



Agenda

Finance Committee Meeting
January 2, 2008 – 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:

DECEMBER 3, 2007

CITY CLERK'S OFFICE

DATE 12/27/07 TIME 9:40 am

SERVED BY [Signature]

RECEIVED BY [Signature]

INFORMATIONAL AGENDA:

6. UPDATE ON REGIONAL ECONOMIC TRENDS (LEE REYNIS)
7. FINAL REPORT ON DESIGN WEEK (KATHY MCCORMICK)
8. REPORT ON ITT PURCHASES AND SAVINGS (THOMAS WILLIAMS)
9. UPDATE ON UTILITY BILLING COST FOR IN-HOUSE PRINTING SERVICES (PETER ORTEGA)

CONSENT AGENDA:

10. BID OPENINGS:
 - A. BID NO. 08/08/B – FRENCHY'S PARK RENOVATION; SEQUOIA LANDSCAPING, INC. (BEN GURULE)
 1. REQUEST FOR APPROVAL OF BUDGET INCREASE – PROJECT FUND
 - B. BID NO. 08/13/B – POLICE DEPARTMENT RENOVATION; SAMCON, INC. (CHIP LILENTHAL)
 - C. BID NO. 08/14/B – FRANKLIN MILES PARK CONCESSION BUILDING; WEIL CONSTRUCTION, INC. (MARY MACDONALD)
 1. REQUEST FOR APPROVAL OF BUDGET INCREASE – PROJECT FUND
11. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT – RUGBY FIELDS PHASE II DESIGN SERVICES; MORRIS SURVEYING ENGINEERING, LLC (MARY MACDONALD)
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12. REQUEST FOR APPROVAL OF CHANGE ORDER NO. 2 – TRANSIT FACILITY EXPANSION; ESA CONSTRUCTION, INC. (MARY MACDONALD)
13. REQUEST FOR APPROVAL OF CHANGE ORDER NO. 4 – POLICE IMPOUND YARD IMPROVEMENTS; V.P. CONSTRUCTION (CHIP LILIENTHAL)
14. REQUEST FOR APPROVAL OF ARCHAEOLOGICAL FUNDING TO ARCHIVE ARTIFACTS FROM PLAZA DURING THE BUILDING OF BANDSTAND/GAZEBO; MUSEUM OF NEW MEXICO (CHIP LILIENTHAL)
15. REQUEST FOR APPROVAL OF MEMORANDUM OF AGREEMENT – ANNUAL HOUSEHOLD HAZARDOUS WASTE DROP-OFF DAY; SANTA FE COUNTY, CITY OF SANTA FE AND SANTA FE SOLID WASTE MANAGEMENT AGENCY (WILLIAM DEGRANDE)
16. REQUEST FOR APPROVAL OF AMENDMENT NO. 4 TO PROFESSIONAL SERVICES AGREEMENT – RECYCLING SERVICES FOR HOUSEHOLD HAZARDOUS WASTE DAY; ENVIROSOLVE, LLC (WILLIAM DEGRANDE)
17. REQUEST FOR APPROVAL OF CHANGE ORDER NO. 2 TO CONSTRUCTION CONTRACT – EL RIO ROAD TRAIL IMPROVEMENT PROJECT; CONCRETE ROSE CONSTRUCTION (DAVID CHAPMAN)
18. REQUEST FOR APPROVAL OF CAPITAL COOPERATIVE AGREEMENT – ROAD IMPROVEMENTS ON AIRPORT ROAD FROM CERRILLOS ROAD TO NM 599 AND ROAD IMPROVEMENTS AT INTERSECTION OF ZIA ROAD AND RODEO ROAD; 2007 LEGISLATIVE APPROPRIATIONS (DESIRAE LUJAN)
 - A. REQUEST FOR APPROVAL OF A RESOLUTION IN SUPPORT OF A CAPITAL COOPERATIVE AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION 2007 LEGISLATIVE APPROPRIATIONS FOR TRANSPORTATION PROJECTS WITHIN THE CITY OF SANTA FE
 - B. REQUEST FOR APPROVAL OF BUDGET INCREASE – PROJECT FUND
19. REQUEST FOR APPROVAL OF CHANGE ORDER NO. 1 – INSTALLATION OF FARE VALIDATION SYSTEMS FOR TRANSIT BUSES; ARIZONA BUS SALES CORPORATION (JON BULTHUIS)
 - A. REQUEST FOR APPROVAL OF BUDGET ADJUSTMENT – GRANT FUND
20. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – MARCH 2008 MUNICIPAL ELECTION SERVICES; MELESSIA HELBERG (ROSALIE CARDENAS)



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21. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – AFFORDABLE HOUSING HOMEBUYER ASSISTANCE SERVICES (KATHY MCCORMICK)
 - A. HOMEWISE, INC.
 - B. SANTA FE COMMUNITY HOUSING TRUST
22. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – EMPLOYEE HOUSING ASSISTANCE PROGRAM; HOMEWISE, INC. (KATHY MCCORMICK)
 - A. REQUEST FOR APPROVAL OF BUDGET INCREASE – AFFORDABLE HOUSING LOAN FUND
23. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – HOUSING INNOVATION PROGRAMS; SANTA FE COMMUNITY HOUSING TRUST (KATHY MCCORMICK)
24. REQUEST FOR APPROVAL OF MEMORANDUM OF UNDERSTANDING – INTERNATIONAL CONFERENCE ON CREATIVE TOURISM; NEW MEXICO TOURISM DEPARTMENT (TOM MAGUIRE)
 - A. REQUEST FOR APPROVAL OF BUDGET INCREASE – GRANT FUND
25. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – MEETING PLANNER SERVICES FOR INTERNATIONAL CONFERENCE ON CREATIVE TOURISM (RFP #08/16/P); RECURSOS DE SANTA FE (TOM MAGUIRE)
26. REQUEST FOR APPROVAL OF JOINT POWERS AGREEMENT – DAY REPORTING PROGRAM FOR JUVENILES; SANTA FE COUNTY (RICHARD DEMELLA)
27. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – JUVENILE JUSTICE SERVICES; YOUTHWORKS (RICHARD DEMELLA)
28. REQUEST FOR APPROVAL OF AMENDMENT NO. 4 TO PROFESSIONAL SERVICES AGREEMENT – SANTA FE CIVIC CENTER; MUSEUM OF NEW MEXICO, OFFICE OF ARCHAEOLOGICAL STUDIES (MARTIN VALDEZ)
29. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – EPCR SYSTEM FOR ELECTRONIC DATA COLLECTION FOR AMBULANCE RUNS FOR FIRE DEPARTMENT (RFP #08/14/P); ESO SOLUTIONS (BRIAN CALDWELL)
30. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – AMBULANCE BILLING SERVICES (RFP #08/15/P); ESO SOLUTIONS (BRIAN CALDWELL)



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31. REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT – RAIL LINE UPGRADE AND REALIGNMENT; SANTA FE SOUTHERN RAILWAY, INC. (FRANK ROMERO)
32. REQUEST FOR APPROVAL OF ECONOMIC DEVELOPMENT PROJECT PARTICIPATION AGREEMENT – SANTA FE FARMERS' MARKET INSTITUTE (FRANK ROMERO)
33. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO COOPERATIVE PROJECT AGREEMENT – SANTA FE RAILYARD BIKEWAYS AND WALKWAYS PROJECT; NEW MEXICO DEPARTMENT OF TRANSPORTATION (FRANK ROMERO)
34. REQUEST FOR APPROVAL OF RESOLUTION ESTABLISHING A RESTRICTED CASH ACCOUNT AND RELATED LIABILITY ACCOUNT FOR THE SANTA FE WASTEWATER MANAGEMENT CLOSURE AND POST-CLOSURE FUND TO PROVIDE FUNDS FOR FUTURE CLOSURE, POST CLOSURE, PHASE I AND PHASE II, AND/OR CORRECTIVE ACTION COSTS (COUNCILORS TRUJILLO, CHAVEZ, DOMINGUEZ AND CALVERT) (BRYAN ROMERO)
35. REQUEST FOR APPROVAL OF A JOINT 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 TO DIRECT STAFF TO EXAMINE AND MAKE RECOMMENDATIONS FOR THE PLACEMENT OF A POLICE OFFICER ON EACH OF OUR HIGH SCHOOL CAMPUSES (COUNCILORS DOMINGUEZ AND TRUJILLO) (KATHY MCCORMICK AND POLICE CHIEF ERIC JOHNSON) (Postponed at Finance Committee meeting of October 15, 2007 and December 3, 2007)

DISCUSSION:

36. REQUEST FOR APPROVAL OF 2008 CIP BOND ISSUE PROJECTS (ROBERT ROMERO) (Postponed at Finance Committee meeting of October 1, 2007, October 15, 2007 and November 19, 2007)
37. RESPONSES TO QUESTIONS RAISED BY THE FINANCE COMMITTEE REGARDING RESOLUTION NO. 2007-118, 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 (SABRINA PRATT)



