

CITY CLERK'S OFFICE

**City of Santa Fe, NM**  
**Regular Committee**  
**Monday, June 18, 2018**  
**05:00 PM – Finance Committee**  
**Council Chambers**

DATE 6/15/18 TIME 7:53 a-  
RECEIVED BY Carolynn Roibal  
RECEIVED BY SSSSSS

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF CONSENT AGENDA**

**5. APPROVAL OF MINUTES**

- a) Special Finance Committee Meeting - May 23, 2018  
Minutes-May 23, 2018.pdf
- b) Regular Finance Committee Minutes - June 4, 2018  
Item b.1.pdf

**6. INFORMATIONAL**

- a) Cash Handling Policy Update (Christina Keyes, Clarence Romero, Donald Martinez)  
Item 6a

**7. CONSENT AGENDA**

- a) Request for Approval of Grant Award Using Joint Powers Agreement 11-521-2301-0051 in the Amount of \$286,507 to Conduct Fuels Reduction on The Nature Conservancy Land; New Mexico Energy Minerals and Natural Resources Department. (Greg Gallegos)
  - 1) Request for Approval of Budget Amendment  
Item a
- b) Request for Approval of Modification to Agreement/Grant No. 11-521-231-0051 in the Total Amount of \$52,875 to Fund the Fire Department Wildland Handcrew to Conduct Fuel Reduction on an Additional 25 Acres of City Property; New Mexico Energy Minerals and Natural Resources Department. (Greg Gallegos)
  - 1) Request for Approval of Budget Amendment  
Item b
- c) Request for Approval of Agreement Between the City of Santa Fe and the Santa Fe Firefighters Association International Association of Fire Fighters – Local 2059 (Greg Cliburn)  
Item c
- d) Request for the Approval of Grant Award and Agreement in the Total Amount of \$304,000 for Division of Senior Services' Foster Grandparent Program, Retired Senior Volunteer Program and the Senior Companion Program; State of New Mexico, Aging and Long Term Services Department. (Melanie Montoya)  
Item d

e) Request for Approval of Amendment No. 3 Under Exempt Procurement to Professional Services Agreement in the Amount of \$15,440.79 -Upgrade the City's Customer Relationship Management System; Desert Elements Design. (Felix Herrera)

Item e

f) Request for Approval of Procurement Under State Price Agreements in the Total Amount of \$370,000 for Books, Related Materials and Standing Orders; Baker & Taylor and Midwest Library Services Inc. (Patricia C. Hodapp)

Item f

g) Request for Approval to Award RFP #18/28/P and Professional Services Agreement in the Amount of \$72,769 Inclusive of GRT, to Develop a Plan for a 21st Century Library System in Santa Fe, NM; Godfrey's Associates, Inc. (Patricia C. Hodapp)

Item g

h) Request for Approval to Award RFP #18/05/P and Professional Services Agreement in the Total Amount of \$140,000, Plus GRT, for a Four Year Term - Courier Services to Transport Library Materials Between All Three Library Branches; Thunderbird Express. (Patricia C. Hodapp)

Item h.1.pdf

i) Request for Approval of Amendment No. 1 to Professional Services Agreement in the Total Amount of \$48,000 for Native American Liaison Services, Photography and Videography Services for FY 2019; Rima Krisst. (Randy Randall)

Item i

j) Request for Approval of Amendment No. 5 to the Professional Services Agreement in the Total Amount of \$1,270,000 for FY 2019 for Advertising; Fuseideas Advertising. (Randy Randall)

1) Request for Approval of a Decrease of \$80,000 FY 2018

Item j.pdf

k) Request for Approval of Procurement and Professional Services Agreement in the Total Amount of \$150,000 for Tourism Santa Fe Website Services FY 2019; Studio X, Inc. (Randy Randall)

Item k.pdf

l) Request for Approval of Professional Services Agreement in the Total Amount of \$130,000 for Tourism Santa Fe Public Relations Services FY 2019; Lou Hammond & Associates (Randy Randall)

Item l.pdf

m) Request for Approval of Amendment No.4 to Professional Services Agreement in the Total Amount of \$24,000 for Tourism Santa Fe Visitor Guide Distribution Services FY 2019; Fun & Games. (Randy Randall)

Item m.pdf

n) Request for Approval of Amendment No. 4 to Professional Services Agreement in the Total Amount of \$67,650.31 for Tourism Santa Fe HAVA Maintenance & Repairs FY 2019; TRANE U.S. Inc. (Randy Randall)

Item n.pdf

o) Request for Approval to Refund the Amount of \$203,213.86 for Incorrect Sewer Billing; Santa Fe Civic Housing Authority. (Caryn Fiorina)

Item o

p) Request for Approval for Leak Adjustments Over \$60,000 for the City of Santa Fe Park's Accounts. (Caryn Fiorina)

Item p.pdf

q) Request for Approval of Amendment No. 7 to the Professional Services Agreement for On-Call Asphalt Patching Services for FY 2018/2019 (July-December) in the Amount of \$30,000 Exclusive of NMGRT; GM Emulsion. (Randy Lopez)

Item q.1.pdf

r) Request for Approval of a Budget Amendment in the Amount of \$114,178.94 for the Re-Appropriation of Funding for a Sewer Rodder Truck. (Jerry Tapia)

Item r

s) Request for Approval of Amendment No. 1 to Professional Services Agreement # 17-0520 in the Amount of \$273,724 Exclusive of NMGRT for Hydrology, Hydrogeologic Services to Support Water Division Resources and Planning Projects; John Shoemaker and Associates Inc. (William Schneider)

Item s

t) Request for Approval of Amendment No. 1 to the Professional Services Agreement in the Amount of \$338,000 Exclusive of NMGRT - Financial Services for the Public Utilities Department FY 2018/2019; JMa Municipal Advisors. (Shannon Jones)

Item t

u) Request for Approval of Amendment No. 1 to the Professional Services Agreement to Increase the Maximum Payment Amount for Utility Billing Customers; (Valli Informational Systems Inc. DBA Postal Pros) with Paymentus Corporation (Postal Pros/Paymentus Corporation). (Caryn Fiorina)

Item u

v) Request for Approval of Amendment No. 3 of Professional Services Agreement in the Amount \$80,000, Exclusive of NMGRT, for Professional Public Relations Services for FY 2018/2019; PK Public Relations. (Christine Chavez)

Item v

w) Request for Approval of Procurement and Sale of Natural Gas Under the New Mexico Price Agreement No. 50-000-15-00049AA Between the State of New Mexico and CenterPoint Energy Services, Inc. ("Natural Gas Marketer Services"). (Nick Schiavo)

Item w

x) Request for Approval of Professional Services Agreement Contract # 2013-027 914-230 Procured Using Cooperative Educational Services in the Amount of \$71,868.05, for the Emergency Repair of a Natural Gas Leak at the Waste Water Management Division; Cooperative Educational Services/ TLC Company, Inc. dba TLC Plumbing and Utility. (Kenneth Espinoza)

Item x

y) Request for Approval of Amendment No. 1 to Professional Services Agreement in the Amount of \$60,412.50 Exclusive of NMGRT, for Security Services; Chavez Security. (Caryn Fiorina)

Item y

z) Request for Approval of Amendments to Professional Services Agreements in the Total Amount of \$210,000 for Four Contract Renewals as Awarded Through RFP for FY 2018-2019 Economic Development Portfolio to Provide Workforce Development, Business Development, and Other Support for Economic Development in Santa Fe; Various Vendors. (Matthew Brown)

