



Agenda

Finance Committee Meeting
May 19, 2008 – 5:15 pm
City Council Chambers

**ALL MEMBERS OF THE GOVERNING BODY HAVE BEEN INVITED TO ATTEND
THIS MEETING**

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF CONSENT AGENDA

5. APPROVAL OF MINUTES:

CITY CLERK'S OFFICE

DATE 5/15/08 TIME 4:00pm

SERVED BY Valanda Green

RECEIVED BY [Signature]

APRIL 23, 2008 SPECIAL FINANCE COMMITTEE MEETING (Postponed at Finance Committee meeting of May 5, 2008)

MAY 5, 2008 SPECIAL FINANCE COMMITTEE MEETING

PROPOSED RESOLUTIONS AND ORDINANCES: (WITH NO FISCAL IMPACT)

6. REQUEST FOR APPROVAL TO PUBLISH NOTICE OF PUBLIC HEARING ON JUNE 25, 2008 AN ORDINANCE AMENDING SECTION 14-8.14 SFCC 1987 REGARDING IMPACT FEES REQUIRED TO BE PAID UNDER THE "OLD" FEE SCHEDULE (COUNCILOR CHAVEZ) (REED LIMING)

Committee Review:

Capital Improvements Advisory Committee (Approved)

April 10, 2008

Planning Commission (Approved)

May 1, 2008

Public Works Committee (No action due to lack of quorum)

May 12, 2008

CONSENT AGENDA:

7. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – CASHIERS FURNITURE AT MUNICIPAL COURT; CREATIVE INTERIORS, INC. (CHIP LILIENTHAL)

8. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT – SANTA FE PLAZA – PHASE II DESIGN SERVICES; MORROW REARDON WILKINSON MILLER, LTD (CHIP LILIENTHAL)

9. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – CARPET FOR LAND USE DEPARTMENT; DIMENSIONS FLOORING SERVICES, LLC (CHIP LILIENTHAL)



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10. REQUEST FOR APPROVAL OF AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT – OLD CANYON ROAD POWER PLANT; VICTOR JOHNSON ARCHITECTURE (CHIP LILIENTHAL)
11. REQUEST FOR APPROVAL OF MEMORANDUM OF AGREEMENT – SCHOOL CROSSING GUARD PROGRAM; SANTA FE PUBLIC SCHOOLS (MIKE LANDAVAZO)
12. REQUEST FOR APPROVAL OF GRANT AWARD – INJURY PREVENTION, RESEARCH AND EDUCATION; UNIVERSITY OF NEW MEXICO (DAVID CHAPMAN)
 - A. REQUEST FOR APPROVAL OF BUDGET INCREASE – GRANT FUND
13. REQUEST FOR APPROVAL OF CORRECTION AND RESCISSION OF GRANT OF UTILITY EASEMENTS AT RAILYARD PROPERTY – BACA AREA; SANTA FE LODGE NO. 2, INDEPENDENT ORDER OF ODDFELLOWS (EDWARD VIGIL)
14. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – FOUR (4) TRUCKS FOR PARKS DIVISION; BOB TURNERS FORD COUNTRY (FABIAN CHAVEZ)
15. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – TWO (2) TRANSPORT VANS FOR FIRE DEPARTMENT; RELIABLE CHEVROLET (CHARLIE VELARDE)
16. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO AGREEMENT – NUTRITION SERVICE INCENTIVE PROGRAM FOR SENIOR SERVICES; NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT AREA AGENCY ON AGING (RON VIALPANDO)
 - A. REQUEST FOR APPROVAL OF BUDGET INCREASE – GRANT FUND
17. REQUEST FOR APPROVAL OF DONATION REQUEST FOR TWO (2) STATE FUNDED VEHICLES TRANSFERRED TO COUNTY OF SANTA FE FOR SERVICES AT ELDORADO SENIOR COMMUNITY PROGRAM (TERRIE RODRIGUEZ)
18. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – ADVERTISING COMMERCIAL FOR RECRUITING OFFICERS FOR POLICE DEPARTMENT; EDITHOUSE PRODUCTIONS, INC. (CHIEF ERIC JOHNSON)



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19. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – OPERATION AND EXECUTION OF 400TH ANNIVERSARY COMMEMORATION; SANTA FE 400TH ANNIVERSARY, INC. (DARLENE GRIEGO)
20. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT – ADVERTISING SERVICES FOR CONVENTION CENTER; VAUGHN WEDEEN CREATIVE, INC. (KEITH TOLER)
21. REQUEST FOR APPROVAL OF RECOMMENDATION OF 2008/09 CDBG ANNUAL ACTION PLAN (MELISA COLLETT)

DISCUSSION:

CONTINUATION OF FY 08/09 CITY MANAGER RECOMMENDED OPERATING BUDGET REVIEW:

22. UPDATE OF INFORMATION FROM PREVIOUS SESSION:
 - A. DEPARTMENTAL EFFICIENCIES
 - B. REPORT ON COMMUNITY GALLERY AT THE CONVENTION CENTER (SABRINA PRATT)
 - C. INFORMATION REQUESTED FROM PUBLIC WORKS DEPARTMENT (ROBERT ROMERO)
 - D. SUPPLEMENTAL INFORMATION FOR POLICE DEPARTMENT (GALEN BULLER)
 - E. WRAP-UP, SUMMARY, DISCUSSION AND RECOMMENDATIONS
23. REQUEST FOR APPROVAL OF CITY MANAGER'S RECOMMENDED FY 08/09 OPERATING BUDGET
24. PUBLIC COMMENTS
25. ADJOURNMENT

**SUMMARY OF ACTION
FINANCE COMMITTEE MEETING
Monday, May 19, 2008**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER AND ROLL CALL	Quorum	1
APPROVAL OF AGENDA	Approved [amended]	1-2
APPROVAL OF CONSENT AGENDA	Approved [amended]	2
CONSENT AGENDA LISTING		2-3
<u>APPROVAL OF MINUTES:</u>		
APRIL 23, SPECIAL FINANCE COMMITTEE MEETING	Approved	3
MAY 5, 2008 SPECIAL <u>REGULAR</u> FINANCE COMMITTEE MEETING	Approved	4
MATTERS FROM THE COMMITTEE	None	4
REQUEST FOR APPROVAL TO PUBLISH NOTICE OF PUBLIC HEARING JUNE 11, 2008, AN ORDINANCE AMENDING SECTION 14-8.14 SFCC 1987, REGARDING IMPACT FEES REQUIRED TO BE PAID UNDER THE "OLD" FEE SCHEDULE	Approved	4
<u>CONSENT CALENDAR DISCUSSION</u>		
REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – CARPET FOR LAND USE DEPARTMENT; DIMENSIONS FLOORING SERVICES, LLC.	Approved [condition]	5
REQUEST FOR APPROVAL OF RECOMMENDATION OF 2008/09 CDBG ANNUAL ACTION PLAN	Postponed to 06/02/08	5-7

END OF CONSENT CALENDAR DISCUSSION

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
<u>DISCUSSION</u>		
<u>CONTINUATION OF FY 08/09 CITY MANAGER RECOMMENDED OPERATING BUDGET REVIEW:</u>		
UPDATE OF INFORMATION FROM PREVIOUS SESSION:	Information/discussion	8
DEPARTMENTAL EFFICIENCIES	Information/discussion	8-16
REPORT ON COMMUNITY GALLERY AT THE CONVENTION CENTER	No report required	16
INFORMATION REQUESTED FROM PUBLIC WORKS DEPARTMENT	Information/discussion	16-18
REQUEST FOR APPROVAL OF CITY MANAGER'S RECOMMENDED FY 08/09 OPERATING BUDGET	Approved [amended]	18-19
UPDATE OF INFORMATION FROM PREVIOUS SESSION:		
SUPPLEMENTAL INFORMATION FOR POLICE DEPARTMENT	Budget approved	19-27
WRAP-UP, SUMMARY DISCUSSION AND RECOMMENDATIONS	Information/discussion	27
PUBLIC COMMENT	None	27
ADJOURNMENT		27

**MINUTES OF THE
CITY OF SANTA FE
FINANCE COMMITTEE
Monday, May 19, 2008**

1. CALL TO ORDER

A meeting of the City of Santa Fe Finance Committee was called to order by Chair Matthew E. Ortiz, at approximately 5:15 p.m., on Monday, May 19, 2008, in the Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT:

Councilor Matthew E. Ortiz, Chair
Councilor Christopher Calvert
Councilor Miguel Chavez
Councilor Carmichael A. Dominguez
Councilor Rebecca Wurzbarger

OTHER GOVERNING BODY MEMBERS ATTENDING:

Mayor David Coss
Councilor Patti J. Bushee
Councilor Rosemary Romero

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

A Memorandum with attachments to Robert Rodarte, Purchasing Division Director, from Caryn Fiorina, ITT Systems & Programming Manager, is incorporated herewith to these minutes as Exhibit "1."