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38. DISCUSSION ON CURRENT STATUS OF CIP PROJECT #684 - SANTA FE CIVIC CENTER - COURT YARD (MARTIN VALDEZ)
39. OTHER FINANCIAL INFORMATION:
 - A. UPDATE ON GROSS RECEIPTS TAX FOR DECEMBER 2007 AND LODGERS' TAX REPORT FOR NOVEMBER 2007 (KATHRYN RAVELING) (Postponed at Finance Committee meeting of November 19, 2007)
 - B. REVIEW OF INVESTMENT PORTFOLIO AS OF SEPTEMBER 30, 2007 (HELENE HAUSMAN)
 - C. REQUEST FOR APPROVAL OF 2008 FINANCE COMMITTEE MEETING DATES (KATHRYN RAVELING)
 - D. INFORMATION ON PROPERTY TAX AND GROSS RECEIPTS TAX (KATHRYN RAVELING)
40. MATTERS FROM THE COMMITTEE
41. ADJOURNMENT

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

**SUMMARY OF ACTION
FINANCE COMMITTEE MEETING
Wednesday, January 2, 2008**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER	Quorum	1
APPROVAL OF AGENDA	Approved [amended]	1
APPROVAL OF CONSENT AGENDA	Approved [amended]	2
CONSENT AGENDA LISTING		2-4
APPROVAL OF MINUTES: December 3, 2007	Approved	4-5
<u>INFORMATION AGENDA</u>		
UPDATE ON REGIONAL ECONOMIC TRENDS	Information/discussion	5
FINAL REPORT ON DESIGN WEEK	Information/discussion	5-7
<u>CONSENT CALENDAR DISCUSSION</u>		
REQUEST FOR APPROVAL OF MEMORANDUM OF AGREEMENT – ANNUAL HOUSEHOLD HAZARDOUS WASTE DROP-OFF DAY; SANTA FE COUNTY, CITY OF SANTA FE AND SANTA FE SOLID WASTE MANAGEMENT AGENCY	Approved [conditions]	7-8
REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – AFFORDABLE HOUSING HOMEBUYER ASSISTANCE SERVICES HOMEWISE, INC. SANTA FE COMMUNITY HOUSING TRUST	Approved [conditions]	8-10
REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – EMPLOYEE HOUSING ASSISTANCE PROGRAM; HOMEWISE, INC. REQUEST FOR APPROVAL OF BUDGET INCREASE – AFFORDABLE HOUSING LOAN FUND	Postponed to 01/22/08	10-12

END OF CONSENT CALENDAR DISCUSSION		

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
<u>DISCUSSION</u>		
REQUEST FOR APPROVAL OF 2008 CIP BOND ISSUE PROJECTS	Approved [amended]	12-17
RESPONSES TO QUESTIONS RAISED BY THE FINANCE COMMITTEE REGARDING RESOLUTION NO. 2007-118, 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	Information/discussion	17-22
DISCUSSION ON CURRENT STATUS OF CIP PROJECT #684 – SANTA FE CIVIC CENTER – COURTYARD	Information/discussion	22-26
REPORT ON ITT PURCHASES AND SAVINGS	Postponed to 01/22/2008	26
UPDATE ON UTILITY BILLING COST FOR IN-HOUSE PRINTING SERVICES	Information/discussion	26-29
<u>OTHER FINANCIAL INFORMATION:</u>		
UPDATE ON GROSS RECEIPTS TAX FOR DECEMBER 2007, AND LODGERS' TAX REPORT FOR NOVEMBER 2007	Information/discussion	30
REVIEW OF INVESTMENT PORTFOLIO AS OF SEPTEMBER 30, 2007	Information/discussion	30-31
REQUEST FOR APPROVAL OF 2008 FINANCE COMMITTEE MEETING DATES	Information/discussion	32
INFORMATION ON PROPERTY TAX AND GROSS RECEIPTS TAX	Information/discussion	32
MATTERS FROM THE COMMITTEE	None	30
ADJOURNMENT		30

**MINUTES OF THE
CITY OF SANTA FE
FINANCE COMMITTEE**
Wednesday, January 2, 2008

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 Wednesday, January 2, 2008, 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 Matthew Ortiz
Councilor Rebecca Wurzbarger

MEMBERS EXCUSED:

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

MOTION: Councilor Dominguez moved, seconded by Councilor Calvert, to approve the agenda, as presented.

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

4. APPROVAL OF CONSENT AGENDA

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

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

CONSENT AGENDA

10. BID OPENINGS:

- A. BID NO. 09/-8/B – FRENCHY’S PARK RENOVATION; SEQUOIA LANDSCAPING, INC. (BEN GURULE)**
 - 1. REQUEST FOR APPROVAL OF BUDGET INCREASE – PROJECT FUND.**
- B. BID NO. 08/13/B – POLICE DEPARTMENT RENOVATION; SAMCON, INC. (CHIP LILIENTHAL)**
- C. BID NO. 08/14/B – FRANKLIN MILES PARK CONCESSION BUILDING; WEIL CONSTRUCTION, INC. (MARY MacDONALD)**
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- A. REQUEST FOR APPROVAL OF BUDGET INCREASE – PROJECT FUND.**

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15. *[Removed for discussion by Councilor Calvert]*

16. REQUEST FOR APPROVAL OF AMENDMENT NO. 4 TO PROFESSIONAL SERVICES AGREEMENT – RECYCLING SERVICES FOR HOUSEHOLD HAZARDOUS WASTE DAY; ENVIROSOLVE, LLC. (WILLIAM DeGRANDE)

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21. *[Removed for discussion by Councilor Wurzburger]*
22. *[Removed for discussion by Councilor Wurzburger]*
23. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – HOUSING INNOVATION PROGRAMS; SANTA FE COMMUNITY HOUSING TRUST. (KATHY McCORMICK)
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5. APPROVAL OF MINUTES: December 3, 2007

MOTION: Councilor Wurzburger moved, seconded by Councilor Calvert, to approve the minutes of the meeting of December 3, 2007, as presented.

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

INFORMATION AGENDA

6. UPDATE ON REGIONAL ECONOMIC TRENDS. (LEE REYNIS)

A copy of the overhead presentation by Lee Reynis is incorporated herewith to these minutes as Exhibit "1."

Ms. Reynis reviewed the information in Exhibit "1."

Responding to the Chair, Ms. Reynis said the anticipation is that the recession will hit very soon in the first quarter of 2008, and won't depend on who is elected President.

Ms. Reynis said the bottom line is that it is expected that Santa Fe, like New Mexico and the rest of the country, will see slower growth.

Chair Heldmeyer said the question for this Committee is when it starts working on next year's budget, does it take into account a less optimistic rate of growth, in terms of expansion of that budget year over year.

Ms. Reynis said that would be very prudent. She said in New Mexico, we see a very small probability for upside risk, and most of the risk in her forecast is on the down side.

Councilor Wurzbarger said she had asked for this presentation, after hearing Ms. Reynis's presentation at the Incubator. She said there is some very difficult work to do, because most recently the Council made a decision about salary raises at a 3% level, which was supported unanimously, and we are now looking at a 1.5% level. She would like to work with this Committee so we aren't where we were several years ago, and she wants to do contingency planning. She would like a discussion of how to proceed with some concept of contingency planning around slowed growth.

Chair Heldmeyer said the appropriate time would be at the next meeting where the Committee will discuss mid-year adjustments.

7. FINAL REPORT ON DESIGN WEEK. (KATHY McCORMICK)

A copy of "Design Week 2007" spreadsheet, distributed to the Committee by Kathy McCormick, is incorporated herewith to these minutes as Exhibit "2."

Kathy McCormick she has invited Naomi Woodspring this evening to answer any questions, and distributed the spreadsheet to the Committee [Exhibit "2"].

Councilor Wurzbarger asked for a bottom line analysis on what the City spent and what were the economic benefits from this particular event.

Ms. McCormick said staff provided a detailed list, and \$21,000 is left in the contract, with another \$15,000 in invoices expected.

Chair Heldmeyer asked if this includes the payment to the speakers which were paid from other funds, and not out of the contract.

Ms. McCormick said this includes only what was paid by the City of Santa Fe.

Chair Heldmeyer said the Committee asked for a total cost, including what was paid by other sources.

Ms. Woodspring said she didn't understand this is what the Committee wanted, so she can't address that at this time, but she could put those figures together. She estimates it was about \$20,000.

Ms. McCormick said staff was being careful that the City was not paying for outside speakers.

Chair Heldmeyer reiterated that this Committee wanted the total cost of the event, because if we are to do this again, it isn't just the City costs we want to consider, and we also need to know what economic benefits accrued to the City by having this event.

Ms. McCormick understood there was roughly \$200,000 in-kind, and this probably was a \$400,000 event. She said the event wasn't well attended, only 200-300 people attended.

Chair Heldmeyer said the best attended event was the young peoples' dance at 450 people.

Ms. Woodspring said in the spiral bound report, there are aggregate numbers for the conference attendance per event.