- 1) Youthworks
- 2) SCORE
- 3) Make Santa Fe
- 4) Regional Development Corporation of New Mexico

Item z.1.pdf

aa) Request for Approval of Memorandum of Understanding in the Amount of \$170,820 for Parking Permits at Municipal Parking Facilities an On-Street Parking Spaces for County Employees; Santa Fe County. (Noel Correia)

Item aa.pdf

ab) Request for Conceptual Approval of the Sale and Vacation of Right-of-Way Within Portions of the Formerly Proposed Richards Avenue Extension (N.M. Project M-4811 Phase 2), Containing Approximately 15,816 Square Feet and Being Portions of Government Lot 22 Section 32, T. 17 N., R. 9 E., N.M.P.M. Santa Fe County, NM by Martha Carvlin (Matthew O'Reilly)

Item ab.pdf

ac) Request for Approval of Budget Amendment in the Amount of \$61,311 for a Dog Park at Fort Marcy. (Sam Burnett)

ac.1.pdf

ad) Request for Approval of Procurement and Professional Services Agreement in the Total Amount of \$167,150 for Audit Services and Books; CliftonLarsonAllen LLP. (Brad Fluetsch)

Item ad.1.pdf

ae) 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, Michelle Romero)

Committee Review:

Public Works Committee 06/25/1018

City Council 06/27/2018

Item ac.pdf

## **8. MATTERS FROM STAFF**

a) Bond Presentation. (Brad Fluetsch)

Bonds 101.pptx

## **MATTERS FROM THE COMMITTEE**

## **EXECUTIVE SESSION**

## **ADJOURN**

**SUMMARY OF ACTION  
FINANCE COMMITTEE  
REGULAR MEETING  
CITY HALL, COUNCIL CHAMBERS  
MONDAY, JUNE 18, 2018, 5:00 PM**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>PAGE</u></b>
CALL TO ORDER		1
ROLL CALL	QUORUM	1
APPROVAL OF AGENDA	APPROVED/AMENDED	1
APPROVAL OF CONSENT AGENDA	APPROVED/AMENDED	
<b><u>APPROVAL OF MINUTES</u></b>		
SPECIAL FINANCE COMMITTEE MEETING MAY 23, 2018	APPROVED	2
REGULAR FINANCE COMMITTEE MEETING JUNE 4, 2018	APPROVED	2
<b><u>INFORMATIONAL</u></b>		
CASH HANDLING POLICY UPDATE	INFORMATION/DISCUSSION	2-4
<b><u>CONSENT AGENDA</u></b>		
REQUEST FOR APPROVAL OF GRANT AWARD USING JOINT POSERS AGREEMENT 11-521-201-0051 IN THE AMOUNT OF \$286,507 TO CONDUCT FUELS REDUCTION ON THE NATURE CONSERVANCY LAND; NEW MEXICO ENERGY AND NATURAL RESOURCES DEPARTMENT.	APPROVED ON CONSENT	4
REQUEST FO APPROVAL OF MODIFICATION APPROVED ON CONSENT TO AGREEMENT/GRANT NO. 11-521-231-0051 IN THE TOTAL AMOUNT OF \$52,875 TO FUND		4

**THE FIRE DEPARTMENT WILDLAND  
HANDCREW TO CONDUCT FUEL  
REDUCTION ON AN ADDITIONAL CITY  
PROPERTY; NEW MEXICO ENERGY  
MINERALS AND NATURAL RESOURCES  
DEPARTMENT.**

**REQUEST FOR APPROVAL OF AGREEMENT APPROVED  
BETWEEN THE CITY OF SANTA FE AND  
THE SANTA FE FIREFIGHTERS ASSOCIATION  
INTERNATIONAL ASSOCIATION OF FIRE  
FIGHTERS - LOCAL 2059.**

**4-5**

**REQUEST FOR APPROVAL OF GRANT  
AWARD AND AGREEMENT IN THE  
TOTAL AMOUNT OF \$304,000 FOR  
DIVISION OF SENIOR SERVICES' FOSTER  
GRANDPARENT PROGRAM, RETIRED  
SENIOR VOLUNTEER PROGRAM AND THE  
SENIOR COMPANION PROGRAM; STATE  
OF NEW MEXICO, AGING AND LONG TERM  
SERVICES DEPARTMENT.**

**APPROVED ON CONSENT**

**5**

**REQUEST FOR APPROVAL OF  
AMENDMENT NO. 3 UNDER EXEMPT  
PROCUREMENT TO PROFESSIONAL  
SERVICES AGREEMENT IN THE AMOUNT  
OF \$15,440.79 - UPGRADE THE CITY'S  
CUSTOMER RELATIONSHIP MANAGEMENT  
SYSTEM; DESERT ELEMENTS DESIGN.**

**REMOVED FROM AGENDA**

**5**

**REQUEST FOR APPROVAL OF  
PROCUREMENT UNDER STATE PRICE  
AGREEMENTS IN THE TOTAL AMOUNT  
OF \$370,000 FOR BOOKS, RELATED  
MATERIALS AND STANDING ORDERS;  
BAKER & TAYLOR AND MIDWEST  
LIBRARY SERVICES, INC.**

**APPROVED ON CONSENT**

**5**

**REQUEST FOR APPROVAL TO AWARD  
RFP #18/28/P AND PROFESSIONAL  
SERVICES AGREEMENT IN THE TOTAL  
AMOUNT OF \$140,000, PLUS GRT, TO  
DEVELOP A PLAN FOR A 21<sup>ST</sup> CENTURY  
LIBRARY SYSTEM IN SANTA FE, NM;  
GODFREY'S ASSOCIATED, INC.**

**APPROVED**

**5-8**

REQUEST FOR APPROVAL TO AWARD RFP #18/05/0 AND PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$140,000, PLUS GRT, FOR A FOUR YEAR TERM - COURIER SERVICES TO TRANSPORT LIBRARY MATERIALS BETWEEN ALL THREE LIBRARY BRANCHES; THUNDERBIRD EXPRESS	APPROVED WITH CONDITIONS	8-9
REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$48,000 FOR NATIVE AMERICAN LIAISON SERVICES, PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR FY 2019; RIMA KRISST.	APPROVED ON CONSENT	9
REQUEST FOR APPROVAL OF AMENDMENT NO. 5 TO THE PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$1,270,000 FOR FY 2019 FOR ADVERTISING; FUSEIDEAS ADVERTISING.	APPROVED	9-11
REQUEST FOR APPROVAL OF PROCUREMENT AND PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$150,000 FOR TOURISM SANTA FE WEBSITE SERVICES FY 2019; STUDIO X INC.	APPROVED	11
REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$130,000 FOR TOURISM SANTA FE PUBLIC RELATIONS SERVICES FY 2019; LOU HAMMOND AND ASSOCIATED.	APPROVED ON CONSENT	11
REQUEST FOR APPROVAL OF AMENDMENT NO. 4 TO PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$24,000 FOR TOURISM SANTA FE VISITORS GUIDE DISTRIBUTION SERVICES FY 2019; FUN AND GAMES.	APPROVED ON CONSENT	11-12
REQUEST FOR APPROVAL OF	APPROVED ON CONSENT	12

**AMENDMENT NO. 4 TO PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$67,650.31 FOR TOURISM SANTA FE HAVA MAINTENANCE AND REPAIRS FY 2019; TRANE US INC.**

