

**City of Santa Fe, NM  
Regular Committee  
Monday, August 05, 2019  
5:00 PM – Finance Committee  
Council Chambers**

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF CONSENT AGENDA**

**5. APPROVAL OF MINUTES**

- a. Regular Finance Committee - July 1, 2019  
[Minutes -July 1.pdf](#)
- b. Regular Finance Committee Meeting - July 15, 2019  
[Minutes -July 15.pdf](#)

**CONSENT AGENDA**

- a. Request for Approval of a Budget Adjustment Increase to the CIP Business Units for Approved Budgets and Contracts for FY 2019/2020 for the Total Amount of \$3,692,550. (Shannon Jones, Shannon Jones, Public Utilities Department Director, [swjones@santafenm.gov](mailto:swjones@santafenm.gov), 955-4267)

[Item a.pdf](#)

[Item a- action sheet.pdf](#)

- b. Request for Approval of one (1) Budget Amendment Resolution to Increase Fund/BU 5300.52300 to Fund the Salary Difference for the Water Division Director (Position 2327) for FY 19/20. (Shannon Jones, Public Utilities Department Director, [swjones@santafenm.gov](mailto:swjones@santafenm.gov), 955-4267)

[Item b -rev 2.pdf](#)

- c. Request for Approval for Write Off of Aged Parking Permit Debt in the Amount of \$269,340.79 which is Uncollectable due to exceeding the Statute of Limitations that Prevents the Collection of these Funds. (Noel Correia, Parking Division Director, [npcorreia@santafenm.gov](mailto:npcorreia@santafenm.gov), 955-6611).

[Item c.1.pdf](#)

- d. Request for Approval to Change the Job Status of: Assistant Land Use Director and Assistant Finance Director from Classified to Exempt. (Carol Johnson, Land Use Director, [crjohnson@santafenm.gov](mailto:crjohnson@santafenm.gov), 955-6617) (Erik Litzenberg, City Manager, 955-6848, [djlitzenberg@santafenm.gov](mailto:djlitzenberg@santafenm.gov))

[Item d.1.pdf](#)

[Item d.2 Assistant FD.pdf](#)

- e. Request for Approval of State of New Mexico Audit Contract in the Amount of \$169,444, for the Financial and Compliance Audit Services for Fiscal Year Ending 6/30/19. This is the third year of the 3-year contract under RFP# 17/42/P. (Debra Harris-Garmendia, Controller, [daharrisgarmendia@santafenm.gov](mailto:daharrisgarmendia@santafenm.gov), 955-6530).

Item e.pdf

f. Request for Approval of a Resolution Repealing Resolutions 2000-47, 2003-18, and 2010-68, Which Created and Amended the Santa Fe Regional Juvenile Justice Board. (Councilor Abeyta) (Julie Sanchez, Community and Youth Program Manager, [jjsanchez@santafenm.gov](mailto:jjsanchez@santafenm.gov), 955-6678)

## Committee Review:

Regional Juvenile Justice Board	5/22/19 (postponed)
Children and Youth Commission	5/28/19 (approved)
Regional Juvenile Justice Board	7/25/19 (approved)
City Council	8/14/19 (scheduled)

Item f.pdf

g. Request for Approval of a Resolution Accepting a Grant from the New Mexico Department of Transportation Identified as DFA Appropriation ID D3408 NMDOT Control Number C5193408 to Plan, Design, and Construct Rights-of-Way Improvements to Agua Fria Street and South Meadows Road. (Councilors Rivera, Abeyta, and Villarreal) (David Chapman, Technical and Grant Writer, [dachapman@santafenm.gov](mailto:dachapman@santafenm.gov), 955-6824)

## Committee Review:

Finance Committee	8/5/19 (scheduled)
City Council	8/14/19 (scheduled)

Item g.pdfAction sheet-g.1.pdf

h. Request for Approval of a Resolution Accepting a Grant from the New Mexico Department of Transportation Identified as DFA Appropriation ID D3409 NMDOT Control Number C5193409 to Acquire Rights-of-Way For and to Plan, Design, and Construct Lighting and Sidewalk Improvements Along Harrison Road From Cerrillos Road to Agua Fria Street (Councilors Lindell, Villarreal, Rivera, and Abeyta) (David Chapman, Grant Administrator-Writer, [dachapman@santafenm.gov](mailto:dachapman@santafenm.gov), 955-6824)

## Committee Review:

Finance Committee	8/5/19 (scheduled)
City Council	8/14/19 (scheduled)

Item h.pdfAction sheet h.1.pdf

i. Request for Approval of a Resolution Supporting the Eighth Annual Neighbor to Neighbor Food Drive; and Authorizing the Use of City Vehicles and Staff to Assist with Collection of the Donations. (Councilors Harris and Villarreal) (John Munoz, Parks and Recreation Department Director [jpmunoz@santafenm.gov](mailto:jpmunoz@santafenm.gov), 955-2142)

## Committee Review:

Finance Committee	8/5/19 (scheduled)
City Council	8/14/19 (scheduled)

Item i.pdfAction sheet item i.1.pdf

j. Request for Approval of an Ordinance Authorizing the Execution and Delivery of a Loan Agreement By and Between the City of Santa Fe and the New Mexico Finance Authority, Evidencing a Special, Limited Obligation of the City to Pay a Principal Amount Not to Exceed \$1,600,000, for the Purpose of Defraying the Cost of Purchasing, Acquiring, and Installing Equipment and Related Improvements to the City's Public Parking Facilities; Providing for the Payment of the Loan Agreement from Certain Gross Receipts Tax Revenues Distributed to the City; Providing That the Loan Agreement Will Constitute a Subordinate Lien Upon the Pledged Gross Receipts Tax

Revenues; Providing for the Distributions of Gross Receipts Tax Revenues From the Taxation and Revenue Department to be Redirected to the New Mexico Finance Authority or its Assigns Pursuant to an Intercept Agreement for the Payment of Principal and Interest Due on the Loan Agreement; Delegating Authority to the Mayor or, in the Mayor's Absence, the City Manager or Finance Director, to Approve the Final Principal Amount, Interest Rates and Other Details of the Loan Agreement Within the Parameters Set Forth in This Authorizing Ordinance, Including a Determination Whether Interest on the Loan Agreement Will be Excludable from Gross Income for Federal Income Purposes, and to Execute and Deliver a Pricing Certificate Reflecting the Final Terms of the Loan Agreement; Ratifying Actions Heretofore Taken; Repealing All Action Inconsistent with This Ordinance; and Authorizing the Taking of Other Actions in Connection with the Execution and Delivery of the Loan Agreement and Intercept Agreement. (Councilor Vigil Coppler) (Brad Fluetsch, Cash and Investment Manager, bjfluetsch@santafenm.gov, 955-6885)

Committee Review:

Public Works Committee	7/29/19 (approved)
City Council (request to publish)	7/31/19 (scheduled)
City Council (public hearing)	8/28/19 (scheduled)

[Item j.pdf](#)

[Action sheet item j.1.pdf](#)

[Parking Equipment Loan \(Intercept Agreement\).pdf](#)

