City of Santa Fe



Agenda

PUBLIC WORKS/CIP & LAND USE COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS MONDAY, JANUARY 27, 2020 5:00 P.M.

- **1.** CALL TO ORDER
- 2. ROLL CALL
- 3. APPROVAL OF AGENDA
- 4. APPROVAL OF CONSENT AGENDA
- 5. APPROVAL OF MINUTES FROM JANUARY 13, 2020 PUBLIC WORKS/CIP & LAND USE COMMITTEE MEETING

6. CONSENT AGENDA

- Request Approval of (2) General Fund Agreements between the City of Santa Fe and the State of New Mexico for the El Museo, Project 19-D3202 for \$160,000 and Greenhouse for Horticulture Therapy Program, Project 19-D3203 for \$150,000. (David Chapman, Grant Administrator, <u>dachapman@santafenm.gov</u> 955-6824)
 - Request Approval of Professional Service Agreement between the City of Santa Fe and El Museo for El Museo to Act as Project Manager and Provide Related Services as Outlined in General Fund Agreement # 19-D3202
 - Request Approval of a Budget Adjustment Request (BAR) to Increase Project Budgets as Indicated

COMMITTEE REVIEW

Finance Committee (Scheduled) Governing Body (Scheduled) 02/03/2020 02/12/2020

- b) Request Approval of New Mexico Economic Development Department (NMEDD) Memorandum of Understanding between the City of Santa Fe, NMEDD and Santa Fe Business Incubator for Project # 19-2141 for \$257,000 after AIPP. (David Chapman, Grant Administrator, dachapman@santafenm.gov 955-6824)
 - Request Approval of a Budget Adjustment Request (BAR) to Increase Project Budgets as Indicated

Finance Committee (Scheduled)	02/03/2020
Governing Body (Scheduled)	02/12/2020

Grant of Easement on City of Santa Fe Owned Parcel Leased to the State of New Mexico for the New Mexico **c**) Dept. of Public Safety Headquarters for the Purpose of Termed Utility Extension at 4491 Cerrillos Road by Verizon Wireless (VAW) LLC (Edward Vigil, Property Manager, ejvigil@santafenm.gov 955-6226)

COMMITTEE REVIEW

Finance Committee (Scheduled) Governing Body (Scheduled)

Request to Execute Quitclaim Deed for a Portion of the Real Estate within the Veterans Memorial Highway aka d) 599 Bypass Right-of-Way, Located within Section 23, Township 16 North, Range 8 East, NMPM, Santa Fe County, NM, for the Purpose of Correcting Existing Cloud on Title and Vest Ownership of Record into the New Mexico Department of Transportation (NMDOT). (Edward Vigil, Property Manager, ejvigil@santafenm.gov 955-6226)

COMMITTEE REVIEW

Governing Body (Scheduled)

Request for Approval of Amendment #2 to the Contract with Santa Fe Sports Management for Management of e) the NY/Santa Fe Gran Fondo Bike Race, in the Total Amount of \$50,000, for FY20, (Randy Randall, TSF Director, rrandall@santafenm.gov, 955-6209)

COMMITTEE REVIEW

Finance Committee (Scheduled) 02/03/2020 Governing Body (Scheduled) 02/12/2020

f) Request for the Approval of the 2019 State Homeland Security Grant Program (SHSGP) in the Total Amount of \$382,666 for EOD Robot, Controller, Rigging and Tools, EOD Canine and Patrol Canine, DHS Type II SWAT Operator Course, FBI Hazardous Device School; Federal Emergency Management Agency (FEMA); (Kyle Mason, kamason@santafenm.gov, 955-6704) (Ben Valdez, Deputy Chief of Police, bpvaldez@santafenm.gov.955-5040)

COMMITTEE REVIEW

Finance Committee (Approved) Governing Body (Scheduled)

