

**3. APPROVAL OF AGENDA**

**MOTION:** Councilor Trujillo moved, seconded by Councilor Maestas, to approve the agenda, as presented.

**VOTE:** The motion was approved unanimously on a voice vote.

**4. APPROVAL OF CONSENT AGENDA**

**MOTION:** Councilor Trujillo moved, seconded by Councilor Maestas, to approve the following Consent Agenda as amended.

**VOTE:** The motion was approved unanimously on a voice vote.

\*\*\*\*\*

**CONSENT AGENDA**

\*\*\*\*\*

- 6. **REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – ATHLETIC AND RECREATIONAL EQUIPMENT FOR FT. MARCY COMPLEX; THE FITNESS SUPERSTORE. (IVIE VIGIL)**
  - A. **REQUEST FOR APPROVAL OF BUDGET ADJUSTMENT – GENERAL FUND FT. MARCY.**
  
- 7. **REQUEST FOR APPROVAL OF AGREEMENT BETWEEN OWNER AND ARCHITECT – COMPRESSED NATURAL GAS (CNG) FACILITY UPGRADE AND EXPANSION (RFP #14/48/P); HUIT-ZOLLARS, INC. (KEN SMITHSON AND LAWRENCE GARCIA)**
  - A. **REQUEST FOR APPROVAL OF BUDGET ADJUSTMENT – ENVIRONMENTAL SERVICES FUND.**
  
- 8. **REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – INSTALLATION OF PAVEMENT MARKINGS ON RESURFACED STREETS FOR TRAFFIC ENGINEERING DIVISION; SAN BAR CONSTRUCTION CORPORATION. (RICK DEVINE)**
  
- 9. **REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – CITY WIDE PAVEMENT RESURFACING PROJECTS. (DAVID CATANACH)**
  - A. **ASSOCIATED ASPHALT & MATERIALS, LLC.**
  - B. **EMCO OF SANTA FE, LLC**

10. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – CITY WIDE COLD MILLING FOR PAVEMENT RESURFACING PROJECTS; ALBUQUERQUE ASPHALT, INC. (DAVID CATANACH)
11. REQUEST FOR APPROVAL OF CONSENT TO TRANSACTION FOR SANTA FE MUNICIPAL AIRPORT – EXISTING ROSS AVIATION FACILITY REBRANDED TO LANDMARK AVIATION; LM U.S. CORPORATION ACQUISITION, INC., D/B/A LANDMARK AVIATION. (FRANCEY JESSON)
12. REQUEST FOR APPROVAL OF AIRPORT MANAGER TO ACCEPT FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM (AIP) GRANT – UPDATE TO AIRPORT MASTER PLAN AT THE SANTA FE MUNICIPAL AIRPORT. (FRANCEY JESSON)
13. REQUEST FOR APPROVAL OF AMENDMENT NO. 4 TO PROFESSIONAL SERVICES AGREEMENT – INCLUDE TASK ORDERS #107 AND #109 AT THE SANTA FE MUNICIPAL AIRPORT; MOLZEN-CORBIN & ASSOCIATES, INC. (FRANCEY JESSON)
  - A. TASK ORDER #107 – UPDATE AIRPORT MASTER PLAN
  - B. TASK ORDER #119 – TERMINAL BUILDING EXPANSION PRELIMINARY DESIGN.
14. REQUEST FOR APPROVAL OF PROCUREMENT UNDER COOPERATIVE PRICE AGREEMENT – 2014 PIERCE LADDER TRUCK FOR FIRE DEPARTMENT; SIDDONS-MARTIN EMERGENCY GROUP. (JAN SNYDER)
15. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENTS AND PROFESSIONAL SERVICES AGREEMENT – CITY WIDE ANALYTICAL LABORATORY AND CHEMICAL ANALYSIS SERVICES FOR WATER DIVISION; HALL ENVIRONMENTAL ANALYSIS INCORPORATED. (ALEX PUGLISI AND ROBERT RODARTE)
16. REQUEST FOR APPROVAL OF SOLE SOURCE PROCUREMENT AND PROFESSIONAL SERVICES AGREEMENT – EDUCATION AND OUTREACH FOR SANTA FE WATERSHED MANAGEMENT PROGRAM; SANTA FE WATERSHED ASSOCIATION. (ALAN HOOK)
17. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE AND COOPERATIVE PRICE AGREEMENTS – TWENTY (20) REPLACEMENT POLICE VEHICLES FOR FY 2014/15; VARIOUS VENDORS. (MARIO SALBIDREZ, DEPUTY POLICE CHIEF)
  - A. REQUEST FOR APPROVAL OF BUDGET ADJUSTMENT – POLICE PROPERTY TAX FUND AND ANIMAL CONTROL TRAINING FUND.

