



# Agenda

FINANCE COMMITTEE MEETING  
CITY COUNCIL CHAMBERS  
SEPTEMBER 30, 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 9/27/13 TIME 2:20p  
SERVED BY Laura V. J.  
RECEIVED BY [Signature]

Regular Finance Committee Meeting – September 16, 2013

## CONSENT AGENDA

6. Bid No. 14/01/B – Medical Supplies and Equipment for Fire Department.  
(Brian Caldwell)
  - A. Bound Tree Medical, LLC
  - B. Life-Assist, Inc.
  - C. Henry Schein, Inc.
7. Request for Approval of Procurement under State and Federal Price Agreements – ITT Related Services and Equipment; Various Vendors (Thomas Williams and Robert Rodarte)
8. Request for Approval of Procurement under Various State and Cooperative Price Agreements – Twenty-Five (25) Replacement Police Vehicles and Supporting Equipment; Various Vendors. (Deputy Chief John Schaerfl)
9. Request for Approval of Grant Award – FY 2013 Edward Byrne Memorial Justice Assistance Grant Program – Local Solicitation Fund 2229; Department of Justice, Bureau of Justice Assistance. (Deputy Chief John Schaerfl)
  - A. Request for Approval of Budget Increase – Grant Fund
  - B. Request for Approval of Memorandum of Understanding – Sheriff's Office Law Enforcement Programs; City of Santa Fe and County of Santa Fe
10. Request for Approval of Sole Source Procurement – Two (2) MV-1 Minivans for Transit Division; New Mexico Bus Sales. (Ken Smithson)



# Agenda

FINANCE COMMITTEE MEETING  
CITY COUNCIL CHAMBERS  
SEPTEMBER 30, 2013 – 5:00 P.M.

11. Request for Approval of Professional Services Agreement – Injury Prevention Program for the City of Santa Fe; Spine Solutions. (Barbara Boltrek)
12. Request for Approval of Amendment No. 1 to Professional Services Agreement – Annual Compensation for Claims Management Services to the City regarding Workers Compensation and General Liability Third Party Claims; Cannon Cochran Management Service, Inc. (Barbara Boltrek)
13. Request for Approval of Amendment No. 1 to Professional Services Agreement – On Call Engineering Services for Water Division; Santa Fe Engineering Consultants, LLC. (Robert Jorgensen)
  - A. Request for Approval of Budget Increase – Water Fund
14. Request for Approval of Agreements – 2013 State of New Mexico Severance Tax Bond (STB) Capital Appropriation Projects; State of New Mexico Department of Finance and Administration. (David Chapman)
  - A. La Familia Medical Center
  - B. Main Police Station
    1. Request for Approval of Budget Increase – Grant Fund
15. Request for Approval of Budget Increase – FY 2013/14 Time in Service Step Increase Adjustment for Fire Fighters. (Erik Litzenberg)
16. Request for Approval of a Resolution Advancing the Recommendation of the LEAD Task Force to Establish an Operations Team to Map Out the Process and to Serve as the Program Oversight Committee for the LEAD Pilot Program. (Mayor Coss, Councilors Bushee, Ives, Dimas and Calvert) (Terrie Rodriguez and Sgt. Jerome Sanchez)

**Committee Review:**

City Council (scheduled)

10/09/13

Fiscal Impact – No

17. Request for Approval of a Resolution Relating to the Health, Safety and Welfare of the Residents of Santa Fe; Directing City Staff to Collaborate with the Families & Friends Against Drugs ("FFAD") Organization to Organize a Community-Wide Panel Discussion to Bring Awareness and Offer Solutions to



# Agenda

FINANCE COMMITTEE MEETING  
CITY COUNCIL CHAMBERS  
SEPTEMBER 30, 2013 – 5:00 P.M.

the Heroin and Opiate Addiction Problem that is Plaguing Santa Fe.  
(Councilor Bushee) (Terrie Rodriguez)

**Committee Review:**

City Council (scheduled)

10/09/13

Fiscal Impact – Yes

18. Request for Approval of a Resolution Directing City Staff to Collaborate with the Regional Soccer Leagues to Identify Necessary Improvements to the MRC Soccer Facilities and the Possible Construction of an Indoor Soccer Facility and to Explore Funding Mechanisms for Such Improvements and Construction. (Councilors Wurzbarger, Rivera, Trujillo and Dominguez) (Ben Gurule)

**Committee Review:**

Public Works (approved)

09/23/13

City Council (scheduled)

10/09/13

Fiscal Impact - No

19. Request for Approval of a Resolution Relating to the Health Safety and Welfare of the Residents of the City of Santa Fe; Encouraging the Santa Fe Police Department and the Residents of our Community to come Together in a Collaborative Effort and for a Common Cause – Take Illegal Drugs Off the Streets of Santa Fe. (Councilors Dimas, Dominguez, Rivera, Trujillo and Bushee) (Chief Raymond Rael)

**Committee Review:**

Public Safety (cancelled)

09/17/13

City Council (scheduled)

10/09/13

Fiscal Impact – Yes

**END OF CONSENT AGENDA**

**DISCUSSION**

20. Status on City Personnel Positions. (Sandra Perez)



# Agenda

**FINANCE COMMITTEE MEETING  
CITY COUNCIL CHAMBERS  
SEPTEMBER 30, 2013 – 5:00 P.M.**

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21. OTHER FINANCIAL INFORMATION
  22. MATTERS FROM THE COMMITTEE
  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 OF ACTION  
FINANCE COMMITTEE MEETING  
Monday, September 30, 2013**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>PAGE</u></b>
CALL TO ORDER AND ROLL CALL	Quorum	1
APPROVAL OF AGENDA	Approved [amended]	1
APPROVAL OF CONSENT AGENDA	Approved [amended]	2
CONSENT AGENDA LISTING		2-3
APPROVAL OF MINUTES: REGULAR FINANCE COMMITTEE MEETING – SEPTEMBER 16, 2013	Approved	4
<b><u>CONSENT CALENDAR DISCUSSION</u></b>		
BID NO. 14/01/B – MEDICAL SUPPLIES AND EQUIPMENT FOR FIRE DEPARTMENT BOUND TREE MEDICAL, LLC LIFE-ASSIST, INC. HENRY SCHEIN, INC.	Approved	4-5
REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE AND FEDERAL PRICE AGREEMENTS – ITT RELATED SERVICES AND EQUIPMENT; VARIOUS VENDORS	Approved	5-8
REQUEST FOR APPROVAL OF PROCUREMENT +UNDER VARIOUS STATE AND COOPERATIVE PRICE AGREEMENTS – TWENTY-FIVE (25) REPLACEMENT POLICE VEHICLES AND SUPPORTING EQUIPMENT; VARIOUS VENDORS	Approved	8-11
REQUEST FOR APPROVAL OF SOLE SOURCE PROCUREMENT – TWO (2) MV-1 MINIVANS FOR TRANSIT DIVISION; NEW MEXICO BUS SALES	Approved	12

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>PAGE</u></b>
REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT – ON CALL ENGINEERING SERVICES FOR WATER DIVISION; SANTA FE ENGINEERING CONSULTANTS, LLC	Approved	12-13
REQUEST FOR APPROVAL OF BUDGET INCREASE – WATER FUND	Approved	12-13
*****		
END OF CONSENT CALENDAR DISCUSSION		
*****		
<b><u>DISCUSSION</u></b>		
STATUS ON CITY PERSONNEL POSITIONS	Information/discussion	13-18
OTHER FINANCIAL INFORMATION	Information/discussion	18-20
MATTERS FROM THE COMMITTEE	Information/discussion	20-21
ADJOURN		21

**MINUTES OF THE  
CITY OF SANTA FE  
FINANCE COMMITTEE**  
Monday, September 30, 2013

**1. CALL TO ORDER**

A meeting of the City of Santa Fe Finance Committee was called to order by Councilor Christopher Calvert, Acting Chair, at approximately 5:00 p.m., on Monday, September 30, 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  
Laura Vigil, 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**

Councilor Dimas asked to postpone item #19 to the next meeting, so it can go first to the Public Safety Committee and then come back to the Finance Committee.