01/21/2020 01/29/2020

02/12/2020

02/03/2020

02/12/2020

PUBLIC WORKS, CIP AND LAND USE COMMITTEE MEETING JANUARY 27, 2020 PAGE THREE

- 7. MATTERS FROM STAFF
- 8. MATTERS FROM THE COMMITTEE
- 9. MATTERS FROM THE CHAIR
- 10. NEXT MEETING: MONDAY, FEBRUARY 10, 2020
- 11. 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

RECEIVED AT THE CITY CLERK'S OFFICE		
DATE:	January 23, 2020	
TIME:	1:26 PM	

SUMMARY OF ACTION PUBLIC WORKS/CIP AND LAND USE COMMITTEE MEETING CITY HALL/COUNCIL CHAMBERS MONDAY, JANUARY 27, 2020, 5:00 PM

ITEM	ACTION	PAGE
CALL TO ORDER		1
ROLL CALL	QUORUM	1
APPROVAL OF AGENDA	APPROVED	1
APPROVAL OF CONSENT AGENDA	APPROVED	2
APPROVAL OF MINUTES	APPROVED	2
CONSENT AGENDA		

APPROVED

REQUEST APPROVAL OF (2) GENERAL FUND AGREEMENTS BETWEEN THE CITY OF SANTA FE AND THE STATE OF NEW MEXICO FOR EL MUSEO, PROJECT 19-D3202 FOR \$160,000 AND GREENHOUSE FOR HORTICULTURE THERAPY PROGRAM, PROJECT 10-D3203 FOR \$150,000.

REQUEST APPROVAL OF NEW MEXICO ECONOMIC DEVELOPMENT (NMEDD) MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY. OF SANTA FE, NMEDD AND THE SANTA FE BUSINESS INCUBATOR FOR PROJECT # 19-2141 FOR \$257,000 AFTER AIPP.

GRANT OF EASEMENT ON CITY OF SANTA FE OWNED PARCEL LEASED TO THE STATE OF NEW MEXICO FOR THE NEW MEXICO DEPARTMENT OF APPROVED ON CONSENT 4

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APPROVED ON CONSENT 4

PUBLIC SAFETY HEADQUARTERS FOR THE PURPOSE OF TERMED UTILITY **EXTENSION AT 4491 CERRILLOS ROAD BY VERIZON WIRELESS (VAW) LLC. REQUEST TO EXECUTE QUITCLAIM DEED APPROVED** FOR A PORTION OF THE REAL ESTATE WITHIN THE VETERANS MEMORIAL **HIGHWAY AKA 599 BYPASS RIGHT-OF-WAY.** LOCATED WITHIN SECTION 23, TOWNSHIP 16 NORTH, RANGE 8 EAST, NMPM, SANTA FE COUNTY, NM, FOR THE PURPOSE OF CORRECTING EXISTING CLOUD ON TITLE AND VEST OWNERSHIP OF RECORD INTO THE NEW MEXICO DEPARTMENT OF TRANSPORTATION (NMDOT). **REQUEST FOR APPROVAL OF** APPROVED ON CONSENT **AMENDMENT #2 TO THE CONTRACT** WITH SANTA FE SPORTS MANAGEMENT FOR MANAGEMENT OF NY/SANTA FE **GRAN FONDO BIKE RACE, IN THE TOTAL** AMOUNT OF \$50,000, FOR FY 20. **REQUEST FOR THE APPROVAL OF THE** APPROVED 2019 STATE HOMELAND SECURITY **GRANT PROGRAM (SHSGP) IN THE** TOTAL AMOUNT OF \$382,666 FOR EOD **ROBOT, CONTROLLER, RIGGING AND** TOOLS, EOD CANINE AND PATROL CANINE, DHS TYPE II SWAT OPERATOR **COURSE, FBI HAZARDOUS DEVICE** SCHOOL; FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA). MATTERS FROM STAFF INFORMATION/DISCUSSION MATTERS FROM THE COMMITTEE INFORMATION/DISCUSSION NEXT MEETING **FEBRUARY 10, 2020 ADJOURN** ADJOURNED

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PUBLIC WORKS/CIP AND LAND USE COMMITTEE MEETING CITY HALL/COUNCIL CHAMBERS MONDAY, JANUARY 27, 2020, 5:00 PM

1. CALL TO ORDER

A regular meeting of the Public Works/CIP & Land Use Committee was called to order on Monday, January 27, 2020, by Councilor Christopher Rivera, Chair, at approximately 5:00 PM in City Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fé, New Mexico.

