



# Agenda

---

**PUBLIC WORKS/CIP & LAND USE  
COMMITTEE MEETING  
CITY HALL COUNCIL CHAMBERS  
MONDAY, FEBRUARY 24, 2020  
5:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF CONSENT AGENDA
5. APPROVAL OF MINUTES FROM FEBRUARY 10, 2020 PUBLIC WORKS/CIP & LAND USE COMMITTEE MEETING
6. CONSENT AGENDA
  - a) Request for Approval of a City-County Reciprocal Business Associate Agreement for Integrated EMS and Health-Related Outreach Activities, Pursuant to HIPAA (Greg Cliburn, Assistant Fire Chief, [gbccliburn@santafenm.gov](mailto:gbccliburn@santafenm.gov), 955-3123)

**COMMITTEE REVIEW**

Finance Committee (Scheduled)

03/16/2020

Governing Body (Scheduled)

03/25/2020

- b) Request for Approval of Children and Youth Commission (CYC) Grant PSA Amendments to May Center for Learning (CYC) Scope of Services, No Fiscal Changes (Julie Sanchez, Youth and Family Services, [jjsanchez@santafenm.gov](mailto:jjsanchez@santafenm.gov), 955-6678)

**COMMITTEE REVIEW**

Children & Youth Commission (Approved)

12/17/2019

Finance Committee (Scheduled)

03/02/2020

Governing Body (Scheduled)

03/11/2020

- c) Request for Approval of Contract with Hutton Broadcasting in the Amount of \$80,000 (\$20,000 Annually for Four Years) for Media Advertising, Beginning FY20 (Randy Randall, Tourism Santa Fe Executive Director [rrandall@santafenm.gov](mailto:rrandall@santafenm.gov), 955-6209)

**COMMITTEE REVIEW**

Finance Committee (Scheduled)

03/02/2020

Governing Body (Scheduled)

03/11/2020

- d) Request for Approval of MOA with Santa Fe County for the Jointly Funded Film Office in the Amount of \$150,000 for FY20 (Randy Randall, Tourism Santa Fe Executive Director, [rrandall@santafenm.gov](mailto:rrandall@santafenm.gov), 955-6209)

**COMMITTEE REVIEW**

Finance Committee (Scheduled)

03/02/2020

Governing Body (Scheduled)

03/11/2020

- e) Request for Approval of Contract with Northern New Mexico Air Alliance in the Amount of \$100,000 (\$50,000 Contingent from SF County) for Marketing Support of the Santa Fe Airport for FY20 (Randy Randall, Tourism Santa Fe Executive Director [rrandall@santafenm.gov](mailto:rrandall@santafenm.gov), 955-6209)

**COMMITTEE REVIEW**

Finance Committee (Scheduled)

03/02/2020

Governing Body (Scheduled)

03/11/2020

- f) Request for the Approval of the State Library Appropriation General Obligation Bond 2018 Awarded in the Total Amount of \$219,899.61 for the City of Santa Fe Library's State of New Mexico Department of Cultural Affairs and to Approve the BAR for the Appropriation (Project LIB2025101, MUNIS Contract# 3201426 (Maria Tucker, Library Division Director, [metucker@santafenm.gov](mailto:metucker@santafenm.gov), 955-6788)

**COMMITTEE REVIEW**

Finance Committee (Scheduled)

03/02/2020

Governing Body (Scheduled)

03/11/2020

- g) Request for the Approval to Utilize State Price Agreement: 70-000-16-00002 in the Total Amount of \$70,497.40 for the Purchase of (2) Ford F250 Crew Cab 4x4 Vehicles from Don Chalmers Ford (Richard Thompson, Parks Division Director, [rcthompson@santafenm.gov](mailto:rcthompson@santafenm.gov), 955-2105)

**COMMITTEE REVIEW**

Finance Committee (Scheduled)

03/02/2020

Governing Body (Scheduled)

03/11/2020

- h) Request for the Approval of a Professional Services Agreement in the Total Amount of \$86,000.00 for Evidence Management Software; Evidence OnQ (Deputy Chief Ben Valdez, [bpvaldez@santafenm.gov](mailto:bpvaldez@santafenm.gov) 955-5040)

**COMMITTEE REVIEW**

Finance Committee (Approved)

02/17/2020

Public Safety (Approved)

02/18/2020

Governing Body (Scheduled)

02/26/2020

- i) Request for the Approval of a Professional Services Agreement in the Total Amount of \$93,987.93 for Security System, Alarm, and Access Control Upgrades; HEI, Inc. (Deputy Chief Ben Valdez, [bpvaldez@santafenm.gov](mailto:bpvaldez@santafenm.gov) 955-5040)

**COMMITTEE REVIEW**

Finance Committee (Approved)	02/17/2020
Public Safety (Approved)	02/18/2020
Governing Body (Scheduled)	02/26/2020

- j) Consideration of Bill No. 2020-4: An Ordinance Amending Article 4.04 of the Santa Fe Municipal Charter to Reference the Local Election Act Rather than the Municipal Election Code, Pursuant to NMSA 1978, Section 1-22-3.2(C). (Mayor Webber) (Jesse Guillen, Legislative Liaison, [jbg Guillen@santafenm.gov](mailto:jbg Guillen@santafenm.gov), 955-6518)

**COMMITTEE REVIEW**

Governing Body (Request to Publish) (Approved)	02/12/2020
Finance Committee (Scheduled)	03/02/2020
Governing Body (Public Hearing) (Scheduled)	03/11/2020

- k) Legislation relating to Chapter V – Animal Services, SFCC 1987.

