



# Agenda

FINANCE COMMITTEE MEETING  
CITY COUNCIL CHAMBERS  
NOVEMBER 14, 2016 – 5:00 P.M.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF CONSENT AGENDA
5. APPROVAL OF MINUTES:

CITY CLERK'S OFFICE

DATE 11/14/16 TIME 10:30 AM

SERVED BY Yolanda Green

RECEIVED BY Melissa Byers

Regular Finance Committee Meeting – October 17, 2016

## INFORMATIONAL ITEM

6. Presentation and Recommendations by the Early Childhood Working Group of the Mayor's Cabinet for Children, Youth and Families.

## CONSENT AGENDA

7. Request for Approval of Budget Amendment Increase in the Amount of \$164,000 – Generated by the Paper Bag Ordinance Environmental Service Fee Pursuant to Ordinance No. 2015-12; Environmental Services Division. (Shirlene Sitton)
8. Request for Approval of Change Order No. 3 in the Amount of \$295,512.12 – Increase Scope and Compensation to Include Commercial Meters; Badger Meter, Inc. (Nick Schiavo)
9. Request for Approval of Bid No. 17/04/B and Construction Agreement in an Amount of \$1,231,910.52 – DeFouri Street Bridge Rehabilitation Additive Alternative; AUI, Inc. (David Quintana)
10. Request for Approval of Amendment No. 6 to Professional Services Agreement in an Amount of \$172,037.05 – Cerrillos Road Reconstruction Phase IIC; Parsons Brinkerhoff, Inc. (David Quintana)
11. Request for Approval of Procurement Under Cooperative/GSA Agreement in an Amount to Exceed \$50,000 – Equipment for Municipal Recreational Complex (MRC); Austin Turf & Tractor. (Jennifer Romero)
12. Request for Approval of Procurement Under Cooperative Price Agreement in the Amount to Exceed \$50,000 – Equipment for Municipal Recreational Complex (MRC); Santa Fe Motor Sports. (Jennifer Romero)



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13. Santa Fe Municipal Airport – Task Orders. (Cameron Humphres)
  - Request for Approval of Task Order No. SA.003 in the Amount of \$182,909 – Taxiway D Pavement Reconstruction; KSA Engineers, Inc.
  - Request for Approval of Task Order No. SA.004 in the Amount of \$280,485 – Runway 2-20 Pavement Resurfacing; KSA Engineers, Inc.
  - Request for Approval of Task Order No. SA.005 in the Amount of \$192,577 – Drainage Master Plan; KSA Engineers, Inc.
14. Request for Approval of Exempt Procurement and Amendment No. 1 to Maintenance and Support Agreement in the Amount of \$89,512.49 – Annual Maintenance and Support for Centralized Cashiering System for Finance/Cashiers, Transportation/Parking Administration, Police/Administration Support and Tourism/Community Convention Center Administration; Active Network. (David Kulb)
15. Request for Approval of Professional Services Agreement in the Total Amount of \$97,200 – Social Worker Services and Support of Santa Fe Fire Department Mobile Integrated Health Office (RFP #17/15/P); Kristin Carmichael. (Andres Mercado)
16. Update on Mobile Integrated Health Office and Request for Approval of Budget Amendment in the Amount of \$91,782 – Align Funds within the Mobile Integrated Health (MIHO) Expenditures and Revenues from FY 15/16 and FY 16/17 into Correct Business Units and Line Items for Fire Department Use. (Jan Snyder)
17. Request for Approval of Exempt Procurement in the Amount of \$75,000 – Annual Membership Fees, Training and Consulting Services for Government Officials; New Mexico Municipal League. (Robert Rodarte)
18. Request for Approval of a Resolution Establishing City of Santa Fe Legislative Priorities for Consideration by the New Mexico State Legislature During the 53<sup>rd</sup> Legislature - State of New Mexico – First Session, 2017. (Mayor Gonzales, Councilors Lindell, Villarreal, Ives, Maestas, Dominguez, Rivera, Trujillo and Harris) (Brian Snyder)

**Committee Review:**

Public Works Committee (approved)	11/07/16
Public Utilities Committee (scheduled)	12/07/16
City Council (scheduled)	12/14/16

Fiscal Impact – No



# Agenda

FINANCE COMMITTEE MEETING  
CITY COUNCIL CHAMBERS  
NOVEMBER 14, 2016 – 5:00 P.M.

19. Request for Approval of a Resolution Establishing City of Santa Fe Legislative Priorities, by City Council District, for Consideration by the New Mexico State Legislature During The 53<sup>rd</sup> Legislature - State of New Mexico - First Session, 2017. (Mayor Gonzales, Councilors Lindell, Villarreal, Ives, Maestas, Dominguez, Rivera, Trujillo and Harris) (Brian Snyder)

**Committee Review:**

Public Works Committee (approved)	11/07/16
Public Utilities Committee (scheduled)	12/07/16
City Council (scheduled)	12/14/16

Fiscal Impact – No

20. Request for Approval of a Resolution Authorizing and Approving Submission of a Completed Application for Financial Assistance and Project Approval to the New Mexico Finance Authority For Automated Curbside Recycling Carts and Trucks. (Mayor Gonzales Councilors Lindell, Villarreal, Harris and Maestas) (Shirlene Sitton)

**Committee Review:**

Public Utilities Committee (scheduled)	12/07/16
City Council (scheduled)	12/14/16

Fiscal Impact – Expenditure = \$1,290,827; Revenue = \$1,290,827 from Enterprise Loan

- Request for Approval of Public Project Revolving fund Equipment Application in the Amount of \$1,290,827 – City of Santa Fe Automated Curbside Recycling Program; New Mexico Finance Authority. (Shirlene Sitton)

21. Request for Approval of Professional Services Agreement in the Amount of \$1,697,732 – Automated Recycling Cart Rollout for Environmental Services Division (RFP #16/48/P); Cascade Engineering. (Shirlene Sitton)

- Request for Approval of Budget Amendment Increase in the Amount of \$1,291,556

22. Request for Approval of a Resolution Amending the Financial Policies of the Governing Body to Require that the Creation of New, or the Expansion of Existing, Programs and Services Identify a Funding Source, or an Equivalent Offset to Provide Funding for Such New or Expanded Program or Service. (Mayor Gonzales, Councilors Lindell and Rivera) (Adam Johnson)



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**Committee Review:**

Public Works Committee (approved)	11/07/16
Public Utilities Committee (scheduled)	12/07/16
City Council (scheduled)	12/14/16

Fiscal Impact – No

23. Request for Approval of a Resolution Establishing a Task Force to Take the Next and Final Steps to Determine Whether to Establish a Public Bank for the City of Santa Fe. (Councilors Villarreal, Dominguez, Maestas and Ives) (Alexandra Ladd)

**Committee Review:**

City Business Quality of Life Committee (scheduled)	11/09/16
City Council (scheduled)	12/14/16

Fiscal Impact – Yes

24. Request for Approval of a Resolution Calling on the New Mexico State Legislature to take Immediate Action during the 2017 Legislative Session to Enact a Municipal Telecommunications Tax Act that Would Authorize Municipalities to Collect from Telecommunications Providers a Municipal Telecommunications Tax on the Telecommunications Provider's Gross Receipts from Telecommunications Service. (Councilor Maestas) (Marcos Martinez)

**Committee Review:**

Public Works Committee (approved)	11/07/16
Public Utilities Committee (scheduled)	12/07/16
City Council (scheduled)	12/14/16

Fiscal Impact – No

**END OF CONSENT AGENDA**

**DISCUSSION**

25. Request for Approval of Budget Amendment in the Amount of \$254,500 for Revenues and Expenditures to Short Term Rental Support Personnel and Program Operation Expenses Described in Ordinance 2016-33 and Resolution 2016-39. (Lisa Martinez)
26. Request for Approval of Procurement Under State Price Agreement – City-Wide Debt Collection Services; Virtuoso Sourcing Group, LLC. (Robert Rodarte)



# Agenda

**FINANCE COMMITTEE MEETING  
CITY COUNCIL CHAMBERS  
NOVEMBER 14, 2016 – 5:00 P.M.**

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27. MATTERS FROM STAFF
  28. MATTERS FROM THE COMMITTEE
  29. ADJOURN

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521.

**SUMMARY INDEX  
FINANCE COMMITTEE MEETING  
Monday, November 14, 2016**

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CONSENT AGENDA LISTING		2-4
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<b><u>INFORMATIONAL ITEM</u></b>		
PRESENTATION AND RECOMMENDATIONS BY THE EARLY CHILDHOOD WORKING GROUP OF THE MAYOR'S CABINET FOR CHILDREN, YOUTH AND FAMILIES	Information/discussion	4-10
<b><u>CONSENT CALENDAR DISCUSSION</u></b>		
REQUEST FOR APPROVAL OF CHANGE ORDER NO. 3 IN THE AMOUNT OF \$295,512.12 – INCREASE SCOPE AND COMPENSATION TO INCLUDE COMMERCIAL METERS; BADGER METER, INC.	Approved	10-11
REQUEST FOR APPROVAL OF BID NO. 17/04/B AND CONSTRUCTION AGREEMENT IN AN AMOUNT OF \$1,231,910.52 – DeFOURI STREET BRIDGE REHABILITATION ADDITIVE ALTERNATIVE; AUI, INC.	Approved	11-13
REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$97,200 – SOCIAL WORKER SERVICES AND SUPPORT OF SANTA FE FIRE DEPARTMENT MOBILE INTEGRATED HEALTH OFFICE (RFP #17/15/P); KRISTIN CARMICHAEL	Approved	13-14

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
UPDATE ON MOBILE INTEGRATED HEALTH OFFICE AND REQUEST FOR APPROVAL OF BUDGET AMENDMENT IN THE AMOUNT OF \$91,782 – ALIGN FUNDS WITHIN THE MOBILE INTEGRATED HEALTH (MIHO) EXPENDITURES AND REVENUES FROM FY 15/16 AND FY 16/17 INTO CORRECT BUSINESS UNITS AND LINE ITEMS FOR FIRE DEPARTMENT USE	Approved	14-15
REQUEST FOR APPROVAL OF EXEMPT PROCUREMENT IN THE AMOUNT OF \$75,000 – ANNUAL MEMBERSHIP FEES, TRAINING AND CONSULTING SERVICES FOR GOVERNMENT OFFICIALS; NEW MEXICO MUNICIPAL LEAGUE	Postponed to 12/05/16	15-17
REQUEST FOR APPROVAL OF A RESOLUTION ESTABLISHING CITY OF SANTA FE LEGISLATIVE PRIORITIES FOR CONSIDERATION BY THE NEW MEXICO STATE LEGISLATURE DURING THE 53 <sup>RD</sup> LEGISLATURE – STATE OF NEW MEXICO – FIRST SESSION 2017	Postponed to 12/05/16 w/direction	17-22
REQUEST FOR APPROVAL OF A RESOLUTION AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED APPLICATION FOR FISCAL ASSISTANCE AND PROJECT APPROVAL TO THE NEW MEXICO FINANCE AUTHORITY FOR AUTOMATED CURBSIDE RECYCLING CARTS AND TRUCKS	Approved	22-23
REQUEST FOR APPROVAL OF PUBLIC PROJECT REVOLVING FUND EQUIPMENT APPLICATION IN THE AMOUNT OF \$1,298,827 – CITY OF SANTA FE AUTOMATED CURBSIDE RECYCLING PROGRAM; NEW MEXICO FINANCE AUTHORITY	Approved	22-23
REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF \$1,697,732 – AUTOMATED RECYCLING CART ROLLOUT FOR ENVIRONMENTAL SERVICES DIVISION (RFP #16/48/P); CASCADE ENGINEERING	Approved	23
REQUEST FOR APPROVAL OF BUDGET AMENDMENT INCREASE IN THE AMOUNT OF \$1,291,556	Approved	23

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
REQUEST FOR APPROVAL OF A RESOLUTION AMENDING THE FINANCIAL POLICIES OF THE GOVERNING BODY TO REQUIRE THAT THE CREATION OF NEW, OR THE EXPANSION OF EXISTING, PROGRAMS AND SERVICES IDENTIFY A FUNDING SOURCE, OR AN EQUIVALENT OFFSET TO PROVIDE FUNDING FOR SUCH NEW OR EXPANDED PROGRAM OR SERVICE	Approved	23-25
***** END OF CONSENT CALENDAR DISCUSSION *****		
<u>DISCUSSION AGENDA</u>		
REQUEST FOR APPROVAL OF BUDGET AMENDMENT IN THE AMOUNT OF \$254,500 FOR REVENUES AND EXPENDITURES TO SHORT TERM RENTAL SUPPORT PERSONNEL AND PROGRAM OPERATION EXPENSES DESCRIBED IN ORDINANCE 2016-33 AND RESOLUTION 2016-39	Approved	25-30
REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – CITY-WIDE DEBT COLLECTION SERVICES; VIRTUOSO SOURCING GROUP, LLC	Approved	32-33
MATTERS FROM STAFF	None	33
MATTERS FROM THE COMMITTEE	Information	34
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**MINUTES OF THE  
CITY OF SANTA FE  
FINANCE COMMITTEE**  
Monday, November 14, 2016

**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 5:00 p.m., on Monday, November 14, 2016, in the Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT:**

Carmichael A. Dominguez, Chair  
Councilor Mike Harris  
Councilor Signe I. Lindell  
Councilor Renee Villarreal

**MEMBERS EXCUSED:**

Councilor Peter N. Ives

**OTHERS ATTENDING:**

Adam Johnson, Acting Director, Finance Department  
Teresita Garcia, Finance Department  
Yolanda Green, Finance Department  
Elizabeth Martin for 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**

Adam Johnson, Acting Director, Finance Department, said he would like to postpone Item #23 to the Finance Committee meeting of December 5, 2016.

