

**City of Santa Fe, NM
Regular Committee
Monday, October 21, 2019
5:00 PM – Finance Committee
Council Chambers**

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF CONSENT AGENDA

5. APPROVAL OF MINUTES

- a. Regular Finance Committee - September 16, 2019

Item a

- b. Regular Finance Committee - October 1, 2019

Item b

EXECUTIVE SESSION (IF NECESSARY) - 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 solicited pursuant to Procurement Code and discussed during the contract negotiation process

CONSENT AGENDA

- a. Request for Approval of Proposed 2020 Finance Committee Dates. (Mary McCoy, Finance Director, 505.955.6171, mtmccoy@santafenm.gov)

Item a.pdf

- b. Request for Approval of Professional Services Agreement in the Total Amount of \$112,232.81 for Internal Audit Services; RFP # 20/04/P; REDW. (Mary McCoy, Finance Director, mtmccoy@santafenm.gov, 505-955-6530).

Item b.1.pdf

- c. Request for Approval of a Budget Amendment Resolution (BAR) budget increase from Cash balances for the Valli Bill Print and Denovo contract for Service Contracts in the Amount of \$300,000. (Nancy Jimenez, Utility Billing Division Director, nljimenez@santafenm.gov, 955-4364)

Item c

- d. Request for Approval of a Budget Amendment Resolution (BAR) for re-appropriation of funds for the amount of \$2,341,621 approved purchases in FY 2018/2019. (Lawrence Garcia, ESD Maintenance Manager, lmgarcia@santafenm.gov, 955-2241 and Manuel Sanchez, Administrative Manager)

Item d

- e. Request for Approval of a Budget Amendment Resolution to Increase Budget for the Yukon Contract and Chemicals for water treatment into Operating Supplies (530200) and Repair/Maintenance system equipment

(520150) for the Total amount of \$259,949. (Jonathan Montoya, Source of Supply Operations Manager, jmmontoya@santafenm.gov, 955-4373)

Item e

f. Request for Approval of Amendment No. 1 to Lease Agreement #BL-2248 By and Between the City of Santa Fe and the State of New Mexico Commissioner of Public Lands to Extend to Amend Provision of Agreement Adding a Drainage Easement for Storm River LLC into the Lease Agreement, with Condition (Kevin Kellogg, Asset Development Manager, kckellogg@santafenm.gov, 955-6213)

Item f.1.pdf

g. Request for the Approval of Acceptance of Appropriation in the Total Amount of \$237,142.85 from LEAD Planning and Operations; State of New Mexico (Andres J. Mercado, Battalion Chief/Mobile Integrated Health Office, ajmercado@santafenm.gov, 955-3604)

1) Request for Approval of a Budget Amendment Resolution

Item g

Item g.1

h. Request for the Approval of Memorandum of Agreement and Maintenance Agreement with NMDOT for Rectangular Rapid Flashing Beacons on Alta Vista Street (John Romero, PW Engineering Division Director, jjromero@santafenm.gov, 955-6638)

Item h

i. Request for Approval of Service Contract in the Amount of \$107,612.42 for Installation of Bullet Resistant Glass and Hearing Loops at Municipal Court with Davenport Construction Management, LLC (Caryn Grosse, Facilities Project Administrator, clgrosse@santafenm.gov, 955-5938)

Item i

j. Request for Approval of a Professional Services Agreement Amendment No. 1 to Change the Fiscal Agent Name for Coming Home Connection; RFP #19/23/P (Alexandra Ladd, agladd@santafenm.gov, 955-6346)

Item j

k. Request for Approval of a Contract for Services Using Bid #19/27/B for Milling and Overlay of Runway 10-28 along with Crack Seal, Sealcoating and Striping of Runway 15-33 and Runway 10-28. Construction Services will be at the City of Santa Fe Regional Airport, 121 Aviation Drive with Mountain States Constructors, Inc. for the Total Amount of \$1,169,500.06 Inclusive of NMGR (Curt Temple, Santa Fe Regional Airport Project Administrator, cetemple@santafenm.gov, 955-2906)

Item k.1.pdf

l. Request for Approval of a Professional Services Agreement with Davenport Construction Management, Inc. for the Installation of a Post-and Cable Perimeter Fence at SWAN Park. The Cost of This Project will be \$121,112.62 Inclusive of NMGR (Sam Burnett, Public Works Property Maintenance Manager, jsburnett@santafenm.gov, 955-5933)

Item l.1.pdf

m. Request for Approval of Amendment #2 to the Professional Service Agreement (Munis Contract #3200932) with Wilson & Company to increase compensation in the Total Amount of \$303,196.31 plus applicable gross receipts taxes to provide additional design and right of way services for CIP # 801B – Guadalupe Street Reconstruction from Agua Fria Street North to Paseo de Peralta" (Sarah Anderson, PW Engineer Supervisor, smanderson@santafenm.gov , 505-955-6672)

Item m

n. Request for Approval of a City Wide On-Call Professional Services Agreement with Keers Inc. for On-Call Remediation and Cleaning Services Rendered on an As Needed Basis Not to Exceed \$271,093.75 Inclusive of NMGR (Sam Burnett, Public Works Property Maintenance Manager, jsburnett@santafenm.gov, 955-5933)

Item n

o. Request for Approval of a Multiple Source Award of Bid RFB '19/24/B for Traffic Control Services as follows:
1) Southwest Safety Services for four (4) years for \$30,000 each fiscal year for a total of \$120,000.00 exclusive of NMGR. Munis Contract No. 3200652. (Mike Moya, Transmission & Distribution Operations Manager, mrmoya@santafenm.gov, 955-4243)