Chair Heldmeyer said the question Councilor Wurzbarger is asking is what the City got from this, if it is worth the \$200,000 spent by the City, and the in-kind \$200,000, for the response, and if this is something which should be pursued in the format which was used this year.

Ms. Woodspring said in the conclusions in the report, she strongly urged that the City continue to support this, but at a far lesser level; that Design Week become an independent organization, noting it has incorporated and filed for 501(c)(3). She said it makes more sense to have a larger buy-in, make this a broader event and not be dependent on the City for the bulk of the support for this event.

Ms. McCormick said staff will not recommend City funding for Design Week in the future, perhaps only at a very small amount. She said as she becomes more familiar with economic development activity in the community, there are things we could do for \$200,000, where we could demonstrate tangible benefits, particularly in light of Ms. Reynis's presentation. There are lots of opportunities to help local

businesses to grow and expand, and this \$200,000 could make large difference for these businesses. She has discussed this with Ms. Woodspring. She said Design Week could be supported through its fund raising efforts with foundations, thinking through the plans and how it complements the economic development framework, but it would not be a City activity.

Councilor Wurzbarger thanked Ms. Woodspring for her efforts, saying that the City's expectations with respect to this activity weren't clear, and she doesn't think this should be an aspersion on Ms. Woodspring's personal effort.

Ms. Woodspring noted there won't be a 2008 Design Week, and the next is scheduled in 2009, and they will be going to a Design Week every two years.

Councilor Wurzbarger said she would encourage Ms. Woodspring to look at doing it at the time the City is doing the Creative Cities Conference when people are here from around the world, and can look at design elements in the City.

Chair Heldmeyer said the events which seemed to get the best attendance and response, were those which were giving specific information about how to grow a business, things done in collaboration with the Alliance – the morning sessions with the young entrepreneurs. She said if these are folded into economic development, we can track what they really do. She said we need to narrow this to something which is more specific and deals more with economic development.

Ms. McCormick said she has spoken with the Santa Fe Alliance, and they are interested in continuing this kind of workshop, and very much in the vein of what staff is looking to do with the various contracts with outside vendors engaging in economic development activities – everything will be oriented around job force development and job creation in our economic development plan.

Councilor Calvert said one thing he noted from the first Design Week to this one, is that a conscious effort was made in this one to eliminate the "green" design stuff, which to him was popular in the first one and would also be supportive of our economic development plan. He suggested consideration be given to reincorporating some of this into a future design week because it generated a lot of attendance and interest.

MOTION: Councilor Wurzbarger moved, seconded by Councilor Ortiz, to amend the agenda to hear Item #8 and #9 after Item #38, and to approve the agenda as amended.

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

CONSENT CALENDAR DISCUSSION

- 15. REQUEST FOR APPROVAL OF MEMORANDUM OF AGREEMENT – ANNUAL HOUSEHOLD HAZARDOUS WASTE DROP-OFF DAY; SANTA FE COUNTY, CITY OF SANTA FE AND SANTA FE SOLID WASTE MANAGEMENT AGENCY. (WILLIAM DeGRANDE)**

Councilor Calvert asked when it is anticipated that we will be doing this year-round, rather than only once a year which doesn't work very well economically.

Mr. DeGrande said personally, he would like that to be done right now, but that decision still has to be made by the other two participating entities. He said they will have their first group meeting on January 8, 2008, at BRT to start talking about this year's event. He personally has pushed for a year-round drop off for years. He said we have all brand new people – Justin, Phil, the lead person for the contractor, and Jill are gone – so he and Randall have the institutional memory. He said this issue always is on the table, but he can't give a straight answer at this time.

Councilor Calvert asked that Mr. DeGrande keep this on the table, and ask when they think this is going to happen. He said the way it is done right now really doesn't serve anyone really well – the public or the staff. He would like a response from the other two agencies and Mr. DeGrande as to when this might happen, admitting there are changes at BRT and SWMA.

Mr. DeGrande said 80% of what is received are motor oil and antifreeze, and if we could find a place to handle these on a regular basis, it would change the dynamic of it.

Councilor Wurzbarger agreed with Councilor Calvert, and asked Mr. DeGrande to come to the next Finance Committee with a plan as to how to do this – cost, number of people and such. She doesn't like to hear staff say "we're thinking about it," and she wants a preliminary plan or five ideas as to how this can happen.

MOTION: Councilor Wurzbarger moved, seconded by Councilor Calvert, to approve this request, on the condition that staff return to this Committee within one month with a preliminary plan as to how to move off of the event approach to year-round.

DISCUSSION: Chair Heldmeyer asked Mr. DeGrande, since this is an intergovernmental thing, if it would be useful to have the Councilors serving on the SWMA Board to introduce a SWMA Resolution to get buy-in from the other members of the SWMA Board that this is the direction we want to be going.

Mr. DeGrande said if the City accepts BRT for being the ideal facility for this, then SWMA's help would be very much appreciated.

Chair Heldmeyer would like specifics along these lines brought back as well.

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

21. **REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – AFFORDABLE HOUSING HOMEBUYER ASSISTANCE SERVICES. (KATHY McCORMICK)**
 - A. **HOMEWISE, INC.**
 - B. **SANTA FE COMMUNITY HOUSING TRUST**

Councilor Wurzbarger, regarding Item #22, asked why, since we have contracts with the two agencies and this has been a priority for a while, we now have to invent a new program for something which clearly has been a stated priority for the Council for the past 2-3 years.

Ms. McCormick said an RFP was issued for the administrative services to do income verification, ensuring that the City's deeds of trust are recorded, providing down payment assistance and home ownership counseling. This is one contract. As part of the RFP there was also housing innovation grant awards, inviting anyone to provide a proposal to do some kind of innovation. They received a proposal from Homewise to set up a Housing Assistance Program, which involves working with all local employers to understand housing employee needs and to set up housing programs to assist them to get their employees in those units. She said in negotiating the Agreement with Homewise, the City said if it provided dollars to set up this Housing Assistance Program, it would pilot a program to provide housing for 13 police officers into housing to show the outcome. This is a new program with Homewise.

Councilor Wurzbarger asked, in the original contract with both Homewise and Santa Fe Community Housing Trust, are there specific requirements for placing a specific number of families.

Ms. McCormick's said, "We do this year. This is the first time...that's why we did the request for proposal, where they have come back and said these are how many families that we would be placing in homes. These are the number of home ownership classes that we're going to be having, these are the exact outcomes that we're looking for in these programs."

Councilor Wurzbarger said we call this innovative, even though we have been talking about it for several years. She is going to move for approval, but she is having trouble with Item #21, she still isn't getting why it is a totally new innovating thing to house police officers.

Ms. McCormick said it is broader than police officers. It is a housing program targeted to all employees, and the new twist to this is that it is working with employers to get them engaged in providing employee housing. She said this isn't limited to City employees, but includes hospital employees, nurses and such.

Councilor Wurzbarger noted she attended a kickoff program for nurses at St. Vincent's, and there was a similar program for teachers. She said that wasn't a special program funded by the City.

Ms. McCormick said this is correct. Ms. McCormick said, "What Mr. Lofton will be able to do is point to here's two other organizations that are doing this, they are both putting dollars into this program, Homewise is providing matching grants to provide down-payment assistance, plus all the counseling. This opportunity would also be extended, because they would be actively seeking other employers to get involved in a similar way as St. Vincent's and at the schools. But, you're correct, both are currently doing that."

MOTION: Councilor Wurzburger moved, seconded by Councilor Calvert, to approve Item #21, on the condition that we ask both Homewise and Santa Fe Community Housing Trust to come and present a very brief highlight of exactly what they have been doing this past year, and what they plan to do with respect to this new contract that would be different from what's happened before.

DISCUSSION: Councilor Ortiz said Public Works had a similar request for more detail from both of the providers which will be made at the next Public Works Committee meeting. He said he spoke with Mike Lofton about some of the issues he had. He appreciates Peter's email to him which answered some of his concerns.

Councilor Wurzburger said then she won't ask for this to come back to Finance, and she will attend the Public Works meeting if she is properly advised by her colleagues.

Chair Heldmeyer asked Ms. McCormick to provide a copy of Peter's email to the Committee, commenting she saw Councilor Ortiz's response, but never received the original email.

Ms. McCormick said both organizations have provided staff with a written report which will be in the Public Works packet and they can make this available to the other Councilors. It also includes a report from the Enterprise Foundation which Councilor Wurzburger had requested.

REVISED MOTION: Councilor Wurzburger moved, seconded by Councilor Calvert, to approve Item #21, without conditions

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

22. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – EMPLOYEE HOUSING ASSISTANCE PROGRAM; HOMEWISE, INC. (KATHY McCORMICK)
A. REQUEST FOR APPROVAL OF BUDGET INCREASE – AFFORDABLE HOUSING LOAN FUND.

Councilor Dominguez said the title indicates that the City will provide funds to establish an Employee Housing Assistance Program, but all of the items under the scope of work are directed more toward police officers, and asked if this will be part of the \$100,000 the City provides for the program.