**MOTION:** Councilor Harris moved, seconded by Councilor Lindell, to approve the agenda, as amended.

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

**4. APPROVAL OF CONSENT AGENDA**

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

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

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**CONSENT AGENDA**  
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7. **REQUEST FOR APPROVAL OF BUDGET AMENDMENT INCREASE IN THE AMOUNT OF \$164,000 – GENERATED BY THE PAPER BAG ORDINANCE ENVIRONMENTAL SERVICE FEE PURSUANT TO ORDINANCE NO. 2015-12; ENVIRONMENTAL SERVICES DIVISION. (SHIRLENE SITTON)**
8. ***[Removed for discussion by Councilor Harris]***
9. ***[Removed for discussion by Councilor Harris]***
10. **REQUEST FOR APPROVAL OF AMENDMENT NO. 6 TO PROFESSIONAL SERVICES AGREEMENT IN AN AMOUNT OF \$172,037.05 – CERRILLOS ROAD RECONSTRUCTION PHASE IIC; PARSONS BRINKERHOFF, INC. (DAVID QUINTANA)**
11. **REQUEST FOR APPROVAL OF PROCUREMENT UNDER COOPERATIVE/GSA AGREEMENT IN AN AMOUNT TO EXCEED \$50,000 – EQUIPMENT FOR MUNICIPAL RECREATIONAL COMPLEX (MRC); AUSTIN TURF & TRACTOR. (JENNIFER ROMERO)**
12. **REQUEST FOR APPROVAL OF PROCUREMENT UNDER COOPERATIVE PRICE AGREEMENT IN THE AMOUNT TO EXCEED \$50,000 – EQUIPMENT FOR MUNICIPAL RECREATIONAL COMPLEX (MRC); SANTA FE MOTOR SPORTS. (JENNIFER ROMERO)**

13. **SANTA FE MUNICIPAL AIRPORT – TASK ORDERS. (CAMERON HUMPHRES)**
- **REQUEST FOR APPROVAL OF TASK ORDER NO. SA.003 IN THE AMOUNT OF \$182,909 – TAXIWAY D PAVEMENT RECONSTRUCTION; KSA ENGINEERS, INC.**
  - **REQUEST FOR APPROVAL OF TASK ORDER NO. SA.004 IN THE AMOUNT OF \$280,485 – RUNWAY 2-20 PAVEMENT RESURFACING; KSA ENGINEERS, INC.**
  - **REQUEST FOR APPROVAL OF TASK ORDER NO. SA.005 IN THE AMOUNT OF \$192,577 – DRAINAGE MASTER PLAN; KSA ENGINEERS, INC.**
14. **REQUEST FOR APPROVAL OF EXEMPT PROCUREMENT AND AMENDMENT NO. 1 TO MAINTENANCE AND SUPPORT AGREEMENT IN THE AMOUNT OF \$89,512.49 – ANNUAL MAINTENANCE AND SUPPORT FOR CENTRALIZED CASHIERING SYSTEM FOR FINANCE/ CASHIERS, TRANSPORTATION/PARKING ADMINISTRATION, POLICE/ADMINISTRATION SUPPORT AND TOURISM/COMMUNITY CONVENTION CENTER ADMINISTRATION; ACTIVE NETWORK. (DAVID KULB)**
15. *[Removed for discussion by Councilor Villarreal]*
16. *[Removed for discussion by Councilor Harris and Villarreal]*
17. *[Removed for discussion by Councilors Lindell and Villarreal]*
18. *[Removed for discussion by Councilors Harris, Lindell and Villarreal]*
19. **REQUEST FOR APPROVAL OF A RESOLUTION ESTABLISHING CITY OF SANTA FE LEGISLATIVE PRIORITIES, BY CITY COUNCIL DISTRICT, FOR CONSIDERATION BY THE NEW MEXICO STATE LEGISLATURE DURING THE 53<sup>RD</sup> LEGISLATURE – STATE OF NEW MEXICO – FIRST SESSION, 2017 (MAYOR GONZALES, COUNCILORS LINDELL, VILLARREAL, IVES, MAESTAS, DOMINGUEZ, RIVERA, TRUJILLO AND HARRIS). (BRIAN SNYDER) Committee Review: Public Works Committee (approved) 11/07/16; Public Utilities Committee (scheduled) 12/07/16; and City Council (scheduled) 12/14/16. Fiscal Impact - No.**
20. *[Removed for discussion by Councilor Harris]*
21. *[Removed for discussion by Councilor Harris]*
22. *[Removed for discussion by Councilors Harris, Lindell and Villarreal]*
23. **REQUEST FOR APPROVAL OF A RESOLUTION ESTABLISHING A TASK FORCE TO TAKE THE NEXT AND FINAL STEPS TO DETERMINE WHETHER TO ESTABLISH A PUBLIC BANK FOR THE CITY OF SANTA FE (COUNCILORS VILLARREAL, DOMINGUEZ, MAESTAS AND IVES). (ALEXANDRA LADD) Committee Review: City Business Quality of Life Committee (scheduled) 11/09/16; and City Council (scheduled) 12/14/16. Fiscal Impact - Yes. This Item was removed from the Agenda and postponed to the Finance Committee meeting of December 5, 2016.**

24. REQUEST FOR APPROVAL OF A RESOLUTION CALLING ON THE NEW MEXICO STATE LEGISLATURE TO TAKE IMMEDIATE ACTION DURING THE 2017 LEGISLATIVE SESSION TO ENACT A MUNICIPAL TELECOMMUNICATIONS TAX THAT WOULD AUTHORIZE MUNICIPALITIES TO COLLECT FROM TELECOMMUNICATIONS PROVIDERS A MUNICIPAL TELECOMMUNICATIONS TAX ON THE TELECOMMUNICATIONS PROVIDERS'S GROSS RECEIPTS FROM TELECOMMUNICATIONS SERVICE (COUNCILOR MAESTAS). (MARCOS MARTINEZ) Committee Review: Public Works Committee (approved) 11/07/16; Public Utilities Committee (scheduled) 12/07/16; and City Council (scheduled) 12/14/16. Fiscal Impact - No.

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**END OF CONSENT AGENDA**  
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5. APPROVAL OF MINUTES

**REGULAR FINANCE COMMITTEE MEETING – OCTOBER 17, 2016**

**MOTION:** Councilor Lindell moved, seconded by Councilor Villarreal, to approve the minutes of the Regular Finance Committee meeting of October 17, 2016, as presented.

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

**INFORMATIONAL ITEM**

6. PRESENTATION AND RECOMMENDATIONS BY THE EARLY CHILDHOOD WORKING GROUP OF THE MAYOR'S CABINET FOR CHILDREN, YOUTH AND FAMILIES

A copy of *Santa Fe's Early Childhood Education Initiative Summary*, is incorporated herewith to these minutes as Exhibit "1."

A copy of *Santa Fe's Early Childhood Education Initiative – Frequently Asked Questions*, is incorporated herewith to these minutes as Exhibit "2."

A copy of *Santa Fe Early Childhood Initiative – Working Group Members*, is incorporated herewith to these minutes as Exhibit "3."

Copies of two, color Policy Maps are incorporated herewith collectively to these minutes as Exhibit "4."

Chris Sanchez, Director, Youth and Family Services Director, said in 2004 a cabinet was formed around Children and Youth, composed of funders/policy makers working in Early Childhood Development to Workforce Development. He said they looked at gaps, items that could help improve the quality of life and such. He said based on the work of the subcommittee, 42 different providers met in 2015, to do an

evaluation of outcomes and indicators pertaining to Early Childhood and align the common outcomes and indicators. In December 2015, a plan was brought to the Cabinet for approval – action plans – relating to Early Childhood which was approved. Mayor Gonzales asked Jeannie Oakes to lead the presentation this evening.

Jeannie Oakes, Early Childhood Policy Advisor to Mayor Gonzales, talked about her background and the work in developing a plan. Ms. Oakes introduced Kim Straus, Manager of the Brindle Foundation, a member of the working group.

Mr. Straus presented information from Exhibit "1." Please see Exhibit "1" for specifics of this presentation. Mr. Strauss said he is the Chair of the Early Childhood Subcommittee. He said this effort is unique in Santa Fe, and the work has to happen locally, and applauds the City's leadership.

Joohee Rand, Vice-President, Santa Fe Community Foundation, continued the presentation of information from Exhibit "1." She said the key component is increasing access to affordable, quality, early childhood care and education in Santa Fe, and the Early Childhood fund is a bold step to help children succeed.

Cynthia Leyba, Youth Development Director, YMCA of Central New Mexico, continued presentation of the information from Exhibit "1." Ms. Leyba spoke about the specific needs in Santa Fe.

Ms. Oakes continued presentation of the information from Exhibit "1." Ms. Oakes talked about the research behind the initiatives, and the plan itself. She said Santa Fe has too few centers, and too few of those centers have the resources needed to reach the 4 and 5 star levels that the City assigns to the highest quality programs, which is the subject of the plan. Ms. Oakes reviewed the proposed Early Childhood Plan, commenting the cost of the plan at \$10-11 million annually, with the City only filling in the contributions from federal and state private philanthropic funding and family contributions. They have identified 3 potential funding sources – GRT, increase in Property Tax and a tax on sugary beverages to be paid by the beverage industry. The tax on beverages would fully fund the program with an added health benefit for the children. Please see Exhibit "1," for specifics of this presentation.

Dr. Kelly O'Donnell continued presentation of information from Exhibit "1." Dr. O'Donnell did the economic research, and said they are talking about a comprehensive effort addressing of quality and quantity for the pre-K students of Santa Fe, most of whom are children with unmet needs.

Chair Dominguez asked the members in attendance to stand so the Committee can thank them for their hard work on this important issue.

*The Committee commented and asked questions as follows:*

- Councilor Harris thanked the group for their presentation. He said this is another aspirational goal, commenting that the Council has a lot of aspirational goals. He said Ms. Oakes talked about standards that have been in place for early childhood education, commenting New Mexico has

high standards but isn't terribly effective in implementation. He said the City is working on that right now, and less that a year ago there was a budget deficit, but we did deliver a balance budget with no tax increase. He said a lot of work is being done under a strategic planning effort, looking at attrition and what can the City in moving toward priority-based budgeting.

- Councilor Harris continued, saying "I am in the camp that we really need to have our numbers understood by the Council and the City at large." He said you have read in the newspapers about issues of trust related to the Parks Bond, and those haven't gone away. He said the City has some things to prove, and we can't add any additional aspirational goals to our budget, including the public bank which we will be discussing at the next meeting. He has a lot of questions around the money. He respects Ms. O'Donnell's work, but said we really need to dig much deeper on the numbers at some point.
- Councilor Harris continued, asking, "Why isn't this the responsibility of the Santa Fe Public Schools to really initiate, implement and lead this effort. Particularly, in light of the fact that we have a series of Bond Questions dealing with technology, a total of \$50 million, from what I'm hearing are not as effective use of the dollars, as certainly, really childhood. I doubt is anybody in this building questions the value and need for early childhood. Is it the City's responsibility to take the lead on it. Is it really something the City can continue to stretch its resources to try and implement."
- Councilor Harris continued, saying these are the questions he will have along the way. He reiterated he appreciates the work being done by this group. He said this is his starting point.

Ms. Oakes said she would like to respond.

- Councilor Dominguez asked if she was going to respond on all of these points.
- Councilor Harris said he is done for now, and he would like a response.

Ms. Oakes said she thinks he's asking the right questions. She said the Mayor was very concerned that they not move forward with something unless they had a very specific plan with very careful analysis of the cost and a revenue source that was workable, and the details were worked out before the Community is asked to "dig in deep." She said Dr. O'Donnell's report is available through the Brindle and Thornburg Foundations that has great detail on the numbers, and "it would great to have you dig into them." They know a lot about the relationship between the Schools and the providers and caretakers of young children, and a partnership, a coming together and a collective impact of the whole community wanting to care for its youngest children. She said Dr. Garcia and others have been very clear about the support and enthusiasm of the public school system.