[Parking Equipment Loan \(Loan Agreement\).pdf](#)

k. Request for Approval of an Ordinance Amending Subsection 6-10.2 SFCC 1987 Regarding the Membership and Terms of the Children and Youth Commission (Councilor Abeyta) (Julie Sanchez, Community and Youth Program Manager, jjsanchez@santafenm.gov, 955-6678)

Committee Review:

Regional Juvenile Justice Board	5/22/19 (postponed)
Children and Youth Commission	5/28/19 (approved)
City Council (request to publish)	5/29/19 (approved)
Regional Juvenile Justice Board	7/25/19 (approved)
City Council (public hearing)	8/14/19 (scheduled)

[Item k.pdf](#)

l. Request for Approval of an Ordinance Amending Section 2-16 SFCC 1987, Office of Emergency Management, to Establish Definitions and to Provide for Expanded Planning Periods for the Office of Emergency Management; Amending Section 20-1 SFCC 1987, Powers of the Mayor During an Emergency, to Include Declaration of an Emergency and other Powers of the Mayor in an Emergency; and Establishing Orders of Succession for Elected Officials and City Management. (Councilor Rivera) (David Silver, Emergency Manager, dmsilver@santafenm.gov, 955-6537)

Committee Review:

City Council (request to publish)	8/14/19 (scheduled)
Public Safety Committee	8/20/19 (scheduled)
City Council (public hearing)	9/11/19 (scheduled)

[Item l.pdf](#)

**7. PRESENTATION, DISCUSSION AND ACTION**

a. Request for Approval of a Resolution Declaring the Intent of the City of Santa Fe to Issue [Taxable] Industrial Revenue Bonds in a Principal Amount up to Eighteen Million Dollars (\$18,000,000) to Finance the Acquisition, Construction, Renovation, Installation, and Equipping of a High Pressure Processing Facility in Santa Fe, New Mexico, for the Purpose of Inducing New Mexico Fresh Foods, LLC or its Successors or Assigns to Understake the Acquisition, Construction, Renovation, Equipping, and Installation of Such Project, and Authorizing the Giving and Publication of Notices in Connection with Such Bonds. (Councilor Romero-Wirth, Mayor Webber, Councilors Ives and Lindell) (Fabian Trujillo, Office for Business Growth Manager, ftrujillo@santafenm.gov, 955-6912)

## Committee Review:

Economic Development Advisory Committee

7/31/19 (approved)

City Council

8/14/19 (scheduled)

Item a.pdf

b. Request for Approval of an Ordinance of the City of Santa Fe, New Mexico Authorizing and Providing for the Issuance and Sale of its Taxable Industrial Revenue Bonds for the Benefit of New Mexico Fresh Foods, LLC, in an Aggregate Principal Amount not to Exceed Eighteen Million Dollars (\$18,000,000) for the Purpose of Financing the Acquisition, Construction, Renovation, Installation, and Equipping of a High Pressure Processing Facility in Santa Fe, New Mexico, Authorizing the Execution and Delivery of a Lease Agreement Between the City and New Mexico Fresh Foods, LLC, an Indenture Securing Said Bonds, a Bond Purchase Agreement, Closing Documents, and Such Bonds in Connection Therewith; Providing for the Terms of the Series 2019 Bonds and Making Determinations as to the Sufficiency of the Lease Payments and Other Matters Related to the Project; Authorizing the Sale of Said Bonds and Any Ancillary Agreements in Connection Therewith; and Authorizing Other Matters Pertaining to the Issuance of Said Bonds. (Councilor Romero-Wirth, Mayor Webber, Councilors Ives and Lindell) (Fabian Trujillo)

## Committee Review:

Economic Development Advisory Committee

7/31/19 (approved)

City Council (request to publish)

8/14/19 (scheduled)

City Council (public hearing)

9/25/19 (scheduled)

Item b.pdf**EXECUTIVE SESSION****MATTERS FROM STAFF****MATTERS FROM THE COMMITTEE****ADJOURN****RECEIVED AT THE CITY CLERK'S OFFICE****DATE: August 1, 2019****TIME: 3:54 PM**

**SUMMARY OF ACTION  
FINANCE COMMITTEE  
CITY HALL/ CITY COUNCIL CHAMBERS  
MONDAY, AUGUST 5, 2019, 5:00 PM**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER		1
ROLL CALL	QUORUM	1
APPROVAL OF AGENDA	APPROVED	1
APPROVAL OF CONSENT AGENDA	APPROVED	1-2
APPROVAL OF MINUTES	APPROVED	2
<u>CONSENT AGENDA</u>		
REQUEST FOR APPROVAL OF A BUDGET ADJUSTMENT INCREASE TO THE CIP BUSINESS UNITS FOR APPROVED BUDGETS AND CONTRACTS FOR FY 2019/2020 FOR THE TOTAL AMOUNT OF \$3,692,550.	APPROVED	2
REQUEST FOR APPROVAL OF ONE (1) BUDGET AMENDMENT RESOLUTION TO INCREASE FUND/BU 5300.52300 TO FUND THE SALARY DIFFERENCE FOR THE WATER DIVISION DIRECTOR POSITION (2327) FOR FY 19/20.	APPROVED	2-3
REQUEST FOR APPROVAL FOR WRITE OFF OF AGED PARKING PERMIT DEBT IN THE AMOUNT OF \$269,340.79 WHICH IS UNCOLLECTIBLE DUE TO EXCEEDING THE STATUTE OF LIMITATIONS THAT PREVENTS THE	POSTPONED	3-5

**COLLECTION OF THESE FUNDS.**

<b>REQUEST FOR APPROVAL TO CHANGE THE JOB STATUS OF ASSISTANT LAND USE DIRECTOR AND ASSISTANT FINANCE DIRECTOR FROM CLASSIFIED TO EXEMPT.</b>	<b>APPROVED</b>	<b>5-7</b>
<b>REQUEST FOR APPROVAL OF STATE OF NEW MEXICO CONTRACT IN THE AMOUNT OF \$169,444 FOR THE FINANCIAL AND COMPLIANCE AUDIT SERVICES FOR FISCAL YEAR ENDING 6/30/19. THIS IS THE THIRD YEAR OF THE 3 YEAR CONTRACT UNDER RFP # 17/42/P.</b>	<b>APPROVED ON CONSENT</b>	<b>7-8</b>
<b>REQUEST FOR APPROVAL OF A RESOLUTION REPEALING RESOLUTIONS 2000-47, 2003-19 AND 2010-68, WHICH CREATED AND AMENDED TO SANTA FE REGIONAL JUVENILE JUSTICE BOARD.</b>	<b>APPROVED ON CONSENT</b>	<b>8</b>
<b>REQUEST FOR APPROVAL OF A RESOLUTION ACCEPTING A GRANT FROM THE NEW MEXICO DEPARTMENT OF TRANSPORTATION IDENTIFIED AS DFA APPROPRIATION ID D3408 NMDOT CONTROL NUMBER C5193408 TO PLAN, DESIGN, AND CONSTRUCT RIGHTS OF WAY IMPROVEMENTS TO AGUA FRIA STREET AND SOUTH MEADOWS ROAD.</b>	<b>APPROVED ON CONSENT</b>	<b>8</b>
<b>REQUEST FOR APPROVAL OF RESOLUTION ACCEPTING A GRANT FROM THE NEW MEXICO DEPARTMENT OF TRANSPORTATION IDENTIFIED AS DFA APPROPRIATION ID D3409 NMDOT CONTROL NUMBER C5193409 TO ACQUIRE RIGHTS OF WAY FOR AND TO PLAN, DESIGN, AND CONSTRUCT LIGHTING</b>	<b>APPROVED ON CONSENT</b>	<b>8</b>

