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**PUBLIC WORKS/CIP & LAND USE
COMMITTEE MEETING
CITY HALL COUNCIL CHAMBERS
MONDAY, JUNE 25, 2018
5:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF CONSENT AGENDA
5. APPROVAL OF MINUTES FROM JUNE 11 2018, PUBLIC WORKS COMMITTEE MEETING

INFORMATIONAL AGENDA

6. UPDATE FOR THE PUBLIC SAFETY RADIO REPLACEMENT PROJECT (**LARRY WORSTELL**)

CONSENT AGENDA

7. REQUEST FOR APPROVAL OF A RECOMMENDATION FOR USE OF REMAINING BALANCE IN NORTHWEST QUADRANT TRAILS 2008 BOND FUND – BU 426007
 - REQUEST FOR APPROVAL OF A BUDGET AMENDMENT RESOLUTION (**LEROY PACHECO**)

COMMITTEE REVIEW

Finance Committee (Scheduled)

07/02/18

Council (Scheduled)

07/11/18

8. REQUEST FOR APPROVAL OF AN AGREEMENT BETWEEN THE CITY OF SANTA FE AND THE NEW MEXICO DEPARTMENT OF TRANSPORTATION (NMDOT) FOR THE CONSTRUCTION OF A PEDESTRIAN RAILROAD TRACK CROSSING AT ALCALDESA ST. WITHIN THE NORTH RAILYARD DISTRICT (**ROBERT SIQUEIROS**)

COMMITTEE REVIEW

Finance Committee (Scheduled)

07/02/18

Council (Scheduled)

07/11/18

9. REQUEST FOR APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF SANTA FE AND THE SANTA FE RAILYARD COMMUNITY CORPORATION (SFRCC) TO FUND THE RAILYARD EVENTS MARKETING, PLAZA STAGE, SOUND AND LIGHTING EQUIPMENT AND DIGITAL MOVIE PROJECTION RENTAL IN THE AMOUNT OF \$75,000 (**ROBERT SIQUEIROS**)

COMMITTEE REVIEW

Finance Committee (Scheduled)
Council (Scheduled)

07/02/18
07/11/18

10. REQUEST FOR APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF SANTA FE AND THE SANTA FE RAILYARD PARK CONSERVANCY FOR MANAGEMENT OF THE SANTA FE RAILYARD PARK PROGRAMS IN THE AMOUNT OF \$175,000 (**ROBERT SIQUEIROS**)

COMMITTEE REVIEW

Finance Committee (Scheduled)
Council (Scheduled)

07/02/18
07/11/18

11. REQUEST FOR APPROVAL OF A MEMORANDUM OF UNDERSTANDING IN THE AMOUNT OF \$182,943.41 FOR PROJECT MANAGER SERVICES RELATED TO SEVERANCE TAX BOND PROJECT A15-0170 – LUISA SENIOR CENTER WITH SANTA FE CIVIC HOUSING AUTHORITY (**GINO RINALDI**)

COMMITTEE REVIEW

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12. REQUEST FOR CONCEPTUAL APPROVAL OF THE SALE AND VACATION OF RIGHT-OF-WAY WITHIN PORTIONS OF THE E. ALAMEDA RIGHT-OF-WAY ADJOINING 1023 E. ALAMEDA, 1109 E. ALAMEDA AND 1113 E. ALAMEDA AND BEING WITHIN PROJECTED SECTION 30, T. 17 N., R. 10 E., N.M.P.M. SANTA FE COUNTY, NM CONTAINING A TOTAL OF APPROXIMATELY 260.65 SQUARE FEET BY MARK LITTLE AS MANAGEMENT MEMBER OF EL BOSQUE PROPERTIES, LLC, KEMAR PROPERTIES LLC, AND EAST ALAMEDA PROPERTIES LLC, OWNERS OF THE TRACTS RESPECTIVELY (**MATTHEW O'REILLY**)

COMMITTEE REVIEW

Finance Committee (Scheduled)

07/02/18

13. REQUEST FOR APPROVAL OF A LEASE AGREEMENT FOR TELECOMMUNICATION USE OF AN EXISTING, CITY-OWNED MONOPOLE TOWER LOCATED AT THE CITY OF SANTA FE WATER DIVISION PROPERTY AT 801 W. SAN MATEO STREET CONSISTING OF APPROXIMATELY 184 SQUARE FEET OF GROUND SPACE AND ASSOCIATED AIR RIGHTS BY VERIZON WIRELESS (VAW) LLC D/B/A VERIZON WIRELESS (**MATTHEW O'REILLY**)

COMMITTEE REVIEW

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Council (Scheduled)

07/02/18
07/11/18

14. REQUEST FOR APPROVAL OF A LEASE AGREEMENT FOR TELECOMMUNICATION USE OF AN EXISTING, CITY-OWNED MONOPOLE TOWER LOCATED AT THE CITY OF SANTA FE WATER DIVISION PROPERTY AT 1780 UPPER CANYON ROAD CONSISTING OF APPROXIMATELY 84 SQUARE FEET OF GROUND SPACE AND ASSOCIATED AIR RIGHTS BY VERIZON WIRELESS (VAW) LLC D/B/A VERIZON WIRELESS (**MATTHEW O'REILLY**)

COMMITTEE REVIEW

Finance Committee (Scheduled)
Council (Scheduled)

07/02/18
07/11/18

15. REQUEST FOR APPROVAL OF A LEASE AGREEMENT FOR TELECOMMUNICATION USE OF AN EXISTING, CITY-OWNED LATTICE-STYLE TOWER LOCATED AT THE CITY OF SANTA FE FIRE STATION #4 PROPERTY AT 1130 ARROYO CHAMISO ROAD CONSISTING OF APPROXIMATELY 180 SQUARE FEET OF GROUND SPACE AND ASSOCIATED AIR RIGHTS BY VERIZON WIRELESS (VAW) LLC D/B/A VERIZON WIRELESS (**MATTHEW O'REILLY**)

