

**MINUTES
of the
FOURTH MEETING
of the
CAPITOL BUILDINGS PLANNING COMMISSION**

**October 25, 2016
Room 311, State Capitol
Santa Fe**

The fourth meeting of the Capitol Buildings Planning Commission (CBPC) for the 2016 interim was called to order by Edwynn L. Burckle, secretary of general services, on October 25, 2016 at 1:35 p.m. in Room 311 of the State Capitol.

Present

Edwynn L. Burckle, Secretary of General Services, Co-Chair
Rep. Don L. Tripp, Speaker of the House of Representatives, Co-Chair
Mike Delello, Designee for Veronica N. Gonzales, Secretary of Cultural Affairs
Loren Hatch, Designee for Tom Church, Secretary of Transportation
Sen. Stuart Ingle
Craig Johnson, Designee for Aubrey Dunn, Commissioner of Public Lands
Sen. Mary Kay Papen, Senate President Pro Tempore
Duffy Rodriguez, Secretary-Designate of Finance and Administration
Clarence Smith, Designee for Tim Eichenberg, State Treasurer

Absent

Rep. Brian Egolf
Charles W. Daniels, Chief Justice, New Mexico Supreme Court

Minutes Approval

Because the committee will not meet again this year, the minutes for this meeting have not been officially approved by the committee.

Staff

Raúl E. Burciaga, Director, Legislative Council Service (LCS)
Michelle Jaschke, Researcher, LCS
Jeff Eaton, Research and Fiscal Policy Analyst, LCS
Kathleen Dexter, Researcher, LCS

Guests

The guest list is in the meeting file.

Handouts

Handouts from the meeting are in the meeting file and are posted at www.nmlegis.gov.

Tuesday, October 25

Approval of Agenda and Minutes

On motions duly made, seconded and unanimously adopted, the CBPC approved the agenda for the meeting as well as the minutes for the meeting held on August 15, 2016.

Statewide Inventory Updates

Andy Aguilar, facility planner, Architectural Research Consultants, Inc. (ARC), and Pamela Nicosin, acting director, Facilities Management Division (FMD), General Services Department (GSD), reported to the commission on work completed to date on the statewide inventory of facilities and properties.

ARC had initially expected to complete the inventory by the end of September; however, adjustments made within the GSD system prompted changes to ARC's work schedule as well. With that reconciliation now done and with the data included from the GSD and the Administrative Office of the Courts, the inventory is approximately 95 percent complete. Information from the Statewide Human Resource, Accounting and Reporting Enterprise System, commonly known as "SHARE", has not yet been migrated to the inventory because of discrepancies in address coding on certain full-time employees (FTEs) who have moved to new locations. ARC plans to consult with the Department of Finance and Administration (DFA) concerning a relatively large change — 3,400 FTEs — that appears in SHARE data over the last year.

Concerns about these discrepancies and other data issues that ARC has encountered were all discussed in the October 5, 2016 meeting of the CBPC's ad hoc committee on the statewide inventory. Discussion at that meeting also addressed the next steps to take, including meeting with FMD, DFA and State Personnel Office representatives to develop processes for maintaining the inventory, refining the inventory's land data and considering the addition of FMD condition assessment data.

Mr. Aguilar reported that he had received a request from Gar Clarke, chair of the New Mexico Geospatial Advisory Committee of the Department of Information Technology (DOIT), to make a presentation on the statewide inventory. The DOIT is currently coding all state facilities and would like access to the inventory's geocoding data. Without objection, the commission granted Mr. Aguilar and ARC permission to share statewide inventory data with the DOIT.

On questioning, Mr. Aguilar noted that ARC has not approached the Higher Education Department (HED) for information on its facilities and properties because the department already has a reliable system for that data. ARC has, instead, focused on getting information on facilities and property under the control of the GSD and other agencies with less complete data systems, but will include the HED information if the commission wants it included.

Secretary Burckle added that he will follow up with the secretary of the DOIT about hosting the inventory on a state server.

Legislative Initiative and Real Property Disposition Issues

Mr. Burciaga and Lisa Sullivan, staff attorney, LCS, presented a discussion draft of

legislation requested by the commission to establish a prior review and approval process for disposition of state-owned property. The draft is based on Senate Bill 629 of the 2015 regular session (sponsored by Senator Papen), with additional provisions added at the suggestion of the DFA.

The review and approval requirements established in the bill are a three-step process:

- (1) the CBPC must review a proposed disposition, determine whether it comports with the state's inventory and master plan and is in the best interests of the state and then report its findings of fact on the disposition to the legislature;
- (2) the legislature, following receipt of the CBPC report, must pass a joint resolution approving the disposition; and
- (3) the State Board of Finance must review and approve the disposition.

On questioning, the presenters clarified that:

- (1) a proposed disposition that does not meet all three review and approval requirements would be retractable;
- (2) certain language in the bill accommodates property sales and transfers to the Navajo Nation; and
- (3) the responsibility of determining whether a disposition is in the best interest of the state, as required by new language on page 2, lines 7 through 10, is dependent on whether the property falls below or above the new threshold amounts established in the bill.

Commission members requested that the draft legislation be revised to require that the CBPC present to the legislature a recommendation, yea or nay, on a disposition in addition to presenting its findings of fact on that disposition. The language revision will appear on page 9, line 8 of the discussion draft.

On a motion duly made, seconded and unanimously adopted, the CBPC endorsed the legislation as revised.

Status Report: Albuquerque Area Master Plan Task Order

Mr. Burciaga and Ms. Nicosin reported that, following a CBPC staff review of task order proposals received from ARC and CBRE, the staff selected ARC to update the Albuquerque area master plan. The choice was based both on ARC's greater experience for the task and lower bid. After negotiating with ARC on the scope of the update, staff will issue the task order and propose a four-to-six month schedule for completion. Results from the update will be presented to the CBPC at its first meeting in 2017.

Commission Funding

Mr. Burciaga reminded members that CBPC funding has come from legislative cash balances over the years, and that the CBPC's most recent appropriation (10 years ago) is nearly depleted. Legislative cash balances lost \$3 million in balance transfers imposed for solvency during the 2016 regular and special sessions, and further appropriations for the commission's

work might have to come from the General Fund.

On questioning, Mr. Burciaga clarified that appropriations in the Feed Bill for legislative session expenses are made from the General Fund, but that any unused balances from those appropriations revert to legislative cash balances. Other appropriations made in the Feed Bill, such as appropriations for year-round operations of legislative agencies, revert to the General Fund.

Possible Additional Meeting

Secretary Burckle advised members that the commission might hold an additional meeting in 2016, but only if necessary.

Adjournment

There being no further business before the commission, the fourth meeting of the CBPC for the 2016 interim adjourned at 2:25 p.m.