Chair Heldmeyer said Ms. McCormick is talking about a much broader work force, everyone in the community. However, in looking at the Memo and contract, there is only one item addressing the more comprehensive, and most of it is "police, police, police, police, police," and we are going to spend \$100,000 to have them give \$200,000 to the police.

Ms. McCormick said, "In negotiating this agreement with Homewise, we said it's really great that we start this employer program which is much broader, but we want to have something definitive at the back end, and providing housing for police officers has been a priority for the Council for some time. And, so that's when we negotiated that at the end of this, at least thirteen police officers would be in homes. It's a

pilot of demonstrating how you can do an employer assisted housing program by working with targeted employees, but they will be working the broader spectrum of employees in the community to get this program launched."

Councilor Dominguez quoted from the Memorandum, checkmark #1, "Establish a marketing campaign directed toward employees of the Santa Fe police force to encourage them to purchase a home in the community." He asked if this same marketing campaign will be directed toward employees in general, or if it will just be directed toward police officers.

Ms. McCormick said the initial program primarily would be directed toward police officers, while we put into the place the agreements with other employers in the community, and the reason we are saying it's a pilot program oriented toward police officers.

Councilor Wurzbarger asked where this is found in the contract.

Ms. McCormick said it actually is in the cover memorandum.

Councilor Dominguez asked if a police officer were to go to Homewise right now, if they would have access to part of the monies the City has allocated.

Ms. McCormick said yes, they would have access to the CDBG funds.

Councilor Dominguez said then this is just trying to enhance that.

Ms. McCormick said, "It does more than that, in that CDBG funds can't go to households who earn more than 80% of the area median income, but because Home Wise will be using it's own resources for police officers, and that's an important component, so I'm glad you asked that question. We are also trying to target employees who are earning 100-150% of the AMI, so that's the gap that was identified in the needs assessment, that's the group of folks that are leaving Santa Fe.....It is targeted to help capture that broader group that's not currently captured with down-payment assistance through CDBG."

Chair Heldmeyer said the income limits on CDBG may or may not apply to this other program, and that's the part that's not clear.

Ms. McCormick said staff is trying to capture that increment above, so they can still buy a Santa Fe Home Program unit, which goes up to 120% of AMI. She said Home Wise isn't compromised by the same requirements that we are when it uses its own funds for down payment assistance. If they use our CDBG funds, they cannot exceed 80% of the AMI.

MOTION: Councilor Wurzbarger moved, seconded by Councilor Calvert, to postpone this item to the next meeting on January 22, 2008, with directions to staff to present a refined contract which reflects that this is a different kind of project which is to develop a model, and it would detail the products which would be related.

DISCUSSION: Councilor Wurzbarger said what she hears Ms. McCormick saying is not what she read in the contract, which is the reason she pulled this item. She believes the Finance Committee needs to approve a contract which reflects the unique differences which Ms. McCormick has described. She is very happy that this is going to do a model program which would be transferred, and the police are being used as a tool to demonstrate, rather than that they are the actual product. The product is at the end, and there should be some sort of transfer document that any employer in town can use – a generic program and how to implement that program. She said this will come back to the Finance Committee.

Chair Heldmeyer said she wants to know, out of the \$100,000, how much of it is being allocated for this general program, and how much is being allocated to the pilot program. She said the Memo sounds as if we're spending \$100,000 to administer \$200,000, which isn't good government. She wants to know how much it costs for the pilot program for 13 police officers, or a marketing campaign to put all of the police officers in homes.

CLARIFICATION: Councilor Wurzbarger said she would like a one page work plan which details the deliverables.

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

Chair Heldmeyer told Ms. McCormick this item will be first on the discussion agenda at the next meeting.

END OF CONSENT CALENDAR DISCUSSION

DISCUSSION

36. REQUEST FOR APPROVAL OF 2008 CIP BOND ISSUE PROJECTS. (ROBERT ROMERO) (Postponed at Finance Committee meeting of October 1, 2007, October 15, 2007, and November 19, 2007)

Councilor Ortiz said the item in the packet is not the approved CIP list from Public Works Committee. He said this is the list which came into Public Works, but it does not incorporate or even adjust the conditions. He said the Committee meeting notes do not have the amendments and changes which we did at Public Works.

Mr. Romero said, "On page 19, I redid the original. The original you'll see on page 19, was after I did the first set, these were all the requests that we heard on the 24th or before the 24th at Public Works. And, on the 24th, this is what was approved up to \$20.5 million, and then on the 9th is actually what was finally approved at Public Works.

Councilor Ortiz said then the only things we should be looking at are pages 18-19.

Mr. Romero noted he also included a request from the Courts for \$325,000 for improvements at the Municipal Court. He said it is unfortunate there was no communication with the Court prior to beginning this process. He said it is on page one of the packet, but it is not included in the \$21 million request and project list which was approved by the Public Works Committee on October 9, 2007. He said Councilor Ortiz is correct. He said, "On page 19, that last column...this first column is everything that kind of came up at the first meeting at Public Works, on the 24th, that's the iteration that was approved, and then on the 9th, that's what finally came out of Public Works."

Councilor Ortiz said then the final list is the last column on page 19, which totals \$21 million.

Chair Heldmeyer asked on what page is the comparison to the 2006 CIP.

Mr. Romero said this is on page 17 of the packet.

Chair Heldmeyer said on page 17 of the packet is a list of what has been done in previous years. She asked if the "Proposed 08 Bond," is the final as approved by Public Works, or if this is the initial.

Mr. Romero said the initial proposal is on page 17, which is the one he presented to the Public Works Committee.

Chairman Heldmeyer said then we're not getting a comparison of Public Works' recommendations and past years recommendations.

Mr. Romero said he can redo this by the Council meeting if the Committee would like, but he didn't transfer the approved list from the Public Works Committee to the spreadsheet on page 17.

Councilor Ortiz asked if this Committee wants to entertain the late request from the Municipal Court. If we do, then we have to hear a presentation, and then find a source for the funding.

Chair Heldmeyer said this issue arose at Public Safety, and the Judge said she had not been asked what she wanted in the CIP budget. Since it hadn't passed, or come to this Committee, it was suggested she come and talk about changes she would like to see.

Judge Yalman said it was when she gave the State of the Court address that the Mayor suggested she submit a request for redoing the Courtroom which was the first she learned about the CIP bond. She said the Judicial branch doesn't receive notice about this, and this is the reason it is late. She noted the date of the request is November 19, 2007, and she gave her address to the Council on November 14, 2007, so this was done at the last minute. She said there was no request in 2006. She apologizes that this is a last minute matter, but she understood there were funds available, and felt it appropriate to request funds for a City building.

Chair Heldmeyer asked Judge Yalman to, in a paragraph, describe things which were necessary.

Judge Yalman said the Court is more like an auditorium, and she wants to set it up where there is

a place for witnesses and attorneys which currently don't exist. She is also setting up a mediation program, but there is no place to have a mediation conference table and a place for mediators. She said she is also looking at housing the prosecuting attorney and his assistant at Municipal Court, and set work space so staff could be added if needed, and to make it an easier place for people to work. She also included an office for probation and pre-sentencing which doesn't exist. She said some of them are things which are needed such as the awning which doesn't work.

Councilor Bushee said she doesn't think the Court is in the Facilities Plan, and the Committee might want to look at that.

Councilor Ortiz asked Mr. Romero where we would get the funds for the Court request, noting the CIP budget was approved by a Committee a month before this request came in.

Mr. Romero said staff could look at what would be available in reallocation funds. He said we could look at the costs, noting the City probably could absorb the two \$5,000 costs in the Facility Repair Fund. He said he looked at the costs to construct walls, redo the cashier's area and to do some private offices along the main hallway, which were about \$197,000. He said what isn't included is the redesign of the Courtroom.

Mr. Raveling said the City has been using the reallocation funds, but there are sufficient funds to cover the Court request. She would recommend using those funds, rather than rehashing the whole list on which the Committee spent many many hours.

Councilor Wurzbarger said she supports this request for \$325,000, which is less than 1% of the \$21 million, noting if 1% were taken across the board it wouldn't affect the requests.

MOTION: Councilor Wurzbarger, seconded by Councilor Calvert, to move this request forward to Council, with the inclusion of the Court request, with direction to staff to come forward with a budget which reflects the inclusion of the request from the Court.

DISCUSSION: Councilor Ortiz said then we are moving forward the item which has been approved out of Public Works.

Councilor Wurzbarger said this is correct, with the addition of the Court.

Chair Heldmeyer said there is \$1 million in the CIP for Cerrillos Road, noting that Cerrillos Road is a State road, and in the past the State has said it would give the City funds from GRIP 1 and GRIP 2 to move forward with changes in the road. She asked why are we paying \$1 million.