COMMITTEE REVIEW

Finance Committee (Scheduled)

07/02/18

Council (Scheduled)

07/11/18

16. REQUEST FOR APPROVAL OF A LEASE AGREEMENT FOR PARKING AND PLACEMENT OF TRASH ENCLOSURE OF A PARCEL OF CITY-OWNED REAL PROPERTY LOCATED ADJACENT TO THE SOUTHERN BOUNDARY OF 906 S. ST. FRANCES DRIVE AND CONTAINING 6,882 SQUARE FEET BY SANCHEZ FAMILY ENTERPRISES, LLC (**MATTHEW O'REILLY**)

COMMITTEE REVIEW

Finance Committee (Scheduled)

07/02/18

Council (Scheduled)

07/11/18

17. REQUEST FOR APPROVAL OF A RESOLUTION SUPPORTING THE NEW MEXICO LITTER CONTROL AND BEAUTIFICATION ACT OF 1985 WHICH PROVIDES PUBLIC FUNDS IN THE FORM OF GRANTS FOR THE PURPOSE OF ENHANCING LOCAL LITTER CONTROL AND BEAUTIFICATION PROGRAMS (**COUNCILOR VILLARREAL**) (**SHIRLENE SITTON AND MICHELLE ROMERO**)

COMMITTEE REVIEW

Finance Committee (Approved)

06/18/18

Council (Scheduled)

06/27/18

DISCUSSION AGENDA

18. PROJECT REPORTING PARAMETERS AND PROTOCOLS (**COUNCILOR IVES**)
19. MATTERS FROM STAFF
20. MATTERS FROM THE COMMITTEE
21. MATTERS FROM THE CHAIR
22. NEXT MEETING: **MONDAY, JULY 9, 2018**
23. ADJOURN

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520
five (5) working days prior to meeting / date

**SUMMARY INDEX FOR
PUBLIC WORKS/CIP & LAND USE COMMITTEE
June 25, 2018**

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4. Approval of Consent Agenda	Approved as amended	2
5. Approval of Minutes - June 11, 2018	Approved as presented	2
INFORMATIONAL AGENDA		
6. Public Safety Radio Replacement Update	Presented by Larry Worstell	2-5
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11. MOU with Civic Housing for Luisa Senior Center	Listed	6-7
12. E. Alameda ROW Vacation and Sale		
13. Verizon Lease of City Monopole at San Mateo		
14. Verizon Lease of City Monopole at Upper Canyon		
16. Parking Lease at 906 S. St. Francis		
17. Beautification and Litter Control Grants		
CONSENT AGENDA DISCUSSION		
7. Northwest Quadrant Trails 2008 Bond Fund	Approved	7-9
8. Pedestrian/Railroad Crossing at Alcaldesa	Approved	9-10
9. PSA with Railyard for Event Equipment Rental	Approved	10-13
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15. Verizon Lease of City Tower at Fire Station #4	Approved	15
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18. Project Reporting Parameters & Protocols	Discussion	16-18
19. MATTERS FROM STAFF	None	19
20. MATTERS FROM THE COMMITTEE	Comments	19
21. MATTERS FROM THE CHAIR	Comments	19
22. NEXT MEETING: MONDAY, JULY 9, 2018		19
23. ADJOURN	Adjourned at 7:20	19

MINUTES OF THE
CITY OF SANTA FÉ
PUBLIC WORKS/CIP & LAND USE COMMITTEE
Monday, June 25, 2018

1. CALL TO ORDER

A regular meeting of the Public Works/CIP & Land Use Committee was called to order on the above date by Councilor Peter Ives, Chair at approximately 5:00 p.m. in the City Council Chambers, 200 Lincoln Avenue, Santa Fé, New Mexico.

2. ROLL CALL

Roll Call indicated the presence of a quorum as follows:

MEMBERS PRESENT:

Councilor Peter N. Ives, Chair
Councilor Roman "Tiger" Abeyta
Councilor JoAnne Vigil Coppler
Councilor Mike Harris
Councilor Renee D. Villarreal

MEMBERS EXCUSED:

STAFF PRESENT:

John Romero, Interim Public Works Director
Bobbi Huseman, Public Works Staff

OTHERS PRESENT:

Carl Boaz, Stenographer

NOTE: All items in the Committee packet for all agenda items were incorporated herewith by reference. The original Committee packet is on file in the Public Works Department.

3. APPROVAL OF AGENDA

MOTION: Councilor Villarreal moved, seconded by Councilor Harris, to approve the agenda as presented.

VOTE: The motion passed by unanimous (5-0) voice vote with Councilors Abeyta, Vigil Coppler, Harris, Ives, and Villarreal voting in favor and none voting against.

4. APPROVAL OF CONSENT AGENDA

Councilor Villarreal requested discussion for clarification on items #7, #9, and #10.

Councilor Vigil Coppler requested discussion on item #15.

Councilor Harris requested discussion on items #8 and #13.

MOTION: Councilor Villarreal moved, seconded by Councilor Vigil Coppler, to approve the Consent Agenda as amended with discussion on items 7, 8, 9, 10, 13, and 15.

VOTE: The motion passed by unanimous (5-0) voice vote with Councilors Abeyta, Vigil Coppler, Harris, Ives, and Villarreal voting in the affirmative and none voting against.

5. APPROVAL OF MINUTES FROM JUNE 11, 2018 PUBLIC WORKS COMMITTEE MEETING

MOTION: Councilor Abeyta moved, seconded by Councilor Villarreal, to approve the minutes of June 11, 2018 as presented.

VOTE: The motion passed by unanimous (5-0) voice vote with Councilors Abeyta, Vigil Coppler, Harris, Ives, and Villarreal voting in the affirmative and none voting against.