**MOTION:** Councilor Bushee moved, seconded by Councilor Ives, to approve the agenda, as amended.

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

#### 4. APPROVAL OF CONSENT AGENDA

Councilor Bushee noted there are a lot of sponsors on Item #17 that aren't listed, and asked to add Councilors Dimas, Rivera, Dominguez and Trujillo as cosponsors.

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

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

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#### CONSENT AGENDA

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6. *[Removed for discussion by Councilor Ives]*
7. *[Removed for discussion by Councilor Ives]*
8. *[Removed for discussion by Councilor Dimas]*
9. REQUEST FOR APPROVAL OF GRANT AWARD – FY 2013 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANT GRANT PROGRAM – LOCAL SOLICITATION FUND 2229; DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE. (DEPUTY CHIEF JOHN SCHAEFL)
  - A. REQUEST FOR APPROVAL OF BUDGET INCREASE – GRANT FUND.
  - B. OFFICE LAW ENFORCEMENT PROGRAMS; CITY OF SANTA FE AND COUNTY OF SANTA FE.
10. *[Removed for discussion by Councilor Dimas]*
11. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – INJURY PREVENTION PROGRAM FOR THE CITY OF SANTA FE; SPINE SOLUTIONS. (BARBARA BOLTREK)
12. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT – ANNUAL COMPENSATION FOR CLAIMS MANAGEMENT SERVICES TO THE CITY REGARDING WORKERS COMPENSATION AND GENERAL LIABILITY THIRD PARTY CLAIMS; CANNON COCHRAN MANAGEMENT SERVICE, INC. (BARBARA BOLTREK)
13. *[Removed for discussion by Councilor Ives]*



14. REQUEST FOR APPROVAL OF AGREEMENTS – 2013 STATE OF NEW MEXICO SEVERANCE TAX BOND (STB) CAPITAL APPROPRIATION PROJECTS; STATE OF NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION. (DAVID CHAPMAN)
  - A. LA FAMILIA MEDICAL CENTER
  - B. MAIN POLICE STATION
    1. REQUEST FOR APPROVAL OF BUDGET INCREASE – GRANT FUND.
15. REQUEST FOR APPROVAL OF APPROVAL OF BUDGET INCREASE – FY 2013/14 TIME IN SERVICE STEP INCREASE ADJUSTMENTS FOR FIRE FIGHTERS (ERIK LITZENBERG)
16. REQUEST FOR APPROVAL OF RESOLUTION ADVANCING THE RECOMMENDATION OF THE LEAD TASK FORCE TO ESTABLISH AN OPERATIONS TEAM TO MAP OUT THE PROCESS AND TO SERVE AS THE PROGRAM OVERSIGHT COMMITTEE FOR THE LEAD PILOT PROGRAM (MAYOR COSS, COUNCILORS BUSHEE, IVES, DIMAS AND CALVERT). (TERRIE RODRIGUEZ AND SGT. JEROME SANCHEZ) Committee Review City Council (scheduled) 10/09/13. Fiscal Impact – No.
17. REQUEST FOR APPROVAL OF A RESOLUTION RELATING TO THE HEALTH, SAFETY AND WELFARE OF THE RESIDENTS OF SANTA FE; DIRECTING CITY STAFF TO COLLABORATE WITH THE FAMILIES & FRIENDS AGAINST DRUGS (“FFAD”) ORGANIZATION TO ORGANIZE A COMMUNITY-WIDE PANEL DISCUSSION TO BRING AWARENESS AND OFFER SOLUTIONS TO HEROIN AND OPIATE ADDICTION PROBLEM THAT IS PLAGUING SANTA FE (COUNCILOR BUSHEE AND COUNCILOR DIMAS, COUNCILOR RIVERA, COUNCILOR DOMINGUEZ AND COUNCILOR TRUJILLO. (TERRIE RODRIGUEZ). Committee Review: City Council (scheduled) 10/09/13. Fiscal Impact – Yes.
18. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING CITY STAFF TO COLLABORATE WITH THE REGIONAL SOCCER LEAGUES TO IDENTIFY NECESSARY IMPROVEMENTS TO THE MRC SOCCER FACILITIES AND THE POSSIBLE CONSTRUCTION OF AN INDOOR SOCCER FACILITY AND TO EXPLORE FUNDING MECHANISMS FOR SUCH IMPROVEMENTS AND CONSTRUCTION (COUNCILORS WURZBURGER, RIVERA, TRUJILLO AND DOMINGUEZ). (BEN GURULE) Committee Review: Public Works (approved) 09/09/13; and City Council (scheduled) 09/25/13. Fiscal Impact – No.
19. REQUEST FOR APPROVAL OF A RESOLUTION RELATING TO THE HEALTH, SAFETY AND WELFARE OF THE RESIDENTS OF THE CITY OF SANTA FE; ENCOURAGING THE SANTA FE POLICE DEPARTMENT AND THE RESIDENTS OF OUR COMMUNITY TO COME TOGETHER IN A COLLABORATIVE EFFORT AND FOR A COMMON CAUSE – TAKE ILLEGAL DRUGS OFF THE STREETS OF SANTA FE (COUNCILORS DIMAS, DOMINGUEZ, RIVERA, TRUJILLO AND BUSHEE). (CHIEF RAYMOND RAE). Committee Review: Public Works (CANCELED) 09/17/13; and City Council (scheduled) 10/09/13. Fiscal Impact – Yes.

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#### END OF CONSENT AGENDA

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**5. APPROVAL OF MINUTES: REGULAR FINANCE COMMITTEE MEETING – SEPTEMBER 16, 2013.**

**MOTION:** Councilor Ives moved, seconded by Councilor Dimas, to approve the minutes of the Regular Finance Committee Meeting of September 16, 2013, as presented.

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

**CONSENT CALENDAR DISCUSSION**

- 6. BID NO. 14/01/B – MEDICAL SUPPLIES AND EQUIPMENT FOR FIRE DEPARTMENT. (BRIAN CALDWELL)**
- A. BOUND TREE MEDICAL, LLC**
  - B. LIFE-ASSIST, INC.**
  - C. HENRY SCHEIN, INC.**

Councilor Ives said he sent Mr. Rodarte an email asking several questions about this bid, but he is unable to access his email. He said we selected companies that provided responses in all the different line items, and asked if those who weren't selected had low bids in any particular items, and if so why they weren't selected, and if we have a policy in place for that circumstance.