A copy of "Housing and Community Development Department Proposed Efficiencies," is incorporated herewith to these minutes as Exhibit "2."

Ms. Raveling referred to the Memorandum distributed to the Committee for UPK software [Exhibit "1"]. She said it hadn't been included in the packet because she hadn't received the procurement memorandum. She now has the procurement memo, and it has to go to the Council at the last meeting in May, and she would like to add it to the Council Agenda.

Ms. Raveling said Ms. McCormick is out of town, but she submitted her proposed efficiencies, and those have been distributed to the Committee [Exhibit "2"].

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

VOTE: The motion was approved on a voice vote [Absent: Councilor Chavez].

4. APPROVAL OF CONSENT AGENDA

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

VOTE: The motion was approved on a voice vote [Absent: Councilor Chavez].

CONSENT AGENDA

- 7. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – CASHIERS FURNITURE AT MUNICIPAL COURT; CREATIVE INTERIORS, INC. (CHIP LILIENTHAL.**
- 8. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT – SANTA FE PLAZA – PHASE II DESIGN SERVICES; MORROW, REARDON, WILKINSON, MILLER, LTD. (CHIP LILIENTHAL)**
- 9. *[Removed for discussion by Councilor Wurzbarger]***
- 10. REQUEST FOR APPROVAL OF AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT – OLD CANYON ROAD POWER PLANT; VICTOR JOHNSON ARCHITECTURE. (CHIP LILIENTHAL)**
- 11. REQUEST FOR APPROVAL OF MEMORANDUM OF AGREEMENT – SCHOOL CROSSING GUARD PROGRAM; SANTA FE PUBLIC SCHOOLS. (MIKE LANDAVAZO)**
- 12. REQUEST FOR APPROVAL GRANT AWARD – INJURY PREVENTION, RESEARCH AND EDUCATION; UNIVERSITY OF NEW MEXICO. (DAVID CHAPMAN)**
 - A. REQUEST FOR APPROVAL OF BUDGET INCREASE – GRANT FUND.**

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A. REQUEST FOR APPROVAL OF BUDGET INCREASE – GRAND FUND.
17. REQUEST FOR APPROVAL OF DONATION REQUEST FOR TWO (2) STATE FUNDED VEHICLES TRANSFERRED TO COUNTY OF SANTA FE FOR SERVICES AT ELDORADO SENIOR COMMUNITY PROGRAM. (TERRIE RODRIGUEZ)
18. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – ADVERTISING COMMERCIAL FOR RECRUITING OFFICERS FOR POLICE DEPARTMENT; EDITHOUSE PRODUCTIONS, INC. (CHIEF ERIC JOHNSON)
19. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – OPERATION AND EXECUTION OF 400TH ANNIVERSARY COMMEMORATION; SANTA FE 400TH ANNIVERSARY, INC. (DARLENE GRIEGO)
20. REQUEST FOR APPROVAL OF AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT – ADVERTISING SERVICES FOR CONVENTION CENTER; VAUGHN WEDEEN CREATIVE, INC. (KEITH TOLER)
21. *[Removed for discussion by Chair Ortiz]*

5. APPROVAL OF MINUTES:
APRIL 23, SPECIAL FINANCE COMMITTEE MEETING.
MAY 5, 2008 ~~SPECIAL~~ REGULAR FINANCE COMMITTEE MEETING.

MOTION: Councilor Calvert moved, seconded by Councilor Wurzbarger, to approve the minutes of the Special Finance Committee of April 23, 2008, as presented.

VOTE: The motion was approved on a voice vote [Absent: Councilor Chavez].

MOTION: Councilor Calvert moved, seconded by Councilor Dominguez to approve the minutes of the Regular Finance Committee of May 5, 2008, as presented.

VOTE: The motion was approved on a voice vote, with Councilors Calvert, Ortiz and Dominguez voting in favor of the motion, Councilor Wurzburger abstaining, and Councilor Chavez absent.

MATTERS FROM THE COMMITTEE

There were no matters from the Committee.

PROPOSED RESOLUTIONS AND ORDINANCES: (WITH NO FISCAL IMPACT)

6. **REQUEST FOR APPROVAL TO PUBLISH NOTICE OF PUBLIC HEARING JUNE 11, 2008, AN ORDINANCE AMENDING SECTION 14-8.14 SFCC 1987, REGARDING IMPACT FEES REQUIRED TO BE PAID UNDER THE "OLD" FEE SCHEDULE (COUNCILOR CHAVEZ). (REED LIMING) Committee Review: Capital Improvements Advisory Committee (Approved) April 10, 2008; Planning Commission (Approved) May 1, 2008; Public Works Committee (No action due to lack of quorum) May 12, 2008**

Chair Ortiz said this Ordinance has been heard by all of the committees except for Public Works, because it didn't have a quorum.

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

DISCUSSION: Councilor Wurzburger said there are houses which are larger than 5,000 sq. ft., and she is curious if consideration was given to apply a much higher fee for a house of 10,000 sq. ft. or 15,000 sq. ft. house.

Mr. Liming said, "I think that in their study that those were the increments they looked at, thinking that once you got above 4,000 sq. ft., the impact is incremental from that point in terms of its impact on roads."

Councilor Wurzburger said it also affects other things, and said perhaps she would look at that issue under the permit fees. She said she will talk with him about that later.

VOTE: The motion was approved on the following roll call vote:

For:	Councilor Calvert Councilor Dominguez Councilor Wurzburger
Against:	None
Absent:	Councilor Chavez

CONSENT CALENDAR DISCUSSION

9. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – CARPET FOR LAND USE DEPARTMENT; DIMENSIONS FLOORING SERVICES, LLC. (CHIP LILIENTHAL)

Councilor Wurzbarger said she called two local vendors to check the pricing because she thought the price was somewhat high. However, their input indicated this is a good price. She asked if the carpet tile is “green,” if this is a “glue down” carpet, and if so, is it toxic, and if staff is using the policy we’ve discussed of using “green” carpet.

Mr. Lilienthal said it is green carpet, and it is glued, but it is the same type of glued-down system which was used for the Finance Department and there is no [inaudible].

Councilor Wurzbarger said she continues to be dismayed that we can’t get local businesses to bid on these kinds of purchases.

MOTION: Councilor Wurzbarger moved, seconded by Councilor Calvert, to approve this request, with the proviso that Robert Romero meet with her to explore ideas to get local vendors to bid on these kinds of purchases.

VOTE: The motion was approved on a voice vote [Absent: Councilor Chavez].

21. REQUEST FOR APPROVAL OF RECOMMENDATION OF 2008/09 CDBG ANNUAL ACTION PLAN. (MELISA COLLETT)

Chair Ortiz said it seems we’re “peeling off” \$50,000 from the Homewise Program and giving it to the Community Housing Trust. He asked if the Governing Body has the authority to reallocate the monies after CDBG has approved its allocation.

Ms. Collett said the purpose of the CDBG is to make recommendations to the Council, and it is not necessarily going to the Housing Trust and actually is going to the community center.

Chair Ortiz explained that he isn’t speaking of the monies allocated to the Housing Trust for the Village. It appears we are giving \$50,000 to the Housing Trust to do essentially the same kinds of programs which Homewise already is doing. He finds that Homewise does a better job of utilizing the monies in the housing trust. He is asking if the Council has the authority to make that change.