**AND SIDEWALK IMPROVEMENTS ALONG  
HARRISON ROAD FROM CERRILLOS ROAD  
TO AGUA FRIA STREET.**

<b>REQUEST FOR APPROVAL OF A RESOLUTION SUPPORTING THE EIGHTH ANNUAL NEIGHBOR TO NEIGHBOR FOOD DRIVE; AND AUTHORIZING THE USE OF CITY VEHICLES AND STAFF TO ASSIST WITH COLLECTION OF THE DONATIONS.</b>	<b>APPROVED ON CONSENT</b>	<b>8</b>
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<b>REQUEST FOR APPROVAL OF AN ORDINANCE AUTHORIZING THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT BY AND BETWEEN THE CITY OF SANTA FE AND THE NEW MEXICO FINANCE AUTHORITY, EVIDENCING A SPECIAL, LIMITED OBLIGATION OF THE CITY TO PAY A PRINCIPAL AMOUNT NOT TO EXCEED \$1,600,000, FOR THE PURPOSE OF DEFRAYING THE COST OF PURCHASING, ACQUIRING, AND INSTALLING EQUIPMENT AND RELATED IMPROVEMENTS TO THE CITY'S PUBLIC PARKING FACILITIES; PROVIDING FOR THE PAYMENT OF THE LOAN AGREEMENT FROM CERTAIN GROSS RECEIPTS TAX REVENUES DISTRIBUTED TO THE CITY; PROVIDING THAT THE LOAN AGREEMENT WILL CONSTITUTE A SUBORDINATE LIEN UPON THE PLEDGED GROSS RECEIPTS TAX REVENUES; PROVIDING FOR THE DISTRIBUTION OF GROSS RECEIPTS TAX REVENUES FROM THE TAXATION AND REVENUE DEPARTMENT TO BE REDIRECTED TO THE NEW MEXICO FINANCE AUTHORITY OR ITS ASSIGNS PURSUANT TO AN INTERCEPT AGREEMENT FOR THE PAYMENT OF PRINCIPAL AND INTEREST DUE ON THE LOAN AGREEMENT; DELEGATING AUTHORITY TO THE MAYOR OR, IN THE</b>	<b>APPROVED ON CONSENT</b>	<b>8-9</b>
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**MAYOR'S ABSENCE, THE CITY  
MANAGER OR FINANCE DIRECTOR,  
TO APPROVE THE FINAL PRINCIPAL  
AMOUNT, INTEREST RATES AND  
OTHER DETAILS OF THE LOAN  
AGREEMENT WITHIN THE PARAMETERS  
SET FORTH IN THIS AUTHORIZING  
ORDINANCE, INCLUDING A  
DETERMINATION WHETHER INTEREST  
ON THE LOAN AGREEMENT WILL BE  
EXCLUDABLE FROM GROSS INCOME  
FROM FEDERAL INCOME PURPOSES,  
AND TO EXECUTE AND DELIVER A  
PRICING CERTIFICATE REFLECTING  
THE FINAL TERMS OF THE LOAN  
AGREEMENT; RATIFYING ACTIONS  
HERETOFORE TAKEN; REPEALING  
ALL ACTION INCONSISTENT WITH  
THIS ORDINANCE; AND AUTHORIZING  
THE TAKING OF OTHER ACTIONS IN  
CONNECTION WITH THE EXECUTION  
AND DELIVERY OF THE LOAN AGREEMENT  
AND INTERCEPT AGREEMENT.**

**REQUEST FOR APPROVAL OF AN  
ORDINANCE AMENDING SUBSECTION  
6-10.2 AFCC 1987 REGARDING THE  
MEMBERSHIP AND TERMS OF THE  
CHILDREN AND YOUTH COMMISSION.**

**APPROVED ON CONSENT**

**9**

**REQUEST FOR APPROVAL OF AN  
ORDINANCE AMENDING SECTION  
2-16 AFCC 1987, OFFICE OF  
EMERGENCY MANAGEMENT TO  
ESTABLISH DEFINITIONS AND TO  
PROVIDE FOR EXPANDED PLANNING  
PERIODS FOR THE OFFICE OF  
EMERGENCY MANAGEMENT,  
AMENDING SECTION 20-1 SFCC 1987,  
POWERS OF THE MAYOR DURING AN  
EMERGENCY, TO INCLUDE  
DECLARATION OF AN EMERGENCY AND  
OTHER POWERS OF THE MAYOR IN**

**APPROVED**

**9-10**



**AN EMERGENCY; AND ESTABLISHING  
ORDERS OF SUCCESSION FOR  
ELECTED OFFICIALS AND CITY  
MANAGEMENT.**

**PRESENTATION, DISCUSSION  
AND ACTION**

**REQUEST FOR APPROVAL OF A  
RESOLUTION DECLARING THE INTENT  
OF THE CITY OF SANT FE TO ISSUE  
(TAXABLE) INDUSTRIAL REVENUE  
BONDS IN A PRINCIPAL AMOUNT UP  
TO EIGHTEEN MILLION DOLLARS  
(\$18,000,000) TO FINANCE THE  
ACQUISITION, CONSTRUCTION,  
RENOVATION, INSTALLATION, AND  
EQUIPPING OF A HIGH PRESSURE  
PROCESSING FACILITY IN SANTA FE,  
NEW MEXICO, FOR THE PURPOSE OF  
INDUCING NEW MEXICO FRESH  
FOODS, LLC OR ITS SUCCESSORS  
OR ASSIGNS TO UNDERTAKE THE  
ACQUISITION. CONSTRUCTION,  
RENOVATION, EQUIPPING AND  
INSTALLATION OF SUCH PROJECT,  
AND AUTHORIZING THE GIVING AND  
PUBLICATION OF NOTICES IN  
CONNECTION WITH SUCH BONDS.**

**APPROVED**

**10-14**

**REQUEST FOR APPROVAL OF AN  
ORDINANCE OF THE CITY OF SANTA  
FE, NEW MEXICO AUTHORIZING AND  
PROVIDING FOR THE ISSUANCE AND  
SALE OF ITS TAXABLE INDUSTRIAL  
REVENUE BONDS FOR THE BENEFIT  
OF NEW MEXICO FRESH FOODS, LLC,  
IN AN AGGREGATE PRINCIPAL AMOUNT  
NOT TO EXCEED EIGHTEEN MILLION  
(\$18,000,000) FOR THE PURPOSE OF  
FINANCING THE ACQUISITION,  
CONSTRUCTION, RENOVATION,**