Mr. Romero said GRIP 1 funds went for rural roads, and GRIP 2 went more for municipal roads. He said the total project is about \$6 million, but they are now doing a 60-40 match, and the City's match is \$1 million. He said, in the past, when the City received federal monies it was a 75-25 split, noting this was the split for the first segment of Cerrillos Road. He said staff is proposing to use some of the Impact Fee funds to meet the match, noting we need a total of \$2 million for the match for this money, which has been

approved through GRIP. He said because the road costs are escalating, if we don't do this now, he believes the State will give it to someone else quickly.

Mr. Romero said, regarding maintaining the road, there is a 1988 Agreement between the DOT and City, which provides that once the Relief Route was done, the City would be responsible for maintaining Cerrillos Road. Fortunately, the State hasn't turned over responsibility for full maintenance, but we have agreed to maintain any portion which has been reconstructed which has a drainage system. He said as we move east toward St. Francis, the City is taking over Cerrillos Road segment by segment, so this is the next segment of that improvement project.

Chair Heldmeyer said her memory was that the City would assume responsibility for Cerrillos when the State did the reconstruction and installed the drainage. Initially, there were three segments and we did segment one, and then she is unsure what happened. She is now hearing that the second segment is being divided into three segments, each of which will be done individually. She said part of this is due to the increased cost of roads, and asked to what extent are other demands on DOT funds taking funds away from the promises made several years ago by the State with regard to Cerrillos Road.

Mr. Romero said there are reasons for the shorter segments. When the first segment was done, it was very long and took almost two years, and the businesses were impacted very severely. After that experience, it was decided to do shorter segments which could be built in one season, so there would be construction in front of businesses for only 4-5 months, as opposed to 9 months. He said there are some "weasel" words in the 1988 agreement where DOT says it will "to the best of their ability" help fund the improvements.

Chair Heldmeyer said this makes sense, but she is concerned that the State will use its "weasel words," and the rest of the road will be up to the City.

Mr. Romero said to complete the project to St. Michaels, \$20 million would be needed, and it would be very difficult for the City to do this out of its CIP bond. He said he hopes the State will continue with the project funding through 2011 as currently provided in its improvement program.

Chair Heldmeyer asked why ADA funds were cut from the 2006 budget to this budget.

Mr. Romero said in 2004, we were unaware that if we did a repaving project that all of the curb ramps within the repaved segment had to be made compliant, so there were inadequate funds in that year. In 2006, an additional \$600,000 was allocated into the ADA program to cover those costs with the paving program. In the 2008 bond, all funds for ADA, paving and repaving were put together. This is the reason the ADA program appears to be cut.

Chair Heldmeyer said the Mayor's Committee doesn't view it this way, and believes it made a concession in 2006 to allow the City to use the ADA funds which were in the CIP budget, so the City could come into compliance with federal. The Committee thought that in the next CIP budget, there would be funds to address some of the other issues, in addition to curb cuts, which they see as important ADA issues around the City.

Mr. Romero said in 2006, he specifically stated that the additional \$600,000 was going to be used for that repaving, so doesn't see how the Committee could conceive that is a commitment, noting he can provide copies of the minutes.

Chair Heldmeyer said she understands, but that Committee sees it as an agreement it made with the City as a concession to help the City come into compliance.

Mr. Romero said the City spent \$300,000 to come into compliance regarding a DOJ complaint in the downtown area. He reiterated that when the City does a paving project and it has to be brought to ADA compliance, and the money has to come from somewhere. He said the \$600,000 was put into that pot, but with the intent of using it to bring roads into compliance. He said this was documented very well knowing that this could become an issue. He said if the Council feels the amount of ADA improvement money from the Historic \$300,000 to \$1 million, that is something else to consider. He said he wants to make it clear that he was very clear in 2006 that the \$600,000 would be allocated so we could improve those curb cuts.

Chair Heldmeyer said the Committee agreed with that, but their interpretation of how they agreed with it is somewhat different from Mr. Romero's.

Chair Heldmeyer said the question becomes: when did the City decide to change its policy and put so much of the CIP into capital projects for non-profits.

Mr. Romero said there always have been funds for social services. He said in 2006 there was more money, and a Resolution was passed last summer to help fund the Warehouse 21.

Chair Heldmeyer said she voted for that, and although she loves Warehouse 21 and what it does, she is sorry she did so, because it has opened the floodgates to a lot of other non-profits to request funds. She said it is wonderful that the City puts as much money into non-profits as it does, but there is a tremendous amount of money in this particular CIP budget going to non-profits. She asked, given what the City needs to do as part of what it is required to do, if there are capital needs for the City of Santa Fe for which those funds could be used.

Mr. Romero said the City's ICIP list has \$500 million in needs, and every department could easily spend the \$20 million, so it is difficult for him to answer which would be a higher priority. He said yes, the City has 10-100 times more needs than funds.

Chair Heldmeyer asked who is in attendance to discuss IT. [The response was inaudible because the person was speaking from the audience, but apparently someone said Mr. Williams was on his way.]

Chair Heldmeyer said Mr. Williams was to speak about IT, and this is one of the areas where we really could use some money to provide better service, and to do things more efficiently to cut the operating expenses.

Mr. Romero said on page 34-35 there is a copy of the letter sent to the Public Works Committee from Mr. Williams regarding his requests, which total approximately \$1.3 million. He said on October 9, 2007, the Public Works Committee approved \$800,000 of that request.

Chair Heldmeyer said, however, there are also a lot of individual requests from individual departments which are not in that IT request.

Councilor Dominguez recalled that the Public Works Committee discussed moving the \$300,000 from the indoor arts market to IT, which was done.

Councilor Wurzburger would like to have Mr. Williams here before we vote on this, because if this is true, she would request to postpone this to later on the agenda.

Chair Heldmeyer said Councilor Wurzburger, as the maker of the motion, can include the Creative Center in that motion.

Councilor Wurzburger said this isn't what she is referencing.

Councilor Bushee said there is no precedent setting in the past two bond cycles, and the City always has given bricks & mortar funds to non-profits over the years, including the Boys and Girls Club and to La Familia Medical Center. She said, "The other thing I want to clarify I guess, is that this labeling it as giving money to non-profits...My understanding of what, at least the Public Works Committee recommended, was money toward City projects on the Railyard to be completed, and so I see that as City infrastructure."

Chair Heldmeyer said there are lots of things being built on the Railyard, but not all of them are city-infrastructure, noting we probably will run short of money for the infrastructure which the City is supposed to provide for the Railyard.

RESTATED MOTION: Councilor Wurzburger, seconded by Councilor Calvert, to approve the recommendation of the Public Works Committee, with the addition of the Court request, with direction to staff to come forward with a budget which reflects the inclusion of the request from the Court, and the source of funding for this request.

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

37. RESPONSES TO QUESTIONS RAISED BY THE FINANCE COMMITTEE REGARDING RESOLUTION NO. 2007-118, 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. (SABRINA PRATT)

A packet of information about Creative Santa Fe's plans for "The Santa Fe Railyard Center for Arts and Creativity," entered for the record by Mary Ann Shaening, is incorporated herewith to these minutes as Exhibit "3."

A copy of a letter dated December 5, 2007, to Mary Ann Shaening, President of the Board, Creative Santa Fe, from Donald Meyer, Vice-President, SFRCC Board of Directors, is incorporated herewith to these minutes as Exhibit "4."

Sabrina Pratt gave a brief overview of this matter to the Committee.

Mary Ann Shaening detailed the contents of the handout as requested by this Committee at its previous meeting, and the letter from the Railyard Corporation [Exhibits "3" and "4"], with regard to the La Puerta building which is a City-owned building in the southern part of the Railyard.

Chair Heldmeyer asked exactly what are the uses of this building going to be.

Ms. Shaening referred to the Use Plan in Business Plan. She said a chunk of the building will be rented to arts related, mission consistent businesses and organizations which creates a stream of earned income; a chunk will be rented to artists for studio space; and the center part of the building is for economic the economic development program. They are proposing a residency program, a resource center, a workshop classroom program and access to "Gray Box" space for individuals and organizations needing space on a short term basis to promote whatever their business/organization is doing. It is a classic economic development model in the sense that it is work force development, business development. They had discussed about whether to apply for an incubator license, but right now they are calling it a residency program, but they fully intend to incubate.

Chair Heldmeyer said Marie L. has real problems with that.

Ms. Shaening said this is the reason it is called a residency program in the business plan. The intent is to create the space and organizations for all the organizations to come together to offer various related classes.

Chairman Heldmeyer said the Farmers Market will have its own building, and Warehouse 21 will have its own building and they all have space within those buildings where they have these same kinds of ideas. She asked why there is a need for a separate building, when these are some of the groups they claim they are pulling into this one.

Ms. Shaening said she is speaking only about small use of the space – classroom space to collaborate with other organizations – and every class doesn't have to be on this site, and some can be at the other spaces. She noted the spaces are multipurpose spaces.

