



# Agenda

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**PUBLIC WORKS/CIP & LAND USE  
COMMITTEE MEETING  
CITY COUNCIL CHAMBERS  
TUESDAY, MAY 28, 2013  
4:45 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF CONSENT AGENDA
5. APPROVAL OF MINUTES FROM MAY 6, 2013 PUBLIC WORKS COMMITTEE MEETING

**INFORMATIONAL AGENDA (UP TO 20 MINUTES)**

6. PRESENTATION REGARDING ON CALL CONTRACTS (ERIC MARTINEZ)
7. PRESENTATION ON GENERAL OBLIGATION BOND TIMELINE (MARCOS TAPIA)

**CONSENT AGENDA (30 MINUTES)**

8. REQUEST FOR APPROVAL OF FEDERAL AVIATION ADMINISTRATION (FAA) SMALL LEASE FOR REAL PROPERTY NO. DTFACN-13-L-00100 WHICH PROVIDES THE FAA WITH SPACE IN THE AIRPORT AIR TRAFFIC CONTROL TOWER AND SYSTEM SUPPORT CENTER IN THE SANTA FE MUNICIPAL AIRPORT TERMINAL BUILDING (FRANCEY JESSON)

**Committee Review:**

Finance Committee (Scheduled)

06/03/13

Council (Scheduled)

06/12/13

9. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 WITH HUTTON BROADCASTING, CONTRACT NO. 12-0840 IN THE AMOUNT OF \$23,043.90 FOR FISCAL YEAR 2013/14 AND IN-TRADE VALUE NOT TO EXCEED \$4,500 (IVIE VIGIL)

**Committee Review:**

Finance Committee (Scheduled)

06/03/13

Council (Scheduled)

06/12/13

10. CIP PROJECT NO. 460A – SANTA FE RIVER TRAIL CROSSING AT ST. FRANCIS DRIVE AND ALAMEDA STREET
  - REQUEST FOR APPROVAL OF REQUEST FOR PROPOSALS (RFP) NO. 13/14/P RECOMMENDATION OF AWARD AND APPROVAL OF THE PROFESSIONAL SERVICES AGREEMENT WITH PARSONS BRINCKERHOFF, INC. IN THE AMOUNT OF \$393,266.56 INCLUDING NMGR (BRYAN DRYPOLCHER)

**Committee Review:**

Finance Committee (Scheduled) 06/03/13  
Council (Scheduled) 06/12/13

**11. CIP NO. 872A – AIRPORT ROAD LANDSCAPING IMPROVEMENTS PROJECT**

- REQUEST FOR APPROVAL OF BID NO. 13/30/B AND RECOMMENDATION OF AWARD AND APPROVAL OF THE CONSTRUCTION AGREEMENT WITH HO CONSTRUCTION, INC. IN THE AMOUNT OF \$444,295 PLUS \$36,376.65 (NMGR) FOR A TOTAL AMOUNT OF \$480,671.65 **(DESIRAE LUJAN)**

**Committee Review:**

Finance Committee (Scheduled) 06/03/13  
Council (Scheduled) 06/12/13

**12. CIP NO. 413C – SANTA FE RAIL TRAIL RETAINING WALL AND SLOPE STABILIZATION PROJECT**

- REQUEST FOR APPROVAL OF A COOPERATIVE PROJECT AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION IN THE AMOUNT OF \$220,000 FOR IMPROVEMENTS TO THE SANTA FE RAIL TRAIL
- REQUEST FOR APPROVAL OF A RESOLUTION SUPPORTING THE SANTA FE RAIL TRAIL RETAINING WALL AND SLOPE STABILIZATION PROJECT FUNDED THROUGH A COOPERATIVE AGREEMENT PROJECT AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION **(COUNCILORS DIMAS, RIVERA, CALVERT, BUSHEE, DOMINGUEZ AND WURZBURGER) (JAMES MARTINEZ)**
- REQUEST FOR APPROVAL OF A BUDGET ADJUSTMENT INCREASE

**Committee Review:**

Finance Committee (Scheduled) 06/03/13  
Council (Scheduled) 06/10/13

**13. REQUEST FOR APPROVAL OF AMENDMENT NO. 3 TO LEASE AND MANAGEMENT AGREEMENT – PARKING RATE FOR CINEMA PATRONS AT RAILYARD ; SANTA FE RAILYARD COMMUNITY CORPORATION **(ROBERT SIQUEIROS)****

**Committee Review:**

Finance Committee (Postponed ) 05/20/13  
Finance Committee (Scheduled) 06/03/13  
Council (Scheduled) 06/12/13

**14. REQUEST FOR APPROVAL OF LEASE AGREEMENT BETWEEN THE CITY AND THE RUGBY GROUP, SANTA FE YOUTH ATHLETIC ASSOCIATION FOR MRC RUGBY FIELDS AND CONCESSION FACILITY **(JUDIE AMER)****

**Committee Review:**

Finance Committee (Scheduled) 06/03/13  
Council (Scheduled) 06/12/13

**15. REQUEST FOR APPROVAL ESTABLISHING CITY OF SANTA FE SPORTS FIELD CLEAN-UP DAYS AT THE MUNICIPAL RECREATION COMPLEX AND AT OTHER SPORTS FIELDS THROUGHOUT THE CITY OF SANTA FE **(COUNCILOR DOMINGUEZ) (BEN GURULE AND MELISSA BYERS)****