2) Highway Supply for Four (4) years for \$30,000 each fiscal year for a total of \$120,000.00 exclusive of NMGR. Munis Contract No. 3201144. (Mike Moya, Transmission & Distribution Operations Manager, mrmoya@santafenm.gov, 955-4243)

Item o

p. Request for Approval of a City Wide On-Call Professional Services Agreement with National Roofing, Inc. for a Roofing Services Rendered on an As Needed Basis That Shall Not Exceed \$271,093.75 Inclusive of NMGR (Sam Burnett, Public Works Property Maintenance Manager, jsburnett@santafenm.gov, 955-5933)

item p.1

q. Consideration of Bill No. 2019-33: an Ordinance Amending Exhibit A of Chapter 22 SFCC 1987 to Add a Provision to Allow for a More Accurate Reading of Wastewater Discharge; and Amending Various Tables to Remove Provisions That Are no Longer Applicable. (Councilor Vigil Coppler) (Shannon Jones, Public Utilities Department Director, swjones@santafenm.gov, 955-4267)

Committee Review:

Public Utilities Committee (approved)	10/2/19
City Council (request to publish) (approved)	10/8/19
City Council (public hearing) (scheduled)	10/31/19

Item q

PRESENTATION

a. Classification and Compensation Update (Bernadette Salazar, Human Resources Director, bjsalazar@santafenm.gov, 955.6591)

Item a.pdf

MATTERS FROM STAFF

MATTERS FROM THE COMMITTEE

ADJOURN

RECEIVED AT THE CITY CLERK'S OFFICE

DATE: October 18, 2019

TIME: 2:58 PM

**SUMMARY OF ACTION
FINANCE COMMITTEE MEETING
CITY HALL/ CITY COUNCIL CHAMBERS
MONDAY, OCTOBER 21, 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
APPROVAL OF CONSENT AGENDA	APPROVED	1-2
APPROVAL OF MINUTES	APPROVED	2
EXECUTIVE SESSION	NONE	2
<u>CONSENT AGENDA</u>		
REQUEST FOR APPROVAL OF PROPOSED 2020 FINANCE COMMITTEE DATES	APPROVED	2-3
REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$112,232.81 FOR INTERNAL AUDIT SERVICES; RFP # 20/04/P; REDW.	APPROVED	3-4
REQUEST FOR APPROVAL OF A BUDGET AMENDMENT RESOLUTION (BAR) BUDGET INCREASE FROM CASH BALANCES FOR THE VALLI BILL PRINT AND DENOVO CONTRACT FOR SERVICE CONTRACTS IN THE AMOUNT OF \$300,000.	APPROVED	4
REQUEST FOR APPROVAL FOR A BUDGET AMENDMENT RESOLUTION	APPROVED ON CONSENT	4

(BAR) FOR RE-APPROPRIATION OF FUNDS FOR THE AMOUNT OF \$2,341,621 APPROVED PURCHASES IN FY 2018/2019.

REQUEST FOR APPROVAL OF A BUDGET AMENDMENT RESOLUTION TO INCREASE BUDGET FOR THE YUKON CONTRACT AND CHEMICALS FOR WATER TREATMENT INTO OPERATING SUPPLIES (530200) AND REPAIR/MAINTENANCE SYSTEM EQUIPMENT (520150) FOR THE TOTAL AMOUNT OF \$259,949.

APPROVED ON CONSENT 4

REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO LEASE AGREEMENT # BL-2248 BY AND BETWEEN THE CITY OF SANTA FE AND THE STATE OF NEW MEXICO COMMISSIONER OF PUBLIC LANDS TO EXTEND TO AMEND PROVISION OF AGREEMENT ADDING A DRAINAGE EASEMENT FOR STORM RIVER LLC INTO THE LEASE AGREEMENT, WITH CONDITION

APPROVED ON CONSENT 4-5

REQUEST FOR THE APPROVAL OF ACCEPTANCE OF APPROPRIATION IN THE TOTAL AMOUNT OF \$237,142.85 FROM LEAD PLANNING AND OPERATIONS; STATE OF NEW MEXICO.

APPROVED 5-9

REQUEST FOR THE APPROVAL OF MEMORANDUM OF AGREEMENT AND MAINTENANCE AGREEMENT WITH NMDOT FOR RECTANGULAR RAPID FLASHING BEACONS ON ALTA VISTA STREET

APPROVED 9-10

REQUEST FOR APPROVAL OF SERVICE CONTRACT IN THE AMOUNT OF \$107,612.42 FOR INSTALLATION OF BULLET RESISTANT GLASS AND HEARING LOOPS AT MUNICIPAL COURT

APPROVED ON CONSENT 10

**WITH DAVENPORT CONSTRUCTION
MANAGEMENT, LLC**

REQUEST FOR APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT AMENDMENT NO. 1 TO CHANGE THE FISCAL AGENT NAME FOR COMING HOME CONNECTION; RFP #19/23/P	APPROVED ON CONSENT	10
REQUEST FOR APPROVAL OF A CONTRACT FOR SERVICES USING BID #19/27/B FOR MILLING AND OVERLAY OF RUNWAY 10-28 ALONG WITH CRACK SEAL, SEAL COATING AND STRIPING OF RUNWAY 15-33 AND RUNWAY 10-28. CONSTRUCTION SERVICES WILL BE AT THE CITY OF SANTA FE REGIONAL AIRPORT, 121 AVIATION DRIVE, WITH MOUNTAIN STATES CONSTRUCTORS, INC. FOR THE TOTAL AMOUNT OF \$1,169,500.06 INCLUSIVE OF NMGR.	APPROVED	10-11
REQUEST FOR APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH DAVENPORT CONSTRUCTION MANAGEMENT, INC. FOR THE INSTALLATION OF A POST AND CABLE PERIMETER FENCE AT SWAN PARK. THE COST OF THE PROJECT WILL BE \$121,112.62 INCLUSIVE OF NMGR	APPROVED ON CONSENT	11
REQUEST FOR APPROVAL OF AMENDMENT #2 TO THE PROFESSIONAL SERVICE AGREEMENT (MUNIS CONTRACT #3200932) WITH WILSON AND COMPANY TO INCREASE COMPENSATION IN THE TOTAL AMOUNT OF \$303,196.31 PLUS APPLICABLE GROSS RECEIPTS TAXES TO PROVIDE ADDITIONAL DESIGN AND RIGHT OF WAY SERVICES FOR CIP # 801B - GUADALUPE STREET	APPROVED	11-12