Ms. Collett said the Committee could recommend a change and it would go back to the CDC, and there would be discussion, noting this has never happened before and she would have to check this. She said, “You guys are the final word, and they’re the citizen committee to make recommendations.”

Chair Ortiz said his question is, if there have been changes to the allocation, or if we are acting in

a ministerial capacity where we rubber stamp everything, or if we can change or modify this community plan which the CDC has done.

Councilor Bushee said in the past the Council has made changes, noting this is a citizen advisory board. She said there is a public meeting on May 28, 2008, to hear the public's viewpoint.

Chair Ortiz said he is looking at page 16 in the packet which discusses the different allocations. He thinks there is value to (b) the \$142,500 to purchase property for an affordable rental community which is a worthy undertaking. However, instead of giving \$50,000 to the Housing Trust for work which he believes is done better by Homewise, he would rather move the \$50,000 to Homewise.

Ms. Collett said then Homewise would get the \$150,000 for the down payment assistance.

Chair Ortiz said this is correct. He would like to remove (a) from the Housing Trust and give that money to Homewise to increase its funds to \$150,000, and the Housing Trust would receive the \$142,500 for the new village.

Councilor Wurzbarger said at a previous Finance Committee meeting she requested clarification for the difference between the work done by Homewise and that by the Housing Trust. She would be more comfortable making a decision to make this change if she had that information.

Chair Ortiz recalled that Councilor Wurzbarger asked that question during the budget hearing and this information was supposed to come back to this Committee.

Councilor Wurzbarger said we didn't get that information and she would rather postpone a decision on the change until we get that information.

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

DISCUSSION: Councilor Calvert asked if there any time sensitivity on this item.

Ms. Collett said there is. The budget has to be approved by the City as part of its budget, so she can submit it to the Feds by July 1, 2008.

Councilor Wurzbarger said this can be done in June, noting we have six weeks to get this question answered, reiterating she wants this information before making a decision.

Chair Ortiz said it would have been heard by Public Works at its last meeting except for lack of a quorum.

Councilor Bushee said it will be heard at Public Works on Tuesday.

Chair Ortiz said, while time is of the essence, it isn't pressing to have this item heard now and by the Council on May 28th and it could be done at the first meeting in June.

Ms. Collett said she believes that will be okay.

Chair Ortiz said it will go to Public Works and come back to Finance, and then it will be considered by the City Council at its first meeting in June.

Ms. Collett said there has been a response to an RFP to do an audit of the Housing Trust and Homewise, and the contractors will be here at the beginning of June.

Councilor Wurzbarger said we need a perspective on the evolution of two programs, and that should be provided by staff, which would differ from an audit. Her original intention was to get a historical perspective, because she knows it has changed. The question is if it has become duplicative.

Ms. McCormick said there are contracts with both the Housing Trust and Homewise, noting one of their efficiencies is to look at these programs to see if they are duplicative and how they could be made more different. She said they were going to use the audit to do that, because the audit is both a financial and program audit – who is coming through the door and such. She said the CDBG funds do have different programs. One is a loan program which is what Homewise does. The Housing Trust tends to do an “out and out” grant, and tends to serve lower income households in general, so these are two different markets with two different programs.

Responding to Councilor Wurzbarger, Ms. McCormick said the audit should be completed within 3-4 weeks of the auditor’s arrival on June 9, 2008.

Councilor Wurzbarger said that would tie back to Chair Ortiz’s earlier question. She asked if the Council has the authority, once it receives the audit, to make a change in the allocations.

Chair Ortiz said the question is if we approve it as is, and after we receive the audit, does the Council have the authority to “reverse our course,” and to change the allocations.

Ms. McCormick said this should be done through the contract itself, and she would suggest approving it subject to final consideration by the City Council in light of the audit findings. She said the procedure then would be to remand it back to the Community Development Commission [CDC] and ask it to make a recommendation in light of the audit findings. This is what she would recommend.

Councilor Wurzbarger would like to continue with the Motion to Postpone.

VOTE: The motion was approved on a voice vote [Absent: Councilor Chavez].

Ms. McCormick asked, for clarification, if the Committee would like staff to bring back the information on the differences between the two programs.

Chair Ortiz said that would be appreciated.

END OF CONSENT CALENDAR DISCUSSION

DISCUSSION

CONTINUATION OF FY 08/09 CITY MANAGER RECOMMENDED OPERATING BUDGET REVIEW:

22. UPDATE OF INFORMATION FROM PREVIOUS SESSION:

Chair Ortiz noted that Mayor Coss and Councilor Romero are present in the audience, and Councilor Bushee is sitting with the Committee.

A. DEPARTMENTAL EFFICIENCIES

General

Mr. Buller said the exercise to complete the efficiencies was interesting, although there was not time to go through it as systematically as he would like, and wants to do this as an ongoing process. This is a good beginning. He said staff is to be commended for their work, noting a lot of excitement was generated in the process. He is unsure how much time and energy should be spent in discussing it as part of this budget hearing, because so many efficiencies are point of expenditure items, rather than planning items.

Chair Ortiz said this request came from Councilors Calvert and Wurzbarger. He asked, in terms of the total amount of the efficiencies identified by departments or divisions, the rough dollar amount of the savings.

Mr. Buller said he doesn't know. So many of these items had such ranges and others not, and it was not a useful exercise to associate a percentage.

Chair Ortiz said he could go through and identify some dollar savings, noting some were clear some were fuzzier, and some had the potential for saving a lot of money.

Mr. Buller said in many cases he would need to take a second look to see if there were costs associated with the savings which weren't identified, noting that piece wasn't always done. He said at times it was more of a shift than an actual savings, and sometimes just a shift to another department. He said if you add the numbers, it is well into six figures in terms of the dollars, and probably approximates \$1 million. It isn't an insignificant amount of money. However, he can't absolutely say these dollars would be available through these efficiencies.

Councilor Wurzbarger saw this as a useful process, and in the future would like to see this done earlier in the process. She said some of the ideas were extremely good, others perhaps controversial,

such as the garbage bags. She would like to give a directive to staff to "go forth and do it," and then come back and tell us what happens with it.

Councilor Wurzbarger said across the board she was impressed, and there some very important ideas. She likes that Mr. Hiatt put some numbers to the proposed multi-inspection plan in terms of possibilities and potential savings. She said, "The idea of the travel time, and Keith having a card, and those of us who have to travel for the City, are not put in the position of financing the City. I think it's time to take care of that."

Councilor Wurzbarger said she is willing to discuss these in more detail, but she is uncomfortable having a consideration of this as an exercise which would be better next year. She wants some kind of policy direction with respect to things we don't want you to do, otherwise tell them to go try it.

Councilor Calvert believes this was a useful exercise. He was quite impressed with the suggestions, some more specific than other. He congratulated Mr. Hiatt for "stepping out there on the limb," with his, and he also liked the way he wrapped it up with a chart summarizing everything, which included the cost. He said that kind of tabulation and summary chart would be essential for all of these, and we may want to do this in general for this section. He supports asking them to do some of these things so we can see how the estimations prove to be true, and perhaps we could do other things at mid-year budget. He is willing to spend the time to go through these this evening.

Councilor Dominguez wouldn't mind taking the time to do that this evening. He said the exercise definitely was useful, and it is a way to look at budgets in a different way. He said some data was more detailed, some theoretical, some reorganization, others toward generating revenue or changing the operation. He was hoping to get quantified data on the cost of the short term solutions to create long term solutions, such as the satellite irrigation system and what that costs right now.

Chair Ortiz said he is willing to spend time on the efficiencies, and asked where the Committee would like to start.

Councilor Calvert said there were some which were common threads throughout and he would support those wherever found, such as more effective use of the website to save time in answering phones and sending information via the mail. We need to ensure that the website is up to date, accurate and such. He believes spending this time is a good investment which will save money throughout all departments.

Public Relations Personnel

Councilor Dominguez said we wanted information with regard to all of the PR people in the different departments.