**POSTPONED**

**14**

**INSTALLATION AND EQUIPPING OF A  
HIGH PRESSURE PROCESSING FACILITY  
IN SANTA FE, NEW MEXICO. AUTHORIZING  
THE EXECUTION AND DELIVERY OF A  
LEASE AGREEMENT BETWEEN THE CITY  
AND NEW MEXICO FRESH FOODS, LLC, AN  
INDENTURE SECURING SAID BONDS, A  
BOND PURCHASE AGREEMENT, CLOSING  
DOCUMENTS, AND SUCH BONDS IN  
CONNECTION THEREWITH; PROVIDING FOR  
THE TERMS OF THE SERIES 2019 BONDS AND  
MAKING DETERMINATIONS AS TO THE  
SUFFICIENCY OF THE LEASE PAYMENTS AND  
OTHER MATTERS RELATED TO THE PROJECT;  
AUTHORIZING THE SALE OF SAID BONDS AND  
ANY ANCILLARY AGREEMENTS IN  
CONNECTION THEREWITH; AND  
AUTHORIZING OTHER MATTERS  
PERTAINING TO THE ISSUANCE OF SAID BONDS**

<b>EXECUTIVE SESSION</b>	<b>NONE</b>	<b>14</b>
<b>MATTERS FROM STAFF</b>	<b>NONE</b>	<b>15</b>
<b>MATTERS FROM THE COMMITTEE</b>	<b>INFORMATION/DISCUSSION</b>	<b>15</b>
<b>ADJOURN</b>	<b>ADJOURNED</b>	<b>15-16</b>

**FINANCE COMMITTEE  
CITY HALL/ CITY COUNCIL CHAMBERS  
MONDAY, AUGUST 5, 2019, 5:00 PM**

**1. CALL TO ORDER**

The meeting of the Finance Committee, was called to order by Councilor Roman Abeyta, Chair, at 5:00 pm on Monday, July 15, 2019 at City Hall in the City Council Chambers, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

Councilor Roman Abeyta, Chair  
Councilor Christopher Rivera  
Councilor Signe Lindell  
Councilor Michael Harris

**MEMBERS ABSENT**

Councilor Carol Romero-Wirth, Excused

**OTHERS PRESENT**

Brad Fluetsch, City of Santa Fe Finance Department  
Christina Keyes, City of Santa Fe Finance Department  
Andrea Salazar, Deputy City Attorney  
Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

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

**VOTE** The motion passed unanimously by voice vote.

**4. APPROVAL OF CONSENT AGENDA**

Councilor Harris pulled items A, B, D and L for discussion.

Councilor Lindell pulled items B and C for discussion.

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Harris, to approve the consent agenda as amended.

**VOTE** The motion passed unanimously by voice vote.

**5. APPROVAL OF MINUTES**

**A. JULY 1, 2019**

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Rivera, to approve the minutes as presented.

**VOTE** The motion passed unanimously by voice vote.

**B. JULY 15, 2019**

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Harris, to approve the minutes as presented.

**VOTE** The motion passed unanimously by voice vote.

**6. CONSENT AGENDA**

**A. REQUEST FOR APPROVAL OF A BUDGET ADJUSTMENT INCREASE TO THE CIP BUSINESS UNITS FOR APPROVED BUDGETS AND CONTRACTS FOR FY 2019/2020 FOR THE TOTAL AMOUNT OF \$3,692,550. Shannon Jones**

Councilor Harris said he appreciated the list of projects that was sent to him after he asked for it. He is familiar with most of these projects.

Mr. Jones' memo listing the projects is herewith attached to these minutes as *Exhibit "1"*.

**MOTION** A motion was made by Councilor Harris, seconded by Councilor Lindell, to approve the request.

**VOTE** The motion passed unanimously by voice vote.

**B. REQUEST FOR APPROVAL OF ONE (1) BUDGET AMENDMENT RESOLUTION TO INCREASE FUND/BU 5300.52300 TO FUND THE SALARY DIFFERENCE FOR THE WATER DIVISION DIRECTOR POSITION (2327) FOR FY 19/20. Shannon Jones**

Councilor Harris said he also sent an email to Mr. Jones on this item. Mr. Jones sent him a clear explanation by email. Maybe you should share that explanation with the Committee Mr. Jones.

Mr. Jones said the Water Division Director position was incorrectly budgeted at \$24.90 an hour. It was a clerical error. We have been working to clear that up. When we posted the position it was posted at the targeted salary of \$51.00 an hour. Jesse Roach has been hired as our Water Division Director and he started on July 8<sup>th</sup>. He was hired at close to the \$51 amount. We are bringing forth the BAR to realign that structure and the budget and benefits to make up the gap.

Councilor Harris said the line item in the budget was half that amount. You are adding to it from the Water Enterprise Fund, correct.

Mr. Jones said prior to this fiscal year, there was not a Director in place. We re-established the new, true Water Division Director. We used the lower budget position to fill for this position, but it needed to be the higher salary and that became obvious.

Councilor Lindell asked is this a new position in the budget.

Mr. Jones said yes it is.

Councilor Lindell asked the error, was that in the budget at \$24.91.

Mr. Jones said yes.

Councilor Lindell said it would have been easier if we had seen that in our budget memo. That would have been helpful.

Councilor Harris said he has had a conversation with Mr. Roach and he was impressed. He was involved with Tetrattech and our Stormwater Strategic Plan. He does agree with Councilor Lindell.

**MOTION** A motion was made by Councilor Harris, seconded by Councilor Rivera, to approve the request.

**VOTE** The motion passed unanimously by voice vote.

**C. REQUEST FOR APPROVAL FOR WRITE OFF OF AGED PARKING PERMIT DEBT IN THE AMOUNT OF \$269,340.79 WHICH IS UNCOLLECTIBLE DUE TO EXCEEDING THE STATUTE OF LIMITATIONS THAT PREVENTS THE COLLECTION OF THESE FUNDS. Noel Correia**

Councilor Lindell said she asked for additional information on this item and she did receive a list of the items to be written off. She doesn't know that they were necessarily uncollectible, but they were directed by City Council to be written off. Is that correct.

Mr. Correia said the top part of the list are the ones requested to be written off, but not necessarily by Council members.

Councilor Lindell said members don't have the authority to ask that parking fees be waived or written off. Is that correct.

Mr. Correia said that is correct.

Councilor Lindell asked are they uncollectible or waived because Councilors or other City staff asked that they be waived.

Mr. Correia said yes, someone asked that they be waived. The Parking division does not ask to waive fees.

Councilor Lindell said going forward have we clarified the policy that Councilors and staff do not have the authority to write off or waive parking fees.

Mr. Correia said we have in the Resolution that Council members can waive parking fees for one event a year of their choice.

Councilor Lindell said looking at this, this is a sizeable list. Indian Market paid for 2017 and 2018, but did not pay for 2016. They owe us over \$20,000. Is there a reason for that.

Mr. Correia said we have invoiced them several times, but they have failed to pay. The decision was to turn them over to collection or not. We have done all we can to ask that they settle this debt.

Councilor Lindell said she hopes moving forward that we have a policy and procedure in place to collect on these. Do we need more work on that.

Mr. Correia said he would prefer that staff go back and work on that policy and bring it back to the Governing Body with a Resolution in writing so that it is memorialized and available.

Councilor Lindell said at this point in time if a Council member comes to you and asks for parking fees to be waived for a certain group what would you do.

Mr. Correia said we will do what the Finance Committee and the Council want us to do.

Councilor Lindell said she does not think the Governing Body has the authority to waive fees. Is there someone from legal here.

