



**ACTION SHEET**  
**CITY COUNCIL COMMITTEE MEETING OF 04/30/14**  
**ITEM FROM FINANCE COMMITTEE MEETING OF 04/21/14**

**ISSUE:**

15. Request for Approval of a Resolution Directing Staff to Study the Feasibility of Holding, On an Annual Basis, at Least One City Council Meeting in Each of the Four Council Districts to Encourage Involvement and Participation by Residents of the Council Districts. (Councilors Trujillo and Bushee) (Jodi Porter and Yolanda Vigil)

**Committee Review:**

Public Works Committee (approved) 04/07/14  
 City Council (scheduled) 04/30/14

Fiscal Impact – No

**FINANCE COMMITTEE ACTION: APPROVED AS DISCUSSION ITEM**

**SPECIAL CONDITIONS OR AMENDMENTS**

Approved with direction to staff.

**STAFF FOLLOW-UP:**

<b>VOTE</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	Not present to vote		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			



# Santa Fe Audio Visual

Santa Fe Audio Visual  
 1595 B Pacheco St  
 Santa Fe, NM 87505

(505)986-1796  
 contact@santafeav.com  
 http://santafeav.com

## Estimate

Date	Estimate No.
04/01/2014	2056
Exp. Date	
10/01/2014	

Address

CITY OF SANTA FE-CITY COUNCIL  
 DATES & LOCATIONS TO BE DETERMINED  
 EVENT TIMES 5PM-11PM

EVENT DATE/S	LOCATION/ROOM
TO BE DETERMINED	VARIOUS

Activity	Quantity	Rate	Amount
• ***PRICE PER EVENT/MEETING***			
• 14-VOICE ACTIVATED MICROPHONES	1	50.00	50.00T
• POWERED MIXER WITH TWO SPEAKERS	1	150.00	150.00T
• 2600 LUMEN LCD PROJECTOR	1	250.00	250.00T
• 8' TRIPOD SCREEN WITH SKIRT	1	50.00	50.00T
• DAY TECHNICIAN HOURLY RATE-ONSITE TECH TO BE DETERMINED 5PM-11PM	6	60.00	360.00T
• ***AUDIO/VIDEO RECORDING?			

Quote for services. To confirm the order, please sign the estimate and return to this email address, fax to (505) 986-8065, or contact our office.

We look forward to working with you!

<b>SubTotal</b>	<b>\$860.00</b>
<b>Discount (10%)</b>	<b>\$ -86.00</b>
<b>Tax (8.1875%)</b>	<b>\$63.38</b>
<b>Total</b>	<b>\$837.38</b>

Accepted By \_\_\_\_\_

Accepted Date \_\_\_\_\_

# City of Santa Fe, New Mexico

## LEGISLATIVE SUMMARY

### Resolution No. 2014-\_\_\_\_ Council Meeting Location Changes

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**SPONSOR(S):** Councilors Trujillo and Bushee

**SUMMARY:** The proposed a resolution directs staff to study the feasibility of holding, on an annual basis, at least one City Council meeting in each of the four council districts to encourage involvement and participation by residents of the council districts.

Staff is directed to report their findings, including fiscal impact, to the Governing Body within 60 days of the adoption of this resolution.

**PREPARED BY:** Rebecca Seligman, Legislative Liaison Assistant

**FISCAL IMPACT:** No

**DATE:** April 8, 2014

**ATTACHMENTS:** Resolution  
FIR

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**CITY OF SANTA FE, NEW MEXICO**

**RESOLUTION NO. 2014-\_\_**

**INTRODUCED BY:**

Councilor Ronald Trujillo

Councilor Patti Bushee

**A RESOLUTION**

**DIRECTING STAFF TO STUDY THE FEASIBILITY OF HOLDING, ON AN ANNUAL BASIS, AT LEAST ONE CITY COUNCIL MEETING IN EACH OF THE FOUR COUNCIL DISTRICTS TO ENCOURAGE INVOLVEMENT AND PARTICIPATION BY RESIDENTS OF THE COUNCIL DISTRICTS.**

**WHEREAS, currently,** city council meetings are scheduled and conducted in the City Council Chambers at City Hall, unless, due to extraordinary circumstance there is a need to hold the meeting at an alternative location; and