Ms. Oakes continued saying, this is just the beginning of this conversation and the reason this Plan is being presented, with the hope that the Governing Body will "dig-in and push us all very hard, the things you are concerned about."

- Chair Dominguez asked if there is information which hasn't been distributed to the public.

Ms. Oakes said Matt Ross has copies of the packet of information similar to what was distributed via press release, email.

Ms. Helberg said a copy was presented for the record.

- Chair Dominguez asked if that has been available to the public.

Mr. Ross said he understands the packet of information before the Governing Body is slightly improved from what was distributed Thursday via email and press release. He said he has copies for any members of the public in attendance today. He said it is also going into the record for the record which will be available public on-line as well. He said the packet wasn't compiled by the City, but by the group doing the work. He said whatever they share with him, he is happy to share through all of our channels as publicly as we can.

- Chair Dominguez said he wants to be sure that the public gets whatever is given to the Governing Body.
- Councilor Villarreal thanked the group for attending this evening and for the hard work they do. She said, "Coming from my background in the foundation world, I understand the importance of early childhood development." She said it's unfortunate our State isn't working toward that common goal. She said she has lots of questions, but "I don't think tonight is the best, because we have a packed agenda."
- Councilor Villarreal continued, saying she has things to point out she thinks about, and logistics and mechanics of it. She said you may not have to worry about, but which we do at the City level. She agrees that the School District really needs to be involved in this, because it should be part of its strategy to have kids excel, eventually graduate from high school and be successful. She would like for staff to think about how the mechanics would work. She said, as you know, Chris Sanchez and his team have a lot on their plate, and this is only one of many initiatives they are overseeing. She said after a period of time, things don't move forward because they have too much on their plate. She said a good example is the Verde Fund which focuses on the root causes to issues of poverty, but you haven't gotten there yet. She is hopeful we will be moving forward with that. However, she doesn't want this to be the kind of situation that we don't know exactly what the strategy and plan are. She said they have it in place, but doesn't think that information has been provided for the Governing Body, and asked for the full packet, commenting a summary would be good.
- Councilor Villarreal continued, saying we need the cost for a special election if we decide to move forward with a referendum for the community to decide if this important to them. She wants to learn more, but thinks that can be done off-line and meetings with some of the group so she can better understand the proposal to move forward.

- Councilor Lindell said she appreciates the information. She said we have a lot of work to do to get there, and appreciates the work done to get us to this point and get us data. She likes data, and thinks a sizable part of this will be that it is data driven with outcomes. She said this should have fairly immediate outcomes. She doesn't see this needs to be a longitudinal study for outcomes. She said a soda tax appeals to her on many levels, for example, decreasing the amount of soda that children drink. She would like to see that as something where we are going to get \$10 million and 3 years later we get only \$8 million. She is hoping we can find people to step up and fill the funding gap. Perhaps people will decide that the nutrition outweighs the costs. She said sometimes those costs aren't passed on to the consumer.
- Councilor Lindell continued, saying she is very very concerned about how to implement this, as well as this is a lot of money – and we'll be looking for a lot of return, and measuring that return. She said to implement a program of this magnitude when we've just come out of a structural budget deficit, this is a sizeable undertaking for this City, and we need to approach this in all seriousness about outcomes. She said, "We have very very little room for error in this program. We've got to get it right the first time. And it's not something to be tinkered with 2 years from now, and implementation has to be flawless for this program. Those are my comments for now. It's an impressive work. But I will say, just one final time, I like data."
- Chair Dominguez thanked the group for its presentation today, and for the work they've done over the years. He said they certainly have made a case for the need to have early childhood education, and doesn't think there is anyone on this Committee that denies the need to support and advocate for a constituency that doesn't get to the polls, but needs to be represented as well. His hope is that it isn't seen as just an up or down vote, and a vote against means we aren't for early childhood education and conversely. He thinks this Governing Body wants to do the right thing for all of our constituents. He said there will be some skepticism. Some are skeptical because of the political motivation, which is going to be the case pretty soon, because we have an election coming. He said there will be others that just basically need more information and aren't skeptical. He has said it has been said that this Finance Committee wants more information, data and to hold the needed discussions for something like this, noting this is fairly significant.
- Chair Dominguez continued, saying he is more about policy and process, and not so much about politics. There are 3 things about which he has questions, but the two main ones are the City's taxing authority and governance. He said he has concerns about timing as well, but that's not on the table right now. He said the press conferences and such gives him the sense there is an urgency, but there is nothing on the table to consider, so this is one question. He said with regard to the taxing authority, he sees no opinion by City Legal staff as to whether or not we can do this and at what level, so he is going to want to see that. He said when this Finance Committee considered all the various sources of funding for the City's operations, we asked for an opinion from Legal, so we would expect the same from anyone else. He said another issue is whether or not the City can levy such a tax. He said we can do cigarettes and alcohol, so we need input from the State. He said, "As someone put it to me, I think it is one thing to have the authority, but to be able to actually do it is different. And to administer it is different."



- Chair Dominguez continued, saying he wants to see data, in terms of where the revenue will come from. He said there is an interesting map, commenting, "As a cartographer, I can tell you that there is a lot of information missing from it." However, he wants to see an analysis of the source of funds.
- Chair Dominguez continued, saying his last and biggest concern, is about governance, because that is policy. He said Councilor Harris talked about the fact that this Governing Body, and the City "are struggling just to keep the lights on in the libraries." He said the return of investment there is just as important as a return of investment made in early childhood development and care. He said we can't dismiss these kinds of things, and we have to make sure to look at everything. He appreciates the long-term return on investment this provides, potentially, but we need to consider that in light of the challenges on a daily basis to make sure the City is functioning.
- Chair Dominguez continued, saying in terms of governance, he wants to know more about how this money can be used. He said he read somewhere that it is not going to be used for capital, other than to retrofit some centers. He said, "I can tell you, at least from my perspective in District 3, we need more capital. We do not have the public spaces, or the spaces we need for everyone, including our youngsters. I think I would be interested to find out how much capital can and should we use. Those are some of things that I think are missing from this Plan. And the other is priorities. We talked about one of the ways we want to demonstrate the success is by increasing new programs, bringing centers up to date and increasing half day to a full day – all of those things. Well, this Governing Body hasn't had a policy discussion about what, of those, are the priorities. Of everything that's laid out for other priorities, is transportation. Is it new programming and what that looks like. What is the cost of new programming."
- Chair Dominguez continued, "If we're going to be increasing our capacity to serve young people or children, it really means we have to do a lot of work in the City to administer the money. And the third thing when it comes to governance is administering the funds. Right now, we have a full time person that spends 1/3 of their time administering \$1 million. I see no analysis about what it will take to administer \$10 million. Much less all of the all internal things that have to happen in the Finance Department to receive and distribute those monies, and do all the things that we want to do."
- Chair Dominguez said the last thing he will say, "And this is with all due respect to everyone who has worked and everyone in this community. But when I look at this list part of people who were part of the Working Group members, there are a lot of providers and programmers there. And I'm sure they would love to access to those public funds. I don't blame them. It's tough to raise money in the non-profit world. But, what is the makeup of the commission going to look like. That's not a policy discussion we've had here either. Do we want it heavy on providers, do we want it heavy with community members. On the list, I see no community members on the list. I mean community members in the sense that you live in the community. But I see nothing on here that says community member from such and such neighborhood said my biggest problem is transportation, so that needs to be a priority. None of that stuff is there, so I think there is a lot of work that needs to be done."

- Chair Dominguez continued, "There is some of the legal stuff that needs to be done. There's the practicality of this that needs to be considered. So I'm curious, I'm interested, in many ways, I'm excited about the potential and the possibilities. But if this is something that is going to supposedly get done before the budget cycle, I think the public needs to know that is starting here in the next month or so. Our internal organization needs to start the budget, sooner rather than later, especially given the dire straits we're in, or the challenges we have – okay dire straits is too heavy of a term. So all that needs to fit in, and work together, and so we'll see what happens. So I'm not sure what the next steps are. I guess I'll be speaking with the Mayor or someone, to determine what the potential next steps are. I thank you very much for your time, and all of you for making this presentation."

Ms. Oakes said, "I want to thank you very much for allowing us to come. We are a group of people with expertise in this field, and simply were asked, and wanted to do the first step to inform a process of community engagement around this issue and the details of the plan. All of us who are here would be happy to be resources to that process. My guess is that maybe nobody here would be on the commission, or nobody on the working group, because it might be a conflict of interest, so we have to be careful about that. But that all, I think, is a matter for democratic public discussion. I have a much longer draft of the plan that I'm happy to share with you that answers some, but not all of the questions, because many of the questions you asked are not a matter..."

Chair Dominguez said, "So I've read that, and quite frankly honestly, it does answer some, but it does not answer many of the deep rooted questions that I think the Committee has. And if you want to make that available to us, you have to make it available to the public as well. We'll find out what the next steps are and we'll go from there."

### **CONSENT CALENDAR DISCUSSION**

#### **8. REQUEST FOR APPROVAL OF CHANGE ORDER NO. 3 IN THE AMOUNT OF \$295,512.12 – INCREASE SCOPE AND COMPENSATION TO INCLUDE COMMERCIAL METERS; BADGER METER, INC. (NICK SCHIAVO)**

Councilor Harris said he sent his questions to Mr. Schiavo, and got very clear answers, but thinks it's important for him to share his answers. He said he asked the original budget for meter replacement and where we stand now, if this Change Order were to be improved and eventually implemented. He said at one point there was a contract summary that showed some \$10 million, when in fact, the analysis attached to the Change Order shows \$7.89 million.

Mr. Schiavo said initially when the project first came through it was for \$8.32 million to purchase and install the meters, and a 10 year service contract – licensing agreement, use of existing film network and the web portal. It should never have gone through that way, because we can't do something for 10 years – we can't hold the money for 10 years. He said he pulled the \$2.6 million from the Contract for

recurring costs of \$260,000 annually for the licensing agreement and use of the cell network. So what you see in the latest Change Order, is the total cost of the meters including this change order is \$7.79 million.

Councilor Harris said the summary of the contract totals \$10.485 million after this amendment, that rolls up the full 10 year period, the software licensing and such.

Mr. Schiavo said absolutely. He said the P.O. has been reduced, and that money is no longer sitting there. The City is paying the contract year by year, so each you will see this to pay for the annual maintenance agreement.

Councilor Harris said Mr. Schiavo clarified that a certain portion of C.O. #3 is not subject to GRTs.

**MOTION:** Councilor Harris moved, seconded by Councilor Lindell, to approve this request.

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

**9. REQUEST FOR APPROVAL OF BID NO. 17/04/B AND CONSTRUCTION AGREEMENT IN AN AMOUNT OF \$1,231,910.52 – DeFOURI STREET BRIDGE REHABILITATION ADDITIVE ALTERNATIVE; AUI, INC. (DAVID QUINTANA)**

Councilor Harris said one of his questions is the budget for the total cost of the project.

Mr. Quintana said it is about \$2.4 million.

Councilor Harris said his additional questions were that the Louis Berger Group was the engineer of record, confirmed by Mr. Quintana. It also rolled in work on the Guadalupe Bridge. He asked the original engineer's estimate.

Mr. Quintana said it was \$1.8 million, and the low bid was approximately \$1.6 million, but the budget was \$1.4 million. They then repackaged the project, and had Guadalupe as an additive alternative. There is \$1.4 million for the total project, and staff is asking for approval of the low bid of \$1.2 million, which will give more for construction management with the Louis Berger Group.

Councilor Harris asked the complete, total budget for this project.

Mr. Quintana said \$1,353,087 is the total budget for construction and construction management.

Adam Johnson, Acting Director, Finance Department, said for clarification, the DeFouri Bridge was included in the annual CIP approval. The budget in the system at that time was \$1.263 million. The request this evening is less than the total approved at this point. Any request for the budget to exceed the \$1.263 million would come back through this body to be considered.

Councilor Harris said it likely will, and asked if the construction management services is included in this.

Mr. Quintana said, "No, we don't, not yet. We're still in the process of getting some man hour estimates from the Louis Berger Group, and at that point, we'll go ahead and negotiate that contract."

Councilor Harris said, "I think I will just drop back and work with Mr. Quintana and others in Public Works, because these are questions I will have. Part of it was the rationale for paying Louis Berger Group \$10,000 to repackage bid documents, because the original package was based on their estimate and they were off. Correct."

Mr. Quintana said their original engineer's estimate was a little off, and we were hoping we would get favorable bids in December 2015.

