



Agenda

FINANCE COMMITTEE MEETING
CITY COUNCIL CHAMBERS
JUNE 3, 2013 – 5:00 P.M.

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 5/31/13 TIME 3:00

SERVED BY Holanda Green

RECEIVED BY [Signature]

Special Finance Committee and FY 2013/2014 Operating Budget Review Meeting – April 22, 2013
Special Finance Committee and FY 2013/2014 Operating Budget Review Meeting – April 25, 2013

CONSENT AGENDA

6. Bid No. 13/30/B – Airport Road Landscaping Improvements Project and Construction Agreement; H.O. Construction, Inc. (Desirae Lujan)
 - A. Request for Approval of Budget Increase – Project Fund
7. Request for Approval of Professional Services Agreement – Santa Fe River Trail Crossing at St. Francis Drive and Alameda Street; Parsons Brinckerhoff, Inc. (Brian Drypolcher)
8. Request for Approval of Memorandum of Understanding – Day Reporting Program for Juveniles; Santa Fe County. (Richard DeMella)
9. Request for Approval of Professional Services Agreements for 1% Lodgers' Tax Services – Advertising, Publicizing and Promotion of Tourism-related Non-Profit Arts Activities (RFP #12/12/P). (Debra Garcia y Griego)
 - A. Santa Fe Opera
 - B. Georgia O'Keeffe Museum
10. Request for Approval of Amendment No. 1 to Professional Services Agreement – Automatic Vehicle Locator (AVL) System for City of Santa Fe; Radio Satellite Integrators, Inc. (Thomas Williams)



Agenda

FINANCE COMMITTEE MEETING
CITY COUNCIL CHAMBERS
JUNE 3, 2013 – 5:00 P.M.

11. Request for Approval of Professional Services Agreement – Production of 2014 Official Santa Fe Travel Planner for Santa Fe Convention & Visitors Bureau; Bella Media, LLC. (Jim Lutjohann)
12. 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, Dimas, Ives, Calvert, Wurzbarger and Trujillo) (Jim Lutjohann)

Committee Review:

Public Works Committee (approved)

05/28/13

City Council (scheduled)

06/12/13

Fiscal Impact – Yes

13. Santa Fe Rail Trail Retaining Wall and Slope Stabilization Project. (James Martinez)
 - A. 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 Wurzbarger) (James Martinez)
 - B. Request for Approval of a Cooperative Project Agreement – Improvements to the Santa Fe Rail Trail; New Mexico Department of Transportation.
 - C. Request for Approval of a Budget Adjustment Increase – Project Fund

Committee Review:

Public Works Committee (approved)

05/28/13

City Council (scheduled)

06/12/13

Fiscal Impact – Yes

14. 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



Agenda

**FINANCE COMMITTEE MEETING
CITY COUNCIL CHAMBERS
JUNE 3, 2013 – 5:00 P.M.**

Vendor or Acquire by Providing Volunteer Services to a Participating Bicycle Vendor a Bicycle and/or Bicycle Equipment and Utilizing a Funding Mechanism of the CIP Fund Reallocation of \$50,000 for Such Program. (Councilors Dominguez and Bushee) (Jon Bulthuis)

Committee Review:

Bicycle & Trails Advisory Committee (approved)	04/17/13
Transit Advisory Board (approved)	04/30/13
Public Works (approved)	05/28/13
City Council (scheduled)	06/12/13

Fiscal Impact – Yes

15. Request for Approval of a Resolution 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 (approved)	05/21/13
Public Works Committee (approved)	05/28/13
City Council (scheduled)	06/12/13

Fiscal Impact – No

16. Request for Approval of Grant Awards – Senior Services Division; State of New Mexico Aging and Long Term Services Department. (Melanie Montoya)
 - A. Foster Grandparent Program
 - B. Retired Senior Volunteer Program
 - C. Senior Companion Program

1. Request for Approval of Budget Increase – Grant Fund

END OF CONSENT AGENDA

DISCUSSION

17. OTHER FINANCIAL INFORMATION



Agenda

FINANCE COMMITTEE MEETING
CITY COUNCIL CHAMBERS
JUNE 3, 2013 – 5:00 P.M.