INFORMATIONAL AGENDA

6. UPDATE FOR THE PUBLIC SAFETY RADIO REPLACEMENT PROJECT (LARRY WORSTELL)

Mr. Worstell had a couple of handouts to show visually the subject for presentation. Originally, he was going to do this at the CIP Public Works Meeting but it was recommended from a couple of sources that he should not due to the layers associated with this project.

He said the last public radio system was installed in 2001 after failures with the prior system at Fire Station #4 towers. And it was moved to its present site. This was an analog system and it was at that time to put in an 800, and shortly thereafter they put together a trunking system. Trunking means that they have 14 channels and more than one person can use the channels at one time. Working alternatively, they can use up to 28 groups at one time.

The system hardware is no longer manufactured and there is no back-up system, so they are in dire need of a replacement and the drop-dead date that Motorola will no longer support the present system is December 31, 2021.

They started a joint venture with County in 2016 to hire a consultant and from there, to develop a needs

assessment. The RFP was finished but it was not what the County or City desired. At the last RECC Governance meeting, the County said they had no money for the radio in this coming year. That was alarming because of multiple failures in the past year. So he wanted to make sure the City would not be without. The City has one tower and the County has four, so he wanted to find other funds for the system replacement. He discussed it with Finance. This was originally funded as a CIP project two years ago with \$2.25 million was "okayed" but none of it was ever funded. The first year was, to pay for the consultant but then it fell out.

So he was making this presentation because it requires \$2.2 million for the radio system. It must go to RFP and the cost will be shared with the State which will mean less money needed and will save \$1 million over the next ten years. They will share some locations with the State, including Tesuque Peak. The State has been going through a rigorous update across the state. This is primarily a request just for City infrastructure. The P 25 consoles would also have to be purchased. The RECC would repay us 50% for all capital expenses. It is an MOU agreement we have with the County to share all capital expenses and for the County takes care of operating expenses for RECC.

Councilor Abeyta asked, if we go with the State as shown on page 4, the City would pay \$86,000 yearly for maintenance, if the City would pay that amount to the State.

Mr. Worstell clarified that \$50,000 would go to the state and \$36,000 to Motorola. After the first year, the City share would be \$86,000 each year.

Councilor Abeyta asked if we have assurance from the State that it would not cost us more than that. He was concerned that this is a fixed cost.

Mr. Worstell said the State gave us the proposal that would keep that annual price for up to ten years.

Councilor Abeyta asked if the consoles would be compatible with the RECC and if the County would be okay with it.

Mr. Worstell said the system would be compatible and even more compatible with the Computer Aided Dispatch on it.

Councilor Abeyta asked if the County and RECC had taken a position on this plan.

Mr. Worstell said the RECC Director doesn't like this solution, even though it is less expensive for the City. He gave no reason for that.

Councilor Abeyta had concerns about that.

Mr. Worstell had seen no reason for the objection.

Councilor Abeyta asked what Public Safety said about it.

Mr. Worstell said they had a few technical questions. One of the members thought it would be better to have two towers. A new tower would cost about \$750,000 to \$1 million. And the County needs to be on board with it.

This is informational, but it was the recommendation from IT. From a technical and financial standpoint, it would cost roughly \$1 million of savings over ten years. He added that they can program the radios now to receive DPS and can change to P25 radial as soon as we want. They also would have access to all towers and the building penetration would be better - for reception in the buildings. The P25 core is a digital core and the system is a lot of servers, gateways and switches that require a high degree of expertise to maintain. The \$50,000 to the state also takes care of updates as long as we need them. Radios are replaced every five years. Updating the core would cost the City more.

Mr. Worstell said this is his preferred route. He was asking for more money than needed to the City could own the core. This should be an apolitical decision.

Councilor Abeyta asked if the County is not on the State system.

Mr. Worstell said they are not. If they were, it would cost them about \$100,000. The County chose not to even move off VHF. If they are on the same bandwidth as the State, it would be easier to run the core. They want a shared core at the RECC. If it goes in their building, they would have to share it. When the City went through a needs analysis, the County said they didn't want to be involved. He realized we couldn't wait and it must be in the CIP. We might not have a radio in one year. But we can move forward with it now.

Councilor Vigil Coppler asked, on page 1, 3rd paragraph from the bottom, what happened with the loose end there in 2011.

Mr. Worstell did not know and said those decisions were above his pay grade. The previous Finance Director said that money was never funded but agreed that it should have been funded.

Councilor Harris said for the last few years, he has been on the City-County Buckman and Solid Waste Boards and they seemed to always resolve issues between City and County. He has always heard there are unresolved issues on the RECC Board. He asked who the members are.

Mr. Worstell said it includes the Fire Chief, the County Sheriff, the County Fire Director, Edgewood Public Safety, and from the City is the City Fire Chief and the City Manager. Mr. Martinez is the director.

Councilor Harris thought there needs to be a better understanding of the longstanding baggage. There are many phrases here, like on page 4, revising the current agreement and caveats including protests from the County. That part is clear. But Mr. Worstell has said several times that the answer was above his pay grade. "How do we resolve this? We need a discussion on whether it is at the Committee level or get a better understanding on what is going on here. The best solution is what you are advocating. So it would be hard for me to advocate for anything else. We are now at the position where we need to decide about the Osage well. But if needed, we need to have a discussion with them soon."

Mr. Worstell agreed and noted that Mr. Litzenberg was on the governance committee for RECC and was the only one of the three that would be on it in the future. He said he made this recommendation because it is the soundest recommendation.

Councilor Harris understood that it was anticipated from his presentation that it was going to be on a CIP list. He asked if that was his expectation now or if another source had been identified.