Councilor Harris said that happens, and in that case, he would say the \$10,000 change order to Louis Berger was appropriate.

Mr. Quintana said he would agree.

**MOTION:** Councilor Harris moved, seconded by Councilor Lindell, to approve this request.

**DISCUSSION:** Chair Dominguez asked if we have \$1.3 million budgeted for construction and construction management.

Mr. Quintana said there are sufficient funds for construction, with some float for construction management, but will have to confer with Mr. Johnson to get that actual number.

Chair Dominguez said "float" is interesting, and hopes we're not going to float it enough just to be able to justify an inflation on their end – they see extra money and will inflate their costs for construction management, and you will negotiate that appropriately.

Mr. Quintana said we will negotiate those construction management services appropriately for what is required on the project.

Chair Dominguez said when we first started talking about this bridge, did we consider some of that in the total cost.

Mr. Quintana said yes.

Chair Dominguez asked if that is on the formula that they use.

Mr. Quintana said yes, but ultimately we weren't going to be able to establish how much we would have for a construction management budget until we got the bids in, "so that's now where we are."

Chair Dominguez said if all the bids came in \$1,000 less than the budget, you would have to come back for a budget increase to pay for construction management.

Mr. Quintana said, "Either that, or figure out something with Public Works Engineering staff, but probably a combination that we would probably have to come back and do some type of BAR."

Chair Dominguez asked if we know what formula was used – what formula do you usually use to determine construction management costs.

Mr. Quintana said, "Rule of thumb, typically like 15-20% is what construction management costs usually run. It just really depends on the nature of the project and what exactly the scope of work is. A sidewalk is different from a bridge."

Chair Dominguez said this particular bridge probably is different from any other bridge in the State.

Councilor Harris said we're saying construction management, but if it was pure construction management, and he's been in this business, 15-20% would not be a home run, it would be a "grand slam." He said these are the engineers of record. He said it really is construction administration as well as a management function as opposed to a third party construction manager, which is the work in which he has been engaged for a number of years. He thinks the 15-20% would be appropriate.

Councilor Harris asked what is the contingency.

Mr. Quintana is about 3%. He said the scope is cut and dried. He said he has a good sense that the estimates are pretty accurate and our bids are pretty good.

Councilor Harris said 3% is pretty lean.

Mr. Quintana said, "We're running lean on this project."

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

**15. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$97,200 – SOCIAL WORKER SERVICES AND SUPPORT OF SANTA FE FIRE DEPARTMENT MOBILE INTEGRATED HEALTH OFFICE (RFP #17/15/P); KRISTIN CARMICHAEL. (ANDRES MERCADO)**

Councilor Villarreal asked how they advertised for the contract need for these particular services.

Mr. Mercado said they followed the RFP process, so it was advertised in *The Santa Fe New Mexican* and *The Albuquerque Journal*, and the City website, which he thinks are the 3 venues for advertising RFP's, noting it was advertised twice.

Councilor Villarreal asked the reasons there were so few applicants for what she thinks sounds like an interesting job.

Mr. Mercado said he is unsure. He thinks this is a fairly new area of services, and people aren't familiar with what the job entails, and is perhaps a little overwhelming to someone who is not used to working with the acuity of the patients with which we are working. He said Ms. Carmichael, the respondent to the RFP, has quite a bit of experience working with that population. He said he really can't speak to the reason there was only one applicant.

Councilor Villarreal asked about the hours worked and how those are calculated – is there a weekly workload, because it's more contract work.

Mr. Mercado said the hours worked are approximately 10 hours per week. He said they typically meet weekly as a group – a small, interdisciplinary team that meets on Mondays. And throughout the week the social worker is available to the rest of the team for navigating people and understanding the resources available. He said some weeks there are more than 10 hours, and some less than.

Councilor Villarreal asked if they work 5 days a week, sort of the same calendar as City workers.

Mr. Mercado said currently, the business hours are Monday-Friday, 8:00 a.m. to 5:00 p.m., so these typically are the hours the social worker is on-call.

Councilor Villarreal asked if it would be weekly invoicing.

Mr. Mercado said it is monthly invoicing.

**MOTION:** Councilor Villarreal moved, seconded by Councilor Harris, to approve this request.

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

**16. UPDATE ON MOBILE INTEGRATED HEALTH OFFICE AND REQUEST FOR APPROVAL OF BUDGET AMENDMENT IN THE AMOUNT OF \$91,782 – ALIGN FUNDS WITHIN THE MOBILE INTEGRATED HEALTH (MIHO) EXPENDITURES AND REVENUES FROM FY 15/16 AND FY 16/17 INTO CORRECT BUSINESS UNITS AND LINE ITEMS FOR FIRE DEPARTMENT USE. (JAN SNYDER)**

Councilor Villarreal said she was confused by the BAR sheet. She asked if it was just moving money, commenting it says money is being used from the FY 15/16 budget.

Mr. Johnson said since the title had primarily jargon about the budget, he figured that was the question. He said the program was set up originally in two different funds – the General Fund and in the MIHO Fund. He said the charges for the program all occurred in the MIHO Fund. The set up is that the expenditures allowable for the donation side do not include City Staff and as such, so we need to align the

personnel budget correctly, all going into the MIHO Fund. He said last year's expenditures "did not come from where they were supposed to, so that money all remained in the General Fund." He said this action simply moves both last year's and this year's into the correct place. He said there is no change overall from what was approved originally.

Councilor Harris said he had a hard time tracking this one in particular, which is compounded by some donations that are acknowledged. He said this BAR does not involve new monies to the program.

Mr. Johnson said, "That's absolutely correct."

**MOTION:** Councilor Harris moved, seconded by Councilor Villarreal, to approve this request.

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

**17. REQUEST FOR APPROVAL OF EXEMPT PROCUREMENT IN THE AMOUNT OF \$75,000 – ANNUAL MEMBERSHIP FEES, TRAINING AND CONSULTING SERVICES FOR GOVERNMENT OFFICIALS; NEW MEXICO MUNICIPAL LEAGUE. (ROBERT RODARTE)**

Councilor Lindell she has a couple of concerns with this. She said the New Mexico Municipal League has 106 municipalities that belong, and say their funding is up to \$75,000 for cities under 100,000, and \$100,000 for cities over 100,000. She asked if we know the funding formula for other smaller municipalities.

Mr. Rodarte said his understanding is that the fee is set for the smaller entities as well and is still \$75,000.

Councilor Lindell said 106 municipalities at \$75,000 is almost \$8 million, and that's a lot of money. She can't support this unless she can see a budget as to how this money is to be spent. She has no idea what we get back for this money. It is a tradition, we always support and pay it. However, for her it is blindly throwing a dart at a target. She can't support this, because she doesn't see a budget.

Councilor Villarreal said it is confusing to figure out what we get from our membership. She asked how many free consultations or trainings we get per year.

Mr. Rodarte said he tried to get a better idea from Bill Fulginiti what we get from our membership. He said this is the reason for the email at the end, because he has no idea what you are getting for your money, but it has been around "forever." His reason for being here is because of the procurement process. He can't tell the Committee what you are getting and what they have to offer other than to go to the website, which he did and it's huge. He said there is a lot of marketing, but we can probably get an organization from Mr. Fulginiti. He can reach out to him before Council.

Mr. Johnson said in a previous life, he spent time working with the NMML, and echoes the concerns. He said he definitely can get more details about what they offer to the city. He said the NMML represents a major advocate on behalf of the City in terms of issue dealing with the State Legislative process. He said Mr. Fulginiti has a wealth of experience in helping all of the cities around the State regarding items such as Hold Harmless. He said, "He fought tooth and nail all the way to the very end to prevent what ended up happening with the Hold Harmless. So they are an advocate on our behalf, and provide lots of training for different folks at all levels of the City government throughout the State, and in different workshops to improve our operations. That said, that's my own personal history with them. We would be happy to provide more information to the Committee that would help inform a better decision."

Councilor Villarreal said it would help to see how we utilize them, and how they are a resource, saying, "I do feel like it is good to have an advocate on behalf of municipalities, but we are different from the rest of the municipalities in New Mexico. And then the trainings and workshops are valuable, and I found those valuable that I went to, but we still have to pay for them. And I'm trying to figure what the \$75,000 actually covers, and if there is a clear indication of, on average, what we end up with ....specific activities that we benefit from, that would be great. Thank you."

Councilor Harris said he will vote to move this forward, but he has the same questions. He attended 2 of the 3 sessions for the Leadership Institute. He said what he appreciated about it were the people he met and they talked about things. He said that has value but not \$75,000. He said it's a historic long-standing relationship and doesn't think it should be severed immediately. He said the NMML has a budget each and every year, and there is no reason we can't get that budget, and see if the \$75,000 is a correct assessment under the formula. He said they are right here in town, and we need to find out what we're getting. He said, in terms of advocacy just in the Hold Harmless, at \$75,000, we heard for every \$1 spent, we get \$3 in return. He thinks when we dig down, we will find for every \$1 spent, we would get perhaps more than \$3 through their efforts. However, he can't say that with certainty.

Chair Dominguez said he had some of the same questions. He said there perhaps should be an accounts component to this as well, because if we're paying all this money for the advocacy, but they're going to one Committee meeting at the Legislature and making one passionate speech about the impacts of Hold Harmless, that doesn't necessarily serve this City. He said it's a tough job, because they have all different sizes of local government for which they are advocating and even representing. He thinks we need a breakdown of what they provide, and the opportunity get education is a good opportunity.

Councilor Harris said we have a hard time identifying the NMML effect for the City of Santa Fe. He said we'll work on that and thinks we'll get there and perhaps be able to justify it. He thinks it is far more effective in the greater body of municipalities and local public bodies in New Mexico. He said there was no one there from Albuquerque or Las Cruces, and he was the only one from Santa Fe. It is really the scattered towns and villages around our State where it has the greatest impact. And that is one good reason for supporting the NMML, plus they meet here and they have a little bit of Gross Receipts Tax when they bring these folks to town.



**MOTION:** Councilor Harris moved to approve this request. **THE MOTION DIED FOR LACK OF A SECOND.**

Chair Dominguez asked if there is time sensitivity on this item.

Mr. Rodarte said he talked with them and we are okay, and he told him he didn't want to make a payment until it is approved. He said they are fine with 50-50 split – first of the year and then mid-year.

Chair Dominguez said instead of moving it without a positive recommendation, should we ask for more information before we see this at the next Finance Committee meeting. Or we can move it forward without a recommendation.

Councilor Lindell said she is willing to move it forward without recommendation, but she would like to see a budget when we see it again.

Mr. Johnson suggested and believes it deserves the due diligence to come back to this Committee with the requested information, and would request that information as soon as possible.

**MOTION:** Councilor Lindell moved, seconded by Councilor Villarreal, to postpone this agenda item to the next meeting of the Finance Committee on December 5, 2016.

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

- 18. REQUEST FOR APPROVAL OF A RESOLUTION ESTABLISHING CITY OF SANTA FE LEGISLATIVE PRIORITIES FOR CONSIDERATION BY THE NEW MEXICO STATE LEGISLATURE DURING THE 53<sup>RD</sup> LEGISLATURE – STATE OF NEW MEXICO – FIRST SESSION 2017 (MAYOR GONZALES, COUNCILORS LINDELL, VILLARREAL, IVES, MAESTAS, DOMINGUEZ, RIVERA, TRUJILLO AND HARRIS). (BRIAN SNYDER) Committee Review: Public Works Committee (approved) 11/07/16; Public Utilities Committee (scheduled) 12/07/16; and City Council (scheduled) 12/14/16. Fiscal Impact - No.**

Councilor Harris asked when are the blanks filled-in the Resolution.

Mr. Guillen said as soon as possible, noting this is slated for approval at Council on December 14, 2016, so by then. He said he can send him last year's Resolution so he can have an idea of what goes into it when finalized and adopted by the Council.

Councilor Harris said that would be helpful. He noted there are 4 NMML Resolutions from 2014 with no specific citations beyond 2014, and asked if those are historic.

Mr. Guillen said those were filled out last year with actual Resolutions. He said depending on the wishes of the Council, we can keep those or add new ones if there are others which have been adopted in the last two years that the Council likes.

Chair Dominguez said we've done Legislative priorities many different ways during his tenure on the Council. He said some of the ways are self-induced, some mandated by DFA, the Legislature and such. He asked Mr. Guillen the reason for this format.

Mr. Guillen said he took this formatting from previous Legislative priorities – this was the way it was done last year and the year before.

Chair said if Mr. Pino was here because he would be able to help us on this, and asked Mr. Johnson if he has any input.

Mr. Johnson said he has no input. He said the Legislature just changed its form quite dramatically, and we may be more thoughtful as to what would expect. For example, the NMML Resolutions for that year were very much to deal with Hold Harmless, but he doesn't know what the NMML is advocating in the next Legislature. The challenge is there are timing issue.

