



# Agenda

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**PUBLIC WORKS/CIP & LAND USE  
COMMITTEE MEETING  
CITY HALL COUNCIL CHAMBERS  
MONDAY, JULY 29, 2019  
5:00 P.M.  
\*\*\*AMENDED\*\*\***

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF CONSENT AGENDA
5. APPROVAL OF MINUTES FROM JULY 8, 2019 PUBLIC WORKS COMMITTEE MEETING

## **INFORMATIONAL AGENDA**

6. Annual FORE Kid Scholarship Tournament Information and Check Presentation, (Former City Councilors Molly Harris-Whitted and Peso Chavez)

## **CONSENT AGENDA**

7. Request for the Approval of Award of Contract for Parking Access and Revenue Control System (PARCS) to Mountain Parking Equipment in an Amount Not To Exceed \$1,500,000 Plus Applicable Gross Receipts Taxes (Noel Correia, Parking Division Director, [npcorreia@santafenm.gov](mailto:npcorreia@santafenm.gov), 955-6611)

## **COMMITTEE REVIEW**

Finance Committee (Scheduled)  
Council (Scheduled)

08/19/19  
08/28/19

8. Request for Approval to Write Off Aged Parking Permit Debt in the Amount of \$269,340.79 Which is Uncollectable and Finance is Directing that it be Written Off as Part of the FY19 Year-End Close (Noel Correia, Parking Division Director, [npcorreia@santafenm.gov](mailto:npcorreia@santafenm.gov), 955-6611)

**COMMITTEE REVIEW**

Finance Committee (Scheduled) 08/05/19  
Council (Scheduled) 08/14/19

9. Request for the Approval of Exempt Procurement in the Total Amount of \$295,000 for the Purchase of Books, Related Materials and Standing Orders with Baker & Taylor (Jeffrey Donlan, Interim Library Division Director, [jdonlan@santafenm.gov](mailto:jdonlan@santafenm.gov), 955-6788)

**COMMITTEE REVIEW**

Finance Committee (Scheduled) 08/19/19  
Council (Scheduled) 08/28/19

10. Request for Approval of a Professional Service Agreement for On Call Design Services in an Amount Not to Exceed \$500,000 per Vendor Exclusive of New Mexico Gross Receipts Tax (NMGR) (Melissa McDonald, RLA, and River & Watershed Coordinator, [mamcdonald@santafenm.gov](mailto:mamcdonald@santafenm.gov), 955-6840)

**COMMITTEE REVIEW**

Finance Committee (Scheduled) 08/19/19  
Council (Scheduled) 08/28/19

11. Request for Approval of a Resolution Approving the Design and Installation Plan for Thirty Additional Banners Commemorating Veterans Along the Cerrillos Road Corridor Between I-25 and Rodeo Road (Councilors Vigil Coppler and Rivera) (John Romero, Engineering Division Director, [jromero1@santafenm.gov](mailto:jromero1@santafenm.gov), 955-6638)

**COMMITTEE REVIEW**

Finance Committee (Approved) 07/15/19  
Council (Scheduled) 07/31/19

12. Request for Approval of a Resolution Accepting a Grant for the New Mexico Department of Transportation Identified as DFA Appropriation ID D3408 NMDOT Control Number C5193408 to Plan, Design, and Construct Rights-of-Way Improvements to Agua Fria Street and South Meadows Road (Councilors Rivera, Abeyta, and Villarreal) (David Chapman, Grant Administrator-Writer, [dachapman@santafenm.gov](mailto:dachapman@santafenm.gov), 955-6824)

**COMMITTEE REVIEW**

Finance Committee (Scheduled) 08/05/19  
Council (Scheduled) 08/14/19

13. Request for Approval of a Resolution Accepting a Grant from the New Mexico Department of Transportation Identified as DFA Appropriation ID D3409 NMDOT Control Number C5193409 to Acquire Rights-of-Way For and to Plan, Design, and Construct Lighting and Sidewalk Improvements Along Harrison Road From Cerrillos Road to Agua Fria Street (Councilors Lindell, Villarreal, Rivera, and Abeyta) (David Chapman, Grant Administrator-Writer, [dachapman@santafenm.gov](mailto:dachapman@santafenm.gov), 955-6824)

**COMMITTEE REVIEW**

Finance Committee (Scheduled) 08/05/16  
Council (Scheduled) 08/14/19

14. Request for Approval of a Resolution Supporting the Eighth Annual Neighbor to Neighbor Food Drive; and Authorizing the Use of City Vehicles and Staff to Assist with Collection of Donations (Councilors Harris and Villarreal) (John Romero, Engineering Division Director, [jromero1@santafenm.gov](mailto:jromero1@santafenm.gov), 955-6638)

**COMMITTEE REVIEW**

Finance Committee (Scheduled)  
Council (Scheduled)