<b>REQUEST FOR APPROVAL TO REFUND THE AMOUNT OF \$203,213.86 FOR INCORRECT SEWER BILLING ; SANTA FE CIVIC HOUSING AUTHORITY.</b>	<b>APPROVED ON CONSENT</b>	<b>12</b>
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<b>REQUEST FOR APPROVAL FOR LEAK ADJUSTMENTS OVER \$60,000 FOR THE CITY OF SANTA FE PARK'S ACCOUNTS.</b>	<b>APPROVED ON CONSENT</b>	<b>12</b>
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<b>REQUEST FOR APPROVAL OF AMENDMENT NO. 7 TO THE PROFESSIONAL SERVICES AGREEMENT FOR ON-CALL ASPHALT PATCHING SERVICES FOR FY 2018-2019 (JULY-DECEMBER) IN THE AMOUNT OF \$30,000 EXCLUSIVE OF NMGR; GM EMULSION.</b>	<b>APPROVED ON CONSENT</b>	<b>12</b>
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<b>REQUEST FOR APPROVAL OF A BUDGET AMENDMENT IN THE AMOUNT OF \$114,178.94 FOR THE RE-APPROPRIATION OF FUNDING FOR A SEWER RODDER TRUCK.</b>	<b>APPROVED ON CONSENT</b>	<b>12</b>
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<b>REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT # 17-0520 IN THE AMOUNT OF \$273,724 EXCLUSIVE OF NMGR FOR HYDROLOGY, HYDROGEOLOGIC SERVICES TO SUPPORT WATER DIVISION RESOURCES AND PLANNING PROJECTS' JOHN SHOEMAKER AND ASSOCIATES INC.</b>	<b>APPROVED</b>	<b>12-13</b>
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<b>REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF \$338,000 EXCLUSIVE OF NMGR - FINANCIAL SERVICES FOR THE PUBLIC UTILITIES DEPARTMENT FY 2018/2019; JMA MUNICIPAL ADVISORS.</b>	<b>APPROVED</b>	<b>13</b>
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REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT TO INCREASE THE MAXIMUM PAYMENT AMOUNT FOR UTILITY BILLING CUSTOMERS; (VALLI INFORMATION SYSTEMS INC. DBA POSTAL PROS) WITH PAYMENTUS CORPORATION (POSTAL PROS/PAYMENTUS CORPORATION.)	APPROVED ON CONSENT	13
REQUEST FOR APPROVAL OF AMENDMENT NO. 3 OF PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF \$80,000 EXCLUSIVE OF NMGR, T, FOR PROFESSIONAL PUBLIC RELATIONS SERVICES FOR FY 2018/2019; PK PUBLIC RELATIONS.	APPROVED ON CONSENT	14
REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT CONTRACT # 2013-027-914-230 PROCURED USING COOPERATIVE EDUCATIONAL SERVICES IN THE AMOUNT OF \$71,868.05, FOR THE EMERGENCY REPAIR OF A NATURAL GAS LEAK AT THE WASTE WATER MANAGEMENT DIVISION; COOPERATIVE EDUCATIONAL SERVICES/TLC COMPANY, INC. DBA TLC PLUMBING AND UTILITY.	APPROVED ON CONSENT	14
REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF \$60,412.50 EXCLUSIVE OF NMGR, T, FOR SECURITY SERVICES; CHAVEZ SECURITY.	APPROVED ON CONSENT	14
REQUEST FOR APPROVAL OF AMENDMENTS TO PROFESSIONAL SERVICES AGREEMENTS IN THE TOTAL AMOUNT OF \$210,000 FOR FOUR CONTRACT RENEWALS AS AWARDED THROUGH RFP FOR FY 2018/2019 ECONOMIC DEVELOPMENT PORTFOLIO TO PROVIDE WORKFORCE DEVELOPMENT, BUSINESS DEVELOPMENT, AND OTHER	APPROVED ON CONSENT	14

**SUPPORT FOR ECONOMIC DEVELOPMENT  
IN SANTA FE, VARIOUS VENDORS.**

<b>REQUEST FOR APPROVAL OF MEMORANDUM OF UNDERSTANDING IN THE AMOUNT OF \$170,820 FOR PARKING PERMITS AT MUNICIPAL PARKING FACILITIES ON-STREET PARKING SPACES FOR COUNTY EMPLOYEES; SANTA FE COUNTY.</b>	<b>APPROVED ON CONSENT</b>	<b>14</b>
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<b>REQUEST FOR CONCEPTUAL APPROVAL OF THE SALE AND VACATION OF RIGHT OF WAY WITHIN PORTIONS OF THE FORMERLY PROPOSED RICHARDS AVENUE EXTENSION (NM PROJECT M-4811 PHASE 2) CONTAINING APPROXIMATELY 15,816 SQUARE FEET AND BEING PORTIONS OF GOVERNMENT LOT 22 SECTION 32, T. 17 N., R. 9 E., N.M.P.M. SANTA FE COUNTY NM BY MARTHA CARVLIN.</b>	<b>APPROVED ON CONSENT</b>	<b>14</b>
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<b>REQUEST FOR APPROVAL OF BUDGET AMENDMENT IN THE AMOUNT OF \$61,311 FOR A DOG PARK AT FORT MARCY.</b>	<b>APPROVED</b>	<b>14-16</b>
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<b>REQUEST FOR APPROVAL OF PROCUREMENT AND PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$167,150 FOR AUDIT SERVICES AND BOOKS; CLIFTON LARSON ALLEN LLP.</b>	<b>APPROVED</b>	<b>16-17</b>
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<b>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.</b>	<b>APPROVED ON CONSENT</b>	<b>17</b>
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**MATTERS FROM STAFF**

<b>BOND PRESENTATION</b>	<b>INFORMATION/DISCUSSION</b>	<b>17-21</b>
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<b>MATTERS FROM THE COMMITTEE</b>	<b>INFORMATION/DISCUSSION</b>	<b>21-22</b>
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<b>EXECUTIVE SESSION</b>	<b>NONE</b>	<b>22</b>
<b>ADJOURN</b>	<b>ADJOURNED</b>	<b>22</b>

**FINANCE COMMITTEE  
REGULAR MEETING  
CITY HALL, COUNCIL CHAMBERS  
MONDAY, JUNE 18, 2018, 5:00 PM**

**1. CALL TO ORDER**

The meeting of the Finance Committee was called to order by Councilor Roman Abeyta, Chair, at 5:00 pm on Wednesday, June 18, 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 pull item E from the agenda.

**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**

Mr. Fluetsch pulled items J and AD from the consent agenda for discussion.

Councilor Harris pulled items G, H, K, S and T from the consent agenda for discussion.

Councilor Rivera pulled items C, H and AC from the consent agenda for discussion.

Chair Abeyta said he is not pulling item Z, but he wants to remind staff to make sure the correction is made to show to \$506,000 on the typed out portion of the request.

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Romero Wirth, to approve the consent agenda as amended.

**VOTE** The motion passed unanimously by voice vote.

## **5. APPROVAL OF MINUTES**

### **A. SPECIAL FINANCE COMMITTEE MEETING MAY 23, 2018**

**MOTION** A motion was made by Chair Abeyta, seconded by Councilor Lindell, to approve the May 23, 2018 minutes.

**VOTE** The motion passed unanimously by voice vote.

### **B. REGULAR FINANCE COMMITTEE MEETING JUNE 4, 2018**

**MOTION** A motion was made by Chair Abeyta, seconded by Councilor Lindell, to approve the June 4, 2018 minutes.

**VOTE** The motion passed unanimously by voice vote.

## **6. INFORMATIONAL**

### **A. CASH HANDLING POLICY UPDATE Christina Keyes, Donald Martinez**

Ms. Keyes said she wanted to give an update on how things have developed and how we have implemented the policy at the various sites. Her memo is in the packet. She reviewed the memo.

