

**City of Santa Fe, NM
Regular Committee
Monday, March 16, 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. 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 the Procurement Code and Discussed During the Contract Negotiation Process.

6. CONSENT AGENDA

- a. Request for Approval of the Water Division Backflow Prevention Program for Contractual Support, Software and City Staff Expansion in the Estimated Amount of \$26,663 for FY 19/20; \$132,092 for FY 20/21; and \$96,172 Recurring Thereafter, Including NMGR. (Jesse Roach, Water Division Director, jdroach@santafenm.gov, 955-4309)

COMMITTEE REVIEW

Public Utilities Committee (approved) - 03/04/2020
Governing Body (scheduled) – 03/25/2020

[Item a.pdf](#)

- b. Request for Approval of Budget Amendment Resolution/Budget Increase In the Total Amount of \$173,237.00 From the Water Enterprise Fund Cash Balance To the Water Enterprise CIP Fund; Alpha Southwest Contract FY 19/20 Purchase Order. (Jonathan Montoya, Source of Supply Operations Manager, jmmontoya@santafenm.gov, 955-4373)

COMMITTEE REVIEW

Public Utilities Committee (approved) – 03/04/2020
Governing Body (scheduled) – 03/25/2020

[Item b.pdf](#)

- c. Request For Approval of Amendment No. 1 To the Original PSA 19-0075, In the Total Amount of \$433,544.00, Excluding NMGR, For Engineering Services Related to Canyon Road Water Treatment Plant Comprehensive Performance Evaluation and Facility Optimization Evaluation; Carollo Engineers, Inc.. (Kristin Johansen, PE, Water Division Engineer, kgjohansen@santafenm.gov, 955-4279)

- 1) Request for Approval of Budget Adjustment Request In the Total Amount of \$470,124.00

COMMITTEE REVIEW

Public Utilities Committee (approved) – 03/04/2020
Governing Body (scheduled) – 03/25/2020

Item c.pdf

d. Request for Approval of Amendment #2 to Funding Agreement No. CNS100370, To Extend the Termination Date From April 30, 2020 to April 30, 2021 For CIP 853B – Agua Fria St /Cottonwood Drive Intersection Safety Improvements Project; NMDOT. (Sarah Anderson, Engineer Supervisor – Roadway and Trails, smanderson@santafenm.gov, 955-6672)

COMMITTEE REVIEW

Public Works (approved) -- 3/9/20
Governing Body (scheduled) -- 03/25/2020

Item d.pdf

e. 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, gbcliburn@santafenm.gov, 955-3123)

COMMITTEE REVIEW

Public Works Committee (approved) -- 02/24/20
Governing Body (scheduled) -- 03/25/2020

Item e.pdf

f. Request For Approval of Settlement Agreement Termination Between the City of Santa Fe, Century Bank/Artyard Condominium Association and The Santa Fe Railyard Community Corporation (Robert Siqueiros, Railyard Project Administrator, rmsiqueiros@santafenm.gov, 955-6977)

COMMITTEE REVIEW

Public Works (approved) -- 03/09/2020
Governing Body (scheduled) -- 03/25/2020

Item f.pdf

g. Request for Approval of Professional Services Agreement In the Total Amount of \$210,174.32 for High Density Shelving System; Motus Space Solutions. (Deputy Chief Ben Valdez, bpvaldez@santafenm.gov, 955-5040)

COMMITTEE REVIEW

Public Works (approved) – 03/09/2020
Public Safety (scheduled) -- 03/17/2020
Governing Body (scheduled) -- 03/25/2020

Item g.pdf

h. Request For Approval Of the Application For Law Enforcement Protection Funds \$114,600; New Mexico Department of Finance & Administration-Local Government Division. (Andrew Padilla, Police Chief, aapadilla@santafenm.gov, 505-955-5102)

COMMITTEE SCHEDULE

Governing Body (scheduled) -- 03/25/2020

Item h.pdf

i. Consideration of Resolution No. 2020-____, A Resolution Supporting the Application and Response to the Request for Proposals Issued by the North Central New Mexico Economic Development District, Non-Metro New Mexico Area Agency on Aging for Continuation of Services for the Senior Citizens of the City of Santa Fe. (Councilors Lindell, Villarreal and Abeyta) (Gino Rinaldi, Senior Services Division Director, eqrinaldi@santafenm.gov, 955-4710)