Mr. Rodarte said the first 3 companies didn't bid on everything, and he took the calculation down on what was submitted. He said Midwest Medical had a non-submittal of 35%-40% , Moore Medical was at 50%, and Guardian was 60%. The bottom line is that the bottom 3 companies did a 100% submittal and came in with reasonable bids across the Board, so they were able to select from 3 qualified companies. He said in the email he sent Councilor Ives, he submitted everything so he would compare pricing across the board.

Acting Chair Calvert said then you can "cherry pick" from among the 3 companies, and Mr. Rodarte said yes.

Councilor Ives asked if any of those which weren't selected were low bidders on particular items.

Mr. Rodarte said there were a couple of items, but he believes we will see better prices across the board, and questioned whether it is worth it to have to start a whole new purchase order for 2-3 items that may be cheaper. He said it's really not feasible, noting it could be items which are low in dollar value.

Councilor Ives said he understands that at some point the administrative hassle outweighs the low bid. However, these are "as needed" contracts. He said, then your answer is, in this case, based on the minimal number of items which was lower on the non-selected bidders, you determined that the administrative costs of dealing with those would have exceeded the benefit from being able to purchase from those lower items.

Mr. Rodarte said this is correct, noting on his email to Councilor Ives, he cited the policy in place for multiple awards if it is in our best interest.

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

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

**7. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE AND FEDERAL PRICE AGREEMENTS – ITT RELATED SERVICES AND EQUIPMENT; VARIOUS VENDORS.  
(THOMAS WILLIAMS AND ROBERT RODARTE)**

Councilor Ives said in the last few months, we've had a Motorola Contract in connection with maintenance on some of the telemetry and related items, as well as a software and maintenance from IT covering a lot of the City's systems, and we now have this contract on a host of different items. He asked if there is any way we can take all of these at once, rather than parceling them out at different points in time.

Thomas Williams said the contracts they saw earlier were for specific things. For example, the Motorola contract was for the service agreement for our land/mobile radio systems, which is a very specific contract we do every year to maintain that system. He said this contract is a request to leverage the state-wide price agreement for radios we purchase throughout the year, so when we get a large request from the Police Department or Fire Department, for instance, we don't have to rush to get a packet to Finance Committee at that time. We are basically asking for that authority up front to leverage this contract, so when the large purchase requests come through, we can just leverage the approval, assuming we get it from the City Council and then do a purchase order. He said it is the same for all vendors on this list.

Councilor Ives asked if this request is approved, and subsequently there was a request for \$80,000 of Motorola radios, would it come back to us for approval, or are we approving all of those acquisitions at this time without knowing what they might be.

Mr. Williams said, "That's correct. If you approve this right now, what you would say is that as long as what you're purchasing is consistent with the procurement vehicle, whether it be state-wide price agreement, GSA, etc., as long as it is consistent with that, we would not have to come back before Finance Committee or City Council."

Councilor Ives asked if that really complies with the real spirit of the procurement process, which in many instances requires going out to bid. He realizes there are price agreements in place which are helpful, but if we're not time constrained, why wouldn't we want to go out for bids. He said he would imagine people are aware of state price agreements throughout any industry and might be willing to bid below those prices.

Mr. Rodarte said, "All of these are more quantity-related items, like radios and such, for the entire City. When it comes to something bigger, we'll make the decision whether or not it is in our best interest to use the price agreement or to bid it out. In the event it is a \$200,000 item that we want to buy and it is

utilizing the state price agreements you're approving here, I'll bring it forward anyway, to let you know we're buying something of a different magnitude. He said each situation is a little different."

Acting Chair Calvert said one vendor is almost \$1 million, and asked if that was one he likely would bring back to the Committee anyway.

Mr. Rodarte said CDWG is just an accumulation City-wide. He said, "It's just like a big amazon basically. What it is you will see that we also have a couple of companies that, at the direction of the Finance Director, he wants us to shop around for better pricing and not necessarily with CDWG. If you take the entire City and you peripherals, printers, laptops, everything that comes under the inventory exempt line, that's where it comes from. I think one of these agreements has a couple of companies that compete directly with CDWG, so we're going to be shopping around for better competitive pricing in the IT world. "

Mr. Tapia said, "Under the current City Manager, I've requested that we go out for multiple bids, and not just use the price agreements that come from the State because it's an easy access, or it's a mechanism we can use to do a purchase right away. What you had asked for before, a mechanism not to have to come to you guys every time.....anything coming up from any of those purchases that we do that are related because they have the approval, they will still go to the procurement office, they'll still come through me, they'll still go to the City Manager for approval and authority. It's not that we have a blank check that we can just go out and buy a million dollars from CDWG. What we're doing now is we've already requested some comments to go out for 3 bids. When I go to see the City Manager, I need to show him 3 bids for any of these items and make sure that we're getting the best product for the best price."

Councilor Ives said there seems to be a fundamental conflict in the Procurement Code where, for example the City Manager has approval authority up to \$50,000, but anything else has to be approved by the Council, and suggesting this doesn't have to go through the process – a conflict between the procedure and the policy. He said he would like a copy of the procurement code involving these two kinds of purchases, so he can understand these two kinds of authorizations. He said, "I'm a little uncomfortable saying, yes, go out and spend what amounts to about \$4 million, without bringing it back to either the Finance Committee or the Council."

Mr. Tapia noted the Memo was intended to come to you some time ago, but he and the City Manager decided to hold it because of the questions he is asking. He said the City Manager likes to bring things to the Council, especially anything \$50,000 or over. He said either way, they would still bring it to this Committee.

*[Councilor Bushee's question here is inaudible]*

Mr. Tapia said this was the mechanism used in the past because we do now have aggregate purchases and will have aggregate purchases in CDWG. However, they would use this to facilitate purchases, using state contracts or mechanisms which we used last year to move forward. However, they will still bring purchases above \$50,000 to this Committee.

Acting Chair Calvert asked the advantage of doing it this way, as opposed to not doing it this way.

Mr. Williams said as a municipal government, we have the ability to leverage a procurement contract from another government agency. He said coming before the Finance Committee and the Council gives us the authority to exceed \$50,000 in any fiscal year for those procurements. He agrees with what Mr. Tapia and Mr. Rodarte have said. However, at the same time, his experience in dealing with the contracts brought before this Committee, is that the contracts are extremely competitive and stand the test of time. He said, "We're not using it as some kind of quick way to get work done more efficiently, even though it admittedly does that. These are the best prices consistently that I see out there, because they government, competitive contracts, and because obviously we don't have the staff that the federal government and state government have. We're able to leverage and piggy-back these contracts, which was the whole point of allowing us to do that to begin with."

Councilor Ives said he doesn't think we're saying we wouldn't use State price agreements, it's really just a question of the speed with which a particular purchase needs to be made and, if it's in excess of the \$50,000, it would come back to this Committee. He said we do regularly get contracts in excess of \$50,000, which are subject to the state price agreement.

