

City of Santa Fe, NM

Budget Hearings

Monday, April 23, 2018

09:00 AM – Special Finance Committee/Budget Hearings  
Council Chambers

DATE 4/19/18 TIME 1:17r  
SERVED BY Carolynn Roibal  
TESTED BY 88888

**AGENDA**

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

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. CHAIR OPENING REMARKS**

**5. OPENING UNION & NON-UNION EMPLOYEE REMARKS: (20 MINUTES)**

- a) Non-Union Representative (5 minutes)
- b) ASFME Representative (5 minutes)  
Item 5b.pdf  
afscem409bookHandout.xlsx
- c) POA Representative (5 minutes)
- d) Fire Department Union Representative ( 5 minutes)

**6. MANAGEMENT PRESENTATION OF OPERATING BUDGET: (1 HOUR)**

- a) Mayor and Manager Executive Summary of the Annual Opening Budget
- b) Compensation and Classification Study Update
- c) Employee Compensation and Benefits Changes
- d) Santa Fe University of Art & Design Update

**7. DEPARTMENT REVIEWS:**

- a) Public Safety
  - 1) Police (20 minutes)
  - 2) Fire (45 minutes)
- b) Community Services (15 minutes)

**BREAK FOR LUNCH 12:00 PM - 1:00 PM**

**8. DEPARTMENT REVIEWS CONTINUED:**

- a) Municipal Court (10 minutes)
  
- b) Land Use (30 minutes)
  
- c) Parks and Recreation (30 minutes)
  
- d) Public Utilities (30 minutes)

**9. ADJOURN**

**SUMMARY OF ACTION  
CITY OF SANTA FE BUDGET HEARINGS  
SPECIAL FINANCE COMMITTEE/BUDGET HEARINGS  
CITY HALL, COUNCIL CHAMBERS  
MONDAY, APRIL 23, 2018, 9:00 AM**

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**DEPARTMENT REVIEWS**

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**CITY OF SANTA FE BUDGET HEARINGS  
SPECIAL FINANCE COMMITTEE/BUDGET HEARINGS  
CITY HALL, COUNCIL CHAMBERS  
MONDAY, APRIL 23, 2018, 9:00 AM**

**1. CALL TO ORDER**

The special meeting of the Finance Committee/Budget Hearings was called to order by Councilor Roman Abeyta, Chair, at 9:00 am on Monday, April 23, 2018, in the City Council Chambers, City Hall, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

Councilor Roman Abeyta, Chair  
Councilor Christopher Rivera  
Councilor Signe Lindell  
Councilor Michael Harris  
Councilor Carol Romero Wirth

**MEMBERS ABSENT**

**OTHERS PRESENT**

Councilor Rene Villarreal  
Councilor Carol Romero Wirth  
Mayor Alan Webber  
Erik Litzenberg, Interim City Manager  
Brad Fluetsch, Finance Department  
Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

Mr. Fluetsch said we ask to modify the agenda to reference the completed budget book as an attachment to the meeting and the reference page numbers from said book.

Chair Abeyta said his question has to do with item 6 presentations. Regarding item D, the Santa Fe University of Art and Design, is it necessary to hear this at the beginning before the budget or can it be put off to last day so we can focus on the budget.

Councilor Lindell said she prefers to have it at the end so we can stay on schedule with the

departmental presentations.

Councilor Villarreal said she would like the Committee to consider, for staff efficiency, if we start getting behind and delayed she would rather see us schedule departments later on and for them to be told when they will be heard. It has happened in past that staff has sat here all day only to find that there is not enough time for their presentation on that day. She hopes that we are able to stick to the schedule.

Chair Abeyta said he will monitor that.

Councilor Harris said he is assuming we will experience delays in the presentations. It is inevitable, but he wants to keep the sequence. Given the delivery of the materials timing, he has not been able to get through it all. If we keep the presentations in sequence maybe he can get ahead. If we can let them know ahead of time if we are delayed that would be great.

Chair Abeyta said regarding the employee comp and benefits changes. Should we have that during the HR presentation.

Mr. Bartlett said we can.

Mayor Webber said it cuts across everything. We could do it separately with HR, but if you want to hear how it touches the entire budget we should hear it now.

Chair Abeyta said we will leave it where it is.

Chair Abeyta said we will move item D to Wednesday prior to the conclusion of the budget hearings.

**MOTION** A motion was made by Councilor Rivera, seconded by Councilor Lindell, to approve the agenda as amended.

**VOTE** The motion passed unanimously by voice vote.

#### **4. CHAIR OPENING REMARKS**

Chair Abeyta welcomed everyone to the budget hearings. As we do each department he would like to ask staff to give a short presentation highlighting any expansion requests or major increases or decreases and then allow time for questions. Finance members will ask questions first then other members of the Governing Body. He will do last. We are going to ask as many questions as we need to. He wants the Body to feel comfortable before we make recommendation to the Governing Body. He told a story of when he first became a Department Director and asked a Manager for advice. The Manager asked what is your favorite flavor of ice cream. He said rocky road. The Manager asked what about your kids. He said some like strawberry and some chocolate. The Manager said his favorite was vanilla. When you up get up there and they ask you a question look at me and think about ice cream. Keep it simple. Try to be to the point.

## **5. OPENING UNION & NON-UNION EMPLOYEE REMARKS**

### **A. NON-UNION REPRESENTATIVE**

There was no one present for this item.

### **B. ASFME REPRESENTATIVE**

Tom Diaz, ASFME Union representative. Mr. Diaz said he is in the IT Department and is a member of the Executive Board for ASFME Local 3999. He has some general points and one specific one which is their equity pay proposal. His memo and excell sheets are in the meeting packet. There are 3 points he wants to emphasize. First, we hope the Mayor and his new team and City Council will see our bargaining agreement as a tool both sides can use to negotiate improvements that benefit citizens. Second, we will work openly and constructively with management on compensation reform. We would like HR to provide the results of this year's study to Department Managers so we can use it as part of the plan. His 3<sup>rd</sup> point is every open position means a manager has worked through the process for that position and we want a clear and efficient recruiting process for each of them. Now to the key points of our equity proposal which is in your packet.

Mr. Diaz reviewed the equity pay proposal. We are asking for approval of the fiscal year 2018 portion within the next few weeks. We are asking you this morning to make sure the appropriate amounts are included in the fiscal year 19 budget. The main purpose of this is fairness. Our collective bargaining agreement of 2019 means all employees covered by our Union must make at least \$13.07 an hour which is \$27,000 a year. This is reasonable and affordable and in line with the cost of living in Santa Fe. It is also fiscally prudent. This does not preclude other forms of compensation reform. This is a step forward for fair compensation. This plan has created a better basis for future reform. We will work collaboratively with management to help them find and hire the best candidates for positions. It is our duty to our members and common sense that inequities are not created. There are other compensation reforms that are revenue neutral. Those work better with better employee morale if we start with employees getting a fair shake now. Thank you.

### **C. POA REPRESENTATIVE**

Tony Trujillo, Police Officer Union Representative. Mr. Trujillo said he is a detective with the Santa Fe Police Department and President of the State Police Officers Association. We are currently involved in contract negotiations including the final year of a 3 year contract expiring June 30th. He does not want to stand here and outline the needs of their Union members. We have come before the Governing Body over the last 10 years and have expressed the needs of our Union. It fell on deaf ears. 10 years without a negotiated salary increase. A decade without a salary increase is almost half of a dedicated police officer's 20 year carrer. Our city is currently paying our cadets \$19.11 an hour. Albuquerque is paying their cadets \$28.00 an hour. After our cadets complete their first year they are increased to \$19.38 an hour. After 3 years to \$20.73 an hour. Well short of the \$28.00 the Albuquerque Police Department is paying.

Our union has the confidence in this Governing Body to realize the needs of our Union. These needs were given to you by our Union during your campaigns for office. We have the utmost confidence in the Police Chief and his leadership to know what the needs of our Union are. Officer Derek Romero, who is present today before you, was informed of a rolling domestic situation. A rolling domestic situation is a situation occurring in a vehicle while it is traveling down the road. The vehicle was stopped. Officer Romero approached the vehicle and saw a male offender strangling his wife. The driver's door was locked. The passenger door was unlocked. Officer Romero attempted to separate the male offender from his wife. Officer Romero could hear the wife continue to say "I can't breath, I can't breath." The male offender put his finger inside Officer Romero's mouth and fish hooked the officer's cheek. Officer Romero then made the decision to draw his fire arm with the intent to shoot and kill the offender in order to save the woman's life. However he was unable to do so due to woman's body being in close proximity inside the car and the 3 of them in a small confined space. The male continued to strangle his wife with his forearm. Officer Romero later told him he was not going to let her die before him. He saw the woman losing consciousness. The officer had no other choice than to pull the hair of the offender and repeatedly struck his head against the drivers side window. Other officers arrived and the offender was subsequently taken into custody. Officer Romero had to go under testing for diseases such as Hepatitis C. Instead of being recognized for his actions it was just another day at work for Officer Romero being paid \$19.11 an hour. When you tuck yourselves into bed at night think about the men and women of the Santa Fe Police Department who also tuck in their families at night, but also put on their body armor and protect the citizens and pray that they don't have an incident like Officer Romero. If they do, they will continue to protect the people of Santa Fe for that \$19.11 an hour. In the words of Chief Andrew Padilla, "let this administration be the one who fixes this. Who assures the citizens of this community who voted you into the chairs you are sitting in that they will have the best police department which ensures their safety, which they expect and that they are entitled to." On behalf of the Santa Fe Police Association thank you for attention.

Chair Abeyta said thank you from the Committee.

Councilor Harris said it was mentioned that the current contract ends June 30, 2019. When are those negotiations initiated. What is the time line. It is not anticipated in this budget, correct.

Mr. Trujillo said there is no set timeline. We are in negotiations right now. We have non economic issues we are negotiating and 1 economic issue we are negotiating. We have to have our contract ratified and approved by the Governing Body when it is presented to them.

Councilor Harris asked who is our negotiation team on the management side.

Mr. Trujillo said Chief Andrew Padilla could address that.

Mayor Webber said he was told that we do not currently have a person who is our point negotiator. It is handled by the Chief with the support of the City Attorney's Office and HR. He asked in the last month to change the process going forward so we have a dedicated person on our team who is experienced in negotiations. We do negotiations on a department basis. It is now done by different people for each department. That does not make a lot of sense.



Councilor Harris said he would like to hear more about that. It seems to make more sense to have a team like that so that it is more consistent.

Mayor Webber said there is work under way on that process. Some people are being vetted for that role. At this time nothing is completed.

Councilor Harris asked so the team would include the Police Chief and the Fire Chief.

Mayor Webber said that is fairly standard operating procedure. Someone experienced in doing Union negotiations represents the City and is supported by people in different roles who can inform them of the particulars of their individual departments. Now it is much more of a siloed operation.

Councilor Rivera said thank you Officer for your effort that day. Your heroic efforts. He wants to make it clear that we as a Governing Body do not negotiate wages. That is done in negotiations. We are not going to talk today about raises. That is done through the negotiating process. Thank you for your presence here. We do hear you.

#### **D. FIRE DEPARTMENT UNION REPRESENTATIVE**

There was no one present for this item.

### **6. MANAGEMENT PRESENTATION OF OPERATING BUDGET**

#### **A. MAYOR AND MANAGER EXECUTIVE SUMMARY OF THE ANNUAL OPERATING BUDGET**

Mayor Webber said he would like to highlight a few things in the budget and point out some things that are different and some that are not. This budget was largely developed before the new Council members and he were elected. Never the less we are heading in the direction of changing how the City does its budgeting. We are beginning to see elements of that included. That it will be a Mayor's budget is not entirely true for this particular budget. He would like to have a 6 month check in where we take what exists today and after reviewing and analyzing it do a 6 month review of this budget since it was produced in large measure before he was elected. Some things we can take a lesson from. Budgets are largely a compilation of expenditures and programs, but they do not historically have a theme or priorities in the budget. He has asked department heads to organize their presentations toward the prior items you have heard him speak about. Making the City more user friendly, making the City more family orientated and making the City much more environmentally friendly. Right now that is an overview of how the departments have been asked to organize their performance and think differently about how the City will budget and how we will create outcomes that reflect those priorities. Another direction toward change is asking each department to itemize performance based budget measures in their budgets. We want them to look at zero based budgeting and identify the metrics they want to be measured by. We will be able to see performance measures that every citizen in Santa Fe will be able to identify and look at on a dashboard. That is a step in the right direction. It takes what historically has been a black box and opens it up so that we can see if the budget contains what is necessary to see those priorities to happen. We would like to

see an increase in spending in public safety. There is room for improvement in how the budget is organized. We need more comparability between departments and we need year over year comparisons that are easier for us to access and itemized lists of where improvements will be done. He does think in general we have a "hold the line budget" that will continue to deliver services people want without raising taxes. We will work with this and make improvements over the next 6 months.

Councilor Harris said this is his 3<sup>rd</sup> budget hearing. It is a better level of information than we have had in the past. The issue is the timing and delivery of the information. He appreciates what the Mayor said, however; we need to make sure we get information in a timely way. He appreciates the thousands of hours that has gone into this. When we get the information on Friday it is hard to speak intelligently on Monday. He is glad the Mayor spoke to the RBA Implementation. He looks forward to that happening. Hopefully the various departments can put that into place for July 1<sup>st</sup> so that we can begin the ability to measure. He would like to make one request at the department level when they are here. He would like to know which positions in each department are interim or acting. Those need to be identified. Also in terms of the week ahead he will be prepared to spend as much time as needed today through Wednesday, but he is not available on Thursday or Friday. Hopefully we will not have to continue next week. Also a couple of people have asked me if there is a level of information access on open government now.

Mr. Fluetsch said not until the budget is adopted. They can look at the entire budget book online and we added the reference points to the agenda.

Councilor Harris said very good. That is important.

Mayor Webber said he thinks the timing is an unfortunate reality. We were all working over the weekend and he completely agrees with Councilor Harris that it is a lot to digest over a short period of time. Also perhaps it is some compensation to know that we will be going through this again in 6 months after it is cleared by the State and that we will have an opportunity to review and revisit. You made a good point about the RBA model and that it is a hopeful step in the right direction. In any organization increasingly the budget is based on output rather than input. Historically we have focused on input not output. He shares the Councilor's interest and commitment to looking at those metrics and using them as guidance tools so we can make informed decisions. The metrics have been missing.