Mr. Buller said Mr. Gurule will present information in this regard, noting he looked at the positions in Constituent Services, Public Works and the Police Department, which were the four PIO positions which

were identified. He said the next logical step is to bring the departments together to find out how efficiencies can be discovered, created and implemented where it takes cross-department cooperation.

Mr. Gurule reviewed the information contained in his Memorandum of May 13, 2008.

Councilor Dominguez asked if there was an effort to look at the difference between public information and marketing to eliminate any duplication.

Mr. Gurule said yes, and ultimately he will sit with Mr. Romero. He said when public information goes out from Public Works it is mainly when it is promoting a program, promotional advertisement, new programs, lowering of fees, and such. He said they will refine this information.

Councilor Dominguez said then many people who are marketing for the special events are also doing the public information. He said he receives things from Laura Banish, Community Services and other places. Some of it is marketing, but it is also information. He asked if there has been any identification of duplication of services between public information and marketing.

Mr. Gurule said yes. For example, Councilors received three communications from Joyce, two of which were information and updates on projects and street closures. Those now will be filtered through Laura Banish.

Responding to Councilor Dominguez, Mr. Buller said the two public works market persons are paid from enterprise funds, so there is cross-over on funds which will complicate how this works. With regard to process, all information should go through a central location for efficiency and to better serve the public.

Councilor Dominguez said that should relate to every department.

Chair Ortiz said there are only two departments which talked about eliminating positions as a part of the streamlining. CVB proposed eliminating some of the mail room employees and doing an outsourcing, and the City Attorney's office proposed eliminating a contract attorney. He disagrees with the proposal to eliminate a contract attorney as a cost savings. He saw no other departments which proposed eliminating existing or proposed positions.

Mr. Buller said this is correct, and for the most part, departments felt that cuts are not efficiencies, and that as much as saving money it is important that the services were complimented by the efficiency. He in many circumstances they suggested reallocating personnel resources to other jobs not getting done, which was perceived to be the better solution, rather than cutting a position which would cut services unless the person does nothing at all.

Councilor Calvert said, Efficiency #3, Police Alarm Service Fees and Penalties, says, "The Police Department will obtain the software to support the Police Alarm Service Program." If we are going to pursue a different approach, we might not want to go down that path. He said we are considering another approach to deal with false alarms.

Councilor Wurzbarger said she understands the idea of the Request Tracker which sounds good to her. However, by the time she went through seven escalation levels in 52 days she wasn't happy. She said it needs to be more simple, and seems to be very inefficient – there are too many steps.

Mr. Gurule said he did this to illustrate the safety nets which are built in behind the scenes of the Request Tracker.

Councilor Wurzbarger suggested a safety net that day five it go directly to Mr. Buller to get something done. She said even if this is illustrative it is "scary."

Mr. Gurule said some complaints are governed by ordinance as to how those are addressed. He said, for example, junk vehicle ordinances allow 30 days for the property owner to come into compliance. He said when a complaint is governed by ordinance, he is following the ordinance to a tee. The idea is to omit duplication and any request goes immediately to the appropriate staff supervisor.

Councilor Wurzbarger said perhaps her criticisms should be directed to the issues of effectiveness and public services. We may need to look at changing ordinances.

Mr. Gurule said if there are potential problems then they have factual data to support ordinance changes. He said they were trying to work up the chain of command, and he definitely can look at streamlining those processes.

Councilor Chavez arrived at the meeting.

Councilor Bushee asked if the efficiencies were to save money as well as coming up with new concepts which might cost more, but result in efficiencies.

Chair Ortiz said three questions were asked: 1) what efficiencies they can propose; 2) a dollar amount for the efficiency and 3) how to better serve the public.

Councilor Bushee said each division or department didn't always answer all three questions.

Chair Ortiz said none of the departments, except for two, answered the second question and said it is unknown.

Councilor Bushee said she wants to avoid micromanaging, for example, who gets a color printer. She said the Police Department proposes to spend \$130,000 on Blackberries to save \$5,000 in printing. She asked who is doing the analysis to determine if this results in a more efficient operation. She believes this would make the Committee crazy to sit here and talk about printers, for example.

Mr. Buller said this is the first cut at brainstorming, and for the most part resulted from people getting together to brainstorm and think about efficiencies which were fairly easy to identify. However, it was difficult in many cases to identify the savings, and even more difficult in some cases to identify the costs which would have to be paid to get the savings. These are the next steps. He said an Ad Hoc

Committee has been formed to begin working City-wide through the "Lean Process." That process takes inefficiencies to the next step. He said ordinarily there will be a rapid deployment to allow departments, divisions or sections, as appropriate, to develop solutions to some of the inefficiencies and to allow them to experiment with those solutions to see if there are associated costs, and if not, whether the savings are worth the effort in light of the service. He said if the service also isn't improved at the same time the costs are cut, then we need to look at it again. Ordinarily, the Lean Process requires some formal training and formal mediation, and they are looking at whether this is direction we want to go. He said the Ad Hoc Committee is designed to find some pilot projects to begin the exercise to implement some of the ideas set out in this process.

Councilor Bushee understood we were moving toward a 311 "all encompassing complaint number." She said there are initial infrastructure outlays. She said the press releases about the traffic updates aren't getting to the constituents, and people are calling and complaining to her. She would like to see somebody actually involved, hands on, delivering the service. She hoped not to see the status quo in this budget. She doesn't see a lot of innovation, although it is a good exercise. She doesn't see someone directing this to the right place. She had hoped that we were going to a more centralized complaint system which used different departments.

Councilor Bushee said, with regard to Councilor Calvert's remarks about the alarm fees, she had a call from a man who sells alarms who said the City isn't collecting all the fees it could, and she wants to follow up on that.

Community Services

The Committee commented and/or asked questions and staff responded as follows:

1. *How many people are at Fort Marcy on weekends and holidays.* Kanci Hollis said there are perhaps 15 people all day long.
2. *Do we have to staff fully for those 15 people.* Ms. Hollis said yes, because there is a swimming pool that requires life guards.
3. *Agree with the comment in trying to get other credit cards to be cheaper and avoid other shipping charges.* Ms. Raveling said it is difficult to use credit cards because the companies are unreasonable, and Helene walks the payment to the bank because by the time the invoice gets to the City there are two days to pay. She is looking at getting purchasing cards, the contract is ready to go, and all that is needed is to develop policy. She will choose two departments to experiment with this, noting governmental entities are going with purchasing cards, rather than credit cards.
2. *Concern about avoiding the situation where have to replace five vans at one time and that we don't pay more for maintenance than it is worth. We need policy to reevaluate condition and mileage on vehicles.* Ms. Raveling said, along with the upgrade of the system, we will be

incorporating Fleet Management which will provide assistance in this regard.

3. *Question as to whether the savings of \$1,000 in fuel costs by not going to schools worth the consequences of leaving kids out.*

Councilor Wurzbarger said she wants to reinforce and give direction that we shouldn't take the bus away from the kids, nor completely close on Sundays. She said if staff feels strongly about this as an efficiency, we might consider two Sundays on and two off.