**RECONSTRUCTION FROM AGUA FRIA
STREET NORTH TO PASEO DE
PERALTA**

REQUEST FOR APPROVAL OF A CITY WIDE ON-CALL PROFESSIONAL SERVICES AGREEMENT WITH KEERS INC. FOR ON-CALL REMEDIATION AND CLEANING SERVICES RENDERED ON AN AS NEEDED BASIS NOT TO EXCEED \$271,093.75 INCLUSIVE OF NMGR	APPROVED ON CONSENT	12
REQUEST FOR APPROVAL OF A MULTIPLE SOURCE AWARD OF BID RFB '19/24/B FOR TRAFFIC CONTROL SERVICES AS FOLLOWS	APPROVED ON CONSENT	12-13
REQUEST FOR APPROVAL OF A CITY WIDE ON-CALL PROFESSIONAL SERVICES AGREEMENT WITH NATIONAL ROOFING, INC. FOR A ROOFING SERVICES RENDERED ON AN AS NEEDED BASIS THAT SHALL NOT EXCEED \$271, 093.75 INCLUSIVE OF NMGR	APPROVED ON CONSENT	13
CONSIDERATION OF BILL NO. 2019-33: AN ORDINANCE AMENDING EXHIBIT A OF CHAPTER 22 SFCC 1987 TO ADD A PROVISION TO ALLOW FOR A MORE ACCURATE READING OF WASTEWATER DISCHARGE; AND AMENDING VARIOUS TABLES TO REMOVE PROVISIONS THAT ARE NO LONGER APPLICABLE	APPROVED ON CONSENT	13

PRESENTATION

CLASSIFICATION AND COMPENSATION UPDATE	INFORMATION/DISCUSSION	13-18
MATTERS FROM STAFF	INFORMATION/DISCUSSION	18-19
MATTERS FROM THE COMMITTEE	NONE	19

ADJOURN

ADJOURNED

19

**FINANCE COMMITTEE MEETING
CITY HALL/ CITY COUNCIL CHAMBERS
MONDAY, OCTOBER 21, 2019, 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 Monday, October 21, 2019 at City Hall in the City Council Chambers, 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

Councilor JoAnne Vigil Coppler
Mary McCoy, Director, Finance Department
Alexis Lotero, Budget Director, Finance Department
Elizabeth Martin, Stenographer

3. APPROVAL OF AGENDA

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

VOTE The motion passed unanimously by voice vote.

4. APPROVAL OF CONSENT AGENDA

Councilor Rivera pulled item A for discussion.

Councilor Harris pulled items G, H and K for discussion.

Councilor Romero-Wirth pulled items B and C for discussion.

Councilor Lindell pulled item M for discussion.

Chair Abeyta asked to be added as a sponsor to item Q.

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

VOTE The motion passed unanimously by voice vote.

5. APPROVAL OF MINUTES

A. SEPTEMBER 16, 2019

MOTION A motion was made by Councilor Lindell, seconded by Councilor Harris, to approve the minutes of September 16, 2019 as presented.

VOTE The motion passed unanimously by voice vote.

B. OCTOBER 1, 2019

MOTION A motion was made by Councilor Rivera, seconded by Councilor Harris, to approve the minutes of October 1, 2019 as presented.

VOTE The motion passed unanimously by voice vote.

6. EXECUTIVE SESSION (IF NECESSARY)

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 solicited pursuant to Procurement Code and discussed during the contract negotiation process.

None.

Councilor Vigil Coppler left the meeting.

7. CONSENT AGENDA

A. REQUEST FOR APPROVAL OF PROPOSED 2020 FINANCE COMMITTEE DATES. Mary McCoy

Councilor Rivera said the last meeting this year is December 2nd and then we do

not meet again until January 21st. He is concerned that there is too much lag time for City business to keep the wheels in motion. There are no meetings in December 2020 and he has the same concern there.

Chair Abeyta said he agreed. Let's look at the calendar and add one in the first or second week of January 2020 and one in December 2020.

Ms. McCoy said she recommends two additional meetings and will check with the City Clerk on that for January and December 2020.

Chair Abeyta thanked Councilor Rivera for bringing that to their attention.

MOTION A motion was made by Councilor Rivera, seconded by Councilor Lindell, to approve the request with direction to add a Finance Committee meeting in early January 2020 and one in December 2020.

VOTE The motion passed unanimously by voice vote.

**B. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$112,232.81 FOR INTERNAL AUDIT SERVICES; RFP # 20/04/P; REDW.
Mary McCoy**

Councilor Romero-Wirth asked we have had different companies do different audits, is that correct.

Ms. McCoy said correct. The annual financial audit is done by Clifton, Larson and Allen. As a follow-up to recommendations in the McCard report the City decided to outsource internal audit services. We presented the first one a few weeks ago and went out to RFP again and selected REDW.

Councilor Romero-Wirth asked is that appropriate that we should have different companies doing different audits or does it make sense to stick with one due to their familiarity.