Mr. Tapia said, "What this would do, the bottom line is that because there's an aggregate of these that will be over \$50,000, because of the requirements that this Council has set, if I need to go buy that \$800 printer, I don't have to come in front of you because the aggregate is over \$50,000. That's what this does. We will be over \$50,000 very quickly, because these little items I purchase from CDWG, even to \$25 is over the \$50,000 threshold. That's what this does, it alleviates it from coming to this Committee."

Acting Chair Calvert quoted from page 2 of Mr. Rodarte's Memo, "Any procurement transacted through State or Federal Price Agreements exceeding \$50,000, shall be submitted to the appropriate committees and the City Council for its approval." He asked if that means an item of \$50,000 or more or a congregate of an item more than \$50,000 at one time, as opposed to \$500, \$25, \$75. He said he is just trying to clarify what is stated.

Mr. Rodarte said, "Once we exceed \$50,000, notice I use 'expected to exceed' in the first part, if we're at \$49,999, and I come up with another \$500, it takes us past the imaginary line of \$50,000, and we have exceeded it. An accumulation with this vendor is saying, yes we have exceeded the procurement thresholds. In the event of a \$100,000 piece of equipment for a server or something like that, we must bring it this way. Big numbers, we're going to bring anyway over the \$50,000. Realistically, we don't have to, by getting these approved here, but that's the way we work. We bring them anyway."

Acting Chair Calvert said then once we exceed \$50,000, if we have big ticket items, you will bring them here, but if it's not big ticket items, you're going to keep going up to the limit authorized here.

Mr. Rodarte said yes. He said, for example, there are 4 different types of Verizon under this agreement. The one we use here, is all the cell phones and the service and whatever else we do, and that's an accumulation of \$76 each and \$200 in setup costs, which will far exceed \$50,000 for the year. The figure you see of \$401,000 is the overall usage at \$76 a pop. He said if they put in a new truck, that

will come to this Committee as a whole separate issue. He said we will exceed \$50,000 on all of these because of upcoming projects. This is the reason he put in Altura and Mesa Equipment, because there are things coming our way which will exceed this. He said the Committee will see anything that is major, whether using one of these agreements or trying other avenues.

Acting Chair Calvert said on page 1 are the amounts spent last year. He is looking forward to the budget process, saying we may need to pare some things back. He said spending the same amount as last year isn't something he would want to agree to.

Mr. Rodarte said in the case of Verizon, ITT was able to work with Verizon and have reduced costs of about \$120,000 for the year ending June 30, 2012, so there are things there that work in our favor, one of which is Verizon. He hopes we can see that with some of the others as we go into the budget process.

Acting Chair Calvert said he would like a check-in at mid-year to see how this is going, and see if we exceed the amounts, or if we will be able to save money and not spend everything, if the Committee and the Council wants to approve this now. He reiterated we will need to revisit these items to make sure we really, really need them. He said, "I don't want to cut into operational necessity, but if someone has a cell phone, do they really need an upgrade or not."

Mr. Rodarte said on the next item, you will see that the Police Department was able to follow the direction of the Governing Body to save where they can, and they identified a lot of the items that are on the existing police cars and to reutilize them on the new cars.

**MOTION:** Councilor Ives moved, seconded by Councilor Dimas, to approve this request, with a comment that Councilor Ives will be following-up with his staff on his questions to ensure our policies are totally clear.

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

**8. REQUEST FOR APPROVAL OF PROCUREMENT UNDER VARIOUS STATE AND COOPERATIVE PRICE AGREEMENTS – TWENTY-FIVE (25) REPLACEMENT POLICE VEHICLES AND SUPPORTING EQUIPMENT; VARIOUS VENDORS. (DEPUTY CHIEF SCHAEFL)**

Councilor Dimas said he looked at the bid package and complimented the Police Chief on a job well done, commenting he agrees with Mr. Rodarte that they looked at costs savings, which are included. He said it will be a good recruiting tool to have this number of new units.

Councilor Dimas asked the number of sworn officers in the Department.

Deputy Chief Schaeferl said there are 16-17 vacancies, so there are approximately 150 sworn officers.

Councilor Dimas asked if we will be able to utilize all the new units, or will there be new units sitting at the yard waiting for officers to be hired.

Deputy Chief Schaerfl said the goal right now is to get rid of as many of the aging and mechanically unsound vehicles as possible. He said they don't automatically do a one for one replacement. He said of the 25 vehicles, 19 of them are slated to be marked units, but that isn't a guarantee that we will take 19 of the worst vehicles and "just throw them away." He said they evaluate each and every one of the vehicles, and there are probably 8-10 vehicles that would be taken out of service if there were replacements due to escalating costs and major drive line issues. He said at any given time, they have 5-6 marked police cars designated as loaner vehicles. He said a loaner vehicle is an older non-issued unit that gets the officer through the end of the shift, or a few days if necessary. He said they also have the possibility that there could be 1-3 cars crashed, so they keep 2-3 rotational units. He said, "Will we keep one with the name of a yet to be hired officer to totally fill our ranks? We have never been able to do that, because we've never had 166 cars, 15-17 of which are not in use. We haven't had that luxury."

Deputy Chief Schaerfl continued, saying there will be sufficient vehicles on hand to fill current vacancies, although some of the junior officers will be in something old which will need to be replaced by next year.

Councilor Dimas asked the status of recruitment.

Deputy Chief Schaerfl said there is a recruiting team going to Michigan next week to do an out-of-state recruitment with those that are certified, but can't find a job locally. He said there are different options through the Santa Fe Community College, and they are testing every month on Saturday.

Councilor Dimas asked if the Department is prepared for the annexation in January 2014.

Chief Rael said the plan, worked out between him and the Sheriff is that for the one year after annexation takes place in January 2014, the Sheriff will provide all coverage in the annexed area through January 2015, when the City will take over Airport Road South. He said he will be coming before this Committee and the City Council requesting at least 10 additional officers, which will give a year to get them hired, trained and on the street, when the City takes over Airport Road in 2016. He said currently 18 are in the testing process, and they have 3 laterals to put on the street right away. He said they are recruiting hard in anticipation of annexation.

Councilor Dimas asked if there are officers currently at the law enforcement academy.

Chief Rael said there are 4 officers at the law enforcement academy. He said 25 officers will be needed, 10 in 2014 and an additional 10 in 2015, and the remaining 5 in year 3 of the annexation.

Councilor Bushee asked Chief Rael if he expects to catch up with the officers we are down and bring in an additional 10 officers per year.

Chief Rael said they are aggressively recruiting at this time. He said there are about 130 people who are in the process of completing applications. They are working on other initiatives which will come forward in the recruiting plan which currently is being fine-tuned and should be coming through Public Safety in the next month.

Responding to Councilor Bushee, Chief Rael said the current budget will not cover the additional officers, noting one of the reasons they are presenting the recruiting plan is for authorization for expenditures where necessary.

Acting Chair Calvert said then there are budgeted funds for current vacancies, for not for additional officers for annexation, and Chief Rael said that is correct.

Responding to Councilor Bushee, Chief Rael said the recruiting plan should be ready to go to Public Safety next month.

Councilor Bushee asked if this Committee will see the plan after it goes to Public Safety, and if we will see this at the next Finance Committee meeting in October, or do we have to wait until it goes to Public Safety.