**Committee Review:**

Parks and Open Space Advisory Commission (Scheduled) 05/21/13

Finance Committee (Scheduled) 06/03/13  
Council (Scheduled) 06/12/13

16. REQUEST FOR APPROVAL OF A RESOLUTION NAMING THE COURTYARD OF THE SANTA FE COMMUNITY CONVENTION CENTER THE "CATUA AND OMTUA COURTYARD" TO COMMEMORATE OVER 400 YEARS OF HISTORY AND CULTURAL SHARING BETWEEN THE CITY OF SANTA FE AND THE PUEBLO OF TESUQUE (**MAYOR COSS**) (**COUNCILORS RIVERA, BUSHEE AND DIMAS**) (**JIM LUTTJOHANN**)

**Committee Review:**

Finance Committee (Scheduled) 06/03/13  
Council (Scheduled) 06/12/13

17. REQUEST FOR APPROVAL OF A RESOLUTION ENDORSING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT'S FY 2014 BUDGET PROPOSAL, APPROVING THE FY 2014 CITY OF SANTA FE REGIONAL TRANSIT PLAN AND DIRECTING STAFF TO SUBMIT THE CITY OF SANTA FE REGIONAL TRANSIT PLAN FOR FY 2014 TO THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT BOARD OF DIRECTORS FOR CONSIDERATION AND APPROVAL (**COUNCILOR BUSHEE**) (**JON BULTHUIS**)

**Committee Review:**

Finance Committee (Approved) 05/20/13  
Transit Advisory Board (Scheduled) 05/28/13  
Council (Scheduled) 06/12/13

18. REQUEST FOR APPROVAL OF A RESOLUTION RELATING TO HEALTHY LIFESTYLES AND A CLEAN ENVIRONMENT; DIRECTING STAFF TO DESIGN A BUS PASS REBATE PROGRAM FOR RESIDENTS OF SANTA FE WHO ACQUIRE BY PURCHASE FROM A PARTICIPATING BICYCLE VENDOR OR ACQUIRE BY PROVIDING VOLUNTEER SERVICES TO A PARTICIPATING BICYCLE VENDOR A BICYCLE AND/OR BICYCLE EQUIPMENT AND DIRECTING TRANSIT STAFF TO LOCATE A FUNDING MECHANISM FOR SUCH PROGRAM (**COUNCILORS DOMINGUEZ AND BUSHEE**) (**JON BULTHUIS**)

**Committee Review:**

Transit Advisory Board (Postponed) 03/26/13  
Bicycle & Trails Advisory Committee (Approved) 04/17/13  
Transit Advisory Board (Approved) 05/06/13  
Finance Committee (Scheduled) 06/03/13  
Council (Scheduled) 06/12/13

19. MATTERS FROM STAFF (**5 MINUTES**)

20. MATTERS FROM THE COMMITTEE (**5 MINUTES**)

21. MATTERS FROM THE CHAIR (**5 MINUTES**)

22. NEXT MEETING: **MONDAY, JUNE 10, 2013**

23. 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 INDEX FOR  
PUBLIC WORKS/CIP & LAND USE COMMITTEE  
May 28, 2013**

<b>ITEM</b>	<b>ACTION</b>	<b>PAGE</b>
1. Call to Order	Convened at 4:45 p.m.	1
2. Roll Call	Quorum Present	1
3. Approval of Agenda	Approved as presented	1-2
4. Approval of Consent Agenda	Approved as amended	2
5. Approval of Minutes May 6, 2013	Approved as presented	2
<b>INFORMATIONAL AGENDA</b>		
6. On-Call Contracts	Presented by Eric Martínez	2-4
7. GO Bond Time line	Presented by Marcos Tapia	4-5
<b>CONSENT AGENDA LISTING</b>	Listed	5-6
<b>CONSENT DISCUSSION AGENDA</b>		
10. Safe Routes to School Project	Approved	9-10
11. Bicycle-Bus Pass Resolution	Approved	10-12
14. Rugby Group Lease Amendment	Approved	12-14
15. MRC Sports Field Clean Up Days	Approved	14-15
16. Catua and Omtua Courtyard	Approved	15-16
18. Bus Pass Rebate Resolution	Approved	6-9
19. Matters from Staff	Discussion	16
20. Matters from the Committee	None	16
21. Matters from the Chair	Comments	16
22. Next Meeting	Set for June 10, 2013	16
23. Adjournment	Adjourned at 7:40 p.m.	16-17

**MINUTES OF THE**  
**CITY OF SANTA FÉ**  
**PUBLIC WORKS/CIP & LAND USE COMMITTEE**

**MONDAY, MAY 6, 2013**

**1. CALL TO ORDER**

A regular meeting of the Public Works/CIP & Land Use Committee was called to order on the above date by Chair Rebecca Wurzburger at approximately 4:45 p.m. in City Council Chambers, City Hall, 200 Lincoln, Santa Fé, New Mexico.

**2. ROLL CALL**

Roll Call indicated the presence of a quorum as follows:

**MEMBERS PRESENT:**

Councilor Rebecca Wurzburger, Chair  
Councilor Christopher Calvert  
Councilor Peter Ives  
Councilor Christopher Rivera  
Councilor Ronald S. Trujillo

**MEMBERS ABSENT:**

**STAFF PRESENT:**

Isaac Pino, Public Works Director  
Bobbi Mossman, Public Works Staff

**NOTE: All items in the Committee packet for all agenda items were incorporated herewith by reference. The original Committee packet is on file in the Public Works Department.**

**3. APPROVAL OF AGENDA**

Chair Wurzburger thought Item 18 was going to be referred.

Ms. Byers stated that she had handed out the proposed amendments [attached as Exhibit 1].