Ms. Keyes said we are using the Uniform Cash Handling Practices that fall in line with the policy. We are visiting all the sites and assessing practices and procedures. We anticipate updating the policy by the end of the calendar year.

Councilor Harris said you have 24 sites. Do all of them have physical security tools.

Mr. Martinez said yes. They are not necessarily the point of sale system we have at City Hall, but they are able to transport that cash to City Hall in a locked bag for proper processing.

Councilor Harris said that is 100 individuals. What do yo do to train new people.

Mr. Martinez said supervisors must sit down with new employee and make sure they understand the policies and procedures and balancing at the end of the day and to ensure the cash drawer is locked. This is mainly to ensure the supervisors are actively participating in the training of the new employee to ensure safeguards are in place.

Councilor Harris asked what do you do if the drawer does not balance.

Mr. Martinez said the person handling the cash has to go over their daily cash receipts and financial transactions to figure out where it could have happened. If they and their supervisor cannot figure that out we note it, write a memo to be placed as part of the paperwork for that day and send it over to accounting to include as part of the journal for the day.

Councilor Harris asked does that happen often.

Mr. Martinez said once or twice a month. There is a learning curve with new employees.

Councilor Harris asked is there a limit where you go further with investigation.

Mr. Martinez said more than \$20. Then we look at cameras and do other investigation.

Chair Abeyta asked should we have in writing an amount in the policy if we have to do further investigation.

Mr. Martinez said it is part of the policy. \$20. If shortages are habitual with certain people or locations then you have to really look at that.

Chair Abeyta asked does the policy address that.

Mr. Martinez said yes.

Councilor Romero Wirth asked what do we do with the paper and receipts.

Mr. Martinez said every day we have to back up the receipts. Those are put together for each cashier.

Councilor Romero Wirth asked is the balancing with the receipts to the report.

Mr. Martinez said yes.

Councilor Romero Wirth asked is there any way to do something on the paper side to make up for a shortage.

Mr. Martinez said no.

Councilor Romero Wirth asked do they input transactions as they come in.

Mr. Martinez said yes.

Councilor Romero Wirth said with the cash bags are they tracked as to who has contact with them.

Mr. Martinez said each bag is assigned to each cashier. There are 2 keys, one for the cashier that goes home with them and the other goes to the supervisor.

Chair Abeyta said when they are entering who has authorization to override.

Mr. Martinez said it will not be fixed in the system. It goes to accounting and is entered as a journal entry. That is a standard accounting practice to do that along with the memo.

Chair Abeyta asked the employee can't override the system.

Mr. Martinez said no.

Chair Abeyta said thank you.

## **7. CONSENT AGENDA**

- A. REQUEST FOR APPROVAL OF GRANT AWARD USING JOINT POSERS AGREEMENT 11-521-201-0051 IN THE AMOUNT OF \$286,507 TO CONDUCT FUELS REDUCTION ON THE NATURE CONSERVANCY LAND; NEW MEXICO ENERGY AND NATURAL RESOURCES DEPARTMENT.**
- B. REQUEST FO APPROVAL OF MODIFICATION TO AGREEMENT/GRANT NO. 11-521-231-0051 IN THE TOTAL AMOUNT OF \$52,875 TO FUND THE FIRE DEPARTMENT WILDLAND HANDCREW TO CONDUCT FUEL REDUCTION ON AN ADDITIONAL CITY PROPERTY; NEW MEXICO ENERGY MINERALS AND NATURAL RESOURCES DEPARTMENT.**
- C. REQUEST FOR APPROVAL OF AGREEMENT BETWEEN THE CITY OF SANTA FE AND THE SANTA FE FIREFIGHTERS ASSOCIATION INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 2059.**  
**Greg Cliburn**

Councilor Rivera said when he first looked at this he thought it seemed a bit low for a 4.5% increase over 2 years. Can you explain the amounts.

Mr. Cliburn said all city employees were offered 2%. The Fire unit did not agree. In our contract we have 1% anyway. Management offered an additional 1%. Other employees got 6%. We met half way to make the 4.5%. We had budgeted the 2%.

Councilor Rivera said the memo talks about an additional 2% in fiscal year 19/20. That has not been budgeted yet. Are you trying to account for that money as well.

Mr. Cliburn said he agreed to do that, but the Union has the right to negotiate.

Councilor Rivera said we budgeted 2% for this fiscal year. This is an additional .5%.

Mr. Fluetsch said it was negotiated so it is a 2% pending appropriation. It will be addressed in the budget next year.

Councilor Rivera said he wanted to clarify.

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

**VOTE** The motion passed unanimously by voice vote.

- D. REQUEST FOR APPROVAL OF GRANT AWARD AND AGREEMENT IN THE TOTAL AMOUNT OF \$304,000 FOR DIVISION OF SENIOR SERVICES' FOSTER GRANDPARENT PROGRAM, RETIRED SENIOR VOLUNTEER PROGRAM AND THE SENIOR COMPANION PROGRAM; STATE OF NEW MEXICO, AGING AND LONG TERM SERVICES DEPARTMENT.**
- E. REQUEST FOR APPROVAL OF AMENDMENT NO. 3 UNDER EXEMPT PROCUREMENT TO PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF \$15,440.79 - UPGRADE THE CITY'S CUSTOMER RELATIONSHIP MANAGEMENT SYSTEM; DESERT ELEMENTS DESIGN.**
- F. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENTS IN THE TOTAL AMOUNT OF \$370,000 FOR BOOKS, RELATED MATERIALS AND STANDING ORDERS; BAKER & TAYLOR AND MIDWEST LIBRARY SERVICES, INC.**
- G. REQUEST FOR APPROVAL TO AWARD RFP #18/28/P AND PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$140,000, PLUS GRT, TO DEVELOP A PLAN FOR A 21<sup>ST</sup> CENTURY LIBRARY SYSTEM IN SANTA FE, NM; GODFREY'S ASSOCIATED, INC. Patricia Hodapp**

Councilor Harris asked is Exhibit A verbatim from the RFP.



Ms. Hodapp said she believes that it is.

Councilor Harris said he wanted to confirm that before it goes to Governing Body. If it is different he would like to see it.

Councilor Harris said he wanted to verify the talk about locations. Is it still the intent to look at the options associated with the midtown library.

Ms. Hodapp said yes. That is part of their overall view of the entire City.

Councilor Harris asked what kind of analysis will they provide.

Ms. Hodapp said they have not scaled back the work. The original figure of \$100,000 was based on other projects. We felt confident that what we put in our request was achievable with the funds we have.

Councilor Harris said good.

Councilor Harris asked what is your expectation in the analysis of the midtown location.

Ms. Hodapp said we really expect them to drill down. We are looking for their analysis to include groups that are not generally included. They have the ability to conduct focus groups and community meetings and use the public library association guide to access the community. We asked that they look at all aspects and come up with a recommendation.

Councilor Harris asked how are you factoring in the 20% County card holders. Will the County be engaged formally in this. He had asked the previous Community Services Director to talk to the County about an increase. Was that done.