COMMITTEE REVIEW

Governing Body (scheduled) -- 03/25/2020

Item i.pdf

7. MATTERS FROM STAFF

8. MATTERS FROM THE COMMITTEE

9. ADJOURN

RECEIVED AT THE CITY CLERK'S OFFICE

DATE: March 13, 2020

TIME: 1:19 PM

**SUMMARY OF ACTION
FINANCE COMMITTEE MEETING
CITY HALL/ CITY COUNCIL CHAMBERS
MONDAY, MARCH 16, 2020, 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 |
| 5. EXECUTIVE SESSION (IF NECESSARY) | NONE | 2 |
| 6. CONSENT AGENDA | | |
| REQUEST FOR APPROVAL OF THE WATER DIVISION BACKFLOW PREVENTION PROGRAM FOR CONTRACTUAL SUPPORT, SOFTWARE AND CITY STAFF EXPANSION IN THE ESTIMATED AMOUNT OF \$26,663 FOR FY 19/20; \$132,092 FRO FY 20/21; AND \$96,172 RECURRING THEREAFTER, INCLUDING NMGRT. | APPROVED | 2-4 |
| REQUEST FOR APPROVAL OF BUDGET AMENDMENT RESOLUTION/BUDGET INCREASE IN THE TOTAL AMOUNT OF \$173,237.00 FROM THE WATER ENTERPRISE FUND CASH BALANCE TO THE WATER ENTERPRISE CIP FUND; ALPHA SOUTHWEST CONTRACT FY 19/20 PURCHASE ORDER. | APPROVED ON CONSENT | 4-5 |
| REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO THE ORIGINAL PSA 19-0075, IN THE TOTAL AMOUNT OF \$433,544.00, EXCLUDING NMGRT, | APPROVED ON CONSENT | 5 |

**FOR ENGINEERING SERVICES
RELATED TO CANYON ROAD WATER
TREATMENT PLANT COMPREHENSIVE
PERFORMANCE EVALUATION AND
FACILITY OPTIMIZATION EVALUATION;
CAROLLO ENGINEERS, INC.**

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|---|----------------------------|----------|
| REQUEST FOR APPROVAL OF AMENDMENT #2 TO FUNDING AGREEMENT NO. CNS 100370, TO EXTEND THE TERMINATION DATE FROM APRIL 30, 2020 TO APRIL 30, 2021 FOR CIP 853B - AGUA FRIA ST./COTTONWOOD DRIVE INTERSECTION SAFETY IMPROVEMENTS PROJECT; NMDOT | APPROVED ON CONSENT | 5 |
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| REQUEST FOR APPROVAL OF CITY-COUNTY RECIPROCAL BUSINESS ASSOCIATE AGREEMENT FOR INTEGRATED EMS AND HEALTH-RELATED OUTREACH ACTIVITIES; PURSUANT TO HIPPA. | APPROVED ON CONSENT | 5 |
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| REQUEST FOR APPROVAL OF SETTLEMENT AGREEMENT TERMINATION BETWEEN THE CITY OF SANTA FE, CENTURY BANK/ARTYARD CONDOMINIUM ASSOCIATION AND THE SANTA FE RAILYARD COMMUNITY CORPORATION . | APPROVED | 5-7 |
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| REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$210,174.32 FOR HIGH DENSITY SHELVING SYSTEM; MOTUS SPACE SOLUTIONS. | APPROVED ON CONSENT | 7 |
|---|----------------------------|----------|

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| REQUEST FOR APPROVAL OF THE APPLICATION FOR LAW ENFORCEMENT PROTECTION FUNDS \$114,600; NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION-LOCAL GOVERNMENT DIVISION. | APPROVED ON CONSENT | 7 |
|---|----------------------------|----------|

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|--|----------------------------|----------|
| CONSIDERATION OF RESOLUTION NO. 2020-____, A RESOLUTION | APPROVED ON CONSENT | 7 |
|--|----------------------------|----------|

**SUPPORTING THE APPLICATION AND
RESPONSE TO THE REQUEST FOR
PROPOSALS ISSUED BY THE NORTH
CENTRAL NEW MEXICO ECONOMIC
DEVELOPMENT DISTRICT, NON-METRO
NEW MEXICO AREA AGENCY ON AGING
FOR CONTINUATION OF SERVICES FOR
THE SENIOR CITIZENS OF THE CITY OF
SANTA FE.**

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|-----------------------------------|-------------------------------|------------|
| MATTERS FROM STAFF | INFORMATION/DISCUSSION | 8-9 |
| MATTERS FROM THE COMMITTEE | INFORMATION/DISCUSSION | 9 |
| ADJOURN | ADJOURNED | 9 |

**FINANCE COMMITTEE MEETING
CITY HALL/ CITY COUNCIL CHAMBERS
MONDAY, MARCH 16, 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, March 16, 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, telephonically
Councilor Signe Lindell
Councilor Carol Romero-Wirth, telephonically
Councilor Jamie Cassutt-Sanchez, telephonically

MEMBERS ABSENT

OTHERS PRESENT

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

3. APPROVAL OF AGENDA

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

VOTE The motion passed unanimously by voice vote.