## **B. COMPENSATION AND CLASSIFICATION STUDY UPDATE**

Gary Bartlett said his presentation is in the meeting packet. He reviewed his presentation.

Councilor Harris said it is good to know we are getting close to seeing a level of information associated with this. It is a complicated endeavor. He looks forward to a presentation fairly soon. Based upon the work that has been done we are going to have to allocate \$2.1 million to get all employees up to the minimum pay grade indicated by the study.

Mr. Fluetsch said correct. There are 30 pay grades being recommended. As we place employees into those pay grades there are some who will fall below the minimum. The 2.1 million will rectify that.

Councilor Harris asked does this study look at all employees. Union and non union.

Mr. Fluetsch said yes.

Councilor Harris asked there is no exempt or otherwise.

Mr. Fluetsch said correct. It includes everyone but elected officials.

Councilor Rivera said it concerns him that we will not have the official results until after this budget is done. Therefore we are putting another study on the shelf for another year and that concerns him. The Mayor said we are going to look at this in 6 months. Hopefully we will include this at that time or we will have another study for over \$100,000 that we did nothing with. He is disappointed that we do not have this for this budget session. He hopes we can look at this mid year.

Councilor Villarreal said she wants to make sure since she and Councilor Lindell requested the gender equity piece be included that it was incorporated. Do you know if it is incorporated.

Mr. Bartlett said that was a part of the study. We have not gotten the final recommendation on that. We do know that it is perilous territory, but we are still awaiting a recommendation from the consultant.

Councilor Villarreal asked what do you mean by perilous.

Mr. Bartlett said it is another complication and there are a lot of considerations to be added into the discussion and they have not gotten to that point yet.

Councilor Villarreal said that should be another piece of the 6 month review. She wants to see us do this. We have been asking for this for years. It is important to have. We need to know where we are at and how far we have to go working towards pay equity.

Councilor Vigil Coppler asked what states and cities of comparable size to Santa Fe were used for this study.

Mr. Bartlett said we did Albuquerque, Los Alamos, Las Cruces, Colorado Springs, Denver and others.

Councilor Vigil Coppler said so pretty close by regions.

Mr. Bartlett said cities we would recruit from.

Councilor Vigil Coppler said this is approximately the cost that this is going to be required to bring employees to minimum. Do you have sense of what kind of compaction this will create. Will it be close to employees who are already in those jobs and if it is does it differentiate between years of service. That is also is an issue.

Mr. Bartlett said we have given this a great deal of thought. Your concerns are on point. That is why we have asked the consultants to bring us some recommendations based on different scenarios to place people in ranges representative of where they stand right now. When it comes to compaction we started with a compaction problem with a great number of employees being in the lower and entry salaries of their pay grade. That could include people with us for 2 to 5 years. That is the nature of our collective bargaining agreement. We are looking for ways to try to mitigate that. He is very concerned that we are going to end up with a great many employees at the minimum and that creates a new set of problems for us. We are looking for options. It is quite expensive. One of the options may be to roll out the pay increases over a number of years.

Councilor Vigil Coppler said that is not unusual. If the City continues to work on this you have a better chance of staying close to the market. Thank you.

Councilor Rivera asked when we looked at comparisons with other cities did we compare to any cities with similar costs of living.

Mr. Bartlett said yes. Colorado Springs is very close to us for example. We did try to find truly comparable cities.

Councilor Rivera said he looks forward to seeing those results.

#### **C. EMPLOYEE COMPENSATION AND BENEFITS CHANGES**

Mr. Bartlett said we did have AON give us some 5 year projections. We are going to experience a 2% increase in benefit costs. That is not outrageous compared to other regions. We have a plan in place to keep \$5 million in reserves. It is projected we will have a balance of \$6.2 million at the end of the fiscal year. The total costs for the increase is \$700,000 to \$800,000. There is the possibility of absorbing these costs rather than passing them on to employees.

Councilor Harris said in his mind the 2 issues you spoke to are linked. B and C. Does the comp and class study take into account the benefit package the city offers.

Mr. Bartlett said yes.

Councilor Harris asked with us compared to Colorado Springs all that weighs into the full study and the options.

Mr. Bartlett said it would.

#### **D. SANTA FE UNIVERSITY OF ART AND DESIGN UPDATE**

Postponed.

## **7. DEPARTMENT REVIEWS**

### **A. PUBLIC SAFETY**

#### **1. POLICE**

Chair Abeyta said he would prefer that the departments complete their presentations and then open up for questions.

Interim Police Chief Andrew Padilla. Chief Padilla said he is the Interim Police Chief for the City of Santa Fe Police Department. He reviewed his budget which was included in the budget book.

Councilor Rivera asked could you clarify your structure. Your budget shows that you have administration, operations and investigations, but you don't have a Deputy Chief for each of those.

Chief Padilla said we have just 2 deputy chief positions. Administration and operations.

Councilor Rivera said you stated that your total vacancies are 24.

Chief Padilla said we have 14 police officers vacancies, 2 laterals were hired today, we have 8 in the academy and have projected to hire 5 in May, but 24 officers are not on the streets now.

Councilor Rivera asked how long does it take to train a new officer.

Chief Padilla said those just graduated will not be on the street until around Fiesta time. It takes approximately 9 to 12 months.

Councilor Rivera asked have you factored in the number of officers needed for annexation.

Chief Padilla said we have not. We are trying to fill those vacancies now. We are working on police safety aide positions which are separate from public safety aides. They are a term position for up to 3 years then they have to transition into a police cadet position. They are 18 or 19 year olds and actually assist officers.

Councilor Rivera said typically in your feeder positions we applaud what you are doing here by hiring 18 year olds and keeping them until they turn 21. How do you keep a rolling group of kids coming into the Police Department. You have to wait for 3 years before bringing in a new person into the term position.

Chief Padilla said that is correct

Councilor River said maybe you want to put some thought into a rolling thing so that you can get new people in every year.

Chief Padilla said we are just trying to start this program and we do want to have a rolling list. We

recently had a job fair at Santa Fe High and are trying to spread the word to get into the City, know the City, become a lifeguard, learn the true work of the City. Hopefully then get into the academy. This is the first time we are doing this term position within the Police Department and are hopeful that it will be successful and we will be able to continue and expand it.

Councilor Rivera said you mentioned \$200,000 is included in your operating budget for special events. Is that current special events.

Chief Padilla said yes including the the National Governors Conference that is coming here.

Councilor River asked are you going to attempt to figure out the cost of protests and did you factor that in.

Chief Padilla said there is a difference between a protest and a rally. We have 10 to 15 rallies a year all with proper permitting. We staff them with an officer or a Plaza officer seasonally. At this time we have not seen an increase in protests. There was only one last year.

Councilor Rivera asked so rallies are not included.

Chief Padilla said no we have not included more for that.

Chair Abeyta said to follow up on Councilor Rivera's question regarding the Entrada if we expect the same level of security at this event is that in your budget.

Chief Padilla said yes.

Councilor Lindell said on page 36 give us a very brief description of how our current budget total for police compares to the proposed budget.

Chief Padilla said what was recommended by the previous City Manger includes a raise of 2% for COLA. We have increased our overtime budget a bit and equipment and vehicles went up a bit. That combined with the 2 police safety aides is an increase of about \$1 million.

Councilor Lindell said you have been in this department for a number of years. Do we have adequate money in this budget for proper training of our officers.

Chief Padilla said we do. Also there is an additional \$40,000 included under administration for crisis intervention training. We are partnering with Dr. Troy Brock out of Albuquerque out of the Albuquerque Police Department to provide this training to help bring situations to a peaceful conclusion. We are also working with Presbyterian Health Services and the MIHO program and hopefully this will bring forward the opening of the eyes of the police department.

Councilor Lindell said she feels it is important to this Governing Body that we have adequate funds for training. On page 35, item E who is Mr. Montoya.

Chief Padilla said Vince Montoya, City of Santa Fe payroll.

Councilor Lindell said thank you Chief and all the members of the Police Department for what you do and Mr. Trujillo for being here today and relating that story to us.

Councilor Harris said he wanted to start by acknowledging what Mr. Trujillo said about the respect the Union has for the Chief. He has heard that from officers in the street as well. You need to know this Council heard that loud and clear. Going back to what Councilor Lindell said you have a 2.3% increase for salaried and benefits. 2% COLA, overtime and enhancements associated with new the PSA track.

Chief Padilla said the 3 categories and the vacancy saving rate.

Councilor Harris said the vacancy savings rate. That is something that effects every department and is an approach that we started to work with fairly closely at the last hearings. This is a global question. Explain how the vacancy credits are used and what they mean for various departments.

Mr. Fluetsch said the vacancy credit recognizes that with 1,500 employees we do not fill every position for the entire year. Through analysis we decided to use an overall a 4% salary vacancy rate. Knowing not every position is going to be filled we can reduce the overall cost of personnel by using the vacancy credit.

Councilor Harris said so the proposed budget represents \$19.9 million and that assumes full employment.

Mr. Fluetsch said full employment less the 4% and 7% vacancy factor.

Councilor Harris said so that factor does not explain the \$2.3 million.

Nancy Jiminez, Santa Fe Police Department. Ms. Jiminez said we are at \$17.6 million. At the beginning of this fiscal year we had 24 vacancies. We are at 14 now. When she does the calculation she has to factor in all the positions. She put in \$19 million and did not calculate a vacancy savings. That is up to the Finance Department. You see an increase because we had more vacancies.

Councilor Harris said he wants to make sure he understands. It is important to be sure of the calculation and the concept. \$19.9 million is in line with the 15/16 and 16/17 budget numbers. They are essentially the same. Looking at the personnel section it has the \$19.9 million. That seemingly has vacancy credits factored in.

Mr. Fluetsch said correct.

Councilor Harris said \$2.3 million it seems to him is the COLA, overtime enhancement and year over year increase with anticipation of unfilled vacancies.

Councilor Romero Wirth said she has an overarching programmatic question that goes to our

relationship with the public schools regarding safety and their needs in the light of recent events. The Mayor was quoted as saying we don't have the resources to assign officers. She is curious if those conversations are ongoing and what kinds of things we are doing.

Chief Padilla said we have thrown some money at these issues. We did Operation School Safety Net. We put in \$9,000 for 2 week operation. Officers went into the schools. People feel if we opened this up on a daily basis we would have to have officers working overtime on their days off and they would burn out. They need breaks to spend time with their families and clear their minds. We respond if there are particular incidents. Our training division has been working with the schools and have provided training to schools over the last 3 years. The talks have not ended. This evening at BF Young there is an open forum for the public at 5:30 pm with school and public school leadership to talk about issues and support of each other. Hopefully, if we can reduce our vacancies to 5 or 7 and we can entertain having officers in schools. Then there are the issues of which schools truly need it, do we cover all schools, what is the process going to be for threats or attacks, what action is taken in an active shooter situation. We have to work through all of that. Specialized training will also be needed. It is not something we have forgotten about. We would like to have a school resource officer at every school or the schools with the highest incidents.

Councilor Romero Wirth said there are also things maybe that diffuse these situations from ever occurring in the first place. She realizes this a partnership kind of thing and where the responsibility falls she leaves to the Mayor and the City Manager. She is trying to figure out our role with the schools in keeping them safe.

Mayor Webber said as you know the City has historically had an agreement with the school system that lapsed 2 years ago. He is meeting with the Superintendent and we are working on revitalizing that and assessing where we are. Wrap around services and collaborative services are important as are the things in that agreement that need to be refreshed. Your observation is right. Chief your answer is spot on. He has a standing arrangement to meet with the Superintendent. We are mutually dependent and there is every reason for us to continue that conversation. The chief outlined the job they do of scanning social media and he wants to compliment the job the police team is doing to be attentive and responsive and to make sure there is a police presence. In this day and age where you can walk into a waffle shop and have an incident everything needs to be on the table. Again he compliments the Chief and the Santa Fe Police Force for all they are doing to keep us safe.

Councilor Villarreal said thank you for being here. The increase for overtime you mentioned for the National Governors Association, she was told by the Department of Tourism Director that our costs for overtime would be paid for by the State through fundraising.

Chief Padilla said they have talked to him about that. They said everything will be reimbursed to the City through fundraising. We are being proactive and forward thinking. We anticipate \$200,000 will be the cost to cover the event. Whatever funds they do fundraise they will reimburse the City. We did not want to count on that and have it not happen.

Councilor Villarreal said she appreciates that. She was not banking on them either. There will be protests.



Chief Padilla said we have anticipated that. We are working with local, State and City entities to plan for that.

Councilor Villarreal said she is happy to hear that you all will be doing trainings. She is hoping that implicit bias training will be included. She is curious if that is actually being seen in the Police Department with current and new officers and staff.

Chief Padilla said we are starting the process and partnering with the Santa Fe Community College to focus on bias based training with our new training budget. We will go above and beyond. We are doing 8 hours of training on that topic.

Councilor Villarreal asked what category is that funding in.

Chief Padilla said our internal budget. It is not separated out. It is in training.

Councilor Villarreal said she wants to echo support for restorative justice possibilities. Community alternatives to policing. Maybe we can discuss possibilities to look at our funding and vacancies. It is just something to be thinking about.

Councilor Harris said he is going to talk about the Department's new presence on the Midtown Campus. It is his understanding that the Support Division will be housed there as well as Emergency Management. What are the Departments plans for that facility. He thinks it is a great facility. He is very pleased that the Department is making its presence known there.

Chief Padilla said we are focusing on the Mayor's initiative of making this a friendly and family oriented community. This measure, once it is fully functionally, will create an opportunity for community members to go to this location and speak to a police officer rather than traveling downtown. It will also serve as a support area for bicycle officers for reporting. Right now we are not staffing it on a 24/7 basis, but hope to soon. That is the focus. To have a user friendly location mid-town and have a police presence to deter crime, vandalism and graffiti. We are starting to show a presence. Over next few months we are moving our internal IT division there. We will then buy desks and computer monitors and get the wifi that is needed. We hope to have someone there 5 to 6 days a week from 6:00 am to 7:00 pm. We want to expand to other patrol divisions. Accountability is key.