- 18. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING PUBLIC UTILITIES DEPARTMENT STAFF TO IDENTIFY AND APPLY FEDERAL AND STATE FUNDING SOURCES FOR WATER AND WASTEWATER PROJECTS (COUNCILOR IVES). (ALAN HOOK) Committee Review: Public Utilities Committee (scheduled) 09/03/14 and City Council (scheduled (09/10/14) . Fiscal Impact – No.
  
- 19. REQUEST FOR APPROVAL OF A RESOLUTION AUTHORIZING THE CITY OF SANTA FE TO ENTER INTO A COOPERATIVE PROJECT AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR RECEIPT OF HIGHWAY SAFETY IMPROVEMENT PROGRAM FUNDS FOR A CITY-WIDE PEDESTRIAN SIGNAL HEAD UPGRADE PROJECT (COUNCILOR TRUJILLO). (JOHN ROMERO)
  - A. REQUEST FOR APPROVAL OF COOPERATIVE PROJECT AGREEMENT – FUNDING FOR CITY WIDE PEDESTRIAN SIGNAL HEAD UPGRADE PROJECT; NEW MEXICO DEPARTMENT OF TRANSPORTATION. (JOHN ROMERO)
  - B. REQUEST FOR APPROVAL OF BUDGET INCREASE – PROJECT FUND. Committee Review: Public Works Committee (Approved) 08/25/14; and City Council (scheduled) 09/10/14. Fiscal Impact – Yes.
  
- 20. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING STAFF OF THE PUBLIC UTILITIES DEPARTMENT TO STUDY THE NECESSARY COMPONENTS OF A COMPREHENSIVE CROSS CONNECTION CONTROL PROGRAM AND ORDINANCE DESIGNED TO PROTECT THE CITY’S PUBLIC WATER SUPPLY SYSTEM (COUNCILOR IVES). (ALEX PUGLISI). Committee Review: Public Utilities Committee (scheduled) 09/03/14; and City Council (scheduled) 09/10/14. Fiscal Impact – No.
  
- 21. *[Removed for discussion by Councilor Rivera]*

\*\*\*\*\*  
 END OF CONSENT AGENDA  
 \*\*\*\*\*

- 5. APPROVAL OF MINUTES: REGULAR FINANCE COMMITTEE MINUTES – AUGUST 18, 2014.

**MOTION:** Councilor Maestas moved, seconded by Councilor Rivera, to approve the minutes of the Regular Finance Committee Meeting of August 18, 2014, as presented.

**VOTE:** The motion was approved unanimously on a voice vote.

## CONSENT CALENDAR DISCUSSION

21. **REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING TRANSIT DIVISION STAFF TO DEVELOP AND EXECUTE A PILOT PROJECT TO PROVIDE SANTA FE PICK-UP SERVICE BETWEEN THE SANTA FE UNIVERSITY OF ART AND DESIGN AND THE RAILYARD AND DOWNTOWN PLAZA AREAS ON WEEKEND EVENINGS DURING THE 2014 FALL SEMESTER (MAYOR GONZALES AND COUNCILOR IVES). (JON BULTHUIS) Committee Review: Finance Committee (postponed) 08/18/14; Public Works Committee (scheduled) 09/08/14) and City Council (scheduled) 09/10/14. Fiscal Impact – Yes**

*The Committee commented and asked questions as follows:*

- Councilor Rivera said he pulled this item because there are several options for us to consider and to discuss. He quoted from page 2 of Mr. Bulthuis' Memo of August 12, 2014, "....Santa Fe's University of Art and Design has requested access be provided to bus stops located directly in front of the University on St. Michael's Drive." He asked if this is doable without a lot of heartache on the City and only minor changes to the current bus route.