4. APPROVAL OF CONSENT AGENDA

Councilor Lindell pulled items A and F for discussion.

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

VOTE The motion passed unanimously by voice vote

5. EXECUTIVE SESSION (IF NECESSARY)

None.

6. CONSENT AGENDA

- A. REQUEST FOR APPROVAL OF THE WATER DIVISION BACKFLOW PREVENTION PROGRAM FOR CONTRACTUAL SUPPORT, SOFTWARE AND CITY STAFF EXPANSION IN THE ESTIMATED AMOUNT OF \$26,663 FOR FY 19/20; \$132,092 FOR FY 20/21; AND \$96,172 RECURRING THEREAFTER, INCLUDING NMGRT.
Jesse Roach**

Councilor Lindell said thank you for being here Mr. Roach. She would like a little more information about this Backflow Prevention Program. She is curious that this needs a full time committed position. Does this position already exist. Are we approving a new position now or taking an existing position and changing the job duties.

Mr. Roach said we are proposing a new position. Back flow is a situation that occurs when water moves beyond the customer meter and back into the system. This program is required by the New Mexico Environment Department. We require back flow preventors, but don't have a program in place that requires those to be tested on an annual basis. That is a piece we are missing. He feels it is significant enough to require a full time employee.

Councilor Lindell asked are we thinking that the person we hire will go out and actually do the work.

Mr. Roach said the person hired would manage a software system and be sending out letters and ensuring we get reports from all the customers that have back flow meters. It is a requirement of the building code, but at this time it is not enforced.

Councilor Lindell asked how will we know who has them.

Mr. Roach said we have a good sense of where they should be, but we need to confirm the inventory as part of setting this program up.

Councilor Lindell asked Mary what the salary was.

Ms. McCoy said she would will research that and get back to her.

Councilor Lindell said she is wondering how we came up with what the appropriate salary for that position would be. It looks like with benefits it is \$90,000

annually.

Councilor Villarreal said the amount shown in the memo is part salary and part software license. What is the breakdown.

Mr. Roach said we are estimating the salary and benefits at \$94,482 per year. In this fiscal year we estimated \$10,800 for public outreach and \$15,800 for the one time software purchase. For next fiscal year the salary would be the same with contract help of \$35,900 and a software maintenance fee \$1,700 per year.

Councilor Lindell asked what is the contract that is needed.

Mr. Roach said on page 5 of the packet the City pilot is laying out inspection costs estimated at \$125.00 per unit.

Councilor Lindell asked so we have to hire someone to do the actual testing on all of these.

Mr. Roach said correct, for the City specific units. It is necessary for us to come into compliance with this program.

Councilor Lindell said we are hiring someone to run the program, but they don't do the inspection and testing. How about when we get to the public. Who is going to do that testing.

Mr. Roach said in order to test they have to have a license. We will maintain a list of qualified contractors from which customers can select to get the testing done.

Councilor Lindell asked what are the qualifications for this position.

Mr. Roach said we are working to develop a job description so he will have to get back to her on that.

Councilor Lindell asked do we need someone with a lot of tech experience.

Mr. Roach said no. We need someone who is organized and can keep up with a database and the requirements.

Councilor Lindell asked Mary is this a reasonable salary in terms of the comp and class study we did and is it a reasonable thing to dedicate a salary like this before we know the qualifications and needs of the position.

Chair Abeyta said this includes benefits at what percentage.

Ms. McCoy said this is approximately \$32.00 to \$33.00 an hour. Benefits are

between 40% and 45%. As far the HR process she defers to Division Director.

Councilor Lindell said with her cowboy math she is coming up with a salary of \$65,000 to \$75,000.

Chair Abeyta said on that point, he would think when they go to HR to create the job description HR will not let departments pay whatever they want.

Ms. McCoy said she would defer to Jesse to describe the process. In general that is correct.

Mr. Roach said he has not created a new position before, but he can say as an enterprise department we don't have any interest in paying any more than we have to.

