



# Agenda

Finance Committee Meeting  
December 3, 2007 – 5:15 pm  
City Council Chambers

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 11/30/07 TIME 10:10 am

SERVED BY Yolanda Green

RECEIVED BY S. F. Carr

NOVEMBER 19, 2007

## INFORMATIONAL AGENDA:

6. UPDATE ON CREATIVE TOURISM CONFERENCE (TOM MAGUIRE)

## CONSENT AGENDA:

7. BID OPENINGS:
  - A. BID NO. 08/06/B – SANTA FE MUNICIPAL AIRPORT AVIATION DRIVE SECURITY LIGHTING; VIS-COM, INC. (JIM MONTMAN)
  - B. BID NO. 08/12/B – TRAFFIC SIGNAL LED BULB AND HEAD RETROFIT PROJECT; MCDADDE WOODCOCK, INC. (RICK DEVINE)
    1. REQUEST FOR APPROVAL OF BUDGET TRANSFER – CIP ½% CIP GRT
  - C. CHEMICALS FOR WATER DIVISION (VICTOR ARCHULETA)
    1. BID NO. 08/15/B – LIQUID ALUMINUM SULFATE; DPC INDUSTRIES
    2. BID NO. 08/16/B – FOOD GRADE SALT; DPC INDUSTRIES
    3. BID NO. 08/17/B – SODA ASH; DPC INDUSTRIES
    4. BID NO. 08/18/B – WHITE HYDRATED LIME; DPC INDUSTRIES
    5. BID NO. 08/19/B – LIQUID SODIUM PERMANGANATE; F2 INDUSTRIES, LLC
    6. BID NO. 08/20/B – SODIUM HYPOCHLORITE; DPC INDUSTRIES
8. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – OFFICE FURNITURE FOR TRANSIT FACILITY EXPANSION; CREATIVE INTERIORS, INC. (MARY MACDONALD)



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9. REQUEST FOR APPROVAL OF MEMORANDUM OF AGREEMENT – SCHOOL CROSSING GUARD PROGRAM; SANTA FE PUBLIC SCHOOLS (MIKE LANDAVAZO)
10. REQUEST FOR APPROVAL OF MEMORANDUM OF AGREEMENT – SANTA FE TRAILS RIDEFINDERS PROGRAM; NEW MEXICO DEPARTMENT OF TRANSPORTATION (JON BULTHUIS)
11. REQUEST FOR APPROVAL OF TEMPORARY AIRCRAFT SHELTER ON LEASED PROPERTY AT SANTA FE MUNICIPAL AIRPORT; NEW MEXICO ARMY NATIONAL GUARD (JIM MONTMAN)
12. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – SUPPORT AND AWARENESS FOR DOMESTIC VIOLENCE THROUGHOUT THE SANTA FE COUNTY AREA; STATE OF NEW MEXICO CHILDREN, YOUTH AND FAMILIES DEPARTMENT (POLICE CHIEF ERIC JOHNSON)
  - A. REQUEST FOR APPROVAL OF BUDGET INCREASE FROM GRANT REVENUE – GRANT FUND
13. REQUEST FOR APPROVAL OF PROJECT AGREEMENT – OPERATION BUCKLE DOWN FOR POLICE DEPARTMENT; NEW MEXICO DEPARTMENT OF TRANSPORTATION PROGRAMS DIVISION; TRAFFIC SAFETY BUREAU (POLICE CHIEF ERIC JOHNSON)
  - A. REQUEST FOR APPROVAL OF BUDGET INCREASE FROM GRANT REVENUE – GRANT FUND
14. REQUEST FOR APPROVAL OF PROJECT AGREEMENT – OPERATION DWI; NEW MEXICO DEPARTMENT OF TRANSPORTATION PROGRAMS DIVISION; TRAFFIC SAFETY BUREAU (POLICE CHIEF ERIC JOHNSON)
  - A. REQUEST FOR APPROVAL OF BUDGET INCREASE FROM GRANT REVENUE – GRANT FUND
15. REQUEST FOR APPROVAL OF DONATION – TWO (2) K-9 POLICE DOGS FOR POLICE DEPARTMENT; BENJAMIN MONTANO (POLICE CHIEF ERIC JOHNSON)
16. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – AMMUNITION FOR POLICE DEPARTMENT; GT DISTRIBUTORS, INC. (POLICE CHIEF ERIC JOHNSON)
17. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – BENEFITS CONSULTING SERVICES FOR HUMAN RESOURCES; AON CONSULTING, INC. (KRISTINE KUEBLI)
18. REQUEST FOR APPROVAL OF BUDGET INCREASE FOR 400<sup>TH</sup> ANNIVERSARY PLANNING FROM LODGERS' TAX (DARLENE GRIEGO)



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19. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – LODGERS' TAX AUDIT; BARRACLOUGH & ASSOCIATES, P.C. (KATHRYN RAVELING)
  - A. REQUEST FOR APPROVAL OF BUDGET INCREASE – LODGERS' TAX
20. REQUEST FOR APPROVAL OF AMENDMENT NO. 4 TO PROFESSIONAL SERVICES AGREEMENT – INVESTMENT SERVICES; FIRST SOUTHWEST COMPANY (HELENE HAUSMAN)
21. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING STAFF TO PROCEED WITH NEGOTIATIONS TO PURCHASE 14 ACRES OF LAND ADJACENT TO THE SILER ROAD YARD AND DEVELOP A FINANCING PLAN FOR THE PURCHASE (MAYOR COSS, COUNCILORS CHAVEZ, WURZBURGER, CALVERT AND TRUJILLO) (MIKE LUJAN)
22. REQUEST FOR APPROVAL TO PUBLISH NOTICE OF PUBLIC HEARING ON JANUARY 30, 2008 AN ORDINANCE AMENDING SECTION 25-4.2 SFCC 1987 REGARDING WATER RATE ADJUSTMENTS (COUNCILOR CHAVEZ, BUSHEE AND TRUJILLO) (GARY MARTINEZ)
23. REQUEST FOR APPROVAL OF A JOINT RESOLUTION REPEALING CITY OF SANTA FE RESOLUTION NO. 2007-71 AND SANTA FE PUBLIC SCHOOL BOARD OF EDUCATION RESOLUTION 090407; AND ADOPTING A NEW RESOLUTION DIRECTING CITY AND PUBLIC SCHOOL STAFF TO PREPARE RECOMMENDATIONS FOR THE GOVERNING BODY AND THE BOARD OF EDUCATION REGARDING HOUSING ON SCHOOL PROPERTY FOR POLICE OFFICERS; AND DIRECTING STAFF TO EXAMINE AND MAKE RECOMMENDATIONS FOR THE PLACEMENT OF A POLICE OFFICER ON EACH OF OUR HIGH SCHOOL CAMPUSES (Postponed at Finance Committee meeting of October 15, 2007)
24. REQUEST FOR APPROVAL TO PUBLISH NOTICE OF PUBLIC HEARING ON JANUARY 30, 2008 AN ORDINANCE AMENDING CHAPTER 14 SFCC 1987 REGARDING THE POWERS AND DUTIES OF THE BUSINESS CAPITAL DISTRICT DESIGN REVIEW COMMITTEE AND THE PLANNING COMMISSION TO MINIMIZE OVERLAPPING JURISDICTION IN THE BUSINESS CAPITAL DISTRICT AND MAKING SUCH OTHER RELATED CHANGES AS ARE NECESSARY (COUNCILOR HELDMEYER) (JEANNE PRICE)
25. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING STAFF TO WORK WITH THE SANTA FE PUBLIC SCHOOL DISTRICT STAFF TO DEVELOP A CITY PROCESS IN WHICH APPLICANTS FOR LAND DEVELOPMENT PROJECTS WOULD BE REQUIRED TO MEET WITH THE SANTA FE PUBLIC SCHOOLS TO ASSESS AND MITIGATE THE IMPACTS FOR THE DEVELOPMENT PROJECT ON THE SANTA FE PUBLIC SCHOOLS (COUNCILOR DOMINGUEZ) (JACK HIATT)
26. REQUEST FOR APPROVAL OF A RESOLUTION ESTABLISHING AN APPLICATION FEE FOR ARTISTS/ARTISANS WHO APPLY FOR A LICENSE UNDER THE SANTA FE PLAZA PARK ARTIST/ARTISAN PROGRAM (COUNCILOR CHAVEZ) (SEVASTIAN GURULE)



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27. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – PLAN, DESIGN AND IMPROVE LAND AND FACILITIES LOCATED ADJACENT TO PROPOSED TRAIN STOPS WITHIN THE CITY OF SANTA FE; ATKIN, OLSHIN, SCHADE ARCHITECTS (RFP NO. 07/50/P) (KATHERINE MORTIMER) (Postponed at Finance Committee meeting of October 1, 2007, October 15, 2007, November 5, 2007 and November 19, 2007)

## DISCUSSION:

28. REQUEST FOR APPROVAL OF A RESOLUTION AUTHORIZING PAY INCREASES OF UP TO 2.81% TO THOSE MANAGEMENT AND CONFIDENTIAL EMPLOYEES WHO RECEIVED NO PAY INCREASE OR WHO RECEIVED LESS THAN A 2.81% PAY INCREASE FOR FISCAL YEAR 2007/08, EFFECTIVE THE FIRST PAY PERIOD IN DECEMBER 2007 (KRISTINE KUEBLI) (Postponed at Finance Committee meeting of November 19, 2007)
29. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – WATER TRANSMISSION & STORAGE MASTER PLAN (RFP #08/04/P) FOR WATER DIVISION; BROWN & CALDWELL (BRIAN SNYDER)
30. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING STAFF TO SEEK FUNDING FROM THE NEW MEXICO DEPARTMENT OF TRANSPORTATION TO ASSIST THE CITY IN CONSTRUCTING AN UNDERGROUND CROSSING FOR THE ARROYO CHAMISO TRAIL AT ST. FRANCIS DRIVE (COUNCILOR BUSHEE) (BOB SIQUEIROS)
31. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING STAFF TO EXPLORE OPTIONS TO PROTECT THE JUANITA STREET NEIGHBORHOOD FROM INAPPROPRIATE DEVELOPMENT (COUNCILORS BUSHEE, CALVERT, DOMINGUEZ, TRUJILLO, WURZBURGER AND MAYOR COSS) (JACK HIATT AND KATHY MCCORMICK)
32. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING STAFF TO WORK WITH CREATIVE SANTA FE A CITY FUNDED NOT-FOR-PROFIT ORGANIZATION, TO FURTHER DEVELOP THE PLAN TO ESTABLISH A RAILYARD ARTS/CREATIVITY COMPLEX (COUNCILORS BUSHEE, ORTIZ, DOMINGUEZ AND TRUJILLO) (SABRINA PRATT)
33. REQUEST FOR CONCEPTUAL APPROVAL OF REALLOCATION OF FUNDS (GENERAL FUND) (CONTINGENT ON JANUARY 2008 LEGISLATIVE ACTION) FOR FIRE AND POLICE EQUIPMENT AND OTHER USES (KATHRYN RAVELING)
34. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – COLLABORATE WITH SANTA FE BASED ECONOMIC DEVELOPMENT SERVICE PROVIDERS; CREATIVE SANTA FE (RFP #05/18/P) (KATHY MCCORMICK)



