

City of Santa Fe, NM DATE 4/29/18 TIME 11:45
Regular Committee PREPARED BY Carolynn Roibal
Monday, July 02, 2018 PREPARED BY SSSSS
5:00 PM – Finance Committee
Council Chambers .

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF CONSENT AGENDA

5. APPROVAL OF MINUTES

- a) Regular Finance Committee Meeting - June 18, 2018
Item a.pdf

6. CONSENT AGENDA

- a) Request for Approval of Amendment No. 6 to Professional Services Agreement 16-1097 in the Amount of \$216,829, Excluding NMGR, for City ERP System Implementation Project Management Services (RFP 17/13/P); Berry Dunn McNeil & Parker, LLC. (Renee Martinez)

Item a.pdf

- b) Request for Approval of Amendment No. 2 of Professional Services Agreement in the Amount of \$107,000 for the Development and Design of the Agua Fria/Cottonwood Intersection; Souder Miller, Inc. (David Quintana)

Item b.pdf

- c) Request for Approval of Award of RFP 18/34/P and Professional Services Agreement in the Total Amount of \$280,000, Plus NMGR, for Database Development, Training and Support Services for Utility Billing Division; Mountain River Consulting. (Joshua Elicio).

Item c.pdf

- d) Request for Approval of a Budget Amendment Resolution for Northwest Quadrant Trails 2008 Bond Fund; Leroy Pacheco)

Item d.pdf

- e) 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; Santa Fe Civic Housing Authority (Gino Rinaldi)

Item e.pdf

- f) 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)

Item f.pdf

- g) 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)

Item g.pdf

h) 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)

Item h.pdf

i) 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)

Item i.pdf

j) 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)

Item j.pdf

k) Request for the Approval of Professional Services Agreement in the Total Amount of \$430,000 for 4 Years; Pre-Placement and Pre-Employment Physicals of Candidates Prior to Hiring; IMS Practice Management Group LLC – Dr. Joshua Brown, MD. (Gary Bartlett)

Item k.pdf

l) Request for Approval a Resolution Amending Resolution 2016-36 to Increase the Fee Waiver for the Santa Fe Summer Series Held at HIPICO Santa Fe to Fifty Percent from Twenty-Five Percent. (Councilor Rivera) (Paul Babcock)

Committee Review:

Public Works Committee 6/25/18

City Council 7/11/18

Fiscal Impact: TBD

Item l.pdf

m) Request for Approval of Resolution Proclaiming Severe or Extreme Drought Conditions may Exist in the City of Santa Fe; Imposing Fire Restrictions; Restricting the Sale or Use of Fireworks within the City of Santa Fe and Prohibiting Other Fire Hazard Activities. (Councilors Rivera, Villarreal, Lindell and Harris) (Porfirio Chavarria and Rey Gonzales)

Committee Review:

Public Safety Committee (approved) 6/19/18

Finance Committee 7/2/18

City Council 7/11/18

Fiscal Impact: None

Item m.pdf

7. DISCUSSION

a) Presentation of the City of Santa Fe Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2017, Pursuant to State Audit Rule 2012, 2.2.2. NMAC by CliftonLarsonAllen LLP. (Bradley Fluetsch) (CAFR Available on City's Website)

Item 7a.pdf

- b) Discussion and Direction of New Positions Related to Constituent Services, Council Liaison, and Director of Neighborhood Engagement as Approved in the FY18-19 Operating Budget. (Councilor Abeyta)
[Item b.pdf](#)

MATTERS FROM STAFF

MATTERS FROM THE COMMITTEE

EXECUTIVE SESSION

ADJOURN

**SUMMARY OF ACTION
FINANCE COMMITTEE
CITY HALL, CITY COUNCIL CHAMBERS
MONDAY, JULY 2, 2018, 5:00**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER		1
ROLL CALL	QUORUM	1
APPROVAL OF AGENDA	APPROVED	1
APPROVAL OF CONSENT AGENDA	AMENDED/APPROVED	1-2
APPROVAL OF MINUTES	APPROVED	2
<u>DISCUSSION</u>		
PRESENTATION OF THE CITY OF SANTA FE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2017, PURSUANT TO STATE AUDIT RULE 2012, 2.2.2. NMAC BY CLIFTON LARSON ALLEN LLP.	INFORMATION/DISCUSSION	2-4
<u>CONSENT AGENDA</u>		
REQUEST FOR APPROVAL OF AMENDMENT NO. 6 TO PROFESSIONAL SERVICES AGREEMENT 16-1097 IN THE AMOUNT OF \$216,829, EXCLUDING NMGR, FOR CITY ERP SYSTEM IMPLEMENTATION PROJECT MANAGEMENT SERVICES (RFP 17/13/P); BARRY DUNN MCNEIL AND PARKER, LLC.	APPROVED	4-5
REQUEST FOR APPROVAL OF AMENDMENT NO. 2 OF PROFESSIONAL	APPROVED	5-8

**SERVICES AGREEMENT IN THE
AMOUNT OF \$107,000 FOR THE
DEVELOPMENT AND DESIGN OF
THE AGUA FRIA/COTTONWOOD
INTERSECTION; SOUDER
MILLER, INC.**

**REQUEST FOR APPROVAL OF
AWARD OF RFP 18/34/0 AND
PROFESSIONAL SERVICES
AGREEMENT IN THE TOTAL
AMOUNT OF \$280,000, PLUS
NMGRT, FOR DATABASE
DEVELOPMENT, TRAINING AND
SUPPORT SERVICES FOR UTILITY
BILLING DIVISION; MOUNTAIN RIVER
CONSULTING.**

APPROVED

8

**REQUEST FOR APPROVAL OF A
BUDGET AMENDMENT RESOLUTION
FOR NORTHWEST QUADRANT TRAILS
2008 BOND FUND.**

APPROVED

8-12

**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; SANTA FE CIVIC HOUSING
AUTHORITY.**

APPROVED ON CONSENT

12-13

**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 BEGIN WITHIN
PROJECTED SECTION 30, T. 17 N.,
R. 10 E., N.M.P.M. SANTA FE COUNTY,
NM CONTAINING A TOTAL OF
APPROXIMATELY 260.25 SQUARE FEET
BY MARK LITTLE AS MANAGEMENT
MEMBER OF EL BOSQUE PROPERTIES,**

