

ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 07/30/14
ITEM FROM FINANCE COMMITTEE MEETING OF 07/14/14

ISSUE:

21. Request for Approval of a Resolution Authorizing a Waiver of User and Parking Fees at the Santa Fe Community Convention Center for the Annual City of Santa Fe Employee Holiday Party Hosted by the Employee Benefit Committee. (Mayor Gonzales) (Randy Randall)

Committee Review:

City Council (scheduled)

07/30/14

Fiscal Impact – Yes

FINANCE COMMITTEE ACTION: APPROVED AS DISCUSSION ITEM

FUNDING SOURCE:

SPECIAL CONDITIONS OR AMENDMENTS

Add Councilor Rivera as co-sponsor.

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	Chair		
CHAIRPERSON DOMINGUEZ	Excused		

3-17/14/FCIssue

City of Santa Fe, New Mexico

LEGISLATIVE SUMMARY

Resolution No. 2014-____

SFCCC Use – Employee Annual Holiday Party

SPONSOR(S): Mayor Gonzales and Councilor Rivera

SUMMARY: The resolution would authorize a waiver of user and parking fees at the Santa Fe Community Convention Center for the annual City of Santa Fe employee holiday party hosted by the employee benefit committee.

PREPARED BY: Rebecca Seligman, Legislative Liaison Assistant

FISCAL IMPACT: Yes

DATE: July 14, 2014

ATTACHMENTS: Resolution
FIR

1 CITY OF SANTA FE, NEW MEXICO

2 RESOLUTION NO. 2014-____

3 INTRODUCED BY:

4
5 Mayor Javier M. Gonzales

6 Councilor Christopher Rivera

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8
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10 A RESOLUTION

11 AUTHORIZING A WAIVER OF USER AND PARKING FEES AT THE SANTA FE
12 COMMUNITY CONVENTION CENTER FOR THE ANNUAL CITY OF SANTA FE
13 EMPLOYEE HOLIDAY PARTY HOSTED BY THE EMPLOYEE BENEFIT
14 COMMITTEE.

15
16 WHEREAS, employees of the City of Santa Fe are a vital part of the day to day
17 operation of City services; and

18 WHEREAS, through the adoption of Resolution No. 1980-72, the Governing Body
19 established the Employee Benefit Committee (“EBC”) and authorized the EBC to use the
20 proceeds from the vending machines in City facilities for employee picnics, parties, flowers,
21 special ceremonies and employee awards; and

22 WHEREAS, in recent years, proceeds from the vending machines have not generated
23 enough revenue to pay for the various benefits offered by the EBC which has resulted in the EBC
24 having to hold fund raisers to generate revenue; and

25 WHEREAS, each year in honor of employees of the City, the EBC has hosted an annual

1 Holiday party either at the Santa Fe Community Convention Center ("SFCCC") or at other
2 venues; and

3 **WHEREAS**, user fees to use the SFCCC are incurred by the EBC to host the annual
4 Holiday party at the SFCCC; and

5 **WHEREAS**, in honor of City employees and the EBC, the Governing Body desires that
6 the annual employee Holiday party be an official annual event of the Governing Body and held at
7 the SFCCC.

8 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
9 **CITY OF SANTA FE** that the annual employee Holiday party is recognized as an official event
10 of the Governing Body.

11 **BE IT FURTHER RESOLVED** that:

12 1. Each year, SFCCC staff is directed to waive user fees at the SFCCC for the
13 annual employee Holiday party;

14 2. Each year, parking division staff is directed to waive parking fees for the annual
15 Holiday party at the SFCCC parking facility;

16 3. The EBC will be responsible for paying for security costs and submitting the
17 refundable cleaning and damage deposit; and

18 4. The EBC Holiday party coordinator shall schedule and confirm the date of the
19 annual Holiday party and the space needs required with the director of the Tourism Santa Fe
20 Department or his designee, at least one year in advance.

21 PASSED, APPROVED, and ADOPTED this ___ day of _____, 2014.

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23 _____
24 JAVIER M. GONZALES, MAYOR
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ATTEST:

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:



KELLEY A. BRENNAN, CITY ATTORNEY

City of Santa Fe Fiscal Impact Report (FIR)

This Fiscal Impact Report (FIR) shall be completed for each proposed bill or resolution as to its direct impact upon the City's operating budget and is intended for use by any of the standing committees of and the Governing Body of the City of Santa Fe. Bills or resolutions with no fiscal impact still require a completed FIR. Bills or resolutions with a fiscal impact must be reviewed by the Finance Committee. Bills or resolutions without a fiscal impact generally do not require review by the Finance Committee unless the subject of the bill or resolution is financial in nature.