08/05/19  
08/14/19

15. Request for the Approval of an Ordinance Authorizing the Execution and Delivery of a Loan Agreement By and Between the City of Santa Fe and the New Mexico Finance Authority, Evidencing a Special, Limited Obligation of the City to Pay a Principal Amount Not to Exceed \$1,600,000, for the Purpose of Defraying the Cost of Purchasing, Acquiring, and Installing Equipment and Related Improvement to the City's Public Parking Facilities; Providing for the Payment of the Loan Agreement from Certain Gross Receipts Tax Revenues Distributed to the City; Providing that the Loan Agreement Will Constitute a Subordinate Lien Upon the Pledged Gross Receipts Tax Revenues; Providing for the Distributions of Gross Receipts Tax Revenues From the Taxation and Revenue Department to be Redirected to the New Mexico Finance Authority or its Assigns Pursuant to an Intercept Agreement for the Payment of Principal and Interest Due on the Loan Agreement; Delegating Authority to the Mayor or, in the Mayor's Absence, the City Manager or Finance Director, to Approve the Final Principal Amount, Interest Rates and Other Details of the Loan Agreement Within the Parameters Set Forth in This Authorizing Ordinance, Including a Determination Whether Interest on the Loan Agreement Will be Excludable from Gross Income for Federal Income Purposes, and to Execute and Deliver a Pricing Certificate Reflecting the Final Terms of the Loan Agreement; Ratifying Actions Heretofore Taken; Repealing All Action Inconsistent with This Ordinance; and Authorizing the Taking of Other Actions in Connection with the Execution and Delivery of the Loan Agreement and Intercept Agreement (Councilor Vigil Coppler) (Brad Fleutsch, Financial Planning and Reporting Officer, [bifleutsch@santafenm.gov](mailto:bifleutsch@santafenm.gov), 955-6885)

**COMMITTEE REVIEW**

Council (Request to Publish) (Scheduled)  
Finance Committee (Scheduled)  
Council (Public Hearing) (Scheduled)

07/31/19  
08/05/19  
08/28/19

**EXECUTIVE SESSION**

**In Accordance with the New Mexico Open Meetings Act, NMSA 1978, Section 10-15-1 (H)(6), Discussion in which the contents of competitive sealed proposals (RFP # 19/37/P and RFP # 19/45/P) solicited pursuant to Procurement Code and discussed during the contract negotiation process**

16. Midtown Property Economic Analysis and Urban Planning
- Request for the Approval of Professional Services Agreement in the Total Amount of \$325,960 for Midtown Property Economic Analysis and Urban Planning; RFP # 19/37P; Strategic Economics (Liz Camacho, Economic Development and Communications Administrator, [excamacho@santafenm.gov](mailto:excamacho@santafenm.gov), 955-6042)
17. Midtown Property Civic Engagement
- Request for the Approval of Professional Services Agreement in the Total Amount of \$65,000 for Midtown Property Civic Engagement; RFP # 19/45/P; U3 Advisors (Liz Camacho, Economic Development and Communications Administrator, [excamacho@santafenm.gov](mailto:excamacho@santafenm.gov), 955-6042)

18. MATTERS FROM STAFF

19. MATTERS FROM THE COMMITTEE

20. MATTERS FROM THE CHAIR

21. NEXT MEETING: **MONDAY, AUGUST 12, 2019**

22. ADJOURN

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

**RECEIVED AT THE CITY CLERK'S OFFICE**

**DATE: July 24, 2019**

**TIME: 2:31 PM**



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**PUBLIC WORKS/CIP & LAND USE  
COMMITTEE MEETING  
CITY HALL COUNCIL CHAMBERS  
MONDAY, JULY 29, 2019  
5:00 P.M.**

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2. ROLL CALL
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08/19/19

Council (Scheduled)

08/28/19

8. Request for Approval to Write Off Aged Parking Permit Debt in the Amount of \$269,340.79 Which is Uncollectable Due to Exceeding the Statute of Limitations That Prevents the Collection of These Funds (Noel Correia, Parking Division Director, [npcorreia@santafenm.gov](mailto:npcorreia@santafenm.gov), 955-6611)

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08/05/19  
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**COMMITTEE REVIEW**

Council (Request to Publish) (Scheduled)  
Finance Committee (Scheduled)  
Council (Public Hearing) (Scheduled)

07/31/19  
08/05/19  
08/28/19

**EXECUTIVE SESSION**

**In Accordance with the New Mexico Open Meetings Act, NMSA 1978, Section 10-15-1 (H)(6), Discussion in which the contents of competitive sealed proposals (RFP # 19/37/P and RFP # 19/45/P) solicited pursuant to Procurement Code and discussed during the contract negotiation process**

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- Request for the Approval of Professional Services Agreement in the Total Amount of \$325,960 for Midtown Property Economic Analysis and Urban Planning; RFP # 19/37P; Strategic Economics (Liz Camacho, Economic Development and Communications Administrator, [excamacho@santafenm.gov](mailto:excamacho@santafenm.gov), 955-6042)
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**18. MATTERS FROM STAFF**

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**RECEIVED AT THE CITY CLERK'S OFFICE**