APPROVED ON CONSENT

13

**LLC, KEMAR PROPERTIES LLC, AND
EAST ALAMEDA PROPERTIES LLC,
OWNERS OF THE TRACTS
RESPECTIVELY.**

**REQUEST FOR APPROVAL OF A
LEASE AGREEMENT FOR
TELECOMMUNICATION USE OF AN
EXISTING, CITY-OWNER 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.**

APPROVED ON CONSENT 13

**REQUEST FOR APPROVAL OF LEASE
AGREEMENT FOR
TELECOMMUNICATION USE OF AN
EXISTING, CITY-OWNER 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 VERISON
WIRELESS.**

APPROVED ON CONSENT 13

**REQUEST FOR APPROVAL OF LEASE
AGREEMENT FOR TELECOMMUNICATION
USE OF AN EXISTING, CITY-OWNED
MONOPOLE TOWER LOCATED A TTHE
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.**

APPROVED ON CONSENT 13

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.	APPROVAL ON CONSENT	13
REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$430,000 FOR 4 YEARS; PRE-PLACEMENT AND PRE-EMPLOYMENT PHYSICALS OF CANDIDATES PRIOR TO HIRING; IMS PRACTICE MANAGEMENT GROUP LLC - DR. JOSHUA BROWN, MD.	APPROVED ON CONSENT	13
REQUEST FOR APPROVAL OF RESOLUTION 2016-36 TO INCREASE THE FEE WAIVER FOR SANTA FE SUMMER SERIES HELD AT HIPICO SANTA FE TO FIFTY PERCENT FROM TWENTY-FIVE PERCENT.	APPROVED	13-16
REQUEST FOR APPROVAL OF RESOLUTION PROCLAIMING SEVERE OR EXTREME DROUGHT CONDITIONS MAY EXIST IN THE CITY OF SANTA FE; IMPOSING FIRE RESTRICTIONS; RESTRICTING THE SALE OF USE OF FIREWORKS WITHIN THE CITY OF SANTA FE AND PROHIBITING OTHER FIRE HAZARD ACTIVITIES.	APPROVED ON CONSENT	16

DISCUSSION

DISCUSSION AND DIRECTION OF NEW POSITIONS RELATED TO CONSTITUENT SERVICES, COUNCIL LIAISON AND DIRECTOR OF NEIGHBORHOOD ENGAGEMENT AS APPROVED IN THE FY 18-19 OPERATING BUDGET.	INFORMATION/DISCUSSION	16-19
MATTERS FROM STAFF	NONE	19-20
MATTERS FROM THE COMMISSION	NONE	20
EXECUTIVE SESSION	NONE/DISCUSSION	20
ADJOURN	ADJOURNED	20

**FINANCE COMMITTEE
CITY HALL, CITY COUNCIL CHAMBERS
MONDAY, JULY 2, 2018, 5:00**

1. CALL TO ORDER

The meeting of the Finance Committee was called to order by Councilor Roman Abeyta, Chair, at 5:02 pm on Wednesday, July 2, 2018, in the City Council Chambers, City Hall, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT

Councilor Roman Abeyta, Chair
Councilor Christopher Rivera
Councilor Signe Lindell
Councilor Michael Harris
Councilor Carol Romero Wirth

MEMBERS ABSENT

OTHERS PRESENT

Brad Fluetsch, Finance Department
Becky Casper, Finance Department
Elizabeth Martin, Stenographer

3. APPROVAL OF AGENDA

Mr. Fluetsch said he would like to move item 7 (A) to be heard before the Consent Calendar discussion.

MOTION A motion was made by Councilor Harris, seconded by Councilor Lindell, to approve the agenda as amended.

VOTE The motion passed unanimously by voice vote.

4. APPROVAL OF CONSENT AGENDA

Councilor Romero Wirth pulled items A, D and L for discussion.

Councilor Harris pulled items A, B, C and L for discussion.

MOTION A motion was made by Councilor Lindell, seconded by Councilor Rivera, to approve the Consent Agenda as amended.

VOTE The motion passed unanimously by voice vote.

**5. APPROVAL OF MINUTES
JUNE 18, 2018**

Councilor Harris said on page 27 he would like to emphasize that we did not move forward because we were not aware of our numbers in the capital program. He wanted to remind everyone that we did talk about that and our CAFR points that out that. This is not really a change, just a comment.

MOTION A motion was made by Councilor Harris, seconded by Councilor Lindell, to approve the minutes as presented.

VOTE The motion passed unanimously by voice vote.

**7. A. PRESENTATION OF THE CITY OF SANTA FE COMPREHENSIVE ANNUAL
FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2017, PURSUANT TO
STATE AUDIT RULE 2012, 2.2.2. NMAC BY CLIFTON LARSON ALLEN LLP.
Laura Beltran-Schmitz**

Ms. Beltran-Schmitz said this is our required communication to discuss the audit of the City of Santa Fe comprehensive report. We did meet with management and one member of the Governing Body on May 24th. We were not able to allow a quorum of Councilors because the audit has not yet been released. The audit has now been released by the State Auditor.

Ms. Beltran-Schmitz said we had a meeting with the Audit Committee, but at that time the audit had not been released. It is our intention to discuss the audit with them at their meeting on August 1st.

Ms. Beltran-Schmitz reviewed the power point presentation included in the meeting packet.

Questions asked by the Finance Committee members during the presentation were as follows:

Councilor Harris said one thing he highlighted is on page 243 of the CAFR and page 5 of the power point presentation. He does not know what is meant by management representations. What does that mean.

Ms. Beltran-Schmitz said on page 5 of the power point it means we did obtain a management representation letter including multiple representations the City is making. That means they did not withhold anything from us. One of the points that needs to be included in the representations is that

management evaluated capital assets for impairment to ensure its assets are still working and fully utilized for the underlying reason they were purchased. When we discussed this with them they informed us that they would not sign a representation letter with that paragraph because the City had not assessed any of the assets for impairment. If management is not doing its due diligence we cannot do our review.

Councilor Harris asked does impairment mean that the asset no longer has useful life.

Ms. Beltran-Schmitz said there are 2 reasons. A natural disaster renders the asset worthless or there are improvements in technology that make something purchased 10 years ago not useful for that purpose anymore because there is something better and more efficient. We are not saying City assets are impaired. We are simply saying City management could not say that they had assessed that. We test that, but there was nothing for us to test because management asserted they had not done that. That is a finding. There are still multiple issues with capital assets and that was the basis for the modified opinion.

