



# Agenda

FINANCE COMMITTEE MEETING  
CITY COUNCIL CHAMBERS  
JULY 18, 2011 – 5:00 PM

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF CONSENT AGENDA
5. APPROVAL OF MINUTES:

CITY CLERK'S OFFICE

DATE 7-14-11 TIME 2:00 pm

SERVED BY Yolanda Green

RECEIVED BY [Signature]

JULY 5, 2011

## CONSENT AGENDA

6. BID OPENINGS:
  - A. BID NO. 11/42/B – TAXIWAY A AND TAXIWAY C RECONSTRUCTION AT SANTA FE MUNICIPAL AIRPORT; MOUNTAIN STATES CONSTRUCTORS, INC. (JIM MONTMAN)
    1. REQUEST FOR APPROVAL OF FEDERAL GRANT APPLICATION AND AWARD – RECONSTRUCTION/RELOCATION OF TAXIWAY A AND RECONSTRUCTION OF TAXIWAY C; U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION (JIM MONTMAN)
    2. REQUEST FOR APPROVAL OF STATE GRANT APPLICATION AND AGREEMENT – RECONSTRUCTION/RELOCATION OF TAXIWAY A AND RECONSTRUCTION OF TAXIWAY C; NEW MEXICO DEPARTMENT OF TRANSPORTATION AVIATION DIVISION (JIM MONTMAN)
7. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – EQUIPMENT FOR POLICE VEHICLES; (POLICE CHIEF RAYMOND RAE)
8. REQUEST FOR APPROVAL OF SOLE SOURCE PROCUREMENT – BOMB SQUAD EQUIPMENT FOR POLICE DEPARTMENT; THREE (3) VARIOUS VENDORS (POLICE CHIEF RAYMOND RAE)



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9. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT – ADVERTISING SERVICES AT SANTA FE CONVENTION AND VISITORS BUREAU; TKO ADVERTISING, INC. (JAMES BRADBURY)
10. REQUEST FOR CONCEPT APPROVAL OF LEASE AGREEMENT – PARKING AREAS WITH RIGHT-OF-WAY OF CAMINO ENTRADA ADJOINING 2571 CRISTO'S ROAD; DAISY LAY II, LLC (EDWARD VIGIL)
11. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT – ENGINEERING SERVICES FOR BUCKMAN TRUNK PARALLEL TRANSMISSION PIPELINE EXTENSION PHASE I DESIGN; BOHANNAN HOUSTON, INC. (ROBERT JORGENSEN)
12. REQUEST FOR APPROVAL OF SALE OF ROLL-OFF TRUCK TO BUCKMAN DIRECT DIVERSION WATER PROJECT (REGINA WHEELER)
13. REQUEST FOR APPROVAL OF SOLE SOURCE PROCUREMENT AND MAINTENANCE AGREEMENT – SANTA FE PUBLIC LIBRARY INTEGRATED LIBRARY SYSTEM; INNOVATIVE INTERFACES, INC. (III) (PATRICIA HODAPP)
14. REQUEST FOR APPROVAL OF SOLE SOURCE PROCUREMENT UNDER STATE PRICE AGREEMENT – LIBRARY BOOKS FOR LIBRARY DIVISION; VARIOUS VENDORS (PATRICIA HODAPP)
15. REQUEST FOR APPROVAL OF A RESOLUTION RELATING TO A REQUEST FOR APPROVAL OF FOURTH QUARTER BUDGET ADJUSTMENTS FOR FISCAL YEAR 2010/2011 QUARTER ENDING JUNE 30, 2011 (CAL PROBASCO)
16. ZIA RAIL RUNNER EXPRESS STATION (FINANCE COMMITTEE) (KEITH WILSON)
  - A. REQUEST FOR APPROVAL OF A RESOLUTION AMENDING TABLE 22 (PAGE 23) OF THE CITY OF SANTA FE IMPACT FEES CAPITAL IMPROVEMENTS PLAN REGARDING PLANNED MAJOR ROAD IMPROVEMENTS AND ADDING "ZIA STATION INFRASTRUCTURE IMPROVEMENTS" AND "ZIA ROAD INTERSECTION IMPROVEMENTS" AS ELIGIBLE PROJECTS TO RECEIVE "ROAD" IMPACT FEES
  - B. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING STAFF TO SUBMIT A REQUEST TO THE NEW MEXICO DEPARTMENT OF TRANSPORTATION TO OPEN THE ZIA STATION FOR RAIL RUNNER EXPRESS SERVICE