**WHEREAS,** in an effort to encourage participation and involvement in local government by all residents of the City, the Governing Body desires to consider holding at least one City Council meeting in each Council district at least one time per year; and

**WHEREAS,** in addition to the once per year in each Council district, the Governing Body desires to also consider conducting City Council meetings in a Council district when an item is set for consideration that would have substantial impact on that district.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**

1 CITY OF SANTA FE that staff is directed to study the feasibility and fiscal impact of holding, on an  
2 annual basis, at least one city council meeting in each of the four council districts to encourage  
3 involvement and participation by residents of the council districts while maintaining compliance with  
4 the State of New Mexico Open Meetings Act.

5 BE IT FURTHER RESOLVED that staff is directed to report their findings, including  
6 fiscal impact, to the Governing Body within 60 days of the adoption of this resolution.

7 PASSED, APPROVED, and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2014.

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JAVIER M. GONZALES, MAYOR

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ATTEST:

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YOLANDA Y. VIGIL, CITY CLERK

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APPROVED AS TO FORM:

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KELLEY A. BRENNAN, INTERIM CITY ATTORNEY

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M/Melissa/Resolutions 2014/Council Meeting Location Changes

**City of Santa Fe  
Fiscal Impact Report (FIR)**

This Fiscal Impact Report (FIR) shall be completed for each proposed bill or resolution as to its direct impact upon the City's operating budget and is intended for use by any of the standing committees of and the Governing Body of the City of Santa Fe. Bills or resolutions with no fiscal impact still require a completed FIR. Bills or resolutions with a fiscal impact must be reviewed by the Finance Committee. Bills or resolutions without a fiscal impact generally do not require review by the Finance Committee unless the subject of the bill or resolution is financial in nature.

**Section A. General Information**

(Check) Bill: \_\_\_\_\_ Resolution: X  
(A single FIR may be used for related bills and/or resolutions)

Short Title(s): DIRECTING STAFF TO STUDY THE FEASIBILITY OF HOLDING, ON AN ANNUAL BASIS, AT LEAST ONE CITY COUNCIL MEETING IN EACH OF THE FOUR COUNCIL DISTRICTS TO ENCOURAGE INVOLVEMENT AND PARTICIPATION BY RESIDENTS OF THE COUNCIL DISTRICTS.

Sponsor(s): Councilors Trujillo and Bushee

Reviewing Department(s): City Attorney's Office

Person Completing FIR: Rebecca Seligman Date: 3/27/14 Phone: 955-6501

Reviewed by City Attorney: *Kelley A. Brennan* Date: 3/28/14  
(Signature)

Reviewed by Finance Director: *Carroll J. ...* Date: 3/28/14  
(Signature)

**Section B. Summary**

Briefly explain the purpose and major provisions of the bill/resolution.

The purpose of the resolution is to determine if the City of Santa Fe could hold one Council meeting per year in each of the four council districts.

**Section C. Fiscal Impact**

**Note:** Financial information on this FIR does not directly translate into a City of Santa Fe budget increase. For a budget increase, the following are required:

- a. The item must be on the agenda at the Finance Committee and City Council as a "Request for Approval of a City of Santa Fe Budget Increase" with a definitive funding source (could be same item and same time as bill/resolution)
- b. Detailed budget information must be attached as to fund, business units, and line item, amounts, and explanations (similar to annual requests for budget)
- c. Detailed personnel forms must be attached as to range, salary, and benefit allocation and signed by Human Resource Department for each new position(s) requested (prorated for period to be employed by fiscal year)\*

**I. Projected Expenditures:**

- a. Indicate Fiscal Year(s) affected – usually current fiscal year and following fiscal year (i.e., FY 03/04 and FY 04/05)
- b. Indicate: "A" if current budget and level of staffing will absorb the costs  
"N" if new, additional, or increased budget or staffing will be required
- c. Indicate: "R" – if recurring annual costs  
"NR" if one-time, non-recurring costs, such as start-up, contract or equipment costs
- d. Attach additional projection schedules if two years does not adequately project revenue and cost patterns
- e. Costs may be netted or shown as an offset if some cost savings are projected (explain in Section 3 Narrative)