Councilor Harris said this is what he has been saying, that we don't know our numbers.

Councilor Harris said he highlighted on page 238 the Federal Awards section where you said the auditee qualifies as a low risk auditee.

Ms. Beltran-Schmitz said that is based on our assessment done on a single audit for 2017 on Federal funds. You will not be a low risk auditee now however because we do have material risks. Fiscal years 15 and 16 were low risk but not 17.

Councilor Harris said even though we had no weakness in Federal awards we will not be considered a low risk auditee.

Ms. Beltran-Schmitz said that is correct. That determination drives largely our test work.

Councilor Rivera said on the bottom of page 252 you gave an amount for allowable costs, but as far as cash management no amount is mentioned.

Ms. Beltran-Schmitz said it is based on what we reviewed in the cash management packets. We did not see anything questionable. The issue is internal controls over the process that someone else reviews the package before presenting it to the Feds for reimbursement.

Councilor Rivera asked do all Federal grants have the same types of requirements.

Ms. Beltran-Schmitz said grants vary greatly. We do review at a high level the uniform guidance that drives all overarching policies and procedures for overall grants management. When you get to an actual program there are grant agreements that have specific sets of requirements.

Councilor Rivera asked Mr Fluetsch who keeps track of that.

Mr. Fluetsch said it is a combination of the Finance Office overseeing it and the individual

departments.

Mr. Fluetsch said in reference to the audit the Office of the State Auditor used the word "qualified." Can you explain for the Committee the meaning of modified and qualified.

Ms. Beltran-Schmitz said unmodified and unqualified mean the same thing. A clean audit. We use modified and qualified which mean the same thing. It means except for these items everything received a clean opinion so we have a qualified opinion over capital assets.

Councilor Harris said most of the press has been about the material weaknesses. We were struck in March of 2016 with a \$15 million deficit. On page 11 there is a statement that overall the City executed the General Fund budget as planned with small variances. So the budget we put together under a lot of pressure seems to have held up for this period. He took that as good news.

Ms. Beltran-Schmitz said that is not our statement. It is part of the management discussion. The statement is one made by City management. We do not provide an opinion over management discussion or analysis.

Chair Abeyta said thank you for presentation and for the work you did. He attended the audit exit reporting and it looks like it was a difficult process. You came in during a time of change and when an old way of doing things was changing to new way of doing things with new staff. Thank you for your patience with us. You will be returning next year. You have a 3 year contract.

Ms. Beltran-Schmitz said yes.

Chair Abeyta said hopefully next year you will be telling us we are on the right track in making improvements as a City. We look forward to continuing to work with you.

Ms. Beltran-Schmitz said we acknowledge the difficulty during this time of change for the City and to also have us here working on this. We do appreciate the opportunity to continue the relationship with you.

Councilor Harris said he appreciates your persistence and patience in working with us. This was considerably more than you anticipated. He hopes things will be much cleaner this year.

6. CONSENT AGENDA

- A. REQUEST FOR APPROVAL OF AMENDMENT NO. 6 TO PROFESSIONAL SERVICES AGREEMENT 16-1097 IN THE AMOUNT OF \$216,829, EXCLUDING NMGR, FOR CITY ERP SYSTEM IMPLEMENTATION PROJECT MANAGEMENT SERVICES (RFP 17/13/P); BARRY DUNN MCNEIL AND PARKER, LLC. Renee Martinez**

Councilor Romero Wirth said she wanted staff to talk a bit about this for us.

Ms. Martinez said the contract with Barry Dunn is for professional project management services for the ERP project. With this amendment we are moving out the schedule for the financial software implementation due to schedule slipping as the task is being completed. The Steering Committee had not been able to finish all tasks necessary to meet the go live date. We moved it out 6 months. The target is January, 2019. We will continue to need them so the amendment of the contract is to sync the contract with the new schedule.

Councilor Romero Wirth asked all of this is in the budget we approved.

Ms. Martinez said yes, in the CIP budget.

Councilor Romero Wirth asked there are no operating budget funds.

Ms. Martinez said correct.

Councilor Romero Wirth said it is still part of the overall budget amount for this project.

Ms. Martinez said yes, within the originally budgeted amount for this project.

Councilor Romero Wirth asked do you see other amendments coming.

Ms. Martinez said no, we do not believe so. We are working hard to make the January date.

Councilor Harris said in the report to the Governing Body in April 2017 it was at \$911,000. Now with this we at \$1.5 million. He realized we have a few things that were not anticipated, but would like to review that again. Particularly on utility billing. Amendment 4 was utilities. The whole utility billing has been an open question for a time now. Where does Barry Dunn fit into this at over \$300,000.

Ms. Martinez said Barry Dunn is involved in that project. When the City began to have issues around that implementation of that software we brought Barry Dunn in on contract to help us understand what it would take at that point to implement and successfully complete the implementation of that software. We were getting advice from several people that was in conflict and disagreement. Barry Dunn has quite a lot of experience helping cities implement water systems so we brought him in and he did an assessment to advise the City on all the corrections to be made and what a realistic implementation plan looked like. We shared that with the vendor and put the project on hold and went into mediation with the vendor. We contemplated that we would also have them help us if we were successful to get out of mediation to establish a new contract with Advanced. There is money still available in this contract to help us with the rest of that contract.

Councilor Harris said thank for the reminder.

Councilor Harris asked without going into detail have we resolved the issue about how we are

going to support the various leaders within the various departments to meet the deadline. This goes back to the controversial raises which was reversed. It was a difficult decision on how to support the individuals taking the lead on this effort. Has that been resolved.

Ms. Martinez said not completely. A recommendation was made and shared with the Union about getting their support for the recommendation. The recommendation is that we would increase the cap on comp time for employees working on the project or supporting the project so it is not a disincentive for staff to put in the time needed. The increase is from 80 hours to 160 hours to support the project. We are waiting for a response from the Union. It would be applied across the board for all employees supporting the project.

Councilor Harris said we are paying a fair amount to Barry Dunn. It would be useful to coordinate one of their visits with a meeting of the Governing Body. We need to hear from our paid consultant where we are on this and what to expect.