Ms. Salazar said she would have to do a bit of research about the question in order to give an answer.

Councilor Lindell said her question is does the Governing Body have the authority to be waiving fees. Would you look into that and send a memo to the entire Governing Body about that.

Ms. Salazar said of course.

Chair Abeyta asked is this a time sensitive matter for closing books or something like that. He would prefer to postpone this until we have the information so we do indeed know if we are acting within our authority.

Mr. Fluetsch said this is being driven by our annual audit. We have until the end of August so there is one more Finance Committee meeting prior to that. We could postpone the issue for research in the next two weeks.

Chair Abeyta said these are good questions. He would like to have those answers.

Ms. Salazar said she will do that.

Councilor Lindell said thank you very much.

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Rivera, to postpone this item to the Finance Committee meeting on August 19<sup>th</sup>.

**VOTE** The motion passed unanimously by voice vote.

**D. REQUEST FOR APPROVAL TO CHANGE THE JOB STATUS OF ASSISTANT LAND USE DIRECTOR AND ASSISTANT FINANCE DIRECTOR FROM CLASSIFIED TO EXEMPT. Carol Johnson**

Councilor Harris said the organizational chart you have provided us with names and positions is very helpful.

The hand out material is attached herewith to these minutes as *Exhibit "2"*.

Councilor Harris said the gaps in the Engineering Division in Land Use are very serious. He did not realize we had that many vacancies in engineering. Thank you for

that. Is the Assistant Land Use Director a new position.

Ms. Johnson said correct. The document she handed out is the budget documentation regarding the positions. She is only able to address the two positions in Land Use and not the Finance position.

Councilor Harris asked under normal circumstances are these positions considered exempt.

Ms. Fluetsch said we reclassified the Assistant Finance Director to classified. In rethinking this we decided it needed to be an exempt position. It has to be specifically approved to move from classified to exempt.

Councilor Harris asked how many exempt positions do we have in the City.

Mr. Fluetsch said he will have to get back to you with that number.

Councilor Rivera said regarding Finance, there is an organizational chart, but the Assistant Finance Director is not on the chart. Is this a newly created position.

Mr. Fluetsch said no, it was an omission. From its inception it had been filled by Teresita Garcia. When he first came to the City the Finance Director was the Finance Director for the City. The Assistant Finance Director ran the operations of the Department. We report to the Finance Director, but the operations of the Department are done by the Assistant Finance Director.

Councilor Rivera asked he assumes these positions are not Union positions.

Mr. Fluetsch said correct.

Councilor Rivera asked have your two positions in Land Use ever been in the Union.

Ms. Johnson said these were reclassified positions that were Inspectors in the Short Term Rental Office. They have never been filled. We are repurposing these positions.

Councilor Rivera asked were they initially Union positions.

Ms. Johnson said yes.

Councilor Rivera asked is there a discussion that needs to happen with the Union to make that change.

Ms. Johnson said Bernadette Salazar is here to answer that question.



Ms. Salazar said these positions were never filled and were vacant. There is a process if an employee is in the position. Since these were never filled and were vacant this was allowable.

Councilor Rivera said even if they were not filled aren't they in the Union agreement and there should be discussions with the Union to move them out.

Ms. Salazar said she will check on that.

Councilor Rivera said we need to make sure of that as this moves forward.

Councilor Rivera said this question is for Carol, not Brad. Usually classified to exempt requires additional pay. Has this been budgeted that way.

Ms. Johnson said the pay rate was at an exempt level when the budget was put together for Land Use. There may be a need for a minor adjustment. They are at about \$95,000.

Mr. Fluetsch said the Assistant Finance Director position was rebudgeted at Ms. Garcia's exit salary which was enough.

Councilor Harris said he reviewed the minutes of the budget hearings and everything we are discussing now about Land Use is in the minutes and it was clear that this is what Ms. Johnson disclosed to us during the budget hearings and that we approved. We are talking about at will when we say exempt.

Ms. Johnson said yes.

Chair Abeyta said given the salaries he feels those are appropriate for an at will position. Ms. Salazar as we move forward it would be good to see what appropriate salaries are for at will employees. We may need to look at the at will status and titles in Public Works and Public Utilities.

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Harris, to approve the request.

**VOTE** The motion passed unanimously by voice vote.

**E. REQUEST FOR APPROVAL OF STATE OF NEW MEXICO CONTRACT IN THE AMOUNT OF \$169,444 FOR THE FINANCIAL AND COMPLIANCE AUDIT SERVICES FOR FISCAL YEAR ENDING 6/30/19. THIS IS THE THIRD YEAR OF THE 3 YEAR CONTRACT UNDER RFP # 17/42/P. Debra Harris-Garmendia**

Approved on consent.

- F. REQUEST FOR APPROVAL OF A RESOLUTION REPEALING RESOLUTIONS 2000-47, 2003-19 AND 2010-68, WHICH CREATED AND AMENDED TO SANTA FE REGIONAL JUVENILE JUSTICE BOARD. Julie Sanchez**

Approved on consent.

- G. REQUEST FOR APPROVAL OF A RESOLUTION ACCEPTING A GRANT FROM THE NEW MEXICO DEPARTMENT OF TRANSPORTATION IDENTIFIED AS DFA APPROPRIATION ID D3408 NMDOT CONTROL NUMBER C5193408 TO PLAN, DESIGN, AND CONSTRUCT RIGHTS OF WAY IMPROVEMENTS TO AGUA FRIA STREET AND SOUTH MEADOWS ROAD. David Chapman**

Approved on consent.

- H. REQUEST FOR APPROVAL OF RESOLUTION ACCEPTING A GRANT FROM THE NEW MEXICO DEPARTMENT OF TRANSPORTATION IDENTIFIED AS DFA APPROPRIATION ID D3409 NMDOT CONTROL NUMBER C5193409 TO ACQUIRE RIGHTS OF WAY FOR AND TO PLAN, DESIGN, AND CONSTRUCT LIGHTING AND SIDEWALK IMPROVEMENTS ALONG HARRISON ROAD FROM CERRILLOS ROAD TO AGUA FRIA STREET. David Chapman**

Approved on consent.

- I. REQUEST FOR APPROVAL OF A RESOLUTION SUPPORTING THE EIGHTH ANNUAL NEIGHBOR TO NEIGHBOR FOOD DRIVE; AND AUTHORIZING THE USE OF CITY VEHICLES AND STAFF TO ASSIST WITH COLLECTION OF THE DONATIONS. John Munoz**

Approved on consent.