Chair Wurzburger left item 18 on the agenda.

**Councilor Calvert moved to approve the agenda as amended. Councilor Rivera seconded the motion and it passed by unanimous voice vote.**

#### **4. APPROVAL OF CONSENT AGENDA**

Councilor Calvert requested removing #10, 11, 14 and 15 for discussion.

Chair Wurzburger requested to remove 16 and 18 for discussion.

Mr. Pino asked to remove item 9 from the agenda entirely.

**Councilor Calvert moved to approve the Consent Agenda as amended. Councilor Ives seconded the motion and it passed by unanimous voice vote.**

#### **5. APPROVAL OF MINUTES FROM MAY 6, 2013 PUBLIC WORKS COMMITTEE MEETING**

**Councilor Trujillo moved to approve the minutes as submitted. Councilor Calvert seconded the motion and it passed by unanimous voice vote.**

#### **INFORMATIONAL AGENDA**

#### **6. PRESENTATION REGARDING ON CALL CONTRACTS (Eric Martínez)**

Mr. Martínez presented information regarding on-call contracts. He said this process was used for a variety of services. Since 2007 the Public Works Department has utilized on-call contracts for a broader approach for construction services. The result has been the completion of small to medium projects throughout the city, using a variety of funding: CIP, federal and state funds, GO Bonds. Before the city had these on calls in place whenever they needed an expedited procurement on a project they utilized either a state on-call agreement or price agreements or they went to sole-source agreements. The on-call contracts help them complete projects within budget and on time. They never had a legal dispute or claim when using this process. .

The city's regulations governing the procurement so requests for proposals can be used like any other project. Local preference provisions apply along with all other city provisions. The city usually offers the contracts for professional services to the top three respondents. That would give the city a variety of firms from which to choose.

For construction projects. They have generally chosen the lowest two bidders, but

only if the bids are favorable. The terms are generally four years and then can renew for another four years for a total of eight years. Contract amounts are generally up to a maximum of \$500,000 for professional services and \$2 million for construction services.

The contracts do not ensure a purchase of a certain amount, but are on an as needed basis and upon availability of the funds for the project.

They use on-call contracts in order to use one contracts for multiple use projects or task orders. It saves valuable staff time on procurement procedures. With them the City has seen increased production and time efficiency.

Councilor Ives thanked him for the information. He asked what Mr. Martínez meant by "small to medium sized projects."

Mr. Martínez said anything under \$1 million was considered small to medium for construction projects. A lot of the projects done in this way were under \$500,000.

Councilor Ives asked if on-call was more appropriate for RFPs or RFBs.

Mr. Martínez said they could utilize either but usually RFP process was used for professional services and RFB for construction.

Councilor Ives asked if on RFB it fixed the price from that contractor for the term of the on-call agreement.

Mr. Martínez agreed unless it was otherwise amended. He didn't think the City had ever amended any of the prices for any of the construction services. So although the prices fluctuated for things like cement and asphalt, the price in the agreement would be honored, providing savings to the City.

It was true also of the professional services agreements. The overhead and profit rates were used as a basis for that.

Councilor Ives asked if there were some who were used over the eight year term and were still charging the same rates over the eight years.

Mr. Martínez couldn't remember if there were any or if they had been amended during the term of the agreement. He agreed to research that.

Councilor Ives asked what the normal timing was on bond issues and if there were truly emergencies in them.

Mr. Martínez said he couldn't say precisely but typically for GO bonds they had a two-year window for completion of projects. It was critical to see that a project was completed within that time frame.

Chair Wurzburger thanked him for the information on this.

## **7. PRESENTATION ON GENERAL OBLIGATION BOND TIMELINE (MARCOS TAPIA)**

Chair Wurzburger announced the Committee was hearing this presentation in order to assess what it would be if the City actually did issue a bond related to the facilities improvement work the Committee had been assessing during the past year.

Mr. Tapia made the presentation and indicated in the packet were some exhibits, some of which the Committee had seen before. Exhibit A had the information for the GO and GRT bonds - basically all of the City's debt, the loans and the enterprise bonds. He briefly explained the columns in the table.

Exhibit B showed the GO Bond timeline. Helene put it together and he appreciated the drop dead time lines in it. We start to assess our needs in May and December. There were key issues on those dates identified. One was the Finance Committee consideration in November and would signal the creation of the resolution. In December, notice would be sent to State DFA, Local Government Division.

Exhibit C showed the Certificate of property tax rates and Estimation of taxable value. Part of the city's bonding capacity was based on that. The assessment amount (\$4 billion) times 4% is the limitation (\$148,439, 172). Then they subtract the amount outstanding to get an adjusted limitation. Santa Fé had an additional \$12 million to add to that and an additional \$5.8 million not yet sold. So if you add that together, the City had a capacity of \$104million.

Their GO bond rating was now at AA and the GRT was at AA+.

Chair Wurzburger said this was very helpful for the Committee.

Councilor Rivera asked on the property tax rates if the 2014 estimates included the annexed portions that the City just agreed to.

Mr. Tapia said it did not include any of the annexation property that they were looking at.

Councilor Rivera is there a way to pull those figures and get a decent estimate.

Mr. Tapia, I am sure I can get that info.

Councilor Rivera would that change the bond capacity. Mr. Tapia agreed.



Chair Wurzburger, could you get this for us?

Councilor Rivera can Mr. Tapia come back with that.

Chair Wurzburger can you get by next meeting. Mr. Tapia agreed.

Chair Wurzburger, in terms of the timeline we are still ok. End of June assessment of the remaining 2 items.

Chair Wurzburger, thank you.