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FINANCE COMMITTEE MEETING  
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JULY 18, 2011 – 5:00 PM

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**Committee Review:**

Finance Committee (postponed)	07/05/11
Public Works (approved)	07/11/11
City Council (scheduled)	07/27/11

Fiscal Impact – No

***END OF CONSENT AGENDA***

**DISCUSSION**

17. REQUEST FOR APPROVAL OF AN ORDINANCE AMENDING SECTION 9-1.3 SFCC 1987 TO REVISE THE MUNICIPAL ELECTION DISTRICT MAP TO REFLECT REDISTRICTING RESULTING FROM THE 2010 CENSUS; AMENDING SECTION 9-1.4 SFCC 1987 TO SPECIFY WHICH ELECTION THE REVISIONS OF THE DISTRICT BOUNDARIES WILL BE EFFECTIVE; AND AMENDING SECTION 9-1.4.1 SFCC 1987 TO DESIGNATE THE APPROVAL DATE FOR THE REDISTRICTING PLAN AND PLAN DOCUMENTS (COUNCILOR ORTIZ) (GENO ZAMORA AND YOLANDA VIGIL)

**Committee Review:**

Finance Committee (no action)	06/20/11
Public Works (no action)	06/27/11
City Council (request to publish)	06/29/11
City Council (public hearing)	08/01/11

Fiscal Impact – Yes

18. REQUEST FOR APPROVAL OF CONSIDERATION TO FILL VACANT POSITIONS (ROBERT ROMERO)
19. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT – WEBSITE MANAGEMENT AND SOCIAL MEDIA MARKETING SERVICES FOR SANTA FE CONVENTION AND VISITORS BUREAU; STUDIOX, INC. (JAMES BRADBURY)
20. OTHER FINANCIAL INFORMATION:
- A. UPDATE OF GROSS RECEIPTS TAX REPORT RECEIVED IN JULY 2011 (FOR MAY 2011 ACTIVITY) AND LODGERS' TAX REPORT RECEIVED IN JUNE 2011 (FOR MAY 2011 ACTIVITY) (KATHRYN RAVELING)



# Agenda

FINANCE COMMITTEE MEETING  
CITY COUNCIL CHAMBERS  
JULY 18, 2011 – 5:00 PM

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21. MATTERS FROM THE COMMITTEE
  22. 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.

SUMMARY OF ACTION  
FINANCE COMMITTEE MEETING  
Monday, July 18, 2011

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER AND ROLL CALL	Quorum	1
APPROVAL OF AGENDA	Approved [amended]	2
APPROVAL OF CONSENT AGENDA	Approved	2
CONSENT AGENDA LISTING		2-4
APPROVAL OF MINUTES: JULY 5, 2011	Approved	4
<u>DISCUSSION</u>		
REQUEST FOR APPROVAL OF AN ORDINANCE AMENDING SECTION 9-1.3 SFCC 1987, TO REVISE THE MUNICIPAL ELECTION DISTRICT MAP TO REFLECT REDISTRICTING RESULTING FROM THE 2010 CENSUS; AMENDING SECTION 9-1-4 SFCC 1987, TO SPECIFY WHICH ELECTION THE REVISIONS OF THE DISTRICT BOUNDARIES WILL BE EFFECTIVE; AND AMENDING SECTION 9-1.4.1 SFCC 1987, TO DESIGNATE THE APPROVAL DATE FOR THE REDISTRICTING PLAN AND PLAN DOCUMENTS	Plan A-1 Recommended	4-6
REQUEST FOR APPROVAL OF CONSIDERATION TO FILL VACANT POSITIONS	Approved	6-7
REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT – WEBSITE MANAGEMENT AND SOCIAL MEDIA MARKETING SERVICES FOR SANTA FE CONVENTION AND VISITORS BUREAU; STUDIOX, INC.	Approved	7-8

**ITEM**

**ACTION**

**PAGE**

**OTHER FINANCIAL INFORMATION:**

UPDATE OF GROSS RECEIPTS TAX REPORT  
RECEIVED IN JULY 2011 (FOR MAY 2011 ACTIVITY)  
AND LODGERS' TAX REPORT RECEIVED IN JUNE 2011  
(FOR MAY 2011 ACTIVITY)