Ms. Martinez said she will work on coordinating that. Do you want them to come to Finance too

Chair Abeyta said just the Governing Body.

MOTION A motion was made by Councilor Lindell, seconded by Councilor Harris, to approve this request.

VOTE The motion passed unanimously by voice vote.

**B. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 OF PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF \$107,000 FOR THE DEVELOPMENT AND DESIGN OF THE AGUA FRIA/COTTONWOOD INTERSECTION; SOUDER MILLER, INC.
Dave Quintana**

Councilor Harris said he is concerned with the inability of the City to track construction in progress. We just talked about that. Can you tell him the total project budget for this.

Mr. Quintana said we received \$1.2 million from NMDOT and FHWA and grant funding over 2 fiscal years. The cost of the design was \$200,000. Construction is \$1 million. Through the alternative process we came up with an alternative that was not approved by the HOA. We went back to the drawing board for an additional redesign. We had to move the \$1 million to FY 2020 to acquire the right of way. We were left with \$107,000 in FY 15.

Councilor Harris said he was surprised that we went through a process NMDOT said we should not have done although, looking at alternatives was part of the NMDOT process. They wanted us to focus on Agua Fria and Cottonwood.

Mr. Quintana said when you receive grant funds for safety specific to a safety concern they are used specific to that issue. The process led us to a slightly different process. The HOA at Fairway Village

did not receive notification due to a change of leadership so we had to back track.

Councilor Harris asked did we know we were screeching it.

Mr. Quintana said we thought so, but went back.

Councilor Harris said the problem is the \$107,000 is coming out of the City's pockets.

Mr. Quintana said no, it is part of the safety funds we received from NMDOT. NMDOT is committed to fully funding the construction project and we feel we need \$800,000 to \$900,000 to do that so we will be within the amount. NMDOT is committed to getting the project done. He is not concerned about getting this project fully funded at all.

Councilor Harris asked what about getting a sidewalk up to the bridge as well.

Mr. Quintana said that specific section will be in the meadows project that will be coming forward.

Councilor Lindell asked what is the alternative process.

Mr. Quintana said the alternative process identifies the project purpose and need then we go through a process to look at alternatives, have public and stakeholder involvement and determine a preferred alternative.

Councilor Lindell said she is not clear on this. These plans were 30% complete. What drove us to change.

Mr. Quintana said when we originally received the plan from the consultant we submitted it to NMDOT for comment. We received no comment so we assumed it was good. Our assumption was also that the gate at Fairway Village would remain open at all times. When we went to the 30% review, NMDOT chimed in then with their concern about location and that conflicted with the grant. Also we received notice from the HOA and their concerns were brought to the forefront. That led to us going back and doing another public meeting and re-evaluating alternatives.

Councilor Lindell asked did the consultant not contact Fairway Village.

Mr. Quintana said the notification was sent out. They were in the process of switching their President and the prior one never relayed the information to the new President. We got a letter out of the blue from them.

Councilor Lindell said that is a pricy mistake. She is concerned about the difference of \$107,000 and that we will get this completed. We looked very hard for the money to redo this intersection. It appears to her that we have \$107,000 that we are amending this contract with, but that \$107,000 is coming out of the \$1 million that the project was funded for. She is concerned about this. It is one of those situations where we could be unable to complete the project with the monies we have available.

MOTION A motion was made by Councilor Harris, seconded by Councilor Rivera, to approve the request.

VOTE The motion passed unanimously by voice vote.

C. REQUEST FOR APPROVAL OF AWARD OF RFP 18/34/0 AND PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$280,000, PLUS NMGR, FOR DATABASE DEVELOPMENT, TRAINING AND SUPPORT SERVICES FOR UTILITY BILLING DIVISION; MOUNTAIN RIVER CONSULTING.

Councilor Harris said he wanted to see how this related to all the things we talked about related to utility billing. No one is here to answer any questions.

MOTION A motion was made by Councilor Harris, seconded by Councilor Lindell, to postpone this item to the next Finance Committee meeting.

VOTE The motion passed unanimously by voice vote.

D. REQUEST FOR APPROVAL OF A BUDGET AMENDMENT RESOLUTION FOR NORTHWEST QUADRANT TRAILS 2008 BOND FUND. Leroy Pacheco

Councilor Romero Wirth said she would like some background on what is happening here.

Mr. Pacheco said in the 2008 Bond Fund \$2.6 million was allocated for the northwest quadrant trails. Over \$2 million has been spent. The City Master Plan for trails was completed. A priority project not funded was the connector trail to the dog park. We sought Federal funds to complete that project. The intention was for urban connection from the dog park. In the midst of the discussion regarding the use of the remainder funds a year ago there began a focus on that project. In the meantime, BTAC and staff worked together to develop a trail part way though. Basically it serves pedestrians and single track bikes. It is not an ADA approved trail. The Finance Department asked that this remaining, unbudgeted fund, because of its age, be allocated and expended as quickly as possible. As part of that discussion with BTAC we reviewed the overall City trail work in progress list of projects approved by City Council which is included in your packets. His response was to inform BTAC and City Council whose decision the use of the funds would be. Mr. Pacheco gave an overview of the projects.

Mr. Pacheco said we have 4 trail systems under development, but under funded. This information is also in your packet. The funds remaining to be spent are \$289,000. The recommendation from BTAC was to use \$100,000 towards the dog park connection and \$189,000 for drinking fountains, restrooms and shade structures which were not part of the approved Master Plan. In the interest of prioritizing the big picture of City needs he noted that the Tierra Contenta Trail is at 80% design and development competition. It could be constructed by next year if it received these funds for construction. Staffs

recommendation is the Tierra Contenta project which is more easily expended quickly and it serves the social equity component. Typically these young students using the trails system are not able to advocate for themselves for the trail system. The staff recommendation is that Council approve the BAR for the Tierra Contenta Trail.

Councilor Romero Wirth asked the bond funds have to be spent by when.

Mr. Fluetsch said the bond proceeds are supposed to be 85% spent within 3 years.

Councilor Romero Wirth said we are working on year 10.

Mr. Fluetsch said we may be within the 15%

Councilor Romero Wirth asked so what is the urgency.

Mr. Fluetsch said the 15% must be spent within 5 years.