2. ROLL CALL

Roll Call indicated the presence of a quorum as follows:

MEMBERS PRESENT:

Councilor Christopher Rivera, Chair Councilor JoAnne Vigil Coppler Councilor Roman Abeyta Councilor Renee Villarreal Councilor Michael Garcia

MEMBERS EXCUSED:

STAFF PRESENT:

Regina Wheeler, Public Works Director

OTHERS PRESENT:

Elizabeth Martin, Stenographer

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

3. APPROVAL OF AGENDA

MOTION A motion was made by Councilor Villarreal, seconded by Councilor Garcia, to approve the agenda as presented.

VOTE The motion passed unanimously by voice vote.

Public Works

4. APPROVAL OF CONSENT AGENDA

Councilor Vigil Coppler pulled items A and F for discussion.

Chair Rivera pulled item D for discussion.

Chair Rivera said as to the business license issue, there is a grace period until March 15th in order to get business licenses. There are some business licenses that have expired. It is the responsibility of the Department Directors to make sure that is taken care of.

- **MOTION** A motion was made by Councilor Villarreal, seconded by Councilor Vigil Coppler, to approve the consent agenda as amended.
- **VOTE** The motion passed unanimously by voice vote.

5. APPROVAL OF MINUTES JANUARY 13, 2020

Councilor Vigil Coppler said on page 19, in the middle of the page, she thinks she made the motion rather than Councilor Abeyta. She would like the Stenographer to check the recording and make the correction.

- **MOTION** A motion was made by Councilor Villarreal, seconded by Councilor Vigil Coppler to approve the minutes as amended.
- **VOTE** The motion passed unanimously by voice vote.

6. CONSENT AGENDA

A. REQUEST APPROVAL OF (2) GENERAL FUND AGREEMENTS BETWEEN THE CITY OF SANTA FE AND THE STATE OF NEW MEXICO FOR EL MUSEO, PROJECT 19-D3202 FOR \$160,000 AND GREENHOUSE FOR HORTICULTURE THERAPY PROGRAM, PROJECT 10-D3203 FOR \$150,000. David Chapman

Councilor Vigil Coppler said this is to construct a greenhouse for horticulture therapy. This says the Parks Division will operate the facility. Does Parks and Recreation know that. They have their plate full with many things and there are many

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things they are behind on. She is concerned that we are committing them to operate this facility. She does not see staff dedicated to this or a maintenance budget or a budget for ongoing purchases. How is this going to work.

Mr. Chapman said this is funded by an appropriation given to the City by the Legislature to construct a greenhouse. The idea behind that was to provide horticulture therapy to disabled people. The Parks Division is very much in agreement that we can do this. Public Works will be involved in the construction of the greenhouse and the funds the Legislature appropriated will be used to build it. We do not have the additional money required for services. It was the Legislature's point not to provide that. Our thinking is that the City will put out an RFP for the services.

Councilor Vigil Coppler said is says the Parks Department will operate the facility, but there are no funds for the other items.

Ms. Wheeler said David has been collaborating with Parks and Recreation on this. They are excited about this as a way to reduce their costs since they have to buy plants from nurseries. The idea is that the services would be contracted out. If you look at our entire massive capital plan and the money that rolled in last year and will roll in this year there is a significant need for operational costs. That is an element she would like to start taking into consideration. There will be operating expenses and we do not have a plan.