Ms. Hodapp said we are working on this in several ways. We will look at the number of users to get the County engaged. She trusts Godfreys to give us an analysis of what is being provided to the County. With their guidance we will be able to work with the County. We think this could be an opportunity for an open forum. We do receive \$25,000 from the County. Due to Chair Abeyta in a former role that money was approved so that we would receive those funds. We think we have more of an opportunity now with Godfreys. We are also going after non users about what they want and what they need.

Councilor Harris asked when you talk about library districts is that a governance discussion.

Ms. Hodapp said yes. It is an exciting time to look at options and how other entities may be involved. All our libraries are in discussions about other funding for libraries.

Councilor Harris said you are using a Professional Services Agreement that he does not like and that he thought was gotten rid of some time ago. This format allows the contractor to terminate for cause. Where do we stand on the new PSAs.

Ms. Casper said those templates were released. She is not sure of the timing. It may be a timing issue why this template was used. You should see the old template phased out. We can reach out to the City Attorney to remind everyone.

Councilor Harris said lets send out multiple reminders.

Councilor Romero Wirth asked are you engaging schools, low income and youth and will those groups be consulted about their use of the library. Also are you engaging organizations that represent those people in those categories.

Ms. Hodapp said yes we are planning on doing that. It is in our work project. We work with all those folks already. We are looking to broaden our approach. This company has access to database information to be able to tell us who uses the library and who does not and the pockets where we need to do more emphasis.

Councilor Romero Wirth said she encourages interaction with School Board members, administrators at the public schools and youth. It seems like a prime opportunity to do that. It would be a great way to engage youth and make sure we are serving them.

Ms. Hodapp said she could not agree more. They will all be involved.

Councilor Romero Wirth said it seems like for some people libraries could be a real refuge. She wants to make sure we are working together to accomplish the goal of education.

Ms. Hodapp said that is one of our priorities.

Councilor Rivera said he lives very close to the Southside Library. He sees students sitting outside for access to WiFi when the library is closed. He hopes it takes a look at adults as well as those who do not have access to computers. Is this Company going to look at best practices throughout the United States and the World for the best use of technology.

Ms. Hodapp said that is one of their strengths. They are well known for their ability to gather information from other libraries. Students sitting outside using the WiFi we purposely leave our WiFi on. We polled the students and asked if they would like us to do programs for them on the weekends. They said "No, we want to sit outside with our friends and use your WiFi."

Ms. Hodapp said we are starting a tech service to help folks figure out how to get an email address, complete applications and use the computers.

Councilor Harris said he is assuming this goes forward. What is the time line of the deliverables.

Ms. Hodapp said we are looking at an early January completion from them. That is what we are aiming for.

Councilor Harris said that is good to hear.

**MOTION** A motion was made by Councilor Harris, seconded by Councilor Lindell, to approve the request

**DISCUSSION** Councilor Rivera said he wanted to mention the Friends of the Library. Some of the funding came from them. Please thank them for us.

Ms. Hodapp said they were key. Thank you for thanking them.

**VOTE** The motion passed unanimously by voice vote.

**H. REQUEST FOR APPROVAL TO AWARD RFP #18/05/0 AND PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$140,000, PLUS GRT, FOR A FOUR YEAR TERM - COURIER SERVICES TO TRANSPORT LIBRARY MATERIALS BETWEEN ALL THREE LIBRARY BRANCHES; THUNDERBIRD EXPRESS.  
Patricia Hodapp**

Councilor Harris said Thunderbird had the lowest score on the written evaluation. How did that happen.

Ms. Hodapp said yes, they had the lowest bid, we have used them before.

Councilor Harris said he is interested in seeing the real numbers of the bids.

Ms. Hodapp said she will get that for him.

Councilor Harris said there is no language here regarding local preference. The RFP is not attached. Even if there was local preference that does not get them to the point of being considered. He needs to know why this contract is proposed to be awarded to the firm with the lowest evaluation score.

Ms. Hodapp said with one other company they would not provide service early in the morning as we needed and they pulled out.

Councilor Harris said he would like to verify that and if there is something in writing that they no longer wish to be considered please attach that. How did we get to the recommendation of Thunderbird. There may need to be a determination from Purchasing about the award. On the face of this it is not clear.

Chair Abeyta asked are you proposing to postpone this item.

Councilor Harris said he will move it forward subject to staff confirmation of the removal of one of the bidders and a determination of award to Thunderbird since they had the lowest score.

Councilor Rivera said the last item we looked at you based that on the highest score. This one is the opposite with the lowest score.

Ms. Hodapp said possibly both other companies pulled out. We have used Thunderbird on an interim basis. She will check on that.

Councilor Rivera asked what types of materials are they delivering.

Ms. Hodapp said crates of books, DVDs and CDs. We move items around from one library to another to avoid having to buy multiple copies of items. That is standard procedure in libraries around the country.

Councilor Rivera asked have you looked at using services the City already uses.

Ms. Hodapp said it would take a full time staff person to help prepare the materials for the Post Office. This is 5 days a week. The mail room does not have that capability in staff or funding. They deliver the mail, but nothing heavy duty like books. We have looked into that and still come back to an outside service.

**MOTION** A motion was made by Councilor Harris, seconded by Councilor Rivera, to approve the request with the condition that staff provide information regarding how Thunderbird was chosen since they had the lowest score and regarding the other two bidders and if they pulled out of the bid.

**VOTE** The motion passed unanimously by voice vote.

- I. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$48,000 FOR NATIVE AMERICAN LIAISON SERVICES, PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR FY 2019; RIMA KRISST.**
- J. REQUEST FOR APPROVAL OF AMENDMENT NO. 5 TO THE PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$1,270,000 FOR FY 2019 FOR ADVERTISING; FUSEIDEAS ADVERTISING. Randy Randall**

Mr. Randall said the reason we pulled this item was because the sum was greater than the \$1,270 in the original memo. The replacement memo fixes that. There was an error in the memo.

Chair Abeyta said so the amount on the agenda is correct.

Mr. Randall said yes.

Councilor Harris said since you are here he has a question about the Air Alliance. Originally it was set up to flow through the Chamber of Commerce fund. Then he heard that is no longer happening. How

is the Air Alliance structured now. What level of accountability is in place.

Mr. Randall said the reason the Opportunities Fund originally was used was that the nonprofit status had not been codified by the Feds. That took 14 months. Once that occurred it was preferred to set up the relationship as direct. The Opportunities Fund was anxious to get rid of the Air Alliance. As to the current relationship, for the latest lodgers tax funding we set it up through a sole source in purchasing. The \$80,000 and \$50,000 from Los Alamos, we are in the process of developing a new MOU document that will come through Finance. It could be audited should you want to.

Councilor Harris said he thinks it would be important because of the change you just described. They get funds from 4 or 5 different sources. Do you have anything to add Mr. Fluetsch about how Finance is accounting for activities.

Mr. Fluetsch said he has been reading contracts for the City and for all services in the City in every contract we issue a provision that the City has the right to audit the books. Has the City ever audited anyone, the answer is no. That is something that hit his radar screen. It should be part of a routine process that the City selects contractors and reviews the contract and the financials.

Councilor Harris said he asked to see the audit of the animal shelter because a lot of money goes through there. The relationship we have with the Air Alliance is particularly important because we have partners, other local bodies. He would like to see them considered as an entity for audit.

Mr. Fluetsch said he doesn't think the 6 internal audits or the forensic audit will look at contractors or the annual audit. This would be something in addition to.

Councilor Harris said figure out how to make it happen.