- Consideration of Bill No. 2020-6: An Ordinance Amending Section 5-2 SFCC 1987 to Amend the Definition of “Domestic Animal”, Add a Second Definition for “Shelter”, and Delete the Definition for “Trolley System”; Amending Section 5-5.4 to Reduce the Length of Leashes and to Ban the Use of Trolley Systems; Amending Section 5-5.6 to Specify Where Pet Licenses can be Obtained; Creating a New Section 5-5.7 to Establish Minimum Requirements for the Outdoor Shelter of Dogs in Extreme Weather; Creating a New Section 5-5.8 to Prohibit the Keeping of Dogs Outside and Unattended in Extreme Weather; Amending Section 5-7.1 to Allow Animal Services Officers to Enter Private Property to Take-Up and Impound an Animal That is in Imminent Danger of Harm; Amending Section 5-7.5 to Have Complaints of Animals Disturbing the Peace be Heard Before a Hearing Officer Instead of at Municipal Court; Amending Section 5-7.6 to Refer to the Fees and Fines Table; and Amending Section 5-12 to Codify Fees and Fines Related to This Chapter and to Adopt a Framework for Appeals to a Hearing Officer for Civil Citations (Councilors Lindell, Vigil Coppler, Abeyta, Villarreal) (Jesse Guillen, Legislative Liaison, [jbg Guillen@gmail.com](mailto:jbg Guillen@gmail.com), 955-6518; Christopher Smith, Animal Services Supervisor, [ccsmith@santafenm.gov](mailto:ccsmith@santafenm.gov), 955-2702)

**COMMITTEE REVIEW**

Governing Body (Request to Publish) (Approved)	02/12/2020
Public Safety Committee (Rejected)	02/18/2020
Finance Committee (Scheduled)	03/02/2020
Governing Body (Public Hearing) (Scheduled)	03/11/2020

- l) Consideration of Resolution No. 2020-\_\_: A Resolution Adopting the City of Santa Fe's Procurement Manual. (Councilor Abeyta and Mayor Webber) (Frances Dunaway, Chief Procurement Officer, [fdunaway@santafenm.gov](mailto:fdunaway@santafenm.gov), 955-6542; Marcos Martinez, Senior Assistant City Attorney, [mdmartinez@santafenm.gov](mailto:mdmartinez@santafenm.gov), 955-6502)

**COMMITTEE REVIEW**

Finance Committee (Approved)  
Governing Body (Scheduled)

02/17/2020  
02/26/2020

- m) Consideration of Resolution No. 2020-\_\_: A Resolution Naming Vistas Bonitas Subdivision Park as Dawson Park after Bill and Dusty Dawson. (Councilor Abeyta, Mayor Webber, Councilors Vigil Coppler and Cassut-Sanchez) (John Munoz, Director – Parks and Recreation Department, [jpmunoz@santafenm.gov](mailto:jpmunoz@santafenm.gov), 955-2142)

**COMMITTEE REVIEW**

Parks and Recreation Advisory Committee (Approved)  
Finance Committee (Approved)  
Governing Body (Scheduled)

01/21/2020  
02/17/2020  
02/26/2020

7. MATTERS FROM STAFF  
8. MATTERS FROM THE COMMITTEE  
9. MATTERS FROM THE CHAIR  
10. NEXT MEETING: **MONDAY, MARCH 9, 2020**  
11. 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: February 19, 2020**

**TIME: 10:08 AM**

**SUMMARY OF ACTION  
PUBLIC WORKS/CIP & LAND USE COMMITTEE MEETING  
CITY HALL COUNCIL CHAMBERS  
MONDAY, FEBRUARY 24, 2020, 5:00 PM**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>PAGE</u></b>
<b>CALL TO ORDER</b>		<b>1</b>
<b>ROLL CALL</b>	<b>QUORUM</b>	<b>1</b>
<b>APPROVAL OF AGENDA</b>	<b>APPROVED</b>	<b>1</b>
<b>APPROVAL OF CONSENT AGENDA</b>	<b>APPROVED</b>	<b>2</b>
<b>APPROVAL OF MINUTES</b>	<b>APPROVED</b>	<b>2</b>
<b><u>CONSENT AGENDA</u></b>		
<b>REQUEST FOR APPROVAL OF A CITY-COUNTY RECIPROCAL BUSINESS ASSOCIATE AGREEMENT FOR INTEGRATED EMS AND HEALTH-RELATED OUTREACH ACTIVITIES, PURSUANT TO HIPPA</b>	<b>APPROVED ON CONSENT</b>	<b>2</b>
<b>REQUEST FOR APPROVAL OF CHILDREN AND YOUTH COMMISSION (CYC) GRANT PSA AMENDMENTS TO MAY CENTER FOR LEARNING (CYC) SCOPE OF SERVICES, NO FISCAL CHANGES</b>	<b>APPROVED ON CONSENT</b>	<b>2</b>
<b>REQUEST FOR APPROVAL OF CONTRACT WITH HUTTON BROADCASTING IN THE AMOUNT OF \$80,000 (\$20,000 ANNUALLY FOR FOUR YEARS) FOR MEDIA ADVERTISING, BEGINNING FY20.</b>	<b>APPROVED</b>	<b>2-4</b>

