

**City of Santa Fe, NM**  
**Regular Committee**  
**Monday, February 03, 2020**  
**05:00 PM – Finance Committee**  
**Council Chambers**

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF CONSENT AGENDA**

**5. APPROVAL OF MINUTES**

- a. Regular Finance Committee Meeting - January 21, 2020

Item a

**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**

**7. CONSENT AGENDA**

- a. Request for Approval of Two Grant Agreements – State of New Mexico, Aging and Long Term Services Department, Capital Appropriation Project for Purchase of Vehicles in the Amount of \$110,890 and State of New Mexico, Aging and Long Term Services Department, Capital Appropriation Project for Purchase of Equipment (Security System for Mary Esther Gonzales Senior Center) in the Amount of \$22,650. (Gino Rinaldi, Senior Services Division Director, earinaldi@santafenm.gov, 955-4710)

- 1) Request for Approval of two Budget Amendment Resolutions

Action Sheet

LTS 22k+.pdf

LTS 110k.1.pdf

- b. Request Approval of (2) General Fund Agreements between the City of Santa Fe and the State of New Mexico for the El Museo, Project 19-D3202 for \$160,000 and Greenhouse for Horticulture Therapy Program, Project 19-D3203 for \$150,000. (David Chapman, Grant Administrator, dachapman@santafenm.gov 955-6824)

- Request Approval of Professional Service Agreement between the City of Santa Fe and El Museo for El Museo to Act as Project Manager and Provide Related Services as Outlined in General Fund Agreement # 19-D3202
- Request Approval of a Budget Amendment Request (BAR) to Increase Project Budgets as Indicated

Item b

Action Sheet

c. Request for Approval of Amendment #2 to the contract with Santa Fe Sports Management for management of the NY/Santa Fe Gran Fondo Bike Race, in the total amount of \$50,000, for FY20, Randy Randall, TSF Director, rrandall@santafenm.gov, 955-6209

Item c

Action Sheet

d. Request Approval of New Mexico Economic Development Department (NMEDD) Memorandum of Understanding between the City of Santa Fe, NMEDD and Santa Fe Business Incubator for Project # 19-2141 for \$257,000 after AIPP. (David Chapman, Grant Administrator dachapman@santafenm.gov 955-6824)

- Request Approval of a Budget Adjustment Request (BAR) to Increase Project Budgets as Indicated

item d

Action Sheet

e. Grant of Easement on City of Santa Fe Owned Parcel Leased to the State of New Mexico for the New Mexico Dept. of Public Safety Headquarters for the Purpose of Termed Utility Extension at 4491 Cerrillos Road by Verizon Wireless (VAW) LLC (Edward Vigil, Property Manager, ejvigil@santafenm.gov 955-6226)

COMMITTEE REVIEW

Finance Committee (Scheduled)

02/03/2020

Governing Body (Scheduled)

02/12/2020

item e

Action Sheet

f. Request for Approval to award the goods and services contract with James Cooke & Hobson, Inc. to purchase equipment in the amount of \$104,274.00, exclusive of NMGR, for the City of Santa Fe Wastewater as part of the CIP 957 Wastewater Aeration System Improvements. (James A. Martinez, Wastewater Engineer, jamartinez@santafenm.gov, 955-4616)

Committee Review:

Public Utilities

02/05/2020

City Council

02/12/2020

Item f

g. Request for Approval to Amend the Existing Professional Services Contract to Allow the Lensic Performing Arts Center to Continue to Administer the Santa Fe Public School District's Performing Arts for Student Success (PASS) Program for one (1) Additional Year. (Noel Correia, Parking Division Director, npcorreia@santafenm.gov, 955-6611)

COMMITTEE REVIEW

Finance Committee (Scheduled)

01/21/2020

Governing Body (Scheduled)

01/29/2020

Item g

h. Request for Approval of a Resolution Incorporating the Second Quarter Budget Amendments for Fiscal Year 2019/2020. (Andy Hopkins, Principal Budget Analyst, ajhopkins@santafenm.gov, 955-6177)

Second Quarter Budget Amendments (Signed).pdf

**8. MATTERS FROM STAFF**

**9. MATTERS FROM THE COMMITTEE**

**10. ADJOURN**

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

**DATE: January 31, 2020**

**TIME: 1:17 PM**

**SUMMARY OF ACTION  
FINANCE COMMITTEE MEETING  
CITY HALL/COUNCIL CHAMBERS  
MONDAY, FEBRUARY 3, 2020, 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	1
APPROVAL OF CONSENT AGENDA	APPROVED	1
APPROVAL OF MINUTES	APPROVED	2
EXECUTIVE SESSION (IF NECESSARY)	NONE	2