Ms. McCoy said the functions of an external audit are different than an internal audit. An internal audit is a review of policies and if we are following the policies. An external audit is a review of financial statements. It can be preformed by the same company or different companies. It can be done internally or co-sourced or outsourced.

MOTION A motion was made by Councilor Romero-Wirth, seconded by Councilor Rivera, to approve the request.

Councilor Harris said he was pleased to read the letter from the Chair of the

Audit Committee. It was very good.

VOTE The motion passed unanimously by voice vote.

- C. REQUEST FOR APPROVAL OF A BUDGET AMENDMENT
RESOLUTION (BAR) BUDGET INCREASE FROM CASH BALANCES
FOR THE VALLI BILL PRINT AND DENOVO CONTRACT FOR
SERVICE CONTRACTS IN THE AMOUNT OF \$300,000.
Nancy Jimenez**

Councilor Romero-Wirth said she was curious about this and did not understand what caused the overage.

Ms. Jimenez said in the original budget the amount required was \$426,000, but only \$116,000 was approved. We knew what it would be, but in the communication through the budget process it was cut. Once we started opening all the POs and payments then the \$300,000 was found short. This request was in the original budget.

MOTION A motion was made by Councilor Romero-Wirth, seconded by Councilor Harris, to approve the request.

VOTE The motion passed unanimously by voice vote.

- D. REQUEST FOR APPROVAL OF A BUDGET AMENDMENT
RESOLUTION (BAR) FOR RE-APPROPRIATION OF FUNDS FOR THE
AMOUNT OF \$2,341,621 APPROVED PURCHASES IN FY 2018/2019.
Lawrence Garcia**

Approved on consent.

- E. REQUEST FOR APPROVAL OF A BUDGET AMENDMENT
RESOLUTION TO INCREASE BUDGET FOR THE YUKON CONTRACT
AND CHEMICALS FOR WATER TREATMENT INTO OPERATING
SUPPLIES (530200) AND REPAIR/MAINTENANCE SYSTEM
EQUIPMENT (520150) FOR THE TOTAL AMOUNT OF \$259,949.
Jonathan Montoya**

Approved on consent.

- F. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO LEASE
AGREEMENT # BL-2248 BY AND BETWEEN THE CITY OF SANTA FE
AND THE STATE OF NEW MEXICO COMMISSIONER OF PUBLIC
LANDS TO EXTEND TO AMEND PROVISION OF AGREEMENT**

**ADDING A DRAINAGE EASEMENT FOR STORM RIVER LLC INTO
THE LEASE AGREEMENT, WITH CONDITION. Kevin Kellogg**

Approved on consent.

- G. REQUEST FOR THE APPROVAL OF ACCEPTANCE OF
APPROPRIATION IN THE TOTAL AMOUNT OF \$237,142.85 FROM
LEAD PLANNING AND OPERATIONS; STATE OF NEW MEXICO.
Andres Mercado**

Councilor Harris asked this request is for \$237,142, what would be the total budget for the LEAD program.

Mr. Mercado said it is the \$237,142 plus there is \$250,000 from the City General Fund. In the past there was some private funding and that sunsetted in July of this year. This appropriation is non-recurring.

Councilor Harris said he noticed how the monies are to be used throughout Santa Fe County. Is that accurate and how the grant reads.

Mr. Mercado said the language was ambiguous at the Legislature and it mentioned the City and the County. The lobbyist and the Governing Body were aware of the language so it was not a surprise. The County leadership was not aware of this appropriation and preferred to have the money go to the City. There is plenty of work to be done in the County. We focused on and are now functional within the City limits. We can't hire personnel with this. In an attempt to be collaborative with the County we are going to offer \$57,000 to the County to subcontract with someone to look at the possibility of the Santa Fe County Sheriff's Department participating in this program and have a regional approach. It would be for planning only.

Councilor Harris said collaboration is important to you, he knows that. The County did not pursue the grant, but there is a level of interest so \$457,000 will go to the County for planning purposes.

Mr. Mercado said correct.

Councilor Harris asked since this is non-recurring what is being proposed that it be used for.

Mr. Mercado said that is a challenge. We don't have \$237,142 in capital purchases this year. There is a breakdown in the BAR. Some will be for overtime and professional services for training. LEAD is now called THRIVE and has recently been housed under the Fire Department. We are thinking we may need professional services, operations supplies, office supplies, training, uniforms and Naloxone to equip

our ambulances with.

Councilor Harris said this is good news. Hopefully it helps to build a solid transition of the THRIVE program. Make sure that the time is spent that is necessary to support the County or any other agency who wants to learn more.

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

Councilor Lindell asked would you try to explain to her what is happening with the LEAD program as opposed to what the THRIVE program is.

Mr. Mercado said the LEAD program has been in existence for four years. The management of it was done by a private contractor. Case management was being done by LifeLink with money from Community Services. The sunseting of the private money made the management go away. With the relationship with the City and LifeLink they decided not to renew that contract with the dynamic of a lot of different factors. The level of referrals from the Police Department had dwindled. One of the discussions of bringing it under the Fire Department was how to increase officer buy-in and stop the label of the program as a snitch program. LEAD was thought of as a lead that officers get in cases. Also LEAD was an acronym for a couple of other things. We have made some slight changes. The program is pretty similar to what it was. We wanted to rebrand it and recast it and try to reduce the association with a snitch program in the community and start fresh with police officers. We have training with them starting this Friday with the commanders. THRIVE is only a new name. The foundational principals are the same.

Councilor Lindell said the City has put a lot of money into this program over the last few years. How does this program go to the Fire Department and be administrated by the Fire Department when it is to be an early diversion program. The police never really bought into this program.