Ms. Shaening said City support is very important. She said it will cost \$2 million to bring La Puerta building to maximum use. She said of that, \$898,000 is for the basic infrastructure which would be necessary for anybody to rent it, and the remaining \$1.2 is all about tenant improvements, and Creative Santa Fe would take the task to raise that money. She said the building has been stripped – there is no heating, no plumbing, no electricity – and to make it leasable and usable, the basic infrastructure has to be installed.

Ms. Shaening said \$2 million is needed to make this work, noting it will always be a City building. She said she wants to be clear that on the operating side, Creative Santa Fe is proposing that the City provide the Railyard Corporation a transparent subsidy. The current price on the building is \$11 per sq. ft. per year. If the City issues the transparent subsidy to the Railyard Corporation, and ends up charging \$1 per sq. ft. per year, then Creative SF can have a balanced operating budget to operate this economic development program without coming back to the City every year asking for economic development grants. She said the \$80,000 for operating would come from other grants and foundations.

Chair Heldmeyer said then total expenses in the *pro forma* are about \$275,000, of which \$11,000 is rent, which would bring it down to \$264,000.

Ms. Shaening said the \$11,000 is \$1 per sq. ft. per year, and the offset could be to do the transparent subsidy through the Railyard Corporation because it is a City building and the City's economic development and this would be the City's contribution.

Chair Heldmeyer then Ms. Shaening is saying that Creative Santa Fe can raise \$80,000 a year, unearned, with the rest coming from rental income.

Ms. Shaening said this is correct.

Chair Heldmeyer said the source of the other funds isn't included.

Ms. Shaening said the last item on the *pro forma* should be the earned income.

Councilor Ortiz said this feels like the financing we worked out for El Museo, where we made improvements to a City building, and worked a deal with El Museo and the Railyard Corporation on this kind of lease. He said that kind of information, in addition to what has been provided, would be helpful in showing how the mechanics of the proposed transactions could work, commenting that he believes this is a doable project. He said as he understood the Resolution adopted by the Council, this is in response to some of the questions from some Councilors that there is not enough detail to make a decision. He said the detail here is more than sufficient to say that this is, while maybe not a bona fide AAA plus project we can endorse next week, miles ahead of other projects we've seen, and it is worthy of continuing the work and this project. He said this is all we are required to do under the Resolution, and we weren't to make a judgment on the sufficiency of this plan. We were questioning whether there was a plan and a reality to this project.

Councilor Calvert said he is convinced this is real and people have done their due diligence, and that the numbers and proposals are worthy of consideration and final adoption which can't be done now. He said we just wanted to be sure we had the information to move forward, so we could begin the next phase of planning, the detail work. He believes this will be happening on a very exciting part of the Railyard property. He is in support of this project and looks forward to figuring out the details. He asked staff to provide information regarding El Museo to Creative for comparison and contrast with this program.

Councilor Wurzburger said she agrees with Councilor Ortiz. She said the next step is to come

together creatively, and to look at how to turn the \$2.3 million into reality, to look at different sources of funding, particularly with regard to the City's portion. She is interested and willing to work with staff on that part of the puzzle. She commended Creative Santa Fe for the tremendous amount of work which was done in a short period of time over a difficult period. She said this is an example of something which can bring that portion of the economic development plan to fruition, which has to do with serving local artists and building the economy by making that service real.

Councilor Calvert said on page 13 of the handout, it indicates \$6.4 operating income, and quoted the last sentence "In addition to these earned income streams, Creative Santa Fe will pursue a mix of public and private funding to cover the remaining operations costs for its economic development initiatives, including the opportunity to..." He asked who is included in the "public."

Responding to Ms. Shaening, Chair Heldmeyer said Councilor Calvert is asking if you are going to be asking the City for more money.

Ms. Shaening said no, they are not asking the City for more money for the operating side, if the City agrees to give Creative Santa Fe the transparent subsidy.

Councilor Calvert said he wants to ensure that Creative Santa Fe defines what public sectors it is speaking about – he wants it better defined.

Ms. Shaening said, for the record, they have already begun discussions with the State Economic Development Division and programs, and "we" qualify for some of their programs. She said with regard to "public," she would say not the City, never ever.

Councilor Bushee suggested that public funding could fall under economic development funds from either the State or City. She said we have had loans in the past for capital equipment and such, which could be pursued. She suggested seeking funding from future CIP bonds, but didn't favor seeking Legislative funding this year. She said there are lots of other possibilities in terms of the infrastructure, noting it is a City owned building, but we would have to put "our heads together" on the specifics. She believes it "fills the bill" as an economic development project, and she sees this differently than El Museo. She suggested Creative Santa Fe meet with Kathy McCormick in this regard.

Councilor Wurzbarger left the meeting at this time

Chair Heldmeyer said this is like a building for the arts, commenting that there were other buildings for the arts which are owned by other non-profits who are going to the Legislature for funds. She said although this is a City-owned building, she doesn't want too much of an edifice complex here. She said we don't want a lot of buildings sitting empty or half used. She spoke about the challenges in making this work, and looking at other cities where this has worked well, noting very specific rules need to be attached and the importance of interaction between the different groups,

Chair Heldmeyer said there has been a lot of discussion about affordable space for artists on the Railyard, which has turned out to be "anything but." She said they really need to be thinking about how to

design this building so it will serve the existing needs, noting this is a big investment for the City. She said it would be nice to spend the money for something which will be reasonable and successful, and not just something people think is a good idea, but tends to morph into something else or not really be used as much as the investment involved makes it.

Ms. Shaening said she totally understands, and believes at the right time, they can provide the kind of information this Committee needs, noting all programs are designed, and the multi-tenancy configuration is designed, and the affordable art studios are in fact priced well. The spaces are 250 sq. ft. and would rent between \$200 and \$250 per month, and they believe this is affordable.

Chair Heldmeyer said it isn't enough just to provide the space, noting that she met with a woman about the program in Buffalo who also provides "tough love."

Chair Heldmeyer said if you are going to call yourself an incubator, then you have to meet the criteria under State law. If that isn't going to be the case, then call it something else, but that cuts out a source of possible funding.

Ms. Shaening said she understands they have been asked to work with staff on the parallels and not parallels with El Museo and work with staff to come up with a financing plan for the \$2.1 million.

Chair Heldmeyer said the question is what do "you" want to do next. She said if they are anxious to get funding, they could begin by working with staff and other non-profits to see where funds might be available.

Ms. Shaening said it seems to her that Creative Santa Fe's next step is to come up with a financing plan for the building, as well as to do whatever needs to be done to see if the City is willing to provide the transparent subsidy through the Railyard Corporation.

Chair Heldmeyer believes this is the least of their problems. She said if they want to do that, they need to develop Resolution which will be passed by Council which establishes the conditions under which the City would be willing to provide a transparent subsidy. She said, however, how to get \$2.1 million is another thing, commenting that the 2008 CIP budget seems to be fairly full already.

Ms. Shaening asked if \$890,000 would be available in that bond.

Chair Heldmeyer said there is, if you can get someone to let you have their allocation, or you could wait two years to the next CIP bond. She suggested she speak with Councilors who are strong supporters to see if they can develop a way to get the funds by moving money around. She said Ms. Shaening also could speak with Economic Development staff about what funds might be available, if any.

Ms. Shaening said she doesn't want to wait for two years, noting that this is a community initiative and not a commercial initiative, and it could anchor that end of the Railyard and fits with a lot that is happening in that area.

Chair Heldmeyer said then you can either change this, find funds elsewhere, or think about phasing this project.

Ms. Shaening said it would be tough to think about how to phase this for the building, because you can't phase-in electricity, and then next year add something else.

Chair Heldmeyer said this is what was done with El Museo, so Ms. Shaening may want to talk to Sabrina about this, noting El Museo was able to obtain the HVAC system from the old Convention Center.

Responding to Ms. Shaening, Chair Heldmeyer said Ms. Shaening needs to work with the principal sponsors to see where they want to go with this and how.

38. DISCUSSION ON CURRENT STATUS OF CIP PROJECT #684 – SANTA FE CIVIC CENTER – COURTYARD. (MARTIN VALDEZ)

Councilor Ortiz asked how is this germane to the function of this Committee.

Chair Heldmeyer said it is germane because it involves a change order.

Councilor Ortiz said there is a change order before this Committee which isn't in the packet. He understands that the Civic Center is on schedule and within budget, which is the purview of the Finance Committee. He said this seems far afield of what we do on this Committee. He asked if we are trying to advocate for a position which our architect has expressed publicly.

Chair Heldmeyer said she isn't trying to advocate for anything, but trying to get information on something which was in the newspaper about which people had questions, and she requested that this be placed on this agenda.

Councilor Ortiz said it is unusual for us to talk about a contractor who has an opinion which is speculative in terms of the proposed use of the project, and hearing these in a public committee and make policy recommendations based on that.

Chair Heldmeyer said she was contacted by some of her constituents about this. She asked staff the question does this involve change orders, and have we seen the changes, and the answer she received was "not exactly."

Councilor Ortiz asked if there is a change order.

Mr. Valdez said this particular item is just a discussion on what presently is included in the project.