Information/discussion 8

MATTERS FROM THE COMMITTEE

Information/discussion 8

ADJOURN

9

**MINUTES OF THE  
CITY OF SANTA FE  
FINANCE COMMITTEE**  
Monday, July 18, 2011

**1. CALL TO ORDER**

A meeting of the City of Santa Fe Finance Committee was called to order by Chair Matthew E. Ortiz, at approximately 5:00 p.m., on Monday, July 18, 2011, in the Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT:**

Councilor Matthew E. Ortiz, Chair  
Councilor Carmichael A. Dominguez  
Councilor Rosemary Romero  
Councilor Rebecca Wurzbarger

**MEMBERS EXCUSED:**

Councilor Patti J. Bushee

**OTHER COUNCILORS IN ATTENDANCE:**

Councilor Miguel Chavez

**OTHERS ATTENDING:**

Kathryn Raveling , Finance Director  
Yolanda Green, Finance Division  
Melessia Helberg, Stenographer.

There was a quorum of the membership in attendance for the conducting of official business.

**NOTE: All items in the Committee packets for all agenda items are incorporated herewith by reference. The original Committee packet is on file in the Finance Department.**

### 3. APPROVAL OF AGENDA

Ms. Raveling asked to remove and postpone Item #7 from the Consent Agenda, because it's not ready.

**MOTION:** Councilor Dominguez moved, seconded by Councilor Romero, to approve the agenda, as amended.

**VOTE:** The motion was approved on a voice vote, with Councilor Dominguez, Councilor Romero and Chair Ortiz voting in favor of the motion, no one voting against, and Councilor Wurzburger absent for the vote.

### 4. APPROVAL OF CONSENT AGENDA

**MOTION:** Councilor Dominguez moved, seconded by Councilor Romero, to approve the following Consent Agenda as presented.

**VOTE:** The motion was approved on a voice vote, with Councilor Dominguez, Councilor Romero and Chair Ortiz voting in favor of the motion, no one voting against, and Councilor Wurzburger absent for the vote.

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#### CONSENT AGENDA

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7. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – EQUIPMENT FOR POLICE VEHICLES. (POLICE CHIEF RAYMOND RAE)
8. REQUEST FOR APPROVAL OF SOLE SOURCE PROCUREMENT – BOMB SQUAD EQUIPMENT FOR POLICE DEPARTMENT; THREE (3) VARIOUS VENDORS. (POLICE CHIEF RAYMOND RAE)
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16. ZIA RAIL RUNNER EXPRESS STATION (FINANCE COMMITTEE). (KEITH WILSON)
- A. REQUEST FOR APPROVAL OF A RESOLUTION AMENDING TABLE 22 (PAGE 23) OF THE CITY OF SANTA FE IMPACT FEES CAPITAL IMPROVEMENTS PLAN REGARDING PLANNED MAJOR ROAD IMPROVEMENTS AND ADDING "ZIA STATION INFRASTRUCTURE IMPROVEMENTS" AND "ZIA ROAD INTERSECTION IMPROVEMENTS" AS ELIGIBLE PROJECTS TO RECEIVE "ROAD"IMPACT FEES.
  - B. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING STAFF TO SUBMIT A REQUEST TO THE NEW MEXICO DEPARTMENT OF TRANSPORTATION TO OPEN THE ZIA STATION FOR RAIL RUNNER EXPRESS SERVICE. Committee Review: Finance Committee (postponed) 07/01/11; Public Works (approved) 07/11/11; and City Council (scheduled) 07/27/11. Fiscal Impact – No.

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**END OF CONSENT AGENDA**

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**5. APPROVAL OF MINUTES: JULY 5, 2011**

**MOTION:** Councilor Romero moved, seconded by Councilor Dominguez, to approve the minutes of the Regular Finance Committee Meeting of July 5, 2011, as presented.

**VOTE:** The motion was approved on a voice vote, with Councilor Dominguez, Councilor Romero and Chair Ortiz voting in favor of the motion, no one voting against, and Councilor Wurzbarger absent for the vote.