18. MATTERS FROM THE COMMITTEE

18. 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, June 3, 2013**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER AND ROLL CALL	Quorum	1
APPROVAL OF AGENDA	Approved	1-2
APPROVAL OF CONSENT AGENDA	Approved [amended]	2
CONSENT AGENDA LISTING		2-4
<u>APPROVAL OF MINUTES</u>		
SPECIAL FINANCE COMMITTEE AND FY 2013/2014 OPERATING BUDGET REVIEW MEETING – APRIL 22, 2013	Approved	4
SPECIAL FINANCE COMMITTEE AND FY 2013/2014 OPERATING BUDGET REVIEW MEETING – APRIL 25, 2013	Approved	4
<u>CONSENT CALENDAR DISCUSSION</u>		
REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – SANTA FE RIVER TRAIL CROSSING AT ST. FRANCIS DRIVE AND ALAMEDA STREET; PARSONS BRINCKERHOFF, INC.	Approved	4-8
<u>DISCUSSION</u>		
OTHER FINANCIAL INFORMATION	None	8
MATTERS FROM THE COMMITTEE	None	8
ADJOURN		8

**MINUTES OF THE
CITY OF SANTA FE
FINANCE COMMITTEE
Monday, June 3, 2013**

1. CALL TO ORDER

A meeting of the City of Santa Fe Finance Committee was called to order by Acting Chair Patti J. Bushee, at approximately 5:00 p.m., on Monday, June 3, 2013, in the Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT:

Councilor Patti J. Bushee
Councilor Christopher Calvert
Councilor Bill Dimas
Councilor Peter N. Ives

MEMBERS EXCUSED:

Carmichael A. Dominguez, Chair

OTHERS ATTENDING:

Marcos A. Tapia, Finance Department
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 to these minutes by reference. The original Committee packet is on file in the Finance Department.

3. APPROVAL OF AGENDA

MOTION: Councilor Ives moved, seconded by Councilor Dimas, to approve the agenda, as presented.

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

4. APPROVAL OF CONSENT AGENDA

MOTION: Councilor Calvert moved, seconded by Councilor Dimas, to approve the following Consent Agenda as amended.

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

CONSENT AGENDA

A copy of *CIP 872A: Airport Road Landscaping Project*, entered for the record by staff, regarding Item #6, is incorporated herewith to these minutes as Exhibit "1."

- 6. BID NO. 13/30/B – AIRPORT ROAD LANDSCAPING IMPROVEMENTS PROJECT AND CONSTRUCTION AGREEMENT; H.O. CONSTRUCTIONS, INC. (DESIRAE LUJAN)**
 - A. REQUEST FOR APPROVAL OF BUDGET INCREASE – PROJECT FUND.**
- 7. *[Removed for discussion by Councilor Bushee]***
- 8. REQUEST FOR APPROVAL OF MEMORANDUM OF UNDERSTANDING – DAY REPORTING PROGRAM FOR JUVENILES; SANTA FE COUNTY. (RICHARD DeMELLA)**
- 9. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENTS FOR 1% LODGERS TAX SERVICES – ADVERTISING, PUBLICIZING AND PROMOTION OF TOURISM-RELATED NON-PROFIT ARTS ACTIVITIES (RFP #12/12/P). (DEBRA GARCIA Y GRIEGO)**
 - A. SANTA FE OPERA**
 - B. GEORGIA O'KEEFFE MUSEUM**
- 10. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT – AUTOMATIC VEHICLE LOCATOR (AVL) SYSTEM FOR CITY OF SANTA FE; RADIO SATELLITE INTEGRATORS, INC. (THOMAS WILLIAMS)**

11. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – PRODUCTION OF 2014 OFFICIAL SANTA FE TRAVEL PLANNER FOR SANTA FE CONVENTION & VISITORS BUREAU; BELLA MEDIA, LLC. (JIM LUTTJOHANN)
12. 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, DIMAS, IVES, CALVERT, WURZBURGER AND TRUJILLO). (JIM LUTTJOHANN) Committee Review: Public Works Committee (approved) 05/28/13; and City Council (scheduled) 06/12/13. Fiscal Impact – Yes
13. SANTA FE RAIL TRAIL RETAINING WALL AND SLOPE STABILIZATION PROJECT. (JAMES MARTINEZ)
 - A. 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)
 - B. REQUEST FOR APPROVAL OF A COOPERATIVE PROJECT AGREEMENT – IMPROVEMENTS TO THE SANTA FE RAIL TRAIL; NEW MEXICO DEPARTMENT OF TRANSPORTATION.
 - C. REQUEST FOR APPROVAL OF A BUDGET ADJUSTMENT INCREASE – PROJECT FUND.Committee Review: Public Works Committee (approved) 05/28/13; and City Council (scheduled) 06/12/13. Fiscal Impact – Yes
14. 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 UTILIZING A FUNDING MECHANISM OF THE CIP FUND REALLOCATION OF \$50.00 FOR SUCH PROGRAM. (COUNCILORS DOMINGUEZ AND BUSHEE). (JON BULTHUIS)) Committee Review: Bicycle & Trails Advisory Committee (approved) 04/17/13; Transit Advisory Board (approved); Public Works Committee (approved) 05/28/13; and City Council (scheduled) 06/12/13. Fiscal Impact – Yes

15. **REQUEST FOR APPROVAL OF A RESOLUTION 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 & Open Space Advisory Commission (approved) 05/21/13; Public Works Committee (approved) 05/28/13; and City Council (scheduled) 06/12/13. Fiscal Impact – Yes**
16. **REQUEST FOR APPROVAL OF GRANT AWARDS – SENIOR SERVICES DIVISION; STATE OF NEW MEXICO AGING AND LONG TERM SERVICES DEPARTMENT. (MELANIE MONTOYA)**
 - A. **FOSTER GRANDPARENT PROGRAM**
 - B. **RETIRED SENIOR VOLUNTEER PROGRAM**
 - C. **SENIOR COMPANION PROGRAM**
 1. **REQUEST FOR APPROVAL OF BUDGET INCREASE – GRANT FUND**

END OF CONSENT AGENDA

5. **APPROVAL OF MINUTES: SPECIAL FINANCE COMMITTEE AND FY 2013/2014 OPERATING BUDGET REVIEW MEETING – APRIL 22, 2013; AND SPECIAL FINANCE COMMITTEE AND FY 2013/2014 OPERATING BUDGET REVIEW MEETING – APRIL 25, 2013.**

MOTION: Councilor Dimas moved, seconded by Councilor Ives, to approve the minutes of the Special Finance Committee and FY 2013/2014 Operating Budget Review Meeting – April 22, 2013, as presented.

VOTE: The motion was approved on a voice vote, with Councilors Bushee, Dimas and Ives voting in favor of the motion, no one voting against and Councilor Calvert abstaining.

MOTION: Councilor Dimas moved, seconded by Councilor Ives, to approve the minutes of the Special Finance Committee and FY 2013/2014 Operating Budget Review Meeting – April 25, 2013, as presented.

VOTE: The motion was approved on a voice vote, with Councilors Bushee, Dimas and Ives voting in favor of the motion, no one voting against and Councilor Calvert abstaining.

CONSENT CALENDAR DISCUSSION

7. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – SANTA FE RIVER TRAIL CROSSING AT ST. FRANCIS DRIVE AND ALAMEDA STREET; PARSONS BRINCKERHOFF, INC. (BRIAN DRYPOLCHER)

Acting Chair Bushee said she just has a quick question, but asked Councilor Dimas to speak first.

Councilor Dimas said he noticed Radian Engineering, LLC, Santa Fe, had a higher written score and also had the local preference. He said he is curious that they had such a low interview score.