**DATE: July 24, 2019**

**TIME: 1:26 PM**



**SUMMARY OF ACTION  
PUBLIC WORKS/CIP AND LAND USE  
COMMITTEE MEETING  
CITY HALL, CITY COUNCIL CHAMBERS  
MONDAY, JULY 29, 2019, 5:00 PM**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER		1
ROLL CALL	QUORUM	1
APPROVAL OF AGENDA	APPROVED	1-2
APPROVAL OF CONSENT AGENDA	APPROVED	2
APPROVAL OF MINUTES	APPROVED	2
<u>INFORMATIONAL AGENDA</u>		
ANNUAL FORE KID SCHOLARSHIP TOURNAMENT INFORMATION AND CHECK PRESENTATION	INFORMATION/DISCUSSION	2-3
<u>CONSENT AGENDA</u>		
REQUEST FOR THE APPROVAL OF AWARD OF CONTRACT FOR PARKING ACCESS AND REVENUE CONTROL SYSTEM (PARCS) TO MOUNTAIN PARKING EQUIPMENT IN THE AMOUNT NOT TO EXCEED \$1,500,000 PLUS APPLICABLE GROSS RECEIPTS TAXES.	APPROVED	3-4
REQUEST FOR APPROVAL TO WRITE OFF AGED PARKING PERMIT DEBT IN	APPROVED	4-6

**THE AMOUNT OF \$269,340.79 WHICH IS UNCOLLECTIBLE AND FINANCE IS DIRECTING THAT IT BE WRITTEN OFF AS PART OF THE FY19 YEAR-END CLOSE.**

<b>REQUEST FOR THE APPROVAL OF EXEMPT PROCUREMENT IN THE TOTAL AMOUNT OF \$295,000 FOR THE PURCHASE OF BOOKS, RELATED MATERIALS AND STANDING ORDERS WITH BAKER AND TAYLOR.</b>	<b>APPROVED ON CONSENT</b>	<b>6</b>
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<b>REQUEST FOR APPROVAL OF A PROFESSIONAL SERVICE AGREEMENT FOR ON CALL DESIGN SERVICES IN AN AMOUNT NOT TO EXCEED \$500,000 PER VENDOR EXCLUSIVE OF NEW MEXICO GROSS RECEIPTS TAX (NMGRT).</b>	<b>APPROVED</b>	<b>6-7</b>
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<b>REQUEST FOR APPROVAL OF A RESOLUTION APPROVING THE DESIGN AND INSTALLATION PLAN FOR THIRTY ADDITIONAL BANNERS COMMEMORATING VETERANS ALONG THE CERRILLOS ROAD CORRIDOR BETWEEN I-25 AND RODEO ROAD.</b>	<b>APPROVED ON CONSENT</b>	<b>7-8</b>
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<b>REQUEST FOR APPROVAL OF A RESOLUTION ACCEPTING A GRANT FOR THE NEW MEXICO DEPARTMENT OF TRANSPORTATION IDENTIFIED AS DFA APPROPRIATION ID D3408 NMDOT CONTROL NUMBER C5193408 TO PLAN, DESIGN AND CONSTRUCT RIGHTS OF WAY IMPROVEMENTS TO AGUA FRIA STREET AND SOUTH MEADOWS ROAD.</b>	<b>APPROVED ON CONSENT</b>	<b>8</b>
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<b>REQUEST FOR APPROVAL OF A RESOLUTION ACCEPTING A GRANT FROM THE NEW MEXICO DEPARTMENT OF TRANSPORTATION IDENTIFIED AS DFA APPROPRIATION ID D3409 NMDOT</b>	<b>APPROVED ON CONSENT</b>	<b>8</b>
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**CONTROL NUMBER C5193409 TO  
ACQUIRE RIGHTS OF WAY FOR AND  
TO PLAN, DESIGN AND CONSTRUCT  
LIGHTING AND SIDEWALK IMPROVEMENTS  
ALONG HARRISON ROAD FROM CERRILLOS  
ROAD TO AGUA FRIA STREET.**

