

**City of Santa Fe, NM  
Regular Committee  
Monday, March 02, 2020  
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 Minutes - February 17, 2020

Item a

**6. PRESENTATION**

Finance Department- Market and Investment Update- Brad Fluetsch, Planning and Investment Officer.  
(bjfluetsch@santafenm.gov, 955-6885)

**7. 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**

**8. CONSENT AGENDA**

- a. Request for 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; Don Chalmers Ford. (Richard Thompson, rcthompson@santafenm.gov; (505)955-2105)

COMMITTEE REVIEW

Public Works (Approved) 02/24/2020

Governing Body (Scheduled) 03/11/2020

Item a

Item a\_PWC Action Sheet

- 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, 955-6678)

COMMITTEE REVIEW

Children & Youth Commission (Approved) 12/17/2019

Public Works Committee (Approved) 02/24/2020

Governing Body (Scheduled) 03/11/2020

Item b

Item b\_PWC Action Sheet

c. 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, 955-6788)

## COMMITTEE REVIEW

Public Works Committee (Approved) 02/24/2020

Governing Body (Scheduled) 03/11/2020

Item c

Item c\_PWC Action Sheet

d. 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, 955-6209)

## COMMITTEE REVIEW

Public Works (approved) 02/24/20

Governing Body (Scheduled) 03/11/20

Item d

Item d\_PWC Action Sheet

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, 955-6209)

## COMMITTEE REVIEW

Public Works (Approved) 02/24/2020

Governing Body (Scheduled) 03/11/2020

Item e

Item e\_PWC Action Sheet

f. 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, 9556209)

## COMMITTEE REVIEW

Public Works (Approved) 02/24/2020

Governing Body (Scheduled) 03/11/2020

Item f

Item f\_PWC Action Sheet

g. Request for Approval of Award of Bid 20/11/B in the Amount of \$85,900, Exclusive of NMGR for City of Santa Fe Wastewater Aeration System Improvements, Tipping Scum Troughs, Goods and Services Contract; Ovivo USA, LLC. (James Martinez jamartinez@santafenm.gov)

## Committee Review:

Public Utilities Committee (Scheduled) 03/04/2020

Governing Body (Scheduled) 03/11/2020

Item g

- h. Request for Approval of Award Of Bid 20/14/B – City of Santa Fe Waste Water Aeration System Improvements – Aeration Bid Mixers, Goods And Services Contract In the Amount of \$109,888.00 Exclusive of NMGR; James, Cooke & Hobson, Inc. (James Martinez, jamartinez@santafenm.gov)

## Committee Review:

Public Utilities Committee (Scheduled) 03/04/2020

Governing Body (Scheduled) 03/11/2020

Item h

- i. 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, 955-6518)

## Committee Review:

City Council (request to publish) (approved) 02/12/20

Public Works Committee (approved) 02/24/20

City Council (public hearing) (scheduled) 03/11/20

Item iItem i\_PWC Action Sheet

- j. 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”, to Add a Second Definition for “Shelter”, and to 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 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 Establish Fees and Fines Related to This Chapter. (Councilors Lindell, Vigil Coppler, Abeyta, Villarreal) (Jesse Guillen, Legislative Liaison, jbg Guillen@gmail.com, 955-6518; Christopher Smith, Animal Services Supervisor, ccsmith@santafenm.gov, 955-2702)

## Committee Review:

City Council (request to publish) (approved) 02/12/20

Public Safety Committee (not approved) 02/18/20

Public Works Committee (approved) 02/24/20

City Council (public hearing) (scheduled) 03/11/20

Item jItem j\_PWC Action Sheet**9. MATTERS FROM STAFF****10. MATTERS FROM THE COMMITTEE****11. ADJOURN**