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

**DISCUSSION** Councilor Rivera asked we have a contract with Fuseideas Advertising is that the \$1,270,000.

Mr. Randall said yes, that includes the actual advertising buy we do.

Councilor Rivera asked so this is for this fiscal year.

Mr. Randall said yes.

Councilor Rivera asked we did not spend all of it so \$80,000 is going to the Air Alliance.

Mr. Randall said we intended for \$200,000 to go to the Air Alliance, but determined we were not able to use funds the City expends for grant purposes so we flowed \$80,000 to the Air Alliance to allow them to expend it for the reimbursement of grants to the Alliance.

Councilor Rivera asked so it will be \$80,000 less next fiscal year.

Mr. Randall said no. The \$200,000 of which \$80,000 is part of is out of this years. The Air Alliance fund will be from the grants line item.

Councilor Rivera asked are you asking for this same arrangement for next fiscal year.

Mr. Randall said no. No funds from this are going to the Air Alliance. The \$1,270,000 is for this upcoming fiscal year.

Councilor Rivera asked is anything else coming from your budget for the Air Alliance..

Mr. Randall said the grant line item.

**VOTE** The motion passed unanimously by voice vote.

**K. REQUEST FOR APPROVAL OF PROCUREMENT AND PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$150,000 FOR TOURISM SANTA FE WEBSITE SERVICES FY 2019; STUDIO X INC.**

Councilor Harris said a certificate of liability or waiver is not included. He knows you have been particularly good about watching out for that. Would you follow up on this.

Mr. Randall said he will follow up on this. We have had a contract with this company for the last year. He will make sure it is done appropriately.

Councilor Lindell asked is the one in the packet old.

Councilor Harris said there is one in the packet, but it does not cover professional liability. There are different types of coverage depending on the business. Check it out.

Mr. Randall said he will.

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

**VOTE** The motion passed unanimously by voice vote.

**L. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$130,000 FOR TOURISM SANTA FE PUBLIC RELATIONS SERVICES FY 2019; LOU HAMMOND AND ASSOCIATED.**

**M. REQUEST FOR APPROVAL OF AMENDMENT NO. 4 TO PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$24,000 FOR TOURISM SANTA FE**

**VISITORS GUIDE DISTRIBUTION SERVICES FY 2019; FUN AND GAMES.**

- N. REQUEST FOR APPROVAL OF AMENDMENT NO. 4 TO PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$67,650.31 FOR TOURISM SANTA FE HAVA MAINTENANCE AND REPAIRS FY 2019; TRANE US INC.**
- O. REQUEST FOR APPROVAL TO REFUND THE AMOUNT OF \$203,213.86 FOR INCORRECT SEWER BILLING ; SANTA FE CIVIC HOUSING AUTHORITY.**
- P. REQUEST FOR APPROVAL FOR LEAK ADJUSTMENTS OVER \$60,000 FOR THE CITY OF SANTA FE PARK'S ACCOUNTS.**
- Q. REQUEST FOR APPROVAL OF AMENDMENT NO. 7 TO THE PROFESSIONAL SERVICES AGREEMENT FOR ON-CALL ASPHALT PATCHING SERVICES FOR FY 2018-2019 (JULY-DECEMBER) IN THE AMOUNT OF \$30,000 EXCLUSIVE OF NMGR; GM EMULSION.**
- R. REQUEST FOR APPROVAL OF A BUDGET AMENDMENT IN THE AMOUNT OF \$114,178.94 FOR THE RE-APPROPRIATION OF FUNDING FOR A SEWER RODDER TRUCK.**
- S. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT # 17-0520 IN THE AMOUNT OF \$273,724 EXCLUSIVE OF NMGR FOR HYDROLOGY, HYDROGEOLOGIC SERVICES TO SUPPORT WATER DIVISION RESOURCES AND PLANNING PROJECTS' JOHN SHOEMAKER AND ASSOCIATES INC. Bill Schneider**

Councilor Harris said it struck him that this is the exact same contract amount and when he looked at the scope of services it seemed in the first year they would have made 50% progress. How is this contract structured to have the same scope and structure as the first year.

Mr. Schneider said basically several of the scopes of services are compliance driven and in perpetuity. We negotiated the scope of services. As we went back for this fiscal year there is some cost savings due to efficiencies we captured. Two of the task orders are negotiated on a time and materials basis. We are working with Marcos Martinez on that for the PUC next month.

Councilor Harris asked how much of it is ongoing. They have the wrong GRT. They are based in Albuquerque.

Mr. Schneider said they are headquartered there.

Councilor Harris said the first year they used our City rate. Consultants charge on where their home office is. He is sure Finance will work with them on that and make sure we don't pay more GRT than we need to.

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

**VOTE** The motion passed unanimously by voice vote.

**T. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF \$338,000 EXCLUSIVE OF NMGR - FINANCIAL SERVICES FOR THE PUBLIC UTILITIES DEPARTMENT FY 2018/2019; JMA MUNICIPAL ADVISORS. Shannon Jones**

Councilor Harris said he had similar questions on this item. Regarding the deliverables under the initial PSA is a lot of this ongoing as well.

Mr. Jones said some of it is ongoing. The main change on this is we are including a process of a rate structure analysis. We are looking at the water rate structure.

Councilor Harris said he sees the rate structuring as \$180,000 of it. In the first year we did not have rate restructuring.

Mr. Jones said correct.

Councilor Harris said this is a bit confusing. Who is JMA.

Mr. Jones said he will check on that to see that there is no error between the 2 insurance proposals.

Councilor Harris said JMA is an outfit based in Colorado. What rate do they pay.

Ms. Casper said the City rate unless they are a software subscriber.

Councilor Harris said in this case we are using the old rate which is a bit lower.

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

**VOTE** The motion passed unanimously by voice vote.

**U. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT TO INCREASE THE MAXIMUM PAYMENT AMOUNT FOR UTILITY BILLING CUSTOMERS; (VALLI INFORMATION SYSTEMS INC. DBA POSTAL PROS) WITH PAYMENTUS CORPORATION (POSTAL PROS/PAYMENTUS CORPORATION.)**



- V. REQUEST FOR APPROVAL OF AMENDMENT NO. 3 OF PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF \$80,000 EXCLUSIVE OF NMGR, FOR PROFESSIONAL PUBLIC RELATIONS SERVICES FOR FY 2018/2019; PK PUBLIC RELATIONS.
- X. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT CONTRACT # 2013-027-914-230 PROCURED USING COOPERATIVE EDUCATIONAL SERVICES IN THE AMOUNT OF \$71,868.05, FOR THE EMERGENCY REPAIR OF A NATURAL GAS LEAK AT THE WASTE WATER MANAGEMENT DIVISION; COOPERATIVE EDUCATIONAL SERVICES/TLC COMPANY, INC. DBA TLC PLUMBING AND UTILITY.
- Y. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF \$60,412.50 EXCLUSIVE OF NMGR, FOR SECURITY SERVICES; CHAVEZ SECURITY.
- Z. REQUEST FOR APPROVAL OF AMENDMENTS TO PROFESSIONAL SERVICES AGREEMENTS IN THE TOTAL AMOUNT OF \$210,000 FOR FOUR CONTRACT RENEWALS AS AWARDED THROUGH RFP FOR FY 2018/2019 ECONOMIC DEVELOPMENT PORTFOLIO TO PROVIDE WORKFORCE DEVELOPMENT, BUSINESS DEVELOPMENT, AND OTHER SUPPORT FOR ECONOMIC DEVELOPMENT IN SANTA FE, VARIOUS VENDORS.
- AA. REQUEST FOR APPROVAL OF MEMORANDUM OF UNDERSTANDING IN THE AMOUNT OF \$170,820 FOR PARKING PERMITS AT MUNICIPAL PARKING FACILITIES ON-STREET PARKING SPACES FOR COUNTY EMPLOYEES; SANTA FE COUNTY.
- AB. REQUEST FOR CONCEPTUAL APPROVAL OF THE SALE AND VACATION OF RIGHT OF WAY WITHIN PORTIONS OF THE FORMERLY PROPOSED RICHARDS AVENUE EXTENSION (NM PROJECT M-4811 PHASE 2) CONTAINING APPROXIMATELY 15,816 SQUARE FEET AND BEING PORTIONS OF GOVERNMENT LOT 22 SECTION 32, T. 17 N., R. 9 E., N.M.P.M. SANTA FE COUNTY NM BY MARTHA CARVLIN.
- AC. REQUEST FOR APPROVAL OF BUDGET AMENDMENT IN THE AMOUNT OF \$61,311 FOR A DOG PARK AT FORT MARCY. Sam Burnett