4. *Regarding the request to implement ActiveNet as a computer system, there are contradictions as to whether it is an efficiency, and perhaps it is an inefficiency.*
5. *With regard to the sports personnel at Ft. Marcy, Salvador Perez and GCC, was there an analysis of a potential reorganization.* Ms. Rodriguez said, along with the comparison of positions she sent to the Committee, she is working with Mr. Buller about another kind of reorganization to consider for the Recreation Division and Genoveva Chavez.
6. *When will that potential reorganization be final and submitted to the Committee.* Ms. Rodriguez said at the end of the week.
7. *In the potential reorganization is there an outdoor recreation component; and if the reorganization will address this, or will the third party organizations provide that component.* Ms. Rodriguez said many outdoor activities are done by private organizations – soccer, softball, baseball and YAFL all are done by private organizations. She said there was more staff when Parks & Recreation were together to organize the Leagues. It became more efficient to just schedule the fields, rather than to run the games and activities at the fields. There was a point where it was necessary to split adult Leagues from youth Leagues.
8. *Will it be left to the private organizations to provide the outdoor recreation component.* Ms. Rodriguez said staff does tournaments between the leagues, but otherwise it has been left to the private organizations to organize the games, although the staff controls the fields.
9. *There are some instances where it is best to leave it to the private organizations, such as YAFL. Sees this as an opportunity for staff to start doing this activity, because there is potential revenue, and outdoor recreation could develop a system solution.*
10. *With regard to the Ft. Marcy Complex, it says "The duties and salaries of the Ft. Marcy Manager and Assistant Manager were absorbed by the Recreation Division Director and the Program Supervisor."* Ms. Rodriguez said these two positions are on the organization chart, and the eliminated positions were the Ft. Marcy Complex Manager and the Assistant Complex Manager.
11. *With regard to the Sports Section, there is a statement that Special Events are unique because they serve 3,000 members of the community, and how was that identified?* Ms. Rodriguez said the 3,000 is an average of the four events: Halloween, Easter, the Hot Chile Run and the Freedom

500 Bike Ride. Ms. Hollis said it would be 3,000 for the Easter and Halloween events, and for the Hot Chile Run about 150, and about 300 for the Freedom 500. So, it's not a total of 3,000, and they probably service about 12,000 for all of the events with the small staff. The Recreation Section Manager oversees the events, the clinics and Leagues. There is a Recreation Section Manager Assistant under him to assist in this.

12. *Is the pool at GCCC a 100 meter pool or a 50 meter pool.* Ms. Rodriguez said it is a 50 meter pool.
13. *What are the sizes of the pools at Salvador Perez and Ft. Marcy.* Ms. Rodriguez said those are 25 yard pools.
14. *There are 58 positions listed, and 43 of those positions are at the pools.* Ms. Hollis said this is correct, saying this also includes the Bicentennial Pool which operates April to October.
15. *The lifeguards at Salvador Perez and Ft. Marcy report to a Recreation Section Manager Assistant, and not to a Pool Manager.* Ms. Hollis said the Recreation Section Manager Assistant technically should be called a Pool Manager, but she doesn't know why that was done. She said in talking to them, they refer to them as Pool Manager.
16. *It appears that all of these positions, even the Natatorium Manager, at the GCCC could fall under that.* Ms. Hollis said the person at Salvador Perez oversees the entire facility, including the weight room, the cardio room, and there is one Pool Manager overseeing that. She said there is one part time fitness technician, and the recreation supervisors have to be there to oversee the lifeguards which is mandated by the American Cross – one recreation supervisor on duty per four lifeguards.
17. *Do the GCCC and the other two pools share lifeguards and who makes that decision?* Ms. Rodriguez said since last year when we discussed closing during the holidays, she has looked at sharing lifeguards. She said there hasn't been an occasion to do this, but that doesn't mean they can't. She said employees can lifeguard at any of the facilities. The cross-training would be needed at the level where a supervisor is required to check the pool chemicals. She said utilizing people at different facilities would depend on the schedule, noting the schedules are very tight. She said it would be necessary to look at the overtime as well, but there is no barrier that a lifeguard can work at only one facility.
18. *Any potential reorganization should include efficiencies in scheduling.*

Parks, Trails & Watersheds

Councilor Chavez said there is a general summary of the annual budget on page 35, with a specific dollar amount for maintenance purposes, and operating expenses. He said the City will be investing substantial time, resources, funds in the Parks and he wants adequate funds for maintenance of

equipment, for staff and for water for the parks. He didn't see a dollar amount to be paid for water in that budget, and he wants to ensure there are adequate funds for this.

Ms. Raveling said the annual budget is \$1.4 million for water in the upcoming year. She pointed out that Finance is working with the Parks Department to ensure we are using water the most efficiently, noting Mr. Romero and Mr. Fabian Chavez are working on that and to be more proactive in looking at the bills, how much water is used, and if it being used as efficiently as possible. She said we will always have to keep an eye on that throughout the fiscal year, and supplement it as needed.

Councilor Bushee would like to see a sentence about the water budget which says, "We anticipate using this much water next year," and put it here so we can see how we did with respect to the forecast and in paying for the water .

Library Services

Councilor Chavez said it is hoped to build on the Endowment Fund, and asked if there are suggestions for the source of funds for the O & M for the South side Library, and what is the dollar amount at this time. He didn't see it in this language, and believes it should be in the summary.

CVB

Councilor Calvert said on page 22, it discusses that not everyone will get a personal color printer, and most people need only a b/w printer, and proposes a centralized color printer. He said that merits looking into.

Councilor Calvert said, with regard to the travel policy, there are procedures for a reason. However, it seems to cost a lot more by going through certain travel agencies.

Councilor Calvert agrees with having some sort of interactive kiosk system at different facilities at different locations, depending on the traffic.

Wrap-up

Chair Ortiz said at this time, he believes the Committee can proceed to approve the budgets of the departments where there are no issues or questions and save some other departments for further discussion. He disagrees with the underlying premise that you cannot cut positions and still maintain a level of service. He said in the list of current positions currently not funded, five positions could be eliminated without "blinking" for a savings of \$224,000. There are other positions, some of which are filled, we could consider to achieve savings to accomplish some of the goals, whether it is a 311 system, the goal to fund Public Safety or whatever the goal. He said this can be done by looking at five positions where there is really no basis for saying these positions are needed. He said he is disappointed fact that we

didn't look interdepartmentally or across departments at elimination of positions. This can still be done, and we can ask why these positions are needed.

Chair Ortiz said as it relates to the difference between public information officers and marketing persons, he understands the difference, but believes there is significant overlap between the positions. He believes a complete reordering of those positions could be appropriate. He said he isn't concerned with some of the smaller efficiencies recognized by the departments, and doesn't want to spend time with minutiae. He has identified positions which should and could be "on the chopping block," and we should look seriously at the rationale in keeping these positions and reallocating those dollars where our priorities lie, which he believes is Public Safety. He has questions about other positions where we can perhaps get more savings.

Councilor Wurzbarger said she would like to give her input on the rest of the packet. She said she feels strongly, especially for CVB, to get rid of the travel agents, and look at that as a savings. She said it is more work to do this. She has traveled a lot lately, and doesn't believe the City Councilors nor staff should be the bank for the City of Santa Fe. She wants to see this policy changed. She believes one of the positions could be assigned to do this.

Councilor Wurzbarger said she would like to talk about the garbage bags. We are promoting a policy that we won't be using plastic bags. We need to have the courage to move forward and take away that right since we've gone to a new system, and make that savings. Otherwise, how can we move forward in opposition to plastic bottles and eliminating plastic garbage bags. She said a small amount of money could be allocated to address "desperate situations," and the 10% which aren't served.

Councilor Wurzbarger would like the actual budget that goes to Council to reflect some of these departmental efficiencies to the degree it can, and presumes based on the next discussion, that there will be further changes to the budget.

B. REPORT ON COMMUNITY GALLERY AT THE CONVENTION CENTER. (SABRINA PRATT)

It was the consensus among the Committee that no report was needed.

C. INFORMATION REQUESTED FROM PUBLIC WORKS DEPARTMENT. (ROBERT ROMERO)

Councilor Chavez said, regarding "language in the memo from Public Works," some departments have looked at a hiring freeze and other cost savings measures, which is one way to tighten the belt. He questions the rationale or the thinking that you can do more with less, especially in the area of Parks. He said we're going to be investing as much as we are investing, the \$30,300,000 in G.O. Bonds, plus another \$1 million in the Railyard Park, and we will be responsible for maintaining all of this, and that doesn't include future parks space. In some areas we are already doing more with less, and he doesn't know how

we can expect staff to do even more with less and wonders how far we're going to push that envelope.

Councilor Chavez said he didn't see anything about Traffic Calming in the CIP budget.

Mr. Romero said there is \$500,000 in the CIP Budget for projects and in evaluating projects in the "hopper," it was felt this was adequate funding for the next two years. He said the salaries for Leroy and staff are in the budget.