## **CONSENT AGENDA LISTING**

- 8. REQUEST FOR APPROVAL OF FEDERAL AVIATION ADMINISTRATION (FAA) SMALL LEASE FOR REAL PROPERTY NO. DTFACN-13-L-00100 WHICH PROVIDES THE FAA WITH SPACE IN THE AIRPORT AIR TRAFFIC CONTROL TOWER AND SYSTEM SUPPORT CENTER IN THE SANTA FE MUNICIPAL AIRPORT TERMINAL BUILDING (FRANCEY JESSON)**

**Committee Review:**

Finance Committee (Scheduled)  
Council (Scheduled)

06/03/13  
06/12/13

- 12. CIP NO. 413C – SANTA FE RAIL TRAIL RETAINING WALL AND SLOPE STABILIZATION PROJECT**

- **REQUEST FOR APPROVAL OF A COOPERATIVE PROJECT AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION IN THE AMOUNT OF \$220,000 FOR IMPROVEMENTS TO THE SANTA FE RAIL TRAIL**
- **REQUEST FOR APPROVAL OF A RESOLUTION SUPPORTING THE SANTA FE RAIL TRAIL RETAINING WALL AND SLOPE STABILIZATION PROJECT FUNDED THROUGH A COOPERATIVE AGREEMENT PROJECT AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION (COUNCILORS DIMAS, RIVERA, CALVERT, BUSHEE, DOMINGUEZ AND WURZBURGER) (JAMES MARTÍNEZ)**
- **REQUEST FOR APPROVAL OF A BUDGET ADJUSTMENT INCREASE**

**Committee Review:**

Finance Committee (Scheduled)  
Council (Scheduled)

06/03/13  
06/10/13

**13. REQUEST FOR APPROVAL OF AMENDMENT NO. 3 TO LEASE AND MANAGEMENT AGREEMENT – PARKING RATE FOR CINEMA PATRONS AT RAILYARD; SANTA FE RAILYARD COMMUNITY CORPORATION (ROBERT SIQUEIROS)**

**Committee Review:**

Finance Committee (Postponed )	05/20/13
Finance Committee (Scheduled)	06/03/13
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**17, REQUEST FOR APPROVAL OF A RESOLUTION ENDORSING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT'S FY 2014 BUDGET PROPOSAL, APPROVING THE FY 2014 CITY OF SANTA FE REGIONAL TRANSIT PLAN AND DIRECTING STAFF TO SUBMIT THE CITY OF SANTA FE REGIONAL TRANSIT PLAN FOR FY 2014 TO THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT BOARD OF DIRECTORS FOR CONSIDERATION AND APPROVAL (COUNCILOR BUSHEE) (JON BULTHUIS)**

**CONSENT AGENDA ITEMS PULLED FOR DISCUSSION**

Chair Wurzbarger asked the Committee to move item 18 to be the first item.

**Councilor Rivera moved to amend the agenda to hear item 18 next. Councilor Calvert seconded the motion and it passed by unanimous voice vote.**

**18. REQUEST FOR APPROVAL OF A RESOLUTION RELATING TO HEALTHY LIFESTYLES AND A CLEAN ENVIRONMENT; DIRECTING STAFF TO DESIGN A BUS PASS REBATE PROGRAM FOR RESIDENTS OF SANTA FE WHO ACQUIRE BY PURCHASE FROM A PARTICIPATING BICYCLE VENDOR OR ACQUIRE BY PROVIDING VOLUNTEER SERVICES TO A PARTICIPATING BICYCLE VENDOR A BICYCLE AND/OR BICYCLE EQUIPMENT AND DIRECTING TRANSIT STAFF TO LOCATE A FUNDING MECHANISM FOR SUCH PROGRAM (COUNCILORS DOMINGUEZ AND BUSHEE) (JON BULTHUIS)**

**Committee Review:**

Transit Advisory Board (Postponed)	03/26/13
Bicycle & Trails Advisory Committee (Approved)	04/17/13
Transit Advisory Board (Approved)	05/06/13
Finance Committee (Scheduled)	06/03/13
Council (Scheduled)	06/12/13

Mr. Bulthuis summarized the proposed resolution and Councilor Dominguez spoke to it.

Councilor Bushee was a sponsor as well.

Mr. Tomás Rivera from Chainbreakers briefly spoke to the proposal and referred to the items in the packet.

Councilor Rivera asked Councilor Dominguez if there were specific vendors and how they were going to pick those vendors. He asked why someone couldn't just go to Walmart for a bike.

Councilor Dominguez commented that they couldn't discriminate against any store but it would have an opt-in program.

Councilor Bushee thanked the Committee for their time. The BTAC committee really dissected this item and were trying to walk a fine line and trying to generate new ridership. We can say that participating vendors have a mechanic or something along that line. How do we narrow it down to support local business and support public safety?

Chair Wurzbarger asked if the committee discussed how complicated this could be.

Councilor Bushee Mr. Bulthuis has been present at all meetings. Money discussion.

Chair Wurzbarger asked what the \$50,000 would go for.

Mr. Bulthuis said this was new idea they had not found anywhere else in the country. It was designed to grow the transit market. This resolution would just direct staff to work out details and come back to the Committee.

Chair Wurzbarger asked if the \$50,000 would go to his division.

Mr. Bulthuis agreed. They would trade out the bus pass with that money.

Chair Wurzbarger if they don't have a receipt would they not be allowed to participate.

Mr. Bulthuis, not at this time. This program was for new sales.

Chair Wurzbarger asked what percent of people could not use the program.

