



Agenda

CITY CLERK'S OFFICE

DATE 2/2/07 TIME 1:50 pm

SERVED BY _____

RECEIVED BY Hydromungus

STUDY SESSION OF THE GOVERNING BODY

Tuesday, February 6, 2007

5:30 pm – 7:30 pm

City Council Chambers, City Hall
200 Lincoln Avenue

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) APPROVAL OF AGENDA
- 4) STRATEGIC PLANNING
 - a) Review of Summary of Preliminary Financial Impacts.
 - 1) Current Deficiencies.
 - 2) Costs Related to Department Proposals to Meet Council Initiatives.
- 5) ADJOURN

SUMMARY INDEX

SANTA FE CITY COUNCIL STUDY SESSION

February 6, 2007

<u>Item</u>	<u>Action</u>	<u>Page #</u>
CALL TO ORDER	Quorum Present	1
APPROVAL OF AGENDA	Approved as amended	2
STRATEGIC PLANNING Review of Summary of Preliminary Financial Impacts		
1) Current Deficiencies	Discussion	2-4
2) Costs Related to Department Proposals to Meet Council Initiatives	Discussion	4-13
ADJOURN	13

MINUTES OF THE
CITY OF SANTA FE
GOVERNING BODY STUDY SESSION

February 6, 2007

CALL TO ORDER

A Study Session by the Governing Body was held on this date in the Council Chambers at City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico. Mayor Coss called the meeting to order at approximately 5:00 p.m.

ROLL CALL

Roll call indicated the presence of a quorum as follows:

COUNCILORS PRESENT:

Mayor David Coss
Councilor Christopher Calvert
Councilor Karen Heldmeyer
Councilor Ronald Trujillo
Councilor Miguel Chávez
Councilor Rebecca Wurzbarger

COUNCILORS ABSENT:

Councilor Matthew Ortiz
Councilor Carmichael Dominguez

OTHERS PRESENT:

Kathryn Raveling, Finance Director
Yolanda Vigil, City Clerk
Galen Buller, City Manager
Thomas Williams, IT Manager
Caryn Fiorina, IT Department
Vicky Gage, Human Resources
Suzanne Otter, Facilitator
Carl Boaz, Stenographer

APPROVAL OF AGENDA

Councilor Calvert moved to approve the agenda as published. Councilor Wurzburger seconded the motion and it passed by unanimous voice vote.

STRATEGIC PLANNING

A. Review of Summary of Preliminary Financial Impacts

1. Current Deficiencies

Ms. Raveling began by talking about the software needed for Finance. She noted that on the previous night was a presentation on the new software to be purchased out of cash balances. She said it was a critical system and pointed out that there have been six or seven upgrades since they purchased the system and HR.

The financial hasn't been upgraded and the personnel software was a homegrown system. It works but capabilities were limited. So they had been exploring the financial system which now is an Oracle system, no longer JD Edwards, upgrading and integrating with payroll. They would then talk to each other. The system would then allow PA's, approvals online, all P.O.s on line, automated time sheets, and all with point and click, not the green screen.

She said the information would still be the same but more user friendly. She added that the expanded functions would still operate on the AS 400 hardware which was the mainframe. She invited Mr. Williams from IT and Ms. Gage from Human Resources to be present to answer other questions.. She added that to start all over would require a lot of effort... entries and training, so they would just upgrade the system.

Mr. Williams said the AS 400 was good and the most reliable on the market. The challenge was to make sure the software was upgraded.

Ms. Gage said that in integrating it, it would make all city operations more efficient. The system was bought in 1987 and their tool to help managers was not very accurate. By doing this, things would be more efficient and speed up the processes.

Councilor Calvert asked why the City hadn't done the upgrades.

Mayor Coss said the City ran out of money so it wasn't done year after year.

Councilor Calvert noted that if the City would we fall behind in the same way into

the future it would still be a problem unless the upgrades were budgeted.

Mr. Williams agreed.

Councilor Calvert asked if the new system would encompass more than payroll in HR.

Ms. Raveling said it would do all of HR and keep track of hiring.

Ms. Gage said it could track training hours; benefits; automated HIPPA and Cobra deadlines and also track all the kinds of leave we have. She said it also offered online capabilities for employees to fill out forms, etc.