Mr. Worstell said it is only CIP that would provide the funding. Mr. Fluetsch and Mr. Hopkins helped him to put it together. They had applied for a grant from Homeland Security a year and a half ago and got some funds, but there are not many funds apart from CIP. The Finance Dept was sympathetic but they are the ones who didn't fund it.

Chair Ives agreed. He had heard snippets over the years. It has been delayed because others have not put their money in. He appreciated the alert on timing but would like to catch up on the history. The Interim City Manager is key here and he would love to understand what the issues are, so we can go forward. The City needs to put a system in place that works before something happens to it. It sounds like an August time frame.

Mr. Worstell agreed. That is anticipated. The County does want a solution but doesn't agree with what the City thinks is the soundest. We only have one tower. We are searching for used repeaters and then refurbish them and test them. Last time it took three months to get them repaired. Fortunately the system was designed to have more channels available so when we lose a repeater, it doesn't affect the system greatly. With the new console, the City will have better coverage and stronger signals and we can bring in better software. If we buy all ten of the RECC consoles, we have effectively given them \$400,000, if you don't amend the agreement. There must be some agreement that we would be paid for that.

Councilor Harris said this should be identified in our CIP as priority project and while we sort out the disagreement with the County, we need to make sure the money is there.

Chair Ives suggested that in a month we should understand those claims and discuss the history of that funding. He has been hearing about it for five years. He asked for it to be an action item on the next agenda. It would also be helpful to have it at Finance.

Mr. Worstell believed that was the route he would have to take.

Chair Ives agreed.

CONSENT AGENDA LISTING

- 11. REQUEST FOR APPROVAL OF A MEMORANDUM OF UNDERSTANDING IN THE AMOUNT OF \$182,943.41 FOR PROJECT MANAGER SERVICES RELATED TO SEVERANCE TAX BOND PROJECT A15-0170 – LUISA SENIOR CENTER WITH SANTA FE CIVIC HOUSING AUTHORITY (GINO RINALDI)**

COMMITTEE REVIEW

Finance Committee (Scheduled)
Council (Scheduled)

07/02/18
07/11/18

12. REQUEST FOR CONCEPTUAL APPROVAL OF THE SALE AND VACATION OF RIGHT-OF-WAY WITHIN PORTIONS OF THE E. ALAMEDA RIGHT-OF-WAY ADJOINING 1023 E. ALAMEDA, 1109 E. ALAMEDA AND 1113 E. ALAMEDA AND BEING WITHIN PROJECTED SECTION 30, T. 17 N., R. 10 E., N.M.P.M. SANTA FE COUNTY, NEW MEXICO CONTAINING A TOTAL OF APPROXIMATELY 260.65 SQUARE FEET BY MARK LITTLE AS MANAGEMENT MEMBER OF EL BOSQUE PROPERTIES, LLC, KEMAR PROPERTIES LLC, AND EAST ALAMEDA PROPERTIES LLC, OWNERS OF THE TRACTS RESPECTIVELY (MATTHEW O'REILLY)

COMMITTEE REVIEW

Finance Committee (Scheduled)

07/02/18

13. REQUEST FOR APPROVAL OF A LEASE AGREEMENT FOR TELECOMMUNICATION USE OF AN EXISTING, CITY-OWNED MONOPOLE TOWER LOCATED AT THE CITY OF SANTA FE WATER DIVISION PROPERTY AT 801 W. SAN MATEO STREET CONSISTING OF APPROXIMATELY 184 SQUARE FEET OF GROUND SPACE AND ASSOCIATED AIR RIGHTS BY VERIZON WIRELESS (VAW) LLC D/B/A VERIZON WIRELESS (MATTHEW O'REILLY)

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COMMITTEE REVIEW

Finance Committee (Approved)
Council (Scheduled)

06/18/18
06/27/18

CONSENT AGENDA DISCUSSION

- 7. REQUEST FOR APPROVAL OF A RECOMMENDATION FOR USE OF REMAINING BALANCE IN NORTHWEST QUADRANT TRAILS 2008 BOND FUND NORTHWEST QUADRANT TRAILS 2008 BOND FUND– BU 426007**
a. REQUEST FOR APPROVAL OF A BUDGET AMENDMENT RESOLUTION (LEROY PACHECO)

COMMITTEE REVIEW

Finance Committee (Scheduled)
Council (Scheduled)

07/02/18
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Councilor Villarreal asked about the process. In reading through the packet, the BTAC Committee provided a report but she wasn't understanding why it wasn't discussed for lack of time.

Mr. Pacheco explained that the May 16th meeting had a fully packed agenda and they ran out of time. It was discussed at the June meeting last week.

Councilor Villarreal asked if BTAC was in favor.

Mr. Pacheco said he didn't convince them to move in that direction.

Councilor Villarreal asked if they wanted the original plan for La Tierra Trails.

Mr. Pacheco said the specific recommendation in the packet was \$189,000 for drinking fountains, restrooms, and shade structures, and \$100,000 for the connection from the Dog Park to the 599 underpass at Montoyas.

Councilor Villarreal asked if it was his recommendation to consider other trails that could get a further look.

Mr. Pacheco said his recommendation was to have a broader discussion and had a full rationale that was presented. There is a list of underfunded projects in the packet. The Tierra Contenta Trails project was \$200,000 short and served two elementary schools. Most important was that the project is 80% design complete, or shovel ready, and likely to be built next year. It would take a lot longer to develop those projects. This money is old and needs to be budgeted and spent in this coming fiscal year.

Councilor Villarreal said the list was very helpful. She agreed with this change. She just wanted to be sure we could use that 2008 money on the changed project. That bond was highly scrutinized, so she wanted to be sure.

Mr. Pacheco said the BAR is within this Committee's purview and was signed by the budget officer and the recommendation came from Finance.

Councilor Villarreal wasn't sure about the different schools that were mentioned.

Mr. Pacheco referred to page 7 and the map for Tierra Contenta. He clarified that there were actually two drawings.