**DISCUSSION**

17. REQUEST FOR APPROVAL OF AN ORDINANCE AMENDING SECTION 9-1.3 SFCC 1987, TO REVISE THE MUNICIPAL ELECTION DISTRICT MAP TO REFLECT REDISTRICTING RESULTING FROM THE 2010 CENSUS; AMENDING SECTION 9-1-4 SFCC 1987, TO SPECIFY WHICH ELECTION THE REVISIONS OF THE DISTRICT BOUNDARIES WILL BE EFFECTIVE; AND AMENDING SECTION 9-1.4.1 SFCC 1987, TO DESIGNATE THE APPROVAL DATE FOR THE REDISTRICTING PLAN AND PLAN DOCUMENTS (COUNCILOR ORTIZ). (GENO ZAMORA AND YOLANDA VIGIL). Committee Review: Finance Committee (no action) 06/20/11; Public Works (no action) 06/27/11; Council (request to publish) 06/29/11; and Council (public hearing) 08/01/11. Fiscal Impact – Yes.

*Councilor Wurzburger arrived at the meeting*

Chair Ortiz noted there are several iterations of Redistricting Plans in the packet and on display as follows: A, A-1, B, B-1, C, C-1, D, D-1 and D-2.

Chair Ortiz said this item was heard in the Public Works Committee and was sent forward without action by that Committee. He said the Finance Committee took no action on this item in June. He said this item will be heard in a Special Council meeting on Monday, August 1, 2011.

Councilor Romero asked if there have been any new iterations for redistricting other than from City Councilors.

Geno Zamora said, "The iterations you have before you originated with the proposals by the contractor, Plans A, B, C and D. As you recall, we had four public meetings, one in each Council District upon which we took the input from the public and reported that input back to the Councilors. The Councilors received that input and then further provided direction to this staff and the Governing Body on how to revise each of these plans. So the public input, yes, has been received by the Governing Body members and staff has followed direction from those Governing Body members following that public input."

**MOTION:** Councilor Dominguez moved, seconded by Councilor Wurzburger for purposes of discussion, that the Finance Committee send Plan A-1 to the Governing Body for recommendation.

**DISCUSSION:** Councilor Dominguez explained his reasons for this proposal. He said, "If you look at the deviation factors with all these plans, A-1 actually has all the districts closer to zero than pretty much the rest of them. I appreciate some of the efforts to look at some of the other plans, and have looked at them pretty closely, and some of them, I think an example would be B-1, maybe... B-1 actually moves District 1 to a deviation factor of five which is right at the threshold, and so, potentially, one annexation could move that deviation beyond the threshold we're really trying to achieve. And, so I've got other reasons why I'd like to move in that direction."

Councilor Chavez said, "Let me see, the argument for either Plan A or A-1, because I think either of those would be within the margin, but what they do... Plan A as it stands alone, does not respect the community of interest, and we know there are many throughout the different districts. And Plan A-1 does not respect the Councilor in that District. And, I've said from the very beginning that if we are going to respect one Councilor, we should respect all of them. And I think as far reaching as some of the other plans may be, I think those would give us the margin of error that we're looking for as well. And so, I think that you could have those same results with other plans. Those are not being considered. And, granted Councilors are moved from out of their Districts all the time – Representatives, State Representatives, Members of Congress are moved out of their district all of

the time. There are other plans that move as many as two and three Councilors out of their districts in order to achieve the results that we need to achieve in this redistricting. So, I have to speak against that right now, not being a member of the Finance Committee."

**VOTE:** The motion was approved on a voice vote, with Councilor Dominguez and Councilor Wurzburger voting in favor of the motion and Councilor Romero voting against.

Chair Ortiz said he assumes that all of the proposed plans will move forward, and it just gets reported that A-1 is the preferred alternative of this Committee.

Mr. Zamora said this is correct. All of the plans have been advertised for consideration at the August first meeting, but this is showing that there is a preference from this Committee for one of those plans.

Chair Ortiz said then this is similar to when we have alternative bills on ordinances which all move forward and the Committees get to recommend, and Mr. Zamora nodded yes.

Councilor Romero said the Finance Committee just made a recommendation, but Public Works didn't make a recommendation and asked if Public Works will be making a recommendation, or is Finance the only Committee making a recommendation.

Chair Ortiz said he doesn't know if it is still on the Public Works agenda, and Councilor Romero said it is not..

Councilor Dominguez said a lot of the work which is here tonight came out of Public Works, and said Councilors publicly stated their preference at Public Works, although there has been no recommendation from Public Works.