<b>REQUEST FOR APPROVAL OF A RESOLUTION SUPPORTING THE EIGHTH ANNUAL NEIGHBOR TO NEIGHBOR FOOD DRIVE; AND AUTHORIZING THE USE OF CITY VEHICLES AND STAFF TO ASSIST WITH COLLECTION OF DONATIONS.</b>	<b>APPROVED ON CONSENT</b>	<b>8</b>
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<b>REQUEST FOR THE APPROVAL OF AN ORDINANCE AUTHORIZING THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT BY AND BETWEEN THE CITY OF SANTA FE AND THE NEW MEXICO FINANCE AUTHORITY, EVIDENCING AND SPECIAL, LIMITED OBLIGATION OF THE CITY TO PAY A PRINCIPAL AMOUNT NOT TO EXCEED \$1,600,000 FOR THE PURPOSE OF DEFRAYING THE COST OF PURCHASING, ACQUIRING, AND INSTALLING EQUIPMENT AND RELATED IMPROVEMENT TO THE CITY'S PUBLIC PARKING FACILITIES; PROVIDING FOR THE PAYMENT OF THE LOAN AGREEMENT FROM CERTAIN GROSS RECEIPTS TAX REVENUES DISTRIBUTED TO THE CITY; PROVIDING THAT THE LOAN AGREEMENT WILL CONSTITUTE A SUBORDINATE LIEN UPON THE PLEDGES GROSS RECEIPTS REVENUES; PROVIDING FOR THE DISTRIBUTIONS OF GROSS RECEIPTS TAX REVENUES FROM THE TAXATION AND REVENUE DEPARTMENT TO BE REDIRECTED TO THE NEW MEXICO FINANCE AUTHORITY OR ITS ASSIGNS PURSUANT TO AN INTERCEPT AGREEMENT FOR THE PAYMENT OF PRINCIPAL AND INTEREST DUE ON THE LOAN AGREEMENT; DELEGATING AUTHORITY</b>	<b>APPROVED ON CONSENT</b>	<b>8-9</b>
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TO THE MAYOR OR, IN THE MAYOR'S ABSENCE, THE CITY MANAGER OR FINANCE DIRECTOR, TO APPROVE THE FINAL PRINCIPAL AMOUNT, INTEREST RATES AND OTHER DETAILS OF THE LOAN AGREEMENT WITHIN THE PARAMETERS SET FORTH IN THIS AUTHORIZING ORDINANCE, INCLUDING A DETERMINATION WHETHER INTEREST ON THE LOAN AGREEMENT WILL BE EXCLUDABLE FROM GROSS INCOME FOR FEDERAL INCOME PURPOSES, AND TO EXECUTE AND DELIVER A PRICING CERTIFICATE REFLECTING THE FINAL TERMS OF THE LOAN AGREEMENT; RATIFYING ACTIONS HERETOFORE TAKEN; REPEALING ALL ACTION INCONSISTENT WITH THIS ORDINANCE; AND AUTHORIZING THE TAKING OF OTHER ACTIONS IN CONNECTION WITH THE EXECUTION AND DELIVERY OF THE LOAN AGREEMENT AND INTERCEPT AGREEMENT.

#### **EXECUTIVE SESSION**

IN ACCORDANCE WITH THE NEW MEXICO OPEN MEETINGS ACT, NMSA 1978, SECTION 10-15-1 (H)(6), DISCUSSION IN WHICH THE CONTENTS OF COMPETITIVE SEALED PROPOSALS (RFP #19/37/P AND RFP #19/45/P) SOLICITED PURSUANT TO PROCUREMENT CODE AND DISCUSSED DURING THE CONTRACT NEGOTIATION PROCESS.	EXECUTIVE SESSION	9-10
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MIDTOWN PROPERTY ECONOMIC ANALYSIS AND URBAN PLANNING	APPROVED	10
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REQUEST FOR THE APPROVAL OF PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$325,960 FOR MIDTOWN PROPERTY ECONOMIC DEVELOPMENT AND COMMUNICATIONS ADMINISTRATOR.

<b>MIDTOWN PROPERTY CIVIC ENGAGEMENT</b>	<b>POSTPONED</b>	<b>10</b>
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**REQUEST FOR THE APPROVAL OF  
PROFESSIONAL SERVICES AGREEMENT  
IN THE TOTAL AMOUNT OF \$65,000 FOR  
MIDTOWN PROPERTY CIVIC ENGAGEMENT;  
RFP #19/45/P; U3 ADVISORS.**

<b>MATTERS FROM STAFF</b>	<b>INFORMATION/DISCUSSION</b>	<b>10-11</b>
<b>MATTERS FROM THE COMMITTEE</b>	<b>INFORMATION/DISCUSSION</b>	<b>11-12</b>
<b>MATTERS FROM THE CHAIR</b>	<b>NONE</b>	<b>12</b>
<b>NEXT MEETING</b>	<b>AUGUST 12, 2019</b>	<b>12</b>
<b>ADJOURN</b>	<b>ADJOURNED</b>	<b>12</b>

**PUBLIC WORKS/CIP AND LAND USE  
COMMITTEE MEETING  
CITY HALL, CITY COUNCIL CHAMBERS  
MONDAY, JULY 29, 2019, 5:00 PM**

**1. CALL TO ORDER**

A regular meeting of the Public Works/CIP & Land Use Committee was called to order on Monday, July 29, 2019, by Councilor Renee Villarreal, Chair at approximately 5:00 PM in City Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fé, New Mexico.

**2. ROLL CALL**

Roll Call indicated the presence of a quorum as follows:

**MEMBERS PRESENT:**

Councilor Renee Villarreal, Chair  
Councilor Michael Harris  
Councilor JoAnne Vigil Coppler

**MEMBERS EXCUSED:**

Councilor Peter N. Ives, Excused  
Councilor Roman Abeyta, Excused

**STAFF PRESENT:**

Regina Wheeler, Public Works Director

**OTHERS PRESENT:**

Elizabeth Martin, Stenographer

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

**3. APPROVAL OF AGENDA**

**MOTION** A motion was made by Councilor Harris, seconded by Councilor Vigil Coppler, to approve the agenda as presented.