Councilor Villarreal thought it made sense, but the packet material was hard to read. She asked him to provide a hard copy for her.

Councilor Abeyta said, having coached for years at Sweeney Elementary, the students have to walk down South Meadows to get onto Airport Road and the trail would allow them to actually cut through the back of Sweeney or Ortiz and not have to deal with the heavily congested roads. Thanks to BTAC for considering it. There is a lot of traffic on that road.

Councilor Harris thought it was a smart move for the reasons stated and it is also shovel-ready. The budget would cover the right-of-way, but they still need about \$300,000 to construct it.

Mr. Pacheco agreed. This would establish a budget of \$600,000. They spent \$75,000 to get to this point for this project and have already acquired two of the four parcels. This allocation will allow them to complete construction of the trail by next year.

Councilor Vigil Coppler mentioned that there was not a consensus on the BTAC, but it seems right to complete a project that was a little more ahead of schedule than to spend the money and wait on another trail that would not really come to fruition for a long time. What resonated was that we spent \$900,000 in the Pen Road area and she was very cognizant that the completion of other District 3 trails was under represented. There are many children who would use the completed trail and the comments were made before BTAC that it is between two schools. The BTAC had lots of discussion about their authority to push things through. They are an advisory Board, and this is probably in the best interests of the City.

MOTION: Councilor Villarreal moved, seconded by Councilor Abeyta to approve the BAR.

VOTE: The motion passed by unanimous (5-0) voice vote with Councilors Abeyta, Vigil Coppler, Harris,

Ives, and Villarreal voting in the affirmative and none voting against.

8. REQUEST FOR APPROVAL OF AN AGREEMENT BETWEEN THE CITY OF SANTA FE AND THE NEW MEXICO DEPARTMENT OF TRANSPORTATION (NMDOT) FOR THE CONSTRUCTION OF A PEDESTRIAN RAILROAD TRACK CROSSING AT ALCALDESA ST. WITHIN THE NORTH RAILYARD DISTRICT (ROBERT SIQUEIROS)

COMMITTEE REVIEW

Finance Committee (Scheduled)

07/02/18

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07/11/18

Councilor Harris understood this is a sidewalk adjacent to the road crossing and assumed it is just a pedestrian crossing instead of crossing at the street. He asked how much it would cost and what the source of funding is.

Mr. Siqueiros said the source of funding was not in the packet. The funding was available way before this agreement was considered. About 90% of the projects at the Railyard have no agreement like this. NMDOT required an agreement for it. The funding in place is just short of \$15,000 and they are negotiating with a contractor now. He explained that only a couple of contractors are certified to do railroad work.

Councilor Harris observed that the contract calls for liability insurance and we just reviewed the package and he didn't recall seeing that coverage. Does the City have that?

Mr. Siqueiros agreed. It will take about a year to confirm that.

Councilor Harris asked him to please confirm City coverage. Mr. Siqueiros said he would.

MOTION: Councilor Villarreal moved, seconded by Councilor Harris to approve the agreement.

VOTE: The motion passed by unanimous (5-0) voice vote with Councilors Abeyta, Vigil Coppler, Harris, Ives, and Villarreal voting in the affirmative and none voting against.

9. REQUEST FOR APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF SANTA FE AND THE SANTA FE RAILYARD COMMUNITY CORPORATION (SFRCC) TO FUND THE RAILYARD EVENTS MARKETING, PLAZA STAGE, SOUND AND LIGHTING EQUIPMENT AND DIGITAL MOVIE PROJECTION RENTAL IN THE AMOUNT OF \$75,000 (ROBERT SIQUEIROS)

COMMITTEE REVIEW

Finance Committee (Scheduled)

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Councilor Villarreal said this is complicated and our relationship with Railyard Corp. is confusing. The City has a responsibility to maintain that park and this is separate from the park. She felt they have done a good job with the amount of funding available. But she didn't understand, when the Railyard Corporation puts on the events in cooperation with the City. She asked at what point does the City subsidize expenses for other groups. Some of them have partners that pay for the event, so she was confused when the City subsidizes and when it does not subsidize.

Mr. Siqueiros explained that the funding is only to pay for the equipment. It is pass-through money with the Corporation.

Councilor Villarreal asked if the City has considered having its own equipment.

Mr. Siqueiros said the City does it every year but had no place to put the stage, which is very large, and we don't have any place to store it. Putting it up and taking it down would require four people. They first used equipment from Sweeney, but it didn't last so we had to start reneging.

Ms. Sandy Brice clarified that they do not subsidize any event at the Railyard. They charge the standard city event fees. Most of the groups are nonprofit. We came up with the sponsorship idea, it was for more free funding for the public. The plaza has an existing stage and because it is so flexible, there were more opportunities for its use. If we had a stage, several organizations could not set up what they wanted there. In addition, the vendor is a local family business and they do a good job every time.

She mentioned several groups that want to put on an event there.

Councilor Villarreal knew we could do better between our city requirements and what the Railyard requires. She asked if Ms. Brice has a checklist for all the things they want to do including potential costs.

Ms. Brice said yes. She enters every group in our software and uses a checklist that is shared. All City requirements, including fire inspections, etc. and who to contact at the City. It works smoothly for what is to be expected. She offered to send a copy of it to Councilor Villarreal.

Councilor Villarreal didn't understand the parking fees for full-day of food trucks.

Ms. Brice said that generally, the event organizers pay the parking fees. There is a regular city day fee. The City has streamlined the process for food trucks to eliminate double charges.

Councilor Harris asked if this is all for the coming fiscal year.

Mr. Siqueiros agreed.

Councilor Harris asked if it is all budgeted.

Mr. Siqueiros said it is. It is \$75,000 this year instead of \$50,000.

Councilor Harris reasoned that a 50% increase is anticipated. He just wanted to make sure it was properly identified. He asked if this references the Trust for Public Land. The certificate attached says TPL.