Councilor Romero Wirth asked the items BTAC listed, when could those things be worked on. Are they ready to be worked on now.

Mr. Pacheco said no, they are not ready to go. There are 3 major components of projects, the public component, drainage and public right of way. The dog park has to address all those components. The \$189,000 for drinking fountains, shade and toilets was not in the Master Plan. Projects not identified in the Master Plan is a process. There would have to be a public discussion.

Councilor Romero Wirth asked we need drainage and right of way for the dog park.

Mr. Pacheco said yes.

Councilor Romero Wirth asked couldn't the restrooms etc be purchased right away.

Mr. Pacheco said it depends on the design. The NW quadrant carries water supply, but there is no inexpensive way to distribute the water closely. That is a challenge for development of the NW quadrant. It is a challenge to get from the supply line to the drinking fountain. The public process would take time. It would not happen quickly.

Councilor Romero Wirth asked what about the shade structures.

Mr. Pacheco said that would be more achievable.

Councilor Romero Wirth said that could be done in the next year. What about restrooms.

Mr. Pacheco said the type of restroom would be part of the public process discussion. Part of the missing conversation that would be public dialogue.

Councilor Romero Wirth said you mentioned Federal dollars.

Mr. Pacheco said we applied for those through a Council Resolution. We applied for a \$1 million grant. We did not get that. We could reapply.

Councilor Romero Wirth asked why were we turned down.

Mr. Pacheco said he has the documentation and would be happy to send it to her.

Councilor Romero Wirth asked how realistic is that pot of money for this project.

Mr. Pacheco said he believes you have to keep trying.

Councilor Romero Wirth said she has received numerous emails on this. BTAC has been working on an assumption that the funds would be used in the NW quadrant. Staff is recommending that the available funds be used for Tierra Contenta. Why has this not be vetted with BTAC. Why are we here on this at this moment.

Mr. Pacheco said BTAC has always been advised that the allocation of the use of unallocated funds and that it would be a City Council decision with the best interest of the City in mind. This is not new to BTAC. It was deferred to the off road subcommittee to come up with a recommendation. His goal was to keep the conversation broad. It took a long time for BTAC to determine in its May meeting what they wanted the use to be. It was not clear until the May meeting. In May the equity issue was discussed. It is a complicated conversation. You may not be hearing from all of the perspectives. It is documented in the minutes. He can put the minutes in the packet for Council. There did not appear to be consensus in May so based on that the Chair decided to move the issue forward to Council for discussion.

Councilor Romero Wirth said it seemed that this money was allocated to the NW quadrant and we are being asked to move it from there to somewhere else. We have been in trouble with this kind of thing before. Why not stay in the NW quadrant.

Mr. Pacheco said the City Council has the right to move funds. Tierra Contenta funds were moved into that fund and the Tierra Contenta project was created from reallocation of funds. Over \$2 million has been expended on trails in the NW quadrant. There is nothing bad about the request from BTAC; however, if you look at the big picture of City needs there is an incomplete section of the Tierra Contenta Trail that gets kids to school. The discussion should include the entire picture. The funds have not been missed or used. We may as well complete Tierra Contenta.

Councilor Romero Wirth asked why is it okay to move it this time and before City Council has been criticized for moving money from the bond funds.

Mr. Pacheco said he does not believe City Council has been criticized for moving funds.

Councilor Romero Wirth asked so it is okay to move money from one project to another even

though it was allocated to the NW quadrant.

Mr. Pacheco said based on the greater good and the need of the City trail system.

Councilor Romero Wirth said it troubles her if this is a legitimate use of the money and the highest need in the trail system it seems BTAC would know that. She is getting phone calls and emails from people who are very unhappy about this decision. The nature of those came as a surprise. They thought the funds were going to the NW quadrant and staff comes and says we are not doing that. They have not been given the opportunity to be heard or come to an understanding where they were okay with this recommendation. BTAC seems not to be part of the process.

Mr. Pacheco said BTAC is and has been part of the process. There is a strong advocacy group for the NW quadrant. There are no advocates for the Sweeney and Ortiz Middle School needs. If you look at the big picture it is his responsibility to inform BTAC and the City Council of the bigger picture. The decision is up to the Governing Body.

Councilor Romero Wirth said she understands that. It would be nice if, as it goes through our Advisory Committees, they are considered. She wishes they had the opportunity to figure out what is the best use of the money. She does not think they are advocating for one part of town over another. They thought this was for the NW quadrant and without their input it is being moved to somewhere else. That is not a great place to be in.

Councilor Harris said he supports this move for a lot of reasons. The point about the Committee not being listened to, it happens quite frankly. It even happens to the Planning Commission, which has significant responsibility. We appreciate the work BTAC does and the various Committees and Boards we have, but this work was not identified in the Master Plan. To a certain extent it is found money. The priority projects for the NW quadrant have been completed. How much was allocated originally for Tierra Contenta Trails.

Mr. Pacheco said the reallocation for the underpass was for \$300,000.

Councilor Harris said he is talking about the original breakdown for the bond monies.

Mr. Pacheco said \$300,000.

Councilor Harris said \$2.6 million was budgeted for the NW quadrant in the 2008 bond. How much was budgeted for the Tierra Contenta Trail.

Mr. Pacheco said the numbers were based on Master Plan estimates. Those estimates informed the budgets.

Councilor Harris asked was there any money budgeted in the 2008 or 2012 bonds for Tierra Contenta.

Mr. Pacheco said no.

Councilor Harris said he does feel the issue of equity does come into play here. He does think it is appropriate to move to make this change. It is important to support this change.

Councilor Lindell said from what she understands this project is not shovel ready. This project would use these monies to complete the design and right of way acquisitions then needs another \$300,000 to build.

Mr. Pacheco said there is \$300,000 in the existing budget for Tierra Contenta. We expended \$75,000 to complete 85% of the design and to acquire 2 rights of way. We need 5. If we get the additional money it will be sufficient to complete the design, construct and acquire the rights of way.

Councilor Lindell said thank you, that was not clear.

Councilor Rivera said some of the issues we had earlier before Councilor Romero Wirth was here was money being moved without Council knowledge. We passed an Ordinance saying any moves have to go through the Governing Body. The most recent example of that was for the skate park at GCC. That is the new process for money left over on projects that needs to be moved around.