<b>REQUEST FOR APPROVAL OF MOA WITH SANTA FE COUNTY FOR THE JOINTLY FUNDED FILM OFFICE IN THE AMOUNT OF \$150,000 FOR FY20.</b>	<b>APPROVED ON CONSENT</b>	<b>4</b>
<b>REQUEST FOR APPROVAL OF CONTRACT WITH NORTHERN NEW MEXICO AIR ALLIANCE IN THE AMOUNT OF \$100,000 (\$50,000 CONTINGENT FROM SANTA FE COUNTY) FOR MARKETING SUPPORT OF THE SANTA FE AIRPORT FOR FY20.</b>	<b>APPROVED</b>	<b>4-7</b>
<b>REQUEST FOR THE APPROVAL OF THE STATE LIBRARY APPROPRIATION GENERAL OBLIGATION BOND 21018 AWARDED IN THE TOTAL AMOUNT OF \$219,899.61 FOR THE CITY OF SANTA FE LIBRARY'S STATE OF NEW MEXICO DEPARTMENT OF CULTURAL AFFAIRS AND TO APPROVE THE BAR FOR THE APPROPRIATION (PROJECT LIB2025101, MUNIS CONTRACT # 3201426).</b>	<b>APPROVED ON CONSENT</b>	<b>7</b>
<b>REQUEST FOR THE APPROVAL TO UTILIZE STATE PRICE AGREEMENT: 70-000-16-00002 IN THE TOTAL AMOUNT OF \$70,497.40 FOR THE PURCHASE OF (2) FORD F250 CREW CAB 4X4 VEHICLES FROM DON CHALMERS FORD.</b>	<b>APPROVED</b>	<b>7-8</b>
<b>REQUEST FOR THE APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$86,000.00 FOR EVIDENCE MANAGEMENT SOFTWARE; EVIDENCE ONQ.</b>	<b>APPROVED</b>	<b>8-9</b>
<b>REQUEST FOR THE APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$93,987.93 FOR SECURITY SYSTEM,</b>	<b>APPROVED</b>	<b>9-11</b>

**ALARM AND ACCESS CONTROL  
UPGRADES; HEI, INC.**

**CONSIDERATION OF BILL NO. 2020-4:  
AN ORDINANCE AMENDING ARTICLE  
4.04 OF THE SANTA FE MUNICIPAL  
CHARTER TO REFERENCE THE LOCAL  
ELECTION ACT RATHER THAN THE  
MUNICIPAL ELECTION CODE,  
PURSUANT TO NMSA 1978, SECTION  
1-22-3.2 .**

**APPROVED ON CONSENT 11**

**LEGISLATION RELATING TO CHAPTER  
V - ANIMAL SERVICES, SFCC 1987.  
CONSIDERATION OF BILL NO. 2020-6:  
AN ORDINANCE AMENDING SECTION  
5-2 SFCC 1987 TO AMEND THE  
DEFINITION OF "DOMESTIC ANIMAL",  
ADD A SECOND DEFINITION FOR  
"SHELTER", AND DELETE THE  
DEFINITION FOR "TROLLEY SYSTEM";  
AMENDING SECTION 5-5.4 TO REDUCE  
THE LENGTH OF LEASHES AND TO BAN  
THE USE OF TROLLEY SYSTEMS;  
AMENDING SECTION 5-5.6 TO SPECIFY  
WHERE PET LICENSES CAN BE  
OBTAINED; CREATING A NEW SECTION  
5-5.7 TO ESTABLISH A MINIMUM  
REQUIREMENTS FOR THE OUTDOOR  
SHELTER OF DOGS IN EXTREME  
WEATHER; CREATING A NEW SECTION  
5-5.8 TO PROHIBIT THE KEEPING OF  
DOGS OUTSIDE AND UNATTENDED IN  
EXTREME WEATHER; AMENDING  
SECTION 5-7.1 TO ALLOW ANIMAL  
SERVICES OFFICERS TO ENTER  
PRIVATE PROPERTY TO TAKE-UP AND  
IMPOUND AN ANIMAL THAT IS IN  
IMMINENT DANGER OF HARM; AMENDING  
SECTION 5-7.5 TO HAVE COMPLAINTS OF  
ANIMALS DISTURBING THE PEACE BE  
HEARD BEFORE A HEARING OFFICER  
INSTEAD OF AT MUNICIPAL COURT;**

**APPROVED ON CONSENT 11**

**AMENDING SECTION 5-7.6 TO REFER TO THE FEES AND FINES TABLE; AND AMENDING SECTION 5-12 TO CODIFY FEES AND FINES RELATED TO THIS CHAPTER AND TO ADOPT A FRAMEWORK FOR APPEALS TO A HEARING OFFICER FOR CIVIL CITATIONS.**