Councilor Harris said he realizes now that this really is what we've done before. He asked what you want from us. He said it's hard for him to get behind something without really know what it is. He said he doesn't see a reason to have the statements on alcohol in there. He said what we should is to create a thoughtful Resolution that the Legislature will look at. If the Legislature has changed its format and if they're seeing the same things from us time after time, except for some specific projects, he sees no real value in this.

Chair Dominguez said this is time sensitive. He said normally our lobbyist, Mark Duran, would be here. He said, with regard to the alcohol statement, it's something he would fight to see that was a legislative priority. He said at one time, water projects were always the top priority. He is unsure how to deal with this, and agrees with Councilor Harris that we need to have more discussion about this.

Chair Dominguez asked if we have the minutes or knowledge about what happened at the Public Works Committee. He said it was approved by Public Works.

Mr. Guillen said Public Works approved it on consent, so there was no discussion or additional information.

Chair Dominguez asked if we have time to hear this again at the next Finance Committee meeting.

Mr. Guillen said the Council meets on December 14, 2016, and the next Finance Committee meeting is December 5, 2016, so we can bring it back to Finance.

Chair Dominguez said that is his recommendation for how to proceed. He doesn't want to send a message to the Legislators that we don't have our priorities squared away and have had no thoughtful discussion about it. It needs to be a legitimate request to the Legislature, so we probably should take the time necessary to make it so.

Mr. Harris said in fairness to Mr. Guillen, it seems he needs direction on how to fill in the blanks.

Mr. Guillen said last year Mr. Duran gave direction as to what projects would interest the Legislature in funding. He said there is a certain level of funding that is attractive, and thinks it is important to get with Mr. Duran to see what projects on the ICIP Project list might be attractive to add.

Chair Dominguez said he is curious to find out where some of the requests came, noting he didn't request an excise tax on alcohol to be included.

Councilor Villarreal said that concerned her as something we wouldn't necessarily want to do. However, it is saying these items will be monitored by our City lobbyist, which is fine if they monitor to make sure these kinds of things don't get through. She said, "But there's a lot of other things I was wondering why we're not monitoring. How do we then make sure the item and issue areas we want to monitor get on this list. As well as how do we know what the League Resolutions will be, and too, which City Resolutions would be selected. I think it passed through Public Works because... I don't know why it passed through Public Works, because I feel like it was just more general, and I felt that we would have at least additional information the next time around, but it's still blank and it still has the same information. And this may not be your thing, stuff you would know about, but I'm not sure how to deal with this."

Mr. Guillen said it is blank because that requires your input to fill it in. And you mentioned three things. One was what the lobbyist would monitor. If there are things you think it is important that he monitor, then that's something we can add in there. The Municipal League Resolutions, he believes Councilor Maestas sits on the NMML Board, and he might be a good contact to see what they passed in the last 2 years that we want to support. He said when this is adopted in December, the format is that it will be a substitute resolution, so all of the blanks will be gone. If there are things you don't agree with, such as the Alcohol Excise Tax, those can be removed. This is just a starter for Council to add its priorities.

Councilor Villarreal asked the reason it didn't come to the Committee via email ahead of the meeting, noting our names were added without us saying we would be cosponsors, which she found interesting. And there was no discussion about what additional things we would want to add to this particular template, and the things that were potentially the number one and two projects, and these are the resolutions that may be considered, and also the Municipal League Resolutions. She said it is strange how this was presented. She said she can't figure out what the best way is to clearly state our priorities, other than what we stated in each of our Districts. She said, "This monitoring thing is confusing. Is it monitoring to make sure these things don't pass. Because a lot of these things, I don't think we would want to pass. And then there are other monitoring things that we want to make sure we know about, or that our lobbyist would be able to support. I don't know how this works."

Chair Dominguez said in the past we have one lobbyist and not 10. It was his sense that the one lobbyist could not attend every Committee meeting supporting up or down on any particular issue. He thinks the request at the time was to have the lobbyist work with other organizations with their own lobbying arm to make sure they were speaking with one another and keeping one another informed about what was happening on an issue that may have been identified as something important to the Governing

Body. He said, "So, it wasn't necessary to advocate for or against, it was just to make sure that relationship was there and there was communication. That is the best I can say to that."

Councilor Harris said we need to provide direction to Mr. Guillen about how we will resolve this between now and early December. He said Resolution #19 deals specifically with ICIP requests by Council District, which is straight-forward. He said everybody received direction from Isaac Pino. He and Councilor Trujillo responded for a \$162,000 booster station for the water system. He said he sent questions to Mr. Snyder earlier today, asking the process for creating the Resolution. Mr. Snyder said there is no formal process, and Mr. Guillen starts with the framework from the previous year. Items can be added and redacted throughout the Committee process. Councilor Harris said we need direction to move on this Resolution.

Councilor Harris said he asked Mr. Snyder who has input. Mr. Snyder said he is unaware of anyone having input yet. He asked if the City and NMML League Resolutions should be referenced when it goes to the Governing Body. He said Mr. Snyder said, yes, assuming that is the direction from Council. He said at this point we need to find out what their current Resolutions are.

Councilor Harris said his last question was why the focus on alcohol. Mr. Snyder responded that alcohol has been part of the past legislative resolutions considered and adopted by Council. In other words, it carries over. He said Mr. Guillen and Mr. Duran should meet with Mr. Snyder, look at Resolutions that have been passed, and contact the NMML. He asked Mr. Guillen if he has a working relationship with the NMML.

Mr. Guillen said he hasn't contacted them in a while.

Councilor Harris noted the earlier conversation about the validity and value of continuing the NMML relationship. He thinks it would be good for Mr. Guillen to contact the NMML and see what Resolutions they are focusing on during the Legislature. He thinks that should provide direction to this Committee and the Council. He asked if the Hold Harmless language carried forward as well.

Mr. Guillen said it can be carried forward if the Committee so desires.

Councilor Harris believes there is work to be done, and that work should be high on Mr. Guillen's list, rather than working on various resolutions, whatever there may be coming from the Council – pull this together so we can provide direction. He thinks Mr. Duran should be involved and Mr. Snyder should have the big picture.

Chair Dominguez said you'll learn that once we get it to the Legislature, we don't know what they do with this list. One of the reasons we have a better water portfolio is because we kept water as a priority for a number of years and past Governing Bodies and Legislators pushed for it. That speaks to the importance of making sure we have a well thought out document to provide to the Legislature. He said it sounds as if we're going to postpone this to the next meeting, and ask staff to make sure we get something from the City Manager and Mr. Duran needs to be here as well. He said everything is open in this 60-day session.

Councilor Lindell said, referring to packet page 3, she is confused. She asked if we established all of the Infrastructure Capital Improvements Plan for 2016-2020, and that's what we have to live with through 2020.

Chair Dominguez said yes and no, commenting he thinks we are required to come up with the ICIP list, which is huge, and that's the first year we went through that format.

Councilor Harris said he believes we can modify it.

Councilor Lindell said this isn't an easy process, and we go through this process poorly every year in her opinion.

Councilor Harris said, in closing, "I would like to tell Mr. Guillen that Councilor Lindell and I are pulling from consideration the reworking of the City Business and Quality of Life Committee, to free up your schedule.

Mr. Guillen said you did pass Item #19 on consent which was Legislative Priorities by District, so if you want it to come back to Finance on December 5<sup>th</sup>, he would recommend amending that decision.

Chair Dominguez said he doesn't think we need to do the District priorities, it is just the overall City priorities. He said we could say our Council priorities are the first item on each District list.

**MOTION:** Councilor Harris moved, seconded by Councilor Villarreal for purpose of discussion, to postpone this item the December 5, 2016 Finance Committee meeting, with direction to Mr. Guillen to contact the NMML to identify its resolutions, and to meet with Mark Duran, lobbyist, and Mr. Snyder to provide more content to the draft Resolution

**DISCUSSION:** Councilor Villarreal said she believes it is the responsibility of the City Manager to work with Mr. Guillen and Mr. Duran to get this done. She said Mr. Guillen is just following protocol to get this through, but the City Manager needs to give us direction and fill in the blanks, with the assistance of the lobbyist. She asked if he would be willing to amend the motion.

Councilor Harris said he is asking that Mr. Guillen, Mr. Duran and Mr. Snyder work together.

Councilor Villarreal said what she is saying is that the City Manager needs to prioritize this, because it should have come from him first before Mr. Guillen to give us a template.

Councilor Harris said he appreciates Mr. Guillen's work, commenting he has a lot of expertise and can add real value to the discussion and help move it forward.

Chair Dominguez said, "As the Finance Chair, I will formally request that the City Manager provide us with a cover memo on this item. How's that. That gets to the priority and requires all of them to work together."

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

- 20. REQUEST FOR APPROVAL OF A RESOLUTION AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED APPLICATION FOR FISCAL ASSISTANCE AND PROJECT APPROVAL TO THE NEW MEXICO FINANCE AUTHORITY FOR AUTOMATED CURBSIDE RECYCLING CARTS AND TRUCKS (MAYOR GONZALES, COUNCILORS LINDELL, VILLARREAL, HARRIS AND MAESTAS). (SHIRLENE SITTON)**
- a. REQUEST FOR APPROVAL OF PUBLIC PROJECT REVOLVING FUND EQUIPMENT APPLICATION IN THE AMOUNT OF \$1,298,827 – CITY OF SANTA FE AUTOMATED CURBSIDE RECYCLING PROGRAM; NEW MEXICO FINANCE AUTHORITY. (SHIRLENE SITTON).**

**Committee Review: Public Utilities Committee (scheduled) 12/07/16; and City Council (scheduled) 12/14/16. Fiscal Impact - Yes. Fiscal impact Expenditure = \$1,290,827; Revenue = \$1,290,827 from Enterprise Loan.**

Councilor Harris said he sent questions to Ms. Sitton prior to the meeting as well. He said there may be questions for Mr. Johnson. He thinks this should move forward, but wants to know the source of funds, and about the loan. Ms. Sitton responded that the Finance Authority is meeting in December and things look solid.

Councilor Harris asked if this involves any new monies, and if monies were budgeted, if this is consistent with what we've budgeted.

Mr. Johnson said the NMFA lends to municipalities and counties throughout the state, to do infrastructure projects, purchase equipment, etc. The action before this Committee is a request only to submit the application, noting you don't have to accept the loan until that document is before you. In this case, this item is not budget, and they are going to be using loan proceeds plus cash balance to make the overall program purchase. So it is a request outside the current budget and is presented as such.

Councilor Harris realizes we are considering borrowing money, with which he has no problem, but he wants to know if the City's portion is anticipated.

Mr. Johnson said, "No. The City's portion is in the bank, it is cash in the bank, it's not future revenues coming in.

Councilor Harris asked what the cash balances are the result of.

Mr. Johnson said, "That is the cash balance in the Environmental Services Fund from many years if operating in the black. The current budget balanced to the end of the year is "just north of \$7 million, and that does not include the reduction that would occur from this transaction."

Councilor Harris noted the fee increase in 2015, and the logic was to support this program.

Shirlene Sitton, Director, Environmental Services Division, said one year ago this project came before the City Council and was adopted in December 2015. She said she is happy to say that we are within \$80,000 of the projections brought forward by Mr. Schiavo, when the fee increase was passed and the program was approved. So we are under budget on carts, and a little over budget on trucks, but we have a reimbursable grant from The Recycling Partnership of \$100,000. She said, "We're right on the nose for the expected expenditures for the fee increase of about \$1.95, which is about \$685,000 annual payment on the loan. It is about \$223,000 and there are other expenses with the program."

**MOTION:** Councilor Harris moved, seconded by Councilor Lindell, to approve this request.

**DISCUSSION:** Chair Dominguez asked when she is rolling out the pink carts.

Ms. Sitton said, "No offense to the Finance Committee, but the Dog and Pony Show will come at the PUC meeting. We'll have representatives from the cart manufacturer. We'll have both carts there. We'll put the song and dance on for you then."