Mr. Rivera said they had over 200 testimonials that say they would benefit from this program. It was a lot about safety.

Councilor Trujillo passing this meant those people who have bikes now are shut out

unless they make a new purchase.

Councilor Dominguez said they would be able to take advantage of program if they got a new bike or safety equipment.

Councilor Trujillo and Councilor Bushee discussed whether this was a fair way to do it.

Councilor Dominguez said they were not in any way trying to discriminate.

Councilor Calvert didn't think they could put local in this program. He thought they had to leave it the way it was.

Mr. Rivera said opting in was the concept.

Councilor Calvert said it was better to have a safe bike than not but the City could not really legislate that. He didn't think they could determine what was safe and what was not.

Chair Wurzbarger noted the resolution did not have criteria requiring this.

Mr. Rivera said that would come back when details were worked out.

Councilor Ives asked him to walk him through how the process would work.

Mr. Rivera reviewed the process.

Councilor Ives asked if it would include all shops or businesses that sold bicycles.

Mr. Rivera agreed on an opt-in basis.

Councilor Ives asked why a vendor would not opt in.

Mr. Rivera said a very large business might not want to go through all the work to sell under this program.

Councilor Rivera related to Mr. Rivera that he just recently took 2 mountain bikes for tune up and asked if that repair would give him bus passes.

Mr. Rivera said no because it was a service, not a purchase. Purchase of safety and commuter equipment would qualify.

Councilor Rivera asked if each vendor would be educated on that. He thought if they wanted to incentivize new ridership it would seem easier to say if you ride your bike to the bus you get a free bus ride.

Councilor Dominguez apologized that he was not here at the last meeting. He thanked the Committee for their time and consideration.

Councilor Trujillo thought they should take the \$50,000 to buy bikes and give people bikes.

**Councilor Trujillo moved to approve as amended. Councilor Calvert seconded the motion and it passed by unanimous voice vote.**

**10. CIP PROJECT NO. 460A – SANTA FE RIVER TRAIL CROSSING AT ST. FRANCIS DRIVE AND ALAMEDA STREET**

- **REQUEST FOR APPROVAL OF REQUEST FOR PROPOSALS (RFP) NO. 13/14/P RECOMMENDATION OF AWARD AND APPROVAL OF THE PROFESSIONAL SERVICES AGREEMENT WITH PARSONS BRINCKERHOFF, INC. IN THE AMOUNT OF \$393,266.56 INCLUDING NMGR (BRYAN DRYPOLCHER)**

**Committee Review:**

Finance Committee (Scheduled)

06/03/13

Council (Scheduled)

06/12/13

Bryan Drypolcher presented.

Councilor Calvert said he pulled it to get more details. When we present information on how these things are evaluated they should give all information about how it was done. It should be put in a chart to clarify how you came to the result you did. He was asking for a uniform way to show how you arrived at the contractor.

Chair Wurzbarger said they didn't have a uniform way.

Mr. Eric Martínez agreed there was not a distinct process but could follow how the purchasing office did theirs. They followed the city's procurement process.

Mr. Martínez and Councilor Calvert discussed it further. Councilor Calvert was curious why Brinckerhoff was so much lower than the others.

Mr. Drypolcher explained they had been involved earlier and probably did not need to do as much work as the others.

Chair Wurzbarger thought staff got his point.

**Councilor Calvert moved to approve the request. Councilor Ives seconded for discussion.**

Councilor Ives noted that in the scores, B came in highest in terms of total points and asked if higher was better. Mr. Drypolcher agreed.

Councilor Ives asked if after discussions regarding scope of work whether any proposed pricing changed.

Mr. Drypolcher said there was no change in unit pricing although there was some changing in sub-contractor pricing.

Councilor Rivera asked if through the RFP process the numbers were given and those stayed to the end.

Mr. Drypolcher said there could be a change in number.

Councilor Rivera explained that he was talking about the prices they gave.

Mr. Drypolcher said there could be a change from clarification of the scope of work and other things.

Councilor Rivera asked if at any time they were allowed to look at what others bid.

Mr. Drypolcher said they were not allowed.

**There was no further discussion. The motion passed by unanimous voice vote.**

- 11. CIP NO. 872A – AIRPORT ROAD LANDSCAPING IMPROVEMENTS PROJECT**
- REQUEST FOR APPROVAL OF BID NO. 13/30/B AND RECOMMENDATION OF AWARD AND APPROVAL OF THE CONSTRUCTION AGREEMENT WITH HO CONSTRUCTION, INC. IN THE AMOUNT OF \$444,295 PLUS \$36,376.65 (NMGRT) FOR A TOTAL AMOUNT OF \$480,671.65 (DESIRAE LUJÁN)**

**Committee Review:**

Finance Committee (Scheduled)

06/03/13

Council (Scheduled)

06/12/13

Councilor Calvert said he pulled this because he did not see a tabulation of bids in his packet. Mr. Pino said it was there and helped him find it.

Chair Wurzbarger was concerned in light of the drought situation the City was watering if the plants were drought tolerant.

Ms. Luján said they were.

Chair Wurzbarger was concerned about not being able to water and take care of the medians.

Councilor Rivera asked if the idea was to stop watering all the medians in the city.

Chair Wurzbarger said it was a start to think about it.

Councilor Rivera asked if it was done with fresh water or effluent.

Ms. Luján said they used fresh water.

Councilor Calvert asked if this was lowest qualified bidder. Mr. Luján agreed.

Councilor Calvert didn't think HO was the low bidder.

Ms. Luján and Councilor Calvert briefly discuss where to look for the low bid.