Responding to Councilor Chavez, Mr. Romero said repaving for 2008/2009 was funded at \$3.2 million the 2008 CIP Bond, and he doesn't believe CIP funds for projects are included in the annual budget.

Responding to Councilor Chavez, Mr. Romero said when installing a traffic calming project, if it needs pavement maintenance work in the near future, he tries to resolve that before installing the humps, but if they have to be replaced, they will be replaced out of that budget. He said each hump costs about \$3,000, and it is necessary to restripe. All costs associated with the repaving is taken out of that budget. He said the \$3.2 million was allocated for the 2008 Bond cycle which will be a two year period, and the next bond will be in 2010. He is proposing to spend half this summer and the other half next summer.

Councilor Dominguez likes the breakdown of Public Works. He asked if there is a cost for the satellite water system.

Mr. Romero said utilizing the Parks Bond funds, the satellite systems are being installed in all of the new parks where new irrigation systems are being installed.

Councilor Dominguez said then the efficiencies are already built into that.

Councilor Chavez asked if the satellite system eventually tie into all of the parks.

Fabian Chavez said the system speaks directly to the Parks Office via computer, and for those smaller parks out of reach there is a satellite system where a small park might speak, for example to Miles, and the Miles Park System speaks to the Parks System. So, all of it will be computerized. He said the cost for the Irrinet System per park is \$15,000, including installation. The cost of the satellite system to speak to the larger park is about \$5,500.

Responding to Councilor Chavez, Fabian Chavez said any Park served by City water will be on the Irrinet System. He said the only ones they are proposing not to put on the system are very small parks with only a few trees, where a specific water budget can be allocated to that park and they can put a stand alone system. He said it is not justified in all parks because of expense of the technology.

Councilor Chavez said we could complete the effluent line as a way to supplement the budget, noting there is \$500,000 in the budget for the effluent line in the southwest sector.

Fabian Chavez said he has been meeting with Brian Romero regarding the design of the effluent

line which will cross #599 to Tierra Contenta, and terminate at a pressure tank near Ortiz Middle School. All of the design work is almost complete.

Mr. Romero said he has been in close contact with Wastewater on this issue, and he understands there is a \$1 million shortfall to complete the project to get it to the pressure tank so it can gravity feed to all of the parks in Tierra Contenta and that area. He said if there is a project to improve Airport Road and add medians, consideration is being given to using effluent to water those medians as well.

Councilor Chavez said then if we can complete this phase, we can put it on the Legislative priority list and have it be considered for future funding.

Mr. Romero understands Wastewater needs \$1.5 million to complete the system, commenting he doesn't know it can be phased, but they are looking at that option to use the \$500,000 which was allocated in this bond.

Responding to Councilor Chavez, Fabian Chavez said there are other opportunities with effluent. He said they asked, in the design and construction phase of the Civic Center and the Railyard Park, to set up a quick charge system. In the event of a drought, we could take effluent from a truck and charge those systems, so there is a possibility of adding that to cistern systems.

Councilor Dominguez said then the \$1 million shortfall doesn't include the cost to build the system from the tank to the parks, and Mr. Romero responded this is correct.

Councilor Dominguez said the Santa Public Schools are getting ready for a bond election, and it would be beneficial to ask if there is a way to include feeder lines from that spine into some of its schools as well. He thinks we need to start thinking about these things as we move closer to making this a reality.

At this time, the Chair moved to Item #23

23. REQUEST FOR APPROVAL OF CITY MANAGER'S RECOMMENDED FY 08/09 OPERATING BUDGET.

MOTION: Councilor Wurzbarger moved, seconded by Councilor Chavez, to approve the budgets for all departments with the exception of the Police Department with all the recommendations of the departmental efficiencies as contained herein.

DISCUSSION: Councilor Dominguez asked how we deal with things such as the Community Services potential reorganization.

Councilor Wurzbarger said Ms. Rodriguez doesn't have that yet.

FRIENDLY AMENDMENT: Councilor Wurzbarger said the motion would be to approve all budgets with the

exception of Community Services and the Police Department, with all the recommendations of the departmental efficiencies as contained herein. **The amendment was friendly to the second.**

Chair Ortiz asked if there are any other departments the Committee would like to strip from the Motion to Approve.

Councilor Chavez asked if the budget for Community Services will change that much, and believes it could stay in the motion.

Chair Ortiz said it has the potential to change, and it is not approved contingent on the reorganization plan which was requested by this Committee, so Community Services personnel don't have to stay. The Police Department has to stay. He said when this is heard by the Council on May 28th, there will be something different in that packet from Community Services regarding reorganization.

Responding to Councilor Chavez, Chair Ortiz said the budget typically doesn't go to Public Works.

Chair Ortiz said he wants to clarify that the \$135,000 for a public financing scheme which was tucked into the City Clerk's budget has been removed.

Ms. Raveling said the recommendation was to look at this at the end of the year, and she did not include any funds in the budget.

Councilor Dominguez noted that there was misinformation regarding the Children & Youth Commission, and he wants to be sure those numbers are "squared away and correct." This was part of the information we didn't have at the budget hearings. He wants this in the record, so that when we vote on Community Services, that is spelled out and clarified.

Ms. Rodriguez said she spoke with Dr. Hathaway regarding the \$223,000 for After School Care, and Dr. Hathaway is ready to move that through the process.

Chair Ortiz said we aren't approving Community Services, and that \$223,000 should be brought forward as a proposal when the Council discusses this budget.

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

At this time the Chair returned to Item 22

D. SUPPLEMENTAL INFORMATION FOR POLICE DEPARTMENT. (GALEN BULLER)

A copy of the updated "SFPD Supplement" submitted by the Police Department, is incorporated herewith to these minutes as Exhibit "3."

Chair Ortiz welcomed those police officers in attendance who can answer questions, but the Committee would question why other officers on duty are in attendance. He thanked those who took time from their duties to be here, the Community thanks you for your interest and service to the community.

Chair Ortiz said the Committee was given a revised supplement [Exhibit "3"]. He said he is impressed with the costing of the positions and when the positions are needed. He asked if Committee members have questions about the Department's answer to their questions or about the supplemental information which was provided by the Department.

Councilor Wurzbarger expressed appreciation for the additional information.

The Committee commented and/or asked questions and staff responded as follows:

1. *Can there be efficiencies through the use of citizens groups, and can this be pushed forward in this budget year to free up officers to do other things.* Chief Johnson said he already is working on some of these programs such as Citizens On Patrol, and they are discussing those at some of the new neighborhood watch programs. He said this involves getting volunteers to patrol their neighborhood watch area. He looked at the Albuquerque model, noting there is no cost associated with it, and it involves getting the neighbors to be our "eyes and ears" and calling about any suspicious activity.

Chief Johnson said he met with the New Mexico Mounted Patrol, an organization affiliated with the New Mexico State Police. He said the Mounted Patrol may be able to assist the City with additional patrols in some of the problem areas. These people go through a certain amount of training and the city would commission them like reserve officers. The City would provide the vehicles and gas for that.

2. *Can we expect to see more civilian involvement in the Citizens on Patrol and Neighborhood Watch in terms of leadership.* Chief Johnson said yes, and Sgt. Polk is working very hard on these new programs, noting there were 38-39 new programs in the past year.
3. *Only one officer is needed to attend the neighborhood meetings, and would appreciate moving in that direction.*
4. *Can the comstat information be shared with the neighborhood organizations?*
5. *In many cases it is difficult for the people involved in neighborhoods because they want to be anonymous, and there needs to be protocol for that.* Chief Johnson said they are moving toward online reporting and will be able to take anonymous information.
6. *We need to document calls about a particular nuisance house and set a threshold for it to go to the City Attorney and step in sooner rather than later.* Chief Johnson said they are already working on identifying these problem properties and nuisance houses, and gathering data and providing information to the City Attorney's office, noting he has been working with Alfred Walker. Mr.

Walker has been sending letters to the property owners which has resolved some of the problem areas. He will continue to monitor those and work with the City Attorney's office.