Councilor Vigil Coppler said there is also the maintenance of it as well. We are good at building things, but we are not good at maintaining them. That concerns her. Getting to a point in the City process where we include the whole ball of wax is important. So Parks will grow their own plants and that is a good idea, but if we use staff to do that then who is going to pull the weeds. Weed season is coming up and she knows they are not staffed correctly. She likes the idea, but we can't forget the costs.

Mr. Chapman said thank you for bringing that up. He has been with the City for 16 years and has never before received such an enthusiastic reply to a project from Parks and others who are so much on board with a program that will help the disabled in our community. He is reaching out to several other entities who provide this service. He is excited about it. He thinks it is doable.

Councilor Vigil Coppler said she thinks the program is wonderful. Enthusiasm is wonderful, but it is down to the infrastructure. What will make this place be viable in 5 to 10 years to make it stand the test of time. She is interested in that. When you are preparing your budgets you need to remember that requests need to be in there for these missing things.

Councilor Villarreal said she agrees with her colleague, however, we have a horticulture team that is doing this. It is a great idea. She is supportive of it. It is great

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that we will be growing our own vegetation for the City public spaces. How did we not know about this appropriation.

Mr. Chapman said there is a long story about the appropriation. It was directly requested by Representative Jim Trujillo and Senator Nancy Rodriguez. It did not take the normal route of getting vetted by the City. The contract was to go to El Mirador Easter Seals, but due to anti-donation the public entity would own the facility. They may bid for the therapeutic part.

Councilor Villarreal said it would be great to know when things come from different angles. It would be good to add it to the list of what we get funded for.

Ms. Wheeler said we have known this was funded for six months. It was in the list we got from the session, but there was a lot of work David had to do to work it out.

- **MOTION** A motion was made by Councilor Villarreal, seconded by Councilor Vigil Coppler, to approve the request.
- **VOTE** The motion passed unanimously by voice vote.
 - B. REQUEST APPROVAL OF NEW MEXICO ECONOMIC DEVELOPMENT (NMEDD) MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SANTA FE, NMEDD AND THE SANTA FE BUSINESS INCUBATOR FOR PROJECT # 19-2141 FOR \$257,000 AFTER AIPP.

Approved on consent.

C. GRANT OF EASEMENT ON CITY OF SANTA FE OWNED PARCEL LEASED TO THE STATE OF NEW MEXICO FOR THE NEW MEXICO DEPARTMENT OF PUBLIC SAFETY HEADQUARTERS FOR THE PURPOSE OF TERMED UTILITY EXTENSION AT 4491 CERRILLOS ROAD BY VERIZON WIRELESS (VAW) LLC.

Approved on consent.

D. REQUEST TO EXECUTE QUITCLAIM DEED FOR A PORTION OF THE REAL ESTATE WITHIN THE VETERANS MEMORIAL HIGHWAY AKA 599 BYPASS RIGHT-OF-WAY, LOCATED WITHIN SECTION 23, TOWNSHIP 16 NORTH, RANGE 8 EAST, NMPM, SANTA FE COUNTY, NM, FOR THE PURPOSE OF CORRECTING EXISTING CLOUD ON TITLE AND VEST OWNERSHIP OF RECORD INTO THE NEW MEXICO DEPARTMENT OF TRANSPORTATION (NMDOT). Edward Vigil Chair Rivera said his question is on page 19. If we are deeding this back to the State his question is about maintenance. We have had issues with State roads within the City. What will happen with this section.

Mr. Vigil said this is part of the highway system and would be maintained solely by DOT and the Federal government. It is part of the WHIP route.

Chair Rivera asked so they are maintaining all of 599 now.

Mr. Vigil said that is his understanding.

MOTION A motion was made by Chair Rivera, seconded by Councilor Abeyta, to approve the request.

Councilor Vigil Coppler said she wanted to alert staff that on the quitclaim deed corporation has a typo. It should be corrected before it is sent anywhere.