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35. REQUEST FOR APPROVAL OF AMENDMENT NO. 5 TO LEASE AND MANAGEMENT AGREEMENT – SANTA FE RAILYARD UNDERGROUND PARKING GARAGE; SANTA FE RAILYARD COMMUNITY CORPORATION (FRANK ROMERO)
36. REQUEST FOR APPROVAL OF AMENDMENT NO. 6 TO LEASE AND MANAGEMENT AGREEMENT – SANTA FE RAILYARD UNDERGROUND PARKING GARAGE; SANTA FE RAILYARD COMMUNITY CORPORATION (FRANK ROMERO)
37. REQUEST FOR APPROVAL OF A RESOLUTION SUPPORTING THE EFFORTS OF OTHER GOVERNMENTAL ENTITIES CALLING FOR A MORATORIUM ON OIL AND GAS DRILLING IN THE GALISTEO BASIN IN ORDER TO ALLOW APPROPRIATE STUDY AND CONSULTATION ABOUT GOVERNMENTAL ACTION IN THIS AREA (COUNCILORS HELDMEYER, BUSHEE, CALVERT AND WURZBURGER)
38. OTHER FINANCIAL INFORMATION:
  - A. UPDATE ON GROSS RECEIPTS TAX FOR NOVEMBER 2007 AND LODGERS' TAX REPORT FOR OCTOBER 2007 (KATHRYN RAVELING) (Postponed at Finance Committee meeting of November 19, 2007)
  - B. REQUEST FOR APPROVAL OF 2008 FINANCE COMMITTEE MEETING DATES (KATHRYN RAVELING)
  - C. INFORMATION ON SICK AND ANNUAL LEAVE BUY BACK PROGRAM (KATHRYN RAVELING AND KRISTINE KUEBLI)
39. MATTERS FROM THE COMMITTEE
40. ADJOURNMENT

Interpreter for hearing impaired is available through City Clerk's Office upon 5 days notice.

**SUMMARY OF ACTION  
FINANCE COMMITTEE MEETING  
Monday, December 3, 2007**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>PAGE</u></b>
CALL TO ORDER	Quorum	1
APPROVAL OF AGENDA	Approved [amended]	1-2
APPROVAL OF CONSENT AGENDA	Approved [amended]	2
CONSENT AGENDA LISTING		2-4
APPROVAL OF MINUTES: NOVEMBER 19, 2007	Approved	5
<b><u>INFORMATION AGENDA</u></b>		
UPDATE ON CREATIVE TOURISM CONFERENCE	Information/discussion	5-7
DESIGN WEEK REPORT	Postponed to 01/02/08	7-8
<b><u>CONSENT CALENDAR DISCUSSION</u></b>		
REQUEST FOR APPROVAL OF BUDGET INCREASE FOR 400 <sup>TH</sup> ANNIVERSARY PLANNING FROM LODGERS' TAX	Approved	8-9
REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING STAFF TO PROCEED WITH NEGOTIATIONS TO PURCHASE 14 ACRES OF LAND ADJACENT TO THE SILER ROAD YARD AND DEVELOP A FINANCING PLAN FOR THE PURCHASE	Approved [amended]	9-10
REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – PLAN, DESIGN AND IMPROVE LAND AND FACILITIES LOCATED ADJACENT TO PROPOSED TRAIN STOPS WITHIN THE CITY OF SANTA FE; ATKIN, OLSHIN, SCHADE ARCHITECTS (RFP NO. 07/50/P). (KATHERINE MORTIMER)	Approved [amended]	10-12

**ITEM****ACTION****PAGE**

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**END OF CONSENT CALENDAR DISCUSSION**

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**DISCUSSION**

CONSIDERATION OF RESOLUTION NO. 2007-121.  
A RESOLUTION DIRECTING STAFF TO WORK  
WITH OTHER GOVERNMENTAL ENTITIES  
THROUGHOUT NORTHERN NEW MEXICO TO  
MITIGATE THE ECONOMIC IMPACTS OF LAYOFFS  
AT LOS ALAMOS NATIONAL LABORATORY

Consensus to send to Council 12-13

REQUEST FOR APPROVAL OF A RESOLUTION  
AUTHORIZING PAY INCREASES OF UP TO  
2.81% TO THOSE MANAGEMENT AND  
CONFIDENTIAL EMPLOYEES WHO RECEIVED  
NO PAY INCREASE OR WHO RECEIVED LESS  
THAN A 2.81% PAY INCREASE FOR FISCAL  
YEAR 2007/08, EFFECTIVE THE FIRST PAY  
PERIOD IN DECEMBER 2007

Approved [amended] 13-18

REQUEST FOR APPROVAL OF PROFESSIONAL  
SERVICES AGREEMENT – WATER  
TRANSMISSION & STORAGE MASTER PLAN  
(RFP #08/04/P) FOR WATER DIVISION; BROWN  
& CALDWELL.

Approved 18

REQUEST FOR APPROVAL OF A RESOLUTION  
DIRECTING STAFF TO SEEK FUNDING FROM  
THE NEW MEXICO DEPARTMENT OF  
TRANSPORTATION TO ASSIST THE CITY IN  
CONSTRUCTING AN UNDERGROUND CROSSING  
FOR THE ARROYO CHAMISO TRAIL AT ST.  
FRANCIS DRIVE

Approved a/a 18-19

REQUEST FOR APPROVAL OF A RESOLUTION  
DIRECTING STAFF TO EXPLORE OPTIONS TO  
PROTECT THE JUANITA STREET NEIGHBORHOOD  
FROM INAPPROPRIATE DEVELOPMENT

Approved [amended] 19-23

<b>ITEM</b>	<b>ACTION</b>	<b>PAGE</b>
REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING STAFF TO WORK WITH CREATIVE SANTA FE A CITY FUNDED NOT-FOR-PROFIT ORGANIZATION, TO FURTHER DEVELOP THE PLAN TO ESTABLISH A RAILYARD ARTS/CREATIVITY COMPLEX	Approved [amended]	23-26
REQUEST FOR CONCEPTUAL APPROVAL OF REALLOCATION OF FUNDS (GENERAL FUND) (CONTINGENT ON JANUARY 2008 LEGISLATIVE ACTION) FOR FIRE AND POLICE EQUIPMENT AND OTHER USES	Postponed to 01/02/2008	27
REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – COLLABORATE WITH SANTA FE BASED ECONOMIC DEVELOPMENT SERVICE PROVIDERS; CREATIVE SANTA FE (RFP #05/18/P)	Approved	27
OTHER FINANCIAL INFORMATION: UPDATE ON GROSS RECEIPTS TAX FOR NOVEMBER 2007, AND LODGERS' TAX REPORT FOR OCTOBER 2007	Information/discussion	28
REQUEST FOR APPROVAL OF AMENDMENT NO. 5 TO LEASE AND MANAGEMENT AGREEMENT – SANTA FE RAILYARD UNDERGROUND PARKING GARAGE; SANTA FE RAILYARD COMMUNITY CORPORATION	Approved	28-29
REQUEST FOR APPROVAL OF AMENDMENT NO. 6 TO LEASE AND MANAGEMENT AGREEMENT – SANTA FE RAILYARD UNDERGROUND PARKING GARAGE; SANTA FE RAILYARD COMMUNITY CORPORATION	Approved	29
REQUEST FOR APPROVAL OF A RESOLUTION SUPPORTING THE EFFORTS OF OTHER GOVERNMENTAL ENTITIES CALLING FOR A MORATORIUM ON OIL AND GAS DRILLING IN THE GALISTEO BASIN IN ORDER TO ALLOW APPROPRIATE STUDY AND CONSULTATION ABOUT GOVERNMENTAL ACTION IN THIS AREA	Approved [amended]	29



<b><i>ITEM</i></b>	<b><i>ACTION</i></b>	<b><i>PAGE</i></b>
<b>OTHER FINANCIAL INFORMATION</b>		
<b>REQUEST FOR APPROVAL OF 2008 FINANCE     COMMITTEE MEETING DATES</b>	<b>Postponed to 01/02/07</b>	<b>29-30</b>
<b>INFORMATION ON SICK AND ANNUAL     LEAVE BUY BACK PROGRAM</b>	<b>Information/discussion</b>	<b>30-31</b>
<b>MATTERS FROM THE COMMITTEE</b>	<b>Information/discussion</b>	<b>31</b>
<b>ADJOURNMENT</b>		<b>31</b>

**MINUTES OF THE  
CITY OF SANTA FE  
FINANCE COMMITTEE**  
Monday, December 3, 2007

**1. CALL TO ORDER**

A meeting of the City of Santa Fe Finance Committee was called to order by Chair Karen Heldmeyer, at approximately 5:15 p.m., on Monday, December 3, 2007, in the Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT:**

Councilor Karen Heldmeyer, Chair  
Councilor Christopher Calvert  
Councilor Carmichael Dominguez  
Councilor Rebecca Wurzbarger

**MEMBERS EXCUSED:**

Councilor Matthew Ortiz

**OTHERS ATTENDING:**

Kathryn Raveling, Finance Director  
Yolanda Green, Finance Division  
Melessia Helberg, Stenographer.

There was a quorum of the membership in attendance for the conducting of official business.