Jon Bulthuis said this is correct, and we would be making no changes to the existing services on the street today. This will be an additional piece of service that we would provide.

- Councilor Rivera asked if it would be an additional stop on St. Michael's Drive, or would the bus actually drive into the University.

Mr. Bulthuis said three members of the University staff are in attendance this evening, Thorn Eichman, Laura Nunley and one other. He said in preliminary discussions, staff has asked that the service be provided on St. Michael's Drive and to provide the service as close to the entrance of the University as possible.

- Councilor Rivera asked if there would be an additional cost in doing that.

Mr. Bulthuis said there would not, noting, for the pilot project, they are looking to reallocate existing staff hours for this service of roughly 15 hours per week being proposed.

- Councilor Rivera said he is more in favor of this. He said by stopping on St. Michael's it would give students access to the entire City and not just a certain area.

- Councilor Maestas said we had a good discussion the last time this came before us. He said, "I know I made some comments about the ending time. I have no doubt that there is interest in it, and I think this survey from the riders that attended the free shuttle during the Night Wave Shuttle proves that a shuttle is desirable. I felt like information, lessons learned from the Night Wave Shuttle could help us with this pilot. And I just received the information. I appreciate that Mayor. But it's overwhelming. Yes, a free shuttle would help stimulate the night life downtown. They intend to spend money downtown which I think is another one of our objectives."
  
- Councilor Maestas continued, "But there was a question where they said how late should a late night shuttle operate, and 90% responded 2:00 a.m., or later. And you've maintained the 11:00 p.m. termination time. Can you maybe.... and I understand there wasn't a lot of marketing behind the availability of the shuttle during the Night Wave. It is of much shorter duration, special event versus the pilot which would be months instead of a weekend. But can you tell us maybe how we're going to attract ridership with an 11:00 p.m. ending time on the shuttle."

Mr. Bulthuis said, "We proposed again the 11:00 p.m. ending time specifically for the pilot project, so that wouldn't mean if we wanted to continue this into future months that would necessarily be the case. But the structure of the pilot does having it ending at 11:00 p.m. And that was partly due to, again, conversations with the focus group at the University, talking with them directly about how they would use the system if it was offered. And there was a general consensus of the students that attended the focus group meeting, that 11:00 p.m. was a reasonable place to start. So that doesn't mean that we end discussion of that issue. We will look at potentially extending the hours further if the pilot is successful. But again, we're looking to test the waters with this at this stage in time, and see what the response is."

- Councilor Maestas said, "In the fiscal impact report, it shows an estimated total of approximately \$18,000. Does that include any estimates for targeted marketing solely for the shuttle, or is that just for the service."

Mr. Bulthuis said, "So the dollar amounts would be, if that service was continued. Again, we're going to be using existing resources for the pilot, so there is no out-of-pocket cost initially. But we would market it in tandem, and I keep looking back at the staff from the University, but their commitment to us is that they'll help make sure that their students know this service is available. And we have staff as well that does that. During the recent orientation, our staff attended that and let all the students that are new on campus know

about the services that are available and provided by the City. So we'll certainly make that level of effort in getting the word out, noting it. And it is a fairly focused group, rather than trying to get word out to the public at large. It's a targeted audience."

- Councilor Maestas asked Mr. Bulthuis to highlight one or two components of this marketing campaign, this pitch.

Mr. Bulthuis asked to invite one of the staff to speak to that.