- J. REQUEST FOR APPROVAL OF AN ORDINANCE AUTHORIZING THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT BY AND BETWEEN THE CITY OF SANTA FE AND THE NEW MEXICO FINANCE AUTHORITY, EVIDENCING A SPECIAL, LIMITED OBLIGATION OF THE CITY TO PAY A PRINCIPAL AMOUNT NOT TO EXCEED \$1,600,000, FOR THE PURPOSE OF DEFRAYING THE COST OF PURCHASING, ACQUIRING, AND INSTALLING EQUIPMENT AND RELATED IMPROVEMENTS TO THE CITY'S PUBLIC PARKING**

**FACILITIES; PROVIDING FOR THE PAYMENT OF THE LOAN AGREEMENT FROM CERTAIN GROSS RECEIPTS TAX REVENUES DISTRIBUTED TO THE CITY; PROVIDING THAT THE LOAN AGREEMENT WILL CONSTITUTE A SUBORDINATE LIEN UPON THE PLEDGED GROSS RECEIPTS TAX REVENUES; PROVIDING FOR THE DISTRIBUTION OF GROSS RECEIPTS TAX REVENUES FROM THE TAXATION AND REVENUE DEPARTMENT TO BE REDIRECTED TO THE NEW MEXICO FINANCE AUTHORITY OR ITS ASSIGNS PURSUANT TO AN INTERCEPT AGREEMENT FOR THE PAYMENT OF PRINCIPAL AND INTEREST DUE ON THE LOAN AGREEMENT; DELEGATING AUTHORITY TO THE MAYOR OR, IN THE MAYOR'S ABSENCE, THE CITY MANAGER OR FINANCE DIRECTOR, TO APPROVE THE FINAL PRINCIPAL AMOUNT, INTEREST RATES AND OTHER DETAILS OF THE LOAN AGREEMENT WITHIN THE PARAMETERS SET FORTH IN THIS AUTHORIZING ORDINANCE, INCLUDING A DETERMINATION WHETHER INTEREST ON THE LOAN AGREEMENT WILL BE EXCLUDABLE FROM GROSS INCOME FOR FEDERAL INCOME PURPOSES, AND TO EXECUTE AND DELIVER A PRICING CERTIFICATE REFLECTING THE FINAL TERMS OF THE LOAN AGREEMENT; RATIFYING ACTIONS HERETOFORE TAKEN; REPEALING ALL ACTION INCONSISTENT WITH THIS ORDINANCE; AND AUTHORIZING THE TAKING OF OTHER ACTIONS IN CONNECTION WITH THE EXECUTION AND DELIVERY OF THE LOAN AGREEMENT AND INTERCEPT AGREEMENT. Brad Fluetsch**

Approved on consent.

- K. REQUEST FOR APPROVAL OF AN ORDINANCE AMENDING SUBSECTION 6-10.2 AFCC 1987 REGARDING THE MEMBERSHIP AND TERMS OF THE CHILDREN AND YOUTH COMMISSION. Julie Sanchez**

Approved on consent.

- L. REQUEST FOR APPROVAL OF AN ORDINANCE AMENDING SECTION 2-16 AFCC 1987, OFFICE OF EMERGENCY MANAGEMENT TO ESTABLISH DEFINITIONS AND TO PROVIDE FOR EXPANDED PLANNING PERIODS FOR THE OFFICE OF EMERGENCY MANAGEMENT, AMENDING SECTION 20-1 SFCC 1987, POWERS OF THE MAYOR DURING AN EMERGENCY, TO INCLUDE DECLARATION OF AN EMERGENCY AND OTHER POWERS OF THE MAYOR IN AN EMERGENCY; AND ESTABLISHING ORDERS OF SUCCESSION FOR ELECTED OFFICIALS AND CITY MANAGEMENT. David Silver**

Councilor Harris said a lot of work has been done to clean up our Emergency Management systems. He has a lot of confidence in you and your position Mr. Silver. Kudos to you and Councilor Rivera for working on this. His question is if the position of Safety Director could work hand in hand with this office. Is that appropriate.

Mr. Silver said the position you are referring to is in HR. They just filled a position for safety in Risk Management in HR. We will work closely with them. That role is looking internally at City operations and OSHA compliance and ensuring employees are safe in the performance of their jobs.

Councilor Harris said there was a discussion about this position previously. He knows we are moving in the right direction. He does think there needs to be an understanding of what the Office of Emergency Management does and what the Safety Director does. He is curious about what kind of discussions you have had.

Mr. Silver said he has a meeting with that person on Thursday to discuss working together going forward.

Mr. Fluetsch said there was a Safety Officer position in the HR Department previously. In the budget discussions we did separate safety from risk. Risk stayed in Finance and safety is in HR. The position was created in the budget.

Councilor Lindell said we did get an email about the Senior Safety Specialist position being posted so it looks like we are moving forward.

**MOTION** A motion was made by Councilor Harris, seconded by Councilor Lindell, to approve the request.

**VOTE** The motion passed unanimously by voice vote.

## **7. PRESENTATION, DISCUSSION AND ACTION**

Chair Abeyta said he spoke to Councilor Romero-Wirth and she suggested we may want to move forward with the Resolution and have the Council weigh in on the Ordinance. Then we can come back with more details on the Ordinance. We have time. It is not scheduled for public hearing until September 25<sup>th</sup>. That will ensure that we spend enough time on this. We will proceed, but may only act on the Resolution tonight.

Chair Abeyta said we will allow for a presentation from Mr. Trujillo and the applicant.

### **A. REQUEST FOR APPROVAL OF A RESOLUTION DECLARING THE**

**INTENT OF THE CITY OF SANT FE TO ISSUE (TAXABLE)  
INDUSTRIAL REVENUE BONDS IN A PRINCIPAL AMOUNT UP TO  
EIGHTEEN MILLION DOLLARS (\$18,000,000) TO FINANCE THE  
ACQUISITION, CONSTRUCTION, RENOVATION, INSTALLATION, AND  
EQUIPPING OF A HIGH PRESSURE PROCESSING FACILITY IN  
SANTA FE, NEW MEXICO, FOR THE PURPOSE OF INDUCING NEW  
MEXICO FRESH FOODS, LLC OR ITS SUCCESSORS OR ASSIGNS  
TO UNDERTAKE THE ACQUISITION. CONSTRUCTION,  
RENOVATION, EQUIPPING AND INSTALLATION OF SUCH PROJECT,  
AND AUTHORIZING THE GIVING AND PUBLICATION OF NOTICES IN  
CONNECTION WITH SUCH BONDS. Fabian Trujillo**

Mr. Trujillo reviewed his presentation in the packet.

Mr. Trujillo said we are asking you to approve an \$18 million IRB for this project. The total project is \$26.9 million. It is located in an opportunity zone in an economically disadvantaged census track. There is 11% unemployment there. It is located on 6<sup>th</sup> Street near Midtown.

Mr. Trujillo said staff recommends approval. It meets the Economic Development Implementation Plan as an innovative, local project. The City will abate \$785,000 in property taxes and will receive \$21 million over a ten year period. It meets the requirements in the Ordinance that we will recoup our investment over ten years. He feels this could be the next Meow Wolf for our community.

Mr. Trujillo introduced Alexandra Ladd, Andrea Salazar and Peter Franklin, City Bond Council. He continued with Kelly Egoff, CEO of New Mexico Fresh Foods; Luis Carrasco, Rodey Law Firm; and Luke Spangler and Dr. Camilla Bustamante from the Santa Fe Community College.

Ms. Egoff said this is a community development project. It is all about jobs and growing the local food economy. New Mexico lacks transportation and structure to move food. The other piece of the puzzle is we are missing food processing facilities. New Mexico farmers were having to ship their products to California to package. They could not compete with the California farmers. We don't have processing facilities and need to overcome that barrier to start up food companies. Products that go through the HPP process have a longer shelf life without adding preservatives and they taste better and have the same nutritional level. Right now we run our juice product to Denver to run them through the HPP machine. We have just been picked up by Whole Foods and need a quicker turnaround time.