Mr. Mercado said the reason LEAD group approached us was because since 2016 we have had an opiate outreach program with case management and harm reduction. Our core principals are very much in line with LEAD principals. It came to us because we are a close fit. They approached us and asked us to take it on. As far as police involvement, it does not change one bit. All they did was provide referrals. The diversion was of that person from arrest to case management. It has only changed as far as who they divert to. We hope that we can continue to stress the fact that addiction is a disease and when they identify folks who fit the program that they transfer that over to trained providers who can help with that problem.

Councilor Lindell asked who are the case managers now.

Mr. Mercado said two case managers started on Tuesday. They have been

case managers in the community for some time and will be under the supervision of the clinical social worker we have.

Councilor Lindell said she is really troubled with this program at this time. We have not had the buy-in from the police and she does not see anything different here to cause them to buy-in. The frustration level in this program is great. She doesn't know the value of this program at some level. She wants it to work desperately. There are a lot of problems with it. She doesn't know if changing the name makes any difference really. She doesn't know what to think about this. She has not seen anything here to address the issue about the problematic part of this.

Mr. Mercado said he couldn't agree more. We are going into this with eyes wide open. That is our challenge. To provide value to line officers. We invite members of the public to be part of this. We will be trying some new approaches. Police Department buy-in is a huge stumbling block.

Councilor Lindell said as a City we have better than a million dollars in this program. Our results are not very good.

Councilor Rivera said this was not just a City Police initiative. They worked with other agencies throughout the State to get people into the program. How do those agencies fit into this.

Mr. Mercado said as far as referrals, only the Police Department can do referrals. There has been an external program run by the UNM Sentencing Council around reduced recidivism and cost. There is a public report.

Councilor Rivera said if an agency does not want to be involved the program is destined to fail. Are you seeing more involvement now. Is the Police Department doing more referrals now that you are taking the lead.

Mr. Mercado said he doesn't expect the Police Department workload to change. That was their role in the past for referrals. We have not launched yet. This is the first training for police commanders. Then officers in the next couple of weeks. This is not a Fire Department program. It is a collaborative program between several departments and outside agencies. After the first three to six months he is interested to see how it changes.

Councilor Rivera asked how much time has to pass in order to gather enough data to gauge improvement.

Mr. Mercado said we will continue to monitor it. We will track it and see what is working in increasing their buy-in and what is not. We will do a pretty hard push and will keep in contact with them about what is working and what is not. We want them to understand the value of doing this work. He hopes to see an uptick in referrals in the

first three months.

Councilor Rivera asked are there any issues with the State giving money to the LEAD program rather than to the name THRIVE.

Ms. McCoy said no, as long as it is for the same purpose.

Councilor Rivera said he commends you guys for taking it on. The fact that you are trying something different is encouraging and he wishes you all the best of luck. He hopes the Police Department can buy in.

Councilor Harris said he has been attending the Municipal Drug Task Force meetings and we have heard presentations about recommendations and now they are in the process of whittling it down and forming an implementation plan. One thing you see throughout the recommendations is this type of approach. They are trying to divert substance abuse problems from becoming caught up in the justice system. It is a very difficult situation. The numbers are not that significant, but to those individuals on the road to recovery they and their families are very thankful for the program. At every meeting he has attended Captain Joye, who is now Deputy Chief Joye, of the Police Department has attended and engaged. He has to believe he will do the things he needs to do to educate the officers. Now they have Captain Tapia who stepped into operations. He has the same approach as Deputy Chief Joye. He thinks we need to continue on. We don't really know quite how to spend the funds, but do think we need to provide the resources to think it through and make improvements and hopefully have a greater success rate.

Councilor Lindell asked could we get the last year of performance metrics of the program. Actual numbers. Also go ahead and put on your calendar six months from now that we get an updated performance report.

Mr. Mercado said he is happy to provide the latest evaluation of the program. It was an external evaluation. As far as a six month evaluation we have the funds to hire someone to come in and do that evaluation. Six months is an ambitious timeline to get them contracted.

Councilor Lindell said we don't need to contract that out, we just need to put numbers together of people who have gone through the program.

Mr. Mercado said we can do that.

Councilor Lindell said this BAR has a fair amount of out of state transportation monies on it. Are those identified.

Mr. Mercado said not specifically identified. More than likely we will visit programs that are successful, such as in Longmont, Colorado, and perhaps

conferences for education on public safety approaches to behavioral health issues.

Councilor Lindell said get us performance metrics for the last six months and for the next six months after that. She would appreciate that.

Councilor Rivera asked does this take away from the mission of MIHO or does it fit.

Mr. Mercado said this is absolutely in-line with what we doing. It is truly about identifying the community risk. What is luring people and killing people and doing a root cause analysis and finding ways more efficient and effective.

VOTE The motion passed unanimously by voice vote.

H. REQUEST FOR THE APPROVAL OF MEMORANDUM OF AGREEMENT AND MAINTENANCE AGREEMENT WITH NMDOT FOR RECTANGULAR RAPID FLASHING BEACONS ON ALTA VISTA STREET. John Romero

Councilor Harris said he could not understand from the graphics where the two crossings are going to occur.

Mr. Romero said both are on Alta Vista. One is between the Runnels building and the Lujan building. The other one is between the NMDOT general office and their south building offices. There are existing cross walks in both.

Councilor Harris asked are these part of the trail.

Mr. Romero said no.

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

Councilor Lindell asked are these signals existing at this time.

Mr. Romero said no.

Councilor Lindell asked we don't have a cost estimate on them.

Mr. Romero said we do, but he does not have them with him. This is a DOT project. They are paying for the entire operations and giving us spare parts for all the crossings.

Councilor Lindell asked so they are installing them and they want us to maintain

them.

Mr. Romero said yes.

VOTE The motion passed unanimously by voice vote.