Laura Nunley, Senior Director of Student Life, at the campus, said she oversees student communication, with assistance from Ms. Eichman. She said, "We have two ways we feel like we get the most bang for our buck when we talk to our students. They have a civic email address. We have a Face Book page, and surprisingly, we still have a lot of luck with flyers around campus. We also propose that we would.... another good method for us is to sit in the cafeteria during lunchtime and we talk to students about any new services or events coming up. So we would do that for this as well. Just as an anecdotal, on orientation day I had two students ring me to see if the buses are running like they did during Night Wave. So I think we will see a good response."

- Councilor Maestas said, "The last issue I had is, what if they do take advantage of it and they only use it coming over. What options do we have to bring them back if they want to stay later. Have you thought about any options for that."

Ms. Nunley said, "Yes. Most of the students are aware, we've given them a card for Capital Cab for a \$5 cab ride on the weekend, so they use that extensively."

- Councilor Maestas said, "That's great. Wonderful. Thank you so much. That's all I had Mr. Chairman."

- Councilor Trujillo said Ms. Nunley answered his question about his concern about how the kids get home.

- Mayor Gonzales said, "I do appreciate the Council asking for more information, because it allowed us to go back and think through some of the questions. As I looked at this and when the request came forward, one of the incredible benefits of a public transportation system is it can actually connect communities. And the opportunity here is to connect a very young, energetic, vibrant and creative community with our downtown area by using our bus system. And this summer has shown us we have some wind in our sales when it comes to creating a nighttime economy. And if there is the ability to, through our private transportation, at least in this pilot project, provide some proof of concept that young people

actually ride the bus into the downtown area and use it frequently. That supports not only our businesses in the downtown area who would love to see more activity after 6:00 p.m., into the evening. It also provides for an opportunity to go out and get more funding from the State and the Feds which we don't receive currently. And by being able to show them that we have the ridership in the evenings, I believe we can pursue more funding to cover the funding in the long term, if it goes into that level."

- Mayor Gonzales continued, "I would ask the Council to please consider allowing this to go forward, to allow for this project to happen. Let us gather data on ridership, on activity in the downtown area, and then bring it back to the Council to determine whether you want to allow for a green light for this to continue to happen into the future. We did meet with the County DWI program, and there is very strong data that shows even right now, a lot of rides to the Santa Fe University of Art and Design do occur on Friday and Saturday nights after 12:00 midnight, 1:00 a.m., 2:00 a.m.. Students are familiar with the fact that the \$5 cab ride does exist and they're taking advantage of it. But the one shortfall is that it's only a one-way ride. So they don't get the opportunity to call the cab to take them downtown and bring them back. They have to use it for their ride home."
- Mayor Gonzales continued, "And so if there is a way that we can use this pilot to show that there actually will be usage into the downtown area and connect younger people with downtown businesses, that helps us to create a stronger effect on a night time economy for the down area. And hopefully that means better things for our own economy."
- Mayor Gonzales continued, "Mr. Chairman, I would just ask that the Finance Committee allow this to go forward. We have followed the guidance of the Council, for any new projects, to ask them to be revenue neutral or not have a budgetary impact. This pilot project has no budget impact as has been indicated. I want to thank the Transportation Department, because they really have rolled up their sleeves to make sure that doesn't happen. And we won't go forward and spend a penny more than you've already authorized until we come back to the Council with true data that shows usership, opportunities to get federal or State funding, more collaboration with the County so we can create more connection between our bus system and their cab ride system, and really just make it a better experience for young individuals or all individuals. You don't have to be young to enjoy Santa Fe's nighttime economy, but to do so in a safe way that doesn't require you to have to use your cars."
- Mayor Gonzales continued, "One final thing. One of the questions we asked the University students is how are you getting downtown. A lot of them are driving or riding with individuals, but they're taking cabs home, so they have to figure out a way to get back downtown the next day to pick up their car to come back. This would be just another

convenient, easy way. I would add that there over 1,100 students. These are tax-paying students in Santa Fe. They all spend their money in our community, they're generating gross receipts dollars. They're people from out of state that are here living in our community, and I think extending the Public Transportation to this demographic and to this key constituency, I think is a worthy effort on behalf of the Council. Thank you, Mr. Chairman."