**CONSENT AGENDA**

REQUEST FOR APPROVAL OF TWO GRANT AGREEMENTS - STATE OF NEW MEXICO, AGING AND LONG TERM SERVICES DEPARTMENT, CAPITAL APPROPRIATION PROJECT FOR PURCHASE OF VEHICLES IN THE AMOUNT OF \$110,890 AND STATE OF NEW MEXICO, AGING AND LONG TERM SERVICES DEPARTMENT, CAPITAL APPROPRIATION PROJECT FOR PURCHASE OF EQUIPMENT (SECURITY SYSTEM FOR MARY ESTHER GONZALES SENIOR CENTER) IN THE AMOUNT OF \$22,650.	APPROVED ON CONSENT	2
REQUEST APPROVAL OF (2) GENERAL FUND AGREEMENTS BETWEEN THE CITY OF SANTA FE AND THE STATE OF NEW MEXICO FOR THE EL MUSEO PROJECT 19-d3202 FOR \$160,000 AND	APPROVED ON CONSENT	2

**GREENHOUSE FOR HORTICULTURE  
THERAPY PROGRAM, PROJECT  
19-D3203 FOR \$150,000.**

**REQUEST FOR APPROVAL OF  
AMENDMENT #2 TO THE CONTRACT  
WITH SANTA FE SPORTS  
MANAGEMENT FOR MANAGEMENT OF  
THE NY/SANTA FE GRAN FONDO BIKE  
RACE, IN THE TOTAL AMOUNT OF  
\$50,000, FOR FY20.**

**APPROVED**

**2-3**

**REQUEST FOR APPROVAL OF NEW  
MEXICO ECONOMIC DEVELOPMENT  
DEPARTMENT (NMEDD) MEMORANDUM  
OF UNDERSTANDING BETWEEN THE  
CITY OF SANTA FE, NMEDD AND SANTA  
FE BUSINESS INCUBATOR FOR  
PROJECT # 19-2141 FOR \$257,000  
AFTER AIPP.**

**APPROVED ON CONSENT**

**3**

**GRANT OF EASEMENT ON CITY OF  
SANTA FE OWNED PARCEL LEASED  
TO THE STATE OF NEW MEXICO FOR  
THE NEW MEXICO DEPARTMENT OF  
PUBLIC SAFETY HEADQUARTERS FOR  
THE PURPOSE OF TERMED UTILITY  
EXTENSION AT 4491 CERRILLOS ROAD  
BY VERIZON WIRELESS (VAW) LLC.**

**APPROVED ON CONSENT**

**3-4**

**REQUEST FOR APPROVAL TO AWARD  
GOODS AND SERVICES CONTRACT  
WITH JAMES COOKE AND HOBSON, INC.  
TO PURCHASE EQUIPMENT IN THE  
AMOUNT OF \$104,274.00, EXCLUSIVE OF  
NMGRT, FOR THE CITY OF SANTA FE  
WASTEWATER AS PART OF THE CIP 957  
WASTEWATER AERATION SYSTEM  
IMPROVEMENTS.**

**APPROVED ON CONSENT**

**4**

**REQUEST FOR APPROVAL TO AMEND  
THE EXISTING PROFESSIONAL SERVICES  
CONTRACT TO ALLOW THE LENSIC  
PERFORMING ARTS CENTER TO  
CONTINUE TO ADMINISTER THE SANTA**

**APPROVED ON CONSENT**

**4**

**FE PUBLIC SCHOOL DISTRICT'S  
PERFORMING ARTS FOR STUDENT  
SUCCESS (PASS) PROGRAM FOR  
ONE (1) ADDITIONAL YEAR.**

**REQUEST FOR APPROVAL OF A  
RESOLUTION INCORPORATING THE  
SECOND QUARTER BUDGET  
AMENDMENTS FROM FISCAL YEAR  
2019/2020.**

**APPROVED**

**4-5**

**MATTERS FROM STAFF**

**INFORMATION/DISCUSSION**

**6**

**MATTERS FROM THE COMMITTEE**

**INFORMATION/DISCUSSION**

**6**

**ADJOURN**

**ADJOURNED**

**6**

**FINANCE COMMITTEE MEETING  
CITY HALL/COUNCIL CHAMBERS  
MONDAY, FEBRUARY 3, 2020, 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, February 3, 2020 at City Hall in the City Council Chambers, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

Councilor Roman Abeyta, Chair  
Councilor Signe Lindell  
Councilor Carol Romero-Wirth  
Councilor Renee Villarreal  
Councilor Jamie Cassutt-Sanchez

**MEMBERS ABSENT**

**OTHERS PRESENT**

Mary McCoy, Director, Finance Department  
Brad Fluetsch, Finance Department  
Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

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

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

**4. APPROVAL OF CONSENT AGENDA**

Councilor Villarreal pulled items C and H for discussion.