Councilor Harris said that is a program that gets us towards a permanent presence. Ms. Jiminez, this probably falls under your responsibility. As part of the negotiation with Laurette, the City of Santa Fe is ending up with \$3 million of tenant property including desks etc. Before you buy a lot of new stuff check with Matt O'Rielly on what is available. They will be officially out of there June 30th. When you are set up it is important for the Department to let people know they can go there. There will be a lot of effort this summer to get Santa Feans familiar with that center.

Councilor Harris said the leases to the Animal Shelter particularly. It shows up as a line item. It is \$262,000. Is that a lease agreement under service contracts.

Ms. Jiminez said \$262,000 is a service agreement with the shelter that houses the animals brought in by our officers. We can bring in 120 animals a month. Above that we are charges additional service charges.

Councilor Harris said so it looks like \$40,000 is the lease for the shelter and Solis.

Ms. Jiminez said yes. Those are the 2 leases we pay for. They come to about \$41,000.

Councilor Harris said he asked that the Audit Committee see the financial and audit for the animal shelter. He just wanted to be sure that the Police Department knew that was conducted.

Councilor Vigil Coppler said she wants to know as far as planning ahead do you have a idea about what forecasted retirements you have in the department and do you see a lot of transfers over to the City of Albuquerque.

Chief Padilla said we do have the list of projected retirements. No police officer has transferred over to Albuquerque, but it is rumored that 3 to 5 have completed applications. The \$28.00 an hour lures them.

Ms. Jiminez said we have a projection of 20 officers that can retire from today through December of 2019. You have to take into account the early retirement process we have with the City. They could be on the books using their leave. We have in the past been allowed to double fill those individuals. Potentially we can hire a cadet and start the flow over. It causes our personnel costs to go up.

Councilor Vigil Coppler said those are some hidden ghost costs that maybe we have not anticipated. She is glad to hear that double filling is an option, but it comes with a cost.

Councilor Vigil Coppler asked regarding internal investigations what is the year backlog you have going. Is it resources and if so did you put that in the budget.

Chief Padilla said we have had it staffed with 2 police Lieutenants. It is based on case load. Regarding the backlog, our Captain is working to get the latest numbers. He does not have exact number now. There are 10 to 12 cases still pending from the last years. Some cases are complex. For the last 3 to 5 years there has been that backlog. We have not put in an increase in staff for that in the budget. He realizes we need at least 3 police Lieutenants focused on this to get back on track.

Councilor Vigil Coppler said having that hanging over your head for a long time is a morale buster. Also it is her understanding that being in that position you cannot be considered for upward mobility and that another police dept cannot hire you. It is really important to focus on and move these forward.

Councilor Villarreal asked was the Santa Fe Safe Program contract imbedded in this budget.

Chief Padilla said no.

Ms. Jiminez said that contract is in there under contracts and utilities. It is a contract within contracts and a utilities line item. We have to send that out each year. It is posted in May and comes back to you in June.

Chair Abeyta said you do have money built in this budget for special events like the 4<sup>th</sup> of July, Zozobra etc.

Chair Padilla said that is correct. We do have the opportunity to waive some fees sometimes. We do have money budgeted to cover overtime for events. For all special events we charge \$68 an hour. The event coordinators work with our support division on the specifics of the event and how many officers are needed, do we need road closures, etc. The City of Santa Fe collects those fees if they are not waived. We do have that money.

Chair Abeyta asked if it is in your budget why do we charge.

Chief Padilla said as of today for the last 2 or 3 years the Kiwanis Club has never reimbursed the City for the services we provide.

Chair Abeyta said he will follow up with that. We want to provide the services, but it has been a touchy subject of what groups do we charge and how do we decide who to waive the fees for.

Mayor Webber said this is a unique opportunity. This would be a missed opportunity to not ask 2 questions. The engagement you are doing at the community level to send officers door to door in neighborhoods to connect and show the faces of officers working on their behalf, tell us more about that.

Chief Padilla said it is called Operation Coming To Your Door. He has taken the step for him personally to go out there and meet with citizens of Santa Fe. We focus on evening hours and weekends when we can catch people at home. We leave a pamphlet in English and Spanish. It is a user friendly guide with reference numbers for Parks and Recreation Departments and Street Departments. We are building rapport with the community and starting community policing. We are encouraging citizens to report suspicious activity and drug activity. We are letting the community know they are our eyes and ears in the community.

Mayor Webber said he thinks one of the underlying questions that goes to the heart of recruitment are the standards that the Santa Fe Police Department is famous for and proud to have. Please brief the committee.

Chief Padilla said the Santa Fe Police Department has always had high standards. With that are goods and bads. We offer great training and advanced training that we send them to. We have good career advancement. Our standards have always been high. That is why we have lateral officers leaving their jobs and coming to us. They are already 100% cleared and can hit the streets quickly. Some people feel we should lower the standard for former drug use. It is not a new standard. What hurts us are the physical assessments. People know what they have to do. Everything is posted on our website and they still come in and fail miserably. We offer to help them. Many applicants fail their written exam. 2 years ago

we switched to a different test and still saw failure . We now have a study guide on our website. It can be purchased from the company who does the testing. We still see the same failure rate.

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Rivera to approve the budget proposal.

**VOTE** The motion passed unanimously by voice vote.

Chair Abeyta asked the Chief to bring forward a presentation for the Finance Committee regarding special events and who we charge and who we don't. He would like follow up on that. It will be added to the agenda of the regular Finance Committee meeting along with the Ordinance.

Chief Padilla said he will do that and added that they regularly stay on top of that.

## **2. FIRE**

Mr. Litzenberg said he had 30 minutes to ask them to do presentation as he went into this new position. He appreciates their willingness to step up to do this. We will also participate in the special events presentation as we participate in that as well.

Paul Babcock, Assistant Fire Chief. Assistant Chief Babcock reviewed the Department's budget which is included in the budget book.

Assistant Chief Babcock said we respond to fire calls as well as EMS calls. The reason we have vacancies is that we cannot provide an academy until we have at least 10 vacancies. We have 6 potential retirements for 2018. We also get 0-20 seasonal positions and we get grant funding for reimbursements for other deployments. When we receive those funds we advertise to bring in seasonal. We also have 4 positions dedicated to our Mobile Integrated Health Program. Fire Station 1 is at Ft. Marcy Park; 3 is at Ashbaugh Park; 4 is on Arroyo Chamisa Road; 7 is behind the Chavez Center; 8 is in the southside off Jaguar and 10 is our airport response station. Also our Fire Prevention Division is working out of the old fire station 3. The Integrated Health program is working out of fire station 6 off Alameda. The Training Division is on site and our Wildlife and Urban Interface Division is on Airport Road.

Councilor Rivera said on page 38 under Fire Chief it shows 3 positions. There are only 2 Assistant Chiefs. Was the Administrative Chief done away with.

Assistant Chief Babcock said yes. We have support and operations.

Councilor Rivera asked is there no intention in this budget to create an additional deputy.

Assistant Chief Babcock said no.

Councilor River asked regarding the wild land deployments do you know how much you will receive

back.

Assistant Chief Babcock said we received \$500,000 last year and on track to receive that amount this year.

Councilor Rivera said so that covers the cost of the program.

Assistant Chief Babcock said yes.

Councilor Rivera asked how has the MIHO effected the responses or not effected them.

Assistant Chief Babcock said it has increased. If they were not in place our call volume would increase even more. They are working with many frequent callers to 911.

Councilor Rivera asked so there are 4 people funded under MIHO.

Assistant Chief Babcock said 3 through the City and one through a private insurance company.

Councilor Rivera asked how long will that grant fund be in place.

Mr. Litzenberg said we built that into this years budget. We are absorbing that position. It has proven to be worthwhile.

Councilor Rivera said tell us about the Battalion Chief position you are requesting.

Assistant Chief Babcock said we have 2 shifts with Battalion Chiefs and 1 without. We need 3 to provide coverage for the City and community.

Councilor Rivera said you gave up that position when the budget was leaner.

Mr. Litzenberg said correct. We gave it up 5 years ago and have asked for it back every year. It has become impossible not to not fill it.

Councilor Rivera asked with the new fire station where do you plan to put it.

Assistant Chief Babcock said off 599 and S. Meadows. The Agua Fria personnel will move out and that location will be used for storage. There will not be any paid staff at that location.

Councilor Rivera asked will they continue to man that station until we are up and running.

Assistant Chief Babcock said yes. They are willing to extend to what is necessary as are we. The Governing Bodies would have to agree on that.

Councilor Rivera said on page 44, the expenditure summary can you tell us more about that.

Mr. Litzenberg said it is the net that has to be looked at. There has been some manipulation regarding which account expenses are coming from. There is no reorganization.

Councilor Rivera asked we will not get into a situation of having to borrow from one to the other.

Chief Litzenberg said that is the intention.

Councilor Lindell said on page 13, the fees and service charges, the ambulance services are going from \$1.6 million to \$4 million. How did you do that.

Chief Litzenberg said the \$1.6 million is what we have collected this year so far. He did some investigation. Last fiscal year we billed \$5 million and received \$2.3 million. In the last 12 month period we billed \$2.3 million. He can only think that is his best guess based on his good, eager thought that we will do better collections.

Councilor Lindell said she would like you to get to us the collections and the policy and if we are failing under the policy we need to turn over the accounts over to a diligent collection agency.

Chief Litzenberg said all the collections follow the same policy. He will get that information to the Committee.

Councilor Lindell said at a future Finance meeting within the next 8 weeks would be terrific.

Councilor Harris said lets talk a bit about annexation. There is a meeting next week regarding the joint City/County Resolution. It is on May 2<sup>nd</sup>. The County has asked the City to reconsider the 3<sup>rd</sup> phase of the annexation. He doesn't know what that means. It seems like we should wonder what it means for the Fire Department's budget we are considering. Does anyone know when the annexation 3<sup>rd</sup> phase is supposed to be implemented.

Chief Litzenberg said he doesn't feel the County Fire Chief agrees to the date we have been working with which is January 1<sup>st</sup>, 2019. The Fire Department is the only department left to complete the process. He is working with Chief Spurling. For all intents and purposes we can extend the transition if we have to.

Councilor Harris said he can see that in the major goals. He is not sure he fully understands the answer. If the City sees a need to move forward with the new fire station 2 and the site is identified, is it fair to say the Fire Department wants to moves forward with that no matter what happens with annexation.

Chief Litzenberg said if the annexation 3<sup>rd</sup> phase did not occur we would not see the need to build that fire station.

Councilor Rivera said the 3<sup>rd</sup> phase of annexation includes the small piece between 599 and Alameda. Also the area in Hyde Park. Those are the questions of the 3<sup>rd</sup> phase.

Mr. Litzenberg said he misunderstood. It is the strip in Alameda that was the most contentious as well as the Hyde Park area.

Councilor Harris said he remembers the 3<sup>rd</sup> phase is a rather large area.

Councilor Rivera said it is a large area, but not very populated.

Mr. Litzenberg said thank you for clarifying that. He was referring to the fire transition in already annexed areas. If for some reason we do not annex that area already annexed then we would not have to build the fire station.

Councilor Harris said so fire station 2 is needed for areas already annexed.

Mr. Litzenberg said Fire has not assumed coverage.

Councilor Harris asked how far along are we with that station.

Assistant Chief Jan Snyder. Assistant Chief Snyder said we are working with the contractor. We start the design work in the next 30 days. We are looking at construction later this year with completion late 2019 or the spring of 2020.

Councilor Harris said the expansion with the exception of the Battalion Chief, he wonders about the expansion of cadets and everyone associated to staff the new station. If we don't have the station until 2020 or late 2019 how does that fit together.

Mr. Litzenberg said we know what the agreement says and when we are supposed to take over. Our assumption is we have to go with the original agreement on the go live date. The one thing we can't do without is the personnel. If we have to put people out there without the station we will do that according to the agreement signed 5 years ago.

Councilor Harris said this coverage of the 3<sup>rd</sup> phase of annexation and the obligation the department has for the first 2 phases is included in this budget.

Mr. Litzenberg said correct.

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Rivera, to approve this budget.

**VOTE** The motion passed unanimously by voice vote.

## **B. COMMUNITY SERVICES**

Chair Abeyta said he will have to recuse himself from this discussion because the Boys and Girls Club receives funding from this department. Councilor Rivera will Chair this portion of the meeting.

Chris Sanchez, Interim Director of Youth and Family Services and Director of Family Services. Mr. Sanchez said he was going to give his Division Directors a few minutes each to give the Committee an update on their divisions and results based accountability.

Gino Rinaldi, Senior Services Division Director, Pat Hodak, Director of Libraries and Chris Sanchez, Director of Youth and Family Services each reviewed their budgets which are reflected in the budget book.

Councilor Romero Wirth said she is curious about the hours that La Farge Library is open.

Ms. Hodak said the branch is open 54 hours a week. Monday through Saturday. On Saturday they are open from 10:00 am to 6:00 pm.

Councilor Romero Wirth asked are any of the other libraries open on Sunday.

Ms. Hodak said on page 105 of the budget book the library operational hours are reflected. We have 2 libraries that are open on Sunday, the Main Library and Southside.

Councilor Romero Wirth asked is there a reason why only 2 libraries are open on Sunday.

Ms. Hodak said money. We have never been allowed to add that additional Sunday opening to our budget.

Councilor Romero Wirth asked do you see a need for it.

Ms. Hodak said yes, La Farge is our second busiest branch.

Councilor Romero Wirth asked are there potentials for expansion.

Ms. Hodak said we would love to expand.

Chair Rivera said this is very much like when Chris spoke about the fact that Community Services has gone through a reduction of force over the last few years. A big part of that is libraries.

Councilor Harris asked what would the estimated cost to have La Farge open those 4 hours on Sunday.

Ms. Hodak said about \$100,000 a year.

Councilor Harris said regarding the study, he heard there was a good response to the RFP for the library study. He was unaware if they also looked at County facilities. To what degree will this RFP look at facilities other than City.



Ms. Hodak said we asked that they look at libraries serving Santa Fe. We do not want to duplicate efforts. That includes other libraries in the County and a building on the campus that might become a library.