RECEIVED AT THE CITY CLERK'S OFFICE

DATE: February 28, 2020

TIME: 10:52 AM

**SUMMARY OF ACTION  
FINANCE COMMITTEE  
CITY HALL/ COUNCIL CHAMBERS  
MONDAY, MARCH 2, 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	1-2
APPROVAL OF MINUTES	APPROVED	
<b><u>PRESENTATION</u></b>		
FINANCE DEPARTMENT - MARKET AND INVESTMENT UPDATE	INFORMATION/DISCUSSION	2-3
EXECUTIVE SESSION (IF NECESSARY)	NONE	3
<b><u>CONSENT AGENDA</u></b>		
REQUEST FOR 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: DON CHALMERS FORD	APPROVED ON CONSENT	3-4
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	4

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.	APPROVED ON CONSENT	4
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.	APPROVED ON CONSENT	4
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.	APPROVED ON CONSENT	4
REQUEST FOR APPROVAL OF MOA WITH SANTA FE COUNTY FOR JOINTLY FUNDED FILM OFFICE IN THE AMOUNT OF \$150,000 FOR FY20.	APPROVED ON CONSENT	4
REQUEST FOR APPROVAL OF AWARD OF BID 20/11/B IN THE AMOUNT OF \$85,900, EXCLUSIVE OF NMGRF FOR CITY OF SANTA FE WASTEWATER AERATION SYSTEM IMPROVEMENTS, TIPPING SCUM TROUGHS, GOODS AND SERVICES CONTRACT; OVIVO USA, LLC.	APPROVED ON CONSENT	4-5
REQUEST FOR APPROVAL OF AWARD OF BID 20/14/B - CITY OF SANTA FE WASTE WATER AERATION SYSTEM IMPROVEMENTS - AERATION BID MIXERS, GOODS AND SERVICES	APPROVED ON CONSENT	5

**CONTRACT IN THE AMOUNT OF  
\$109,888.00 EXCLUSIVE OF NMGR;  
JAMES, COOKE & HOBSON, 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      5**

**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**

**APPROVED      5-6**

**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>MATTERS FROM STAFF</b>	<b>INFORMATION/DISCUSSION</b>	<b>6</b>
<b>MATTERS FROM THE COMMITTEE</b>	<b>NONE</b>	<b>6</b>
<b>ADJOURN</b>	<b>ADJOURNED</b>	<b>6-7</b>

**FINANCE COMMITTEE  
CITY HALL/ COUNCIL CHAMBERS  
MONDAY, MARCH 2, 2020, 5:00 PM**

**1. CALL TO ORDER**

The special meeting of the Finance Committee was called to order by Councilor Roman Abeyta, Chair, at 5:02 pm on Monday, March 2, 2020, at City Hall in the City Council Chambers, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**OTHERS PRESENT**

Mary McCoy, Director, Finance Department  
Brad Fluetsch, Finance Department  
Fran Dunaway, Purchasing Director  
Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

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

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

**4. APPROVAL OF CONSENT AGENDA**

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

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



Councilor Lindell said she needed to pull Item J for discussion after all because she had an amendment.

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

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

## **5. APPROVAL OF MINUTES**

### **A. FEBRUARY 17, 2020**

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

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

## **6. PRESENTATION**

### **FINANCE DEPARTMENT - MARKET AND INVESTMENT UPDATE Brad Fluetsch**

Ms. McCoy said she asked Brad to put together this presentation given the volatility of the market and to describe where we are with our own investment portfolio and actions that might need to be taken. We are expecting the Fed to do a rate cut.

Mr. Fluetsch reviewed his memo which is herewith attached to these minutes as Exhibit "1".

Chair Abeyta asked Mr. Fluetsch to keep the Finance Committee informed as the budget is developed.

Mr. Fluetsch said he would.

Councilor Lindell thanked Mr. Fluetsch and Ms. McCoy for the information.

Chair Abeyta stated that the Finance Committee needs to know the information from Finance about the coming year before we get into budget hearings.

Ms. McCoy said most immediately we are monitoring GRT and Lodgers receipts given that the leisure and hospitality industry has slashed their earnings projections for the coming year.