**18. REQUEST FOR APPROVAL OF CONSIDERATION TO FILL VACANT POSITIONS.  
(ROBERT ROMERO.**

Mr. Romero reviewed the information in his Memorandum of July 12, 2011, to the Finance Committee which is in the Committee packet, requesting to fill two positions: Senior Financial Analyst - Finance - General Fund and EEO/HR Compliance Administrator - Human Resources - General Fund (Temporary Part-time). He noted in the exit interview the Auditor strongly recommending filling the Senior Financial Analyst position as quickly as possible.

**MOTION:** Councilor Wurzbarger moved, seconded by Councilor Romero, to approve the request to fill these two positions.

**VOTE:** The motion was approved unanimously on a voice vote.

**19. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT – WEBSITE MANAGEMENT AND SOCIAL MEDIA MARKETING SERVICES FOR SANTA FE CONVENTION AND VISITORS BUREAU; STUDIOX, INC. (JAMES BRADBURY)**

A Memorandum dated July 18, 2011, with attachments, to the City of Santa Fe Finance Committee, from Jim Bradbury, Interim Director, Convention & Visitors Bureau, regarding PSA Amendment #1 to Studiox, Inc., for Website Services for SFCVB, is incorporated herewith to these minutes as Exhibit "1."

Chair Ortiz said there is a Memorandum in the packet outlining his [Ortiz's] follow-up questions from the City Council meeting.

**MOTION:** Councilor Wurzbarger moved, seconded by Councilor Romero, to approve this request.

**DISCUSSION:** Chair Ortiz said, as written, the contract is for \$130,000, and remains the same this year.

Mr. Bradbury said this is correct.

Chair Ortiz asked if the contractor is anticipating putting in the same amount of hours this year as last year.

Mr. Bradbury said he doesn't know the answer to that, but they are going to give the City the same level of service.

Chair Ortiz asked Mr. Bradbury if he is comfortable with the service that has been provided to date.

Mr. Bradbury said, "That is correct."

Councilor Romero said at the Council meeting, it was indicated by the Mayor that he formed and met with an ad hoc committee and discussed some of the direction we are now taking. She said it would be helpful if we could get a list of the recommendations made by that ad hoc group, as well as a summary of what was discussed.

Mr. Bradbury said he will provide that information.

**VOTE:** The motion was approved on a voice vote, with Councilors Wurzburger and Romero voting in favor of the motion, and Councilor Dominguez voting against.

Chair Ortiz thanked Mr. Bradbury for the Memorandum, noting those kinds of memos generally avoid the kinds of questions which were asked at the City Council.

## **20. OTHER FINANCIAL INFORMATION:**

### **A. UPDATE OF GROSS RECEIPTS TAX REPORT RECEIVED IN JULY 2011 (FOR MAY 2011 ACTIVITY) AND LODGERS' TAX REPORT RECEIVED IN JUNE 2011 (FOR MAY 2011 ACTIVITY). (KATHRYN RAVELING)**

A copy of *City of Santa Fe Gross Receipts Taxes Collected (less Water 1/4%)*, dated July 15, 2011, with attached Lodger's Tax Report, is incorporated herewith to these minutes as Exhibit "2."

Chair Ortiz noted that this handout indicates that we are "tracking ahead of schedule."

Ms. Raveling said she is pleased with the report.

Councilor Wurzburger said, "I was pleased as well, but I'm not spending next month's money."

## **21. MATTERS FROM THE COMMITTEE**

Chair Ortiz said our next meeting will happen prior to the Special Council meeting on Redistricting, on August 1, 2011. He said he hopes we can have a full, but short, meeting beginning at 5:00 p.m., prior to the start of the Special Council meeting at 6:00 p.m.

Chair Ortiz noted he may be unable to attend the next meeting, noting that is the first day of catechism classes at Santa Maria.

## 22. ADJOURN

There was no further business to come before the Committee, and the meeting was adjourned at 5:50 pm.

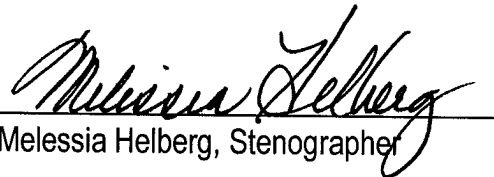
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Matthew E. Ortiz, Chair

Reviewed by:

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Kathryn L. Raveling, Director  
Department of Finance



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Melessia Helberg, Stenographer