Councilor Harris said that is the Fogelson Library. It has been discussed. Are the consultants going to be looking at County facilities as well. We have heard that 20% of our card holders are County residents. We also heard that the County contributes \$25,000 towards our library budget which is not commensurate with the County card holder numbers. Are the consultants going to look at the relationships, use and costs.

Mr. Sanchez said part of the study will focus on the 3 libraries we have. The part about the County is the assessment of the community to understand the needs and wants and from their responses we will get with the County to understand and figure it out.

Councilor Harris asked when will we have the results

Ms. Hodak said in 6 to 9 months.

Councilor Harris said on the expenses for the libraries, the budget shows \$872,000 for the Southside Library. What is behind that. Is it a subsidy

Ms. Hodak said when the Southside Library opened there was no funding to operate the library. It was separate from the rest of the budget. Council decided to do 1 1/2 % GRT for that.

Councilor Harris said that is something that should be looked at. If it is carried over from an expedient decision he wonders if this is the way to move on. He doesn't understand the circumstance.

Ms. Hodak said we would love for it to be in the regular funding. At that time the Councilors did not want to leave it vacant while trying to find funds to operate it so they passed 1 1/2 % GRT funding for it.

Councilor Harris said it seems the subsidy is at the discretion of the Finance Committee. A regular funding source seems more appropriate. We need to follow up on this.

Councilor Harris asked do we have security for every library.

Ms. Hodak said yes, every library, every hour they are open. The money for security is separate for Southside. The other 2 are in the main budget.

Councilor Harris said lets clean that up.

Councilor Lindell said she would like to say thank you to Mr. Sanchez and Ms. Sanchez for working very diligently on changing how we distribute grant money and depoliticizing it and taking it to performance based in a meaningful way. Hopefully we will see that across the City. She would like to ask for herself and the Finance Committee within the next couple of months a total cost breakdown involving your

department and any person who has fingerprints on the cost of the Summer Youth Program.

Councilor Villarreal said she would like some clarity for the position you are adding. The Case Manager for the in-home support section. Are you seeing the needs rising. Do you have information on those numbers.

Mr. Rinaldi said the in-home support program is not a needs tested program. The Older American Act is Federal legislation that does not require needs testing. We provide approximately 21,000 hours in the respite component and in-home component to provide services for frail elders. We serve over 100 individuals in that. He can get the specific numbers. We concentrate on those who have the greatest need. The homebound or very frail and those who need a lot of assistance. We use daily living tools for assessment. We are finding the needs continue to grow and we don't have the resources to meet those needs. We also assess what is out there regarding family dynamics and community support. We link up with other services.

Councilor Villarreal said we have so many needs in homebound how did you prioritize and how do people find out about these services with the case manager.

Mr. Rinaldi said the need is there currently. We do 3 month, 6 month and yearly assessments. When those are done we use the case manager on the most complex cases and they go into the home and work with the families. In our newsletter we show the work we are doing with the Department of Ageing with the State. We prioritize generally on need, but often times if you are already in we do not boot you out for someone with more need.

Councilor Villarreal asked do you see collaboration with the MIHO program.

Mr. Rinaldi yes we do.

Councilor Villarreal said do we minimize the support we need versus what MIHO does. We are trying to make all our services most effective so we cover as much ground as possible and serve as many as possible.

Mr. Rinaldi said there are not enough services to met the need. We do communicate so we do not duplicate services. We are seeing an increase of behavioral health issues and drug issues. We have to work together.

Mr. Sanchez said we also have a 501c3 attached to the seniors program to figure out how to obtain additional funds. We are focusing on having the seed money to leverage.

Councilor Villarreal said that is great to hear.

Councilor Villarreal asked the \$100,000 that would cover Sunday for La Farge, was that taken out when we had the budget deficit.

Ms. Hodak said no, it was a progression.

Councilor Villarreal said she would like us to flag that. She doesn't know if we will have any funds after we finish the hearings, but if there are she would like to flag them for La Farge library. It is an ongoing issue. We should not have one library not open. The need will continue to grow. It is her understanding that Community Services is responsible for staffing several committees. Remind the Council what committees you staff.

Mr. Sanchez listed the committees and said we staff 10.

Councilor Villarreal asked do you divvy them up between staff.

Mr. Sanchez said it is he and Julie mostly.

Councilor Villarreal asked is there a funding source needed to staff committees.

Mr. Sanchez said absolutely. We continue to look a efficiencies for the Department to balance everything we balance We have worked collectively across the Department to use additional services of others in the Department and we have cross trained people.

Councilor Lindell asked don't you have an ad out right now for those activities.

Councilor Villarreal said yes, a Special Projects Administrator. We need to think about staff responsibilities for committees and maybe combine efforts. It takes so much time. The challenge for us is to look at what these committees serve and how they serve and see how we can do that better.

Mr. Sanchez said he met with Chairman Abeyta and he has asked us to pull this all together to see if there is potential for folding some committees together.

Councilor Villarreal said she would like to see that as well.

Councilor Vigil Coppler said she would like to make a pitch for opening the La Farge Library on Sundays as well. We have to pay attention to our demographics. Some of the overall studies show that most of our school children are on the south side. We have 2 public high schools on the south side. All those elementary schools are around as well. She has received more public input through emails and phone calls on this issue than anything else. She thinks it is time we take a look at this and see if we can serve the school children and young adults as much as we can. Many of them do not have computers.

Chair Rivera asked on page 53, the Southside Library does that budget mean a reduction in services.

Ms. Hodak said it is the same thing as Councilor Harris spoke of.

Chair Rivera asked is there money to fund La Farge Library to be open for 4 hours on Sunday in

the budget.

Mr. Litzenberg said what we presented to you is a flat budget. We will have to have a discussion on where to take the money from.

Chair Rivera said lets potentially think that out over the 3 days.

Councilor Harris said he would ask Ms. Hodak to be very specific on the costs. Let's be very specific for personnel, utilities, security and anything else required to open the facility on Sunday afternoon. If we could have that at the same time that would be helpful while the City Manager and the Finance Manager look to find this money.

Mr. Sanchez said we have a cost savings of \$240,000 today. We can we use that to augment that funding.

Chair Rivera asked in the overall budget it balances out.

Mr. Litzenberg said we are looking for an overall balanced budget and that is already factored in.

Chair Rivera said the options are to defer this to Wednesday when we can get the definitive numbers on the library or we can pass this as is and keep this open for later.

Councilor Harris said he feels the process is if we have questions open we give staff time to answer and bring back the information.

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Romero Wirth, to postpone approval of the Community Services budget until we have more information and to revisit it on Wednesday.

**VOTE** The motion passed unanimously by voice vote.  
Chair Abeyta was not present to vote.

Councilor Harris said there are 2 sizeable stipend programs in Senior Services. Are those funded through a grant.

Mr. Rinaldi said yes, they are volunteer programs. They operate under Federal and State provision of dollars. These are different programs and they provide different stipends.

Councilor Harris asked so they are grant funded.

Mr. Rinaldi said yes, the City provides matching money.

Chair Rivera said see you on Wednesday.

Chair Abeyta returned to the meeting and said we will break for lunch. We will return at 1:00 pm.

**BREAK FOR LUNCH**

12:30 pm - 1:00 pm

**8. DEPARTMENT REVIEWS CONTINUED**

**A. MUNICIPAL COURT**

Chair Abeyta said the Municipal Court budget is in the budget book under general government. It is page 137 in the book

Judge Virginia Vigil. Judge Vigil handed out a revised budget which is incorporated herewith, into these minutes as Exhibit "1".

Chair Abeyta asked the first 2 pages of the handout are the entire budget.

Judge Vigil said yes.

Chair Abeyta said in the budget book the managers proposal is different by \$100,000. Do we accept the \$1.565 million budget or the \$1.740 budget.

Mr. Fluetsch said we will have staff look at that.

Councilor Lindell said she wants to make a statement of appreciation. She appreciates the way the Judge runs her court. Everything she hears is that it is efficient and working very well.

Councilor Rivera said the retirement and health insurance items are left out.

Judge Vigil said they are in the middle of the page.

Councilor Rivera said it is not there for 18/19.

Jackie Baca, Deputy Court Administrator and Finance Director. Ms. Baca said we normally don't get those numbers. Finance gives us those numbers.

Councilor Rivera asked could that be the difference.

Ms. Baca said it could be. Some of the numbers we received were not the same numbers that we requested. Hopefully we can meet with someone in Finance to check the discrepancies.

Chair Abeyta asked Mr. Fluetsch when will you have the reconciliation.

Mr. Fluetsch said in half an hour.

Chair Abeyta said lets skip to another department and come back.

Councilor Rivera asked Judge, what does your schedule look like.

Judge Vigil said she did block some time for this. She has time.

Councilor River said so lets postpone for half an hour.

Judge Vigil said that works.

Chair Abeyta said we will postpone Municipal Court for 30 minutes.

30 minutes later Chair Abeyta asked if Mr. Fluetsch had an update.

Mr. Fluetsch said we don't have enough information to make a good decision. Can we delay this to Wednesday.

Chair Abeyta asked can you come back on Wednesday Judge. What time do you prefer.

Judge Vigil said her schedule on Wednesday is very busy. She can get a pro tem in if you decide a time that will work for everyone.

Chair Abeyta asked the City Manger to arrange with the Judge a time that works for her.

Judge Vigil said thank you.

## **B. LAND USE**

Lisa Martinez, Land Use Director. Ms. Martinez reviewed the budget contained in the budget book.

Councilor Rivera asked on page 63 you have a mid year request to hire 3 new positions. We can discuss that at our 6 month review of the budget..

Ms. Martinez said yes.

Councilor Rivera said you have an expansion and a salary adjustment in HPD.

Ms. Martinez said yes, Historic Preservation Director and technical review expansion. You have 2 staff members that act as Acting Division Directors. One has been there for 10 years and one for 11 years. This is a minium increase to correct their compensation.

Councilor Rivera said it is a change in title as well as salary.

Ms. Martinez said yes.

Councilor Rivera said on page 68 under A explain that

Ms. Martinez said that is part of the MPO division. The way this worked for the last fiscal year was we had an individual in a Senior Planner position working for MPO 25% of time. The remainder of the time he was Acting Transit Director. The goal is to fill that position full time in 2018.

Councilor Rivera asked so you want to fill the position full time.

Ms. Martinez said yes, we have the funding within the budget. MPO is funded by City and Federal funds. In terms of that individual moving to Transit she doesn't know how their budget was reorganized.

Councilor Rivera said so it is fully staffed and you are only asking for the job title to change.

Councilor Rivera said on page 70 there is a \$198,000 difference.

Ms. Martinez said she will have to discuss that with Finance. According to her calculations the numbers we requested were only a small amount over the previous budget.

Councilor Rivera asked under capital purchase what is that used for.

Ms. Martinez said for furniture, fixtures and equipment. When we created the short term rental expansion we had to create an office for them.

Councilor Rivera asked you requested a vehicle for inspections. Where is that budgeted.

Amanda Encinas, Land Use. Ms. Encinas said it falls under the vehicle line item for inspections and endorsements. It is more of an operating expense. It is \$25,000.

Councilor Harris said he noticed we eliminated a position. We have a series of those positions in Parks. He acknowledges that those draw downs start with the Land use budget. We can have a more detailed discussion when we do the Office of the Mayor. His sense, being in the business and talking to people and on the Planning Commission and Plan Review on the building side, inspectors and permit issuance seem to go pretty well. What he does hear about a lot still is in current planning. You said there were some improvements scheduled for the planning side. He is looking for assurance that we are going to see some real improvement in the planning department. Long range planning as well. There is continued frustration with the lack of movement in the plan. There is still some work to be done. That is his general observation.

Ms. Martinez said we said in the implementation of the ERB we are trying to find out where we can streamline things. We are doing just that. We are looking at obstacles that may delay things or cause problems. We are working with Council and can clean those things up. You definitely will see improvements. Mr. Liming, the Director of Planning did put together a plan and he gave it to the Mayor. We

need to look at it with the Council as a positive path forward. She would like him to review it first then she will discuss with him.

Councilor Harris said he would love to review it. As you describe your internal process on the planning side are community planners and other professionals brought in to work with you.

Ms. Martinez said absolutely. They are active participants in every one of our work sessions.

Councilor Harris said that is what it is going to take to improve.

Councilor Harris said he does not get complaints about the fee structure. His observation is that we do hear about inconsistent interpretations. That is your challenge. He wished her luck.

Councilor Lindell asked do you have current vacancies.

Ms. Martinez said the 2 positions in the Long Range Planning Department are soon to be vacant. One this week and one next week.

Councilor Lindell said so you have 2 new hires coming up.

Ms. Martinez said yes.

Councilor Lindell said you have a proposal on fees that would allow us to charge fees that the County charges now, but we do not. Can you give some examples of that.

Ms. Martinez said site inspections. In the Historic Preservation Division we don't charge a fee. On the planning side there are the pre-application meetings. That is a big staff expense.

Councilor Lindell said one of the items you spoke about in the budget book at the bottom of page 64 has to do with reallocating funding from a grant. What is that grant.

Ms. Martinez said it was a grant given to us by the State specifically for archeology and archiving services.

Councilor Lindell said we have not had time to work on that. Is the State happy that we just reallocate that to somewhere else if was for a specific thing. We could have to pay it back.

Ms. Martinez said part of it is a carry over. We need to do an evaluation.

Councilor Lindell said you are looking at hiring a consultant to do historic property inventories. Her understanding is that at this point in time those are paid for by the homeowner.

Ms. Martinez said correct.



Councilor Lindell asked are we proposing to transfer those moneys to that fund and no longer charge the homeowners.

Ms. Martinez said yes

Councillor Lindell said we would be taking on \$40,000. She understands the pressure on consultants for biased reports. Maybe the applicant could pay the City and we hire the consultant rather than us picking up \$40,000 that we have been having homeowners pay for. That is a point we want to have considered.

Councilor Lindell said on the requested personnel change summary she is not comfortable with that being in the budget. That is not typically what we have dealt with. She is not comfortable moving ahead with that until we look at the class and comp study. She understands what she is saying. We are just about to cross the line of the comp and class study. That is not something at this time she could support.

Councilor Lindell asked on page 70, on the salaries, wages and benefits it is plus \$200,000 from last year.