Councilor Romero-Wirth said in 2008 New Mexico was slow to feel the impacts of the recession. It effected New Mexico a year later than the rest of the world. We need to pay attention to that. We may feel it more immediately this time due to the tourism impacts. Maybe with more people traveling domestically rather than internationally we may not. She is glad you are monitoring this. There have been some conversations about recession planning. We need to kick those into high gear. It is important to keep an eye on all our indicators to see what is happening.

Chair Abeyta asked will our new budget have contingencies built into it or will we have discussions in the budget hearings. Is there a plan B projected in case something happens with a recession. If we had to reduce everyone's budget by a certain percent we would need to know that.

Ms. McCoy said we did ask each department to present a savings proposal last year and again this year in case of economic downturn. That gives departments an opportunity to say what they would cut rather than an across the board cut. Brad is leading up the forecasting and has the ability to factor in a slowdown in the economy.

Councilor Romero-Wirth asked are you also looking at volatility within the budget year. Since we don't know what we will be dealing with we may need to make adjustments in the next budget year before we know what the fall looks like.

Ms. McCoy said we have to continue to be nimble in our approach in monitoring our budgets. Our new budget team will roll out monthly budget projections to monitor on a monthly basis. We will have flexibility if we have to keep positions vacant or implement cuts based on the departments presentations.

Chair Romero-Wirth said we may be in a situation where we are not just cutting budgets, but also making additional expenditures because of the Corona Virus, such as on public safety issues.

Ms. McCoy said that is a great point. We can bring something forward in the budget that is a true contingency in an emergency situation.

Chair Abeyta said thank you for keeping us updated.

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

None.

**8. CONSENT AGENDA**

**A. REQUEST FOR 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: DON CHALMERS FORD**

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 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.**

Approved on consent.

- D. 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.**

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 SF COUNTY) FOR MARKETING SUPPORT OF THE SANTA FE AIRPORT FOR FY20.**

Approved on consent.

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

Approved on consent.

- G. REQUEST FOR APPROVAL OF AWARD OF BID 20/11/B IN THE AMOUNT OF \$85,900, EXCLUSIVE OF NMGRF FOR CITY OF SANTA FE WASTEWATER AERATION SYSTEM IMPROVEMENTS, TIPPING SCUM TROUGHS, GOODS AND SERVICES CONTRACT; OVIVO USA, LLC.**

Approved on consent.

- H. REQUEST FOR APPROVAL OF AWARD OF BID 20/14/B - CITY OF SANTA FE WASTE WATER AERATION SYSTEM IMPROVEMENTS - AERATION BID MIXERS, GOODS AND SERVICES CONTRACT IN THE AMOUNT OF \$109,888.00 EXCLUSIVE OF NMGR; JAMES, COOKE & HOBSON, INC.**

Approved on consent.

- I. 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.

- J. 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. Jessie Guillen**

Councilor Lindell said she had an amendment that would make an effective date of 120 days after adoption of the changes to allow for some time to do education and help some folks if they need assistance.

The amendment is herewith attached to these minutes as Exhibit "2".

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

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

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

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

## **9. MATTERS FROM STAFF**

Ms. McCoy gave an update on the Munis system.

Chair Abeyta said he got an email regarding business licenses and changes. Do you have to come to City Hall or can you renew on line.

Ms. McCoy said we can have Rich Brown provide a more detailed update. With the implementation of Tyler, the City did except to renew business licenses online, but that is not the case. They do have to come in to renew or to get a business license.

Chair Abeyta said he would forward the email he received to Rich Brown.

Councilor Romero-Wirth said we got an email from Lilia Chacon saying if they come to City Hall they will get one hour of free parking. Jarel is working on a memo with the background.

## **10. MATTERS FROM THE COMMITTEE**

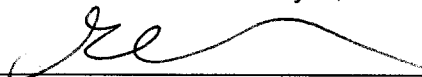
None.

## **11. ADJOURN**

There being no further business before the committee the meeting adjourned at 5:30 pm.

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Councilor Roman Abeyta, Chair



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Elizabeth Martin, Stenographer