<b>CONSIDERATION OF RESOLUTION NO. 2020-____: A RESOLUTION ADOPTING THE CITY OF SANTA FE'S PROCUREMENT MANUAL.</b>	<b>APPROVED</b>	<b>12-14</b>
--	-----------------	--------------

<b>CONSIDERATION OF RESOLUTION NO. 2020____: A RESOLUTION NAMING VISTAS BONITAS SUBDIVISION PARK AS DAWSON PARK AFTER BILL AND DUSTY DAWSON.</b>	<b>APPROVED</b>	<b>14</b>
--	-----------------	-----------

<b>MATTERS FROM STAFF</b>	<b>INFORMATION/DISCUSSION</b>	<b>14-15</b>
---------------------------	-------------------------------	--------------

<b>MATTERS FROM THE COMMITTEE</b>	<b>NONE</b>	<b>15</b>
-----------------------------------	-------------	-----------

<b>MATTERS FROM THE CHAIR</b>	<b>INFORMATION/DISCUSSION</b>	<b>15</b>
-------------------------------	-------------------------------	-----------

<b>NEXT MEETING</b>	<b>MARCH 9, 2020</b>	<b>15</b>
---------------------	----------------------	-----------

<b>ADJOURNMENT</b>	<b>ADJOURNED</b>	<b>15</b>
--------------------	------------------	-----------



**PUBLIC WORKS/CIP & LAND USE COMMITTEE MEETING  
CITY HALL COUNCIL CHAMBERS  
MONDAY, FEBRUARY 24, 2020, 5:00 PM**

**1. CALL TO ORDER**

A regular meeting of the Public Works/CIP & Land Use Committee was called to order on Monday, February 24, 2020, by Councilor Christopher Rivera, 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 Christopher Rivera, Chair  
Councilor JoAnne Vigil Coppler  
Councilor Renee Villarreal  
Councilor Michael Garcia

**MEMBERS EXCUSED:**

Councilor Roman Abeyta, Excused

**STAFF PRESENT:**

Regina Wheeler, Public Works Director

**OTHERS PRESENT:**

Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

**MOTION** A motion was made by Councilor Villarreal, seconded by Councilor Garcia, to approve the agenda as presented.

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

**4. APPROVAL OF CONSENT AGENDA**

Councilor Vigil Coppler pulled items C, E, G, H, I, L and M for discussion.

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

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

**5. APPROVAL OF MINUTES  
FEBRUARY 10, 2020**

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

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

**6. CONSENT AGENDA**

**A. REQUEST FOR APPROVAL OF A CITY-COUNTY RECIPROCAL  
BUSINESS ASSOCIATE AGREEMENT FOR INTEGRATED EMS AND  
HEALTH-RELATED OUTREACH ACTIVITIES, PURSUANT TO HIPPA**

Approved on consent.

**B. REQUEST FOR APPROVAL OF CHILDREN AND YOUTH  
COMMISSION (CYC) GRANT PSA AMENDMENTS TO MAY CENTER  
FOR LEARNING (CYC) SCOPE OF SERVICES, NO FISCAL CHANGES**

Approved on consent.

**C. REQUEST FOR APPROVAL OF CONTRACT WITH HUTTON  
BROADCASTING IN THE AMOUNT OF \$80,000 (\$20,000 ANNUALLY  
FOR FOUR YEARS) FOR MEDIA ADVERTISING, BEGINNING FY20.  
Randy Randall**

Councilor Vigil Coppler asked what exactly is Hutton going to advertise for \$20,000 a year and how was this amount arrived at.

Mr. Randall said it is adverting for Santa Fe Art Week and Music Week. It is the amount that we arrived at. It may include traffic on the 100 screens they have around the City and the private TV screens they have in hotels. This is done in concept at this point.

Councilor Vigil Coppler said usually when you come up with a number it is based on something. Otherwise it is just a number you arrived at. It says in here some items

they will do, but she was wondering are they just going to show pictures. Is there anything specific. The more detailed the better. If we are spending \$20,000 she likes the detail.

Mr. Randall said he can appreciate that. The detail is not available at this time. It is \$20,000 a year for four years and the specifics will change.

Councilor Vigil Coppler said if you were going to write a check for \$20,000 wouldn't you want to know what you are paying for.

Mr. Randall said he can appreciate that. He hopes you can trust the Tourism Department to spend this well. It will be done very professionally.

Councilor Vigil Coppler said if we did not trust you, you would not be here. It is not a matter of trust. It is a matter of where is this taxpayer money going.

Councilor Vigil Coppler said there are some scribbled pages in here. What is the point of that.

Mr. Randall said he had no idea. He does not put the packets together.

Councilor Vigil Coppler said she thought it was a hidden message.

Councilor Villarreal said when we talk about advertising does that include City meetings and other City community events.

Mr. Randall said it is not intended for that. As we put the schedule together if there is excess and need we could do that. It is about promoting events to tourists who are here.

Councilor Villarreal said it would be nice to use to promote things we are doing in the community.

Mr. Randall said we think Music and Art Week have significant interest to the residents as well. We want residents to come. If there is excess we will be glad to use it.

Councilor Villarreal asked how will we know if there is excess.

Mr. Randall said we will put together a budget in the next few weeks and he will be glad to share it.