Chief Johnson said the Department has made its data base available to Code Enforcement to track property owners, noting Georgia has been working with Lt. Wiggins in Investigations.

7. *The minimum staffing per shift will be increased from 9 to 11, then to 13 and then to 15 over three years.* Chief Johnson said if the positions are approved, he will increase the minimum staff levels. He said currently the minimum staffing is at 9 and a lot of overtime is being used to meet the minimum staffing levels. Seven cadets are graduating from the Academy in July and those will go toward filling the vacancies. He believes additional recruits will be sent to the new Academy beginning in July. He said this will help with minimum staffing levels as well.
8. *The intent is to increase the minimum staffing over the next three years, from the current 9 to 11 to 13 and then 15, and the need for overtime will be to meet the minimum staffing levels per shift, and to increase the number of officers on patrol.* Chief Johnson said currently a lot of the overtime is for minimum staffing, but he can't say he can reduce overtime with the increased staffing.
9. *With regard to Neighborhood Watch and other programs, will the people be trained to be able to educate the public about when to call the police?* Chief Johnson said this is correct, and this is one of the things they do at the Citizens Police Academy – when it is appropriate to notify the Police Department.
10. *Are we encouraging the public not to be afraid to call the police?* Chief Johnson said yes.
11. *Is there a trigger incorporated into the Police Department system that lets the City Attorney, or Code Enforcement or such, know that there have been multiple calls to a property.* Chief Johnson said they have been establishing triggers, noting it is the Department's responsibility to review information and disseminate it where it needs to go. He said eventually all this information can be posted on the Police Department's internet for the public and other departments.
12. *The comstat system and districts could conflict with one another in addressing incidents.* Chief Johnson said that is true to an extent. He said, for example, the Street Crimes Unit will be flexible and he can use that Unit so he won't have to pull from patrol resources and other areas in the department. He can send that Unit into areas where there is an increase in, for example, graffiti, drug activity, increased complaints, auto burglaries and such. The Unit will be very flexible. He said he continues to work on the Auxiliary Bicycle Patrol, and that can be used as well.
13. *Patrols should be proportionate as it pertains to crime, because there are some districts which need more patrol than others.* Chief Johnson said this will improve as the minimum staffing increases, noting currently there are nine officers assigned to the nine areas in the City.
14. *Is a more experienced officer required or assigned in addressing calls to the South side and other high needs areas?* Deputy Chief Wheeler said districts are set up according to call volume. He

said the Department probably needs to revisit this issue and the call volume, and whether it needs to be broken into smaller areas. He said they also have been discussing the areas where there is more violent crime, and the intensity of the crime, and the fact that officers will be tied up longer for those calls.

Deputy Chief Wheeler said at this time the officer who patrols the south side is whoever is assigned to that area. However, if they see an increase in a particular crime in a particular area, the Shift Sgt. may assign more than one officer to that area, as opposed to distributing the officers equally among the 9 districts..

15. *How are the minimum staffing levels established?* Chief Johnson said it based on the number of patrol areas, and we try to keep at least nine officers in the field to cover the nine areas. He said after annexation, he is going to have to evaluate increasing the minimum staffing especially on the south side, and breaking that into small areas, and how to use the personnel to best cover the areas.
16. *Because of the recent recruitment efforts, are we going to continue to look at salary compensation to ensure we keep up with Albuquerque.* Chief Johnson said recruitment is a "hot topic," right now, and all of the departments are looking to raise salaries to stay competitive with the agencies in the area, and this will be a topic during union negotiations.
17. *With regard to the budget, are you just going for new positions?* Chief Johnson there are 7 vacancies, with 3-4 waiting to be hired, and there will be enough from the next Academy to fill existing vacancies. He said people are showing up for testing in response to the recruitment advertising. He said we have to constantly monitor to see what other agencies around us are doing.
18. *How do Santa Fe salaries compare with Albuquerque after their new raises?* Sgt. Alessio said compared to Albuquerque, our starting salaries are equal, but over the long run Santa Fe maintains a higher level of salaries throughout.
19. *What is the time frame to implement the C.O.P.s program?* Chief Johnson said that is already in progress. Sgt. Polk has been discussing that at the Neighborhood Watch meetings and at the Citizens' Academy as well.

Deputy Chief Wheeler said he attended the graduation last week and the C.O.P.s program was discussed. He said they need to get the program up and running with a pilot program so they can work out the bugs. He said some of the things that work for Albuquerque won't work for Santa Fe on the same level. He said the involvement from the community at this point has been minimal. They have asked people in the new Neighborhood Watch Associations if they are willing to take this to the next level of the Citizens On Patrol. He said some of the block captains are willing to do so, but when they approach others who are part of the Neighborhood Watch they don't want to take on the role. He said they are trying to push it through, but they need to find the right community that wants to do it and to participate at the necessary level.

20. *Do we have the necessary personnel and infrastructure to do the program?* Deputy Chief Wheeler said they do not at this point, and this is what they are trying to get up and running. He reiterated that the issue at this point is just trying to get an adequate level of community involvement to move the program forward. He said the Police personnel is available, but the community involvement is necessary.
21. *Concern about the growing number of drug houses in Santa Fe, and if there is a special program to address that. Would like a resurrection of community policing. Where are we going to get the \$600,000 for police housing?* Ms. Raveling said the \$600,000 for police housing was approved in the year-end budget adjustment, and that came from cash balances in CIP. She said Ms. McCormick has said she thinks she can get matching funds. Mr. Buller said there will be six houses to start and Ms. McCormick has found the locations.
- Chief Johnson said he is already working on, and has made adjustments to staffing to address the drug issues.
22. *Suggestion to develop a model program for the C.O.P.s program, including next steps.* Chief Johnson said he has done research and they are looking at the Albuquerque model which seems to be working.
23. *Is the C.O.P. program similar to the Albuquerque Park Rangers Program, and could that program encompass both kinds of functions?* Chief Johnson said no. The Open Space Rangers in Albuquerque are full time sworn police officers and a division of APD with arrest powers. He said in the Citizens on Patrol program, the people are there to report activity to the Police so we can intervene.
24. *Do you have the costs of a C.O.P. project?* Chief Johnson said some departments provide police radios and such, and that would cost about \$60,000 to \$70,000 to purchase additional radios for ten neighborhoods. Chief Johnson said the numbers will depend on the number of volunteers in each neighborhood.
25. *If funds are approved in this budget for a C.O.P. pilot program, how long would it take the department to do such a program and to make it operational?* Chief Johnson said he will research that and check with Sgt. Polk. He said the Albuquerque model provides training to the people who use their cell phones to call in the activity. He said there is associated liability if the City provides the radio without teaching the proper protocols on the operation of police radios. He said the cell phones seem to be working well in Albuquerque.
26. *If the Department were to be directed to use some of the additional positions to start a Pilot Park Ranger Program, how long would it take to staff these positions to patrol nothing but open spaces in City parks.* If he was directed to do so, they would be on the job as soon as they are hired and trained.

Chair Ortiz said he is in agreement with Councilors Dominguez and Chavez that we need to give

more direction to the City Attorney's Office that when the Department shares its resources it is sharing the information on the civil enforcement side either through the nuisance ordinance, or any other way of getting the attention of largely absentee landlords to fix the house or to remove the problem tenants. He said this is direction we need to give to both the Police Department and the City Attorney in approving this budget, and that someone in the City Attorney's Office needs to start doing civil enforcement through the Nuisance Ordinance, Graffiti Abatement and any thing in Code Enforcement to eradicate some of these problem houses.

Chair Ortiz said he is more comfortable with the plan as proposed.