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

**4. APPROVAL OF CONSENT AGENDA**

Councilor Harris pulled item 10 for discussion.

Councilor Vigil Coppler said she would like to be added as a sponsor on item 14.

Chair Villarreal pulled items 7 and 8 for discussion and would like to be added as a sponsor on item 15.

**MOTION** A motion was made by Councilor Harris, seconded by Councilor Vigil Coppler, to approve the consent agenda as amended.

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

**5. APPROVAL OF MINUTES  
JULY 8, 2019**

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

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

**INFORMATIONAL AGENDA**

**6. ANNUAL FORE KID SCHOLARSHIP TOURNAMENT INFORMATION AND CHECK PRESENTATION. Former City Councilors Molly Harris-Whitted and Peso Chavez.**

Ms. Harris-Whitted said she was happy to be here today. It is important to understand that this has been a valuable tournament with our kids. This was our 21<sup>st</sup> tournament. It was Peso's heart and determination that got this tournament going and has kept it going. From the inception we have given 36,524 scholarships and raised \$227,605.00 from golfers and sponsors who participated in the tournament. The funds allow our youth to participate in all our recreational facilities.

Ms. Harris-Whitted joined a group of others who presented a \$20,000 check to the City from the last tournament.

Ms. Harris-Whitted said this has been a community support project. Businesses and media have helped us including KSUV radio station who gave us free air time. There are countless supporters. From her heart she wanted to thank Peso. Bless his heart. Thank you for having us.

Ms. Harris-Whitted said we are having our tournament again at 9:00 AM, on August 30<sup>th</sup> at Marty Sanchez which is one of the most beautiful City courses in the State. It is \$100 per person and is tax deductible. It is a lot of fun.

Chair Villarreal said thank you for your effort and commitment for the kids of Santa Fe.

Councilor Harris said this is a wonderful event. Both Councilors made a long standing commitment to the City of Santa Fe. This is just one of the ways.

Councilor Vigil Coppler said she can attest to Molly and Peso's commitment and all the Marty Sanchez staff we have done a wonderful job over the years. She has volunteered in previous years and it has been a great experience and a lot of fun.

Ms. Harris-Whitted said thank you.

## **CONSENT AGENDA**

### **7. REQUEST FOR THE APPROVAL OF AWARD OF CONTRACT FOR PARKING ACCESS AND REVENUE CONTROL SYSTEM (PARCS) TO MOUNTAIN PARKING EQUIPMENT IN THE AMOUNT NOT TO EXCEED \$1,500,000 PLUS APPLICABLE GROSS RECEIPTS TAXES. Noel Correia**

Chair Villarreal said she did not see in the packet material the scope of work. It might be helpful as we move through committees. It refers to exhibit A, but she did not see it in there.

Mr. Correia said the exhibit is the actual RFP. He will send an electronic copy or can extract key functionalities.

Chair Villarreal said that would be best.

Councilor Harris asked the bridge loan, did we approve that already.

Mr. Correia said yes, however; the NMFA loan will be in place before the contract starts and that means that we no longer need to do the bridge loan.

Councilor Harris said that works. It makes it cleaner.



Councilor Harris said so the financing will be in place and we have a vendor you are comfortable with. When would we start.

Mr. Correia said the Finance Committee is going to hear this item and Council will hear it in September. The contract is not signed yet until we have Council approval. Construction will start 30 days after the contract signing. He is comfortable in saying construction will start the first week of October.

Councilor Harris said in the memo from May 28<sup>th</sup> it talked about getting this done to capture the busy summer months. We are not going to get the busy summer months are we. What happened the last two months. How did we miss the busy summer months.

Ms. Wheeler said it was the bridge loan and placement of that in the City finances. It was a complex issue that we tried to work out. Then it was decided to just go with the NMFA loan.

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

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

**8. REQUEST FOR APPROVAL TO WRITE OFF AGED PARKING PERMIT DEBT IN THE AMOUNT OF \$269,340.79 WHICH IS UNCOLLECTIBLE AND FINANCE IS DIRECTING THAT IT BE WRITTEN OFF AS PART OF THE FY19 YEAR-END CLOSE. Noel Correia**

Chair Villarreal said she sent her questions earlier, but she thinks you did not receive them. She wanted more details on the uncollectible debt and which special events were referred to in the memo as uncollectible.

Mr. Correia said he can provide that information.

Chair Villarreal said also you had a column in your report on accounts receivable. If you could explain what that debt entails that would be good.

Mr. Correia said we have a statute of limitations of three years. Anything older than that makes it very hard to turn over to a collection agency. Some of the old debt that is less than three years and can be collected has transferred into the current fiscal year cycles. That is where it gets tricky.

Chair Villarreal asked so that is why it starts in 2016.

Mr. Correia said yes.

Chair Villarreal asked it is still being collected through the agency.

Mr. Correia said yes.

Chair Villarreal said it says in 2019 we have accumulated \$97,000 in debt. Can you talk a bit more about that and how we are half way in and have \$97,000 already.