Mr. Drypolcher said the second round of scoring scored the interview portion as well as the dollar amount of the bid, and the difference comes down to a \$200,000 spread between Parsons and Radian. He said the second round are the combined scores of what we learn in the interviews and what we saw in the dollar amounts, noting there was just too big of a spread in the numbers.

Acting Chair Bushee asked if it was because Brinckerhoff did some of the work on this.

Mr. Drypolcher said some years ago they did a preliminary assessment of a crossing at that area, so they have a little bit of a jump start on the work and assessing the alternatives at that location.

Acting Chair Bushee asked what was the amount proposed by Radian in its bid.

Mr. Drypolcher said those are on Packet 6.

Acting Chair Bushee said there was a considerable difference between the dollars of the two bids.

Acting Chair Bushee asked who will be doing the environmental assessment which is needed for construction on a State highway.

Mr. Drypolcher said Parsons is responsible for it, but they have hired a subcontractor to do the environmental component.

Acting Chair Bushee asked how long all of this will take.

Mr. Drypolcher said, "The schedule that they presented to us tracks for about a year, and partly because of the engineering that we think needs to take place in the channel. So you can blame the studies on the hydrology and the studies for the environmental clearances – it's going to be some time consuming work there.

Acting Chair Bushee asked at what point there will be public input, and if it includes an ENN.

Mr. Drypolcher said it includes an ENN and, the short answer is there will be public input early in the design phase. And then, at the transition to final design there would be another checkpoint for public input.

Acting Chair Bushee noted there is \$2 million available for the project, and asked when will we determine that is the right amount of money.

Mr. Drypolcher said they have asked Parsons to work through the alternative study at the front end of the process so we know sooner, rather than later. He said, "We think that there's a so called lower cost alternative which is to do something separate from the river channel and then we think there's a so called higher cost alternative which is more open, visually more open, probably combines trail underpass with the drainage underpass. And we really want to get a look at that earlier, rather than later, at how those alternatives cost out, so we know where we're going."

Acting Chair Bushee said, "I guess what I'm wondering is will those first schematics be done in such a way that the public would have input and a choice."

Mr. Drypolcher said, "That's certainly something that we can work toward, is getting graphical representations that people can look at and understand, that lay-people can understand, visually the kinds of alternatives that we're looking at."

Acting Chair Bushee said, "And so, when you mention the lower cost alternative, does it end up in the River channel, the lower cost version of it, or is it the other way around."

Mr. Drypolcher said it is the other way around. He said, "We believe, at this point in time, that the lower cost alternative would be something independent from the hydrology of the River channel. I'm saying that hydrology of the River just to make the distinction. Different people can go out there and say, that's the River channel; the Army Corps would look at something and say no, that's the River channel. The point is at some point you're designing something that has a direct interaction with the hydrology of the River."

Acting Chair Bushee said, "When you say apart from. There's the River channel that you can visually see. There's the sidewalk, and then there's kind of private property, well a road."

Mr. Drypolcher said, "Councilor Bushee, if I understand your question. If you're standing upstream of where the Santa Fe River currently goes under St. Francis, you're looking at box culverts that carry the flows of the River. If you retain those same box culverts and then build something over here that's independent of those box culverts, that's what I'm talking about."

Acting Chair Bushee asked where is "over here."

Mr. Drypolcher said, "Next to and north of."

Acting Chair Bushee said, "On private property is there any right-of-way concerned."

Mr. Drypolcher said our current understanding of the their right-of-way study will confirm this. Our current understanding is over there to the right of those box culverts is public right-of-way.

Acting Chair Bushee said, "It's kind of a mound of dirt often and then it's next to a little lane."

Councilor Calvert said, "When you say north, you mean toward the intersection."

Mr. Drypolcher said correct.

Acting Chair Bushee said then you're into sidewalks.

Councilor Calvert said it is underneath.

Mr. Drypolcher said, "The north side of the River is a/k/a the Burger King side."

Acting Chair Bushee said, "I just wanted to kind of get a sense, but I think the public would really like to be involved. So if we could have something for them to sort of choose. And we did all those meetings for the under/over and nobody had any real visuals, so all they had was tunnel vision or the other way around, and I think it would have really helped if we had some kind of visuals for folks to say, 'Okay. I get this. I prefer this'."