**NOTE: All items in the Committee packets for all agenda items are incorporated herewith by reference. The original Committee packet is on file in the Finance Department.**

**3. APPROVAL OF AGENDA**

Ms. Raveling said the Committee had requested that Kathy McCormick give a report on Design Week. She still lacks information, but she can make a preliminary report. Ms. Raveling asked to add this as Item 6(A) under the informational agenda.

Ms. Raveling said there is a Resolution on the desks directing staff to work with other governments to mitigate the economic impacts of layoffs at Los Alamos National Laboratories. She said the Resolution needs to go to the next Council meeting, and recommended adding this item to the Agenda for discussion

as 37(A), although no action can be taken on this item.

Councilor Wurzbarger requested that Item #33 be postponed to the first meeting in January, as previously discussed.

Councilor Dominguez requested that Item #23 on the Consent Agenda be postponed to the first meeting in January 2008.

MOTION: Councilor Calvert moved, seconded by Councilor Wurzbarger, to approve the agenda, as amended.

**Friendly amendment:** Councilor Wurzbarger said she would like to move Item 38(A) earlier on the agenda, right after the Informational Agenda. **The amendment was friendly to the maker, and there were no objections from the other Councilors.**

VOTE: The motion to approve the agenda, as amended, was approved unanimously on a voice vote.

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

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

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

#### **CONSENT AGENDA**

##### **7. BID OPENINGS:**

- A. BID NO. 08/06/B – SANTA FE MUNICIPAL AIRPORT AVIATION DRIVE SECURITY LIGHTING; VIS-COM, INC. (JIM MONTMAN)**
- B. BID NO. 08/12/B – TRAFFIC SIGNAL LED BULB AND HEAD RETROFIT PROJECT; McDADE WOODCOCK, INC. (RICK DEVINE)**
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  - 5. BID NO. 08/19/B – LIQUID SODIUM PERMANGANATE; F2 INDUSTRIES LLC**
  - 6. BID NO. 08/20/B – SODIUM HYPOCHLORITE; DPC INDUSTRIES**

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18. *[Removed for discussion by Councilor Wurzbarger]*
19. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – LODGERS' TAX AUDIT; BARRACLOUGH & ASSOCIATES, P.C. (KATHRYN RAVELING)
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21. *[Removed for discussion by Councilor Wurzbarger]*
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27. *[Removed for discussion by Councilor Wurzbarger]*

**5. APPROVAL OF MINUTES: NOVEMBER 19, 2007**

MOTION: Councilor Wurzbarger moved, seconded by Councilor Calvert, to approve the minutes of the meeting of November 19, 2007, as presented.

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

**INFORMATION AGENDA**

**6. UPDATE ON CREATIVE TOURISM CONFERENCE. (TOM MAGUIRE)**

Mr. Maguire said there is a small working committee composed of three City Staff – Sabrina Pratt, Keith Toler and himself – along with Councilor Wurzbarger, Jackie N. from the O’Keeffe Museum, Dena Aqualina, Creative Santa Fe, and Tom Ageson from the Museum Foundation. The 2008 Conference will be held September 28 through October 2, 2008, at the Civic Center. They have sent out a notice of the conference dates, and have been meeting with various groups which have expressed interest in being involved in various ways. They are working with Purchasing to finalize the selection of a meeting planner, and to bring that to the Council for approval in January 2008.

Mr. Maguire has been working with the contractor for the Arts & Cultural portal, where the website was mounted. They reserved three URLs, and it can be found at [santafecreativetourism.com](http://santafecreativetourism.com) and .net and .org, but it reports to the portal currently. The basic information is there on the conference, but there will be no registration information until sufficient details are available to do that.

Mr. Maguire has been working with Creative Santa Fe and will continue to do so, noting its contract is on the agenda for approval. He will be working with them for volunteers for the conference as well as resource mapping.

Councilor Wurzbarger asked the timing to submit the budget to the Finance Committee for the Conference.

Mr. Maguire said part of the budgeting process will be working with the meeting planner. He said they have secured \$25,000 from the City, and they are waiting on word from the McCune Foundation for a \$25,000 grant. He said \$85,000 was committed from the last Legislature, and he is working on an MOU which will be presented at the next Finance Committee meeting. He said the total dollars available at this time are \$135,000.

Councilor Heldmeyer asked what percentage of his time does he spend on the Creative Tourism Conference.

Mr. Maguire said currently he is spending about 70% of his time on this project.

Chair Heldmeyer asked how that impacts the other projects which have been assigned to him.

Mr. Maguire said the other projects are moving forward. The Wayfinding is in the final shop drawings, and he has spoken with Robert Rodarte as to how to proceed in finding a contractor to do the installation. He said the other project he has is the Poet Laureate program, and they are in selection process beginning next week, noting the nomination process is complete. They are looking at 10-11 nominations, and a poet laureate will be chosen by the first of the year.

Chair Heldmeyer asked about the work to obtain heritage status for the Plaza and Palace of the Governors, and work with the Sister Cities Program, both of which have been assigned to him.

Mr. Maguire said the heritage status hasn't changed since their last conversation. He said we don't have an opportunity to be part of that program for about ten years. He said White Sands was moved to a short list status from a very long list status which was established for the past 18 years, and the long list probably won't be opened for ten years.

Chair Heldmeyer said she was told we missed the deadline.

Mr. Maguire said we would have missed a deadline if we were trying to move from the long list to the short list. He said we weren't on the short list which was established by Congress 18 years ago.

Chair Heldmeyer said she was told by Senator Bingaman's Office that the City had missed the deadline, so there needs to be some conversation between the City and the Senator's office about this. She was told this is something which is coming up every year, commenting that White Sands got on the short list.

Mr. Maguire said White Sands has been on the list for 18 years, and they were moved from the long list to the short list for the first time in 18 years. He said it takes 4-5 years for the short list to process through Congress, which then will to UNESCO, where it will take 2-5 years to appoint new heritage sites around the world.

Chair Heldmeyer said, then we're just going to ignore it. She said the information Mr. Maguire has isn't the information she got from Senator Bingaman's office.

Mr. Maguire said this is handled by the Department of the Interior and the DOI hasn't opened the long list for 18 years, and we were premature in hoping we could get on it.

Councilor Calvert said he would like for Mr. Maguire to talk with Senator Bingaman's office and clarify any misunderstandings.

Mr. Maguire said there is a complete Sister Cities Committee, and will be having a first meeting.

Chair Heldmeyer asked when he expects to have a procedure in place for new cities to apply for Sister Cities status.

Mr. Maguire said he has given Gilbert Delgado, the Chair, all of the materials he has worked on, and at the very first Committee meeting, that will be the order of business.

Chair Heldmeyer asked about the authenticity resolution.

Mr. Maguire said he isn't involved in that.

Mr. Buller said Sabrina Pratt is in charge.

Councilor Chavez spoke about the CAT Plan position, and its relationship to cultural and heritage tourism, and to the UNESCO designation.

Councilor Wurzbarger said she believes we are on track with respect to making the synchronicity between the two efforts. She asked Mr. Maguire to talk about the importance of doing a liaison with the new State person at the first Sister Cities meeting, noting that is former Councilor Carol Robertson Lopez.

Mr. Maguire said he has already brought that subject up to the new Sister Cities Committee Chair.

#### **6(A). DESIGN WEEK REPORT (KATHRYN McCORMICK)**

Chair Heldmeyer understands the missing piece is the potential for some grant funds from the State, but that everything else is in place for this presentation.

Ms. McCormick said she doesn't have the final accounting, because they are waiting for the contract from the State to allocate the \$3,000. She put the final report in the Councilors boxes two weeks ago, and she is prepared to talk about that, and to discuss the balance of funds which were allocated for Design Week, but not the total expenditures.

Chair Heldmeyer said she was told that the only thing missing from the final accounting is the \$3,000 which might or might not come from the State. Ms. McCormick said she has the figures only for the City's billing.

Councilor Wurzbarger respectfully requested that we place this on the agenda for the next meeting, and ask the contractor to attend. She would like to ask certain questions about what was done of the people who did the work.

Chair Heldmeyer explained that this is on the agenda because she understood there was only one piece missing, but it sounds as if there is more than one piece. Ms. McCormick said it continues to be the same piece.

Chair Heldmeyer said since several members requested this, she thought it important for Ms. McCormick to talk about what she has now, rather than wait another month.



Councilor Calvert said he wants to wait until we have the whole picture. He is particularly interested in some of the financials.

Ms. McCormick said there is no financial in the report which was prepared by Solution Development and provided to the Councilors. She said she has a list of all invoices paid, noting there is no information from the State on the \$3,000 contract.

Councilor Heldmeyer said it isn't hard to do a balance sheet, including a possible \$3,000 in brackets.

MOTION: Councilor Calvert moved, seconded by Councilor Wurzbarger, to postpone this item to the next meeting of the Finance Committee.

DISCUSSION: Chair Heldmeyer said there is a request to have the contractor in attendance, but if it is a choice between having the contractor here, or having it later, she would like to hear what is available by the next meeting, and hopes the contractor will be here.

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

#### **CONSENT CALENDAR DISCUSSION**

#### **18. REQUEST FOR APPROVAL OF BUDGET INCREASE FOR 400<sup>TH</sup> ANNIVERSARY PLANNING FROM LODGERS' TAX. (DARLENE GRIEGO)**

Responding to Councilor Wurzbarger, Ms. Raveling said the balance of the funds for the 400<sup>th</sup> Anniversary Planning is about \$30,000.

Councilor Wurzbarger asked for a very quick summary of the planning status, and with respect to any economic development objectives tied to this opportunity.

Ms. Griego said there is certainly the hope that there will be long range economic development benefits from doing this. The task forces are about finished with their plans, and the 501(C)(3) has been formed, and the bylaws approved. She said office space has been donated for the Committee by Southwest Asset Management, an office person has been hired to manage the office part time, and they are moving forward to issuing an RFP for a full time Executive Director.

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

DISCUSSION: Councilor Dominguez said it appears they are requesting some of the funds so you can present a better case to Legislature, and asked how the funds will be used.

Ms. Griego said the preliminary plan is to continue to use this piece of the \$100,000 for operating funds. Any funds which are appropriated by the Legislature won't be available until July 2008. These funds will be used to continue the operation.