- I. REQUEST FOR APPROVAL OF SERVICE CONTRACT IN THE AMOUNT OF \$107,612.42 FOR INSTALLATION OF BULLET RESISTANT GLASS AND HEARING LOOPS AT MUNICIPAL COURT WITH DAVENPORT CONSTRUCTION MANAGEMENT, LLC.
Caryn Grosse**

Approved on consent.

- J. REQUEST FOR APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT AMENDMENT NO. 1 TO CHANGE THE FISCAL AGENT NAME FOR COMING HOME CONNECTION; RFP #19/23/P.
Alexandra Ladd**

Approved on consent.

- K. REQUEST FOR APPROVAL OF A CONTRACT FOR SERVICES USING BID #19/27/B FOR MILLING AND OVERLAY OF RUNWAY 10-28 ALONG WITH CRACK SEAL, SEAL COATING AND STRIPING OF RUNWAY 15-33 AND RUNWAY 10-28. CONSTRUCTION SERVICES WILL BE AT THE CITY OF SANTA FE REGIONAL AIRPORT, 121 AVIATION DRIVE, WITH MOUNTAIN STATES CONSTRUCTORS, INC. FOR THE TOTAL AMOUNT OF \$1,169,500.06 INCLUSIVE OF NMGR.T.
Curt Temple**

Councilor Harris said this is a project he is very familiar with. He wanted to say two things. He has been talking about the experience modifier and what that means for construction companies. He appreciates the document here. It shows .71. That is outstanding. Mountain States did our main runway and there were no issues. On the site plan he noticed that we are doing work on Taxiway C and one of the aprons as well. Is that correct.

Mr. Temple said that is for the crack seal and the aprons that come into the runway for restripping.

Mr. Baca said we actually had some extra money on this project and are putting it to that. We are getting ahead of the maintenance. This is taking the right step into that direction.

Councilor Harris said this is good. He wanted to acknowledge that you brought that number forward on facilities projects. It raises the conscientiousness of safety.

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

VOTE The motion passed unanimously by voice vote.

- L. REQUEST FOR APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH DAVENPORT CONSTRUCTION MANAGEMENT, INC. FOR THE INSTALLATION OF A POST AND CABLE PERIMETER FENCE AT SWAN PARK. THE COST OF THE PROJECT WILL BE \$121,112.62 INCLUSIVE OF NMGR. Sam Burnett**

Approved on consent.

- M. REQUEST FOR APPROVAL OF AMENDMENT #2 TO THE PROFESSIONAL SERVICE AGREEMENT (MUNIS CONTRACT #3200932) WITH WILSON AND COMPANY TO INCREASE COMPENSATION IN THE TOTAL AMOUNT OF \$303,196.31 PLUS APPLICABLE GROSS RECEIPTS TAXES TO PROVIDE ADDITIONAL DESIGN AND RIGHT OF WAY SERVICES FOR CIP # 801B - GUADALUPE STREET RECONSTRUCTION FROM AGUA FRIA STREET NORTH TO PASEO DE PERALTA. Sarah Anderson**

Councilor Lindell said in reading through this it seems very convoluted to her as to how funding has been achieved. Now we need an increase of over \$300,000 for more design and right of way services. How is it that this comes now as opposed to earlier.

Ms. Anderson explained that when the project was originally scoped the project was at almost 60%. At 30% the assumption was that we could fit in all the projects. The existing sidewalk came to light as not being entirely within the right of way. We don't move into that phase until we finalize the footprint which is where we are now. We did not anticipate some of these parcels with a bit of right of way issue that is needed for Federal funding. The additional funding was approved by the Governing Body in August. 90% of the funding is Federal and 10% State. It is entirely funded with Federal and State funding. This engineering work is to back that up and to add a consultant contract to complete the work.

Councilor Lindell asked what is the cost of the total project.

Ms. Anderson said the design part is \$967,000 including Wilson and Company's \$700,000. The remainder is land acquisition.

Councilor Lindell asked so this \$300,000 does not go to them.

Ms. Anderson said yes it does, bringing up their contract to \$700,000.

Councilor Lindell said she gets concerned with these projects where we end up having a lot of creep in the amount of money.

Ms. Anderson said the original agreement was for \$375,000. That was only for design. This is additional right of way work that was not anticipated at the time. The Historic nature is part of it. The cost of this right of way is part of the process. We have 44 parcels that require some type of acquisition and 32 different property owners that we have to negotiate with. There are Federal requirements to map the parcels for DOT review. We have to have appraisals done before we make offers. There are specific Federal requirements. A prescriptive process follows.

Councilor Harris said in terms of increased scope we have to remember initially they were not to address the Paseo de Peralta and Guadalupe crossing. That was added.

Ms. Anderson said yes, that added to the requirements of DOT.

Councilor Harris said he agrees this is a lot of money. The City portion is \$62,000. The improvements are necessary. It has been identified for quite some time. We need to move forward on it.

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

VOTE The motion passed unanimously by voice vote.

N. REQUEST FOR APPROVAL OF A CITY WIDE ON-CALL PROFESSIONAL SERVICES AGREEMENT WITH KEERS INC. FOR ON-CALL REMEDIATION AND CLEANING SERVICES RENDERED ON AN AS NEEDED BASIS NOT TO EXCEED \$271,093.75 INCLUSIVE OF NMGR. Sam Burnett

Approved on consent.

O. REQUEST FOR APPROVAL OF A MULTIPLE SOURCE AWARD OF BID RFB '19/24/B FOR TRAFFIC CONTROL SERVICES AS FOLLOWS:

- 1) **SOUTHWEST SAFETY SERVICES FOR FOUR (4) YEARS FOR \$30,000 EACH FISCAL YEAR FOR A TOTAL OF \$120,000.00 EXCLUSIVE OF NMGR. MUNIS CONTRACT NO. 3200652**
Mike Toya
- 2) **HIGHWAY SUPPLY FOR FOUR (4) YEARS FOR \$30,000 EACH FISCAL YEAR FOR A TOTAL OF \$120,000.00 EXCLUSIVE OF NMGR. MUNIS CONTRACT NO. 3201144. Mike Toya**

Approved on consent.