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

- 21. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF \$1,697,732 – AUTOMATED RECYCLING CART ROLLOUT FOR ENVIRONMENTAL SERVICES DIVISION (RFP #16/48/P); CASCADE ENGINEERING. (SHIRLENE SITTON)**  
**A. REQUEST FOR APPROVAL OF BUDGET AMENDMENT INCREASE IN THE AMOUNT OF \$1,291,556.**

**MOTION:** Councilor Harris moved, seconded by Councilor Lindell, to approve this request.

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

- 22. REQUEST FOR APPROVAL OF A RESOLUTION AMENDING THE FINANCIAL POLICIES OF THE GOVERNING BODY TO REQUIRE THAT THE CREATION OF NEW, OR THE EXPANSION OF EXISTING, PROGRAMS AND SERVICES IDENTIFY A FUNDING SOURCE, OR AN EQUIVALENT OFFSET TO PROVIDE FUNDING FOR SUCH NEW OR EXPANDED PROGRAM OR SERVICE (MAYOR GONZALES, COUNCILORS LINDELL AND, RIVERA, DOMINGUEZ, HARRIS AND VILLARREAL). (ADAM JOHNSON) Committee Review: Public Works Committee (approved) 11/07/16; Public Utilities Committee (scheduled) 12/07/16; and City Council (scheduled) 12/14/16. Fiscal Impact - No.**

Councilor Villarreal asked how this came to be and asked Councilor Lindell to describe the examples. She said this is all she has – trying to figure out examples of things we've done in the past that didn't follow this protocol, noting the Resolution is very sparse in terms of language.

Councilor Lindell said she we can look back through any number of Resolutions and proposals during the last year where people want to do expansions, new programming or expand existing programming. She said they all sound like great ideas and we love them, but what are the source of funds to do them. She said this is trying to get to a place of saying if you are going to bring forward something new, you need to identify the funding source. If it isn't a new funding source or new monies, then what are the services or programs you are proposing to reduce. This is putting into a Resolution the format of what we've been talking about and asking each other to do, but we don't seem to be able to follow through on it for ourselves, although we expect others to do so.

Councilor Villarreal said she thinks it's a great idea and she likes that we are saying this, making a statement. She was just trying to figure out if there was an example that Councilor Lindell is thinking about in particular, or if there are things in the past, "just so I understand."

Mr. Johnson said from staff perspective, it is difficult to go on assignments on the expenditure side without having ideas about the revenue side of things. This is a small nuance, but a critical step to helping to clean up the process so when these proposals come before you, it's not half of the proposal. He said there have been a few different items that have occurred outside the budget process this year with regard to land use and police, where certain parts have been looked at, but not the revenue side. He said if approved, this Resolution, as a part of the City's Financial Policies would require that the creation of any new or expansion projects would have to identify the source of funding or the offset funding for the new or expansion project.

Councilor Harris said his question is if the City has a succinct statement of the City of Santa Fe's financial policies.

Mr. Johnson said yes, it is in the front of the Operating Budget as passed by this Governing Body, but he doesn't have the Resolution Number, but it is titled the Financial Policies, and they are stated on the first page of our Operating Budget.

Councilor Harris said when he looked at this Resolution, he didn't go back to the budget statement, but he will do so in the next two days. He thinks it is entirely appropriate and something we need to do. He said he is thinking of the presentation that began earlier in the evening, and going down that road. He said, as Chair Dominguez said, you don't want to be a bad guy and look like we're going to vote against early childhood. He said, "But the fact of the matter is, are the monies really there on either side. How much does it take to put this in place. How much is going to be there. This is supposedly a long term, lifetime commitment on the part of the City of Santa Fe. What you described as a nuance, I would say is more than a nuance, I think it's something we really need to do. And so I wholeheartedly approve the Resolution, and thank Councilor Lindell for bringing it forward."



Chair Dominguez said as a cosponsor he agrees. He said in many ways, the Fiscal Impact Report is supposed to answer some of that, but doesn't think it takes us far enough, and it puts staff in an interesting position. He said at one time, we tried to amend the Fiscal Impact Report to have a whole bunch of other bureaucracy in there, but it didn't go very far. He said he definitely is in support of something like this.

Chair Dominguez continued, asking Councilor Lindell if we want to make this retroactive to some of the bills on the table, saying, "I sure would." He said when we consider the impact, it needs to be more than funding sources for the operation.

Councilor Lindell she appreciates that and said of course people can bring forward amendments which is reasonable. She said she is considering an amendment that would provide that we need to see the funding prior to implementation, commenting we can't implement it with just partial funding. She said she still may have more tinkering to do with the Resolution herself. She said this is an initial step. She said it's hard not to bring forward things you want to support and do. She hopes we can at a minimum pass the Resolution in its current form, and perhaps people have amendments to bring forward.

Chair Dominguez, Councilor Harris and Councilor Villarreal asked to be added as cosponsors.

**MOTION:** Councilor Harris moved, seconded by Councilor Villarreal, to approve this request.

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

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**END OF CONSENT CALENDAR DISCUSSION**

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**DISCUSSION AGENDA**

- 25. REQUEST FOR APPROVAL OF BUDGET AMENDMENT IN THE AMOUNT OF \$254,500 FOR REVENUES AND EXPENDITURES TO SHORT TERM RENTAL SUPPORT PERSONNEL AND PROGRAM OPERATION EXPENSES DESCRIBED IN ORDINANCE 2016-33 AND RESOLUTION 2016-39. (LISA MARTINEZ)**

Lisa Martinez presented a summary from her Memorandum dated November 4, 2016, to the Finance Committee, with attachments, which is in the Committee packet. Please see this Memorandum for specifics of this presentation.

Ms. Martinez said the request is only ½ of that in the original FIR, primarily because, if approved, it is hoped the positions could be filled in early to mid-January, so the BAR before the Committee would amend the General Fund Budget by \$254,500 for revenues and expenditures to support the personnel and program operation expenses described in the attached FIR for Ordinance No. 2016-33, and Resolution No. 2016-39.

*The Committee commented and asked questions as follows:*

- ★ Councilor Lindell asked how many new registrations do we have.

Ms. Martinez said there are approximately 150, with another 29 in process.

- ★ Councilor Lindell asked what was the actual projection.

Ms. Martinez said the projected numbers were revenue of \$349,000, and so we are still very close to that, realizing that a couple of things will happen. She said we have a lot of the new permit applications in the last few months. All of those applying for those permits also will have to renew in the upcoming calendar year during the renewal period between January and March 2017, so there is a double fee associated with that. She said it is believed a lot of people will come in during those 3 months. She said they are looking at approximately 850 registered units within this current fiscal year, noting they are close to 600, so we are looking at another 250.

- ★ Councilor Lindell asked the number of permits originally available, saying she thought it was 350, and Ms. Martinez said yes.

- ★ Councilor Lindell said it is 350 plus 180.

Ms. Martinez said it is the 350 plus there were additional permits for guest houses and structures that were on contiguous lots. They had the commercial units as well, so the original number was right at 411 units.

- ★ Councilor Lindell asked, "Didn't you say an 800 number."

Ms. Martinez said yes, they are projecting they will be at 850 units by the end of the fiscal year.

- ★ Councilor Lindell said then by June 2017, you're thinking we will have plus 250 more, and Ms. Martinez said yes.

- ★ Councilor Lindell said that seems optimistic to her. She said you are requesting 2 additional employees.

Ms. Martinez said she is requesting 3 FTEs, two Code Enforcement personnel and one supervisor/manager.

- ★ Councilor Lindell asked how many persons will the supervisor will be supervising.

Ms. Martinez said it would be 3.

- ★ Councilor Lindell asked if the City's protocol to have a supervisor supervising only 3 people, commenting she thought a supervisor had to supervise a minimum of 5 people.

Ms. Martinez said that is correct, and to support that she is working with the City Manager on a proposal that would incorporate work shared between Code Enforcement and Short Term Rentals. She said right now they're under the same program and they have been working on cross-training, so all Code Enforcement Officers performing short term rental inspections. So if we can merge those programs together, the supervisory responsibilities would cover 5 plus which is required.

- ★ Councilor Lindell asked how has the cooperation been with Airbnb.

Ms. Martinez said it has been good.

- ★ Councilor Lindell asked if we are collecting money from them every month and Ms. Martinez said yes.

- ★ Councilor Lindell asked if there has been a substantial increase in moneys.

Ms. Martinez said yes, noting in the first month of collections which began on October 1, 2016, which she recalls being in the neighborhood of about \$45,000.

- ★ Councilor Lindell asked the status of the software which is supposed to be doing the scraping of Airbnb listings.

Ms. Martinez said it currently is in process. She said they are providing all of the data to the software vendor and hope to have the first report in the next two weeks.

- ★ Councilor Lindell asked if the City is running it, or if they, the vendor, are running that.

Ms. Martinez said they are running it.

- ★ Councilor Lindell asked if we are training people to run it, and if we are contracting them to do that work.

Ms. Martinez said we are contracting them to do the initial report for us, and they will do subsequent reports as well. But we want to get one of the first reports, and then they will come and train staff, so if we want to run reports between the time the vendor provides them for us, we will understand how to do that.

- ★ Councilor Lindell said she has no problem with two additional persons, but is unsure she is "all in," on three extra persons. She would be more comfortable if we waited to see if we hit those numbers of an additional 250 units projected for next year. She has great pause about adding three more. She asked if we have written citations for any violations this year.

Ms. Martinez said yes. She said a lot of the 29 pending applications, most of the pending because they have found Code violations and things that needed to be corrected before we will issue the permit.

- ★ Councilor Lindell said these are people who already have applied. She said she is much more focused on people operating short term rentals illegally, than those operating them and have a Code violation for whatever reason. She asked if citations have been issued for violations of that.

Ms. Martinez said no, they have done no pro-active work in that area, primarily because they have been waiting to get the software in place. And with the current staff, they've done the best they can to keep up with the applications coming in as well as working on some of the renewals.

Ms. Martinez continued, saying she wants to add that even though the request is for 3 positions, it came as part of the original FIR, thinking we were going to be bombarded with requests. They have come in much slower than anticipated. She said her plan, and what she has discussed with the City Manager, is moving forward with hiring the manager first because we need leadership in that area. We would then move forward with hiring the other positions as we feel they are needed, but she wouldn't advertise them all at once because we may not have that much of a load.

Ms. Martinez continued, saying what has been done with cross-training and the help of Code Enforcement staff with Inspections, they have helped to take up a great deal of it, and if they can continue to do that, we may not need to fill all 3 positions.

- ★ Councilor Lindell said if we are trying to do the hiring in steps, hiring the manager first at this point would have the manager managing only one person.

Ms. Martinez said not necessarily. She said the management responsibilities would travel to the Code Enforcement staff as well, because of the Short Term Rental component, and there are 5 individuals, including the supervisor, assisting with that work.

- ★ Councilor Harris said the BAR is for \$254,500 BAR, and Ms. Martinez said yes.
- ★ Councilor Harris said it indicates that \$34,235 has been collected by the entire program in recurring and \$23,490 in non-recurring, and Ms. Martinez said yes for a total of \$57,725.
- ★ Councilor Harris said then the \$57,725 is against the projection of \$350,000 for year one.

Ms. Martinez said that is correct.

- ★ Councilor Harris said there is a statement that indicates the majority occurs in the 3<sup>rd</sup> quarter of the fiscal year. He said he presumes the assumption is that by that time we will have 850 units applying for a permit for next year.

Ms. Martinez said that is correct, and they anticipate in addition to the renewals that will come in , in addition to those which have been issued that will have to be reissued, that they will have all of the current unlicensed individuals we find through the software.

- ★ Councilor Harris asked the unit fee cost.

Ms. Martinez said there is a one-time application fee of \$100, plus \$325.

- ★ Councilor Harris said then you are saying you are expecting 850 renewals during the 3<sup>rd</sup> quarter in whatever category at \$425 each, and Ms. Martinez said yes.

- ★ Councilor Harris said in the FIR on packet page 7, the statement is you will hire one additional Code Enforcement Officer/Enforcement Supervisor. So you are anticipating hiring a supervisor plus 2 Enforcement Officers.

Ms. Martinez said yes, and potentially up to 3, noting they have 1 existing now that is specific to Short Term Rentals.

- ★ Councilor Harris said this isn't an enterprise fund, but there is a statement that it is self-supporting and the funds associated with the funds will support the code enforcement of the program, and asked Mr. Johnson to explain that in more detail.

Mr. Johnson said Land Use is not an enterprise fund yet. He said the presentation before you is that it is self supporting and the business plan produces sufficient revenue to fund the budget for the positions. The proposal says that in the first year it is almost \$150,000 in the black. So you are looking a net zero increase to the General Fund. The General Fund increases by the \$254,500, but it is paid for itself by the projected revenue to be achieved through the permit process. He said in the current year, the \$350,000 is above the \$254,500, so you see that to the black. And the recurring projection of \$283,000 is still above the ongoing, recurring operating expense that would be incurred here.

- ★ Councilor Harris said then basically you're saying if things hold reasonably true to the projections, it is self-sustaining.

Mr. Johnson said that is correct. He would add, to be clear, you are approving the budget. The positions approved when you approved the Ordinance which created the process to do the permits and made the ceiling 1,000 rather than 350. He said secondly, this conversation is exactly the one that the previous Resolution is designed to *[inaudible]*.

- ★ Councilor Harris said he asked a question in writing to Ms. Martinez. He asked if the service contracts in the amount of \$52,500 is for the software and the service that you referred to earlier.