Councilor Villarreal said she feels there is some overlap in the promotion of events. She would like to see the schedule.

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

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

**D. REQUEST FOR APPROVAL OF MOA WITH SANTA FE COUNTY FOR THE JOINTLY FUNDED FILM OFFICE IN THE AMOUNT OF \$150,000 FOR FY20. Randy Randall**

Approved on consent.

**E. REQUEST FOR APPROVAL OF CONTRACT WITH NORTHERN NEW MEXICO AIR ALLIANCE IN THE AMOUNT OF \$100,000 (\$50,000 CONTINGENT FROM SANTA FE COUNTY) FOR MARKETING SUPPORT OF THE SANTA FE AIRPORT FOR FY20. Randy Randall**

Councilor Vigil Coppler said she would like to know what kind of marketing support has been provided and by what measure do we know it is working.

Mr. Randall said this is the 4<sup>th</sup> year of support of the Air Alliance. The intent is the same, \$50,000 from the City and \$50,000 from the County. This is a professional advertising campaign. They used Fuse Ideas as the agency. Measurable results are a bit hard to do. We know the loads on the airlines have been sufficient so that the Dallas flights went from three to four and United is considering adding an extra flight this year. The Phoenix flight was very successful. It is up to two flights now a day. Loads are the basic proof on these airlines. Before the Air Alliance we would gain a flight and lose a flight. Their proactive effort is also supported by Santa Fe County, Los Alamos and Taos, which is very beneficial.

Councilor Garcia said item 1 B of the professional services contract has performance measures laid out. Is there a reason they are not tracked by the airlines. Are we able to demonstrate the performance measures. Are they providing us data.

Mr. Randall said the Air Alliance gets data digitally related to the number of people it touches and brings to the Santa Fe website. He does not have that with him. If you look at the traffic through the airport, 5 years ago it was 250 people a day, today it is over 700 a day. Last October it peaked at 900 on several days. That is the result of the proactive work we have done.

Councilor Garcia said without the data we can't attribute the increase in traffic to this service contract or any other one thing or another.

Mr. Randall said we have specific data as to our general visitor for our marketing

campaign. We know the number of people coming to our website. We don't have control over the ticket side of the airline experience.

Councilor Garcia said he thinks the Air Alliance should be able to demonstrate for us the success is due to them. He thinks we need to go back and ask them to provide the data to us and to identify our target groups.

Mr. Randall said the way this marketing campaign has worked by groups is it means people interested in coming to Santa Fe. It goes into Phoenix, Dallas, Denver and southern California. If someone goes on line and googles Santa Fe and looks at air travel it will throw a banner up on the website to give information about flying out of Santa Fe. Groups refers to individual travelers who express an interest in flying and wanting to go to Santa Fe. If they put in Albuquerque, the banner goes up as well to say you can fly directly to or from Santa Fe. We have seen the traffic triple since this effort began. We certainly can show that for five years before that the traffic was flat and in the four years this has been going on we have seen significant growth.

Ms. Wheeler said the Air Alliance also maintained the website Fly Santa Fe. It is a dynamic presence. We could get some information as to how many visit that site. They also just produced a financial analysis of the airport economic impact. They also just completed a customer satisfaction survey. We have not seen the results of that yet. They do provide a lot of data to us. They also facilitated a meeting with the Air Alliance members last year and worked on improving collaboration. They are committed to the success of the airport. There are some work products and data that we can provide to you.

Mr. Randall said we cannot get airline seats driven by this, but we can get traffic.

Councilor Garcia said his concern is are they meeting their benchmarks.

Chair Rivera said he just sent to all of you the financial impact report that the Air Alliance did.

Councilor Villarreal said this funding source to the Air Alliance versus your budget that promotes Santa Fe, how is it unique and different. We have had the same questions for several years.

Mr. Randall said the funds we spend through Vladimir Jones directly for general tourism promotion has the message of come to Santa Fe. The digital campaign reached out to people Googling about coming to Santa Fe in general. It is a \$100,000 contract the Air Alliance has with Vladimir Jones and it is focused on the person googling flying in to Albuquerque. Five years ago 80% of the visitors flew into the Albuquerque airport. We have not done another visitor survey to see if that needle has moved. With our use of the airport going up three fold we know we have stolen some passengers from Albuquerque. We are in the final throws of working with our new data

platform that will give us specific data. We are going to Geo Fence the airport to see who is coming to the airport and from where. The focus of the Air Alliance marketing is on the person identified as a flyer.

Chair Rivera said the Air Alliance is also the one doing the "Look Before You Book" campaign. He saw a billboard at Santo Domingo encouraging people to fly Santa Fe.

Mr. Randall said the idea is to think about using the local airport.

Councilor Villarreal asked how is the \$100,000 broken down in terms of a budget.

Mr. Randall said the \$50,000 Santa Fe puts in from Tourism all goes toward the visitor campaign. The other funds, part of Los Alamos' \$50,000, is allocated to local campaigns and the rest goes to Vladimir Jones. We don't know yet how much the County is putting in.

Councilor Vigil Coppler said as you look at the professional services contract it says the contractor shall provide at least quarterly reports to the Governing Body for expenses.