Councilor Ives asked about alternatives in the discussion about the bids following up on Councilor Calvert's comments. He noted on the sheet that there were four that on Alternative 1 and Alternative 2 ended up deducting amounts from their bid. Sequoia was the only one that added costs for the alternatives. HO added for one and deducted for the other so the bidding process seemed unclear for the contractors.

Ms. Luján explained the alternates to the Committee. Alternate 1 would reduce the amount of irrigation to be installed.

Councilor Calvert noted before they had a two-step process and this one was not. There was no opportunity to ask the questions.

Ms. Luján said they actually did have that opportunity. She said they had a pre bid meeting to go over them and understand the alternatives.

Mr. Martínez said the bottom line was that the HO bid on the alternatives did not make sense to him but they were comfortable in evaluating their bids with the base bid.

Councilor Ives noted that HO Construction was one of our on call contractors. He asked if that would include these services.

Mr. Martínez said it would not and they briefly discussed it further. It was very different in scope that projects in the on-call services.

Councilor Rivera thought it was important that there were beautiful medians all over the city and it was important for the residents of Airport Road to have that same amenity

too. A lot of work was put into the Airport Road project and this was just part of completing it. He thought it was a mistake to not put in the infrastructure now rather than waiting for later.

Councilor Calvert said how they picked the winning bid was not very clear.

**Councilor Rivera moved to approve the request. Councilor Calvert seconded the motion and it passed by unanimous voice vote.**

**14. REQUEST FOR APPROVAL OF LEASE AGREEMENT BETWEEN THE CITY AND THE RUGBY GROUP, SANTA FE YOUTH ATHLETIC ASSOCIATION FOR MRC RUGBY FIELDS AND CONCESSION FACILITY (JUDITH AMER)**

**Committee Review:**

Finance Committee (Scheduled)

06/03/13

Council (Scheduled)

06/12/13

Councilor Calvert pulled this from the consent agenda and said it would have been nice to have had a cover memo to summarize the project. On page 3 of the agreement and on page 6, he had a general question about who had control during the four months of non-lease.

Ms. Jennifer Romero apologized for not getting the memo in the packet. In regards to the 4 months, the facility was closed during the winter and not used. That allowed for the fields to recover and there was not much league activity.

Councilor Calvert asked if scheduling of events was only during the 8 months.

Ms. Romero agreed but other events could happen within the 8 months. The Rugby group would still have control of the concession there.

Councilor Calvert asked about item E compared with a statement on page six regarding the concession that appeared to be in conflict.

Ms. Amer said the distinction was that they didn't have the right on their own to give permission to another to sell concessions. But if they were not selling concessions on a particular day the City could allow another entity to sell concessions.

Councilor Calvert thought that was in conflict with section M on page 6.

Ms. Amer explained that the Rugby group owned the equipment and could authorize the use of that equipment. She agreed to make the language clearer.

Councilor Calvert went to page 5 item J. Many of these facilities ultimately became



the city's responsibility and the approach has not been uniform. The City needed to be consistent in this regard.

Mr. Pino agreed but said by its very nature, this lease was different from any other leases. Different non-profits have different needs but he agreed they should have some consistency on costs and how they would be assessed.

Ms. Amer said the City could adopt a uniform policy by ordinance or resolution.

Councilor Calvert thought it was something to look at. On page 7 it talked about a park permit fee starting at \$13.75 but then it talked about space rent which was different. He asked if it was \$10 for the 8 month season

Ms. Romero agreed that was correct.

Councilor Calvert said the payment of utilities was not clear either.

Ms. Amer said the intent was that the utilities would be paid before the end of the fiscal year and would be paid as incurred. .

Councilor Calvert noted at the bottom of page 8 the clarification was needed regarding sublease or assignment. He understood they controlled the equipment but it was not clear.

Ms. Amer said she could clarify that language.

Councilor Ives thanked Ms. Amer for those responses. He was happy to have rugby in Santa Fé. Regarding utilities, all were being paid by the lessee. He asked therefore if the league had to pay for the water to water the fields.

Ms. Romero responded that the intent was to cover the utilities of the concession. The fields were watered with effluent at this time.

Councilor Ives said the lease didn't say that with its use of "premises." He also wanted to understand the use of "exclusive right" here. He imagined there were both practices and games and didn't know if those occupied the fields eight hours a day or more or only certain days during the weekday or certain days during the weekend. He was trying to get a sense whether alternate use would be possible.

Ms. Romero said re scheduling, the rugby use was Tuesday through Thursday in the evening for practice and then games were on the weekends. In between those times other leagues could use the facility. A youth football league would use it in the fall. High school and adult rugby used the facility and the concession.

Councilor Ives said the document did not reflect that intent. He wanted to make sure

both the City and the league were protected from claims of a sweetheart deal that must be undone because of those claims.

Ms. Amer said she could make clear it was not an exclusive rights but the league would have right of first refusal on the other times.

Councilor Ives cautioned that their liability could be at issue if there were trespassers using the facility.

Mr. Robbie Day of the Rugby league said the rugby complex was separate from the other parts of the MRC. The rugby community were successful in getting state funding for that facility and was not from city funds. The City was providing for equipment and enterprise to do business in. But here the rugby community paid for the building and were fully aware that they had donated that all to the City and now were just a lessee.

Councilor Trujillo didn't know if they would fall under the same rule that others had for inspection of financial statements.

Ms. Romero said they could provide those as well.

Councilor Calvert said in the beginning it talked about a concession and services facility at the rugby facility and "facility" was highlighted. But it seemed to use "premises" interchangeably with "facility" and that was confusing.