Councilor Ortiz reiterated that he doesn't understand how this is the kind of activity that we undertake here.

Chair Heldmeyer said she asked staff to give further amplification about something which was in the paper and was confusing to people.

Councilor Ortiz said it is clear to him that the architect has an opinion, and wants to influence policy and operations of the civic center which is yet to be built by giving her opinion publicly, even though she is a contractor to the City. He said unless there is a decision before us, he doesn't understand how we can be hearing this.

Chair Heldmeyer said we just heard something where there wasn't a decision before us, and we frequently hear things where there aren't decisions. She wants to know if policy decisions have been made by staff which have not gone through either this Committee or the Public Works Committee.

Councilor Ortiz said this question can be answered and we can move to the next item. He asked if staff has made a policy decision that we have not made as a Governing Body in relation to the courtyard.

Mr. Valdez said, "There was a change order that did affect the courtyard that occurred before Council, and that was the deletion of the fountain that was included in the courtyard design, and the deletion of that fountain was the result of value engineering that resulted in a \$35,000 savings."

Councilor Ortiz said saving money is a good thing, and something we should do.

Mr. Valdez said, "Although it has been the position of the project team that as we get toward the end of the project, we'll consider that, but the infrastructure for the fountain remains in the project, so that it can be easily added if we get toward the end of the project...because that can be added at the end of the project."

Councilor Ortiz asked if staff is advocating for a change order to undo the change order that we did previously.

Mr. Valdez said, "Not at this time, no."

Councilor Ortiz asked if this answers the question so we can move forward.

Chair Heldmeyer said no, because she has another related question. She understands we removed the fountain and she is okay with that because of the water and money implications. She asked whether other decisions have been made about this central space, other than removing the fountain, that have been made by staff which have not been approved as a policy decision by a Committee or by the Council as a whole.

Mr. Valdez said, "What is currently included in the project was a consensus that was arrived at during the design process by everyone that was involved in the design process. There have not been any changes other than the deletion of the fountain."

Chair Heldmeyer asked if decisions have been made, in terms of the design, in terms of

landscaping.

Mr. Valdez said, "No. Not from what was approved when the project was approved."

Chair Heldmeyer asked if those changes are made, is that something which will be brought back to Council for a decision.

Mr. Valdez said, "If staff is given direction to entertain changes to the design, then we would follow the process of, first of all, consulting with the design team, getting a price for designing the changes, then we would bring that before the Governing Body to decide whether or not we wanted to proceed with any changes."

Chair Heldmeyer asked, if we go to 100% paved, instead of having plantings, is that a decision which will be brought to Council.

Mr. Valdez said, "Currently the courtyard, as you can see in this rendering, does include a large amount of brick paving. It does include some surface and some raised planters with planting materials in them. Again, this project has been approved by our Historical Design Review Board and by the Council."

Chair Heldmeyer said she understands that, but if it changes from that, who does it come back to.

Mr. Valdez said, "If it were to change, we would have to go before, again, the H-Board to get their approval and ultimately, depending on the price, the City Manager does have the authority to approve change orders up to \$30,000. If it exceeded that, yes, we would have to bring it before Council."

Chair Heldmeyer said, "My question is, to what extent is this...you're looking..and to a certain extent is an economic question. To another extent, it is a policy question. If..under what circumstances does staff view changes that would occur in this area as a policy question that would be brought back to Council...I mean, where do you draw the line. And, that's when I got the 'it depends' answer before."

Mr. Valdez said, "Staff, on a staff level, we would not, I guess, entertain any changes unless it was approved, either at the City Manager level or at Council level. Right now, currently, we are not entertaining any changes to the courtyard. There have been some discussions, but it has not been forwarded, because we have not been given the direction to do that."

Councilor Calvert said his question is whether there is a policy on private vs. public use of this area. He thought we were developing these policies for the Railyard, the Plaza and for the new convention center. He thinks what we need here is a policy and a definition of "public and private access and use" of a public facility. He thinks this is what is missing here. He understands the Convention and Visitors Bureau wants to use it for certain things, because it is in charge of producing revenue, but that isn't our only intent for that space, nor for the Railyard. We need this policy, and need it quickly for a lot of things. He thought this was in the works and being developed as we speak.

Chair Heldmeyer said she believes Mr. Toler is the policy person, and asked Mr. Toler to speak to

this.

Councilor Ortiz said Mr. Toler isn't the policy person, he's a staff person, the Councilors are the policy people. He said responding to Councilor Calvert, the way we have always done it is that a Councilor or Councilors introduce a resolution setting out a policy. That policy is then debated through Committee and then adopted by the Governing Body. He doesn't believe it is appropriate to put staff in the middle of a controversy because our City contractor, the architect, decides to put her opinion in the paper. If we are concerned about public spaces, we should do a resolution.

Chair Heldmeyer said that resolution has been passed, and the Resolution says staff is to work on that policy and bring it back to the Governing Body.

Councilor Calvert said an *ad hoc* group was doing it on the Railyard, but it hasn't been carried forward.

Chair Heldmeyer said the Resolution specifically addressed the Civic Center, both in terms of the art market space, as well as other policies about how this space was to be used. The Council has passed policies about the Civic Center, for example, we don't want local uses priced out of the market and we want to see traditional local users encouraged. She said we also passed a Resolution directing staff to work on this, so she's assuming Keith Toler is the person who is coordinating this effort.

Mr. Toler said this is correct for this particular area. He said the beauty of the Civic Center is that it has flexible space, so the courtyard is an extension of that. We can seat 1,100 people for dinner in the ballroom. He has no place for a standing reception prior to the dinner other than the courtyard and the lobby. He wants to ensure that space will be available to be used for these kinds of events. He said it will be a beautiful space with the plantings currently there and sees no reason to change any of that. It is 6,600 sq. ft. of space, and the second largest space in the entire facility. It will be open to the public.

Chair Heldmeyer said at some point in the near future, Mr. Toler will be coming forth with a series of policy recommendations from staff which will go through the Committee process.

Mr. Toler said his recommendation will be, when the time comes, that this is rentable space, an additional revenue generating space for the convention center. It will not always be used for revenue generation, and at that time it would be open to the public and he would encourage people to come and sit in the courtyard and have lunch. He said the policies are in process right now, and will have the policy and pricing and such put together by the end of this month to start moving through the process.

Councilor Calvert asked if policy will specify maximum private utilization versus public.

Mr. Toler said no, and he doesn't see that as an issue. He wants to ensure this space is available because it will be very desirable space.

Councilor Calvert said, then you're saying that to the extent that the Convention Center is being

used, anybody that is using the convention center has the option of using that space along with it.

Mr. Toler said yes, at a price.

Councilor Calvert said then this is the only limitation on it.

Mr. Toler said yes.

Councilor Ortiz spoke about events he's attended at the Museum of Fine Arts which has an enclosed courtyard, and to private events at Sena Plaza which is privately, and the Palace of the Governors where the public space was closed for a private event. He doesn't see how this courtyard in a public building on public property could not be used for a private event given a smart and reasonable policy which comes forward from staff which would be consistent with the use and operation of State building. He said if it isn't requested in the Resolution, he would like a policy to come forward and to hear that before the building is open for operation. He commended the CIP staff and the project development staff for coming in on time and coming in on budget.

Councilor Calvert agrees that we need a smart and reasonable policy, which are key to what we produce.

Councilor Dominguez said we just spent two hours on two items on which no action was taken.

Chair Heldmeyer said the purpose of the Committee is not just to take action, but to have a free-flowing and open discussion of some issues.

Councilor Dominguez asked if this isn't appropriate under informational items.

Chair Heldmeyer said no, informational items are a presentation of information fairly quickly, and if things are informational, but will take more time, she puts them on discussion so as not to waste the time of staff and the public.

8. REPORT ON ITT PURCHASES AND SAVINGS. (THOMAS WILLIAMS)

Chair Heldmeyer said because there is no report on IT purchases, this item is postponed.

9. UPDATE ON UTILITY BILLING COST FOR IN-HOUSE PRINTING SERVICES. (PETER ORTEGA)

Councilor Ortiz said he has received three calls from people thanking him for the help which was given to them by the utility billing staff to address problems, and he thanked Mr. Ortega for the courtesy and attentiveness of staff.

Chair Heldmeyer said she always gets good feedback about Mr. Ortega.

Mr. Ortega said his Memorandum sums-up the cost analysis of the costs to do this in-house, as opposed to contracting this service.

Responding to Councilor Calvert, Mr. Ortega said in July 2007, he submitted a request for an amendment to the contract for Data Print, which contract is for \$500,000 for the full four years. He will be issuing an RFP very soon.

Responding to Councilor Calvert, Mr. Ortega walked the Committee through the Chart on page 5.

Councilor Calvert asked if consideration was given to the possibility that the equipment could be used for other purposes than this one.

Mr. Ortega said it could. He said we do have some of the equipment, but not to that degree of application and use.