Councilor Rivera asked how many members are there on BTAC

Mr. Pacheco said 8 and Councilor Vigil Coppler as Chair. There are 3 vacancies.

Councilor Rivera asked were they at the June meeting.

Mr. Pacheco said yes.

Councilor Rivera said he commends Mr. Pacheco for making this recommendation. He agrees with what Councilor Harris said. Shade structures are nice, but connecting Tierra Contenta will improve connectivity for residents on the SW side to the rest of the City. Right now they don't have that. With this they can ride their bike and get downtown. He supports this 100%.

MOTION A motion was made by Councilor Rivera, seconded by Councilor Harris, to approve the request.

VOTE The motion passed unanimously by voice vote.

E. 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; SANTA FE CIVIC HOUSING AUTHORITY.

- F. 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 BEGIN WITHIN PROJECTED SECTION 30, T. 17 N., R. 10 E., N.M.P.M. SANTA FE COUNTY, NM CONTAINING A TOTAL OF APPROXIMATELY 260.25 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.
- G. REQUEST FOR APPROVAL OF A LEASE AGREEMENT FOR TELECOMMUNICATION USE OF AN EXISTING, CITY-OWNER 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.
- H. REQUEST FOR APPROVAL OF LEASE AGREEMENT FOR TELECOMMUNICATION USE OF AN EXISTING, CITY-OWNER 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 VERISON WIRELESS.
- I. REQUEST FOR APPROVAL OF 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.
- J. 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.
- K. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$430,000 FOR 4 YEARS; PRE-PLACEMENT AND PRE-EMPLOYMENT PHYSICALS OF CANDIDATES PRIOR TO HIRING; IMS PRACTICE MANAGEMENT GROUP LLC - DR. JOSHUA BROWN, MD.
- L. REQUEST FOR APPROVAL OF RESOLUTION 2016-36 TO INCREASE THE FEE WAIVER FOR SANTA FE SUMMER SERIES HELD AT HIPICO SANTA FE TO FIFTY PERCENT FROM TWENTY-FIVE PERCENT. Paul Babcock
Brian K. Gonzales, property owner

Councilor Rivera asked is this the 4th year of HIPICO.

Mr. Babcock said yes.

Councilor Rivera said Mr. Gonzales approached him that they need additional help. Explain to us how many people come in for this event and what you are doing new.

Mr. Gonzales said this is unique to New Mexico. We are building it into an event center. Our number one goal is sustainability which is our summer series. This is an olympic style jumping event. Our goal was to expand this operation. 77% of the people who attend this event come from out of state. They are people who are typically showing somewhere else this time of year. We have been able to gather the interest of between 1,600 and 1,800 horses coming into Santa Fe. They are from out of state and spend money averaging \$8 to \$10 million and growing. The EMT service we need is a Federal requirement. We are basically using off duty EMTs for the day and they get paid. The total spent is about \$21,000. We are doing the Sister City Challenge this year. We proposed they come up this year to Santa Fe and next year we go down there and the winner gets a trophy. It is bringing commerce between 2 sister cities.

Councilor Rivera asked Mr. Babcock, we are going from 25% to 50%, how much would that cost us.

Mr. Babcock said our ongoing rate is \$145 for first hour and \$108 every hour after that. When we adopted the Resolution for this our rates were \$118 and \$108. It depends on the rate. At the current rate, it would be \$5,500. We try to use on duty personnel. We hire additional when there is a conflict.

Councilor Rivera asked if we funded at 100% what would that be.

Mr. Babcock said \$21,000 total.

Councilor Rivera asked Randy Randail to come forward.

Councilor Rivera said you have the ability to say how many visitors translate to dollars. Do we have an estimate of the GRT to the City.

Mr. Randail said he really does not know at this point. We did select this event to do an economic impact study on this year. We are doing a total of 6. We also will be doing Indian Market. He thinks the total impact of the \$8 to \$10 million range makes sense based on the number of horses and the level of spending this visitor can do. They are a higher end group.

Councilor Rivera said his initial thought was that this brings in a significant amount of money and he would love to fund it at 100%. He brought it down to 50%. He would love to amend it to 100%. He thinks it is worthwhile. If the Fire Department can do it this will more than pay for itself in what it brings to the City.

Councilor Harris asked is this property in the County.

Mr. Gonzales said it is partially City and part County.

Councilor Harris asked why is the County not asked to provide emergency services.

Mr. Gonzales said the County does not have the resources the City does.

Councilor Harris said in the GRT that will come to City will be those people attending with high net worth. When they go to galleries perhaps the GRT would go to the City. The activities at the site would be assessed at the lower County rate and the City would not receive those monies.

Mr. Gonzales said the County takes the position that all the money they spend goes to the City.

Councilor Harris said he does not support this. We struck a deal and we should adhere to that. Let's stay with 25%.

Councilor Lindell said she thinks this event does bring in a significant amount of money and spending to the City. She is glad to hear, Randy, that you are going to do an economic impact on this event. Can you give us any idea how this event last year compared to the year before. What is the growth curve on this.

Mr. Gonzales said 2015 was our starting point. We were in the 1,100 range in numbers of horses. That leads to the number of people attending. In 2016 it was 1,500. 2017 dropped 30%. This year will be our largest year. We already have 1,800 in. We have sold out weeks one and two and know the 3rd week will sell out. There is a good chance at the 4th week as well.

Councilor Lindell asked is this the kind of event around the country that you can get a reputation that this is a new event and is growing and a crowd draws a crowd.

Mr. Gonzales said absolutely. This is private. We are spending a lot of money to make this work. We need the community to help us make that happen. We would love the City to take this event over at some point. A lot of people in New Mexico don't know what show jumping is.

Councilor Lindell asked is the public allowed in free.

Mr. Gonzales said this is free to the public as long as we are part of it.

Councilor Lindell said she appreciates the commitment to keep it free. She hopes we as a City can support this and try to get the word out to people that this is a free event and unique to other things we do and takes place on the south side of town. She would like to do as much community outreach as we can on this event. She went last year and it was impressive. It is pretty exciting.

MOTION A motion was made by Councilor Rivera, seconded by Councilor Lindell, to approve the

request as presented.

VOTE

The motion passed on a voice vote of 3 yes and 2 no. The no votes being Councilor Harris and Councilor Romero Wirth.