Mr. Correia said citations are issued and people are appealing them and if they fail to pay after a hearing officer makes their decision then a collection process starts. This also includes other citations that have fallen into past due. We have a 15 day cycle for every citation before a penalty is assessed. Then another 15 days is another penalty and then it is turned over for collection.

Chair Villarreal asked so it could be current citations being appealed or past due or in collections right now.

Mr. Correia said correct. This will be an ongoing thing every fiscal year. We will have some citations that remain unpaid while we go through the process of collecting them. It is a constant effort to do the best we can with collections.

Chair Villarreal said we did not do a good job of collection in the past. Are we doing a better job now.

Mr. Correia said absolutely. It is harder to collect out of state citations.

Councilor Vigil Coppler asked on these outstanding debts is there no process for going to Municipal Court for resolution.

Mr. Correia said not anymore. In 2016 parking citations were decriminalized and we established a new process through an Ordinance change that they do not go to Municipal Court. They go before an independent hearing officer.

Councilor Vigil Coppler said that is kind of surprising to her. Since there is no real threat it does not surprise her that we have such enormous bad debt.

Mr. Correia said when citations were appealed to Municipal Court most were getting dismissed at that time. The former Councilors had concerns about that. He came up with the process that most cities throughout the United States follow.

Councilor Vigil Coppler said it seems more convenient to just pay your citation. In the City of Albuquerque you don't mess around with parking tickets. You get hauled to Metropolitan Court. Rather than dismiss bad debt or forget it Municipal Courts used to have an amnesty day where citations would be dismissed if you made a nominal

payment on citations. This is big time debt we are forgiving. Maybe there is a better way. This teaches people that you really don't have to pay your parking tickets.

Mr. Correia said we have now introduced that if a vehicle has more than three unpaid citations those vehicles become boot eligible. We are booting cars and that has prompted people to pay their old debt. This debt goes back to 1999. It kept being carried over and over.

Councilor Vigil Coppler said the highest year was 2017 at \$116,000. In 2019 we are already at \$97,000 so clearly we are allowing this to escape us. Maybe it is time for creative thinking on this. We need something to create leverage for the City. We could use this money.

Ms. Wheeler said we expect to collect most of the money in the 2019 column. This represents less than 2% of revenues. We do have a number of mechanisms to collect.

Councilor Vigil Coppler asked how many boots do we have.

Mr. Correia said 22. We have something new coming as well. We are looking at an automated license plate recognition system mounted on one of our cars dedicated to identifying car tags on vehicles that are delinquent. They will be booted immediately.

Councilor Vigil Coppler said this debt is not acceptable when we are applying for loans from NMFA. This is not chump change. Her preference is to continue to explore creative thinking on how we can get something done differently.

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

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

**9. REQUEST FOR THE APPROVAL OF EXEMPT PROCUREMENT IN THE TOTAL AMOUNT OF \$295,000 FOR THE PURCHASE OF BOOKS, RELATED MATERIALS AND STANDING ORDERS WITH BAKER AND TAYLOR.  
Jeffrey Donlan**

Approved on consent.

**10. REQUEST FOR APPROVAL OF A PROFESSIONAL SERVICE AGREEMENT FOR ON CALL DESIGN SERVICES IN AN AMOUNT NOT TO EXCEED \$500,000 PER VENDOR EXCLUSIVE OF NEW MEXICO GROSS RECEIPTS**

**TAX (NMGRT). Melessia McDonald**

Councilor Harris said he is glad to see this contract. How do you proceed in looking at the work. He assumes the firms are not prioritized and were selected out of a group as all being qualified. How do you go about selecting which firms.

Ms. McDonald said when we set out to look at this we did try to bring in all of the entities that might use this such as roads, trails, facilities and watershed. Once these six firms are selected we would look at the work load and strengths and reach out to them to get a bid from them and make comparisons.

Councilor Harris said again he is glad to see this contract. Going through a process to select six firms for on call services is better than relying on straight third party procurement. Most of these are probably CES vendors. This is good procurement and now we are ready to get to work on any number of these things.

Councilor Harris asked so six times \$500,000, is that all funded.

Ms. McDonald said this is for four years. We projected out. These are based on actual projects we see in the future. From a drainage perspective we have 4 to 5 projects depending on if we have emergency situations. During the storm it was great to have this in place because we could quickly get jobs done.

Councilor Harris asked is there funding for this fiscal year.

Ms. McDonald said yes.

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

Chair Villarreal asked on the items listed how did you decide the amounts.

Ms. McDonald said she referred back to the Drainage Master Plan and those projections. We are anticipating using these contracts to get a more concrete number moving forward. We are using the Stormwater Management Plan. On the Arroyo San Antonio we had allocated \$100,000 and we took half the amount for this year.