**MOTION** A motion was made by Councilor Villarreal, 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. JANUARY 21, 2020**

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Cassutt-Sanchez, to approve the minutes as presented.

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

**6. EXECUTIVE SESSION (IF NECESSARY)**

There was no executive session.

**7. CONSENT AGENDA**

- A. REQUEST FOR APPROVAL OF TWO GRANT AGREEMENTS - STATE OF NEW MEXICO, AGING AND LONG TERM SERVICES DEPARTMENT, CAPITAL APPROPRIATION PROJECT FOR PURCHASE OF VEHICLES IN THE AMOUNT OF \$110,890 AND STATE OF NEW MEXICO, AGING AND LONG TERM SERVICES DEPARTMENT, CAPITAL APPROPRIATION PROJECT FOR PURCHASE OF EQUIPMENT (SECURITY SYSTEM FOR MARY ESTHER GONZALES SENIOR CENTER) IN THE AMOUNT OF \$22,650.**

Approved on consent.

- B. REQUEST APPROVAL OF (2) GENERAL FUND AGREEMENTS BETWEEN THE CITY OF SANTA FE AND THE STATE OF NEW MEXICO FOR THE EL MUSEO PROJECT 19-d3202 FOR \$160,000 AND GREENHOUSE FOR HORTICULTURE THERAPY PROGRAM, PROJECT 19-D3203 FOR \$150,000.**

Approved on consent.

- C. REQUEST FOR APPROVAL OF AMENDMENT #2 TO THE CONTRACT WITH SANTA FE SPORTS MANAGEMENT FOR MANAGEMENT OF THE NY/SANTA FE GRAN FONDO BIKE RACE, IN THE TOTAL AMOUNT OF \$50,000, FOR FY20. Randy Randall**

Councilor Villarreal said Randy gave her a budget for this for 2019 and 2020 and that was helpful. One thing she noticed is the organizer is now getting \$15,000 more than previously. That \$50,000 is what we are covering in our contribution, right. Did you tell her the County would also contribute and there might be other partners in



addition to us.

Mr. Randall said the current intent is to give them \$35,000 out of the budget which is down from \$50,000 last year. We have requested \$10,000 from the County which is what they put in last year. The idea of the \$50,000 is to cover the \$10,000 from the County if that does not happen.

Councilor Villarreal said on the 2019 budget there is reimbursement for someone named McCall.

Mr. Randall said Mike McCall is the event manager. He provides contract services to the event.

Councilor Villarreal asked so in that budget top amount was for the Director and the reimbursement is to that same person.

Mr. Randall said it shows \$37,500 as expense for the race director which is McCall. He does not see him listed separately on the 2019 budget. On the 2020 projected budget it shows \$35,000 to him. He advanced that amount to last years race and the hope is that this year they will make enough to reimburse him.

Councilor Villarreal asked they expect 500 attendees.

Mr. Randall said yes, this year.

Councilor Villarreal asked do any of the Tribes contribute in terms of sponsorships.

Mr. Randall said no, it does not go through Tribal land.

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

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

**D. REQUEST FOR APPROVAL OF NEW MEXICO ECONOMIC DEVELOPMENT DEPARTMENT (NMEDD) MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SANTA FE, NMEDD AND SANTA FE BUSINESS INCUBATOR FOR PROJECT # 19-2141 FOR \$257,000 AFTER AIPP.**

Approved on consent.

**E. GRANT OF EASEMENT ON CITY OF SANTA FE OWNED PARCEL**

**LEASED TO THE STATE OF NEW MEXICO FOR THE NEW MEXICO DEPARTMENT OF PUBLIC SAFETY HEADQUARTERS FOR THE PURPOSE OF TERMED UTILITY EXTENSION AT 4491 CERRILLOS ROAD BY VERIZON WIRELESS (VAW) LLC.**

Approved on consent.