Brian Snyder said the funding plan is in place for the annexation portion, but funding for the additional needs for the recruitment plan still needs to be determined. He said it is hoped to take it first to the Public Safety Committee the second week of October, and then to the Finance Committee on October 21<sup>st</sup>. Responding to Councilor Bushee, he said it will be set up to go to Public Safety and then to the Finance Committee. If there is not a quorum at Public Safety, it will be moved forward to Finance and then back to Public Safety.

Councilor Bushee wants an "assessment on how the shifts are working," noting that was promised to save money. She wants to look at the overall operation to make sure we are going in the right direction financially. She said she is hopeful we will be able to provide the resources if we need to do something different. She finds it hard to tell people we just don't have the staff or staffing ability to cover some pretty important areas of town. She wants an overall presentation and she doesn't want to wait until it goes to the Public Safety Committee.

Mr. Snyder said he will work with the Committee Chair to get this on the upcoming agenda, noting Chief Rael and staff have worked up that presentation.

Councilor Dimas said there are 16-17 vacancies, so there should be some cost savings, and asked the amount of the cost savings.

Mr. Snyder said he doesn't have that number with him, but it is tracked monthly, and he can easily provide that number. He said it isn't the money right now, it's the filling of vacancies on which they're focused.



Councilor Dimas said he would like to have that number, and Mr. Snyder said he will get that number for him.

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

**DISCUSSION:** Councilor Bushee said she saw 4 Ford Explorers, and asked who would use those. She said it has been "hard to see the Nissan Xterras which I think use a fair amount of gas."

Deputy-Chief Schaerfl said he is bound by the Police Officers Association contract as far as who gets what vehicles, based on seniority. He said what they have done in the past is the Ford Explorers is to issue those to some officers who have more gear and equipment than would fit in a normal sedan. He can't say the name or title of who would get these.

Councilor Bushee said she doesn't want that, and asked if they drive to Rio Rancho, commenting the Nissan Xterras are for the PSA's, and questions why they need a vehicle like that.

Deputy Chief Schaerfl said they will be marked patrol units, so they will be on patrol as are the ones currently. It would depend on if the officer has authority and was grandfathered-in for a take home vehicle to that radius in Rio Rancho. He doesn't have the seniority list with him. He said the Ford Explorers have the exact same drive line as the Taurus, and they get good highway mileage. He said we initially were trying to buy Ford Escapes for the PSA's, but the state-wide price agreements for those fell through, so the default vehicle was the Nissan Xterra.

Councilor Bushee said the Escapes can be hybrids and Flexsteel, but you were unable to do that.

Deputy Chief Schaerfl said he is unsure that option is on the state contract, but the vehicle is offered in that capacity.

Responding to Councilor Bushee, there is an extremely fuel efficient vehicle compared to the old SUV with a V-6 engine, and the Ford Explorers are the current, safest, most flexible SUV on the police package program under the state contract. If they tried to go with another platform it wouldn't be identified under State contract, or, and larger for us, the manufacturers of police equipment to include the lights and cages for restraining prisoners aren't manufactured for small units.

Councilor Bushee said she isn't trying to micromanage the details, but she wants to know, when there are options, if there are better options for fuel efficiency.

Councilor Dimas said hybrids are gas efficient, however, the problem with hybrids is they use batteries which are very expensive. He had a hybrid and got rid of it because he had to replace the batteries often which were very expensive.

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

**10. REQUEST FOR APPROVAL OF SOLE SOURCE PROCUREMENT – TWO (2) MV-1 MINIVANS FOR TRANSIT DIVISION; NEW MEXICO BUS SALES. (KEN SMITHSON)**

Councilor Dimas said this is a specialty van and asked if anybody else makes these vans.

Mr. Smithson said this is correct and it is the only vendor currently manufacturing a mini-van in which the Federal Transit Administration will participate in the procurement. He said they are manufactured in Indiana.

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

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

**13. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT – ON CALL ENGINEERING SERVICES FOR WATER DIVISION; SANTA FE ENGINEERING CONSULTANTS, LLC. (ROBERT JORGENSEN)**  
**A. REQUEST FOR APPROVAL OF BUDGET INCREASE – WATER FUND.**

Councilor Ives said he is trying to understand the need for this expenditure which is fairly significant at \$325,000, and what is the source of funds. He said this seems to be an amount not previously part of the budget.

Mr. Jorgensen said this is for engineering services for a capital improvement project for the reservoir infrastructure improvements. He said the funding comes from a cash reserve balance and it is in the financial plan for capital improvements.

Acting Chair Calvert said then this is out of the water CIP funds, and Mr. Jorgensen said correct.

Councilor Ives asked how long this has been a part of the plan to which Mr. Jorgensen referred.

He said it has been in the CIP plan for 5 years, scheduled, noting there is a 10 year window on the CIP plan, and reservoir improvements have been in that plan for some time.

Councilor Ives said he hadn't heard about this reservoir improvement project.

Mr. Jorgensen said they are requesting \$115,000 additional dollars in conjunction with the reservoir projects currently under construction. The Office of the State Engineer requires that construction be certified by a qualified, registered professional engineer. He said at the RFP was issued, they were unaware of that requirement. He said the State Engineer classifies construction projects sometimes as maintenance and then sometimes as alteration and repair, so depending on the permit issued, they require on-site engineering firm to certify the construction, and this turned out to be a major modification which required that level of certification. He said the other amount, the \$209,000, is for pipeline design. He said they made the decision to use a new pipeline route and that is based on stakeholders and also field

events. He said they were getting the pipeline out of the Santa Fe River channel, so it is basically a redesign of that.

Councilor Ives said there was no mentioning of the timing of that in the packet. He said basically Mr. Jorgensen is saying the decision to construct a new pipeline in or along the existing Nichols Dam service road and in the existing upper Canyon Road watershed access was the one that was presumably made about five years ago, so it has been in the long term CIP plan for a period of time.

Mr. Jorgensen said it is a mix of projects in the reservoir system which were identified and combined.

**MOTION:** Councilor Ives moved, seconded by Councilor Bushee, to approve this request.

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

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**END OF CONSENT CALENDAR DISCUSSION**

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**DISCUSSION**

**20. STATUS ON CITY PERSONNEL POSITIONS. (SANDRA PEREZ)**

Sandra Perez said there is a copy of a report in the packet which was put together at the request of Chair Dominguez regarding the status of positions and the effect after the FY13/14 Budget Approval. Ms. Perez explained the content of the report.

*The Committee commented and asked questions as follows:*

- Councilor Bushee said during the budget cycle, the Committee said we didn't want to cut library services, but she has learned library services were cut at the Main Library. She said she was told they cut 4 positions in the library, and she thought those positions were restored, and didn't expect to get emails with concerns on the main library. She said she hears we're going to get a "red box" solution which is a more automated approach to the media services.

Mr. Tapia said these Library positions were vacant on May 8<sup>th</sup>, and continue to be vacant and were not budgeted. He said the Director of Library Services went through this, and he will have to go back to see what was agreed on, and how that matches this table. He said he knows they replaced and found funding for some positions at the Library, commenting he didn't know any services were cut.