**VOTE** The motion passed unanimously by voice vote including the Chair.

**11. REQUEST FOR APPROVAL OF RESOLUTION APPROVING THE DESIGN AND INSTALLATION PLAN FOR THIRTY ADDITIONAL BANNERS COMMEMORATING VETERANS ALONG THE CERRILLOS ROAD**

**CORRIDOR BETWEEN I-25 AND RODEO ROAD. John Romero**

Approved on consent.

12. **REQUEST FOR APPROVAL OF A RESOLUTION ACCEPTING A GRANT FOR THE NEW MEXICO DEPARTMENT OF TRANSPORTATION IDENTIFIED AS DFA APPROPRIATION ID D3408 NMDOT CONTROL NUMBER C5193408 TO PLAN, DESIGN AND CONSTRUCT RIGHTS OF WAY IMPROVEMENTS TO AGUA FRIA STREET AND SOUTH MEADOWS ROAD. David Chapman**

Approved on consent.

13. **REQUEST FOR APPROVAL OF A RESOLUTION ACCEPTING A GRANT FROM THE NEW MEXICO DEPARTMENT OF TRANSPORTATION IDENTIFIED AS DFA APPROPRIATION ID D3409 NMDOT CONTROL NUMBER C5193409 TO ACQUIRE RIGHTS OF WAY FOR AND TO PLAN, DESIGN AND CONSTRUCT LIGHTING AND SIDEWALK IMPROVEMENTS ALONG HARRISON ROAD FROM CERRILLOS ROAD TO AGUA FRIA STREET. David Chapman**

Approved on consent.

14. **REQUEST FOR APPROVAL OF A RESOLUTION SUPPORTING THE EIGHTH ANNUAL NEIGHBOR TO NEIGHBOR FOOD DRIVE; AND AUTHORIZING THE USE OF CITY VEHICLES AND STAFF TO ASSIST WITH COLLECTION OF DONATIONS. John Romero**

Approved on consent.

15. **REQUEST FOR THE APPROVAL OF AN ORDINANCE AUTHORIZING THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT BY AND BETWEEN THE CITY OF SANTA FE AND THE NEW MEXICO FINANCE AUTHORITY, EVIDENCING AND SPECIAL, LIMITED OBLIGATION OF THE CITY TO PAY A PRINCIPAL AMOUNT NOT TO EXCEED \$1,600,000 FOR THE PURPOSE OF DEFRAYING THE COST OF PURCHASING, ACQUIRING, AND INSTALLING EQUIPMENT AND RELATED IMPROVEMENT TO THE CITY'S PUBLIC PARKING FACILITIES; PROVIDING FOR THE PAYMENT OF THE LOAN AGREEMENT FROM CERTAIN GROSS RECEIPTS TAX REVENUES DISTRIBUTED TO THE CITY; PROVIDING THAT THE LOAN AGREEMENT WILL CONSTITUTE A SUBORDINATE LIEN UPON THE PLEDGES GROSS RECEIPTS REVENUES; PROVIDING FOR THE DISTRIBUTIONS OF GROSS RECEIPTS TAX REVENUES FROM THE TAXATION AND REVENUE DEPARTMENT TO BE REDIRECTED TO THE NEW MEXICO FINANCE**

**AUTHORITY OR ITS ASSIGNS PURSUANT TO AN INTERCEPT AGREEMENT FOR THE PAYMENT OF PRINCIPAL AND INTEREST DUE ON THE LOAN AGREEMENT; DELEGATING AUTHORITY TO THE MAYOR OR, IN THE MAYOR'S ABSENCE, THE CITY MANAGER OR FINANCE DIRECTOR, TO APPROVE THE FINAL PRINCIPAL AMOUNT, INTEREST RATES AND OTHER DETAILS OF THE LOAN AGREEMENT WITHIN THE PARAMETERS SET FORTH IN THIS AUTHORIZING ORDINANCE, INCLUDING A DETERMINATION WHETHER INTEREST ON THE LOAN AGREEMENT WILL BE EXCLUDABLE FROM GROSS INCOME FOR FEDERAL INCOME PURPOSES, AND TO EXECUTE AND DELIVER A PRICING CERTIFICATE REFLECTING THE FINAL TERMS OF THE LOAN AGREEMENT; RATIFYING ACTIONS HERETOFORE TAKEN; REPEALING ALL ACTION INCONSISTENT WITH THIS ORDINANCE; AND AUTHORIZING THE TAKING OF OTHER ACTIONS IN CONNECTION WITH THE EXECUTION AND DELIVERY OF THE LOAN AGREEMENT AND INTERCEPT AGREEMENT. Brad Fluetsch**

Approved on consent.

#### **EXECUTIVE SESSION**

**IN ACCORDANCE WITH THE NEW MEXICO OPEN MEETINGS ACT, NMSA 1978, SECTION 10-15-1 (H)(6), DISCUSSION IN WHICH THE CONTENTS OF COMPETITIVE SEALED PROPOSALS (RFP #19/37/P AND RFP #19/45/P) SOLICITED PURSUANT TO PROCUREMENT CODE AND DISCUSSED DURING THE CONTRACT NEGOTIATION PROCESS.**

**MOTION** A motion was made by Councilor Harris, seconded by Councilor Vigil Coppler as follows;

I move that we enter an Executive Session pursuant to the Open Meetings Act, Section 10-15-1 (h) part 6, for discussion of competitive sealed proposals solicited pursuant to the City of Santa Fe Procurement Code.