Chair Heldmeyer said she doubts funds will be available that quickly from the Legislature. Ms. Griego said she is somewhat optimistic.

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

**21. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING STAFF TO PROCEED WITH NEGOTIATIONS TO PURCHASE 14 ACRES OF LAND ADJACENT TO THE SILER ROAD YARD AND DEVELOP A FINANCING PLAN FOR THE PURCHASE (MAYOR COSS, COUNCILORS CHAVEZ, WURZBURGER, CALVERT AND TRUJILLO). (MIKE LUJAN)**

Councilor Wurzbarger asked Mr. Lujan if he can add language before this comes to Council, with respect to the issue they've discussed for six months.

Mike Lujan said the best opportunity to include that language would be on page 2 of the Resolution, somewhere between lines 7-9. He said it could include language regarding the opportunities to master plan the site to include the bigger economic development picture.

MOTION: Councilor Wurzbarger moved, seconded by Councilor Calvert, to approve this request with the condition that Mike Lujan will work with Councilor Wurzbarger to develop language which reflects this which she can submit as an amendment at Council.

DISCUSSION: Chair Heldmeyer said this is a large piece of property with a large price tag. She said the City commits to buy these kinds of things without really having a plan about what we are going to do with it. She said she would have liked to see Habitat for Humanity Restore on this property, but they're now buying their own property because they've waited too long. She asked if we're buying this big piece of property because it is "there," and then worry about what to do with it later, or if we have a clear idea of exactly what we're going to do with it. She said if we don't need the entire piece of property, we might be better served by only purchasing part of it, and knowing exactly what we are doing here.

Mr. Lujan said all of that can be discussed in terms of what we may do with the negotiations. He said the Facilities Master Plan shows, based on its projections, that the City could use up to 8 acres of the land. This Resolution will grant staff some authority to go into good faith negotiations, so we can come back with a dollar amount to be considered by the Governing Body. The Master Plan would then follow in terms of the details. He said the Space Needs Assessment indicated early on that we have some very basic needs just to address City needs. He said this property is contiguous to our land.

Councilor Heldmeyer asked, if we need eight acres in the long term, but we are buying fourteen acres, if the City legally can purchase this land and then sell a portion of it later.

Councilor Calvert said it is difficult to get our arms around this. However, we are asking staff to proceed with negotiations and then to develop a financing plan which would look at how much we would use, and how much would be used for other purposes and partnerships. He believes some of her questions will be answered in that Financing Plan which will come with this proposal.

Chair Heldmeyer said the City hasn't had a good track record in this area.

Councilor Wurzbarger said her assumption is that staff will go forward to negotiate for the best price possible, and then come back with a series of options for financing, including alternative uses for the property.

Councilor Dominguez is concerned that this City Council doesn't have an adopted master plan, and we don't know what will come from that master plan with regard to this and all the other City properties. He asked what is the backup position.

Mr. Lujan said the recent Space/Facilities Needs Assessment, which was reviewed and accepted both by Public Works and this Committee, is the first step in identifying overall City needs. He said a more detailed master plan is the next step. He said the recommendation most likely would be to master plan that area.

Responding to Councilor Dominguez, Mr. Lujan said some of the other facilities already have done master planning, noting plans are underway, for example, the Police administration building. This particular plan has addressed needs of City offices in the downtown area, along Siler Road and along Siringo Road, and there are opportunities to look at all of these in the big picture and how to approach those.

Chair Heldmeyer said there are possibilities of savings in the Facilities Master Plan, but those only accrue after we build a big building, and don't spend money on buildings which we are already renting or own. She said before savings can be realized, the City has to spend a whole lot of money, and we need to consider this in discussing a master plan.

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

**27. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – PLAN, DESIGN AND IMPROVE LAND AND FACILITIES LOCATED ADJACENT TO PROPOSED TRAIN STOPS WITHIN THE CITY OF SANTA FE; ATKIN, OLSHIN, SCHADE ARCHITECTS (RFP NO. 07/50/P). (KATHERINE MORTIMER) Postponed at Finance Committee meetings of October 1, 2007, October 15, 2007, November 5, 2007 and November 19, 2007)**

A copy of a letter dated November 29, 2007, to Reed Liming, Long Range Planning Division, from Samuel L. Ojinaga, Deputy Director, Local Government Division of DFA, is incorporated herewith to these minutes as Exhibit "1."

Councilor Wurzbarger asked if these will be built before we do this plan. [Too many people talking at the same time here to transcribe]

Ms. Mortimer said the public meetings will begin next week with regard to the station location. The State has done a technical evaluation and the TCC has given a technical recommendation for possible stop locations. She referred to a letter she received from the State talking about the intent of the legislation which appropriated these funds [See Exhibit "1"].

Chair Heldmeyer asked Ms. Mortimer to put a copy of this letter in Councilor Ortiz's box.

Councilor Calvert said this was postponed at the previous meeting, and the Committee asked for specific information when it came back. He said there are two definite sites in the City, the Railyard and the DOT stops, noting there may be other privately financed stops. He said the Committee's concern is if no additional sites are contemplated in the near future, would it be possible to expend these grant funds to explore options around the two definite stops in the City – transit interconnections and any other kinds of transit oriented development.

Ms. Mortimer said it can be used for that, and those two locations specifically are mentioned in the grant as being included in what could be considered with these funds. Additionally, it could be for an additional site. He said the funds can be used to look at community interest in the sites, rather than what a private developer's investment would be.

Councilor Calvert said there is a timing issue for the public site, saying the State has indicated that the end of 2007 is the "drop dead date" for what it will finance. He wants to focus on how these funds can be spent.

Ms. Mortimer said the intent of the funds is to allow this debate to be aired in public, and if the determination is that there shouldn't be more than the two sites, then we wouldn't spend these funds to look at a program for those sites.

Councilor Calvert said if we were to look at another station location, you wouldn't get to that before the State's "drop dead" date, so it would be totally incumbent on the City to fund that station in some manner, whether as a public/private partnership or the City's sole responsibility.

Chair Heldmeyer said the State did say funds might be available after the "drop dead" date. She said to get a straight answer on these issues has been very difficult.

Ms. Mortimer agreed, and said we need to spend these funds efficiently and not for a "red herring." She said the cost of a platform is quite small compared to a Transit Oriented Development [TOD], and typically the cost of the platform is paid by the developer.

Councilor Calvert said there will be a lot of meetings to decide who wants this in their neighborhood.

Chair Heldmeyer said part of the cost of the platform is for mitigation of the negative impacts from the train to the neighborhood in terms of noise and parking. If this really is going to be used for commuter uses, 20 parking spaces in an existing neighborhood isn't enough parking. It isn't just the platform, it's the

things which come with the platform. She said the Depot is a landmark historic structure, under the protection of the State Historic Preservation Office [SHPO], and anything done to or around the Depot will have an extra layer of historic protection as well.

MOTION: With clarification that the funds can be used to coordinate activity and work on development activities around the two known sites, Councilor Calvert moved, seconded by Councilor Wurzbarger for purposes of discussion, to approve this request.

DISCUSSION: Councilor Wurzbarger said \$200,000 is a lot of money to decide what is to go around a station or platform. She said it's "free money," even though it is our money we give the State to give back to do this. She would rather use the money for things to make this work in the community. She said the scope of services, "Identify locations for train stations in and near the City of Santa Fe," is a done deal for two of them. She doesn't think it's a good use of money.

Chair Heldmeyer said the letter says, "to plan, design and improve land and facilities located adjacent to transit stops at various locations and to construct transit projects statewide." She would suggest that the Councilors look at the actual "nitty gritty" language of PSA before it goes to Council, and include what we want in that language.

Councilor Calvert said this would be fine.

Councilor Wurzbarger said she is totally comfortable with this, and she would like to work with staff as to exactly how to expend the \$200,000.

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

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**END OF CONSENT CALENDAR DISCUSSION**

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MOTION: Councilor Calvert moved, seconded by Councilor Dominguez, to hear item 37(A) next on the agenda.

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

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**37(A) CONSIDERATION OF RESOLUTION NO. 2007- 121 (COUNCILOR CHAVEZ AND COUNCILOR CALVERT). A RESOLUTION DIRECTING STAFF TO WORK WITH OTHER GOVERNMENTAL ENTITIES THROUGHOUT NORTHERN NEW MEXICO TO MITIGATE THE ECONOMIC IMPACTS OF LAYOFFS AT LOS ALAMOS NATIONAL LABORATORY.**

Councilor Calvert said he sees a benefit to LANL, as well as opportunities for Santa Fe to benefit by using some of the personnel for economic development. He believes this could be a "win win" situation, and he is totally in favor of the concept.

Councilors Wurzbarger and Dominguez agreed that it is a great idea.

After discussion, it was the consensus among the members of the Committee to move this Resolution forward to the Council.

## **DISCUSSION**

- 28. REQUEST FOR APPROVAL OF A RESOLUTION AUTHORIZING PAY INCREASES OF UP TO 2.81% TO THOSE MANAGEMENT AND CONFIDENTIAL EMPLOYEES WHO RECEIVED NO PAY INCREASE OR WHO RECEIVED LESS THAN A 2.81% PAY INCREASE FOR FISCAL YEAR 2007/08, EFFECTIVE THE FIRST PAY PERIOD IN DECEMBER 2007. (KRISTINE KUEBLI) (Postponed at Finance Committee meeting of November 19, 2007).**

A copy of an amendment proposed by Councilors Heldmeyer and Chavez is incorporated herewith to these minutes as Exhibit "2."

Chair Heldmeyer said this is back before the midyear budget is because it is a Resolution which has five sponsors, noting this Committee asked to hear this again at midyear.

Ms. Kuebli said the issue is to request up to a 2.81% COLA to the 194 individuals who are non-bargaining unit, management and confidential employees, which broken out is 72 which received 0% increase for which a 2.81% increase is proposed and 122 which received 2% for which an increase of .81% is proposed.

Chair Heldmeyer said some of the information requested by the Committee is in the packet. Additionally, there is information on specific examples of compaction which will be addressed at mid-year.

Ms. Kuebli said the cost for these adjustments has decreased from \$137,000 to \$121,000, but could change with staffing changes.

Ms. Kuebli said Councilor Calvert had asked the amount of the raises for AFSCME, Police and Fire, and if funds are budgeted to pay this increase. She said there are ample funds budgeted for this raise.