Councilor Romero-Wirth asked can you talk a bit about the importance of this project. It is about water quality isn't it.

Mr. Roach said that is correct. It is about maintaining water quality within our system. There have been cases where some of our folks who respond to water quality complaints have seen a back flow preventor that has not been working correctly. It is best practice to have back flow program in place. They are in place in Albuquerque, Rio Rancho, Los Alamos etc. We are behind the curve.

Councilor Romero-Wirth said water quality is becoming more important.

Chair Abeyta said the point is we need a system if we don't have one and to verify for our department that the budget is in place, and to get a check off by HR that the salary is reasonable. There is a question of how much detail we want and how much do we want a department to go through for something as critical as something like this is.

Councilor Lindell said she does not think anyone thinks a back flow program is not important. She is just digging into how we are going to get there. It is not an elective. The State is mandating that we have it so we need to find our way to it.

Chair Abeyta said Mr. Roach between now and Council please get with HR and fine tune that piece a bit better so it can hopefully stay on consent at Council.

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

VOTE The motion passed unanimously by voice vote.

B. REQUEST FOR APPROVAL OF BUDGET AMENDMENT

RESOLUTION/BUDGET INCREASE IN THE TOTAL AMOUNT OF \$173,237.00 FROM THE WATER ENTERPRISE FUND CASH BALANCE TO THE WATER ENTERPRISE CIP FUND; ALPHA SOUTHWEST CONTRACT FY 19/20 PURCHASE ORDER.

Approved on consent.

- C. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO THE ORIGINAL PSA 19-0075, IN THE TOTAL AMOUNT OF \$433,544.00, EXCLUDING NMGRT, FOR ENGINEERING SERVICES RELATED TO CANYON ROAD WATER TREATMENT PLANT COMPREHENSIVE PERFORMANCE EVALUATION AND FACILITY OPTIMIZATION EVALUATION; CAROLLO ENGINEERS, INC.**

- 1. REQUEST FOR APPROVAL OF BUDGET ADJUSTMENT REQUEST IN THE TOTAL AMOUNT OF \$470,124.00**

Approved on consent.

- D. REQUEST FOR APPROVAL OF AMENDMENT #2 TO FUNDING AGREEMENT NO. CNS 100370, TO EXTEND THE TERMINATION DATE FROM APRIL 30, 2020 TO APRIL 30, 2021 FOR CIP 853B - AGUA FRIA ST./COTTONWOOD DRIVE INTERSECTION SAFETY IMPROVEMENTS PROJECT; NMDOT**

Approved on consent.

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

Approved on consent.

- F. REQUEST FOR APPROVAL OF SETTLEMENT AGREEMENT TERMINATION BETWEEN THE CITY OF SANTA FE, CENTURY BANK/ARTYARD CONDOMINIUM ASSOCIATION AND THE SANTA FE RAILYARD COMMUNITY CORPORATION. Bob Siqueiros**

Councilor Lindell said she would like to have a history on this and what led us from where we were before to this. This is a little confusing to her.

Mr. Siqueiros said while Railyard Flats was going through the process with the Planning Commission, we were required to provide 58 parking spaces. Century Bank was determined to do their development, which was the Artyard. After the Planning

Commission approved Railyard Flats the bank appealed to District Court. In order to prevent a time delay and court case a settlement was agreed to. We have complied with all of the agreement, but in order to allow residential development in parcel B 1 we would have to terminate that settlement agreement. He asked if they would agree to terminate the agreement and allow us to build residential in that parcel.

Councilor Lindell said the essence of this agreement, at this point, hinges on parcel B 1 which holds Warehouse 21 and the vacant lot next to it.

Mr. Siqueiros said Warehouse 21 is on parcel B 2. They are separate parcels.

Councilor Lindell said parcel B 1 is 10,000 square feet and cannot be used for residential.

Mr. Siqueiros said only if Century Bank agrees to the terminate the agreement. We wanted Council approval before their signatures.

Councilor Lindell asked where are the 21 parking spaces carved out from.

Mr. Siqueiros said parcel 1.

Councilor Lindell asked what about residential on the 1614 Paseo property.

Mr. Siqueiros said that is yet to be determined if there will be residential in the building. There is not a restriction for residential development on that parcel.

Councilor Lindell asked should someone bring forward a residential proposal on that parcel what would be done about parking.

Mr. Siqueiros said if they bring it they have to provide parking. We would have to designate parking at one space per unit.