Ms. Brice said that was the old one.

Mr. Siqueiros said he would fix that. There is a new one as shown on page 32 of 39 and it correct in his packet.

Councilor Harris asked him to make sure it is the correct one because it was not the correct one in his packet.

MOTION: Councilor Villarreal moved, seconded by Councilor Vigil Coppler to approve the PSA.

VOTE: The motion passed by unanimous (5-0) voice vote with Councilors Abeyta, Vigil Coppler, Harris, Ives, and Villarreal voting in the affirmative and none voting against.

10. REQUEST FOR APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF SANTA FE AND THE SANTA FE RAILYARD PARK CONSERVANCY FOR MANAGEMENT OF THE SANTA FE RAILYARD PARK PROGRAMS IN THE AMOUNT OF \$175,000 (ROBERT SIQUEIROS)

COMMITTEE REVIEW

Finance Committee (Scheduled)

07/02/18

Council (Scheduled)

07/11/18

Councilor Villarreal noticed the caption doesn't look like the amount being requested. In the packet it is \$150,000 but the agenda says \$175,000.

Mr. Siqueiros said it is \$150,000.

Councilor Villarreal didn't know why the Conservancy was not present.

Mr. Siqueiros suggested it would be fine to postpone it.

Councilor Villarreal said some of the request was completely understandable, but she needed more information regarding the acequia underpass and had questions about the art project. She asked if the \$10,000 is primarily for the honoraria.

Mr. Siqueiros agreed.

Commissioner Villarreal asked if it was minimal for marketing project management.

Mr. Siqueiros agreed.

Councilor Villarreal asked how many honoraria there would be.

Councilor Harris said there were 8.

Mr. Siqueiros said that was for last fiscal year.

Councilor Villarreal understood and did the calculation. She was not sure how the budget was broken down and pointed out that Earth Day was not broken down at all. Maybe there is parking for this too, but she was not sure.

Mr. Siqueiros explained that they get parking passes for the year that they pay for.

Councilor Villarreal said she needed to understand that better.

Mr. Siqueiros said he did ask the Conservancy people to be at the meeting and would feel more comfortable postponing it to the next Public Works Committee meeting.

Councilor Villarreal noted that the City ends up paying them to pay for someone else to do fund raising and didn't think that is the City's job.

Mr. Siqueiros clarified that when they went from being park stewards to the park conservancy, they had a membership program to do that and that meant they wouldn't need that money. Having them be self-sufficient was his goal. That is where he would like them to be eventually.

Councilor Villarreal said it really is to be a city activity area. That was her intention on it.

Mr. Siqueiros commented that they have come a long way since TPL conservancy. Their program has expanded since 2008. It will probably be more time sensitive on the next contract.

Councilor Villarreal acknowledged that they do provide a lot of family programs. She supported a postponement to the next meeting.

Councilor Harris said they rent the community room almost every weekend. He asked what the rent amount was.

Mr. Siqueiros said they have a sliding scale that goes from \$15 - \$100 per day.

Councilor Harris said he understood the nature of the park very well. There are lots of volunteers, but last Saturday, a lot of it was done at the Dancing Ground Park. A 50% increase is a lot and he questioned that hard. He asked who uses the restrooms.

Mr. Siqueiros said the restrooms are open when there are events.

Councilor Harris asked if Park Staff does the maintenance.

Mr. Siqueiros agreed. Clean up costs are provided from the deposit.

Councilor Harris asked if exhibit A is for FY 18-19.

Mr. Siqueiros said yes. It was budgeted out of Railyard GRT which is 1/16%. It pays for their debt service.

Councilor Harris wanted more clarity on the GRT and debt service. He also wanted to ask the Conservancy group how to become fully self-sufficient.

Councilor Abeyta asked, in the next packet, to provide how much GRT is available and what it is going to impact., etc. Maybe they think the GRT is just theirs to use.

Mr. Siqueiros said \$1.3 million comes in on GRT. The land was paid off in 2007. He agreed to provide the breakdown.

Councilor Abeyta asked if the City is paying rent for Market Place, to be in that building.

Councilor Harris said Economic Development is one that pays rent as part of their budget.

Mr. Romero said they are just paying into the capital investment debt service. The City did purchase half of the second floor.

MOTION: Councilor Villarreal moved, seconded by Councilor Harris to postpone this item to the next scheduled Public Works meeting on July 9, 2018.

VOTE: The motion passed by unanimous (5-0) voice vote with Councilors Abeyta, Vigil Coppler, Harris, Ives, and Villarreal voting in the affirmative and none voting against.

13. REQUEST FOR APPROVAL OF A LEASE AGREEMENT FOR TELECOMMUNICATION USE OF AN EXISTING, CITY-OWNED MONOPOLE TOWER LOCATED AT THE CITY OF SANTA FE WATER DIVISION PROPERTY AT 801 W. SAN MATEO STREET CONSISTING OF APPROXIMATELY 184 SQUARE FEET OF GROUND SPACE AND ASSOCIATED AIR RIGHTS BY VERIZON WIRELESS (VAW) LLC D/B/A VERIZON WIRELESS (MATTHEW O'REILLY)

COMMITTEE REVIEW

Finance Committee (Scheduled)

07/02/18

Council (Scheduled)

07/11/18

Councilor Harris said he ended up sponsoring the franchise fees. Verizon doesn't have a franchise for right-of-way.

Mr. O'Reilly agreed.

Councilor Harris read the lease and the three locations and saw they are also on private property, not in a public right-of-way. He asked if a franchise agreement would be appropriate for those.

Mr. O'Reilly said no, because the City only does a franchise for public rights-of-way.

Councilor Harris asked if the City receives other benefits by allowing Verizon to have access to those or is it just about the revenue stream. Over time, it becomes significant. But are there other benefits?