Ms. Martinez said that is another item she will have to verify with the Finance Department. We did not incorporate that within the budget.

Councilor Lindell said when it comes time to make a motion she is thinking we need to postpone this until we have more information.

Councilor Romero Wirth asked about what is in this budget and what is not. The attorney, the planner and reviewer are not here, but you note that you want to talk about that in 6 months.

Ms. Martinez said there has been some discussion, but we do not have actual numbers. This was presented originally to the former City Manager and Mayor, but it is her understanding that the new administration does not want to put forward new fees until they are fully vetted. This is to let you know that there will be discussion further down the road and in the meantime we will present it to the Planning Commission and others to get feedback.

Councilor Romero Wirth said the fees are not in this budget. Would they be used to pay for the 3 new staff.

Ms. Martinez said yes.

Councilor Romero Wirth asked can you tell her what the Department currently does for enforcing short term rentals. Is there room for improvement.

Ms. Martinez said a year and a half ago the Council took some time to go through the short term rentals program and completely revamped it. With the change to the Ordinance came the need to ensure that we could provide the necessary enforcement. We have had some real success in this program. We

have issued 873 permits and have another 76 pending. There are a few who have not renewed their permits this year. We will easily get to the 1,000 mark. Staff has been really diligent on the enforcement side. We also purchased some software and hired a company to help us with the enforcement. We gave a comprehensive presentation to the Council just before you came onboard and she can provide that to the new Councilors.

Councilor Romero Wirth said that would be great. Is there a way that the public can be in touch. Is there a hot line or something to report violations. She hears the problem is still out of control at such a level that it is changing neighborhoods. What other tools do we have.

Ms. Martinez said from the beginning concerns were raised about issuing more permits and does that change the character of neighborhood. There is a requirement that 2 short term rentals cannot be next door to each other. We do try to prevent the rentals from taking over the neighborhoods.

Councilor Romero Wirth said what she is concerned about are those operating outside of the permit process and that we are doing enough to clamp down on those.

Ms. Martinez said there is always more we can do.

Councilor Romero Wirth asked is there a way to enlist the public in that. Maybe we can think of other ideas moving forward too

Chair Abeyta said at the beginning of the document on page 62, compared to other departments he thinks we need to take a look at the Land Use Department, the number of divisions, the positions, etc. There are lot of divisions for this size of department. Like Councilor Lindell said we don't want to look at salary adjustments for 1 or 2 individuals in the department. That is more of a management type decision for adjustments in a department. The Mayor or City Manger should take a look at that. There needs to be a process or policy that needs to be followed. He appreciates the heads up regarding the additional staff, but he asks that we strike that from the budget document before we adopt it. That ties our hands not just in this department, but throughout the budget. Things not appropriate to act on such as this item need to be stricken from the other department budgets as well. The fees are a much bigger discussion. If we are serious about it the Mayor and City Manager need to start now looking at it. He doesn't want to have an increase in fees to come before this Committee without any work done on it. We need a lot more than a presentation in 6 months. He too has concerns about the salaries and wages number. The number in this and in the Finance proposal are different. He would like to Postpone this department at this time unless the budget office can explain this to us.

Mr. Fluetsch said in the budget is a 2% across the board pay raise for all departments.

Chair Abeyta said we did not see that. So you are saying the difference is that. We have not seen that in other departments. Why this department. It is an increase of \$200,000.

Mr. Fluetsch said he cannot answer. In this budget we did budget for a 2% increase. We will need to look into this.

Chair Abeyta said he understands, but is concerned that there is \$200,000 more in this budget for Land Use.

Mr. Fluetsch said he will look into that.

Councilor Romero Wirth asked is this the first we are hearing about that. She has not read that or seen that.

Chair Abeyta asked where does it say that.

Councilor Romero Wirth said where is the 2% increase with GRT.

Mayor Webber said that is a revenue line.

Chair Abeyta said the concern is that everyone will receive a 2% increase when this budget is passed.

Mr. Litzenberg said he will have to look into that.

Councilor Lindell asked don't we have a 2% increase with Union negotiation.

Mr. Fluetsch said it is the equity policy as well.

Chair Abeyta said that has been put in under the managers proposal throughout the document.

Councilor Romero Wirth said there is no narrative pulling that out.

Chair Abeyta said add that to the narrative at the beginning of the budget document regarding the 2%.

Mr. Litzenberg said he will confirm and make sure it is in the book.

Chair Abeyta said we will postpone this item until we get clarification.

Mr. Fluetsch said more than half that \$200,000 is a reduction in their vacancy credit.

Chair Abeyta said so they need the \$4.3 million because of positions they are filling. The vacancy credit is less than it was last year. You are saying that 2% increase is where you get the \$200,000.

Chair Abeyta asked so they need \$4.3 million to cover.

Mr. Fluetsch said yes.

Chair Abeyta asked how many vacancies are there.

Ms. Martinez said at one time there were 12 vacancies.

Chair Abeyta asked you filled them all.

Ms. Martinez said with the exception of the 2 coming on board in the next 2 weeks.

Chair Abeyta asked so they will not have an excess of \$200,000 they can distribute.

Mr. Fluetsch said he will double check.

Chair Abeyta said our intent is for existing salaries and benefits and not padding the budget to give raises throughout the year.

Mayor Webber said he would like to ask Ms. Martinez to talk a bit about over riding issues. We need to update many parts of the Land Use operation. The code and the general plan in particular. I would like her to give quick review of how long it has been since we have done these updates to the code and the general plan and how moving forward will make a difference in the department's ability to respond.

Ms. Martinez said our general plan is from 1999. It is extremely old. The concepts within it are still current. We have committees all around the City working on improvements to the general themes, but we don't know if they are fully aware of that or not. Such as Sustainable Santa Fe. She thinks this is a great opportunity to look at those primary themes that are most relevant to today and compile the work our City committees are doing. We are current on the building codes. We have adopted the 2015 codes. We have the most current codes adopted by the State of New Mexico, but our land development code document goes back to 1967. It is 14 pages long. We have moved from 14 pages to well over 400 pages now. We find on a daily basis conflicting provisions and duplications and it is not clear. We need to take a look at the land development code and do what we can to streamline it. We would be better off. Performance based codes are basically looking at how we achieve a particular intent as opposed to being strictly prescriptive. They go to the intent of the code. It is not always black and white. This is not meant to circumvent the codes, but to give us a basis to make good administrative decisions. It is a matter of taking the time to sort through those codes. It is a high priority to her to make that happen.

Councilor Rivera asked when were the 12 vacancies filled.

Ms. Martinez said over the last 6 to 8 months. Regarding the comment about vacancy savings, weather you have a vacancy or not you still budget for it.

Mr. Fluetsch said yes.

Councilor Rivera said instead of spending \$4 million they have spent \$1.95 million to date. Is that correct. It is on page 70.

Mr. Fluetsch said that is an actual number through December 31<sup>st</sup>. Half a year.

Councilor Rivera said he does not understand the vacancy part of it then. If it is budgeted for then how does that change significantly for the proposed budget unless people are hired at a higher rate than initially budgeted for.

Mr. Fluetsch said it is a budge reduction.

Councilor Rivera said we are going to have to sit down so you can draw me a picture.

**MOTION** A motion was made by Councilor Lindell, seconded by Councilor Rivera, to postpone approval until the requested information has been provided.

**VOTE** The motion passed unanimously by voice vote.

### **C. PARKS AND RECREATION**

Chair Abeyta said the Parks and Recreation budget is on page 72 of the budget book.

Rob Carter, Acting Parks and Recreation Director. Mr. Carter reviewed the budget.

Councilor Harris said at GCC we have a contract for \$100,000 for quarterly pigeon dropping removal. How is this contract structured. It is a lot of money.

Mr. Carter said last year staff had gotten a company to come out for \$14,000 to clear the droppings off of the roof. We discovered that when they cleaned it they just washed it off the roof. That was an issue of environmental health. The company we have now charges \$25,000 a visit, 4 times a year. They remove the material and take it to the landfill after treating it. We had 3 bids. This one was the lowest.

Councilor Harris asked is it necessary to rekey the entire building.

Mr. Carter said it is our feeling with the amount of turnover at GCC and to keep up with the report done regarding fraud it would be best to have key fob system to enter and exit safer and not have a lot of keys out there that can be copied.

Councilor Harris said corporate users fees down from \$90,000 to \$50,000. What is going on there.

Mr. Carter said mainly marketing. We do have an agreement with Christus where they give us \$5,000 for ads and we give them the corporate rate for their members.

Councilor Harris said that is something you need to look into. That is an almost 50% reduction. He wants to know if they are not satisfied with the facility.

Mr. Carter said we can work on that. We will do some new marketing to businesses in the area.

Councilor Harris said regarding the special league revenues. They were \$70,000 last year and this year they are zero.

Mr. Carter said he will have Liz Roybal come answer that.

Liz Roybal, GCC Director. Ms. Roybal said her first guess is that this is for camps and leagues. They could not use our camps and leagues due to implementation issues with the former City Manager. He created a big hitch for many people officiating for us where they had to provide insurance and a business license. A lot of them choose not to participate. We had a difficult time recruiting and retaining officials. We lost 70% of our officials. Volleyball, basketball, soccer and others.

Councilor Lindell said regarding the \$100,000 to clean the roof, \$25,000 is a lot of money. Have we investigated any ultra sonic tactics to discourage those varmints from being on the roof.

Mr. Carter said we have been looking at this over 3 years. Part of the problem is health within our building. Items from them get sucked into the vents that makes it unhealthy for people to use. Facilities is looking at a possible dome roof to discourage the animals. This is the best option for now. We have tried everything.

Councilor Lindell said you have \$98,000 in expenses at the Chavez Center which included \$45,000 in credit card fees and \$53,000 in cash and check transaction fees. She is unfamiliar with check and cash transaction fees.

Mr. Carter said those are figures plugged in by Finance based on history.

Councilor Lindell said in going through all the numbers in this budget we pay hundreds of thousands of dollars in fees for credit card transactions. It seems we could negotiate better fees.

Mr. Carter said this is paid out of the registration program for all 3 centers. We are proposing to go to another program in this budget. You will see this fee drop.

Councilor Lindell asked do you have in the budget money to purchase software for leagues.

Mr. Carter said we are in the process of going forward with that right now.

Councilor Lindell asked what about the ability to schedule leagues on line instead of someone using a yellow pad

Mr. Carter said that is the community pass program. We are in the process of looking at that now.

Councilor Lindell said on page 76 you say you are proposing a Park reorganization plan. Where is it.

Mr. Carter said Richard Thompson will address that.

Richard Thompson, Director of the Parks Division. Mr. Thompson said we were in conversations with former City Manager regarding 2 changes in personnel. We told we would not be able to enter any expansion requests. This was in here erroneously. There is no expansion.

Councilor Lindell said this needs to be removed from the book.

Mr. Thompson said yes.

Councilor Lindell asked are there any new costs. This says yes, such as work order tracking. Is this part of what would be the ERP we are implementing now.

Mr. Thompson said no, this is separate from the ERP. This is a \$15,000 per year mobile app to capture baseline data to assist us in the results based accounting. We have to have baseline data about costs in specific locations. At present we do not have any way to capture these costs. It will be replaced by the ERP that will integrate with Cronos.

Councilor Lindell said in Shirleen's division they have a program locator that allows them to know where any truck or work crew is and the specifics.

Shirlene Sitton, Environmental Services Director. Ms. Sitton said yes we have that. It is a Cloud based mobile phone app using GPS.

Councilor Lindell asked do you pay a fee for that every year.

Ms. Sitton said is an app. We use web dashboard.

Councilor Lindell said she is suggesting that maybe some conversation among the divisions may be beneficial to you.

Mr. Thompson said it is not free. Ours will be a phone based app. We will not track vehicles, but can see where work is being done.

Councilor Lindell said lifeguards. She is not asking questions. She is just saying that this problem has to be solved soon. If every person has to be trained as a lifeguard or if we have to go through the comp study to figure out a way to pay lifeguards more something has to be done. She is not proposing she knows the answer, but she does know if you sit in one of these chairs long enough you will have a lot of emails about the lack of lifeguards and pools being closed. We need to have an answer sooner rather than later. That is one of the top things on her list. We have struggled with this and it has got to be fixed.

Mr. Carter said one of the things we are working on now is the promotion that says "are you a good swimmer. If you are we will hire you and train you to be a lifeguard with the City of Santa Fe." That is one of the ways we are trying to get lifeguards here. To be a lifeguard you have to be able to swim 500 meters,

dive 14 feet and get a brick off the bottom of the pool and bring it back and there are other Red Cross standards. He hopes that with this new comp study we can pay them what they deserve.

Councilor Romero Wirth asked are you looking at the swim teams and clubs in the summer. They seem to be a natural pool for you.

Mr. Carter said we have. We have talked to all our swim teams including those in the school systems.

Ms. Roybal said she is glad you brought this up. This has been an ongoing problem since 2013 where we started to see our program digressing. The aquatic program was not valued. When the pool manger resigned the job was eliminated. 2 other pool positions were frozen for 2 years. We used to have 28 aquatic staff. We have to assign lifeguards by ratio. Since that time we have gone from 28 to 15 at the Chavez Center; 12 at Perez to 6; Ft. Marcy 12 to 6. Tell me how you keep those facilities open for all those hours with short staff. We don't pay enough. Others pay \$13.00 to \$15.000 an hour for lifeguards. We pay \$11.49. They are responsible for peoples lives. The other thing is the living wage. Why go be responsible for someones life and not work as a waitress or in retail. That is our competition. We certified 11 people for lifeguards and got 1 applicant. They went to the country club and other locations that pay better. We don't have the staff. We are open 100 hours a week at GCC. We have to make some hard decisions. With all due respect.

Mayor Webber said our cooperation with the school district is critical. He is in touch with Superintendent Garcia. She indicated she had 5 or 6 qualify for lifeguard certification and would be available. There are ways to begin to address it with these young people stepping up. It is not an easy job. He hopes we can continue to work with the school district.

Councilor Romero Wirth said the other thing we need to do is make it cool to be a lifeguard rather than talk about how hard it is. To be a lifeguard is an amazing thing. Talk about it in a positive way and make advertising compelling.