Councilor Calvert believes there are other uses for this equipment. He said he has a hard time with the number of employees indicated to bring this in-house. He said the one IT staff sounds like a one time and not a recurring expense.

Mr. Raveling said it will be a recurring expense, because every time something changes, Data Print has to reprogram all of that. She said the current IT staff can't do it.

Councilor Calvert said this is heading toward a new billing system, if it is this difficult to make changes.

Ms. Raveling said there is a lot of new technology which would be more user friendly to bring this in-house. However, if you are looking at our current billing system, it is highly technical to make any changes on the bill print. She and Peter have identified problems, they have to go through IT, and IT has to go through Data Print as well as to get outside programmers to do it. If you're talking about bringing all of this in-house, she felt like this would be, at the least, a part time position.

Councilor Calvert said even with Data Print we still need in-house IT staff to participate in the process.

Ms. Raveling said IT is the go-between Data Print and the consultant that does the programming and works with Data Print. She said we would have to replace the Datamatic person who does the programming and works with our programmers who is a private consultant.

Councilor Calvert asked if the Datamatic consultant is included.

Ms. Raveling said you wouldn't need those all the time, but we couldn't do it with our current IT staff. She said it amortizes a person over the year, or we would have to figure out a consultant or some

other way of doing it, because you would just need it at periods of time and it wouldn't be a daily function.

Mr. Ortega said sending the file to Datamatic isn't as simple as pushing a button and they start printing bills. It has to be converted into a printable format, and it takes about two hours to do that.

Councilor Calvert asked if it really takes two full time employees to print the bills.

Mr. Ortega said he spoke with the mail room staff, noting that staff is busy constantly, and to print 9,000 to 10,000 bills a week would require additional staff to support this staff. He said the bills need to be sorted by zip code and inserted as well.

Councilor Calvert said he has done all of these functions in his father's print shop, and these are things which can be done in a day, not in a month, and he has problems with two full time people to print utility bills.

Teresita Garcia said there are special requests to minimize the postage. She said the mail room does this, and they say they need two people to sort by zip code and vendors as well as to do the special inserts, and to verify that the whole file was received. Ms. Garcia said these have to be correctly formatted and that the bottom line is readable on the bill.

Ms. Raveling said Data Print has efficiencies. They have a large group of people with a lot of customers, so it isn't just two people doing the City billings, and they do a lot of different billings because they get into efficiencies. She said if we bring this in-house, then we will need two people because we have to send bills out every week, without fail. If one person is on vacation, and Markanthy has no one to do that because he is running Council packets and Finance packets, we still have to send the billings out. There may be some redundancy in staff because the bills have to be sent out every week. She said Data Print has a big staff and can use different people because they print a lot of peoples' bills.

Councilor Calvert said he isn't going to press the issue, but he finds it hard to believe that two people would be needed.

Chair Heldmeyer asked when the contract expires.

Ms. Raveling said it expires in June 2008, and we will be issuing an RFP for those services.

Chair Heldmeyer said with all of the new efficiencies in the printing industry, perhaps we could get a better price. She said some of the equipment could be used for more than one thing, but some cannot be. She knows the mail room does big, bulk mailings of things such as booklets. She asked if they do big bulk mailings where they're inserting letters into envelopes.

Ms. Garcia said they have not been able to do large bulk printings, and have to send some items out because they are always inundated with other projects such as Senior bulletins and such.

Chair Heldmeyer said these kinds of questions could have been answered if we had actually done true strategic budget planning.

Ms. Raveling said she will continue to work with Markanthony to see if there would be other uses for the equipment and personnel.

Chair Heldmeyer said it may very well make sense that we need two people, but this kind of analysis hasn't been done in this area, or any other area in the City.

Ms. Garcia said every time Finance sends a project to be printed, staff does a cost analysis, because everything comes out of their budget, including overtime and the cost of the paper.

Ms. Raveling said they will do more work on this, expand the project, and talk to other departments to see how they could make use of this equipment.

Councilor Ortiz said we could make a decision at mid-year budget.

Chair Heldmeyer said this contract doesn't come up until the beginning of the fiscal year.

[Councilor Ortiz's remarks here are inaudible]

Ms. Garcia said when they changed the bill print, it took six months to get it programmed correctly and to ensure that it was printed correctly for the bank's lock box. She said it takes a specially trained person to ensure the paper is running through it. She said there have been a lot of problems, even with Data Print, to ensure that people received their bills and their payments were applied correctly.

Ms. Garcia said at one time the utility billing was in-house, and it took a lot for us to be able to get IT to run the bills, sort and bust them, and to send them to the mail room they had to be sorted by zip code which usually was done manually.

Chair Heldmeyer said this is an area where technology is moving quickly and worth revisiting from time to time.

Ms. Garcia said currently they are sending out 90,000 business registrations, and a staff person is sent to the mail room to help sort them. She said they are always looking for a better way to do things, and perhaps they can re-analyze what the City needs as a part of the new RFP.

Responding to Councilor Calvert, Ms. Garcia said the City has to order the paper a year in advance, which is a special paper which has to be perforated, if not, payments won't be made properly.

Councilor Calvert said there is equipment which can do all of this, and Data Print should purchase that equipment.

Chair Heldmeyer said they may have done so.

39. OTHER FINANCIAL INFORMATION:

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

Chair Heldmeyer asked what's happening on Lodger's Tax.

Ms. Raveling reiterated that there was a death in the cashier's office which caused the lag. She said it is important to look at the bottom line. She said it was budgeted at 2% at the direction of Council and we are there.

Chair Heldmeyer asked Mr. Toler to comment.

Mr. Toler said he has been working closely with Ms. Raveling to try to come up with an explanation.

Ms. Raveling said this is one of the things which will be done conjunction with the audit that is being done. Ms. Raveling believes the audit will be forthcoming within 60-days of the approval.

Responding to the Chair Heldmeyer, Ms. Raveling reiterated that the City doesn't have access to the records for any business, including contractors doing work in Santa Fe which aren't located in Santa Fe.

Chair Heldmeyer said she thought the Council had adopted something with regard to construction projects paid by the City, requiring those contractors to submit copies of their Gross Receipts Tax reports to the City.

Ms. Raveling said there has been a lot of discussion on trying to work with contractors to be sure they are paying in the correct category. She will follow up on this and report back to the Committee.

Chair Heldmeyer asked if the City is receiving the GRTs from construction contractors on the Rail Runner which is being done in Santa Fe, noting that anything in the median is County or State.

B. REVIEW OF INVESTMENT PORTFOLIO AS OF SEPTEMBER 30, 2007. (HELENE HAUSMAN)

Ms. Hausman reviewed the information in the packet, noting she attached some articles to the report. She said Santa Fe is doing well, considering what is happening in the economy, noting the City has a very conservative investment policy. The interest rates are falling as the result of the debacle with the special subprime mortgages. She said the New Mexico Local Government Investment Pool is still solid, and has none of the questionable or problematic investments at this point in time, noting it is ranked 11th nationally.

Chair Heldmeyer asked if the CIP bond is the next bond issue.

Ms. Raveling said there are several coming up by July 2008 for the next fiscal year – CIP, GO, Buckman Diversion, commenting that we will have low interest rates. She said the city will also be issuing bonds for the Convention Center.

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

Responding to Councilor Calvert, Ms. Raveling said normally there is only one Finance Committee meeting in November and December. She said Presidents' Day is a holiday for the City, but it is taken at Thanksgiving.

D. INFORMATION ON PROPERTY TAX AND GROSS RECEIPTS TAX. (KATHRYN RAVELING)

Chair Heldmeyer said she has asked Ms. Raveling to put this in information the packet for the next to months to remind the Committee of the revenue sources still available to the City.

Chair Heldmeyer said with regard to the Real Estate Transfer Tax, Councilor Bushee told our Legislative delegation that she likes the RETT, would like to enact it in the future, and requested that the Legislature not preempt this tax.

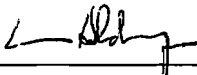
Chair Heldmeyer said as is always the case, the NMML is trying to work with the Legislature at some point to look at the possibility of trading GRT for income tax, which for Santa Fe would be good.

39. MATTERS FROM THE COMMITTEE

There were no matters from the Committee.

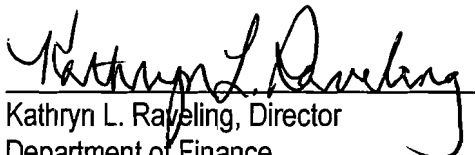
40. ADJOURNMENT

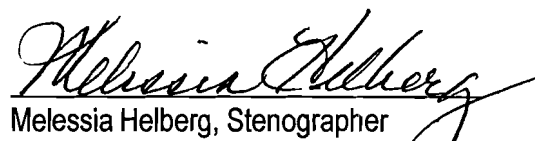
There being no further business to come before the Committee, and the Committee having completed its Agenda, the meeting was adjourned at 8:30 p.m.



Karen Heldmeyer, Chair

Reviewed by:


Kathryn L. Raveling, Director
Department of Finance


Melessia Helberg, Stenographer