- Chair Dominguez said, "I don't disagree with anything you said Mayor. I know, when you talk about connectivity, there are lots of other communities that need that connectivity. For example, when I have spoken with folks in the far reaches of District 3, they need access to healthy food, and fresh fruits and vegetables, and access to health care. I wonder if you would be amenable and it's just part of the work that John will have to do. It's a real quick sentence on number 3, in terms of the report..
- **PROPOSED AMENDMENT TO THE RESOLUTION:** Chair Dominguez proposed to amend the Resolution on page 3, line 2, as follows: "... provide a staff recommendation regarding potential service expansion to other campus locations and services, including but not limited to Southside Farmers Market, as well as continued service to SFUAD, after conclusion of the pilot project."
- Chair Dominguez said this is so we can start to gather the data and eventually come up with a policy that will provide access to things like fresh fruits and vegetable. Because public transportation is one of the most important things that a community utilizes and needs, especially when you talk about communities that are impoverished, public transportation is essential. I think this is a great start to potentially coming up with a much broader, comprehensive and meatier policy.
- Mayor Gonzales said, "Thank you, Mr. Chairman, and on that point, students don't just go into the downtown area. We have a lot of south side businesses that have a nighttime economy as well, and being able to consider opportunities to support south side businesses that have a night life is something that I think we should explore as well, so people from all over the community can have access to the transportation. And again, by being able to prove up the ridership, I think we can have access to already available funds at the State and federal level to support an expansion of bus services which are meeting needs not currently being met."

**MOTION:** Councilor Trujillo moved, seconded by Councilor Maestas, to approve this request, with the amendment as proposed by Councilor Dominguez.

**DISCUSSION:** Councilor Maestas said this brings up a good point: are we compromising on other unmet needs for public transportation. I think we need to be mindful of that, particularly since the fare box return for our transit system is in the single digits, I think about 7%. And federal funding is diminishing, and state funding, there is really no dedicated State funding. In fact we were all successful in pushing for Municipal League legislation calling on the Legislature to do two things: to create a transit account for public transportation and to help work with our federal delegation to get federal funding reestablished for public transportation. I would temper any expectations for future expansions elsewhere until we can see some additional revenues, whether it be federal or State, regardless of the success of this pilot. I really think that's the time to start thinking about what tradeoffs we are making. It is localized, it's targeted, it addresses many of our objectives, as the Mayor mentioned. But I think when we start talking expansion, we need to start talking about the big picture, about public transportation and the tradeoffs we're making the broader priorities of making sure we have more money from the state and federal government."

Chair Dominguez said, "That's not to say that Jon, in his shop, doesn't already have a lot of that data. But when we start to get a clearer picture of the big picture, it may help even more."

Mayor Gonzales said, "Mayor Maestas continues to provide some very good clarity and wisdom on a lot of the action the Council takes. And on this particular one, the unfortunate reality that I learned through this process, was that there are more funds that are available to try and remove people who drink from driving out there. And that's been seen in the County DWI Fund where they've been able to access State funds that are out there. And that it is an unfortunate reality where some of the federal and state funds have moved to when it comes to transportation or public transportation, is to try and defer drunk driving and some of the harms it causes unfortunately. It's certainly not to suggest that any of the individuals that would be using this bus would be any of those individuals. But because it's in the nighttime, and it's going to an area where there is entertainment activity, it could position itself to be funded for grants that otherwise wouldn't be considered for funding public transportation because of that need being met. And I think you are right to caution us on the sobering reality that there are less dollars going into public transportation that is trying to defer people from drinking and driving. I think that clearly could be a niche we could pursue if this concept proves up. Again, it's to show there are individuals using the bus at a time you want to keep people out of their cars and into public transportation."