Mr. Drypolcher said, "I would say that kind of questioning informed some of the interviews that we conducted, because we really wanted to get a clear understanding between the City and the proponents, what kind of design products we think we need to make those kinds of distinctions."

Acting Chair Bushee asked, "From the experience we've also just had with the St. Francis crossing, and having built the Gail Ryba Tunnel, everybody is sort of leaning toward a certain thing. So I would just be interested to know what the price tags were and how achievable anything was."

Mr. Drypolcher said, "Understood."

MOTION: Councilor Calvert moved, seconded by Councilor Dimas, to approve this request.

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

END OF CONSENT CALENDAR DISCUSSION

DISCUSSION

17. OTHER FINANCIAL INFORMATION

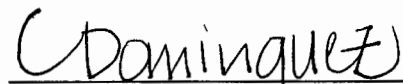
There was no other Financial Information. Responding to Acting Chair Bushee, Mr. Tapia said he doesn't know about the occupancy rates because he hasn't received the Lodgers' Tax Report yet.

18. MATTERS FROM THE COMMITTEE

There were no matters from the Committee.

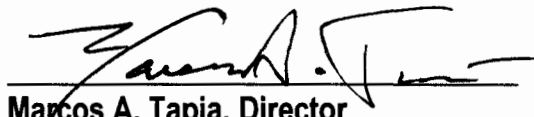
19. ADJOURN

There was no further business to come before the Committee, and the meeting was adjourned at approximately 5:15 pm.

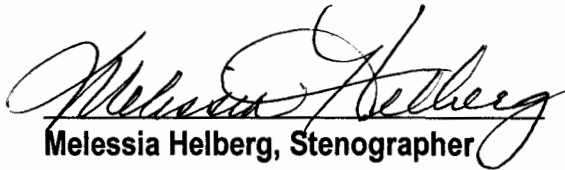


Carmichael A. Dominguez, Chair

Reviewed by:

A handwritten signature in black ink, appearing to read 'Marcos A. Tapia', written over a horizontal line.

Marcos A. Tapia, Director
Department of Finance

A handwritten signature in black ink, appearing to read 'Melessia Helberg', written over a horizontal line.

Melessia Helberg, Stenographer

CIP 872A: Airport Road Landscaping Project

		Engineer's Estimate	Top two bidders	
			Lee Landscapes	HO Construction
Base Bid (w/NMGRT)	Median landscaping/Irrigation - Lopez Lane to Country Club Road, 2 miles +/- . AC controlled irrigation system with planting scheme including trees, shrubs, boulders.	\$515,064.46	\$486,385.04	\$480,671.65
Bid Alternate 1 (w/NMGRT)	Replace AC irrigation system w/DC system (battery operated) system from Country Club Rd to Vista del Norte, reduction of 3000' +/- . Reduce planting scheme , all shrubs deleted, leaving all trees from bas bid scheme.	(\$60,947.43)	(\$13,281.10)	\$7,770.03
Bid Alternate 2 (w/NMGRT)	Deletion of AC irrigation system from Zepol Road to Lopez Lane, 1800' +/- . Reduce planting scheme to drought tolerant shrubs.	(\$43,599.56)	(\$30,384.46)	(\$3,128.78)

- Notes:
1. Cost savings anticipated by the engineer's estimate for the bid alternates was approximately \$105,000.
 2. The actual cost savings to award the bid alternates to the lowest bidder of the alternates was approx. \$40,000.
 3. The cost to complete the project area deleted through the bid alternates would likely be more costly due to additional mobilization, traffic control, removals and replacement of plantings, landscape fabric, boulders, etc.
 4. Staff recommends awarding the lowest Base Bid to construct all system improvements as recommended by Parks Division (i.e. AC system requires less maintenance and operates at a more intelligent level [i.e. soil moisture sensors, broken line alarms/alerts] therefore more efficient).

Shickit 1/11