- P. REQUEST FOR APPROVAL OF A CITY WIDE ON-CALL PROFESSIONAL SERVICES AGREEMENT WITH NATIONAL ROOFING, INC. FOR A ROOFING SERVICES RENDERED ON AN AS NEEDED BASIS THAT SHALL NOT EXCEED \$271, 093.75 INCLUSIVE OF NMGR. Sam Burnett**

Approved on consent.

- Q. CONSIDERATION OF BILL NO. 2019-33: AN ORDINANCE AMENDING EXHIBIT A OF CHAPTER 22 SFCC 1987 TO ADD A PROVISION TO ALLOW FOR A MORE ACCURATE READING OF WASTEWATER DISCHARGE; AND AMENDING VARIOUS TABLES TO REMOVE PROVISIONS THAT ARE NO LONGER APPLICABLE.**
Councilor Vigil Coppler, Shannon Jones

Approved on consent.

8. PRESENTATION

- A. CLASSIFICATION AND COMPENSATION UPDATE.**
Ashley Barela

Ms. Barela introduced herself as the Assistant Human Resources Director. She said she would be providing an update on the Class and Comp Study implementation which began on June 29, 2019.

Ms. Barela reviewed the information in the meeting packet.

Chair Abeyta thanked Ms. Barela for the presentation.

Councilor Rivera said she mentioned employees out of their range. How will that be handled moving forward.

Ms. Barela said she was not sure how to respond to that. There are various ways to do it.

Councilor Rivera said he assumes if an employee is at the maximum of the range we will have to figure out how cost of living increases will be done.

Ms. Barela said because this is the first year implementation and there are so many moving parts, when the Union requires an increase we would move forward with those. In general we need to assess our policy to address a holistic approach.

Councilor Rivera asked when do other ranges change.

Ms. Barela said all the ranges have changed. We are now on a number system. Ranges 1 through 32.

Councilor Rivera asked when the police get a 10% increase across the board how do the Managers move along with the increases they get.

Ms. Barela said they would have to look at market value. When there is another study in five to seven years we would look at ranges again. If it is a Union agreement through the collective bargaining process we would adjust accordingly in a systematic approach.

Councilor Rivera asked so none of the collective bargaining agreements talk about ranges moving a percentage when increases move.

Ms. Barela said not at this time.

Councilor Rivera asked are we going to revamp the job applications as well.

Ms. Barela said we are. As we are implementing Munis we get to rebuild our applications and process through the Human Capital Management System. We are working on that right now and hoping to have a demonstration this Thursday.

Councilor Rivera said the current application has a section about the number of words you can type in a minute. Is that still applicable.

Ms. Barela said we do not think it is applicable anymore. There are better ways to analyze skills such as testing or a writing sample or how to use Excel.

Councilor Lindell said thank you very much. Do you have a way of saying how many classifications were eliminated. How much did we reduce the number of classifications.

Ms. Barela said we went from 475 to 300.

Councilor Lindell said that is good. Is that something we will continue to pay attention to and see if can whittle down further.

Ms. Barela said yes. We still have to meet operational needs. Maybe we can have levels for positions. We need to determine what is the right size for us.

Councilor Lindell said that will continue to improve morale with our workers. She applauds the decrease.

Councilor Harris said thank you for the presentation. How do they make the determination of exempt versus classified. Is that in the system.

Ms. Barela said that was not a component. We had to take the current structure.

Councilor Harris asked was it not a factor at all in those 300 classifications.

Ms. Barela said the area with the classification with the largest number of classified positions is administrative managers. Office managers were at will. That classification no longer exists and it was changed to administrative managers which are classified positions. Those are still being assessed on a case by case basis.

Councilor Harris asked how many of those 300 classifications are automatically exempt.

Ms. Barela said she did not have that information on hand, but would be happy to get the information to him.

Councilor Harris said he has been asking about this using one individual as an example. You covered more than he had been asking about. If a person feels they are not classified correctly that person, or their Director, can initiate the job analysis and questionnaire.

Ms. Barela said correct.

Councilor Harris asked after it is submitted what is the next step.

Ms. Barela said she can give him a copy of the questionnaire. It can be completed by the employee or the Manager. If the employee is an AFSCME employee there is specific criteria in their collective bargaining agreement that is required. There is a questionnaire then several reviews. The Supervisor has their section of questions then it goes to the Division Director for feedback then to the Department Director for final review. What is a requirement of the position has to be vetted out looking at the operational needs of the position. Then it goes to Human Resources and we engage with the Department Director. If it is a Union position there are specific time frames to respond. If they are not Union, we make sure they have the same response time. We

then engage with the Department and determine if there is a classification existing that fits better for this position. We try to put it in alignment. We provide recommendations and evaluate the next step we need to take.

Councilor Harris said he was curious about what happened after the questionnaire. How long of a process is this.

Ms. Barela said the collective bargaining agreement allows for a ninety day process.

Councilor Harris said that is good to know. How does safety performance in terms of safety factor in.

Ms. Barela said performance is very difficult, but in terms of classification itself we look at working conditions, hazards and physical demands. We are truly looking at physical demands and hazards of the position so we can make sure it is written into the job description so expectations are clear. Then we work with the Safety Division.

Councilor Harris said we have a long ways to go. Performance evaluations are a good example. How that individual performs given their job requirements. It is our responsibility to set the standards for the individual jobs, whatever they may be.