Mr. Randall said he has not gotten one from them of late. They have been provided to Council every six months.

Councilor Vigil Coppler said she does have amnesia, but not very often. She does not recall anything coming to us. Are they in violation of this contract.

Mr. Randall said they could be.

Councilor Vigil Coppler said you have some catching up to do with this.

Mr. Randall said it all comes through the airport.

Councilor Vigil Coppler said you report to us. Will you be providing this to us.

Mr. Randall said he would be happy to.

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

**VOTE** The motion passed by a vote of 3 yes and 1 abstention. The abstention was by Councilor Villarreal.

Councilor Villarreal said she abstained because she wanted to see the Air

Alliance reports.

- F. REQUEST FOR THE APPROVAL OF THE STATE LIBRARY APPROPRIATION GENERAL OBLIGATION BOND 21018 AWARDED IN THE TOTAL AMOUNT OF \$219,899.61 FOR THE CITY OF SANTA FE LIBRARY'S STATE OF NEW MEXICO DEPARTMENT OF CULTURAL AFFAIRS AND TO APPROVE THE BAR FOR THE APPROPRIATION (PROJECT LIB2025101, MUNIS CONTRACT # 3201426).**

Approved on consent.

- G. REQUEST FOR THE APPROVAL TO UTILIZE STATE PRICE AGREEMENT: 70-000-16-00002 IN THE TOTAL AMOUNT OF \$70,497.40 FOR THE PURCHASE OF (2) FORD F250 CREW CAB 4X4 VEHICLES FROM DON CHALMERS FORD. John Munoz**

Councilor Vigil Coppler said you have 12 vehicles out. You are asking for 2. What happens with the other 10.

Mr. Munoz said we will be asking for those 10 in the next cycle.

Councilor Vigil Coppler asked are they in your fleet and are they being driven.

Mr. Munoz said yes.

Councilor Vigil Coppler asked does the Safety Officer know about this.

Mr. Munoz said he is not sure if he does.

Councilor Vigil Coppler asked do the employees know these vehicles are not safe to drive. They are red tagged.

Mr. Munoz said he will check into this.

Councilor Vigil Coppler said this is terrible. It says they are inoperable or red tagged. You are asking for trouble.

Mr. Munoz said if they are red tagged they are not being driven.

Councilor Vigil Coppler said you said they are driving them.

Councilor Vigil Coppler said she wants an update on this within the next 24 hours. If this not accurate, there is a problem. If it is accurate something needs to go to the employees saying they are not to drive these vehicles.

**MOTION** A motion was made by Councilor Vigil Coppler, seconded by Councilor Villarreal, to approve with request with an update within 24 hours.

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

**H. REQUEST FOR THE APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$86,000.00 FOR EVIDENCE MANAGEMENT SOFTWARE; EVIDENCE ONQ. Deputy Chief Ben Valdez**

Councilor Vigil Coppler said she does not see in the detail and wanted to ask if we will own this software. \$86,000 is a lot of money.

Deputy Chief Valdez said that \$86,000 purchase is of software including maintenance costs of \$13,000 a year. The software will be the property of the City.

Councilor Vigil Coppler asked so we spend \$13,000 for maintenance, but not \$86,000 every so many years.

Deputy Chief Valdez said correct. Initially it is for the software and getting our data moved over. \$13,000 is for maintenance. If we need to renew or go to updated software they will give us a price discount as a customer.

Councilor Vigil Coppler said once you collect and inventory evidence when it is handed off to the DAs office it comes back and there is an order for destruction. Can we do that without an arm and a leg spending.

Deputy Chief Valdez said it depends. Right now, due to staffing, we need assistance in off loading our evidence. Once we find out what is eligible for destruction we obtain a destruction order and it is destroyed or if it can be, it is returned to the lawful owner.

Councilor Vigil Coppler asked are you going to be coming for more money for destruction.

Deputy Chief Valdez said we have a request going forward through the City manager for the use of consultants on contract to help us get through a lot of this inventory to get it to a manageable level. We need a full time employee to manage inventory. We do not have enough staff currently to do that. We are looking at help from our consultants to help us get a head start on this.

Councilor Vigil Coppler said you mentioned you researched software companies on this. Who uses this. What does Albuquerque use.



Deputy Chief Valdez said the Atlanta Police Department and the Miami Dade Police Department. He did not see Albuquerque. The Attorney General's Office is requesting this software as well. Albuquerque is undergoing records management review as well. We were looking for a stand alone records management system. Through this software it will allow us the chain of evidence in detail with dates and times.

Councilor Vigil Coppler said the Public Defenders Office will get evidence as well. Will the District Attorney's Office and the Public Defender's Office have access at all to see the tracking.

Deputy Chief Valdez said access on line will be to the Santa Fe Police Department only, documents from the software will be able to be provided.

Councilor Vigil Coppler said with the Public Records Inspection Act the attorneys will not have to file a request to get the information.

Deputy Chief Valdez said they have a right to inspect and review all evidence and facts of the case. Both sides. The evidence will remain in our holding area or will go to the forensic lab and come back. There is a process for attorneys and evidence. It can only be reviewed under our supervision and control.

Councilor Vigil Coppler said in her career as a clerk of the court we had evidence room at the courts. How are you going to track evidence left there.