There are 30 of these HPP tolling facilities in the United States. Their job is to run other peoples food through the machine and send it back to them. Right now there is not a single HPP tolling facility in the southwest. Ours will be the first one. It will

attract food businesses to Santa Fe to use the process and machine. Food companies making food in New Mexico use New Mexico products. The use of these machines is critical. We will be making a substantial investment in the midtown area. We are looking to pay \$43,000 a year per employee which includes a 401K match and benefits. The Santa Fe Community College is already working on workforce development training. HPP is a water based system. We are capturing that water and recycling it on site with the help of the Community College's design. There is an incredible amount of knowledge at the Community College.

Dr. Bustamante said this is incredibly exciting. It brings to Santa Fe something that fell fallow when we could not get crops packaged and sold. Production requires that we have the ability to train people and scale up receipts to give people the opportunity to keep irrigated land in use. We are prepared to do that work and training. Our commercial kitchen has had a few producers who could go commercial, but there was no processing facility. This fills the gap. We are anxious to support this project. Thank you for your consideration.

Ms. Egoff said we have partners and growers here who are eager to sponsor this project. The Santa Fe Community Foundation gave us our working capital as a loan.

Mr. William Smith, President and CEO of the Community Foundation, said we were involved in this deal. Seven years ago we moved 10% of our investments from Wall Street to local investments. We believe that was the right thing to do for this place and our people. The impact of our investment in this project returns our principal and gives us a 1% stake in all the profits New Mexico Fresh Foods makes. All of that will get channeled back in to the grant opportunities that we have. Thank you Kelly for your leadership.

Councilor Harris said thank you everyone for your input. This was a good presentation. This is the second IRB we have looked at recently. This one is perfect in many ways. This is what the Act was intended for. This project will ripple out through our local economy and beyond. It really has the same potential, in a different arena, as what Meow Wolf has done with job creation and going outside the State limits. There will be some things we raised previously. He thinks Councilor Romero-Wirth's suggested process is the right one. We do want to look at the language for the claw back provisions and the pilot. This is easy for him to accept.

Councilor Harris asked Mr. Franklin if there is a distinction between an IRB for a 501c3 versus a domestic LLC.

Mr. Franklin said the City may make a distinction in its policy. The focus is on economic development regardless of the corporate status of the borrower. Under the State statute, 501c3 projects have their own eligibility for financing.

Councilor Lindell said she will research the actual technology. As far as the IRB

is concerned she has a good grasp of what is being asked of us and what the returns would be. She agrees with Councilor Romero-Wirth on the process.

Councilor Rivera said his question is for the City Attorney's Office. This second IRB is something we have heard about in the last couple of months. He thought on the last one there was some difference between and LLC and a 501c3. Is there anything in the City policy that talks about a difference.

Ms. Salazar said in terms of what the entities are they are different under State statute. Under IRB policy they are not treated differently because both were looked at with an economic development analysis. This project is a for-profit project moving forward and intends to increase economic development under manufacturing jobs. Manufacturing jobs are provided for under IRBs.

Councilor Rivera said he just wants to make sure. He agrees with all Councilor Harris has said. He feels better about this IRB than the previous one. This is what the statute was written for. Good luck. This is going to be a great thing for the City and the State. He agrees with the process moving forward as well.

Chair Abeyta said this does seem to make more sense to him than the other request. The economic development here is pretty clear. As we receive questions from the public do we forward those to you Mr. Trujillo.

Mr. Trujillo said yes. Forward them to him and he will make sure they get to the appropriate place.

**MOTION** A motion was made by Councilor Harris, seconded by Councilor Lindell, to approve the request.

Councilor Rivera asked the Bond Council at what point are we where we cannot do any more of these and they are not feasible. Where are we in that. Can we get some direction moving forward. What is the stopping point.

Mr. Franklin said you are at the very front end of the spectrum as far as when the City should start to founder due to tax revenue.

Mr. Fluetsch said unlike other bonds that are capped there is no upper limit to how much the City can issue in dollars in IRBs. It is the tax abatement that would be the constraint.

Councilor Rivera asked where is that stopping point.

Mr. Fluetsch said that would take some analysis that we have not done.

Councilor Rivera said that would be great to have.

Chair Abeyta said he agrees and he would like the status of the IRBs during the budget and a policy. How many IRBs do we have.

Mr. Fluetsch said we have two outstanding IRBs at this point.

Chair Abeyta said we need to have a report on this at least once a year and an analysis with some kind of guidance. That would be helpful.

**VOTE** The motion passed unanimously by voice vote.

**B. REQUEST FOR APPROVAL OF AN ORDINANCE OF THE CITY OF SANTA FE, NEW MEXICO AUTHORIZING AND PROVIDING FOR THE ISSUANCE AND SALE OF ITS TAXABLE INDUSTRIAL REVENUE BONDS FOR THE BENEFIT OF NEW MEXICO FRESH FOODS, LLC, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED EIGHTEEN MILLION DOLLARS (\$18,000,000) FOR THE PURPOSE OF FINANCING THE ACQUISITION, CONSTRUCTION, RENOVATION, INSTALLATION AND EQUIPPING OF A HIGH PRESSURE PROCESSING FACILITY IN SANTA FE, NEW MEXICO. AUTHORIZING THE EXECUTION AND DELIVERY OF A LEASE AGREEMENT BETWEEN THE CITY AND NEW MEXICO FRESH FOODS, LLC, AN INDENTURE SECURING SAID BONDS, A BOND PURCHASE AGREEMENT, CLOSING DOCUMENTS, AND SUCH BONDS IN CONNECTION THEREWITH; PROVIDING FOR THE TERMS OF THE SERIES 2019 BONDS AND MAKING DETERMINATIONS AS TO THE SUFFICIENCY OF THE LEASE PAYMENTS AND OTHER MATTERS RELATED TO THE PROJECT; AUTHORIZING THE SALE OF SAID BONDS AND ANY ANCILLARY AGREEMENTS IN CONNECTION THEREWITH; AND AUTHORIZING OTHER MATTERS PERTAINING TO THE ISSUANCE OF SAID BONDS. Fabian Trujillo**

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Rivera, to postpone this item.

Chair Abeyta said we want to hear this before the Council meeting on September 25<sup>th</sup>. It needs to be placed on the Finance Committee agenda.

**VOTE** The motion passed unanimously by voice vote.

## **8. EXECUTIVE SESSION**

None.



## **9. MATTERS FROM STAFF**

None.

## **10. MATTERS FROM THE COMMITTEE**

Councilor Lindell said she has heard that we are getting behind in getting vendors paid. She would like a report on that. We don't want to go over thirty days. If we are not able to get the system going and get people paid we need to have communications with the people not getting paid so they know attention is being paid to these problems.

Chair Abeyta said please provide an update at our next Finance meeting. If there is anything we can do to expedite payment he would appreciate that.


Mr. Fluetsch said he will look into this and get an email out to the Finance Committee members.

Councilor Harris said he agrees with Councilor Lindell. He started hearing about this last week. Clearly right now the system is not working as intended. It seems to be effecting a lot of people and a lot of companies. Let's hear something about it well before the next Finance meeting.