- **VOTE** The motion passed unanimously by voice vote.
 - E. REQUEST FOR APPROVAL OF AMENDMENT #2 TO THE CONTRACT WITH SANTA FE SPORTS MANAGEMENT FOR MANAGEMENT OF NY/SANTA FE GRAN FONDO BIKE RACE, IN THE TOTAL AMOUNT OF \$50,000, FOR FY 20.

Approved on consent.

F. REQUEST FOR THE APPROVAL OF THE 2019 STATE HOMELAND SECURITY GRANT PROGRAM (SHSGP) IN THE TOTAL AMOUNT OF \$382,666 FOR EOD ROBOT, CONTROLLER, RIGGING AND TOOLS, EOD CANINE AND PATROL CANINE, DHS TYPE II SWAT OPERATOR COURSE, FBI HAZARDOUS DEVICE SCHOOL; FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA). Deputy Chief Ben Valdez and Kyle Mason, Emergency Management Director.

Councilor Vigil Coppler said the project amount is \$382,666 on a reimbursement basis and it crosses our fiscal years. We spend the money and then we put in for reimbursement.

Deputy Chief Valdez said we provide a proposal to the State and they give us the grant award. Before we receive the funds we present them with our plan and they provide us with the funds. That has been the way it has been administered in the past.

Councilor Vigil Coppler asked do we spend Police Department funds to do the

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work and then get reimbursed. How do you pay the bills.

Deputy Chief Valdez said they give us the funds. In the past that is how we have done the grant. We present our plan and budget and then they put the funds into our City accounts. We do report to the State as to progress.

Mr. Mason said it is his understanding as well as to how it has been done in the past. Quarterly we present to them the projects and they give us the funds for that quarter ahead of time. In the subgrant agreement it is on a reimbursement process. They are prompt at paying that out.

Councilor Vigil Coppler said so they don't actually give us the money. We do the work and then ask them to give us the money. She is concerned because it crosses fiscal years and we are almost at the end of the month. Are we behind. Have we started any work yet. Half a year is in this fiscal year and half in the next one. Do we have the money in our budget now to do this.

Deputy Chief Valdez said this is a performance grant. It is an 18 month grant. We can look into the process. With past grants they allocate the funds and we provided quarterly reports to show where we stand. He noted in the budget hearing last year the dire need for the EOD Robot and it did not get funded. This is a dire need. It is an added resource to improve public safety. If we have to pay up front it is well worth it. We will get the funds back.

Councilor Vigil Coppler said Article 5 deals totally with reimbursement. She is asking if you have the funds in your budget to spend up front and ask for reimbursement. Who is going to manage this grant.

Deputy Chief Valdez said he and the Emergency Management Officer will manage it this year. We are working with the City's Emergency Management Director as well.

Councilor Vigil Coppler said the only place that explains the project is the cover memo submitted by Kyle. She is not sure what a Special Operations EOD Robot is or what all this means. What are you going to do with this money.

Deputy Chief Valdez said the EOD Robot is what we need to be functional. We just completed the training. Explosive Ordinance Disposal is what EOD is. It is for hazardous materials as well. The robot is sent rather than personnel. We are buying two dogs as well.

Councilor Vigil Coppler said thank you.

Chair Rivera said these are standard forms that Kyle and the Fire and Police Chiefs deal with.

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Chair Rivera said he had a request in to PNM to replace the lights on Cerrillos from Baca to Second Street. Those were done fairly quickly so there are some success stories.

Ms. Wheeler said some repairs are harder than others.

Chair Rivera said thank you Ms. Wheeler. Thank you Ms. Martin.

9. NEXT MEETING FEBRUARY 10, 2020

10. ADJOURN

There being no further business before the committee the meeting adjourned at 6:00 pm.