Ms. Martinez said yes, noting currently the contract for the software is \$46,250, and there are additional, small amounts, for travel when a vendor comes to provide the training to staff. This is the amount for the first year, which is the biggest expense. For upcoming years for maintenance, it will be \$8,750.

- ★ Councilor Harris said this essentially is the start-up costs for the first year, and ongoing it will be about \$8,750, and Ms. Martinez said yes.

Responding to Councilor Harris, Ms. Martinez said they didn't want to put all the money up front and not get the product they were expecting, so they have a negotiated a term to make the payments over the course of the year. And once they see they the results they make sure that we are getting what was agreed in the contract.

- ★ Responding to the Chair, Councilor Villarreal said all her questions have been answered.

- ★ Councilor Lindell asked, if we get these hires, will they be cross-trained to do other kinds of inspections.

Ms. Martinez said the individuals can be cross-trained to do Code Enforcement inspections, but we can't train them to be building inspectors, or any of the trade inspectors because those are very specialized fields requiring backgrounds in those particular trades.

- ★ Councilor Lindell asked if that is something we probably would do, and Ms. Martinez said yes.

- ★ Councilor Lindell asked when the list of licensed short term rentals will be on the website.

Ms. Martinez said they will post that probably as soon as they get the first report from the software vendor about the unlicensed individuals. They want to start going through those quickly and see how quickly they can bring them into compliance. She said currently they are developing the list, making sure everything is accurate on the spreadsheet to send to the vendors so we have something to cross check. So as soon as that is complete, it would be available to post on the website.

- ★ Councilor Lindell said then part of our agreement in the Ordinance is to put it on the website.

Ms. Martinez said yes, and staff has committed to having that report to her by Friday.

- ★ Councilor Lindell said it's really important to get that information on the website, so if someone is having the pleasure of a short term renter next to them, they can look to see if it is a licensed location.

**MOTION:** Councilor Harris moved, seconded by Councilor Villarreal, to approve this request.

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

Chair Dominguez wished Ms. Martinez good luck in this endeavor.

**26. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – CITY-WIDE DEBT COLLECTION SERVICES; VIRTUOSO SOURCING GROUP, LLC. (ROBERT RODARTE)**

Robert Rodarte, Purchasing Officer, presented information from his Memorandum of November 4, 2016, to the Finance Committee regarding this matter, which is in the Committee packet. Please see this Memorandum for specifics of this presentation.

Mr. Rodarte said he has reviewed 15 different contracts and proposals related to the collection process and has concluded that Virtuoso will meet the needs of this Committee in terms of the sensitivity issues in the collection process. He has put together a Statement of Work which Virtuoso has issued, indicating how they collect. He didn't ask them for it, but during the review process he found it in some of the contracts they have in other locations. And they put it together under our statement of work beginning on page 30, and it seems to meet the criteria all of you have been asking for in the collection process. He said the goal tonight is to put a company in place to take us through the process and not to discuss what we have outstanding, which will come once we have the process in place with Virtuoso.

Chair Dominguez said in the 3<sup>rd</sup> paragraph of Mr. Rodarte's Memo it talks about the 12% across the board fee for all outstanding debt presented and says, "...*This fee will also apply to all older aging accounts which usually take more effort on the vendor's side.*". He asked is there a threshold for all older, aging accounts, or it is whatever the current policy is.

Mr. Rodarte said there are several statutes of limitation related to collections. He said the representative is here who can give us more information.

Matt Fryc, Client Development Manager, Virtuoso Sourcing Group, LLC (VSG), said VSG is headquartered in Denver, Colorado. Mr. Fryc said typically when clients begin working with them, they typically scrub the accounts that reach the statute of limitations. He said he believes that is 6 years for written contracts, and then 4 years for non-verbal contracts. He said after the statute of limitation is reached, they can pursue collection, but unfortunately they can't credit report that receivable.

Chair Dominguez asked if we have an idea about all aging accounts above that threshold.

Mr. Johnson said at this time they would like to engage with Virtuoso to go through the analysis and present the different fees and different statutory limits. The amounts that would be considered far past collectible, even it was allowed to be collected, in the sense that you have a diminishing potential to find these people, and have the discussion about the specifics on the different accounts once we have the professionals in place to help us with that.

Chair Dominguez said ultimately we're talking about really old accounts and Mr. Fryc said that is correct.

Councilor Lindell thanked Mr. Fryc for attending the meeting. She asked if we could have a clearer copy of the graphics in the packet by the time this goes to Council.

Mr. Fryc will stay in contact with Mr. Rodarte in this regard.

Councilor Lindell asked if the Committee can get a breakdown of what departments we're focusing on, and within those departments if we could get an indication of the amount of money is outstanding that is 0-6 months old, 6 months to 1 ½ years, however you can break it down. She doesn't want this to be inordinately time consuming exercise, and asked if that is possible.

Mr. Fryc asked if she would like that information for the Council meeting.

Councilor Lindell said yes, commenting if that was in the packet, it would clarify things, commenting she has worked a fair amount of time on collections. She thinks this is some low hanging fruit we haven't pursued. She thinks it's the right and fair thing to do, and she is thrilled that we are moving forward on this. She thinks it would be helpful if we knew what we were looking at.

Mr. Fryc said he will be happy to put that information in the packet.

Councilor Harris said he heard Mr. Johnson and Mr. Fryc say that there needs to be some work to identify what pools of money are being pursued – parking violations, municipal court as well as aging accounts. He said the full Council will have the same questions.

Councilor Harris said everything reads well, and Mr. Fryc represents his company well. He asked Mr. Fryc at what point do you stop pursuing an account.

Mr. Fryc said it depends on the situation. He imagines there will be residents that will dispute the debt, for example they don't believe they owe the debt. He said legally they are required to stop all collection efforts on that specific account, until we are provided with proof. He said it is typical for clients to leave their accounts with them for about a year, 12 months from the date of placement. He said there is more effort on the front to get people to see there is a collection agency going after them, and then that naturally tapers off, which is dependent on their collection methodology. He would imagine about a year's effort to maximize the collection activity. He said clients typically leave those accounts with them, but many times people will call and say they can pay. He said they are open to discussion as to whether they keep accounts indefinitely during the length of the contract, or there may be another initiative the Governing Body would like to take after that 12-18 month period. They are happy to explore that.

Councilor Harris asked if there is some sort of payment plan that is always an option.

Mr. Fryc said yes. There are 48 agents in Denver, some of whom will be on this portfolio. He said it is important for the residents to feel they have options to pay and not to be bullied into paying that amount up front. Payment plans can be arranged over the phone with the agents, or set up on line through a payment process that is available to all accounts placed with them.



Chair Dominguez said it is important to him that people be treated with respect. He said each one of us can speak to the tone of anybody much less a credit collection agency and how far the initial tone will take the conversation. He asked Mr. Fryc about VSG's practices, commenting Mr. Fryc seems to be a nice person. He said it is a tough job because you want to collect, but at the same time you want to have some dignity and respect.

Mr. Fryc said the collection industry is heavily regulated. So when you think of collections, you might think of the "knee bashing" kind of collection activity which they don't do. He said they are governed by the Fair Debt Collection Practice Act and required to not use any harassing or threatening tactics. He said the agents are monitored through live monitoring, as well as the review of their calls weekly by the executive team, assessing agent training. And then following up with specific agent training to make sure those agents are following the regulations as well as having a positive attitude in connecting with the account holder. He said nobody wants to be in collections. They encourage their agents to have fun and win prizes and such. He said, "It's all about the attitude, as you would imagine."

Councilor Harris asked how many of those assigned to the contract will be Spanish-speaking persons.

Mr. Fryc said typically on the government and utility side, there are 3-4 of 10 agents, which is about 30-40%. And the manager on staff always is bilingual, so if there is a call escalation, the manger will be quick to get on the phone with that specific resident to speak to them in Spanish.

**MOTION:** Councilor Harris moved, seconded by Councilor Lindell, to approve this request.

**DISCUSSION:** Mr. Johnson said the graphic about which Councilor Lindell spoke about is on packet page 35, showing the beginning to end process. He said he can follow-up off line with Councilor Lindell.

Chair Dominguez said the question is what pages need better quality reproduction.

Councilor Lindell said it is on page 7 of the Virtuoso contract, packet page 35, entitled Statement of Work. She said the next page as well, talking about skip tracing. *[The balance is inaudible because Councilor Lindell's microphone wasn't turned on]*. She said it is the only two pages in Virtuoso's presentation with graphics.

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

## **27. MATTERS FROM STAFF**

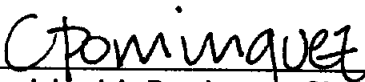
There were no matters from staff.

**28. MATTERS FROM THE COMMITTEE**

Chair Dominguez wished everyone a Happy Thanksgiving and Happy Holidays.

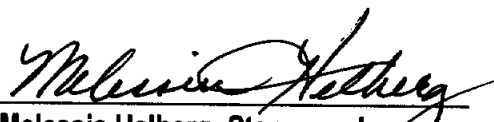
**29. ADJOURN**

There was no further business to come before the Committee, and the meeting was adjourned at approximately 8:00 p.m.

  
Carmichael A. Dominguez, Chair

Reviewed by:

 11.28.16  
Adam Johnson, Acting Finance Director  
Department of Finance

  
Melessia Helberg, Stenographer

## Santa Fe's Early Childhood Education Initiative Summary

### Background

The City of Santa Fe is committed to making Santa Fe a better place for children. Science tells us that children's brain development and learning begin with their earliest experiences with adults and other children. High quality early education assures that precious hours of a child's early development are filled with enriching learning opportunities that nurture them today and prepare them for a better future.

A year ago, the Mayor's Cabinet endorsed the concept of full-day early childhood education programs. Based on this endorsement, a group of Santa Fe early childhood experts and providers has been working to draft an evidence-based plan to create high quality early childhood programs for Santa Fe's children. This draft plan has been completed and is now ready for community input.

### Summary of Early Childhood Plan

Santa Fe will create a new city fund to provide high-quality early learning opportunities for children 0-4, with an initial focus on children with the greatest need. That fund will support

1. A grants program that will result in **access for all Santa Fe 3- and 4-year-olds to high quality early childhood education**. Grants will be awarded to public and private early childhood education providers to fill Santa Fe's unmet need for 1250 places in high-quality early learning programs for 3- and 4-year-olds. Priority will be given to providers who will serve 3- and 4-year-olds in areas with high need and low/no quality providers; these areas are in predominantly low-income neighborhoods. For centers that don't currently meet New Mexico's 4- and 5-star quality standards, support will be available to help them address barriers to quality improvement. The result will be access for all families that want to participate, and targeted support for families struggling to make ends meet. If federal and state support for pre-school should increase and/or local needs change, the grants would shift to include programs focused on prenatal care and children 0-2.
2. A **campaign to educate families and the community** about early brain development and the value of early learning. Working with a broad array of public and private community partners, the city will support *culturally inclusive* strategies to increase parental awareness, public understanding, and support for early childhood learning both at home and in structured programs.
3. A **"navigation" system to help families** of children 0-5 understand and access programs & services with three types of assistance: 1) Information about Santa Fe's public and private services and programs for young children, and other resources to support families of young children—housing, health, food security, financial assistance; 2) Referrals to programs and services that meet families' particular needs; and 3) Hands-on support in seeking out, applying for, securing financial

*Exhibit "1"*

assistance, and other processes to enable families to take full advantage of all state and local programs and resources.

4. **Support and resources for early childhood teachers** to ensure quality and stability, including strengthening the professional preparation and career ladder that contribute to the quality of early childhood teaching.
5. Support for a **sustainable early childhood infrastructure** to serve all of the community's infants, toddlers, and pre-kindergarteners. This will include policy development that 1) supports local providers to increase access, quality, and affordability of programs and services and 2) enables families to understand, access, and braid together easily the set of services and programs that best meet their needs.

### **Cost**

We estimate the fully implemented plan to cost \$10-11 MM per year in city dollars, which will be used to augment revenue from federal, state, and private sources (foundation grants and family contributions).

### **Potential revenue source**

2-cent per ounce tax on sugary beverages paid for by the beverage industry which will yield \$10.6 million each year.

### **Oversight and administration**

A city Early Childhood Development Commission comprising highly qualified professionals in early childhood education and finance, as well as parents and community leaders, will provide oversight, allocate funds, and ensure accountability of funds through performance measures. A professional staff will administer the grants and contracts awarded to providers.