Councilor Lindell said we have to figure it out and do better. Slashing positions and not filling them is not the way. We need to look at what our priorities are and where we move forward on that and do it. The community is being denied the use of this asset. Cross train people to serve in a pinch.

Councilor Harris said the medians. For the current year we have personnel and budget to get the jump on the medians.

Mr. Thompson said yes we did get a jump on the season. At present we are at a deficits of 5 median workers. These are advertised.

Councilor Harris said put that high on your list. He is sure the Mayor is aware of how we deliver services. Medians throughout the City are a cause of concern and complaint all through the summer. Have you budgeted for the positions you need for next spring.



Mr. Thompson said yes.

Councilor Harris asked how much.

Mr. Thompson said 15 employees. \$173,000 for seasonal employees and 2 supervisory staff.

Councilor Harris said there was talk about \$1 million annual CIP to deal with medians on a more permanent basis.

Mr. Thompson said yes, that is in the CIP proposals.

Councilor Harris asked the trash cans, when can we expect to see them installed.

Mr. Thompson said we have a plan to purchase the cans, but not to install them at present. We had the loss of a supervisor. We will probably go to a small construction company to install them at a cost of \$50 dollars a can.

Councilor Harris said that was identified by him 2 years ago. It is a health and safety issue for staff. These old 50 gallon drums don't accept trash bags. Our people have to reach in. It is a gross activity that should have been stopped by now. Has this been budgeted.

Mr. Thompson said yes. It is not in the Capital Improvement Program. It is a Severance Tax Bond activity. We have 2 years to do this. We did vaulted toilets and are trying to complete that. We will then purchase the cans and put them out part by part.

Councilor Harris said the MRC. A group of advocates talked to all of us about this and the soccer fields. We were told there was a commitment from a State funding stream for irrigation systems and that it was pretty much complete. There was a commitment from Santa Fe County of \$500,000 to support the transition to a public/private relationship for maintenance of the soccer fields. What kind of conversation occurs around this in the budget regarding a soccer authority.

Mr. Carter said it is a CIP question. Included in next years CIP is the required \$500,000 to match the County's \$500,000.

Councilor Harris asked would this relationship be to the benefit of all leagues including youth leagues.

Mr. Carter said yes, it will benefit all age groups for soccer. It is continuing to grow and we don't have the field space for them. If the Pueblo decides to do something with the racetrack they will lose the sports fields. He is part of that task force.

Councilor Rivera said he did ask the previous City Manager to put that on the Finance agenda as well. He refused to put it on the finance discussion and kept it on CIP. He will leave it at that since he is not here to defend himself.

Councilor Rivera asked would it be possible to fund it through this process rather than CIP.

Mr. Litzenberg said this has been prepared as a balance budget. To find that money we would have to cut something or find additional revenue.

Chair Abeyta said keep that in mind as we look at the numbers for Land Use and the reduction here. Maybe there is a combination of how we could find this. He would like to see that get funded somehow.

Councilor Rivera said he truly appreciates your honesty. Has there been any discussion about reimplementing some of those positions lost over the years.

Ms. Roybal said she hopes there will be. She has faith in this administration that they will realize we cannot continue to operate like this.

Councilor Rivera asked was there any discussion about that prior to these budget meetings.

Ms. Roybal said no. In the recreation plan there was some discussion to incorporate some positions together for savings. In terms of aquatics no. We are going backwards not forward.

Councilor Rivera asked are employees required to do drug testing.

Ms. Roybal said absolutely. Random drug testing.

Councilor Rivera asked because their positions are safety sensitive.

Ms. Roybal said yes.

Councilor Rivera said an email was sent around saying that shallow water lifeguards require less training. Is that a different certification.

Ms. Roybal said that is correct. We have been trying to brain storm to resolve this issue. The requirements are still substantial. In a perfect world others could step in. This a very safety sensitive position. We looked into the shallow water certification. We have 4 shallow pools. Unfortunately that was "poo-pooed" as not a certification.

Councilor Rivera asked who rejected it.

Ms. Roybal said the previous City Manager and the HR Director.

Ms. Roybal said we could use that. We would never assign them to big pools. It is something to consider.

Councilor Rivera asked do you need approval from us.

Ms. Roybal said that is an option.

Chair Abeyta said he wants to give clear direction to the City Manger to look at that and bring us something in the next 30 days with a recommendation of how to implement.

Councilor Rivera asked why is it not part of the budget to reimplement some of those positions lost in years past.

Mr. Carter said that is an interesting situation. Certain recommendations were made to higher ups and kicked back. They did not want to go in that direction. We are in the process of going back and recommending the hiring of a frozen recreation director for GCC.

Councilor Rivera asked on page 74, the recreation reorganization plan, where is that.

Mr. Carter said it was submitted with the budget. He is not sure. He does not know why it did not get in. We submitted it to Finance. He is surprised as well. If you would like he can make copies and give it to you. In a nutshell we lost the recreation complex manager at GCC. The plan addresses that by hiring a complex manager to oversee all 3 centers saving \$18,000 a year.

Councilor Rivera said he would like to see that plan.

The plan was copied and handed out and is incorporated herewith to these minutes as Exhibit "2".

Councilor Rivera said on pages 76 and 77 he has some questions about what that is referring to.

Mr. Carter said he thinks that is referring to how we don't plug in our water expenses. It comes from the Water Department and gets put in by Finance. We noticed a reduction in water at Salvador Perez. We asked the question and were told to just to leave it in there. The bulk water usage comes from parks. We had to take last year figures and use them. He does not know why it was put in that way.

Councilor Romero Wirth said as a more general thing that question gets asked on every department. Should not we define a process that we ask all these divisions to use when they come up with a zero based budget. They are not supposed to be using last year. The whole concept is different.

Mayor Webber said you are absolutely right. A certain level of training and development is needed between Finance and the departments. What is going on in this budget is a series of check ins. He thinks it reads as if it were an essay question, but it is a check in on if we are on the same page. Tell us how you did it.

Councilor Romero Wirth said she does not think we are on the same page.

Mayor Webber said what we are seeing is a beginning of a new effort to standardize the way budgeting is done, but it is still very much unit by unit as opposed to a comprehensive approach. It is very much like we do our City website. Everyone does their own thing on the website instead of having a

comprehensive approach. Historically a lot of what has been done is to have very loose relationships in some areas and very tight in other areas. A lot of the loose areas are data collection, aggregation and reporting which tends to be outsourced to each department to do its own way as opposed to a standard method and a centralized method. Some of the questions from the Finance Committee about how was this done and who approved this and whose decision was it to do this are based on a relationship between the City Manager and the Managers of departments. We are in a transition period in a lot of respects regarding the operation and structure of the City. The City Manager's document talks about a series of pivotal moves over the last 4 or 5 years to try to take the City government from an outmoded set of activities and a method of building a budget and to modernize it. It is very much a work in progress. You are seeing an accurate real time description of how far that has gotten at this point in time.

Councilor Rivera said we are approving something that has errors and questions in it and he does not go much for that.

Councilor Lindell said she agrees.

Mayor Webber said thank you Councilor Rivera for that observation. He thinks this is where we are at in the transition. We are trying to do the right thing and make recommendations for change and take responsibility for certain positions and salaries without all the information we needed. That is a dangerous proposition. Today we are trying to look at programs and expenditures. He does not think any of us really feels comfortable with this budget. This is a work in progress.

Chair Abeyta said we have spent a lot of time discussing this department and this department's budget and have heard a lot about the history of this department and the positions taken away and lifeguard positions which he receives a lot of calls on. It puzzles him that we have a current budget with all these concerns and issues and we are reducing it by almost \$1 million. He does not understand the decision making or thinking on that. When you look at the history going back to 2015 they went from \$7.9 million to \$8.8 million and now \$7.8 million. There seems to be a disconnect. He knows the Mayor and City Manager did not have enough time to get to the details of this budget, but again he likes when budgets are brought to us with details and we can have conversations about savings and plan. We have not heard that kind of discussion today. It is alarming to see that we are cutting this budget by almost \$1 million in this area.

**MOTION** A motion was made by Councilor Lindell to approve the budget.

The motion died for lack of a second.

Councilor Rivera said he thinks we are seeing the position you were in just starting right before the budget process. We knew these things would happen. This is a really sloppy budget. He would like to see it revamped. Have the department redo this or help them do it. The recreation plan needs to be redone. It all needs some cleaning up.

**MOTION**

A motion was made by Councilor Rivera, seconded by Councilor Lindell, to clean up this budget and bring it back.

Mayor Webber said we are all working on this in real time together. He thinks you are right to work on the changes. It is hard to understand changes over time. If you look at expenditures, the annual actual expenditures, sometimes they go up dramatically and sometimes in installments and sometimes they go backwards. He thinks Councilor Harris' question about an actual understanding of what is going on here is interesting. Unfortunately some of the people who put these documents together are not here today and he takes some responsibility for that as a decision of his is directly responsible for that. Trying to figure out a change over time trajectory for this particular department is difficult. He shares your concern. He feels a bit sensitive about saying to his colleague here that we have to have this figured out in one day, but we can get some clarity. While exploring this particular budget he appreciated the comments about the positions lost. We continue to struggle with financial revenues and our desire to serve the public particularly in Parks and Recreation. We have a very high demand. The importance of this department is significant and central and at the same time goes in lots of different directions. Some of it relates to questions from Councilor Harris. Are we able to staff up our facility so that families are able to enjoy them. When it comes to revenues and expenses issues what we face City wide is reflected in this budget. Decisions we have made over time and are paying for now are included in this budget.

Councilor Rivera said get together with Mr. Carter and work on this budget. Help them clear this up.

Councilor Harris said this is part and parcel of what the Mayor was just saying. In the case of Parks and Recreation for awhile now we have been living beyond our means. We have the Chavez Center which is an expensive facility and the MRC as well. We call each of those enterprises, but we know that we spend a lot of money from the general fund and other sources to support them. In the discussion about lifeguards that is to the point. We have a tremendous pool and resource that we cannot seem to staff properly. How are we going to work that out. He doesn't know. We can't take it away from Community Services. Do we increase revenues by increasing fees. We can't really do that much there either. He think that this notion and acknowledgment of the previous City Manager and Finance Director living beyond our means has to do with trying to bring the budget into line and reduce it.

**VOTE**

The motion passed unanimously by voice vote.

Chair Abeyta said he has to step out for a minute. Councilor Rivera will chair the meeting until his return.

**D. PUBLIC UTILITIES**

Shannon Jones, Interim Director of Public Utilities. Mr. Jones reviewed his budget which is included in the budget book.

Councilor Harris said thank you for taking his questions seriously. Other presenters have not had

the level of detail that you have had. We need to solidify for our personnel and where they stand.

Mayor Webber said nothing is more important than what you just said. We are working every day to try to address this. We are in vigorous agreement. We need to stabilize and provide clarity and structure and confidence to everyone. There are people who are interim and acting. He was amazed when he walked into the office on day 1 or 2 of the level of interimness. There is nothing more important than the talent that works for the City. People in leadership positions and management must be competent so the City can move forward and get things done for the people of the City. Until we settle that down we will continue to have those question. That not a good way to do business.

Councilor Harris said he is saying it for the benefit of the people acting in those capacities. He finds Mr. Jones to be serious and intelligent and doing the job best he can. He appreciates what he has done in an interim basis for almost a year. Also for our constituents we need a stable situation for our organization. How we got there he is not sure, but it has gone on for far too long. He hopes the entire government and the Mayor will work on getting that resolved.

Mayor Webber said he agrees. The McCard report findings and recommendations, separate and apart from Financial and far more significant, are the management practices and the way in which we have to build a really first rate team of managers and a team below them that delivers the services everybody wants. It starts with leadership and recognizing talent when we have it. He wants to compliment this budget. When you look at this document you see the team that put this together is strong and talented. We give criticism but should give equal recognition.

Councilor Harris said environmental services. Because of his role and previous chairmanship on SWMA he is very familiar with what is going on in the international market place and what that means for our recycling program. The cost of doing business has gone up in this fiscal year with Friedman and the recycling cost to SWMA. City and County. We did not get to the point of saying tipping fees will increase. He is reluctant to say we need to increase the budget in anticipation of what is happening. He thinks SWMA has room to move within its budget and could cover the expenses. Mr. Kippenbrock will balk a bit, but in terms of operation he is in pretty good shape. At the level of the Board he will advocate that we not include an increase in the budget for next year for SWMA or the anticipated \$400,000 increase in the environmental services budget.

Ms. Sitton said at the time the budget was due that was when the first information was coming out so we put in the place holder. If it is the pleasure of the Committee not to have a contingency that is ok. She suggests it might be prudent to try to start setting aside that money for when they do raise those rates which Mr. Kippenbrock indicated would be next year. It is not critical either way. We have enough room in operations to absorb a rate increase for a while. Eventually we would have to pass it on.

Councilor Harris said that answer is accurate. SWMA has been working on this for the last few months. Given the discussion last week we all have a much better understanding of the steps. He advocates not building in the \$400,000 increase in the environmental services budget. If it happens he does not see it in effect until January 1<sup>st</sup>.

Councilor Harris said the landfill tipping fee has already been bumped. Is that correct.

Ms. Sitton said the \$480,000 was the only increase we were looking at. We do have a 3% increase in tipping fees. She gave her apologies.

Councilor Harris said that for him is another reason not to build in funds.

Ms. Sitton said that was based on Mr. Kippenbrock's information with or without the recycling issues.

Ms. Sitton said Mr. Kippenbrock is going to do a cost of service study.

Councilor Lindell said on page 86, mid page, on the debt service we went from \$98million to \$6.9 million.

Mr. Fluetsch said that was the refunding of the water bonds. We did refund a wastewater bond last fiscal year and that was the last refunding.

Councilor Rivera said nice job on the budget Shannon. The changes to the recycling and pay as you throw what is the status.

Ms. Sitton said we have been looking towards implementing a pay as you throw program for a while. Some of that is reflected in the purchase of carts. That will be one of the things we look at for the study. We are looking at setting residential rates somewhat closer to how commercial rates work. Frequency and volume. We would charge based on the size of the trash cart they have. Our rates and budget are based on what we are charging now based on 96 gallon carts. It may be that we would start with that number and go down, but then we would not be able to make our budget numbers. She feels like over time we would like to move to a standard of 65 gallons. We would have to look at how to implement those pay as you throw rates and the impact to the budget. Last year we spend well over \$1 million on recycling carts. 65 gallon carts. We may have to make a plan by zone. We will look at that after the cost of service study. She will then be able to give you more information for your decisions.