Councilor Christopher Rivera, Chair

Elizabeth Martin, Stenographer

Public Works



FY20 Recommended Budget Public Works Department FY20 Goals April 2019

FY20 Goals

Public Works will undertake the following activities to realize the vision for Santa Fe:

- Multimodal Transition and Transit Service Study Plan completion
- Street and Sidewalk condition improvement through high quality deployment of Gas Tax Re-pavement Projects and securing additional funding for sidewalk and road repairs
- Airport Terminal Expansion to continue to grow this economic engine for Northern New Mexico and key quality of life facility for Santa Fe
- Solar and Energy Efficient City Facilities projects
- Stormwater Management Plan Implementation
- Midtown and Railyard Infrastructure maintenance, management and development
- Trails and Roads Network Expansion
- Implement revenue enhancement and protection of City infrastructure
 - Street cut permit fees corresponding to duration and extent of impact
 - Airport landing fees
 - Airport lease CPI adjustments
 - Stormwater fee increase to protect private property, improve public safety and infiltrate water resource
- Successful adoption of ERP for efficiency
- Collect and report additional data for measures reporting and performance improvement
- Increase public information about Public Works service delivery
- Deploy high quality in approximately \$90M of capital projects managed by Public Works

In order to deliver on these initiatives, funding is requested in the FY20 budget for the following:

- Capacity to deliver capital projects
 - Add a Project Administrator for the Santa Fe regional airport
 - Create a career ladder to retain and compensate the Project for skill development and increased level of responsibility.
- Midtown Property Management
 - Ensure necessary funding for repair and maintenance at the Midtown campus to steward the facilities as redevelopment occurs.
- Street and Sidewalk Condition Improvement



- Improve our street and sidewalk infrastructure with maintenance and capital funds.
- Data collection tools and procedures enhancement
 - Add software for the Airport to manage the activities, security and leases
 - Optimize Facilities Asset Management software to project capital and maintenance needs for City facilities.
 - Implement new GIS based work order and asset tracking system for stormwater

Measures will be reported to demonstrate progress toward established goals:

Measure	Goal
Number of commercial airline passengers through Santa Fe Regional	TBD
Airport	
Average Pavement Condition (0=failed, 4=new, current average is 2.3)	2.5 by 2022
Percentage of sidewalks compliant and low/elevated priority for repair	TBD
Stormwater infiltration increase in gallons/year	TBD
Miles of multimodal trails added	TBD
Miles of complete streets	TBD
Number of days of unscheduled facility shutdown	TBD
Percent of city operations powered by solar	TBD
Energy consumption reduction in city facilities	5% per year
Average exit time from parking facilities after events	TBD
Develop and implement Multimodal Transition Plan by 2020	TBD
Number of transit riders served and distribution of rider categories	TBD
On-demand shared vehicle utilization	TBD

PUBLIC WORKS DEPARTMENT

Policy Goals Responsive to community Family Friendly Multimodal SUSTAINABLE CITY

FY20 Activities to Realize Goals

Pavement Condition Improvement Airport Expansion Solar and Energy Efficient City Facilities Stormwater Management Plan Implementation Midtown and Railyard Infrastructure Multimodal Transition Plan

DIVISIONS

Airport Engineering Facilities & Midtown Parking Railyard Streets & Drainage Transit

DIRECTORS

Mark Baca John Romero PE Michael Rodriguez GB98 Noel Correia Bob Siqueiros Javier Martinez PE Keith Wilson & Thomas Martinez FY20 OPERATING BUDGET ^{\$49m}

FY20 CITYWIDE CAPITAL BUDGET \$87M +

300 FTEs

Department Description of Services:

The Public Works Department design, builds, maintains and operates the City's transportation system, facilities and stormwater infrastructure. Through thoughtful stewardship of this infrastructure, the City will realize many of its resiliency, economic development, and family friendly goals. The quality of this infrastructure affects every resident, visitor and business.

The Public Works Department plans and manages capital planning and projects for all departments except Utilities.

The Public Works Department is responsible for constructing, operating and maintaining the infrastructure and partnerships for the Railyard and for facilities, grounds and infrastructure at Midtown













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