Ms. Amer said the word "facility" was the concession building and the word "premises" is defined in the agreement on page 3. "Premises" included the facility and the rugby field.

Councilor Calvert reasoned that when it talked about additional payment for utilities of the premises, it really meant just for the facility. Ms. Amer agreed.

Councilor Calvert pointed out on page 4 of lease, item said the SFYA would ensure that after any SFYA event, the premises would be left as clean and tidy condition as it was prior to the event. The City had the right to inspect and if SFYA failed to meet the standard, the lease would be canceled. He felt that should apply to every league as they use City facilities.

Councilor Ives cautioned that it included kitchen and rest rooms.

**Councilor Ives moved to approve the request with the recommended amendments. Councilor Calvert seconded the motion and it passed by unanimous voice vote.**

## **15. REQUEST FOR APPROVAL ESTABLISHING CITY OF SANTA FE SPORTS**

**FIELD CLEAN-UP DAYS AT THE MUNICIPAL RECREATION COMPLEX AND  
AT OTHER SPORTS FIELDS THROUGHOUT THE CITY OF SANTA FE  
(COUNCILOR DOMINGUEZ) (BEN GURULÉ AND MELISSA BYERS)**

**Committee Review:**

Parks and Open Space Advisory Commission (Scheduled)	05/21/13
Finance Committee (Scheduled)	06/03/13
Council (Scheduled)	06/12/13

Melissa Byers presented this matter.

Councilor Calvert commented on the cleanup language he made on the last item. The items listed in the cleanup list were better performed by staff and those done on an as used basis would be appropriate the responsibility of those who used the facility to clean up after themselves. To leave premises in the same order as before the event. We don't have the staff to clean up after people. Staff would be expected to replace sod and he didn't want the league to do that stuff.

Chair Wurzbarger apologized for the length of meeting and making Councilor Dominguez wait.

Councilor Dominguez agreed with Councilor Calvert and had been working with Cindy Padilla and solid waste about how important it was to recycle to pick up trash. He had not finished the language use yet but would for Council. It was important to educate the leagues. There were over 5,000 adults and over 6,000 youth using city fields. This list was developed by the Parks Department and he didn't know how to do some of them.

Mr. Pino said they sat down and developed this list based on pretty menial tasks, all of which would have oversight by staff. They felt this would be more significant and could be covered in a couple of days of work. He noted that POSAC in their resolution took exception to these being more maintenance.

Councilor Calvert agreed it needed supervision and might not free up staff as much as they would like. But he felt it was not appropriate to have staff do all of the cleanup.

Councilor Dominguez agreed and that was why he was going to require education. Sweat equity was some of the intent. It was more than just playing a game.

**Councilor Trujillo moved to approve the request. Councilor Calvert seconded the motion and it passed by unanimous voice vote.**

**16. REQUEST FOR APPROVAL OF A RESOLUTION NAMING THE COURTYARD  
OF THE SANTA FE COMMUNITY CONVENTION CENTER THE "CATUA AND**

**OMTUA COURTYARD" TO COMMEMORATE OVER 400 YEARS OF HISTORY AND CULTURAL SHARING BETWEEN THE CITY OF SANTA FE AND THE PUEBLO OF TESUQUE (MAYOR COSS) (COUNCILORS RIVERA, BUSHEE AND DIMAS) (JIM LUTTJOHANN)**

**Committee Review:**

Finance Committee (Scheduled)  
Council (Scheduled)

06/03/13  
06/12/13

Chair Wurzburger asked to have the names of all members added as sponsors.

**Chair Wurzburger moved to approve the resolution. Councilor Calvert seconded the motion and it passed by unanimous voice vote.**

**19. MATTERS FROM STAFF**

There were no matters from Staff.

**20. MATTERS FROM THE COMMITTEE**

Councilor Trujillo asked for some recycle bins at the base of the stands. He also reported there was a hole in the fence at Ft. Marcy. He asked if there was any corrugated fencing left. Mr. Pino said he would check on it.

**21. MATTERS FROM THE CHAIR**

Chair Wurzburger noted they had two more site visits. Wastewater was next week. She asked for input on this.

Councilor Calvert asked if they possibly could do that at the beginning of their next meeting.

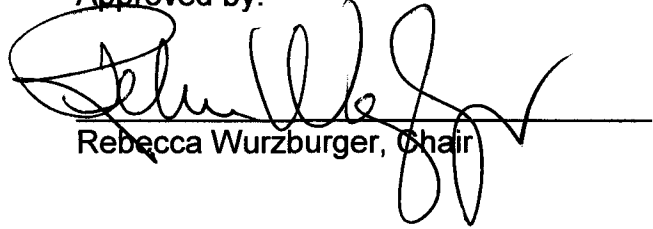
Chair Wurzburger commented that the Santa Fé University wanted a reception and to give a one-hour tour. She agreed to try for the next meeting, depending on the agenda.

**22. NEXT MEETING: MONDAY, JUNE 10, 2013**

**23. ADJOURNMENT**

Having completed the agenda and with no further business to come before the Committee, the meeting was adjourned at 7:40 p.m.