Councilor Bushee if those positions were cut, she wants to be prepared to fill some positions.

Ms. Perez said she will be meeting with Ms. Hodapp this week to go through the entire operation of the Library, and she has identified different issues, not only in media services, but in other areas of the operation that she wants to make sure we understand fully. She said she committed to Department Director Isaac Pino to do this, and would come back and formulate a plan for moving forward. She said if that requires an adjustment, they will not hesitate to approach the Finance Director and/or the City Manager for coverage and proper action before the Finance Committee.

Ms. Perez said, with regard to Recreation and the lifeguards and the fit techs, she has a meeting scheduled this Wednesday with the Recreation Division Director to look at a different approach to filling positions of lifeguard, swim instructors and the fit techs. They want to look at aquatic tiers which would bring a different path, and an opportunity to bring people to staff at lifeguard level, and on certification, there is a bump in pay. They want to do the same thing for recreation techs, fit techs and rec coordinators, to have a much more smooth path in career opportunity and for recruitment efforts and continued staffing. She said these are the kinds of things they are doing with all the different departments in these pockets of need. In the operation where we did have budget cuts, they are reformulating the work flow and how they are approaching the different job descriptions and career paths.

- Councilor Bushee asked, regarding Position #677, which says "Vacant not budgeted FY 13/14," but on the right column it says "Council approved funding for this position." She asked the reason the position wasn't filled.

Ms. Perez said funding was approved by Council and they currently are recruiting for that position. She said she and Ms. Hodapp will make sure they are filling the full time, classified positions first and not the part time.

- Councilor Bushee said Ms. Hodapp has very strict requirements for her librarians. She said if we are having trouble filling those, she would suggest she get creative there.
- Councilor Bushee said on the Senior Services Driver, she is unsure how to read it.

Ms. Perez said at the time the list was proposed on May 18, 2013, position #1836 was on the list as vacant and proposed to not be budgeted. However, during the hearings, a promotion occurred and one of the internal staff promoted into Position #1836, so in its place an identical Position #1515 substituted as not being funded.

- Councilor Bushee asked if the needs are being met, and Ms. Perez said yes.
- Councilor Bushee asked what is a Recreation Records Specialist and the reason we don't want to fill that position.

Ms. Perez said that was a position in the Recreation Department, and she understands it was used with the front desk account tech areas and to help keep track of kids as they completed different swim instructions and different certifications. She said they found the general

administrative staff could assume those duties and that position was not necessary for funding. She said it was a term or an approved position, and they could eliminate it and assume the duties in a different area.

- Councilor Bushee asked if there are other positions that are vacant not budgeted in the Library, noting on page 3, Librarian Retirement Pending Vacant/not budgeted for FY 13/14

Ms. Perez said on May 8, 2013, at the time they presented the list, the person in the position had announced her retirement, but hadn't retired. Since that time she has retired, so the position converted to not being budgeted. This is one of the positions on which she and Ms. Hodapp are meeting this week. She said there was confusion over the discussion held about Library services, the actual positions on the list on May 8<sup>th</sup>, what the actual motion was which was made by the Council regarding all those positions, and the final outcome. She said the meeting is to clear all that up, and figure what is up, what is down and what we need to come back for.

- Councilor Bushee said Ms. Perez wasn't here for that budget cycle, she wants her to know that it was her intent, and she believes that of the entire Council, to not cut library services. She wants to do whatever necessary to fill those positions, if they're having trouble finding people with library science degrees, "I can guarantee there's a lot of retired teachers with a lot of knowledge that could do that work."

- Councilor Bushee asked if we no longer have probation officers, and what fills the gap.

Ms. Perez said she understands those were term funded and grant positions which had been vacant for some time, and it was anticipated we were going to lose that grant, and we worked with the State to make those arrangements long before we lost the grant.

- Responding to Councilor Bushee, Ms. Perez said they were moved from classified part time to temporary part time upon vacancy so that we would save the expenditure of health benefits and PERA match.

- Councilor Bushee asked if there has been difficulty in filling those positions.

Ms. Perez said the problem in filling the positions isn't because there are no benefits, but because it has been difficult to find and fill lifeguard positions who want to work part time.

- Councilor Bushee asked how we are sure that it's not because they are low pay and no benefits.

Ms. Perez said her understanding and analysis in working closely with Debbie Jo Almager for the past 4-6 months, and we just can't find lifeguards who want to work on a part time basis.

- Councilor Bushee said this isn't true for custodians. She asked how that is working, and said she hears complaints about GCCC in terms of cleanliness, and it isn't something she wants to support for very long "this not offering benefits." She thinks the whole multi-tasking thing is leaving the facility and its customers in short-shift.

Mr. Snyder said, with regard to the custodians, he spoke at another Committee meeting where they said the same thing, commenting that he too is concerned about some of facilities which aren't clean. He said during the budget process, one of the cost-savings measures was to eliminate custodians and have lifeguards do custodial activities. He said he didn't see that prove to be very beneficial, and the facilities looked dirty. He said he has instituted a program for emergency 90-day hires of part time custodians to see how they work out. He said if they get the centers cleaner, they will transfer that into a full time position. If it doesn't work, we'll bring those positions on and hire additional emergency hires. He said the goal is to ramp back up to the level needed to keep a clean facility, wherever it is necessary. He said that wasn't approved during the budget process, but we are working on funding and to find a mechanism to fund what is needed.

- Councilor Bushee asked if they will continue to change the status of temporary part time, or does he think this is a failed policy.

Mr. Snyder said he doesn't have enough information to make that determination, but he did participate closely with Robert Romero during the budget process, and at the time, we were looking for anything to balance the budget. He said moving into the next year's budget, we may be in the same situation where we'll be looking at a lot of things to figure a way to balance the budget, and will bring those options forward for consideration.

- Councilor Bushee wants to be clear that when we do go through the process again that "we're not cutting services or we are cutting recreation facilities." She said she found later we had cut Library services and was disappointed, and doesn't want to cut recreational services. She wants to be up front and clear with people, and it may be an unsafe situation to not have adequate services at the pool, or harmful to the facility and the user. We should debate these issues, rather than the backdoor approach saying everybody should pitch in and do everybody's job. She asked if he can assess in another 3 months that perhaps this wasn't the best move.

Mr. Snyder said he is unaware that we cut any hours anywhere. He said there was a discussion about cutting hours at La Farge and then the Council didn't cut the hours.

- Councilor Bushee said she is responding to the complaint she received on the Main Library and on Media Services, and "you wrote back and said we cut four positions."
- Mr. Snyder said those positions were approved to be cut during the budget process. In the interim, we are in the process of coming up with a game plan to provide those services the way they were being provided previously. He said just because those positions were cut, those services were not cut and still exist.

- Councilor Bushee said they were unable to access media services.

Mr. Snyder said that is incorrect. They are able to access media services through the front desk, but they didn't have the media room where they could peruse a bookshelf and pick out the videos and media services they wanted. But they could access media services through the computer system and the front desk person would go to the media room, get the media and allow them to check it out. So it wasn't a total loss of service.