**VOTE** The motion passed on a roll call vote as follows: Councilor Harris - yes, Councilor Vigil Coppler - yes, Chair Villarreal - yes.

The Committee entered into Executive Session at 5:39 pm.

**MOTION** A motion was made by Councilor Harris, seconded by Councilor Vigil Coppler, as follows:

Pursuant to the Open Meetings Act, Section 10-15-1 (J), I move that the

Committee reconvene in open session and say for the record that the matters discussed in the closed session were limited to those specified in the motion for closure.

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

The Committee returned to the regular meeting at 5:39 pm.

**16. MIDTOWN PROPERTY ECONOMIC ANALYSIS AND URBAN PLANNING**

- **REQUEST FOR THE APPROVAL OF PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$325,960 FOR MIDTOWN PROPERTY ECONOMIC DEVELOPMENT AND COMMUNICATIONS ADMINISTRATOR. Liz Camacho**

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

**VOTE** The motion passed unanimously by voice vote, including the Chair.

**17. MIDTOWN PROPERTY CIVIC ENGAGEMENT**

- **REQUEST FOR THE APPROVAL OF PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$65,000 FOR MIDTOWN PROPERTY CIVIC ENGAGEMENT; RFP #19/45/P; U3 ADVISORS. Liz Camacho**

**MOTION** A motion was made by Councilor Harris, seconded by Councilor Vigil Coppler, to postpone this request.

**VOTE** The motion passed unanimously by voice vote, including the Chair.

**18. MATTERS FROM STAFF**

Ms. Wheeler said we have almost completed the capital planning process. Thank you for all for your time and feedback. We just have District 3 to meet with. She has been sending out the notes to the team the Councilors and the City Manger. She thought she would compile it all together and share it with Council.

Councilor Harris said great idea. He likes the notes.

Ms. Wheeler said the next thing will be that the ICIP will be coming to Public Works very soon and we have to come to consensus as to the top 5 items.

Chair Villarreal asked the ones that rose to the top for each District.

Ms. Wheeler said yes.

Ms. Wheeler said also the soccer valley project is going to be morE around \$7 million. The meetings have been extremely helpful and have helped us focus and get clarity.

Ms. Wheeler said at the Airport we are in the process of taking feedback on the draft design for the parking lot. After the Airport Advisory Meeting we opened it up for public comment that day. We pursued input from other stake holders and met with Noel. He thought the design was very good. He gave us great feedback. It is moving along very well. Molzen Corbin is working on an update based on some of the feedback and will move forward with the final design and construction.

Councilor Harris asked will they have it for the next meeting. He asked for it to be on the agenda. Any conceptional estimates would be great.

Ms. Wheeler said what she thinks we should do is we are building roads of circulation around the Airport. We can use some of the terminal money for roads since that is for infrastructure and airport parking money for the parking lot. We will not be skimping. It will serve us for the next 30 years.

## **19. MATTERS FROM THE COMMITTEE**

Councilor Harris asked have all the trash cans been installed. You did that for Parks, correct.

Ms. Wheeler said Public Works did run the project for Parks. Our project administrator took over to avoid losing grant money. We got the cans delivered in time and installed a few of them, but not most of them. The grants expired on June 30<sup>th</sup> and we could not let the contractor work past that. Parks said they would get the cans installed. She feels we should contract it out. Our project administrator is back on the job and we are going to get them installed. Transit was able to use part of the grant and a small amount got left behind. A couple of thousand.

Councilor Harris asked is part of the scope of work for your project administrator the removal of the old cans.

Ms. Wheeler said yes.

Councilor Harris said thank you to Public Works and yourself. He is always concerned about people's ability to do a lot. Public Works really is bailing out Parks and Recreation to his way of thinking. This is another black mark against Parks and



Recreation.

Councilor Vigil Coppler said at her last meeting with the Mayor on Friday morning she expressed concern for your Department and you specifically and your team who have undertaken many responsibilities to bail out Parks and Recreation. She wanted the Mayor to know she noticed it and is very concerned about it. She has high regard for the Parks and Recreation Director, but when you are not at your job most of the time it is hard to manage people from afar. A lot of things are falling through the cracks. They are hitting us left and right for how our City looks. She expressed concern about that. You and your team are very much appreciated. She would also like to say so there is a time when you probably should say enough. She is in your corner and she is sticking up for you. Hopefully there will be some change. She is demanding that we need someone physically present to do the job. Thank you for all you do.


**20. MATTERS FROM THE CHAIR**

None. .

**21. NEXT MEETING  
AUGUST 12, 2019**

**22. ADJOURN**

There being no further business before the Committee the meeting adjourned at 6:45 pm.

  
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Councilor Renee Villarreal, Chair  
\_\_\_\_\_  
Elizabeth Martin, Stenographer