Councilor Heldmeyer distributed an amendment from her and Councilor Chavez [Exhibit "2"].

MOTION: Councilor Wurzbarger moved, seconded by Councilor Dominguez for purposes of discussion, to approve this request with the following amendment:

On page 2, line 9, after "2007" insert the following language:

“, with the exception of division directors and department directors.

**AND BE IT FURTHER RESOLVED that the City Manager shall review the performance of division directors and department directors, and grant pay increases based on performance; thereafter, the City Manager shall report back to the Finance the designated for pay increases for division directors and department directors”**

DISCUSSION: Councilor Dominguez said he supported for this from the beginning, and he believes in the concept. This Committee had wanted to hear this issue at midyear. With regard to the proposed amendment, he asked Mr. Buller if there is a protocol in place to evaluate the performance of the division and department directors. He believes they deserve a raise as much as anyone else.

Mr. Buller said if you read the literature on performance pay, it indicates there needs to be a mechanism in place which both the policymakers and staff agree on, and there has to be a certain amount of trust in the system which is used to create the merit assessment. He has begun this process by a first round of PADPs for all employees which was completed about six months ago. However, there has not yet been any training on how best to use the PADP system, and he is hesitant to use those right now.

Chair Heldmeyer said the amendment is only for division and department directors.

Mr. Buller said he understands and that is fewer people.

Councilor Dominguez said he wants to ensure the system is in place to be able to give the division and department directors a fair assessment.

Mr. Buller said if we are going to do this now, it would be done without any training. He said he can certainly get an evaluation, because we've gone through and set goals for each of the department directors and each of the division directors -- we can put numbers, we can weight them, we can add them up, rank them and prioritize them. He isn't convinced that this is the best way to do it, but he can do it for purposes of this raise.

Mr. Buller said when he first asked for this raise two months ago, he was asking to wait until the new fiscal year when we would have a merit system completely in place, and he asked for a "COLA raise just to hold us over until the new fiscal year. That'd still be my preference, but we can make it work, and it's just not as good though."

Councilor Dominguez said this amendment will not prevent the department and division directors from receiving raises.

Mr. Buller said it absolutely doesn't.

Chair Heldmeyer said it wouldn't prevent everyone getting the same percentage raise, it just means Mr. Buller is going to have to talk to us about it.

Mr. Buller said he was looking for a more comprehensive approach when he first asked for these raises.

Councilor Wurzbarger said this is one way to get our foot in the water, with respect to performance evaluations, although it may be quicker than Mr. Buller would like, but he can do it.

Mr. Buller said he believes the department directors are better equipped to evaluate the division directors, and they work with them more than he does, and they have done the first step of the PADP. He said he did the first step of the PADP for each of the department directors in August 2007, so those are in the file and are what he would use.

Councilor Calvert said he doesn't support this amendment, although he has made it clear that he does support performance evaluations. However, he doesn't believe it is fair to single out a certain group of people before the process is complete which is supposed to implement those performance evaluations. He understands that there is a contract they will be entering into to complete this process.

Mr. Buller said this is what he means, and we wouldn't have all of the buy-in which we would have if we waited for the new fiscal year. We haven't gone through the training and talked to people about what it is, and how it is that we're going through these evaluations. He said we wind up doing AN evaluation, but not one which is coupled to all the training that could go with it that would make it a better process.

Ms. Kuebli said currently she is issuing an RFP for a \$75,000 Classification & Compensation Study, which is related to the discussion on the performance evaluations. There will be a whole revamp of the job descriptions, the grades, and related to that a performance evaluation merit-based system. It is important to ensure that they tie to the functions identified in the job descriptions. That process will begin after January.

Councilor Calvert observed that we lost that battle at strategic planning and budget, and he doesn't think it is fair to try to bootstrap this in at the last minute only for some people. He said as much as he favors performance evaluations, he doesn't support doing this at this time, because it's just not fair.

Chair Heldmeyer said, "When I heard that there's this, we have to have the PADPs and then we have to redo all the job evaluations, then we have to redo the PADPs because we may be redoing the job descriptions. And, I was told that this process would, just to get to the point where we knew what people were supposed to be doing was going to take roughly a year. And, that struck me as probably, I won't say necessary, probably inevitable in a bureaucracy. But, the other reality is that the division and department directors work under Galen, presumably, Galen knows what they're supposed to be doing, whether not we have a consultant. By the way, \$75,000, I think is not going to cut it. But, I'm going to love to see the change orders on that one. ....Galen may not know what the third assistant raker does in parks, but he ought to know what his department and division directors are doing, and he ought to know what they should be doing, and it did to seem to be, as Councilor Wurzbarger said, getting a toe in the water. Because, initially, and this is intended as a compromise, because initially when we passed the original non-



union raises, it was these people get 4%, these people get 2%, these people don't get anything, and that was a compromise because there were...at least half of the governing body wanting to not even give that much of a raise to some of the people in the middle area. And, that was accompanied by a request to Galen, to come back and talk to us when you have something in place that's performance based. So this is saying, you know, we understand not everybody got their PADPs finished, and the cop thing hasn't been done, the descriptions haven't been done, but for these people who are directly under Galen and who are responsible for what's going on in this City, I'm assuming that Galen has a pretty good idea of (a) what they should be doing, and (b) whether they're doing it or not. I mean, is that correct."

Mr. Buller said he has an idea what they do, but it becomes a non-standardized kind of test, because it's mostly a subjective evaluation the way you've described it, and that's what concerns me.

Chair Heldmeyer said it is going to be pretty non-standard at the level of a department or division level, because each one does something which is unique to their position, and won't be standardized even in the best of situations. However, it will require judgement by Mr. Buller.

Mr. Buller said this is true of the department directors, but he believes the division directors are a broader group and the managerial skills can be compared, to some extent, against a standard.

Councilor Wurzbarger said she wants to be on record as being a part of the original proposal, and she does not stand for inequity between people at higher and lower levels. She said she has no expectations that Mr. Buller would come back with a proposal of a certain percentage for each person. What is important to her is starting the process and raising the expectation with respect to time performance to how we pay people. She is comfortable in doing this, and wants to clarify that this is a one-time Resolution, only for this year, and only for the interim six months. She doesn't want to hear next summer that the \$75,000 didn't work, and we're in the same situation in place. She said the City really needs this system in place.

Councilor Calvert said that is in the Resolution where it says, "...beginning in FY 2008/09, and effective July 1, 2008, will utilize a performance evaluation system to award merit increases to management and confidential employees." He said this is a one time thing, and he doesn't think it's fair to single out certain people. From a legal standpoint, he is unsure it is justifiable. He believes if this is challenged, and Mr. Buller is saying the system isn't fully in place to do this, he is uncomfortable with this from that standpoint as well.

Chair Heldmeyer said she would ask how he decided what to pay them in the first place, which also isn't standardized and is dependant on past performance, expected future performance, experience. These are exempt employees for the most part.

Councilor Wurzbarger suggested that we give them the raise, but require that Mr. Buller do the performance evaluation and provide us the information. She said she doesn't see, since the system isn't in place, how you could use that information to do this kind of thing. She is more comfortable with amendment which says we're giving the raises, but we're requiring some form of performance evaluation data which is presented to us.

RESTATEMENT OF THE MAIN MOTION: Councilor Wurzbarger moved, seconded by Councilor Dominguez, to replace the previous motion, to give the raises as recommended to these employees, with the requirement that Mr. Buller do the performance evaluations and provide that information to us.

DISCUSSION: Chair Heldmeyer believes this has more legal problems than what she and Councilor Chavez have proposed, in the sense that we would, presumably, have to go into an executive session to hear performance evaluations of individual employees.

Mr. Buller said he would want to talk to Frank Katz about where the line is, in terms of talking about personnel, because the charter has a little bit to say about that, but taking it to that line wouldn't be a problem.

Councilor Dominguez said one of his questions is how that we know that Mr. Buller will be fair and objective in his evaluation of department and division directors, which is part of what Councilor Calvert was saying. He said, however, this gives us an opportunity to start the process in holding Mr. Buller accountable in the long run. He believes it is important to start this process and look at the organization in this context. He doesn't want to get into another city manager issue.

Mr. Buller said when he first started this job and appeared before the Council in executive session, one of the things that was clear is that you would hold him accountable and that he needed to have a performance evaluation. At that time, he said part of his performance evaluation is that he would see that all City employees, including department directors and exempt employees, would have performance evaluations, and we began that process immediately, and he hopes to have the first part of that done sometime in February 2008. He said, "This is something I am going to do."

Chair Heldmeyer said Mr. Buller has a contract with the International Association of City Managers. When they came in, she asked if they could do a training session with the Council as to how to evaluate the City Manager, the City Attorney and the City Clerk. She hopes this will be done, but she hasn't heard anything about this yet.

Mr. Buller said he will turn a more specific discussion of that to Mr. Tallman, and he can bring that back or talk to her at some point. He said he did have that discussion with the ICMA representative, and he said he would come back and give us more specific training on that, except that ICMA has no canned program for the evaluation of the city manager's program, and they would custom build that. He said they were happy to do that, but we didn't enter into an amendment to the contract asking them to do that.

Chair Heldmeyer said her concern about performance evaluation is the fear that the easy way out is that everybody is above average, then everybody gets the raise and we're back to very little accountability. She said if the evaluation isn't tied to the money, people really don't care too much what is said about them.

Councilor Wurzbarger said that has a philosophical assumption that everybody can't be doing what they're supposed to be doing.

Chair Heldmeyer said what she is saying is that philosophically everyone could be doing what they're

supposed to be doing, but life and reality are that usually, that's not the case, although it may be a small percentage that aren't. Performance evaluations are to help those who are below par to know the expectations and to be raised to at least average.

Councilor Wurzbarger asked if it isn't to move the system forward by identifying goals and ensuring you are all tied together and looking forward.

Chair Heldmeyer said the restated motion is that everybody gets a raise, but we're going to tell them what we really think about them.

CLARIFICATION OF THE MOTION: Councilor Wurzbarger said so the motion is clear, she would clarify that the motion is to GIVE everyone a raise in this category and to have the City Manager to come back to us with a report of the process, what worked and what didn't, and where we are with it, as the first experiment toward performance evaluation, in executive session if necessary. **Mr. Buller** said with the clarification that it is on process and not on results. **Chair Heldmeyer** said it is both. **Councilor Wurzbarger** said it could be both, if the City Attorney says we can do so.