Section A. General Information

(Check) Bill: _____ Resolution: X

(A single FIR may be used for related bills and/or resolutions)

Short Title(s): **A RESOLUTION AUTHORIZING A WAIVER OF USER AND PARKING FEES AT THE SANTA FE COMMUNITY CONVENTION CENTER FOR THE ANNUAL CITY OF SANTA FE EMPLOYEE HOLIDAY PARTY HOSTED BY THE EMPLOYEE BENEFIT COMMITTEE.**

Sponsor(s): Mayor Gonzales and Councilor Rivera

Reviewing Department(s): City Attorney's Office

Person Completing FIR: Rebecca Seligman Date: 07/07/14 Phone: 955-6501

Reviewed by City Attorney: *Kelley A. Blumman* Date: 7/8/14
(Signature)

Reviewed by Finance Director: *[Signature]* Date: 7/8/14
(Signature)

Section B. Summary

Briefly explain the purpose and major provisions of the bill/resolution.

The purpose of the resolution is to waive user and parking fees at the Santa Fe Convention Center for the Annual City of Santa Fe employee holiday party hosted by the Employee Benefit Committee.

Section C. Fiscal Impact

Note: Financial information on this FIR does not directly translate into a City of Santa Fe budget increase. For a budget increase, the following are required:

- a. The item must be on the agenda at the Finance Committee and City Council as a "Request for Approval of a City of Santa Fe Budget Increase" with a definitive funding source (could be same item and same time as bill/resolution)
- b. Detailed budget information must be attached as to fund, business units, and line item, amounts, and explanations (similar to annual requests for budget)
- c. Detailed personnel forms must be attached as to range, salary, and benefit allocation and signed by Human Resource Department for each new position(s) requested (prorated for period to be employed by fiscal year)*

1. Projected Expenditures:

- a. Indicate Fiscal Year(s) affected – usually current fiscal year and following fiscal year (i.e., FY 03/04 and FY 04/05)
- b. Indicate: "A" if current budget and level of staffing will absorb the costs
"N" if new, additional, or increased budget or staffing will be required
- c. Indicate: "R" – if recurring annual costs
"NR" if one-time, non-recurring costs, such as start-up, contract or equipment costs
- d. Attach additional projection schedules if two years does not adequately project revenue and cost patterns
- e. Costs may be netted or shown as an offset if some cost savings are projected (explain in Section 3 Narrative)

(See Expenditure/Revenue Narrative on Page 3) Check here if no fiscal impact

Column #:	1	2	3	4	5	6	7	8
	Expenditure Classification	FY 13/14	"A" Costs Absorbed or "N" New Budget Required	"R" Costs Recurring or "NR" Non-recurring	FY _____	"A" Costs Absorbed or "N" New Budget Required	"R" Costs - Recurring or "NR" Non-recurring	Fund Affected

Personnel*	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____
Fringe**	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____
Capital Outlay	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____
Land/ Building	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____
Professional Services	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____
All Other Operating Costs	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____
Total:	\$ _____	_____	_____	\$ _____	_____	_____	_____	_____

* Any indication that additional staffing would be required must be reviewed and approved in advance by the City Manager by attached memo before release of FIR to committees. **For fringe benefits contact the Finance Dept.

2. Revenue Sources:

- a. To indicate new revenues and/or
- b. Required for costs for which new expenditure budget is proposed above in item 1.

Column #:	1	2	3	4	5	6
	Type of Revenue	FY 13/14	"R" Costs Recurring or "NR" Non-recurring	FY _____	"R" Costs - Recurring or "NR" Non-recurring	Fund Affected

_____	_____	_____	\$ _____	_____	_____	_____
_____	_____	_____	\$ _____	_____	_____	_____
_____	\$ _____	_____	\$ _____	_____	_____	_____
Total:	_____	_____	\$ _____	_____	_____	_____

3. Expenditure/Revenue Narrative:

Explain revenue source(s). Include revenue calculations, grant(s) available, anticipated date of receipt of revenues/grants, etc. Explain expenditures, grant match(s), justify personnel increase(s), detail capital and operating uses, etc. (Attach supplemental page, if necessary.)

User fees up to \$3,192 (for use of the ballroom) and parking fees could be waived for use of the Santa Fe Convention Center for the City Employee Holiday Party. Employee Benefit Committee would be responsible for paying set up and clean up fee of approximately \$750 and security costs.

Section D. General Narrative

1. Conflicts: Does this proposed bill/resolution duplicate/conflict with/companion to/relate to any City code, approved ordinance or resolution, other adopted policies or proposed legislation? Include details of city adopted laws/ordinance/resolutions and dates. Summarize the relationships, conflicts or overlaps.

None that staff is aware of.

2. Consequences of Not Enacting This Bill/Resolution:

Are there consequences of not enacting this bill/resolution? If so, describe.

By not authorizing the waiver, it could potentially prohibit the Employee Benefit Committee to be able to provide an annual holiday party for City employees.

3. Technical Issues:

Are there incorrect citations of law, drafting errors or other problems? Are there any amendments that should be considered? Are there any other alternatives which should be considered? If so, describe.

None that staff is aware of.

4. Community Impact:

Briefly describe the major positive or negative effects the Bill/Resolution might have on the community including, but not limited to, businesses, neighborhoods, families, children and youth, social service providers and other institutions such as schools, churches, etc.

There would not be a direct impact on the community, however by assisting with the waiver of the Santa Fe Community Convention Center, it is a way to honor City employees for the work they do in our community.