Mr. O'Reilly said there are. When Mayor Gonzales issued his proclamation, it was about poor cell phone coverage. There will be five more coming and with it, Verizon coverage will be substantially improved and also to our emergency services.

Councilor Harris said when he got tired of dropped calls, he switched to AT&T for less money. He asked if there is room on these towers for other providers.

Mr. O'Reilly said the site on 801 San Mateo would be full but, on the others, there is still room remaining and many other carriers are on them.

Councilor Harris pointed out that, unlike PSAs, there is no termination for convenience on the City's part. But if there is interference with City's signal, it would be one of the grounds for terminating.

Mr. O'Reilly said generally, that is true and if in default, the City could terminate the agreement.

Councilor Harris saw on page 12, that the lessee could also terminate. He asked if that also applies to T-Mobile, AT&T and others.

Mr. O'Reilly said the agreement was developed over a period of time by experts before entering the first one with CenturyLink and it is used as a model for each of them. Verizon did push back on a few things. The City was very aggressive on it. And one was on termination with interference. All changes were reviewed by the City Attorney's Office.

Councilor Harris said interference is certainly an appropriate reason to terminate.

MOTION: Councilor Abeyta moved, seconded by Councilor Harris to approve the agreement.

VOTE: The motion passed by unanimous (5-0) voice vote with Councilors Abeyta, Vigil Coppler, Harris, Ives, and Villarreal voting in the affirmative and none voting against.

15. REQUEST FOR APPROVAL OF A LEASE AGREEMENT FOR TELECOMMUNICATION USE OF AN

EXISTING, CITY-OWNED LATTICE-STYLE TOWER LOCATED AT THE CITY OF SANTA FE FIRE STATION #4 PROPERTY AT 1130 ARROYO CHAMISO ROAD CONSISTING OF APPROXIMATELY 180 SQUARE FEET OF GROUND SPACE AND ASSOCIATED AIR RIGHTS BY VERIZON WIRELESS (VAW) LLC D/B/A VERIZON WIRELESS (MATTHEW O'REILLY)

COMMITTEE REVIEW

Finance Committee (Scheduled)
Council (Scheduled)

07/02/18
07/11/18

Councilor Vigil Coppler referred to the cover memo, page two, under recommendations and said she understood items 13 and 14 with towers on buildings involved with Water but on #15, the tower is on a fire station. She asked if the money paid for this lease also goes to the Water Division.

Mr. O'Reilly said the City has an ordinance, 11-14.5, that specifies where revenues go on sales and leases. It says if the property is controlled by an enterprise fund, the revenues go to that enterprise fund. The Fire station is not an enterprise fund and so it goes to City E.D. Fund by ordinance.

Councilor Vigil Coppler said it must be a cut and paste because on page 2, it says this goes to Water.

Mr. O'Reilly agreed that is a typo and he would correct it.

MOTION: Councilor Vigil Coppler moved, seconded by Councilor Harris to approve the agreement as corrected.

VOTE: The motion passed by unanimous (5-0) voice vote with Councilors Abeyta, Vigil Coppler, Harris, Ives, and Villarreal voting in the affirmative and none voting against.

DISCUSSION AGENDA

18. PROJECT REPORTING PARAMETERS AND PROTOCOLS (COUNCILOR IVES)

Chair Ives said he put this on the agenda because, over several meetings, we saw items on CIP projects and for the past year or two about how we want to capture information on the CIP in time. We had a couple of examples of the aggregated list in handouts of spreadsheets and the financial summary sheet we got before and a project timing chart. With each one, it is useful to understand a project in a nutshell to understand source of funding, timing, various components and current status. He hoped to reach agreement on consistent reporting on CIP, so Staff could understand where we are in making those decisions and have that road map of the projects in front of the Committee.

Having seen audit findings including on capital assets and lack of appropriate documentation in associating it to a specific project, the City was called out on cost allocation. So having them in standardized format would help us and Staff in making assessments.

He invited Mr. Romero to weigh in on them since they have been moving in this direction but not there yet.

Mr. Romero shared the financial summary report and then a big spread sheet on project status. He said the project status is very similar to what Staff provides. If there is anything in the Water format we should include, we can. It is a good snapshot of projects and he agreed with having a standardized format and asked how the Committee wants them generated and reported. It could be included in every project that comes to Council.

Chair Ives said page 9 in the packet is the scheduling project management form that lists all categories.

Mr. Romero said that isn't the overall schedule. These are schedules provided by consultants for major project contracts. The vast majority of major projects have these. They are not generated by City Staff. Once we let a construction project, we have a schedule requested and the contractors make their own GANT chart with grading, drainage, etc.

Chair Ives reasoned that it is typical to have schedules on major projects, but not necessarily on all projects. But it allows us to see the course of the project and tells us what is occurring at any point in time. It is helpful in CIP to understand how many years of funding must be budgeted. Right now, some of our Staff members are getting certificates in project management and he was looking at Fire Station #2.

Mr. Romero said he could produce a generic schedule report, but he cannot dictate one like this to show how many weeks it would take for each step. He explained why a consultant would have to provide it to the City instead of Staff doing it.

Councilor Harris said the Committee needs to have a "high-altitude look" and have procurement in the middle of it. It is just helpful and most of those dates are already incorporated in the RFP. It is an understanding of when to deliver the project. In the hospital tank and at Buckman, Ms. Johansen put those together. Mr. Pacheco did it on some projects for trails. This is a very clear statement of a specific project and that is what is good about this format. Having a sheet like this, starting with design and with room for amendments, changes in budget, etc. would be useful for all of us. The handout is for Water projects. So they have a long-standing report on projects.