Deputy Chief Valdez said the new system will show the chain of custody. If it is signed out to the District Attorney's Office it will show it is in their custody. Anything that happens while in their custody they are accountable for. It is the same when it goes to a lab. They turn it back in to us and we are responsible.

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

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

**I. REQUEST FOR THE APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$93,987.93 FOR SECURITY SYSTEM, ALARM AND ACCESS CONTROL UPGRADES; HEI, INC.  
Deputy Chief Valdez**

Councilor Vigil Coppler said she reviewed all the information you put in here. What is a Huey lot.

Deputy Chief Valdez said it is a vehicle storage area on Huey Road.

Councilor Vigil Coppler asked where is Huey Road.

Deputy Chief Valdez said it is the access road to the National Guard.

Councilor Vigil Coppler asked is it secured.

Deputy Chief Valdez said yes.

Councilor Vigil Coppler asked are you talking about a large evidence storage here.

Deputy Chief Valdez said yes. The building there has protections on it and cameras. We have some large evidence items on the mezzanine level and we are looking to add cameras there. Vehicles are also stored there.

Councilor Vigil Coppler asked do we have cameras and alarms now at the Police Station.

Deputy Chief Valdez said we have a camera system. We are looking at additional cameras to the evidence room and the Huey lot. Our cameras are outdated and did not have the ability to add cameras. We had to update the server to update the cameras. These are much improved cameras and have a quality service system.

Councilor Vigil Coppler asked you are requesting monies to wire for these cameras and alarms and outfit the whole headquarters building and the Huey lot.

Deputy Chief Valdez said correct. Increased cameras will help us with safety and security. It will be much improved.

Councilor Vigil Coppler asked what happens to the cameras that are there now.

Deputy Chief Valdez said if they can be repurposed we are happy to give them to any department who can use them. He will check with the IT department to see if they fit the needs for another department.

Councilor Vigil Coppler asked the videos are kept for how long.

Deputy Chief Valdez said the videos have time limits based on memory space. We asked for a six month storage ability for our videos. With the current system it is 35 days. We are moving to Bluetooth. It is a better system and storage of video.

Councilor Vigil Coppler asked will this system be ours and is there a renewal option in this contract.

Deputy Chief Valdez said the system will belong to the City of Santa Fe. This is for the purchase of equipment.

Councilor Vigil Coppler asked this not a reoccurring contract.

Deputy Chief Valdez said the only thing would be maintenance if we have to do some due to failure of equipment or damage.

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

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

**J. CONSIDERATION OF BILL NO. 2020-4: AN ORDINANCE AMENDING ARTICLE 4.04 OF THE SANTA FE MUNICIPAL CHARTER TO REFERENCE THE LOCAL ELECTION ACT RATHER THAN THE MUNICIPAL ELECTION CODE, PURSUANT TO NMSA 1978, SECTION 1-22-3.2 ©.**

Approved on consent.

**K. LEGISLATION RELATING TO CHAPTER V - ANIMAL SERVICES, SFCC 1987.**

**CONSIDERATION OF BILL NO. 2020-6: AN ORDINANCE AMENDING SECTION 5-2 SFCC 1987 TO AMEND THE DEFINITION OF "DOMESTIC ANIMAL", ADD A SECOND DEFINITION FOR "SHELTER", AND DELETE THE DEFINITION FOR "TROLLEY SYSTEM"; AMENDING SECTION 5-5.4 TO REDUCE THE LENGTH OF LEASHES AND TO BAN THE USE OF TROLLEY SYSTEMS; AMENDING SECTION 5-5.6 TO SPECIFY WHERE PET LICENSES CAN BE OBTAINED; CREATING A NEW SECTION 5-5.7 TO ESTABLISH A MINIMUM REQUIREMENTS FOR THE OUTDOOR SHELTER OF DOGS IN EXTREME WEATHER; CREATING A NEW SECTION 5-5.8 TO PROHIBIT THE KEEPING OF DOGS OUTSIDE AND UNATTENDED IN EXTREME WEATHER; AMENDING SECTION 5-7.1 TO ALLOW ANIMAL SERVICES OFFICERS TO ENTER PRIVATE PROPERTY TO TAKE-UP AND IMPOUND AN ANIMAL THAT IS IN IMMINENT DANGER OF HARM; AMENDING SECTION 5-7.5 TO HAVE COMPLAINTS OF ANIMALS DISTURBING THE PEACE BE HEARD BEFORE A HEARING OFFICER INSTEAD OF AT MUNICIPAL COURT; AMENDING SECTION 5-7.6 TO REFER TO THE FEES AND FINES TABLE; AND AMENDING SECTION 5-12 TO CODIFY FEES AND FINES RELATED TO THIS CHAPTER AND TO ADOPT A FRAMEWORK FOR APPEALS TO A HEARING OFFICER FOR CIVIL CITATIONS.**

Approved on consent.

**L. CONSIDERATION OF RESOLUTION NO. 2020-\_\_\_\_\_: A RESOLUTION  
ADOPTING THE CITY OF SANTA FE'S PROCUREMENT MANUAL.  
Mary McCoy, Fran Dunaway**

Councilor Vigil Coppler said on the procurement manual she does not see where the changes are.