27. *The Police Department now has vacancies for one Animal Control Officer and three administrative positions [two clerk-typists and one administrative secretary].* Chief Johnson said the Animal Services position has been filled, and he will start interviews to fill the administrative secretary tomorrow. He said there is a person in background phase to fill the clerk-typist vacancy. Chief Johnson said the detective positions are filled. He said all vacancies will be filled by July 1, 2008, and the next academy session will begin in July.
28. *What are the current vacancies in the Department?* Chief Johnson said those are patrol positions which will be filled by the new fiscal year. There are currently 7 vacancies, with 4 ready to be hired, and several in the background phase, and the balance will be filled with cadet positions to attend the July academy.
29. *When will the cadets from the academy "hit the streets"?* Chief said it will take 9-10 months, because they attend the academy for 21 weeks, and then a 16 week field training. The majority of the current class was brought on for the field training before going to the academy.
30. *When will the 15 new officers, if approved, physically be in the field.* Chief Johnson said he will continue to focus on a combination of laterals and cadets. He said that is broken down in the plan, and he will continue to fill the vacancies.

Chair Ortiz said, "This is the proposal that you had where you said that you would hire positions over a fiscal year to reduce the cost down to \$543,000?"

Chief Johnson said this is correct.

Chair Ortiz said, "Of the proposal, you are proposing that eight cadets be hired along with seven laterals, and then an additional three administrative staff. That's your eighteen positions, eight, seven and three. Right? I'm looking on page 1, on number one where it says, 'The annual increase was assumed to include 8 cadets, 7 laterals and 3 administrative staff..' That's 18 positions."

Ms. Raveling said, "The 8 and the 7, you know, that's just to be able to put some numbers down as an estimate, so we just split them in that way. It's not to say that they would all be laterals or they would all be cadets, but there would probably be some combination of them."

Chair Ortiz asked if it would make sense to have more laterals which means people on the street sooner as opposed to more cadets which are "shipped away" for ten months which doesn't provide immediate manpower needs.

Sgt. Alessio said, "We have actually, in our recruiting strategies, because the academy runs twice a year, July and then the first part of January, we tailor our recruiting strategies to put the emphasis on cadets before the academies so we can get cadets in and train them. But, during that off time, we don't want to hire a lot of cadets that we really don't have a position for, and we don't have enough training for, because of liability reasons. So, then we tailor our recruiting efforts toward the lateral hires. So, after July, you're going to see our recruiting efforts go up and be more directed toward lateral hires with our advertising on television. In fact, we had a meeting with the Edit House, the people who did our commercial, and they're going to tailor all of that, based on when our academy starts and how many months we have in between academies. But now, we have our hands tied a little bit, because the academy only runs two classes a year, so we have to be strategic when we recruit in that way. But, that is something that we tailor. So, you're right, getting laterals in fiscally, and training, it's a lot better. But, there are times when we do want to start off new cadets in the academy because we want to have those bodies in the academy as well."

Chair Ortiz said he is in general support of this expanded program because it does not require a tax burden on the public, it hires these people over time, and we get the benefit of these positions through savings and efficiencies within the organization, so he is in support of this expansion. However, he said the direction from Councilor Chavez and Dominguez to the Police Department and the City Attorney needs to be part of the agreement. He said we can direct the Department to do the pilot programs we have discussed, in which the community has expressed an interest, and require the Department to implement these programs such as C.O.P.s and Park Rangers in approving the expansion plan.

Councilor Wurzbarger said she would rather have cadets than administrative assistants, and shocked to see the salaries are the same, commenting we need to do a comparability study, but she will go with this proposal.

Chief Johnson said some of the administrative positions are to cover critical parts of the Department such as an Evidence Custodian, to monitor narcotics evidence and such, and these are civilian positions.

31. *Concern about other programs and positions which will be eliminated or kept vacant in the shift in funding from property taxes to vacancy credits. What is the cost of the Red Light Camera Program to implement, has there been a cost/benefit analysis on that.* Captain Robbin said there is no start up fee, and the company provides all of the equipment which could cost \$70,000 to \$100,000 per intersection. The City will then enter a contract with the Company to take 25-30% of the collected fees, but there is no start up cost.
32. *Does the Police Department have access to the data they are collecting on the red light cameras.* Captain Robbin said each day each violation has to be sent to him or another member of the

committee, and they have to personally view each violation to ensure it is a violation before it is sent back to the company for processing.

33. *Is this as an educational tool which eventually will send the message that we don't want people running red lights and the money could or will then go away.* Captain Robbin said this is one of the facts of the program – over time, the money does decrease because less people are running lights. There are other benefits, such as officers spending less time at intersections investigating crashes or the costs involved to citizens involved in these crashes including lost wages, medical bills and such, which make our streets safer for community.
34. *Has the synchronizing of the traffic lights been discussed.* Mr. Romero has been working on that, but some intersection signals will need to be coordinated with the State. Chief Johnson said Mr. Romero told him that the lights are synchronized right now depends on the peak hours of traffic in the early morning and late in the evening, so the timing changes throughout the day. He said they will need to work with the Traffic Engineers in the installation of the traffic signals.
35. *Concern that the Red Light Camera Program is already in the budget, but it hasn't been through the extensive Committee process, and that the budget could hinge on that \$50,000.*
36. *Concern that the company won't dictate the signalization of our streets and that the program is based on safety and not necessarily to generate revenue.*

Councilor Chavez said the Tierra Madre Neighborhood Association will be meeting on May 20th and we can offer the COPs program to them at that time and maybe we can get them engaged at the higher level.

Chief Johnson said the key to that is the training that teaches people not to engage someone who might be involved in criminal activity, and the whole idea of the program is to notify the police. This program has worked in different communities, and he will continue to work to get that program up and running.

Councilor Dominguez said there are lot of constituents in Tierra Contenta who already have done some of that work and provided the Police Department and City staff with pictures and identities of individuals who are causing some of the disruption in that community. He really encourages the Chief to move forward with that community, and he believes there are a lot of people in Tierra Contenta who are willing to take on that responsibility.

Councilor Dominguez said he is much happier with what is being proposed by the Police in the supplement and some of the information they have provided. He said in a year we need to look at some of the efficiencies to see that the management happens in terms of public safety.

MOTION: Councilor Dominguez moved, seconded by Councilor Calvert, to approve the alternative budget proposal submitted by the Police Department, and to consider establishing the Citizens On Patrol and to make these things work.

CLARIFICATION OF THE MOTION: Chair Ortiz said the Motion includes the approval of the alternative budget, and all language in it, with direction to establish the Citizens On Patrol Program, and with direction that the Police Department and City Attorney are to pursue sharing of resources so that those addresses or properties which get multiple dispatch calls that create problems in the neighborhood shall be processed criminally and under our Code Enforcement Ordinances so those addresses get multiple dispatch.

DISCUSSION: Councilor Dominguez would like to establish a threshold after so many calls, so there is an automatic trigger to the City Attorney.

Councilor Chavez said Alfred Walker, Assistant City Attorney, is working on these details, and believes that it is close to being finalized.

Chief Johnson said some of these problem properties have been problems for years, so it is a matter of looking at the history and tracking down these absent landlords. He said now that there is somebody in the City Attorney's Office working with the Department, he believes this is workable and we can see some positive results.

CLARIFICATION OF THE MOTION: Councilor Chavez wants to be sure that the Motion includes the funding formula as set out on page 2 of the Memorandum of May 14, 2008. **Chair Ortiz said it does.**

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

E. WRAP-UP, SUMMARY DISCUSSION AND RECOMMENDATIONS.

Chair Ortiz said he does have a City vacancy list and he will submit his list of positions which he believes are unnecessary and could be cut, and will provide those to the City Manager and the Finance Director. He said each of the affected departments are certainly welcome to submit a rationale for keeping a position or positions.

24. PUBLIC COMMENT

Captain Johnson thanked the Committee for the time, and said he looks forward to volunteering to be one of the first Park Rangers.

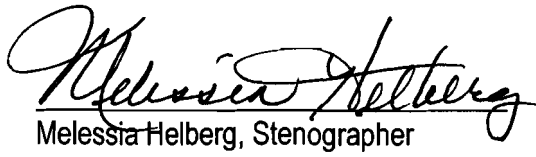
25. ADJOURNMENT

There being no further business to come before the Committee, and the Committee having completed its Agenda, the meeting was adjourned at 8:35 pm.

Matthew E. Ortiz, Chair

Reviewed by:

Kathryn L. Raveling, Director
Department of Finance



Melessia Helberg, Stenographer