- M. REQUEST FOR APPROVAL OF RESOLUTION PROCLAIMING SEVERE OR EXTREME DROUGHT CONDITIONS MAY EXIST IN THE CITY OF SANTA FE; IMPOSING FIRE RESTRICTIONS; RESTRICTING THE SALE OF USE OF FIREWORKS WITHIN THE CITY OF SANTA FE AND PROHIBITING OTHER FIRE HAZARD ACTIVITIES.**

Approved on consent.

7. DISCUSSION

- A. PRESENTATION OF THE CITY OF SANTA FE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2017, PURSUANT TO STATE AUDIT RULE 2012, 2.2.2. NMAC BY CLIFTON LARSON ALLEN LLP.**

Discussion moved to page 2.

- B. DISCUSSION AND DIRECTION OF NEW POSITIONS RELATED TO CONSTITUENT SERVICES, COUNCIL LIAISON AND DIRECTOR OF NEIGHBORHOOD ENGAGEMENT AS APPROVED IN THE FY 18-19 OPERATING BUDGET.**

Chair Abeyta said after last months meeting he worked with the Chief of Staff, the Mayor, the City Attorney and the City Manager to come up with a staffing plan for Constituent Services. Councilor Romero Wirth also participated in these meetings as well. The plan is described in his memo in the meeting packet. What we came up with was a Director of the Constituent and Council Services Division, 2 constituent services specialists, 2 Council liaisons and the Director of Neighborhood Engagement. We would like direction from the Finance Committee on that structure. The feedback we had gotten was that one was not enough for Council. We thought a good compromise would be 2. We need to create job descriptions, job titles, interviewing and hiring, salary recommendations and experience levels.

Councilor Harris said this personnel identified is consistent with the budget we approved. This does not add additional positions. He has felt that 2 Council Liaison positions would be appropriate so he is okay with that. It is still unclear what the Director of Neighborhood Engagement is. He is willing to try this. The big question is how does this Director of Neighborhood Engagement engage in operations and is it as effective as described. He supports this.

Councilor Lindell said she thinks in some form she is going to support his. She has some concerns about it. We need to be clear about job descriptions, who the positions answer to and if we have 2 Council liaisons she thinks it is very important that we know how their time is allocated to each Councilor. She

would want to see that before she puts a yes vote on this at Council.

Chair Abeyta said that may be difficult to determine without actually having the positions filled. We can do something general.

Councilor Lindell said if you have one person for 4 Councilors it seems each one has a 10 hours a week. If someone does not need the 10 hours, someone else can pick up some of that. She supports dividing that up in an equal amount. That seems appropriate. She is not comfortable with page 3. Those salaries need adjustment. The Council liaison salary is starting too high. She suspects the neighborhood, liaisons and Constituent Services would all start at the same level at \$65,000. There could be a lowering of the other 2 salaries. Also the Chief of Staff at \$85,000 would need to be looked at as to what other Directors are paid. She is not sure \$85,000 is enough money for a Chief of Staff considering the responsibilities and duties expected. She has not seen a job description. She thinks the Director of Constituent and Council Services should be paid in same range as other directors are paid. She would like to take a review of that. She thinks the job descriptions on these are very, very important. She has an expectation that we do our job and not that someone else is presenting publically for us on a regular basis.

Councilor Rivera said this is budget neutral. The Director role would require additional funding. He hopes the Constituent Services representatives listed have salaries comparable to the current ones we have. If not, those 2 would have to be brought up.

Chair Abeyta said we need to consider if the Council Liaison positions are to be paid the same as the Constituent Services position. These are 2 different jobs potentially. If we do that we have to look at existing salaries of staff. The existing salary of a Constituent Services Representative is around \$40,000 to \$50,000 a year. This is shown on the Sunshine Portal of the City website. Are we going to require more qualifications for Council Liaisons or are they all the same.

Councilor Rivera said the Neighborhood Engagement Director is shown at \$65,000. That is low if they are doing their job right. It will involve a lot of ENNs after hours. He would like to see a job description on the Chief of Staff position. The Mayor hired outside his purview. We were told by the City Attorney that the only 3 people the Mayor hires are the City Manager, City Attorney and City Clerk. So he sees that position residing under the City Manager. He does support the 2 Council Liaisons. There will be a lot of work for them.

Chair Abeyta asked can we make a recommendation based on which districts will share positions. He proposes districts 1 and 3 share and 2 and 4 share.

There was agreement on this.

Chair Abeyta said we will propose that. We will propose allocating time at 10 hours a week per Councilor. Lets talk about salary ranges. Our lowest paid Constituent Services Representative is paid \$37,440 annually. Should the Council Liaisons be paid more.

Councilor Romero Wirth said she is in the camp of thinking we need one per district. She is okay

with this to try out. When you look at salaries you have to look at what we are asking these people to do. It might include constituent services, research, policy development, scheduling, general administrative support, initial drafting of Resolutions or Ordinances and helping us with substantive memos of the history of issues that might come before us. That is Council Liaisons. They would be our staff, not liaisons. She doesn't like that term. They need to be paid \$50,000 or \$60,000. Maybe that is low. These people need to have a certain level of education that we have to pay for. We have to figure out that and then come back into the others. We are adding these positions to better serve the people of Santa Fe. The expectations on Councilors are extraordinarily high. We are paid in a part time capacity and the majority of us hold other jobs. We are doing this within the budget we approved. We have to stay within that budget.

Chair Abeyta asked what is wanted on the experience and education level.

Councilor Romero Wirth said could be a masters degree, could be a college degree. She wouldn't mind having a lawyer. A policy oriented lawyer. She sees these jobs as young people jobs. Part of making change in our community.

Chair Abeyta asked what would be the minimum.

Councilor Romero Wirth said a bachelors degree.

Chair Abeyta asked what about experience in lieu of education.

Councilor Romero Wirth said it would be helpful to have our new human resources person weigh in.

Chair Abeyta said so we want a minimum of a bachelors degree.

Councilor Romero Wirth said or a lawyer or masters degree preferred. It wouldn't hurt us to have that.

Chair Abeyta asked Councilor Romero Wirth to email him her ideas on the job description. The Constituent Services salary range based on the existing Sunshine Portal is between \$31,000 and \$60,000. Should we continue in that range with Council Liaisons starting at \$50,000.