Councilor Rivera said he is having trouble figuring out where this is.

Mr. Burnett said this dog park is in between Old Taos Highway and the tennis courts. It is accessed by the pedestrian bridge from the parking lot or back parking lot of the Ft. Marcy Recreation Complex.

Councilor Rivera asked so it is south of the tennis courts.

Mr. Burnett said it is southwest of the tennis courts.

Councilor Rivera said he just wanted to make sure it did not take the place of the courts.

Mr. Burnett said the smaller enclosure you see is an existing dog park for small dogs. The larger one to the north is the new one for larger dogs. This a conception diagram. He believes the large white area was actually to be turf. We proposed a turf area within the dog park.

Councilor Rivera said he did not see an area for dogs that need to be alone. Was there any thought given to that.

Mr. Burnett said there is not an area yet designed for unruly dogs. We are more in the planning phases. The entry areas themselves are separate from the rest of the park and will have visual screens to help avoid conflict. There is no sequestering area.

Councilor Rivera asked access for parking is from the baseball side of Ft. Marcy.

Mr. Burnett said yes, that is currently the plan. We will be considering all the best routes as we move forward.

Councilor Rivera asked how will this work with other events like Zozobra and Fuego.

Mr. Burnett said as for the public parking lot generally speaking parking is on a first come first serve basis. It will be competitive. We have not discussed that yet.

Chair Abeyta said the Kiwanis closes the entire park for a day or two before the event.

Councilor Rivera said it is worth some discussion.

Chair Abeyta said for Fuego it is worth discussion.

Councilor Rivera said it might be a good idea to talk about that.

Councilor Lindell said she has had extensive conversations with Chief Litzenberg on this and he does not see it as interfering. The recycling is going to be moved out of the parking lot soon. She uses the dog park. Typically it is a neighborhood thing. For Zozobra the whole park is closed down. It is clear enough that there is no parking along Old Taos Highway. If the lot is full for Fuego they have to park in another park. She doesn't see it as problematic. She will bring a Resolution through for this. The money for the park is donated. She will do a Resolution formally accepting those monies. It is from 2 private people.

Councilor Harris said he is wondering if there have been any complaints from people living across

from the Taos Highway on the small dog park. If it was determined it was a nuisance what would we do.

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

**VOTE** The motion passed unanimously by voice vote.

**AD. REQUEST FOR APPROVAL OF PROCUREMENT AND PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$167,150 FOR AUDIT SERVICES AND BOOKS; CLIFTON LARSON ALLEN LLP. Brad Fluetsch**

Mr. Fluetsch said this is the audit contract with the State, not the City. This is a continuation with CLA as our auditors. One difference is that we are asking that they will actually prepare the financial statements. The preparation of the financial statements was a large reason why they were late. It was due to software changes. This year, with all Finance had going, we felt a lot of preparation needed to be focused on the new ERP which will take a lot of staff time. We look at this as a fairly inexpensive insurance policy that we will meet the State deadline this year. He handed out the certificate of professional liability and an acceptance by the State Auditor accepting this 2<sup>nd</sup> year of a 3 year contract.

Councilor Harris said this is for the City of Santa Fe and Buckman Direct Diversion. Did they do SWMA under a separate contract.

Mr. Fluetsch said SWMA does not contract their audit through the City. They went with CLA.

Councilor Harris said he thought they bundled these together with one contract, but SWMA is separate.

Mr. Fluetsch said he will verify the separate contract.

Councilor Rivera asked even that they are all separate contracts isn't the City the fiscal agent for BDD and SWMA

Mr. Fluetsch said yes.

Councilor Rivera asked does that create any complications.

Mr. Fluetsch said we had our release notice today from the State. If there is an item in there that may be a problem we can't talk about what is in the audit until it is actually released. It will be confidential until Monday next week.

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

**VOTE**           The motion passed unanimously by voice vote.

Councilor Harris asked would you expect to see the same personnel for the audit for this year.

Mr. Fluetsch said the senior person would probably be the same. The chances are that there would be changes in the junior staff.

**AE.   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.**

**8.    MATTERS FROM STAFF**

**A.    BOND PRESENTATION  
      Brad Fluetsch**

Chair Abeyta said the power point presentation is in packet. He would like to have a discussion as we go along.

Mr. Fluetsch gave the power point presentation.

The following item are questions from members and discussion:

Chair Abeyta asked the senior lien gets paid back first.

Mr. Fluetsch said yes.

Councilor Harris asked what are the annual payments.

Mr. Fluetsch said between \$20 million and \$21 million. That is described on page 5.

Councilor Harris this is looking at 5.125% in State GRT. What percentage comes back as State shared.

Mr. Fluetsch said 3.125 %

Councilor Harris asked so the state received the equivalent to 5.125% and the City receives back 3.125%.

Mr. Fluetsch said correct.

Ms. Fluetsch said the State Shared is used as a pledged collateral.

Chair Abeyta said the orange line is everything we get. The blue is pledged for collateral. So we can use the orange for other stuff.

Mr. Fluetsch said absolutely.

Chair Abeyta asked then everything below the green line we are paying out for existing debt.

Mr. Fluetsch said yes. The assurances say we will not go above the black line. That is what gives us our bond rating.

Chair Abeyta asked so we bound by that.

Mr. Fluetsch said yes.

Councilor Lindell asked in 2018 how many dollars were between the green and the black.

Mr. Fluetsch said \$9.6 million. That \$9.6 million is how much we can pay in addition to what we currently are paying in debt service. It is not what we can spend. That capacity will give us at today's interest rates \$20 million in cash. If interest rates go up that drops.

Mr. Fluetsch said the \$9.6 million gets us \$129 million. That would be imprudent. You don't want to go all the way up to the black line. We would want to be at about 75% of capacity which would give us around \$80 million to \$90 million. That is the maximum we could borrow. That would put us at the 75% level.

Councilor Romero Wirth asked can you update this memo and indicate that it is the updated memo.

Mr. Fluetsch said yes.

Councilor Rivera Wirth asked did you say that if we are going to use GRT bonds the only thing a company could come back for is GRT if we failed to meet our responsibilities.

Mr. Fluetsch said only the pledged revenues.

Chair Abeyta asked you are showing that we could propose \$20 million each year.

Mr. Fluetsch said it would be \$1.5 million debt service we would have to pay.