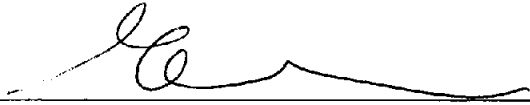
Councilor Harris said he has an issue he would like to bring up. This came up in an article in the Santa Fe Reporter that talked about the procurement for Molzen Corbin and the \$1 million contract at \$250,000 a year, over four years. Then the balance of the funding comes from other sources. There are eight task orders. We have been talking about the protocol for PSAs and when we can look at them. The article is part of a HIPPA request to look at the score sheets. We approved the amendment prior to that. There was interaction between Ms. Wheeler and the Records Custodian. They said they could not find the score sheets. The New Mexico Open Government group had to get involved. They did find the information eventually. He did not hear anything about this as Chair of the Airport Advisory Board. It seems there are more and more things we can't do rather than what we can do. He wants to know where the paper trail goes. Apparently the score sheets were found in the Airport Manager's office. It should have been a simple transaction, but became problematic. The article was clear that it was a good procurement. We did everything right. There were five companies who responded. Everything about it was good, but we got a bit of a black eye because the paper trail was not there. Find out what is going on Brad. He brings this up because all those records should be held in the Purchasing Division of the Finance Department. We should have them there as we are considering approval of a transaction. How did it come to us without having the requisite documents in Purchasing's hands.

## **11. ADJOURN**

There being no further business before the Committee the meeting adjourned at 6:20 pm.

A stylized handwritten signature in black ink, appearing to be 'RA' or similar, positioned above a horizontal line.

Councilor Roman Abeyta, Chair

A handwritten signature in black ink, appearing to be 'Elizabeth', positioned above a horizontal line.

Elizabeth Martin, Stenographer

# City of Santa Fe, New Mexico

## MEMO

**Date:** June 25, 2019

**To:** Finance Committee  
Public Utilities Committee

**Fr:** Shannon Jones, Interim Water Div. & Public Utilities Dept. Director 

**RE:** Budget Adjustment / Increase Request for CIP Funds in the amount of \$3,692,550.

The Water Division is requesting approval of a Budget Adjustment/Increase in the CIP BU for approved budgets and contracts in the New Fiscal Year 2019-2020 in the amount of \$3,692,550. The approved Projects and Contracts are as follows:

Sub Surface CO #2 - City Wide Utility Constructions \$542,188 inclusive grt ✓  
Sub Surface CO #2 - Priority Line Replacements \$1,626,563 inclusive grt  
AECOM-Cooperative Procurement On Call Engineering \$542,188 inclusive grt  
Carollo Engineering - Reuse Pipeline \$187,334 inclusive grt  
Carollo Engineering - On Call Engineering \$298,203 inclusive grt  
Hazen Sawyer - On Call Engineering \$487,969 inclusive grt  
Proscape - \$8,106 inclusive grt

**Requested Action:**

Staff is requesting your approval of the Budget Adjustment and forwarding to City Council for approval.

Exhibit '1' 1

# City of Santa Fe FY20 Budget Proposal



## General Information

Proposal Type:	Operating Reform Proposal
Department/Division:	Land Use
Department Contact:	Carol Johnson
Proposal Name:	Land Use Department Reorganization

### Proposal Description:

Reorganize the Land Use Department per the attached organization chart, including name change to Planning & Development. The new structure would include the following new positions: Assistant Director-Planning, Assistant Director-Development, Planner Manager-Compliance, Tier IV Plan Reviewer for mechanical, electrical and plumbing code review. The Long Range Planning and Neighborhood Services Divisions would be deleted. The Short Term Rentals Division would be renamed to Compliance Division, and enforcement staff from Short Term Rentals and Inspections & Enforcement would be consolidated into this division. The following Divisions would be renamed: Building Inspections & Enforcement = Inspection Division, Permit Intake/Building Permits = Building Division, Current Planning = Planning Division, Historic Preservation Division = Preservation Division, Engineering Development Review = Engineering Division. This proposal would result in a cost of \$57,285 during FY20 due to 50% of the Land Use Project Manager being charged to the ERP program. In FY21, 100% of this position would be charged to Fund 1001, resulting in a cost impact of \$128,204. This cost impact is proposed to be offset by a proposed revision to the Land Use Fee ordinance resulting in a net increase in revenue of \$491,614.

Budget Impact:		
Fund #	FY20 Impact	FY21 Impact
1,001	\$ 57,285.00	\$128,204

FTE Impact:	
Full Time	(2.00)
Part Time	
Term	
Temp	

### Performance Impact:

see attached

### Potential Implementation Challenges:

Possible implementation challenges may arise from reassignment of duties and natural resistance to change, along with attracting the talent needed to fill the new positions. Another challenge may be identifying the entire universe of locations where the various name changes must be made in order to assure consistent usage throughout the organization.

Dept Priority Rating:	1
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Is this a City/State/Federal Mandate?	No
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Exhibit "2"

# **City of Santa Fe**

## **FY20 Budget Proposal General**

### **Information**

Proposal Type: Operating Reform Proposal

Department/Division: Land Use

Department Contact: Carol Johnson

Proposal Name: Land Use Department Reorganization

### **PERFORMANCE IMPACT:**

The current organization structure of the Land Use Department results in the Director supervising 11 direct reports. Such a structure demands that the majority of the Director's time be spent on daily operations leaving insufficient time to address operational improvements, policy development or the needs of the public.

By adding two new Assistant Directors, the demands of daily operations on the Director would be reduced, while increasing the availability of technical and managerial expertise to staff and the general public. This will improve quality control, increase consistency in application of regulations and procedures, and provide for enhanced mentorship opportunities. This change would also allow the Director to engage more directly with the community at large and improve the public's understanding and awareness of the role and importance of the Land Use Department.

A new Planner Manager is proposed to oversee Code Compliance, including Short Term Rentals, to increase the productivity of this restructured division, improve the quality of cases presented to the City Attorney's Office for prosecution, and allow for better performance measurement.

Adding a new specialty plan reviewer is also part of the reorganization proposal. This new position would conduct the mechanical, electrical, and plumbing code review that is currently done by the Inspection Supervisors. The current system prevents the Inspection Supervisors from being able to focus on plan review, as the demands of supervising field deployed staff and conducting inspections are in constant competition. Eliminating the majority of plan review responsibilities will allow the Inspection Supervisors to focus on improving the performance of staff, as well as tackling the more complex and high profile inspections.

The reorganization proposal also consolidates land use planning activities into one division rather than the current organization which separates them into two divisions – long-range and current planning. Combining the two divisions allows for land use planners to gain implementation experience by applying the Land Use Code to real life applications, and use that experience when developing new policies and plans. Increasing the diversity of work assignments also improves the level of engagement of staff and helps with staff retention.

The final staff addition associated with this reorganization is the Land Use Project Manager. This position will focus on implementation and maintenance of the EnerGov module of the ERP program. EnerGov will require continued monitoring and refinement; including the development of custom reports for tracking performance measures, training of staff, and identification of compatible software that can leverage EnerGov to further improve performance of the Department.

# LAND USE DEPARTMENT ORGANIZATION

July 26, 2019

11 vacancies