X  Check here if no fiscal impact

Column #:	1	2	3	4	5	6	7	8
	Expenditure Classification	FY <u>13/14</u>	"A" Costs Absorbed or "N" New Budget Required	"R" Costs Recurring or "NR" Non-recurring	FY <u>14/15</u>	"A" Costs Absorbed or "N" New Budget Required	"R" Costs – Recurring or "NR" Non-recurring	Fund Affected

Personnel*	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____
Fringe**	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____
Capital Outlay	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____
Land/ Building	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____
Professional Services	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____
All Other Operating Costs	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____
Total:	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____

\* Any indication that additional staffing would be required must be reviewed and approved in advance by the City Manager by attached memo before release of FIR to committees. \*\*For fringe benefits contact the Finance Dept.

**2. Revenue Sources:**

- a. To indicate new revenues and/or
- b. Required for costs for which new expenditure budget is proposed above in item 1.

Column #:	1	2	3	4	5	6
	Type of Revenue	FY <u>13/14</u>	"R" Costs Recurring or "NR" Non-recurring	FY <u>14/15</u>	"R" Costs – Recurring or "NR" Non-recurring	Fund Affected

_____	\$ 0	_____	\$ 0	_____	_____	_____
_____	\$ _____	_____	\$ _____	_____	_____	_____
_____	\$ _____	_____	\$ _____	_____	_____	_____
Total:	\$ 0	_____	\$ 0	_____	_____	_____

**3. Expenditure/Revenue Narrative:**

Explain revenue source(s). Include revenue calculations, grant(s) available, anticipated date of receipt of revenues/grants, etc. Explain expenditures, grant match(s), justify personnel increase(s), detail capital and operating uses, etc. (Attach supplemental page, if necessary.)

None

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**Section D. General Narrative**

**1. Conflicts:** Does this proposed bill/resolution duplicate/conflict with/companion to/relate to any City code, approved ordinance or resolution, other adopted policies or proposed legislation? Include details of city adopted laws/ordinance/resolutions and dates. Summarize the relationships, conflicts or overlaps.

None

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**2. Consequences of Not Enacting This Bill/Resolution:**

Are there consequences of not enacting this bill/resolution? If so, describe.

The city would continue to conduct Council meetings at City Hall and possibly not have participation from citizens in a particular district participate on matters involving their district.

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**3. Technical Issues:**

Are there incorrect citations of law, drafting errors or other problems? Are there any amendments that should be considered? Are there any other alternatives which should be considered? If so, describe.

None that staff is aware of.

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**4. Community Impact:**

Briefly describe the major positive or negative effects the Bill/Resolution might have on the community including, but not limited to, businesses, neighborhoods, families, social service providers and other institutions such as schools, churches, etc.

The City Council would be able to involve citizens in each of the four districts possibly on matters involving their district.

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Form adopted: 01/12/05; revised 8/24/05

**ACTION SHEET  
ITEM FROM THE  
PUBLIC WORKS/CIP AND LAND USE COMMITTEE MEETING  
OF  
MONDAY, APRIL 7, 2014**

**ITEM 9**

A RESOLUTION DIRECTING STAFF THE FEASIBILITY OF HOLDING, ON AN ANNUAL BASIS, AT LEAST ONE CITY COUNCIL MEETING IN EACH OF THE FOUR COUNCIL DISTRICTS TO ENCOURAGE INVOLVEMENT AND PARTICIPATION BY RESIDENTS OF THE COUNCIL DISTRICTS (**COUNCILOR TRUJILLO**)(**JODI PORTER/YOLANDA VIGIL**)

**PUBLIC WORKS COMMITTEE ACTION:** Approved on Consent

**SPECIAL CONDITIONS OR AMENDMENTS:**

**STAFF FOLLOW UP:** Add Councilor Bushee as sponsor

<b>VOTE</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
<b>CHAIRPERSON TRUJILLO</b>	Excused		
<b>COUNCILOR BUSHEE</b>	X		
<b>COUNCILOR DIMAS</b>	X		
<b>COUNCILOR DOMINGUEZ</b>	X		
<b>COUNCILOR RIVERA, Acting Chair</b>	X		