Councilor Rivera said the pay as you throw, we all know a single mom or elderly person who throws only one or two bags and with pay as you throw they would get a smaller cart.

Councilor Rivera asked are we purchasing 2 vector trucks.

Mr. Jones said regarding the wastewater, when we look at asset management we run 5 crews. Each crew is equipped with a vector truck and a router truck. We assign them a 10 year life cycle. Last year we purchased the router. This next year will be the vector truck.

Councilor Rivera said regarding salaries, the current year is \$18.9 million and next year is \$18.7 million. How did you go down.

Mr. Jones said there is a formula for allocation. He can't speak any more in depth to that. We are not losing any employees.

Mr. Fluetsch said we did do the personnel budget different this year. The Finance Department did the calculations. The departments did not see their personnel budgets. That was uploaded into opengov. He can look at it to make sure it is the same number of employees. There was a significant change in the method this year.

Councilor Rivera said if everyone gets a 2% increase it should have gone up and it did not.

Mr. Fluetsch said he can see that.

Councilor Harris said the lease payments for the wastewater facility on the Airport grounds are about \$426,000. Can you tell us where this stands. This is something we have known about for awhile. The FAA wants us to deal with this. He understands that an application is in hand.

Mr. Jones said this will not be vanilla. There are a couple of moving pieces. The wastewater division has a solar array on airport property. The Airport does recognize revenue from the photovoltaic system. The second thing is wastewater currently occupies 2 pieces of property there. One is the solids landfill that surrounds that system. There is an attempt to lease that portion. He has ambition of detaching from that property. We are looking at a short term lease. What is not short term is the facility itself. It sits on 56 acres. 60% to 65% is airport property. We did talk early on about leasing that property. He feels it is in the best interest of his division to purchase that property. He is not opposed to moving forward to buy the property. He does have some questions on the application, but they are not something that would stop the process.

Councilor Harris said he is glad to hear you say this. It is something that needs to be accomplished. He has been looking to you, the City Manager and the Mayor on this for awhile. It is safe to say wastewater did not have the resources to purchase it. There is a lot of work to be done at wastewater and at the airport. We know where the gaps are. This transaction could clean things up in terms of ownership and help the airport and the aviation division move forward on some things they are trying to accomplish. Review it and bring the parties together. It should be a relatively straight forward conversation. The police firing range is on the airport property as well. The FAA and the occasional passenger hear the gun fire and ordinances being exploded and think something is going on. That is not an activity we want to broadcast. Lets put that on your list too. We want to get these 2 issues resolved. He appreciates the work you are doing Mr. Jones. The Utility Department as a whole, in his observation, works pretty well. They got the billing operation under control. We are well along with unities being one of our best departments.

Chair Abeyta said he wants to complement Mr. Jones on the budget. When he was going through the budget book he made a note that this was pretty good. He likes the narrative. There is a lot of detail. Thank you. You obviously have a good handle on things over there. You have good staff. He wants to compliment the job well done on the budget. You and your entire department.



**MOTION** A motion was made by Councilor Harris, seconded by Councilor Lindell, to approve the budget with one amendment that would eliminate the anticipated increase of \$480,000 for environmental services.

**VOTE** The motion passed unanimously by voice vote.

Chair Abeyta said the document passed out by Parks and Recreation will have to be reflected in the minutes. We did not adopt that document.

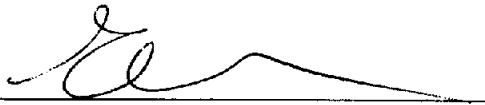
Mr. Fluetsch reported that last week the water utility bond status was upgraded. He applauds them for that.

**9. ADJOURN**

There being no further business before the Committee the meeting adjourned at 4:00 pm.



Councilor Roman Abeyta, Chair



Elizabeth Martin, Stenographer

**CITY OF SANTA FE  
MUNICIPAL COURT-12002  
PROJECTED BUDGET FOR 2018-19**

Cost Type	Account Description	Budget 2016-17	Budget 2017-18	Budget 2018-19
500003	Personnel Budget Vacancy C			
500004	Vacancy Credit-Budget Wag			
500005	Vacancy Credit-Budget Ben			
500110	Salaries	769,526.00	806,440.00	
500200	Exempt Full-Time			
500300	Classified Positions			
500350	Classified Full-Time			
500700	Temporary Positions			
501000	Term Positions			
501400	Overtime			
501500	Worked Holiday			
502000	Annual Leave			
502010	Personal Day			
502015	Miscellaneous Leave			
502010	Personal Day			
502050	Comp-time			
502100	Sick Leave			
503100	FICA	58,869.00	61,693.00	
503150	Retirement (PERA)	157,997.00	165,576.00	
503200	Employee Health Insuranc	173,815.00	194,965.00	
503250	Retiree Health Care	15,391.00	16,129.00	
503300	Unemployment Insurance	2,295.00		
503350	Workers' Comp	4,182.00	3,814.00	
503400	City Share Dental Insura	7,352.00	7,800.00	
503000	Employee Benefits	419,901.00		4,911.00
503500	Cost alloc- end of year			
500010	Salaries, Wages & Benefits	1,189,427.00		
510200	Legal Contract	30,000.00	30,000.00	50,000.00
510300	Professional Contracts	143,512.00	143,512.00	146,400.00
510310	Service Contracts	143,512.00	143,512.00	146,400.00
510100	Contractual Services	173,512.00	173,512.00	196,400.00
510340	Other Consulting			
510350	Private Instruction Serv			
513950	Gas	9,093.00	9,093.00	9,093.00
514000	Water	5,517.00	5,517.00	7,950.00
514050	Electric	13,200.00	13,200.00	35,115.00
514100	Communication	2,500.00	2,500.00	2,500.00
513900	Utilities	30,310.00	30,310.00	27,810.00
510010	Contractual Svs & Utilitie	203,822.00	203,822.00	224,210.00
520100	Rep and Maint Build/Struc	9,000.00	9,000.00	9,000.00
520300	Rep & Maint Furn/Fix/Equi	1,400.00	1,400.00	1,400.00
520400	Rep & Maint Machin & Equi	10,000.00	10,000.00	11,000.00
520500	Rep & Maint Vehicles	200.00	200.00	200.00
520010	Repairs and Maintenance	20,600.00	20,600.00	20,600.00
530100	Office Supplies	9,400.00	9,400.00	9,500.00
530200	Operating Supplies	6,457.00	6,457.00	8,300.00
530500	Uniform, Clothing, Linen	1,900.00	1,900.00	1,900.00
530600	Software-Purchased	200.00	200.00	200.00
530700	Books/Subscrpts/Periodica	300.00	300.00	300.00
530850	Auto Parts	300.00	300.00	300.00
530900	Tires			
531000	Gasoline	878.00	878.00	878.00
530950	Fuel	878.00	878.00	878.00

**EXHIBIT** 1



530800	Vehicles	1,178.00	1,178.00	1,178.00					
530010	Supplies	19,435.00	19,435.00	19,135.00					
540000	Depreciation/Amortization								
555250	Gen Liab Dept Assessment	27,595.00	27,595.00	25,171.00					
555260	Benefits Dept. Assessment	8,421.00	8,421.00	4,911.00					
555100	Premiums	36,016.00	36,016.00	35,417.00					
555010	Insurance	36,016.00	36,016.00	35,417.00					
560200	Out of State	9,680.00	9,680.00	9,680.00					
560250	In State	13,020.00	13,020.00	13,020.00					
560100	Per Diem	22,700.00	22,700.00	22,700.00					
560500	Out of State	1,500.00	1,500.00	2,500.00					
560550	In State								
560400	Transportation Expense	1,500.00	1,500.00	2,500.00					
560700	Registration	1,800.00	1,800.00	1,800.00					
560050	Travel	26,000.00	26,000.00	26,000.00					
561700	Credit Card Fees	2,000.00	2,000.00	2,000.00					
561300	Fees and Taxes	2,000.00	2,000.00	2,000.00					
561800	Print/Publish	2,000.00	2,000.00	2,000.00					
561900	Dues	600.00	600.00	600.00					
562500	Rental								
562800	Grant Operating Cost								
560010	Other Operating Costs	30,600.00	30,600.00	30,600.00					
570500	Equipment & Machinery								
570900	Vehicles								
570950	Vehicles<1.5								
570100	Capital Outlay								
571500	Inventory Exempt Purchase								
572400	Inventory Exempt	3,410.00	3,410.00	3,700.00					
572500	Remodeling & Replacement								
572800	Data processing	1,000.00	1,000.00	1,000.00					
571500	Inventory Exempt Purchase	4,410.00	4,410.00	4,410.00					
570010	Capital Purchases	4,410.00	4,410.00	4,410.00					
600200	Other Sources								
700310	Realized Loss								
500000	EXPENDITURES	3,870,537.00	2,328,199.00	1,165,394.00					
Total:									

**CITY OF SANTA FE  
MUNICIPAL COURT  
Expense-Municipal Court Automation-22130  
Budget 2018-19**

<b>Cost Type</b>	<b>Account Description</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>2018-19 Budget</b>
520300	Data processing			(9,280.00)
520400	Rep & Maint Machinery & Equipment			(5,000.00)
560500	Out of State			(4,000.00)
560550	In-State			(1,000.00)
<b>Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>(14,280.00)</b>

Amounts are based on Projected Cases.

**CITY OF SANTA FE  
MUNICIPAL COURT  
Expense-Muni Teen Court Program-22212  
Budget 2018-19**

<b>Cost Type</b>	<b>Account Description</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>2018-19 Budget</b>
510400	Grants and Services	40,000.00	40,000.00	40,000.00
510100	Contractual Services	40,000.00	40,000.00	40,000.00
510010	Contractual Svs & Utilitie	40,000.00	40,000.00	40,000.00
500000	EXPENDITURES	40,000.00	40,000.00	40,000.00

**CITY OF SANTA FE**  
**MUNICIPAL COURT**  
**Expense-Drug Court and DUI Court-22217**  
**Budget 2018-19**

<b>Cost Type</b>	<b>Account Description</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>2018-19 Budget</b>
500003	Personnel Budget Vacancy C			
500700	Temporary Positions			
501000	Term Positions			
501400	Overtime			
501500	Worked Holiday			
502010	Personal Day			
500100	Salaries			
503000	Employee Benefits			
503500	Cost alloc-end of year			
500010	Salaries, Wages & Benefits			
510310	Service Contracts			
510400	Grants and Services	70,000.00	70,000.00	70,000.00
510100	Contractual Services	70,000.00	70,000.00	70,000.00
510010	Contractual Svs & Utilitie	70,000.00	70,000.00	70,000.00
530800	Vehicles			
530010	Supplies		3,000.00	3,000.00
540000	Depreciation/Amortization			
555100	Premiums			
555010	Insurance			
560100	Per Diem			
560400	Transportation Expense			
560050	Travel			
561300	Fees and Taxes			
562500	Rental			
560010	Other Operating Costs			
570900	Vehicles			
570100	Capital Outlay			
571500	Major Purchases -Exempt			
570010	Capital Purchases			
500000	EXPENDITURES	70,000.00	73,000.00	73,000.00
700000	OTHER FINANCING USES			
Total:		70,000.00	73,000.00	73,000.00

**CITY OF SANTA FE  
MUNICIPAL COURT  
Expense-Municipal Court Home Detention-22226  
Budget 2018-19**

Cost Type	Account Description	2016-17 Budget	2017-18 Budget	2018-19 Budget	
500003	Personnel Budget Vacancy C				
500700	Temporary Positions				
501000	Term Positions				
501500	Worked Holiday				
502010	Personal Day				
500100	Salaries				
503000	Employee Benefits				
503500	Cost alloc-end of year				
500010	Salaries, Wages & Benefits				
510310	Service Contracts	15,000.00	15,000.00	30,000.00	Increase in DUI's-Electronic Monitoring increase
510310	Service Contracts	15,000.00			
510100	Contractual Services	15,000.00			
510010	Contractual Svs & Utilitie	15,000.00			
530200	Operating Supplies	3,980.00	3,980.00	7,000.00	Increase in DUI's-testing supplies
530800	Vehicles				
530010	Supplies	3,980.00			
540000	Depreciation/Amortization				
555100	Premiums				
555010	Insurance				
560450	Local	300.00	300.00	300.00	
560400	Transportation Expense	300.00			
560050	Travel	300.00			
561300	Fees and Taxes				
562500	Rental				
562800	Grant Operating Cost				
560010	Other Operating Costs	300.00			
570900	Vehicles				
570100	Capital Outlay				
571500	Inventory Exempt Purchase				
570010	Capital Purchases				
500000	EXPENDITURES	19,280.00			
700150	Interfund Transfers Out	110,000.00			
700000	OTHER FINANCING USES	110,000.00			
Total:		129,280.00	19,280.00	37,300.00	



**CITY OF SANTA FE  
MUNICIPAL COURT  
City Wide Traffic Calming Revenue-31775  
Budget 2018-19**

<b>Cost Type</b>	<b>Account Description</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>2018-19 Budget</b>
430900	Impact Fees			
438550	Fees and Services			
450850	Violations-Calming Traffic	(87,000.00)	(100,000.00)	(66,000.00)
430010	Fees and Services	(87,000.00)	(100,000.00)	
470010	Miscellaneous Revenues			
400000	REVENUES	(87,000.00)	(100,000.00)	
	Total:	(87,000.00)	(100,000.00)	

Amounts are based on Projected cases.

**CITY OF SANTA FE**  
**MUNICIPAL COURT**  
**Revenue-Muni Court Home Detention-21225**  
**Budget 2018-19**

<b>Cost Type</b>	<b>Account Description</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>2018-19 Budget</b>
432130	Home Detention Fees	(12,721.00)	(8,300.00)	(11,500.00)
432300	Correction Fees	(62,212.00)	(49,000.00)	(50,000.00)
432310	Court Administrative Fee	(62,664.00)	(50,300.00)	(50,000.00)
430100	General	(137,597.00)	(107,600.00)	(111,500.00)
438550	Fees and Services			
430010	Fees and Services	(137,597.00)	(107,600.00)	(111,500.00)
470010	Miscellaneous Revenues			
400000	REVENUES	(137,597.00)	(107,600.00)	(111,500.00)
	Total:	(137,597.00)	(107,600.00)	(111,500.00)

Amounts are based on Projected cases.