Councilor Lindell asked is that what we have at Railyard Flats.

Mr. Siqueiros said yes.

Councilor Lindell asked does the Artyard have dedicated parking.

Mr. Siqueiros said yes, 30.

Councilor Lindell asked how many units do they have.

Mr. Siqueiros said 9.

Councilor Lindell asked is that into perpetuity with that building.

Mr. Siqueiros said no based on Noel's answer.

Mr. Noel Correia, Parking Division Director, said 13 spaces are in perpetuity and were given to them as part of the original plan of the building. At their request we gave them 17 more spaces designated as a separate contract annually. Either party can suspend the contract with 60 days notice.

Councilor Lindell said thank you. That was helpful. In looking at this there are not really a lot of spaces that are public spaces. Her suspicion is if someone wants to do residential there is a process for claiming some of those spaces for their development.

Mr. Siqueiros said Planning Commission and City Council is the process.

Councilor Villarreal said thank you for adding the map.

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

VOTE The motion passed unanimously by voice vote.

G. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT IN THE TOTAL AMOUNT OF \$210,174.32 FOR HIGH DENSITY SHELVING SYSTEM; MOTUS SPACE SOLUTIONS.

Approved on consent.

H. REQUEST FOR APPROVAL OF THE APPLICATION FOR LAW ENFORCEMENT PROTECTION FUNDS \$114,600; NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION-LOCAL GOVERNMENT DIVISION.

Approved on consent.

I. CONSIDERATION OF RESOLUTION NO. 2020-____, A RESOLUTION SUPPORTING THE APPLICATION AND RESPONSE TO THE REQUEST FOR PROPOSALS ISSUED BY THE NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT, NON-METRO NEW MEXICO AREA AGENCY ON AGING FOR CONTINUATION OF SERVICES FOR THE SENIOR CITIZENS OF THE CITY OF SANTA FE.

Approved on consent.

7. MATTERS FROM STAFF

Ms. McCoy said she wanted to discuss the opportunity for postponing the budget hearings that are set to begin in one month. We have the social distancing policy. Up until this point our budget measures have included economic expansion and at this point we are planning for economic contraction this year and next.

Chair Abeyta asked how far out are you thinking for postponement.

Ms. McCoy said one month. We would begin in mid May. We can go through similar measures as we have currently to have an opportunity for folks to conference in and receive the material in advance. We have the deadline of June 1st from DFA.

Councilor Villarreal said the deadline is June 3rd. If we meet mid May is that enough time before the deadline.

Ms. McCoy said yes. We would start May 12th and have the Council vote on May 27th.

Councilor Cassutt-Sanchez asked does this mean we would be doing longer meetings since the time is short.

Ms. McCoy said we have built a schedule to do this within a two week time frame. We would follow up on 26th with the Finance Committee and the Governing Body vote on the 27th.

Chair Abeyta asked we will meet half days.

Ms. McCoy said yes.

Councilor Romero-Wirth asked can you send us an email with the dates and times you are proposing. She has to imagine that the deadline will get extended.

Chair Abeyta said that would be helpful, but in the meantime the more information you can provide to us as to how things are looking and progressing so if we do have to do last minutes changes the better it will be. It would be good to have as much information as possible so we can get through a consolidated time frame if necessary.

Ms. McCoy said we will give you a quarterly update mid April with our projections for the current year. Revenue earned through the end of February from GRT and Lodgers Tax is remitted two months late. The slow down we are seeing will hit the City coffers in May and June. Staff worked over the weekend and today as well to prepare current year options for savings and redoing the fiscal year 21 budget in preparation for a continuing economic slow down.

Chair Abeyta said it would be really helpful if you can tell us as you find out information about budget cutting or flat budgets. If we have the background information we don't have to spend a lot of time on that. He would like a meeting or two before the budget hearings start so we could all talk as a committee about the conditions we are going to proceed with. We can work it out as a committee before the hearings themselves.

Ms. McCoy said absolutely. Thank you.

8. MATTERS FROM THE COMMITTEE

Councilor Romero said she is interested in knowing the cost of bringing our three main Council committees on line, videoing them and making them available in real time to watch and interact.

Chair Abeyta said that is a great idea. Ms. McCoy if you can start getting us information on that he would appreciate it. The more on line and interaction the better.

Ms. McCoy said will do.

9. ADJOURN

There being no further business before the committee the meeting adjourned at 5:45 pm.

Councilor Roman Abeyta, Chair



Elizabeth Martin, Stenographer