Ms. McCoy said what we presented is the procurement manual. After the McCard report in 2017 the City adopted the State Procurement Code in 2018. This manual is the steps for staff to follow.

Councilor Vigil Coppler said this says the State Procurement Code is different from what ours is.

Ms. McCoy said in 2018 the City adopted the State Procurement Code. We have been following that since January, 2018. What you have before you outlines the State Procurement Code and all the steps the City staff will follow in terms of process.

Councilor Vigil Coppler said on page 33 under J, there is a sentence in bold. What does that mean. It is new.

Ms. McCoy said everything you have before you is new. This manual did not exist previously. The section in bold is just something our staff wanted to highlight for the departments use.

Councilor Vigil Coppler said when she looked through the manual, under evaluation committee she does not see anywhere where the evaluation committee has to be confidential for the evaluation of proposals.

Ms. McCoy said we can get clarification from Legal and get back to you with an answer.

Councilor Vigil Coppler said she thought she read it clearly. It is a big deal these days.

Ms. McCoy asked do you mean the names of the members of the evaluation committee.

Councilor Vigil Coppler said yes.

Councilor Vigil Coppler asked are you saying what we have been doing is in compliance with the State Procurement Code.

Ms. McCoy said yes.

Councilor Vigil Coppler asked so there are no other forks in the road here.

Ms. McCoy said when we adopted the State Code we made minor changes in the exemptions.

Chair Rivera said the answer to first question is under bullet point 6, under evaluation committee, it says all proposals shall remain confidential.

Councilor Vigil Coppler said she means the committee itself. She doesn't see that anywhere.

Ms. Dunaway said we have a confidentiality standards agreement that we have everyone sign. As far as the names remaining confidential, Legal needs to make that determination. In the Code they have to remain confidential. That is the process the State follows. It is in their rules to keep confidentiality. The State has always practiced that to keep committee members confidential so people won't reach out to know why they scored the way they did, etc.

Councilor Vigil Coppler said she understood the purpose. She was wondering why it is not in here.

Ms. Dunaway said it is with Legal at this point.

Councilor Vigil Coppler asked if Council approved going under the State Procurement Code in 2018 and it is two years later why are we just doing this now.

Ms. McCoy said this is something we have been working on since the summer of 2018. There were drafts that had not been approved by Legal or the Governing Body when she first started with the City. This is a process we have worked on for the last year and a half to make sure it is complete and easy to understand. Fran and her staff have created a procurement training that will be held throughout the month of March for all staff and they will continue with monthly trainings after that. The team worked with all the other departments for comments and input as well.

Councilor Vigil Coppler said so everything we have done since the Governing Body's action in 2018 has followed the State Procurement Code. Is the State Procurement Code available on our website so the public can see it.

Ms. McCoy said it is not on our website, but it is in State Statute.

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

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

Ms. McCoy introduced the Procurement staff and consultant.

Chair Rivera said it is nice to meet all of you. Thank you for your hard work.

**M. CONSIDERATION OF RESOLUTION NO. 2020 \_\_\_\_ : A RESOLUTION NAMING VISTAS BONITAS SUBDIVISION PARK AS DAWSON PARK AFTER BILL AND DUSTY DAWSON. John Munoz**

Councilor Vigil Coppler asked where is this park.

Mr. Munoz said it is on the southside. Rufina and Calle Nuevo Vista in District 4.

Councilor Villarreal left the meeting.

Councilor Vigil Coppler said she is happy we can name parks that don't have to be germane to the sponsors district. She hopes everyone on the Governing Body remembers that when it goes to Council.

Mr. Munoz said on item G, those vehicles are not being driven or used right now.

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

Councilor Garcia asked to be added as a sponsor.

Chair Rivera said he may have to mention that again at Council. It is coming up pretty quick.

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

**7. MATTERS FROM STAFF**

Ms. Wheeler said tomorrow night is the study session on the Railyard. On Wednesday at Council we will give an update on capital projects.

Councilor Vigil Coppler said during the Legislative Session she is not sure where we ended up. She heard we did not get funds for the Airport. She heard while down there that the reason why we did not get it was that the City had not done much with the money we had already been given. The question is we have not spent the money for the parking lot, but it seems foolish to pave the parking lot before we know what we are doing with the terminal. Isn't there something we can do with the parking lot.

Ms. Wheeler said we presented to you a conceptional plan for the parking lot

and terminal expansion. We had spent quite bit of the \$1.5 million for the parking lot. It was not for lack of progress. It was decided that it was not the priority. We are developing a phase one terminal expansion plan as well as the shell of one for one of the buildings in the expansion area. We are moving forward with that. We are paving the lot this summer. The teen center was fully funded.

**8. MATTERS FROM THE COMMITTEE**

None

**9. MATTERS FROM THE CHAIR**


Chair Rivera said there is current construction on the runway safety areas at the Airport.

Ms. Wheeler said correct. We have three or four runway projects going on.


**10. NEXT MEETING  
MARCH 9, 2020**

**11. ADJOURNMENT**

There being no further business before the Committee the meeting adjourned at 6:20 pm.



Councilor Christopher Rivera, Chair



Elizabeth Martin, Stenographer