Approved by:



Rebecca Wurzburger, Chair

Submitted by:



Carl Boaz, Stenographer

CITY OF SANTA FE, NEW MEXICO  
PROPOSED AMENDMENT(S) TO RESOLUTION NO. 2013-\_\_\_\_  
Bus Pass Rebate Program

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Mayor and Members of the City Council:

We propose the following amendment to Resolution No. 2013-\_\_\_\_:

1. On page 1, line 15, *delete* "DIRECTING TRANSIT STAFF TO LOCATE A FUNDING MECHANISM FOR SUCH PROGRAM " and *insert* in lieu thereof "UTILIZING A FUNDING MECHANISM OF THE CIP FUND REALLOCATION OF \$50,000 FOR SUCH PROGRAM"
2. On page 2, line 21, after "procedures" *insert* "to be developed by staff and brought back through the committee and Council process for approval"
3. On page 2, line 22, *delete* "or greater" and *insert* in lieu thereof "to or less"
4. On page 3, lines 2 through 3, *delete* "Locate a funding mechanism for such program, including but not limited to consideration of" and *insert* in lieu thereof "Utilize as the funding source for such program"
5. On page 3, line 5, after "program" *insert* ", for final approval,"
6. On page 3, line 5, *delete* "and the Finance Committee and identify a funding source for such program" and *insert* in lieu thereof "the Finance Committee and the City Council"

Respectfully submitted,

\_\_\_\_\_  
Carmichael Dominguez, Councilor

ADOPTED: \_\_\_\_\_  
NOT ADOPTED: \_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
Yolanda Y. Vigil, City Clerk

EXHIBIT "1"

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2013-\_\_

INTRODUCED BY:

Councilor Carmichael Dominguez

Councilor Patti Bushee

A RESOLUTION

RELATING TO HEALTHY LIFESTYLES AND A CLEAN ENVIRONMENT; DIRECTING  
STAFF TO DESIGN A BUS PASS REBATE PROGRAM FOR RESIDENTS OF SANTA FE  
WHO ACQUIRE, BY PURCHASE FROM A PARTICIPATING BICYCLE VENDOR OR  
ACQUIRE BY PROVIDING VOLUNTEER SERVICES TO A PARTICIPATING BICYCLE  
VENDOR A BICYCLE AND/OR BICYCLE EQUIPMENT AND ~~[DIRECTING TRANSIT  
STAFF TO LOCATE A FUNDING MECHANISM FOR SUCH PROGRAM]~~ UTILIZING A  
FUNDING MECHANISM OF THE CIP FUND REALLOCATION OF \$50,000 FOR SUCH  
PROGRAM.

WHEREAS, the continuing increase in gasoline prices has created an economic burden to  
Santa Fe residents which has resulted in an increased use of bicycles and increased ridership on the  
Santa Fe Trails transit system; and

WHEREAS, on January 9, 2013, the Governing Body adopted the Airport Road Overlay  
District Ordinance, Ordinance No. 2013-1 ("Ordinance"); and

WHEREAS, the purpose and intent of the Ordinance includes the promotion of a healthy and

***Resolution With Councilor Dominguez's  
Amendments Incorporated (Bolded and Italicized)***

1 safe environment through less dependence on the automobile; and

2       **WHEREAS**, the City of Santa Fe is a bicycle friendly community and has been recognized  
3 as such by the League of American Bicyclists; and

4       **WHEREAS**, the cost of purchasing a bicycle and safety and commuter equipment are often  
5 barriers that keep people from using a bicycle as a means of transportation, however, over time using  
6 a bicycle will far outweigh the cost of using an automobile; and

7       **WHEREAS**, establishing a bus pass program that will provide a free bus pass incentive in  
8 exchange for a bicycle and/or bicycle equipment acquired by purchase from a participating bicycle  
9 vendor or acquired by providing volunteer services to a participating bicycle vendor will encourage  
10 residents to live automobile-free which is in the best interest of the public health and the environment  
11 of the city of Santa Fe; and

12       **WHEREAS**, such an initiative will support local businesses help keep money circulating in  
13 Santa Fe which benefits our local economy.

14       **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**  
15 **CITY OF SANTA FE** that staff is directed to:

- 16       • Design a bus pass rebate program for residents of Santa Fe who acquire by purchase  
17 from a participating bicycle vendor or acquire by providing volunteer services to a  
18 participating bicycle vendor a bicycle and/or bicycle equipment:
- 19       ▪ The program shall define a participating bicycle vendor as a for profit or non-  
20 profit entity that sells or allows for the provision of volunteer services in return  
21 for a bicycle or bicycle equipment;
- 22       ▪ The entity shall apply to the City to become a participating bicycle vendor in  
23 accordance with City application procedures **to be developed by staff and**  
24 **brought back through the committee and Council process for approval;**
- 25       ▪ The program shall require that the bus pass rebate shall be equal [~~or greater~~] **to**



***Resolution With Councilor Dominguez's  
Amendments Incorporated (Bolded and Italicized)***

or less in value to the bicycle or bicycle equipment acquired;

- The program shall be designed to incentivize new ridership for the Santa Fe Trails.

- ~~[Locate a funding mechanism for such program, including but not limited to consideration of]~~ Utilize as the funding source for such program a CIP Fund reallocation of \$50,000 currently designated for the bike sharing program.

**BE IT FURTHER RESOLVED** that within 60 days of adoption of this resolution, staff shall present the program, for final approval, to the Transit Advisory Board, the Bicycle and Trails Advisory Committee ~~[and the Finance Committee and identify a funding source for such program]~~ the Finance Committee and the City Council.

PASSED, APPROVED, and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
DAVID COSS, MAYOR

ATTEST:

\_\_\_\_\_  
YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
GENO ZAMORA, CITY ATTORNEY

***Resolution With Councilor Dominguez's  
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PASSED, APPROVED, and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
DAVID COSS, MAYOR

ATTEST:

\_\_\_\_\_  
YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
GENO ZAMORA, CITY ATTORNEY