Ms. Barela said exactly. Employees sign off on their working conditions and that is kept in their file. There are other levels we need to incorporate to ensure employees are given what is required of them and that they are working in a safe environment.

Councilor Harris said it is important for their Supervisors to understand that as well.

Councilor Romero-Wirth said she is also interested in what happens when we give City employees a 2% raise and they are at the end of their pay range. You said they could be given a lump sum or maybe they don't get it. That makes it all the more important that we do these class and comps on a regular basis to make sure we keep up with the market. Otherwise we are penalizing City employees who have reached the top. That concerns her. The other thing is do we need to put in law that these class and comp studies should be done every five years or seven years. It seems like we have to be sure we are keeping up with that.

Ms. Barela said she does think this is something the City and we collectively have to decide how often to do. It is written into some of the collective bargaining agreements. AFSCME requires them. It is a best practice to make that determination of how often so we can stay at a good level to retain employees and attract new talent.

Councilor Romero-Wirth said she would be interested to know if you could get back to us about what the policy is going to be when you reach the top of the range.

Ms. Barela said we will get working on that.

Chair Abeyta said early on he remembers getting an update of the study. Councilor Villarreal asked about gender inequities. It was said that the study would address that. Was it done.

Ms. Barela said she believes they did. She has not seen that, but can follow up with Director Salazar.

Chair Abeyta said he did not remember that being presented to us when we approved the study. Did we actually spend the entire contract amount.

Ms. Barela said we spent \$266,000 inclusive of GRT. The services were \$245,800.

Chair Abeyta said in regards to ranges, he knows some organizations have created broad bands with a minimum for the range, but not necessarily a top of the range. Especially in government where a person could be in a position for twenty to thirty years. What happens some times is you could have someone in a lower level position and the only way to get more money is to become a supervisor and we do that, but they are not happy in that role. Now you have a disgruntled employee. That is just food for thought. Thank you. You did a really good job with the update.

Councilor Rivera asked is the job analysis basic enough that someone with a GED could work their way through it.

Ms. Barela said absolutely. She believes so. They check the appropriate boxes. We ask specifics. There is one area that is open ended and asks for 5 to 10 critical items they perform. We put a lot of thought into the form so that it is user friendly.

Councilor Romero-Wirth left the meeting.

Councilor Rivera asked if an employee initiates it can they get help from HR.

Ms. Barela said absolutely they can engage us.

Councilor Rivera said let's say the pay range is from \$10 to \$20 and hour and you interview someone who is a rock star and you want to bring them in, but they want more than \$20. Is there any ability to work to get that individual or are we stuck with the \$20.

Ms. Barela said once a range is established it is established and they have to stay within the advertised range. If later on it is determined that the position is outside of the scope they would have to re-advertise all together so all candidates have the same ability.

Councilor Harris asked that approach you described, is that the same for exempt or is there more flexibility there.

Ms. Barela said at will positions are not governed by policies and procedures. It has to do with what is budgeted, but we still have ranges and they have to be within the ranges as established.

Councilor Harris said this was a good presentation.

Chair Abeyta asked Ms. Barela to get up an update as to when she will be bringing them more information. We asked for performance evaluations. When are we going to start doing that. What is the plan. Also at some point when we talked about this, he reviewed the minutes, and we talked about merit increases and how the City is going to do that. He would like updates on those two initiatives.

Ms. Barela said our performance evaluation, we just demoed it and we are going to go do that.

Chair Abeyta said bring us an update. It is good to know you are going to start doing that on a regular basis again.

9. MATTERS FROM STAFF

Ms. McCoy said she would like to give a update on Munis Financials. 1,900 professional services agreements have been approved, 3,500 invoices have been approved and paid in the total amount of \$38 million. 572 contracts have been approved. We conducted 140 training sessions and will continue to do training. We have had 1,400 attendees. We are implementing the inventory management system as well as the human capital management and payroll system. Payroll will be live on January 1st. Also we are doing further implementation of the budget implementation model. We are looking forward to upgrading it within the next year to the 2019 version. We purchased the 2011 version and we need the newer version to remain supported.

Ms. McCoy said regarding outstanding follow-up items, on the regulation and policy for the Santa Fe Police Department to issue used vehicles, there is not State law or policies prohibiting the giving of vehicles to other departments. The actual practice of the Santa Fe Police Department is that the Department does, in fact, give multiple departments across the City their used vehicles in fair condition. Our procurement staff hosted one auction in the spring. Our new Procurement Officer will be leading the next auction. She will be working in conjunction with Bentleys in the fall. All departments are invited to submit items.

Councilor Harris said one of the things you may not have heard about is the replacement of the 55 gallon trash cans. We heard that Parks and Recreation has use

for them. His initial reaction is that they should go to scrap metal.

Ms. McCoy said we send things that can go for scrap metal. We have a process for that.

Councilor Harris asked Ms. McCoy to check with Parks and Recreation on that. Public Works is handling the installation of them. It is unclear what Parks and Recreation is going to use them for. He thinks we need to get rid of the things and make a few bucks.

Councilor Lindell said thank you for following up on the vehicles.

Councilor Rivera asked do departments deal with scrap metal companies directly or is it put out to bid.

Ms. McCoy said she will follow up on the exact process.

Councilor Rivera said we give vehicles to City Departments and we can also donate them to organizations outside the City. We have done that in the past to small Police Departments who cannot afford vehicles or fire trucks for small volunteer departments. That is allowed as well, correct.

Ms. McCoy said she will follow up on that as well.

10. MATTERS FROM THE COMMITTEE

None

11. ADJOURN

There being no further business before the Committee the meeting adjourned at 6:55 pm.



Councilor Roman Abeyta, Chair



Elizabeth Martin, Stenographer