Councilor Heldmeyer thought they should determine if the new system would save personnel costs in efficiency to determine if it was worth it.

Mr. Williams said they were now way behind the curve on IT and it would take more people.

Ms. Raveling said it would save time and be more accurate and would level out the people needed in the future with less than needed with an out of date system.

Ms. Gage said they still needed the same person entering the POs and people reviewing them but it would cut down on having the whole department stop to look for a PA. This system would allow them to know where the PA was.

Councilor Heldmeyer asked what would they do with the extra time.

Mayor Coss suggested instead of looking for data, they could be figuring out how to do performance evaluations, etc.

Councilor Chávez said having more accuracy and being efficient would help. He asked if the 3-year span of the components was based on industry standards.

Mr. Williams agreed.

Ms. Raveling said they upgrade the AS 400 every 4 years.

Councilor Wurzbarger was concerned to know the benefit to the public and needed to have some operational objectives connected with it. Things like, how much time does it take to process an application? There were objectives they needed to identify.

Ms. Raveling said it would help those who directly serve the public.

Councilor Wurzbarger said they needed to consider consolidating similar functions across departments or divisions. She asked if everyone needed to have someone doing payroll and have consistency of pay across departments.

Ms. Raveling said the optimum way was to tie it in to eliminate duplication and need for cross checking but right now it was all manual.

Councilor Wurzbarger said her third point was to get the operational results expected so they could evaluate and know what the trade offs were.

Councilor Calvert asked if this doesn't affect billings.

Ms. Raveling said billings were separate. The billing system was working and bills were getting out.

2. Costs Related to Department Proposals to Meet Council Initiatives

Mayor Coss asked Ms. Raveling to work through this and share her methodology with the Council.

Ms. Raveling said she would like to get through the summary sheets. And then identify what they would do in the second session. She explained that behind Tab 2 were the summaries in the order of the rest of the tabs.

Councilor Heldmeyer said she was hearing from people that they didn't feel they could ask for too much for current budgets and also was told that they didn't see any advantage in finding savings because they felt it would not come back to their department.

Ms. Raveling said she didn't get a feeling they were hesitant in asking.

1. City Attorney

Ms. Raveling said a paralegal was needed and a tie in to municipal court system. It was an additional user to Municipal Court system so police and public defender could access the system.

She thought the court system was going very well but they needed some additional computers.

Councilor Wurzburger said the difference between a Water Rights Expert vs attorney should be made clear.

2. Children and Youth

Ms. Raveling said Ms. Hathaway needed additional staff but it was going to Council without that. She suggested the 3% GRT go to her program.

Councilor Heldmeyer felt this was to rob Peter to pay Paul. She knew Ms. Hathaway had the backing of her Commission to do this but this huge leap with all of these extra people probably won't happen.

Councilor Calvert saw a need for consistency in positions. A Director with two people reporting to them didn't seem appropriate.

Councilor Heldmeyer added that they didn't have clear consistency of Department Director and Division Director either.

3. City Clerk

Ms. Raveling said they were adequately funded. They asked for two staff and two computers.

Councilor Wurzburger asked where the savings in technology was.

Councilor Heldmeyer asked if this included retroactive scanning. She reminded them about the City not going to deliver mail because there was no parking.

Councilor Wurzburger asked why do they needed a vehicle.

Ms. Raveling said it was to deliver the mail.

Councilor Calvert asked why the City couldn't have a direct debit option.

Ms. Raveling said the City has had direct debit for a long time.

Councilor Heldmeyer said they should advertise the direct debit option.

Councilor Trujillo asked what the duplicating technicians would do. He also felt they could get a car much cheaper than \$20,000.

4. Community Services - adequate.

5. Libraries -

When asked why Tino Griego was listed here, Ms. Raveling said it was to make it a library.

Councilor Wurzburger asked about LEEDS certification.

Ms. Raveling explained it was costs for recognition as a green building.

Councilor Calvert said they could just be the equivalent without that cost.

6. Seniors:

Councilor Heldmeyer asked what the senior program was going to look like in five years. What services would be provided and where. She felt agnostic about running the county program or not but if so, the City needed to get reimbursed for everything.

7. Youth and Families

Ms. Raveling explained she did their vans right away because of safety issues.

Councilor Heldmeyer wondered if FT personnel were appropriate for some of their functions which were not FT functions. She felt that, although they did hire a lot of temps in the summer, there were some people who didn't have enough to do.