### **Return on Investment**

Most important is improving the lives and futures of Santa Fe's children. There is reliable evidence that high quality early learning programs lead to higher educational attainment, better wages, and better health outcomes. Well-grounded estimates predict a return of over \$25,000 per child, or \$3.30 for every \$1 in costs by

- Creating 261 new jobs for early childhood teachers and staff.
- Reducing childcare expenses for families
- Increasing productivity among parents who can work because their children have full-day care.
- Reducing educational costs with lower rates of children being identified for special education, remedial education programs, and grade retention.

## **Santa Fe's Early Childhood Education Initiative Frequently Asked Questions**

### **Questions about the Program**

What do you mean by "high quality early education"? High quality early learning programs have curricula that address the whole child, are developmentally appropriate, and are effectively implemented by well-prepared teachers, low adult/child ratios, classroom environments that support learning, meaningful family engagement, and more.

Who are those children with the "greatest need"? These are children whose families are less likely to have the resources or otherwise access early childhood opportunities through existing philanthropic, civic, or private early childhood programs. They will be the first to be served by the Santa Fe Early Childhood Education Initiative with the goal of serving all Santa Fe 3 and 4 year olds.

How many children will this program serve? Santa Fe has over 1,200 three and four-year olds in need of high quality pre-kindergarten programs. Over 72% are Hispanic and over 55% live in households with income below 200% of the federal poverty level.

How about middle class families? Will their children be included, and is this an eventual goal? Yes. The goal is to ensure that there are enough high-quality places in Santa Fe's early childhood places for all three- and four-year-olds.

Who developed this plan? This plan was developed by a group of Santa Fe early childhood experts and providers. Some of the experts and organizations involved are listed in the attachment.

Which children are eligible? This program would be open to all three and four-year olds who reside within the boundaries of the Santa Fe School District.

Can children aged 0-2 attend early childhood programs? Yes. Some Santa Fe centers provide care and support early learning for infants and toddlers. Although the city's program will begin by funding programs for 3- and 4-year-olds, it will also provide navigation and support to assist families with younger children to find high-quality programs and help parents be their children's first teachers.

Will the program include new infrastructure, like construction of new childcare centers? The priority will be to fund children, not buildings, using every dollar and every facility as efficiently as possible. We don't anticipate constructing new centers, but may support some retrofitting of existing facilities.

What happens if the state increases its funding for early childhood education? Santa Fe's children cannot wait for lawmakers to act. It has taken years for the state legislature to fund early childhood education, and today's support serves only a small fraction of three and four year olds. If the state were to increase this funding, the program would provide much needed childcare services for infants and toddlers.

*Exhibit '2'*

## **Questions about Cost, Revenue Sources, and Accountability**

How much will this program cost? We estimate \$10MM - \$11MM annually.

How will this plan be funded? We identified three potential funding sources: a gross receipts tax, an increase in the property tax, and a tax on sugary beverages (not milk or fruit juices). The tax on sugary beverages would fully fund and is well matched to the needs and purposes of this program, particularly as it has an added health benefit for children. The City Council will hold a public hearing to study and gather additional input.

Who will be taxed? This is not a tax on consumers or retailers. It is a two-cent per ounce excise tax on distributors of soda and other unhealthy sugary drinks. These are a handful of companies that contract with beverage makers to distribute their products in the city of Santa Fe.

How much will the price of sugary drinks increase? That depends on how much of the tax the distributors pass along to consumers. Given other cities' experience with such taxes, the price increase in Santa Fe is likely to be considerably less than 2-cents per ounce.

How did you arrive at the revenue estimates from a sugary beverage tax? Economist Dr. Kelly O'Donnell used research and data from other cities to calculate the revenue that would come from a 2-cent per ounce tax on residents' and visitors' consumption of both sugar sugary and artificially sweetened beverages.

Why is the Santa Fe estimate of the tax revenue less than what was estimated in Boulder, CO from a similar tax? Although Boulder and Santa Fe are similar in size, Santa Fe's revenue will be larger for several reasons. Santa Fe's plan includes diet beverages, and Boulder's does not. Additionally, tourists constitute a larger share of overall consumption in Santa Fe.

Won't the program be jeopardized by the decreased consumption of sugary beverages? Economist O'Donnell's analysis took into account the likely decrease in consumption over time, as well as other factors that would offset those decreases--such as population increase and inflation. The most likely outcome is that revenue would be steady over the next 10 years, sufficient to establish a solid foundation for the program

How will you ensure that funds are used properly? We propose the creation of an oversight board - an Early Childhood Development Commission, comprising highly qualified professionals in early childhood education and finance, as well as parents and community leaders. This oversight board will oversee the program, allocate funds, and ensure accountability of funds.

How will the oversight board be selected? Like the Sustainable Santa Fe Commission and other city boards, members will be recommended by the Mayor subject to approval by the Council.

## **Santa Fe Early Childhood Initiative Working Group Members**

Santa Fe's Early Childhood plan was developed with the participation of the following early childhood experts and community members:

- Annabelle Black, Asst. Professor, Early Childhood Education, Santa Fe Community College
- Kristin Carmichael, Director, Community Health CHRISTUS St. Vincent
- Katherine Courtney, Santa Fe Community Foundation
- Katherine Freeman, President and CEO, United Way of Santa Fe County
- Veronica Garcia, Superintendent, Santa Fe Public Schools; Trina Raper, Assistant Superintendent, Santa Fe Public Schools
- Anna Marie Garcia, First Born Program Officer, LANL Foundation
- Wendy Lewis, McCune Foundation
- Cynthia Leyba, Youth Development Director, YMCA of Central New Mexico
- Wendy Lewis, President, McCune Foundation
- Anne Liley, Director, Child Development Center, First Presbyterian Church
- Larry Martinez, North Central Region Director, Presbyterian Medical Services
- Kelly O'Donnell, Ph.D., O'Donnell Economics and Strategy
- Jeannie Oakes, Ph.D., Early Childhood Policy Advisor to Mayor Gonzales
- Allan Oliver, Executive Director, Thornburg Foundation
- Joohee Rand, Vice President for Community Investment and Strategy, Santa Fe Community Foundation
- Jennifer Sallee, Ed.D., Director, Early Childhood Center of Excellence, Santa Fe Community College
- Nan Schwanfelder, President, Brindle Foundation
- Kim Straus, Foundation Manager, Brindle Foundation
- Erica Stubbs, Director of Children's Services at Presbyterian Medical Services.
- Michael Weinberg, Ed.D., Early Childhood Education Policy Officer, Thornburg Foundation
- Danila Crespin Zidovsky, Policy Analyst, United Way of Santa Fe County

We need the community's input to strengthen this plan. If you have ideas and opinions, please send your feedback to Matt Ross, City of Santa Fe Public Information Officer at [mross@ci.santa-fe.nm.us](mailto:mross@ci.santa-fe.nm.us). We will also be sponsoring a town hall, open to the public, in the coming weeks.

*Exhibit "3"*

District 1:	Under 3	3-4 yo	5 yo
Children	534	394	140

NAME	Slots	Type	District
St. Mary's Early Childhood School	25	Private	1
St. Mary's School	60	Private	1

NAME	Slots	Type	District
St. Mary's - Sweeney	40	HS/EHS	3
St. Mary's - Tierra Contenta	44	HS/EHS	3
St. Mary's - Flores Del Sol	160	HS/EHS	3
St. Mary's - Arts & Sciences	24	Private	3
St. Mary's - Elementary	25	Public Prek	3
St. Mary's - Small Academy	36	Public Prek	3
St. Mary's - Community School	70	Public Prek	3
St. Mary's Elementary School	32	Public Prek	3

District 3:	Under 3	3-4 yo	5 yo
Children	1202	854	653

NAME	Slots	Type	District
La Petite Academy Inc 7292	126	Private	4
Keamy Elementary School	27	Public Prek	4
Nava Elementary School	28	Public Prek	4
Pinon Elementary School	36	Public Prek	4
Ramirez Thomas El. School	NA	Public Prek	4

District 2:	Under 3	3-4 yo	5 yo
Children	625	345	170

NAME	Slots	Type	District
Little Earth School	2	Private	1
Temple Park School	2	Private	1
Garcia Saint Paul Inc	2	Private	1
Analay School	2	Private	1
El Mariage Elementary School	NA	Private	1

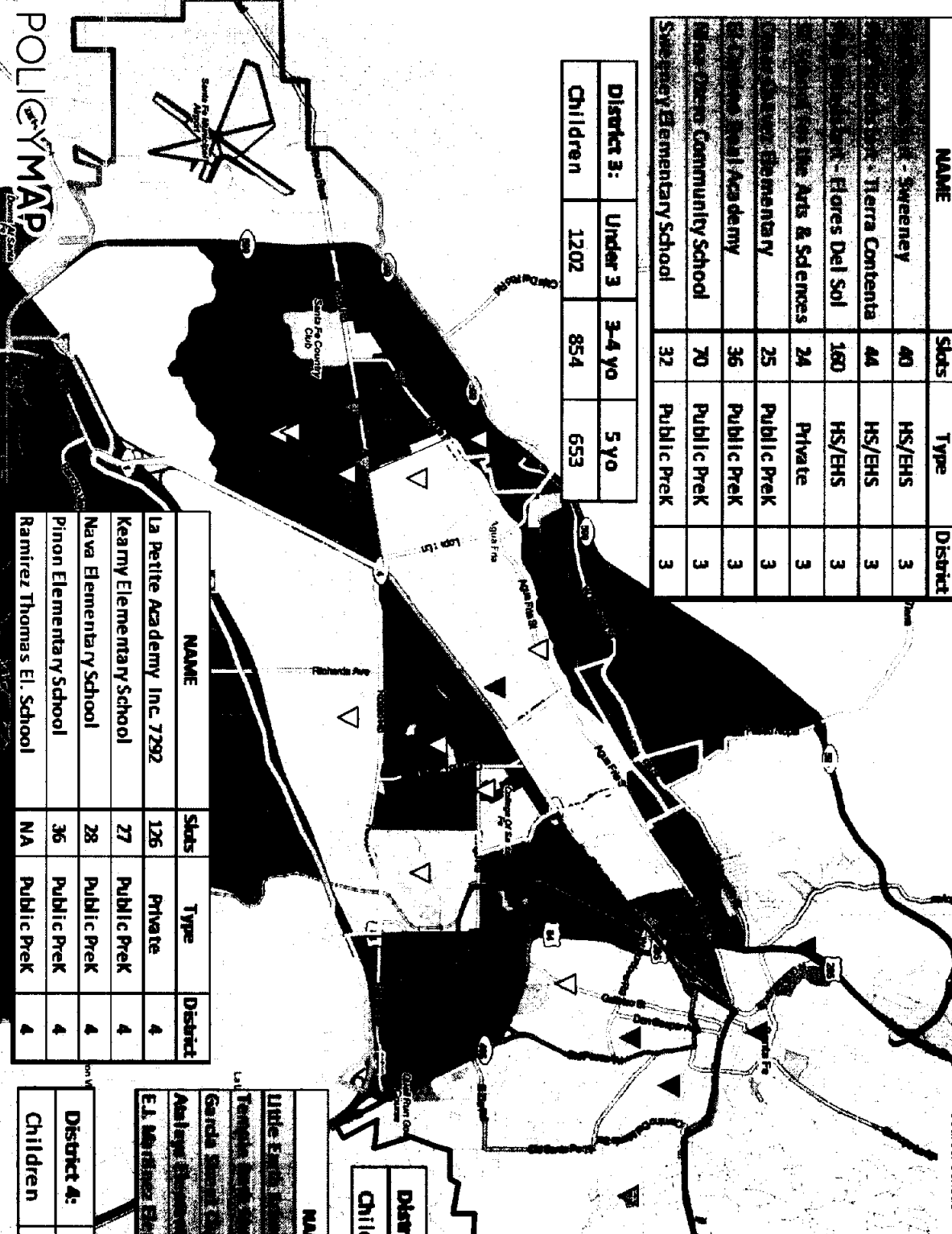
District 4:	Under 3	3-4 yo	5 yo
Children	1195	700	457

Percent Population 0-4 Years Old  
 Year: 2014  
 Shaded by: Census Tract, 2010

Insufficient Data  
 4.00% or less  
 4.01% - 5.32%  
 5.33% - 6.58%  
 6.59% - 8.25%  
 8.26% or more

Source: Census

▼ Santa Fe Public Schools Prek  
 ▼ Santa Fe 4 & 5 Star Private Centers  
 ▼ Santa Fe 4 & 5 Star HS and EHS



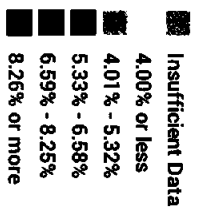
POLICYMAP



**Percent Population 0-4 Years Old**

Year: 2014

Shaded by: Census Tract, 2010



Source: Census

▼ Santa Fe Public Schools  
PreK

▼ Santa Fe 4 & 5 Star Private  
Centers

▼ Santa Fe 4 & 5 Star HS and  
EHS