**CITY OF SANTA FE  
MUNICIPAL COURT  
Revenue-Public Safety Special-21224  
Budget 2018-19**

<b>Cost Type</b>	<b>Account Description</b>	<b>Budget 2016-17</b>	<b>Budget 2017-18</b>	<b>Budget 2018-19</b>
432120	Police Safety Fees	(32,000.00)	(25,000.00)	(25,000.00)
432150	Bench Warrant Fees			
	Total:	(32,000.00)	(25,000.00)	(25,000.00)

Amounts are based on Projected cases.

Spoke to Nancy Jimenez from PD. She stated that she enters, but numbers are based on our collections

**CITY OF SANTA FE  
MUNICIPAL COURT  
Revenue-MC State Pass Thru-21202  
Budget 2018-19**

<b>Cost Type</b>	<b>Account Description</b>	<b>Budget 2016-17</b>	<b>Budget 2017-18</b>	<b>Budget 2018-19</b>
431800	Judicial Education Fees	(37,368.00)	(15,140.00)	(15,140.00)
432100	Court Automation Fees	(76,084.00)	(26,500.00)	(31,000.00)
432200	DUI Lab Fees	(8,654.00)	(10,000.00)	(12,000.00)
432350	Substance Abuse Fee	(1,440.00)	(250.00)	(250.00)
450400	DWI Prevention	(7,770.00)	(9,630.00)	(11,000.00)
	<b>Total:</b>	<b>(131,316.00)</b>	<b>(61,520.00)</b>	<b>(69,390.00)</b>

Amounts are based on Projected Case Load.

**CITY OF SANTA FE  
MUNICIPAL COURT  
Revenue-Corrections Fee-21201  
Budget 2018-19**

<b>Cost Type</b>	<b>Account Description</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>2018-19 Budget</b>
432300	Correction Fees- Police	(150,000.00)	(125,000.00)	(100,000.00)
432310	Court Administrative Fee			
	Total:	(150,000.00)	(125,000.00)	(100,000.00)
Amounts are based on Projected Cases.				

**CITY OF SANTA FE  
MUNICIPAL COURT  
Revenue-Municipal Court Automation-21130  
Budget 2018-19**

<b>Cost Type</b>	<b>Account Description</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>2018-19 Budget</b>
432100	Court Automation Fees	(12,548.00)	(11,000.00)	(10,000.00)
490260	NM Admin Office of Court	(30,000.00)	(30,000.00)	(30,000.00)
	Total:	(12,548.00)	(41,000.00)	(40,000.00)
Amounts are based on Projected Cases.				

**CITY OF SANTA FE  
MUNICIPAL COURT  
Revenue- General Fund-11001  
Budget 2018-19**

<b>Cost Type</b>	<b>Account Description</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>	<b>2018-19 Budget</b>
432000	Screening Fees-DUI	(21,247.00)	(21,247.00)	(27,000.00)
432150	Bench Warrant Fees	(23,391.00)	(23,391.00)	(22,000.00)
450200	Court Fines	(367,778.00)	(367,778.00)	(237,000.00)
450900	Violations-traffic	(8,878.00)	(8,878.00)	(2900.00)
451200	Miscellaneous Court Fines	(4,865.00)	(4,865.00)	(500.00)
471400	Miscellaneous Revenue	(236.00)	(7,300.00)	(10800.00)
<b>Total:</b>		(426,395.00)	(433,459.00)	(300,200.00)
Amounts are based on Projected cases.				

## **RECREATION PLAN-REVISED**

**Recreation Director** to oversee entire operation of Recreation Section. Direct reports would include: Customer Service Supervisor; Recreation Manager; Natatorium Manager; Program Supervisor; and Administrative Assistant.

**Customer Service Supervisor** to oversee all Administrative functions of GCCC, FM, SP, and BC. Direct reports would include: Administrative Supervisor and Records Registration Specialist (3). This area would oversee all front desk operations; contracts; low income; memberships; registrations; and information.

**Recreation Manager** to oversee facility areas that would include: Fitness, Gymnasium, Racquetball, Ice, and Multi-purpose/Classrooms. Direct reports would include: Recreation Section Managers (1), and Ice Arena Manager.

**Program Supervisor** to oversee all programming operations including: camps, outdoor recreation, fitness, classes, workshops, events, tournaments, leagues, and specialty camps/classes. Direct reports would include: Youth Program Coordinator, Outdoor Recreation Coordinator; and Recreation Supervisor.

**Natatorium Manager** to oversee all aquatic operations at all centers including: GCCC, Ft. Marcy, Salvador Perez, and BC. Direct reports would include: Recreation Section Manager Assistants (2) and Natatorium Technician.

### **AREAS**

#### **Customer Service Supervisor- Administrative Supervisor/Registration Records Specialist- Account Tech.**

Customer Service Supervisor (reclassify one Administrative Supervisor to this position) will be located at GCCC, but will cover all locations and work during the week at each location. Administrative Supervisor will report directly to Customer Service Supervisor and will oversee the day-to-day operations at the three community centers and during the summer season, BC pool. This position will be assigned to cover the operation at GCCC and the operation at FM/SP/BC. Registration Records Specialist (presently 2 FT and 1 PT (PT to be converted to FT)) will also report to the Customer Service Supervisor and will assist in covering front desk operations, oversight, and present responsibilities including: reservations, low income, assisting with deposits, membership and customer service assistance. The Account Techs (presently 6 FT and will propose adding one additional for back up coverage) will cover the front desk and provide customer service to all that enter.

#### **Recreation Manager- Recreation Section Manager/Ice Arena Manager- Recreation Coordinators, Ice Arena Technician, Ice Arena Lead Attendants, Recreation Techs, and Fitness Tech.**

**EXHIBIT 2**



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Recreation Manager will be located at GCCC, but will cover all locations and work during the week at each location. There will one Recreation Section Manager, who will assist the Manager in overseeing the Gymnasium/Racquetball, Fitness and Multi-purpose/Classrooms, as well as the Ice Arena Manager who will oversee the Ice Arena operation. Three Recreation Coordinators-Fitness (two at GCCC and one at Ft. Marcy), one Recreation Tech at Sal Perez and one Fitness Tech at Ft. Marcy, will work the fitness centers to cover areas for patrons. Five Recreation Coordinators will work cover the gymnasium at GCCC and Ft. Marcy. These staff members will also carry double duty and assist in Leagues and Programs. Ice Arena Technician and Ice Rink Lead Attendants and Recreation Techs, will take care of the Ice Arena operations.

**Natatorium Manager- Recreation Section Manager Assistant (2)/Natatorium Tech- Recreation Supervisor, Water Safety Instructors (WSI) and Lifeguards.**

Natatorium Manager will be located at GCCC, but will cover all locations on a rotating basis. The plan is that unless totally necessary, the Natatorium Manager will not do Lifeguarding duties, but will continue to keep Lifeguarding Certification updated. One Recreation Section Manager will be in charge of overseeing the Swim Program aspect of Aquatics with the other overseeing the operational portion. There are 9- WSI positions within the Section, with some vacancies at the present time. This position will be involved in teaching swimming programs, and will have some lifeguarding duties, when needed. There are 19- Lifeguard positions, with some vacancies at the present time. During the Summer, the Bicentennial Swimming Complex is open and we have a number of seasonal staff. This includes: 2- Recreation Supervisors and 10- Lifeguards. Note: All staff in this category will keep all certifications current.

**Program Supervisor- Youth Program Coordinator, Outdoor Recreation Coordinator, Recreation Supervisor- Recreation Coordinators.**

Program Supervisor will be located at Ft. Marcy, but will work out of all areas of the section. The Youth Program Coordinator is in charge of the Afterschool program, holiday break camps, and Summer Camp. Outdoor Recreation Coordinator will develop and implement Outdoor Recreation programs, events, and activities, as well as develop a Outdoor Adventure Camp for the Summer. Recreation Supervisor will develop fitness and wellness programs and assist the Program Supervisor in continuing to offer leagues at Ft. Marcy and GCCC, as well as any tournaments or events. Recreation Coordinators will assist in league responsibilities, as well as work in Gymnasium.

## **RECOMMENDATION/ADJUSTMENTS**

**Dana Gallegos or New Recreation Section Manager** would be offered this position as an upgrade. I am recommending changing his title to **Recreation Manager**, and bringing one of them up to the same pay level as Matt Cottle, Natatorium Manager.

Matt- \$27.771

Dana and New Positon- \$26.395

Difference of: \$1.376

Total Change- \$2,862.08

**Customer Service Supervisor- Level L**

Both present Administrative Supervisor's hourly rates are at \$22.404 an hour. Will open up this position for both of them to apply and whoever is chosen for the position, will be given a 10% increase to \$24.644 an hour.

Difference -  $\$2.24 \times 2080 = \$4,659.20$

**Program Supervisor**

Presently earning \$19.675 an hour. With the added responsibility, I would like to give him a 10% increase to \$21.643, for the added responsibility.

Difference-  $\$1.968 \times 2080 = \$4,093.44$

**Reclass Recreation Tech (1504)- Fitness PT to Outdoor Recreation Coordinator- (Hire)**

New position would be an A-19 with a hourly range of \$15.311 – \$21.208 – \$27.106

(Would plan to offer the position at the bottom of the range)

Hire this position with a salary of: \$31,846.98

Difference of: \$19,297.20+

**Reclass Recreation Complex Manager (O) (Liz) to Recreation Director (P)**

(pay similar to Richard Thompson, Parks Division Director)

\$44.217 an hour

$\$44.217 \times 2080 = \$91,971.36$

Difference of: \$10,913.60

**Registration Records Specialist PT to FT**

Minimum- \$15.311

$\$15.311 \times 1040 = \$15,923.44$

+\$15.923.44 to make it FT

**Account Tech (A-17) – (Hire)**

Add one additional Account Tech to assist in covering vacations, sick leave, etc.

Total= \$26,501.28

**Recreation Coordinator (874) to Recreation Supervisor**

Upgraded position will be added to the Recreation Unit of this plan to handle Fitness and other programs.

Presently at \$15.00 an hour

Bring position up to equal lowest pay rate in category, which is \$15.866 an hour

Difference: \$1,801.28 year

**PARKS AND RECREATION DEPARTMENT  
RECREATION RE-ORGANIZATION PLAN  
FY18/19 BUDGET**

1. Eliminate Recreation Complex Manager position from GCCC-Savings:

Salary:	\$72,835.00 (\$35.017 an hour)
Benefits:	<u>\$39,028.00</u>
Total:	\$111,863.00

2. Plan

- a) Recreation Complex Manager (Liz Roybal) to Recreation Director

Old Salary:	\$81,058.00 (\$38.97 hr.)
New Salary:	\$91,978.00 (\$44.22 hr.)
Difference:	\$10,920.00

Old Benefits:	\$41,535.00
New Benefits:	\$44,864.00
Difference:	<u>\$3,329.00</u>

Total of Differences: \$14,249.00

- b) "New" Outdoor Recreation Coordinator from Recreation Tech

Rec. Tech Salary:	\$12,550.00	(\$12.067- PT)
O. Rec. Coord.:	\$31,947.00	(\$15.311 – FT)
Difference:	\$19,297.00	

R.T. Benefits:	\$20,649.00
O.R.C. Benefits:	\$26,532.00
Difference:	<u>\$5,883.00</u>

Total of Differences: \$25,180

- c) Reg. Records Specialist PT to FT

PT Salary:	\$15,923.00	(\$15.311 hr.)
FT Salary:	\$31,847.00	
Difference:	\$15,923.00	

PT Benefits:	\$21,678.00
FT Benefits:	\$26,532.00

Difference: \$4,854.00

Total of Differences: \$20,777.00

d) Administrative Supervisor (Sheila) to Customer Service Supervisor

Admin. Salary: \$46,600.00 (\$22.404 hr.)

C.S.S. Salary: \$51,260.00 (\$24.643 hr.)

Difference: \$4,660.00

A.S. Benefits: \$31,030.00

C.S.S. Benefits: \$32,450.00

Difference: \$1,420.00

Total of Differences: \$6,080.00

e) Recreation Coordinator to Recreation Supervisor

R.C. Salary: \$31,200.00 (\$15.00 hr.)

R.S. Salary: \$33,001.00 (\$15.866 hr.)

Difference: \$1,801.00

R.C. Benefits: \$26,335.00

R.S. Benefits: \$26,884.00

Difference: \$549.00

Total of Differences: \$2,350.00

f) Program Supervisor (10% increase)

Old Salary: \$40,924.00 (\$19.675 hr.)

New Salary: \$45,017.00 (\$21.643 hr.)

Difference: \$4,093.00

Old Benefits: \$29,300.00

New Benefits: \$30,547.00

Difference: \$1,247.00

Total of Differences: \$5,340.00

g) Recreation Section Manager to Recreation Manager

Old Salary: \$54,902.00 (\$26.395 hr.)

New Salary: \$57,764.00 (\$27.771 hr.)

Difference: \$2,862.00

Old Benefit:	\$33,561.00
New Benefit:	\$34,433.00
Difference:	<u>\$872.00</u>

Total of Differences: \$3,734.00

3. A new Recreation Section Manager was hired, which saved an additional:

Salary Savings:	\$2,693.00
Benefit Savings:	<u>\$824.00</u>
Total Savings:	\$3,517.00

4. Three Part Time Seasonal Account Techs for assistance during the busy months of Summer to work at all Community Centers.

3- Part Time Account Techs x 11.40 an hour                      x 520 hours= \$17,784.00.

5. This plan would also hire two "frozen" positions (Account Tech and Recreation Coordinator) that are already budgeted for.

6. Total Savings in Recreation Re-org Plan

Salaries/Benefits:	\$ 95,494.00
Total of #1:	\$111,863.00
Total of #3:	<u>\$ 3,517.00</u>

Difference:	\$19,886.00	Savings
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