**CLARIFICATION OF THE MOTION:** Councilor Rivera clarified that we are voting to keep the times of service for the pilot program from 6:00 p.m. to 11:00 p.m., which would mean that we are budget neutral and to provide a bus stop located directly in front of the University on St. Michael's Drive, and Councilor Dominguez's amendment. He asked Mr. Bulthuis if the way he understands it.

Mr. Bulthuis said "Correct on both points."

**FURTHER CLARIFICATION OF THE MOTION:** Ms. Helberg clarified that the motion also includes the amendment in the packet, and Councilors Maestas and Trujillo said this is correct.

**VOTE:** The motion, as amended, was approved unanimously on a voice vote.

\*\*\*\*\*

**END OF CONSENT CALENDAR DISCUSSION**

\*\*\*\*\*

**DISCUSSION**

**22. OTHER FINANCIAL INFORMATION**

There is no Other Financial Information.

**23. MATTERS FROM THE COMMITTEE**

Chair Dominguez said once there is a Finance Director on Board, he will then begin to map out a process for a strategic planning session or something like that so it takes us to mid-year and hopefully, on to the budget cycle.

Councilor Maestas said, "We've seen two months of actual data on gross receipts tax revenues. We're running \$1 million down on our projections. I really do think we need to start talking about austerity measures if this trend continues. And I think it can be consistent with a lot of the things that we already know about that we discussed during the last budget development session. I don't want to go into any specifics, but I really do feel if there is going to be some comprehensive focus and even the identification of specific austerity measures, even practices. I think it needs to start right here and I urge my colleagues not to wait until mid-year if this continues. And even if it doesn't, I still think are some policy actions we can take as a committee to start moving that ship in the right direction. I realize it's important to have a Finance Director, but I don't think we really need to wait to start the dialogue and maybe even discussing certain practices and austerity measures we would like to see in place by mid-year."

Councilor Maestas continued, "I'm not the first to say the sky is falling, but this trend is not good. And we were told that the budget we have is very conservative. I think it would be prudent for us to really start looking comprehensively at some austerity measures."

Chair Dominguez said at the next meeting we will start addressing that, and the intent was to have the Finance Director in place to come up with a strategy on the next budget cycle. He said we need to look at creating policy now that we can implement potentially at mid-year, that can be implemented and enforced by the new Finance Director. So by the time we get to the next budget cycle, we will have a very clear picture of what our options are. He said he looking to do that at the September 29<sup>th</sup> meeting.

Councilor Maestas said he would be happy to "give it a shot and just throw out some measures that I think are totally consistent with what we talked about when we developed the budget. It could be a one-way communication, but I'm happy to share it with my colleagues on this Committee. I think it's prudent to wait until we have a new Finance Director, because we only baptize new staff with fire, so let's continue that tradition."

Chair Dominguez said there is a Finance Committee meeting on September 15, 2014, and by the meeting of September 29, 2014, the new Finance Director should be on board. We should have information about our fiscal situation on September 15<sup>th</sup> so we can start moving on the 29<sup>th</sup>.

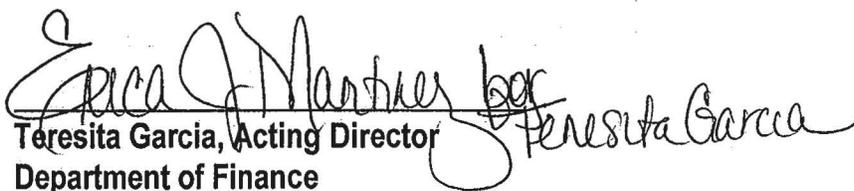
#### 24. ADJOURN

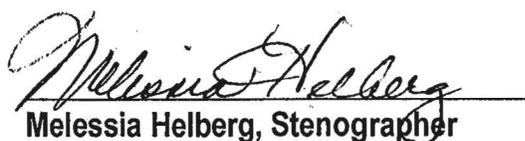
There was no further business to come before the Committee, and the meeting was adjourned at 5:50 p.m.

---

Carmichael A. Dominguez, Chair

Reviewed by:

  
Teresita Garcia, Acting Director  
Department of Finance

  
Melessia Helberg, Stenographer