- Councilor Bushee said, "In my estimation it is a loss of services." She noted many people don't use the computer and they aren't connected. She said going forward she is interested in knowing how it works, and doesn't think it's the best way to get good, long term employees that stick around. She said we might have to shorten hours, and wants to see how this plays out in the next 3 months. She has heard concerns about cleanliness at some of the facilities and concerns about cutting services at libraries that we didn't plan on. She understands we will be in a similar operational deficit and we will have to make choices, but she wants to be clear about the choices we're making.
- Councilor Ives said the chart raises a question between the budget process and the actuality, because we do go through the organizational charts and part of the budget process is approving those. He asked, given the multitude of shifting, changes in status, between May 8, 2013 to September 30, 2012, if what is reflected would be accurately part of the organizational charges approved as part of the budget process.

Ms. Perez understands that they were. She said the Finance Director recently put together a booklet for each department head, containing the approved budget with the organizational chart in front, the personnel counts and positions by position number and all of the necessary budget information. She said the nice thing about the way the budget was done and approved by the Council last year, and accompanied by those booklets, is that we now have everything identified by position number, so anything we do is tracking on the position number, where it goes, where it stays, whether it's filled or vacant, and those all tie back to the organization charts in the budget book.

Ms. Perez continued, saying the night of the approval, Councilor Dominguez said in his review of all of the information there were two positions which appeared on the spreadsheet which were not to be budgeted but still appeared in the org chart in the Recreation Department. They then went back, behind closed doors, went down one by one against the organizational charts, and those were the only two positions with which they had a conflict. The correction was made and now the organizational charts for the Recreation Department the other spreadsheets. She said, "I feel extremely confident that the organizational charts which were approved are reflective of this information plus what the Council actually approved and we now have department-by-department in individual budget books that they're able to work off of."

- Councilor Ives thanked Ms. Perez for the explanation, saying he will work with Mr. Tapia to get a copy of one of those books so he can understand the process she described. He said he understood there were 3 library positions which were not to be funded, which we agreed would be maintained as part time positions.

Mr. Tapia said when we did the budget, there were a lot of positions which were permanent part-time, so they had to be funded as a full time, classified position, including set-aside of funds for benefits. He said what they did on some of the positions was to make them part time, rather than permanent part-time. He said they didn't remove benefits from existing employees in this classification.

## **21. OTHER FINANCIAL INFORMATION**

A Memorandum dated September 30, 2013, to the Finance Committee from Marcos Tapia, Finance Director, is incorporated herewith to these minutes as Exhibit "1."

Mr. Tapia said at the last meeting, Acting Chair Calvert asked about any contracts or procedures on collecting past due accounts.

Acting Chair Calvert said we had a long discussion about the collections process, and both key personnel who were in charge of that are no longer with the City. He wants to be sure we are still moving with other personnel being plugged-in to take care of those processes on which they were working.

Mr. Tapia said they are looking at all collections, and Mr. Shandler and Ms. Amer are reviewing the procedures.

Acting Chair Calvert said what we were presented previously was a chart of the different collections and the status and what we were doing on those different kinds of things – whether to do it in-house or hire someone to do collections externally. He said he would like to have that chart, which we were working from previously, brought forward at the next Finance Committee meeting, and update us on the status of all the different areas we were working on.

Ms. Amer said they prepared a Memo [Exhibit "1"], but she didn't prepare that chart.

Acting Chair Calvert said it was prepared by someone in Legal.

Ms. Amer said she will look for that.

Acting Chair Calvert said we can go back through the minutes of the Finance Committee meetings and find it. He concern is that the two people who were working on this are no longer doing so. He said it kind of got dropped, and he wants to make sure we pick it back up where we left off, and assign people to continue on that. He said there were significant amounts of money owed to the City.



Ms. Amer said an RFP was issued for many different types of collections, including utilities, alarms, and parking. She said, "We had a committee and two of the committee members left City employment. Subsequently, the RFP was canceled. So, our plan is to reissue it and basically start over again. Regarding the alarm collections, we do have a contract with Cry Wolf, and besides the hard data as to how much they collect, I think that's going to reside with the department that administers that contract which is Police."

Acting Chair Calvert asked, "What does that mean."

Ms. Amer said, "The Police Department, I think, administers the alarm ordinance contract for Cry Wolf."

Acting Chair Calvert asked, "What about the collections."

Ms. Amer said, "I don't have the hard data on that."

Acting Chair Calvert said, "Okay. Again, this is sort of my fear being realized, because where we've been with the Alarm Ordinance, I know that one fairly well, is there's a lot of outstanding fees that the contractor would like to pursue, but we never gave them the green light, because we were saying we were going to be pursuing it ourselves. And we didn't feel comfortable giving them that authority, but that's not what I'm necessarily hearing from you. That's why I brought this topic up, because I think we let it fall through the cracks here, and I think we need to retrieve it and move forward."

Ms. Amer agreed, and said, "I hear what you're saying, and there's a lot of different pieces and there's a lot of different programs involved. For instance, the utility billing. My personal knowledge is that we've issued an RFP for a new utility billing system, and in terms of what collection efforts we're making, Peter Ortega would probably be the best person to report on that."

Acting Chair Calvert said we have been looking at some of that at the Public Utilities Committee. He reiterated there are some sizeable outstanding sums for utilities, some are old and getting older. This is the reason he is "anxious on this." He said we started on a good path, but we got derailed, and he wants us to get back on track because time is of the essence on a lot of things, and the older they get, the less likely we are to collect them.

Mr. Tapia said, "We started the process again, with Judith Amer, we've got Zach on board, and things are happening. I wanted to see what the Committee wanted, because I wanted to put out that RFP. And I think I got the answer tonight, and we're going to issue that immediately. We'll make sure it covers a lot of the areas, and I believe it does. There was some cleanup we needed to do, and then we'll send that RFP out. So you've put a fire under us, and we'll continue with it and we'll keep you updated."

Acting Chair Calvert said there was a fairly comprehensive chart of where all of the missing funds were residing, and we had different courses of action, depending on the fund. For example, Library was going to pursue its own type of collections. And some of these can be done collectively, but it depended on the type of fund. He said, "Parking was a whole other bailiwick that was under consideration as well." He reiterated we need to move forward. He appreciates the information received tonight, but it isn't everything they were in the process of doing.

## **22. MATTERS FROM THE COMMITTEE**

A proposed amendment to the Charter Amendment Proposals introduced by Councilor Bushee, is incorporated herewith to these minutes as Exhibit "2."

Councilor Bushee a proposed amendment to the Charter Amendment Proposals, *"2.08 Support for Local Business. A local economy is critical to a healthy and prosperous community. The governing body shall wherever possible, support local business and a strong local entrepreneurial spirit."* Please see Exhibit "2 " for specifics of this presentation.

Councilor Bushee said she received an email about the boulder in the park on Water Street, and a stone carver wanted to carve it. She said there is a stone carver's convention coming to Santa Fe, and they want permission to carve the stone, but it has to be done by the third week in October. She said, "I need to green light tonight whatever it takes to authorize that stone to still be there and to be carved on. So, I will try to find that old email too."

Councilor Bushee said she really wants to know if the federal government shuts down, what does that mean to the City and if we have to worry about it, and do we need to do anything.

Acting Chair Calvert asked if it affects any of our funding sources.