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

**29. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – WATER TRANSMISSION & STORAGE MASTER PLAN (RFP #08/04/P) FOR WATER DIVISION; BROWN & CALDWELL. (BRIAN SNYDER)**

Brian Snyder presented information from his Memorandum of November 27, 2007.

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

DISCUSSION: Responding to the Chair, Robert Jorgenson said the water demand data base will be a complete look at the current water demand use, using billing records primarily. There will be several time frames, and growth periods during the year, and staff then will estimate water demand. He said this differs from what you would have for water resources. This to estimate demand and tie it geographically into our water distribution system.

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

**30. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING STAFF TO SEEK FUNDING FROM THE NEW MEXICO DEPARTMENT OF TRANSPORTATION TO ASSIST THE CITY IN CONSTRUCTING AN UNDERGROUND CROSSING FOR THE ARROYO CHAMISO TRAIL AT ST. FRANCIS DRIVE (COUNCILOR BUSHEE). (BOB SIQUEIROS)**

Bob Siqueiros presented information regarding this matter to the Committee. He said the Resolution was amended at BTAC the day after the last Finance meeting, to include language for a grade separated crossing which would mean above grade and below grade.

Councilor Calvert thinks that came from Finance because he recalls Councilor Wurzburger's description of problems which could result from an underground crossing.

Chair Heldmeyer said the amendments are on page 2 of the Committee packet.

Mr. Bob Siqueiros said staff would seek funds for both, and study whether or not it is feasible to do an above grade crossing.

Councilor Bushee said this comes from BTAC, and Angela Shackleford Bordergaray and Gail Downing are here to answer questions, noting Ms. Bordergaray is part of the PediQueens group which brought this to our attention. She said the idea is that it doesn't have to be an under-crossing, but an overpass would be quite costly and beyond what we had originally scoped. However, given that there will be changes with the Rail Runner, we thought the State should look at this and participate where possible. She said we recommended some funding from BTAC and "you" had approved it in the past, but this may be more expensive because there will be more stacked up traffic due to the Rail Runner.

Chair Heldmeyer noted that whatever is built has to be ADA compatible.

MOTION: Councilor Calvert moved, seconded by Councilor Dominguez, to approve this request with the amendments.

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

**31. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING STAFF TO EXPLORE OPTIONS TO PROTECT THE JUANITA STREET NEIGHBORHOOD FROM INAPPROPRIATE DEVELOPMENT (COUNCILORS BUSHEE, CALVERT, DOMINGUEZ, TRUJILLO, WURZBURGER AND MAYOR COSS). (JACK HIATT AND KATHY McCORMICK)**

Chair Heldmeyer said this Resolution was heavily amended at the Public Works Committee, and hopes it will be amended further this evening.

Councilor Wurzburger said we took something for one area and we are trying to apply it everywhere in the City with this amendment, and she is uncomfortable with this. She believes we have to have a process in place which goes beyond this. She is comfortable with this Resolution, but she is uncomfortable with it going forward applying it to the whole City.

Councilor Bushee said she appreciates those sentiments, especially with regard to the Ordinance which was introduced. She said the Committee didn't have a problem with those amendments at the last meeting. This Resolution directs staff to begin to explore the issues of RM zoning. She understands Councilor Heldmeyer's concerns about the historic zones. The same RM zoning can allow for a lot of things, and perhaps it is a category we have outlived.

Chair Heldmeyer said RM zoning fits some things, it just doesn't fit these neighborhoods.

Councilor Bushee said the title might need to be changed, and she has no problem in expanding the Resolution, but she does with the ordinance which is very specific to an area and it actually is rezoning.

Councilor Wurzbarger said she is uncomfortable with a building moratorium, particularly where we are in the economy and she could never accept Amendment #4.

Councilor Calvert said he believes we have to use moratoriums very cautiously. He said there is a 2001 Resolution which directed staff to do a lot of these very same things. He said the Council passed a Resolution earlier this year to look at high density zoning in and around the downtown area. He said this one is specific to one area, and the moratorium would be for a very specific purpose which has already been expressed through an old resolution, and for a very specific purpose for a very specific time frame.

Councilor Wurzbarger said she doesn't see this in the Resolution.

Councilor Calvert said his concern is if we don't institute a moratorium in conjunction with this process, the floodgates will open for people to take advantage of the existing zoning before it can be changed. He thinks it's unwise not to impose restrictions, or you will encourage people to come forward in the meantime. He believes a moratorium is beneficial when you have a very specific purpose for a specific time frame. His concern is how long it will take to put a moratorium in place.

Chair Heldmeyer asked Mr. Hiatt to comment.

Mr. Hiatt said on Friday, the City Attorney sent him a memorandum asking the Building Permit Division to withhold permits in the area covered by this Resolution, and to examine them closely for characteristics outside of the RC-8 zoning, so a moratorium of sorts is in place. He said they met over the weekend to discuss how to implement this.

Councilor Wurzbarger said then this was done as a staff initiative without having the approval of the Resolution, at the direction of Councilor Bushee, or who.

Mr. Hiatt said the City Attorney directed him to do this.

Councilor Wurzbarger asked upon what policy decision that was made by this Council was he directed to do this.

Mr. Hiatt said he will provide her a copy of the Memorandum.

Chair Heldmeyer said all of the Councilors would like a copy of the Memorandum.

Councilor Wurzbarger said she is unhappy about this, and believes we should speak with our City Attorney about this.

Responding to Councilor Dominguez, Chair Heldmeyer said we have a Resolution which was amended at Public Works, but we don't have a motion. We now have a discussion of that Resolution and

the amendments and any possible further amendments which might come out of this Committee.

Councilor Chavez said, with regard to moratoriums, the last time we discussed moratoriums was when we discussed a better planning process for the southwest sector about eight years ago. He said he was unsuccessful with the moratorium and they were two votes short. However, we are now discussing a neighborhood which might need some protection. He is concerned about all the other neighborhoods Citywide which need protection. He said the one thing that came from that was the Southwest Area Master Plan which was just passed about two months ago. There is some benefit in a moratorium if it is time specific, tied to a geographic area and if there is an outcome at the end.

Chair Heldmeyer said if there had been a moratorium, it wouldn't have taken six years to get the Southwest Area Master Plan, and it would have moved through more quickly.

Councilor Bushee said this, to her, is sort of a "placeholder, kitchen sink" resolution for the pressing issues facing Juanita Street. She said it has been expanded, and she hopes there are changes everywhere it is needed because of this.

Councilor Bushee said the only discussion she has had with the City Attorney was when they followed-up after the Resolution. She asked him the timeline, how to move forward, and what would be the best approach. That's when he came up with the RC-8 for this particular area because it is similar to what exists. He also told her at the time, although she has nothing in writing, was that the State allows for something like what is happening with the County in the Galisteo area with regard to drilling.

Councilor Bushee said, "He said that the State allows for, somewhat like what's going on with the County in the Galisteo area drilling, is that one if an issue is up for discussion, and there is a policy decision pending, one can critically examine any new permits and, I wouldn't use the word moratorium, I think that's strong, I think just say that, you know, we're pending a policy and sort of slow it down, you know, allow for further examination and, that's all he told me, so I don't know what.."

Councilor Wurzbarger said, "When one says one, I presume that one means the governing body and not staff."

Councilor Bushee said, "He told me, just like the staff I read in the paper for the County said when they were discussing that policy, 'cause they haven't passed it yet, I read that the County, in effect, could slow down or stop permits for that drilling, because they are discussing a policy that has yet to be enacted, so that's all I understood. I have yet to see a memo from the City Attorney. And I just threw moratorium in there because the concern of course is, like anywhere, that, you know, we did that when we were looking at a water policy because people rush in sometimes to submit policies, I mean permits. Anyhow, I'm just wanting to make sure you clean up enough of the language, or submit a separate, it depends on how your vote goes here.. But, we did expand it at Public Works, we just didn't put the historic areas in there, but it does need to be changed in both title, and... Most of the language is directed to the Juanita Street area, so there may need to be some more language added."

Chair Heldmeyer said if it is going to be expanded, it should be expanded to the Historic Districts

as well, commenting there are some staff saying we don't have to worry about the historic areas because of the height ordinance. She said this is wrong, because the height ordinance is an incremental ordinance, and as people build higher, the next house can get higher. She said height is not the only thing, or even the main thing people worry about, they worry about density.

Councilor Bushee pointed out that Resolutions aren't law, we're just asking staff to give a "heads up." She said there are other areas in District 1 which are under a lot of pressure, or all of a sudden a very dense condominium project pops up.

Chair Heldmeyer said they are all over her District as well.

Councilor Bushee asked the Committee to consider the staff and what they have time to do.

**MOTION:** Councilor Wurzbarger moved to approve the original Resolution "directing staff to explore options to protect the Juanita Street neighborhood from inappropriate development," as originally drafted. **The motion died for lack of a second.**

Chair Heldmeyer said what changed with this resolution are the scope and the form to say not just that we're going to try a lot of things, but we're going to do something very specific and it needs to be done now.

Councilor Calvert said he is unsure we totally need the Resolution, because we have already passed a Resolution directing staff to review high density zoning in the downtown district, and we have an existing Resolution from 2001 which addresses this specific area.

Chair Heldmeyer said we also have the General Plan, which is a Resolution from 1999, which asks that all of these areas be down zoned, and nothing has been done. She said given the efforts of the Juanita neighborhood to publish their plight, and given that the publicity has energized some Councilors to move this issue to the front burner, this is the time to do something which moves staff as much as we possibly can for Juanita Street. She commented that the Juanita Street plight is being experienced by neighborhoods all over town. She said the original Resolution called for no action other than for staff to look into a variety of possibilities.

Councilor Calvert said instead of bombarding staff with resolutions, and in the spirit of getting something done, he would like to direct staff to implement the Resolutions which already have been passed, noting that the 2001 Resolution gives specific direction in this area.

Chair Heldmeyer said it gives specific direction in some parts of this area, but not all those which are included in the ordinance change.