Councilor Romero Wirth asked why did you hold the interest rate steady in this. If it is likely interest rates will go up it seems it would be a good idea to build in some sense that they are not going to stay where they are now.

Mr. Fluetsch said he can do a sensitivity analysis and find out how much \$1.5 million debt service gets us at various rates. He can get those numbers for you.

Councilor Romero Wirth said you also predicted GRT will rise by 2% every year. Is that conservative.

Mr. Fluetsch said yes.

Councilor Romero Wirth asked what do our actuals show GRT has grown by.

Mr. Fluetsch said from 2008 to 2010 they went down due to the recession. It dropped from \$100 million to \$86 million or a 14% decline. It took us 8 years to get back to \$100 million.

Councilor Romero Wirth said so given that it gives us a sense of the volatility.

Mr. Fluetsch said the United States economy typically grows. That is pretty consistent. 2 % growth rate is what Feds target. Our current President would like to push to 3% or 3.5%. That is why our municipality advisor suggests the 75% to offset the volatile. 20% debt service is 80% of operations.

Chair Abeyta asked so if we did not bond against this revenue what would it be used for. It would be used for operations.

Mr. Fluetsch said yes.

Councilor Lindell said on page 11 it seems like through 2013 to 2018 and projected 2021 we are at a pretty steady level of GRT debt service. After that why does it drop off.

Mr. Fluetsch said we noticed a decline. The 2018 gas tax bond is a new issue. The last one before that was 2014. Everything else has been refunding bonds. We issued debt to pay off more expensive debt.

Councilor Lindell said we are talking about a proposed \$20 million every 2 years. The College was \$30 million. If we were to bond \$10 million a year this is how much our debt service drops hugely in 2023 even though it is tending to increase debt \$10 million a year.

Mr. Fluetsch said we are also paying down debt every year.

Councilor Lindell asked is she to assume that from 2021 to 2023 we have some sizable obligations that will be paid off.

Mr. Fluetsch said it means a number of the bonds will cease to exist. We will have paid them off entirely.

Councilor Romero Wirth asked what bonds are outstanding and when did we issue them. Your arguing here that we could be on a more planned consistent bonding schedule than we have historically done.

Mr. Fluetsch said yes.

Mr. Fluetsch said they only did 14 year amortization schedules. We could not find any reason why 14 years was picked. The Statute allows us 20 years to pay back a loan. That is the State Statute. We are doing these all on 20 year amortization. We can borrow more and pay less annually on a 20 year amortization.

Councilor Romero Wirth asked why have we never done this before to be on a more scheduled cycle.

Mr. Fluetsch said we were on a schedule until 2014. Then we stopped.

Councilor Romero Wirth asked do you have any sense of why.

Mr. Fluetsch said no.

Councilor Lindell said the good idea of why came to a bit of a stopping place with trying to dig out of a \$15 million hole. It took an entire year's worth of effort to do that. The second year no one had any appetite for any more debt. That is the best she can say as to why.

Councilor Harris said there is also a fair amount of turn over in the Finance Department. Mr. Rodriguez focused mainly on the refinancing of the debt we had.

Councilor Rivera said it was also the perceived issues with the 2012 bond.

Councilor Lindell said since 2014 we will be starting with our 4<sup>th</sup> Finance Director.

Councilor Romero Wirth said she's trying to get a sense of the history. It seems very rosy to be in a position to issue \$20 million in bonds every 2 years. It scares her to know if we had this ability in the past why did we not do it. It is helpful to understand the mind set of where we were.

Councilor Harris said one more reason is we really did not know our numbers like we do now. We, for whatever reason, find ourselves in a pretty good position to issue debt. The City of Santa Fe has not increased a GRT increment since 2000.

Mr. Fluetsch said correct.

Councilor Harris said 6 of the last 7 increases in GRT increments were made by Santa Fe County. We don't get a lot of credit for that. When the County enacts their increment those increments accrue to us as well. The public sees us at the entity that increases their GRT.

Councilor Rivera said clearly we rely heavily on GRT in regards to tourism operations. Were there other communities during the recession that withstood it better than we did who were not as dependent on GRT.

Mr. Fluetsch said he is certain there are. We could look into that and see what other cities tax mixes are. Property values took a big hit. There were huge swings in property values. There is a lot that goes into that.

Councilor Rivera said it would be a good source of revenue that could be relied on year to year.

Mr. Fluetsch said property tax is the gold standard. That is the least volatile of all of them.

Chair Abeyta said the one thing the County was assured of is that the first thing the bank would do when they take over your property was to pay the property tax bill.

Councilor Rivera said looking at Santa Fe County they have a more consistent source of revenue than the City does. We have not raised property taxes, but we may need to diversify more and not be so reliant on one stream.

Councilor Harris said property taxes overall are relatively low here.

Chair Abeyta said you hear that when you talk to people who have moved here from other cities.

Chair Abeyta said this is our information on GRT bonds. Thank you. At the next meeting we will schedule a GO bond overview and the plan for GO bonds if there is one. This was informative.

Mr. Fluetsch said if you have any questions feel free to contact him offline.

Chair Abeyta said if you email any requests for information or questions to Finance please share that with all of us.

## **9. MATTERS FROM THE COMMITTEE**

Chair Abeyta said earlier we talked about the PSA format. He doesn't want any more items coming to us using the incorrect PSA. Get that memo out to all departments that as of July 1<sup>st</sup> they all have to use the new form.

Ms. Casper said she will work with legal so they send out the memo.

Chair Abeyta said at the first meeting in July he does not want anything on the agenda that has not used the correct PSA.

Chair Abeyta said we need to know what is going on with the Director of the Purchasing Division. We are down to one staff there. He can discuss this with the Mayor and the City Manager. The Director has been on leave for some time. We can't fill the position while he is on leave. We can't move on it. We need to do something with that position. He will talk with the Mayor on this.



Ms. Casper said in your conversation include Mark Allen in legal.

Chair Abeyta said you can see the inconsistency. He thinks it is from the shortage of staff.

Chair Abeyta said he and Councilor Rivera talked. We need a report regarding the dispatch and what we are going to do as far as our radios. It is an item that will cost over \$1 million so he would like to address that sooner than later. It is a public safety issue. Please bring this forward soon to the Public Safety Committee and Finance.

Mr. Fluetsch said Larry Worstell is working on that. He thinks there will be something about that in Public Works. Maybe tomorrow.

Councilor Harris said he is meeting with the Mayor tomorrow morning. On the top of his list are the various open positions. It is causing serious problems in his view. We should reinforce that.

Councilor Harris asked the Tierra Contenta Fund, have you sorted that out yet.

Ms. Casper said she made it to the point where she could make interperations and handed the research off to Brad.

Ms. Fluetsch said he is meeting tomorrow with Matt Brown and Theresa Gheen to go over that.

Councilor Harris said we said it would come to Finance. Perhaps that will happen in 2 weeks with some resolution to that.

Mr. Fluetsch said yes.

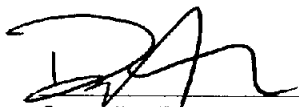
Councilor Harris said the fire station procurement is a big one. He will bring that up with the Mayor.

**10. EXECUTIVE SESSION**

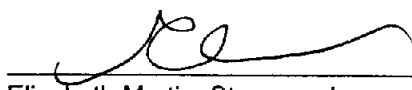
None.

**11. ADJOURN**

There being no further business before the Committee the meeting adjourned at 7:30 pm.



Councilor Roman Abeyta, Chair



Elizabeth Martin, Stenographer