Mr. Tapia said, "In looking at this, if there is government shut-down, "what I envision from the finance side is that some of the requests for reimbursement where we pay up front, and I think that will take much longer for the approval process. The last time were in this situation, it took 28 days for a budget to be passed, or for the funding to keep it going. So I anticipate that getting reimbursements for some of our expenditures from the federal side, that's going to take a lot longer."

Mr. Tapia continued, "Some other things that I see. We've already gotten some funding, so I think we're going to be okay. A lot of stuff we do, we do it ourselves."

Councilor Bushee asked if we have to worry about the new Runway and payment from the FAA for the tower.

Mr. Tapia said he needs to talk to the Airport Director about this, because nothing has come down with regard to this matter. He said he will send an email to the Committee letting them know what may happen as of tomorrow.

Councilor Bushee asked if Andrew is funded by Homeland Security.

Mr. Tapia said he has some federal grant funding, but a lot comes from the State, so we can keep him around for that time.

Acting Chair Calvert said a shut-down can affect everybody, including recreational opportunities.

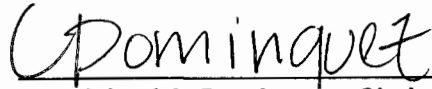
Councilor Bushee would like to put out a list of facilities that would be impacted through the City's PIO.

Councilor Bushee said she expects the items she requested from Chief Rael and Brian Snyder to be on the next Finance Committee meeting as requested. She said someone needs to be sure to get those things at Public Safety at the next meeting.

Responding to the Chair, Ms. Helberg said the next Finance Committee meeting is scheduled for October 21, 2013.

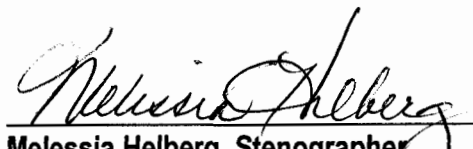
## **23. ADJOURN**

There was no further business to come before the Committee, and the meeting was adjourned at 6:45 p.m.

  
Carmichael A. Dominguez, Chair

**Reviewed by:**

  
Marcos A. Tapia, Director  
Department of Finance

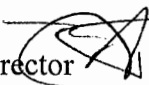
  
Melessia Helberg, Stenographer

# City of Santa Fe, New Mexico

## memo

**DATE:** September 30, 2013

**TO:** The Finance Committee

**FROM:** Marcos Tapia, Finance Director 

**SUBJECT:** Status of Inventory and Assessment of Unpaid Balances

### ISSUE & BACKGROUND

Resolution 2012-48 requires the inventory and assessment of all unpaid balances owed to the City. This memo serves as a status report on procurement of a collection agency vendor as well as the in-house collections efforts being made in the meantime.

#### I. Request for Proposal for Collection Services

- A. On December 21, 2012, the City issued a Request for Proposals #13/17/P. The RFP requested proposals from qualified respondents to provide collection services for delinquent City accounts, including but not limited to, utility billing, parking violations and alarm ordinance violations. The proposed Contractor would retain an agreed upon contingency fee percentage of the total amount collected that it proposes to retain as payment for collection services for all referred accounts. The majority of accounts sent for collection are first referrals. Upon referral for collections, the City of Santa Fe will provide addresses, phone numbers, and any other relevant information to the agency. The Contractor would accept for collection and pursue diligent collection efforts regarding the accounts which the City chooses to refer to it for collection without regard to the amount of the account. The Contractor would implement through collection procedures, including telephone calls, mail efforts, and skip tracing wherever necessary, in order to achieve a maximum recovery of any referred delinquent account. Collection efforts must be conducted through proper and lawful means without threats, intimidation, or harassment of the debtor in full compliance with the Fair Debt Collection Practices Act (FDCPA) and any other applicable federal or state law. Collector's employees and agents, when communication with any individual with respect to a debt, either by telephone, correspondence, or otherwise, shall truthfully state who they are and who they are employed by. The Contractor would prepare and mail payment notices to each debtor at monthly, bi-monthly, quarterly, semi-annual or annual intervals as instructed by City and by the tenth (10) day of each month, remit by wire transfer or by check to City, all monies collected for City during the preceding calendar month, taking care to insure all debtor checks have been cleared on or before such date, together with an itemization of the payments received for each account. Along with all monthly itemization of payments received by Collector, submit requests for payment of the agreed upon contingency fee % on total amounts collected. The amount due to

*Exhibit "1"*

Collector will then be paid by City within thirty (30) calendar days following the receipt of Collector's request for payment.

B. On or about January 9, 2013, the City RFP Committee reviewed collection agency bids and selected four finalists to interview. Subsequently, half of the RFP committee left City employment. The RFP was cancelled. A new RFP Committee has been formed and the plan is to issue another RFP similar to the previous RFP.

C. Staff plans on re-issuing the RFP next week for public advertisement the week of October 9<sup>th</sup> with a few modifications related to utility billing collection and parking. New software is being implemented by Parking and Utility Divisions to comply with the red flag requirements imposed by the federal government on local governments. This will enable the City or its contractor to be able to use personal identifiers for collections which will allow collectors to collect at a higher rate. Currently there is not personal identifying information in the City system which substantially interferes with collections.

II. Lodger's Tax: Finance and the City Attorney's Office have continued their vigilance toward increased collection of lodger's tax. After receiving written warning letters, Antiqua Inn and Garrett Desert Inn paid the City approximately \$44,500.00 in unpaid lodger's tax.

A. The City has filed liens against Guadalupe Inn and Western Scene Motel for approximately \$6,400 for unpaid lodger's tax.

III. Alarm Ordinance: Regarding collection for violations of the City's Alarm Ordinance, Cry Wolf is the current City contractor.

IV. Utility Billing: Regarding collection for unpaid utility billing, Peter Ortega, Utility Billing Division Director, will report on the status of utility billing collections and the upcoming new software system the City will be purchasing for utility billing.

**CITY OF SANTA FE, NEW MEXICO**  
**PROPOSED AMENDMENT(S) TO RESOLUTION NO. 2013-\_\_**  
**Charter Amendment Proposals – Councilor Bushee**

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**Mayor and Members of the City Council:**

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

1. On page 2, line 8, after “2014” *insert* the following:  
“; and

**WHEREAS**, the Governing Body desires that an additional proposed Charter amendment be proposed to the voters that would establish a policy in the Charter related to the support of local businesses and a strong local entrepreneurial spirit”

2. On page 7, line 2, *insert* the following resolve clause:

**“BE IT FURTHER RESOLVED** that the Governing Body hereby calls for a proposed amendment to the Santa Fe Municipal Charter to be placed on the ballot of a special election to be held in conjunction with the regular municipal election on March 4, 2014, with a question for the voters of the city of Santa Fe to decide whether or not to amend Article II, Policy Statements of the Charter as follows:

**“Support for Local Business.** Create a new section 2.08 to read:

**2.08 Support for local business.**

A local economy is critical to a healthy and prosperous community. The governing body shall wherever possible, support local business and a strong local entrepreneurial spirit.”

Respectfully submitted,

\_\_\_\_\_  
Patti Bushee, Councilor

ADOPTED: \_\_\_\_\_

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

DATE: \_\_\_\_\_

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