Councilor Calvert understands there could be some debate about what the zoning change might be, but he still believes it gives direction on the intent to bring it more into conformance with the General Plan and the future land use map. We need to give staff direction to move forward, with the caveat that we need to prevent the floodgates from opening while we are trying to change the zoning.

MOTION: Councilor Wurzbarger moved, seconded by Councilor Dominguez, to approve the original Resolution "directing staff to explore options to protect the Juanita Street neighborhood from inappropriate development," as originally drafted, and strike "and a building moratorium."

DISCUSSION: Councilor Wurzbarger said the alternative would be to do as Councilor Calvert said, to give direction to staff, but she doesn't believe that is responsive to the people living on Juanita. She said we could direct staff to come back in two weeks and tell us how they're going to save Juanita Street.

Councilor Calvert suggested directing staff to implement the 2001 Resolution which has been approved.

Responding to Councilor Wurzbarger, Councilor Calvert said the Conservation District option is in the original Resolution.

Chair Heldmeyer said we need a lot of tools in the toolbox to address these issues.

Councilor Dominguez said he would want to see the 2001 Resolution, commenting that he doesn't need to see it to vote, but for his own information.

VOTE: The motion was approved on a voice vote with Councilors Wurzbarger and Dominguez voting in favor of the motion and Councilor Calvert voting against.

**Friendly amendment after the vote:** The Committee directed Galen Buller to direct staff to implement past Resolutions, with direction to implement Resolution No. 2001-55 immediately. **The amendment was friendly to the maker and second, and there were no objections from the other Councilors.**

Chair Heldmeyer said the ordinance will go to the ENN on December 19, 2007, then to the Planning Commission and then to the City Council. She said currently the Resolution covers no other neighborhoods. She said there will be a very specific Resolution introduced with regard to other neighborhoods.

**32. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING STAFF TO WORK WITH CREATIVE SANTA FE A CITY FUNDED NOT-FOR-PROFIT ORGANIZATION, TO FURTHER DEVELOP THE PLAN TO ESTABLISH A RAILYARD ARTS/CREATIVITY COMPLEX (COUNCILORS BUSHEE, ORTIZ, DOMINGUEZ AND TRUJILLO). (SABRINA PRATT)**

Councilor Bushee said the people from Creative Santa Fe are in attendance to answer questions, and they have more detailed information with regard to a plan. The idea is to have a center, perhaps at the La Puerta Building at the Railyard South, which would be a space for a variety of things.

Chair Heldmeyer said she heard that a very specific plan was submitted to Creative Santa Fe, and there was conceptual agreement to look into the issue, but not a specific agreement to the particulars which were presented to it at that time. She said this is the plan which was presented by Rose Utton.



Mary Ann Shaening, Creative Santa Fe, said Rose Utton didn't present a plan to Creative Santa Fe. She said Rose Utton went to one of the members of the Board and said if Creative Santa Fe is interested in developing La Puerta, she might be available to help us develop that. She said we have since clarified the relationship with Ms. Utton and explained that if this moves forward, it would take a considerable effort to raise the money to redevelop, and that they would go out for competitive bids, and "thank you for your offer, but we're not in any kind of a place to develop a joint proposal or any of that."

Chair Heldmeyer said we have received letters which said other things.

Ms. Shaening said it is now clear what happened.

Chair Heldmeyer asked staff if we're thinking about doing something for the arts, why are we looking for a specific relationship with a specific non-profit, rather than sending this out to the RFP process.

Ms. McCormick said she believes it is because that a part of the scope of work of Creative Santa Fe is to create more arts related businesses for local Santa Feans, so, she guesses this was transitioned over to look at this particular space as the way to create a venue for local Santa Fe artists.

Councilor Chavez asked, if this the case, then he doesn't see why Creative Santa Fe could not have been directed to manage the 2,500 sq ft. which was in discussion prior to this facility being considered for the arts incubator, or indoor arts market, made in Santa Fe store, or whatever. He said that funding was very site-specific to Parcel E-1 on the Railyard. He said the concept for supporting arts and craftsmen isn't new, but goes back for two years where we have been talking about a venue program for artists and craftsmen which would include both indoor and outdoor space. He sees a contradiction or a double standard here where you can ask Creative Santa Fe to manage one, but not consider them to manage the other, when the other has already received funding and has a longer track record.

Councilor Wurzbarger said as Councilor Chavez has said very eloquently, this has been a part of the Economic Development plan, before than as part of the Cat Plan. She said Councilor Chavez has taken the leadership in promoting this objective with the galleries which we are now including in the Civic Center. She said the deal at the Railyard was taken back by the developer, right or wrong. She said Creative Santa Fe can speak to how it became involved in this, noting it is part of its mission to look at options for creative space. She said with regard to Councilor Chavez's remarks that what measures used in evaluating this should be the same. She said we need key answers to what is the business plan, how it will be financed, who will run it, and so forth.

Councilor Wurzbarger said she would like to move forward to looking at the possibility of this. She said this is City property, and we will take help, but it has to go through an RFP process. There is logic in asking Creative Santa Fe to assist us with this. She would like to see the Resolution discussed, and go forward, but not without we have the specifics with respect to how it's going to be used, and with the business plan, etc., which she knows Creative Santa will continue to work on.

Chair Heldmeyer asked the timeline for this, although she said she would settle for a clear discussion of what this is.

Ms. Shaening said the plan calls for leasing the La Puerta Building, with just over ½ of the current space leased out to arts, cultural and creative business organizations at a certain rent amount which will create one of several streams of earned income.

Chair Heldmeyer asked whose business plan is it that she is presenting, asking if a business plan has been presented by the people who want to develop the building.

Ms. Shaening said she is speaking of Creative Santa Fe's vision for this building, and what is being developed into the business plan which is part of our contract, which the Committee will see.

Chair Heldmeyer asked if this building been leased to someone, or if it is still open.

Richard Chosky, Railyard Corp., said no, it is still vacant.

Chair Heldmeyer asked Mr. Chosky his timeline to hear whether the City wanted to convert this building into something else.

Mr. Chosky said it largely depends on the demand for the property, noting numerous people have looked at the property in the past 3½ years, but nobody has signed a lease. He has it leased month-to-month on a short term basis. He said it is first come, first served. At this point, the Board has met with Creative Santa Fe and like the use very much. However, they haven't signed anything at this point.

Chair Heldmeyer said in order to do that, you would have to have someone to guarantee the rent.

Mr. Chosky said they would have to sign a lease with someone who is financially stable.

Chair Heldmeyer asked if someone had cash to lease and was ready to sign a lease immediately, what are the wishes and/or requirements for the Railyard Corp.

Mr. Chosky said they discussed this with Creative Santa Fe, and it would depend on the use and the financial stability of the other tenant. However, they would have to make a business decision if Creative Santa Fe didn't have a viable plan and timeline which are doable. He said the City does own the building, so any improvements eventually would accrue to the City.

Councilor Chavez asked how this project fits into the Baca Street portion, and how parking might be handled, because there is a neighborhood next to the Baca Street portion of the Railyard which is looking for the Railyard to provide off street parking for them.

Mr. Chosky said every tenant in the Baca Street portion of the project has to meet City Code for parking, unlike the north Railyard where it is common parking. On Baca, if you have a commercial space, you must provide 3½ parking places per 1,000 sq. ft. of building. He said the La Puerta Building comes with 38,000 sq. feet of land, which is just about enough for 35-38 parking spaces to meet Code for commercial uses. There are 19 metered space being constructed under direction of the City which are for common use, but very little other common parking.

Councilor Bushee said Creative Santa Fe has been seeking other sources of funding, or at least beginning to put a plan together, and it has to demonstrate its solubility to make this happen.

Chair Heldmeyer reiterated her question about the timeline, saying she doesn't want the Council to be pushed into a decision because of time constraints.

Councilor Bushee said there seems to be some serendipity between the space being available, sitting well with the plan and the mission of Creative Santa Fe, and that's all this Resolution is trying to do.

Ms. Shaening said the business plan can be done within two weeks, and the business plan will demonstrate two sets of figures. One will be that they have secured private funding to pay for an architect to develop the schematic and the costs for redeveloping the building. The other half of the plan will present an operational budget with several sources of earned income, and several sources of unearned income which they think will be very impressive in terms of the sustainability and viability of the project. She said they currently are looking for an architect, noting they have private funds to pay the architect.

**MOTION:** Councilor Wurzbarger moved, seconded by Councilor Dominguez, to approve this Resolution, subject to the presentation by Creative Santa Fe of a detailed budget, including an operations plan, not just a purchase plan, a construction plan, but also an operations plan and the financing for same, and this must be presented at the next Finance Committee meeting in January 2008.

**DISCUSSION:** Chair Heldmeyer said this will go to Council before that time.

Councilor Wurzbarger said she knows, but it is subject to presenting the information in the January 2008 meeting.

Chair Heldmeyer said this basically is a resolution to come up with a plan, and it doesn't talk about a location, nor about what it is – what's going to be covered there. She looks forward to seeing the details.

**Friendly amendment:** Councilor Wurzbarger would like to amend the Resolution on page 2, line 19 as follows: "BE IT FURTHER RESOLVED that City staff and Creative Santa Fe shall submit the plan to the Governing Body for review, through the Finance Committee at its January 2008 meeting. She said for clarification this includes the three elements she discussed: A business plan, an operations plan, a construction plan, an acquisition plan for the land – a complete financing plan. **The amendment was friendly to the Second, and there were no objections from the other Councilors.**

Councilor Dominguez said this is part of the Resolution already, in terms of all the things she enumerated.

Chair Heldmeyer said the first Finance Committee meeting in 2008, will precede the first Public Works Committee meeting in the new year.

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

**33. REQUEST FOR CONCEPTUAL APPROVAL OF REALLOCATION OF FUNDS (GENERAL FUND) (CONTINGENT ON JANUARY 2008 LEGISLATIVE ACTION) FOR FIRE AND POLICE EQUIPMENT AND OTHER USES. (KATHRYN RAVELING)**

This item was postponed to January 2008.

**34. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – COLLABORATE WITH SANTA FE BASED ECONOMIC DEVELOPMENT SERVICE PROVIDERS; CREATIVE SANTA FE (RFP #05/18/P). (KATHY McCORMICK)**

Chair Heldmeyer said this is a group which hasn't been very active, but is reinvigorating itself, and some of the things in this contract were in previous contracts, and in some cases were not achieved in previous contracts. She asked Ms. McCormick to address what has changed and why she believes this contract is more likely to be followed than in the past.