Councilor Rivera said it feels odd to be talking about salaries. We have a Human Resources Director who is coming on board and could compare these with other positions and cities and figure out ranges. We could reconvene then.

Chair Abeyta said he wanted to give general guidance.

Councilor Harris said he likes Councilor River's notion. This is new territory. We need to agree that this gets done within the budgeted amount and look at what the County is paying for similar positions. He would agree to allow Human Resources staff to give recommendations. If the comp and class study ever sees light of day it might help.

Chair Abeyta said we agree overall on the positions. Human Resources can come back with job descriptions and salary ranges.

Councilor Harris said he is looking at the Neighborhood Engagement Director who may need to go to ENNs twice a week. Do they get a City vehicle. Are there any other costs associated with having these folks on the job. That is the person most likely to have to get out and about. There are a lot of questions to be answered. We need to be disciplined within the budget. He agrees with Councilor Rivera on the hiring of the Chief of Staff and that it was not done appropriately.

Chair Abeyta said the Human Resources Director in conjunction with Finance can work out what we are proposing for these positions.

Councilor Romero asked why do we call the Neighborhood person a director. That may be a little too grandiose.

Chair Abeyta said that is the way it is listed in the budget book.

Councilor Rivera said he wants to make it clear as a City Councilor he does not want the responsibility of evaluation on these liaisons. That should be directed to the City Manager who can get input from us as to if it is working out or not. He does not want management responsibility over these people.

Chair Abeyta said the Director of Constituent and Council Services will provide that.

Councilor Rivera said we need to have someone determine if there are additional costs like equipment, phones etc.

Chair Abeyta asked do we want everything to come back to Finance or go straight to Council when ready.

There was agreement that the information come back to Finance for review.

Chair Abeyta said it took a lot to get to this point. Thank you Councilor Romero Wirth for meeting with us. This has been very informative and we have a good idea of what we want. We got another liaison position out of the Mayor and Councilor Romero Wirth was in charge of that. Thank you to the Mayor for hearing us and working with us. There was some compromise on both sides and that is appreciated.

Councilor Harris said he appreciated the progress made through the City Manager's office. Thank you Chair and Councilor Romero Wirth.

Councilor Lindell said she still wants to look at the Chief of Staff salary.

8. MATTERS FROM STAFF

None.

9. MATTERS FROM THE COMMITTEE

None.

10. EXECUTIVE SESSION

Chair Abeyta said take this item off of future agendas. He also would like to standardize agendas.

Councilor Harris said we started a good conversation on GRT and bonding capacity at our last meeting. Before we go back to that he would like to know what the Finance Department anticipates for CIP funds for the year we just started. The dollar amount and source.

Mr. Fluetsch said on the CIP you can estimate \$10 million. \$8 million to \$10 million.


Councilor Harris said give that information to us at the next meeting. He wants to look at the source of funds and any additional GRT. He would like the source of funds and the funds anticipated.

Chair Abeyta said with that discussion we need to determine if we recommend \$20 million in additional CIP monies after our last presentation. We need to wrap up that discussion. It will be on our next agenda.

11. ADJOURN

There being no further business before the Committee the meeting adjourned at 7:35 pm.



Councilor Roman Abeyta, Chair

Elizabeth Martin, Stenographer

We promise *to know you and help you.*

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC,
an SEC-registered investment advisor



City of Santa Fe

Exit Presentation for June 30, 2017 Audit

Agenda

- Required Governance Communication
- 2017 Audit Results
- Review of Schedule of Findings and Questioned Costs
- Concluding Steps for Audit Completion



Required Governing Body Communications

- Auditor's responsibility under U.S. Generally Accepted Auditing Standards
- Significant accounting policies
 - No new accounting standards implemented
- No significant financial statement disclosures
- Audit adjustments
 - Multiple trial balances – 9/17, 11/14, 12/27, 3/14
 - Each version contained numerous entries
 - Total amount of journal entries recorded from the multiple version of the trial balance was approximately \$49M
 - Result of audit inquiries from testwork
- No passed audit adjustments



Required Governing Body Communications (continued)

- Management judgments and accounting estimates
 - Allowance for uncollectible accounts receivable
 - Estimated useful lives of capital assets
 - Net pension liability and related deferred amounts
 - Self-insurance IBNR
 - Compensated absences



Required Governing Body Communications (continued)

- Difficulties encountered in performing the audit
 - Refer to finding 2017-001
 - ◊ Multiple trial balances, PBC schedules, lack of adequate review of schedules and CAFR drafts before provided to us – summation errors
- No disagreements with management
- Management did not consult with other accountants on the application of GAAP or GAAS
- No major issues were discussed with management prior to engagement
- Management Representations



2017 Audit Results – Financial Statements

- Independent Auditors' Report –
 - Modified opinion related to capital assets (finding 2017-002)
 - Except for [capital assets], unmodified “clean” opinion that the financial statements are presented fairly, in all material respects, in conformity with U.S. Generally Accepted Accounting Principles (GAAP).
- Limited procedures were performed, and no opinion will be rendered on management's discussion and analysis, required supplementary information, and the Introductory and Statistical sections.
- Limited procedures were performed, and an “in-relation to” opinion on the additional information in the CAFR.



2017 Audit Results – Other Communications

- Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.

- 3 material weaknesses
- 3 significant deficiencies (2 are Federal)
- No material findings associated with compliance with laws and regulations or other matters
- 8 compliance matter or findings that don't rise to the level of a significant deficiency



2017 Audit Results - Definitions

- **Deficiency in Internal Control**
 - Exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.
- **Significant Deficiency**
 - A deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.
- **Material Weakness**
 - A deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.



2017 Audit Results - Compliance

Federal Awards

- Independent Auditors' Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance Required by the Uniform Guidance.
 - *Opinion on Compliance - Unmodified*
 - *Findings – See Schedule of Findings and Questioned Costs*





CLACconnect.com

Managing Principal – New Mexico

Georgie.Ortiz@CLACconnect.com
505-222-3552

Laura Beltran-Schmitz, CPA, CFE, CGFM, CICA Engagement Director

Laura.Beltran-Schmitz@CLACconnect.com
505-222-3526



linkedin.com/company/
cliftonlarsonallen



facebook.com/
cliftonlarsonallen



twitter.com/
CLACconnect



youtube.com/
CliftonLarsonAllen