He suggested a change to have the same header across all sheets, so he would not have to flip back and forth. There are multiple projects underway at the Airport right now. It gets reported to us, but it is easier for him since he pays attention to them. But to really have it laid out and be able to see where the whole airport program stands, would be very used to track them all. And as we get further along, in addition to design fees, architectural engineering fees, and construction, we always wanted to track capital administration. For instance, in the proposed construction at Fire Station #2, they are bringing practically all of those details to the table.

But that is not always the case. For the St. Francis underpass, not all subconsultants came in together under the design contract. There were separate subdesign projects. He always wanted to think in terms of capital administration. To his way of thinking, capital administration was the owner's responsibility. They

need environmental clearances and other such things. What Ms. Johansen produced here is a level that is useful, and the format easily understood. He asked if the others thought it would be useful.

Chair Ives said the preparation of these sheets began, based upon meetings he had with the State and what they used to bring better information to the Committee. Water does these as an update at PUC. So it might be useful to do a bi-monthly update on the projects, so people can review it and share it. It is meant to give us a better understanding of the CIP projects.

Councilor Vigil Coppler appreciated the information. She had part of her question answered. She was not interested in getting this at every meeting. Projects move slowly. She was concerned with how much time it would take to produce it. She would question the cost/benefit of doing it more frequently than bi-monthly. It is helpful, but she didn't want to get into project management.

Councilor Villarreal agreed. She appreciated it but not all the time. Each project is different. Maybe Staff could focus on changes in reporting it to us. She would like to see high-level projects or projects where things have changed. The project time line never was helpful to her. Tracking amendments is where she got confused. Sometimes we don't get information that clarifies the change.

Chair Ives was suggesting every two months but suggested maybe quarterly reporting.

Councilor Abeyta added that it is important for someone to be doing this. He didn't necessarily need to see it. It would be important to have a standard format to use. He liked the Buckman pipeline format.

He was also concerned that we are doing projects differently from department to department. He was glad that Staff is becoming certified in project management. Something like this is long overdue. And, when it is not uniform is when auditors call it to our attention. We need to continue this discussion and work to a standard format.

Councilor Harris pointed out that anyone who is a project manager, needs to work the numbers and if they can't, should not be a project manager. He agreed that the Committee doesn't need it every month but should get it when the award for the contract is made. Proposed amendments would show in the summary sheet, so the Committee would know and understand the big picture and only when changes are made should it be reported.

Periodically, it would be good to see something like this for CIP projects. It is useful for divisions, like the airport division and that is how he would see it being used.

Last week at Finance, about \$20 million of CIP projects were identified. Councilor Romero-Wirth asked why we haven't done this before. We had to admit we don't know our numbers.

Mr. Romero said this spreadsheet is exactly what he provides, and he is the author. It is a lot of detail and it is meant to be what Councilors are looking for. He could provide a lot of good information on the project summary form and will provide a report on what the changes are. If and when the City develops a capital improvement budget, it is simple to provide the amounts.

Councilor Abeyta asked if that would look the same in format, regardless of the department.

Mr. Romero agreed. This is really just an expense report. The railyard report was a budget report. There are several grant sources and bond sales for different projects and it is easy to give an expense report.

Councilor Harris thanked him. There are different revenue streams and that needs to be shown. Everyone is better off if we can see that kind of report.

Chair Ives hoped that a report like this could be generated for every department. It should not be a significant burden. Project Managers should be doing them. Regarding the Financial Summary Report, Mr. Romero called it an expense report. He wondered if these reports could just be included in the packet. And aggregated on an ongoing basis.

Mr. Romero said the new enterprise system could create them. When we have to manually create them, it is very labor-intensive. He tries to put them all on one spreadsheet rather than distributing it to all staff. If they are, it is to be done with track changes. He could provide them at the next meeting. But he will also present the ICIP at the next meeting.

Chair Ives said it would be helpful for the Committee in dealing with CIP, to see them and if Councilors have recommendations on them, obviously we don't want to just create busy work. Any changes you propose to be beneficial could be incorporated.

19. MATTERS FROM STAFF

There were no matters from Staff.

20. MATTERS FROM THE COMMITTEE

Councilor Harris didn't know the name of the subdivision project that Dennis Branch developed that dealt with park issues. It is unclear from Karen Thompson where we stand on accepting that project for things like a stop sign that was missing, etc.

Mr. Romero said he would have to check with Land Use. They are facilitating the acceptance. There were some technicalities from Streets or things the contractor had not done according to the development plan.

Councilor Harris explained that the developer died, and he heard the contractor went bankrupt and the bank was left with it.

Mr. Romero said Mr. Branch sold it before he passed away. The bank is working on completing it. That is the major issue when the contractor went out of business.

Councilor Harris asked if it would be appropriate for Mr. Romero to ask the Land Use Department what needs to be done. Are the bonds still in place? What would it take to get it accepted?

Mr. Romero said he would follow up on it.

21. MATTERS FROM THE CHAIR

Chair Ives had another item for next time, looking at Resolution 2017-02, about Management's response in concurring with the finding indication of cause that a project is not assigned to its own financial analyst. He wanted someone from Finance to share their response to this new ERP system is the solution. That is on page 243.

Mr. Romero said it isn't so much that managers have not been able to track projects but past practice from Finance that they were reluctant to create new business units. They were budgeting several projects under one business unit and forced Staff to keep their own spreadsheet. We had to do our own set of accounting. The practice has now changed, and each project has its own business unit.

Chair Ives appreciated the explanation and was not so worried about what it was as with the solution.


22. NEXT MEETING: MONDAY, JULY 9, 2018

23. ADJOURN

The meeting was adjourned at 7:20 p.m.

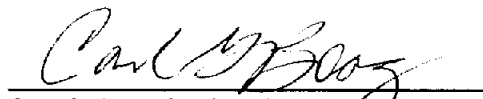
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Approved by:



Peter N. Ives, Chair

Submitted by:



Carl G. Boaz for Carl G. Boaz, Inc.