- F. REQUEST FOR APPROVAL TO AWARD GOODS AND SERVICES CONTRACT WITH JAMES COOKE AND HOBSON, INC. TO PURCHASE EQUIPMENT IN THE AMOUNT OF \$104,274.00, EXCLUSIVE OF NMGR, FOR THE CITY OF SANTA FE WASTEWATER AS PART OF THE CIP 957 WASTEWATER AERATION SYSTEM IMPROVEMENTS.**

Approved on consent.

- G. REQUEST FOR APPROVAL TO AMEND THE EXISTING PROFESSIONAL SERVICES CONTRACT TO ALLOW THE LENSIC PERFORMING ARTS CENTER TO CONTINUE TO ADMINISTER THE SANTA FE PUBLIC SCHOOL DISTRICT'S PERFORMING ARTS FOR STUDENT SUCCESS (PASS) PROGRAM FOR ONE (1) ADDITIONAL YEAR.**

Approved on consent.

- H. REQUEST FOR APPROVAL OF A RESOLUTION INCORPORATING THE SECOND QUARTER BUDGET AMENDMENTS FROM FISCAL YEAR 2019/2020. Andy Hopkins**

Councilor Villarreal said on the budget amendment items not previously approved by Council there are a couple of items she would like clarity on. When was the appropriation to support Christus St. Vincent with \$50,000 for their behavioral health project. What is that.

Mr. Hopkins said that is part of the cooperative CIP project joint funding agreement. He can get her more information. It is a Public Works facilities project.

Councilor Villarreal said if you would get that additional information that would be great. Was the \$50,000 from CIP funds.

Mr. Hopkins said correct.

Councilor Villarreal said there is an appropriation to reimburse Legislative Council Service for round house crossing guards. She never knew we paid for that.

Mr. Hopkins said that is reimbursement from them to us.

Councilor Villarreal asked do we pay an amount up front to cover costs.

Mr. Hopkins said we provide the staff during the events and they reimburse us for costs.

Councilor Villarreal asked is that for the Session.

Mr. Hopkins said yes.

Councilor Villarreal said on the second quarterly report remind her what the \$67,000 lodgers tax fund is.

Mr. Perkins said that was a combination of two things. There was an appropriation for the Teseque runner installation costs that was carried over into this year and the Water Street toilet facility and the Railyard Train Depot project. The combination of all of them was \$21,317.

Ms. Wheeler said the total amount for the Train Depot conceptional design for the H Board was \$26,000. It was paid for by Tourism.

Councilor Villarreal asked the Water Street design is for the bathrooms.

Mr. Wheeler said yes.

Councilor Villarreal said she thought those two projects were more.

Ms. Wheeler said we are just doing conceptional designs on those two. Construction on the Depot looks like \$1.6 million to restore it to historic standards. The downtown bathrooms are estimated at \$660,000 for the design construction.

Councilor Villarreal asked about the \$50,000 to Christus St. Vincent to support their behavioral health project.

Ms. Wheeler said that is a pass through. It was a Legislative appropriation from the last session appropriated to them. The only way they could get it was with us as the fiscal agent. It has not gone to them yet. We are working on it.

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

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

## **8. MATTERS FROM STAFF**

Ms. McCoy said she attended an awards ceremony this afternoon by the safety staff. Seventy seven of our employees went to OSHA training and they were presented with certificates. We appreciate their efforts to attend those trainings. Safety staff will continue to offer the trainings with another one in March. They will be adding more classes as we go forward in the year.


Ms. McCoy continues, our weekly Munis status update as of February 3<sup>rd</sup> is that we have approved 3,300 POs for a total of \$105 million, processed 9,200 invoices for a total of \$95.8 million and have had 162 trainings with over 1,500 attendees. We have processed close to 70 contracts. We will continue to do training on an as needed basis. We are looking at an update next fiscal year. Departments have turned in their maintenance operating budgets and proposals for new items. We are reviewing those through February and March for the April budget hearings. All of our W2s have gone out.

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

Chair Abeyta said we appreciate the updates regarding items processed. He would like to ask you Mary to check with the HR Director and ask her when she is going to start providing these kind of reports to us as well. New hires, the length of time it takes to process new hires and other reports she has talked about such as hiring trends. When can we expect that.

## **10. ADJOURN**

There being no further business before the Committee the meeting adjourned at 5:28 pm.



Councilor Roman Abeyta, Chair



Elizabeth Martin, Stenographer