Ms. McCormick said she has advised Creative Santa Fe that if there are future contracts, it would be for very specific services. She said staff is encouraged by the Board direction, but admittedly, it should have had its business operational within the three years.

Chair Heldmeyer asked how much Creative Santa Fe has raised in the past year, which went toward self sufficiency, and what are the sources of those funds.

Ms. Shaening said they have a \$50,000 grant from a foundation, \$20,000 grant from a partnership with Homewise from the Federal Home Loan Bank, and raised \$12,000 in membership funds.

Chair Heldmeyer asked the source of future funds.

Ms. Shaening said they see all of these sources of funds continuing in some form, and they intend to operate the economic development functions of the Creativity Center.

Chair Heldmeyer asked if they expect to be subsidized.

Ms. Shaening said those details will be in the business plan, and she isn't sure at this time.

Councilor Calvert asked Ms. McCormick in the future to do a cover memorandum on these kinds of things about what she is highlighting and the differences she is highlighting. He said it would be very helpful.

**MOTION:** Councilor Wurzbarger moved, seconded by Councilor Dominguez, to approve this request.

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

**38. OTHER FINANCIAL INFORMATION:**

**A. UPDATE ON GROSS RECEIPTS TAX FOR NOVEMBER 2007, AND LODGERS' TAX REPORT FOR OCTOBER 2007. (KATHRYN RAVELING). (Postponed at Finance Committee meeting of November 19, 2007)**

Ms. Raveling presented information from the information in the Committee packet. She said we are now 1% up over last year in the Lodger's Tax which is an improvement.

Chair Heldmeyer said she has asked Keith to come talk to us about this, and he responded that he wants to wait until the audit is over, and asked how long that will take.

Ms. Raveling said it is a situation where neither Keith nor she has staff that can be assigned to this very detailed work. She said they should have a report within 60 days. Responding to the Chair, Ms. Raveling said Richard Mares has been assisting in gathering some of the data. She said it is difficult to get your "arms around" Lodgers' Tax, because you have one entity which may be paying for several different locations. The last time in the request for payment, we asked them to list which entities for which they are paying. She said that also will tie into the short term rental to know who has been paying for what addresses. She said we can't just look at this by month because people may not have paid in the correct month, so there is a timing issue, and this is the kind of data Richard is examining.

Ms. Raveling said the GRT continues to do well, noting it is up 2.5% over this time last year. She said the reports received from the State by category are on pages 4-5. She said a lot is included under unclassified, and it seems to be out of control again and could apply to any area. She said an administrative fee is charged to certain increments of the GRTs, but it isn't charged across the board.

Chair Heldmeyer said we will be getting a national economic analysis and how it impacts Santa Fe from Lee Ramis at the first meeting in January 2008.

**35. REQUEST FOR APPROVAL OF AMENDMENT NO. 5 TO LEASE AND MANAGEMENT AGREEMENT – SANTA FE RAILYARD UNDERGROUND PARKING GARAGE; SANTA FE RAILYARD COMMUNITY CORPORATION. (FRANK ROMERO)**

*Items #35 and #36 were combined for purposes of presentation and discussion, but were voted upon separately.*

Chair Heldmeyer asked if it is the different nature of the content that we are doing these as two separate agreements.

Mr. Romero said this is correct.

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

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

**36. REQUEST FOR APPROVAL OF AMENDMENT NO. 6 TO LEASE AND MANAGEMENT AGREEMENT – SANTA FE RAILYARD UNDERGROUND PARKING GARAGE; SANTA FE RAILYARD COMMUNITY CORPORATION. (FRANK ROMERO)**

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

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

**37. REQUEST FOR APPROVAL OF A RESOLUTION SUPPORTING THE EFFORTS OF OTHER GOVERNMENTAL ENTITIES CALLING FOR A MORATORIUM ON OIL AND GAS DRILLING IN THE GALISTEO BASIN IN ORDER TO ALLOW APPROPRIATE STUDY AND CONSULTATION ABOUT GOVERNMENTAL ACTION IN THIS AREA (COUNCILORS HELDMEYER, BUSHEE, CALVERT AND WURZBURGER)**

MOTION: Councilor Wurzbarger moved, seconded by Councilor Calvert, to approve this Resolution.

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

**37(A) RESOLUTION DIRECTING STAFF TO WORK WITH OTHER GOVERNMENTS TO MITIGATE THE ECONOMIC IMPACTS OF LAYOFFS AT LOS ALAMOS NATIONAL LABORATORY**

This item was heard earlier on the Agenda.

**38. OTHER FINANCIAL INFORMATION**

**B. REQUEST FOR APPROVAL OF 2008 FINANCE COMMITTEE MEETING DATES. (KATHRYN RAVELING).**

Ms. Raveling noted that the meeting on Wednesday, January 2, 2008, is because of the holiday, as well as on Tuesday, January 22, 2008.

Councilor Calvert asked about the meeting on Monday, September 29, 2008, at 6:00 p.m., and asked why the time change.

Ms. Raveling said this is a holiday which ends at sundown, so we have to change the meeting to 6:00 p.m., noting staff checked with the Temple and they're okay with this.

Councilor Calvert asked about the Council meeting on September 24<sup>th</sup>.

Ms. Raveling said she will check and report back, and believes they just need to be shifted down.

Chair Heldmeyer said there is only one meeting in November and one in December, and asked if that would hold up contracts and such. She said there is a meeting on November 3<sup>rd</sup>, but there is no meeting on November 17<sup>th</sup>. She said it appears this needs to be reworked somewhat.

Ms. Raveling said Council meetings are the second and last Wednesdays, and they back into it for Finance, and sometimes that meeting winds up in the previous month.

Chair Heldmeyer understands, but there is only one meeting in October, November and December. She reiterated that this needs to be reworked.

**C. INFORMATION ON SICK AND ANNUAL LEAVE BUY BACK PROGRAM. (KATHRYN RAVELING AND KRISTINE KUEBLI)**

Ms. Kuebli said the sick and annual leave buyback program has nothing to do with the incentive program. This is the existing program. She said there are a number of people who have requested sick hours back, 7,095 hours, at a total cost of \$96,000. There is annual leave of 2,732 hours for a total cost of \$140,000, for a total cost of \$236,459.

Ms. Raveling said she didn't include the report in the packet because it listed positions by name.

Councilor Calvert said the total cost given to the Committee is \$233,500, and asked if this is because it was approximated ahead of time.

Ms. Kuebli said yes, this is the difference. She said leave hours are recorded as a liability, so there is no fiscal impact. She said this is precisely what we want to happen – reduce those hours. This will help in the future. She said it is hoped there will be fewer people going out on accelerated retirement if we keep this program, and that is the way we want it to be.

Councilor Dominguez asked if a trend analysis has been done on this.

Ms. Kuebli said no. She said we want to continue to have the program, so that over time we will see a decrease in these balances.

Councilor Dominguez said he believes there really is no trend to look at.

Chair Heldmeyer said there are two problems with accelerated retirement. One is the cost, and the other is that we make a management decision to leave positions unfilled. She asked if it is possible to rethink this management decision, and to double-fill those positions considered as crucial positions.

Ms. Raveling said it is considered on a case-by-case, and a double fill is done about half the time, and the other half, the department feels it can cover the position. It is a difficult situation.

Chair Heldmeyer said this is related to the length of time for the hiring process. She said Sevastian has been without someone in the deputy slot for about a year, although he is interviewing now. She said unless you want to say there are redundant positions which aren't needed, the reality is that most positions should be filled and not to do so is a burden on the other staff. She asked if we will have a more comprehensive policy on that, or if it will continue to be done on a case-by-case basis.

Mr. Buller said we were lucky to have Jenna Martinez to step up as a temp to help Sevastian and staff. He said when there is no budget, it is tough to double fill. He would like to reduce the time spans, so that during the double fill, we are beginning the advertising process and all the timing comes together. He said this is one attempt to address it. He said all of these things help, but we really need to look at things more on a case by case. He said if we really can't function, then we definitely need to go for the double fill.

Chair Heldmeyer said we make certain assumptions about vacancies, noting in an average year we have assumptions about average vacancies which is based on the number of positions it took to hire for, and how long it takes to fill the positions. She believes we should also build assumptions about critical positions which need to be double-filled into the budget.

Mr. Buller said he likes that idea.

Ms. Raveling said it all comes down to the amount of money, and cuts can be made elsewhere to provide for double fills if necessary.

Mr. Buller said some departments do build in the double-fills, noting the enterprise funds have more ability to do that and water does that regularly.

Chair Heldmeyer said Police and Fire come out of the General Fund, and these are two of our most crucial needs.

Ms. Raveling said generally Police and Fire are the ones for which they have made exceptions. She pointed out that sometimes an employee "steps up to the plate," and is willing to assume the additional duties.

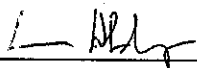
#### **39. MATTERS FROM THE COMMITTEE**

There were no matters from the Committee.

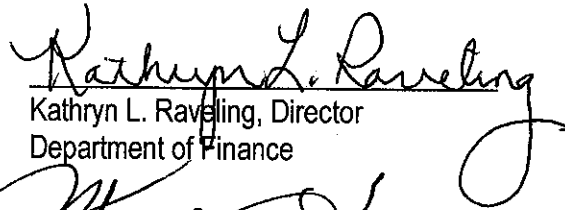
#### **40. ADJOURNMENT**

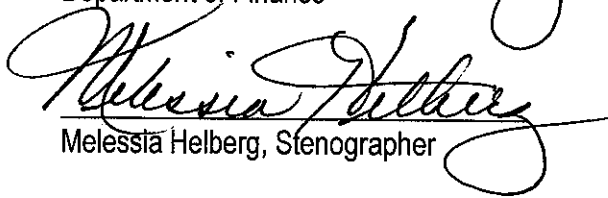
There being no further business to come before the Committee, and the Committee having completed its Agenda, the meeting was adjourned at 8:13 pm.



  
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Karen Heldmeyer, Chair

Reviewed by:

  
\_\_\_\_\_  
Kathryn L. Raveling, Director  
Department of Finance

  
\_\_\_\_\_  
Melesia Helberg, Stenographer