Councilor Wurzburger asked for current Org Charts.

Councilor Heldmeyer agreed that the whole organization of Community Services was not clear, that the relationship among those three was not clear.

8. Recreation

Councilor Heldmeyer asked how the request was related to the determination of not adequately funded. She asked if the fields would be better used if leagues/sports used the fields well.

Councilor Wurzburger noted the bathrooms were not just a matter of cleanliness but the tiles were beyond cleaning. They were gross.

Councilor Heldmeyer asked about the differences were between the two facilities.

Councilor Calvert asked if it was because at Fort Marcy there was not a steady flow but at lunch time, it was flooded with people.

Councilor Wurzburger said the heat was like 90 degrees and that was a maintenance issue. When you cant turn it down when there was 150 people.

Ms. Raveling said she did not get anything from GCCC.

Councilor Trujillo asked if the money for baseball fields was coming out of Parks and if it was a legislative request.

9. Economic Development

Councilor Wurzburger said she didn't know what the job descriptions were. The staff development and training were all new terms and she didn't recognize those positions. She also questioned an Administrative Assistant at \$56,000.

Ms. Raveling said they were new positions.

Councilor Wurzburger said they needed clarification on the current organization structure. Did it change from what it was in the beginning with the mergers. Why were some directors supervising 300 people and some supervising 4 people making \$90,000.

Councilor Heldmeyer agreed. She noted under CVB, you would have the Director of a Convention Center and you might have some one at a third level down making more than a director.

Mayor Coss said they should decide if they wanted to keep CVB and Arts within the Economic Development Division.

10. Arts Commission

Councilor Heldmeyer said they have heard for years that it was barely adequately staffed. The gallery staff work load was light. She noted that the legislature gave the City a quarter percent GRT for this purpose but wondered if they reached too far. She said they would have to set up a commission for this but would not be able to give very specific info to the voters on it. She felt if that tax was seen as taxing everyone to pay for the wishes of the elite, it wouldn't pass.

Councilor Wurzburger asked what percent GRT the City had left.

Ms. Raveling said that was the only one left.

Councilor Chávez said they needed to know what the UNESCO costs were related to Creative Cities.

11. Convention & Visitors Bureau

Ms. Raveling said the positions were on both the CVB and Convention Center sides.

She said they really needed to do a study on positions for the next convention center.

Councilor Wurzbarger said they needed a current org chart.

Ms. Raveling said they would keep all existing positions.

Councilor Calvert said they needed a plan for operation of Convention Center.

Councilor Chávez asked if the advertising budget at a million had increased. He said they had been holding it at \$800,000 so this would be in addition.

Ms. Raveling agreed. She explained that they have put extra for the first couple of years to get the City's name out there.

Councilor Chávez asked if this was this coming from Lodgers' Tax.

Ms. Raveling said almost all was lodgers' tax.

Councilor Chávez asked why lodgers' tax was shown here as revenue.

Ms. Raveling said she didn't know.

Councilor Wurzbarger suggested the new CVB Director might have different ideas on staffing.

Ms. Raveling said they did put in staggered hiring as the Convention Center comes into being.

Councilor Chávez asked for a report on Lodgers Tax revenues.

Councilor Wurzbarger noted one of the things they had done in approving the Convention Center was to serve locals. She asked if there would be a distinction

between internal marketing and external marketing. She said the job descriptions and structure were needed to understand this.

12. Finance

Ms. Raveling said the first 3 positions were ones she would like back that she lost years ago. She said she didn't have anyone to go out into the field and that was really related to Lodgers Tax. She said the added Financial Analyst was due to growth. She said the two added auditors were needed because the City now just has one and auditing should be a planned process, not just putting out fires. She added that one of their functions was assisting in collecting revenues.

She said the system liaison did similar things to the auditor to make sure the system functions correctly. She said it needed oversight.

She said the contract with SFCC was already being undertaken and the contract was for policies and procedures...

Councilor Heldmeyer asked if the collection investigators could be outsourced on a percentage basis.

Councilor Calvert felt it might be a start anyway.

Councilor Heldmeyer asked about the mid year budget having budget for internal audit.

Ms. Raveling said that went for auditing the Planning and Land Use Dept. & MRC.

Councilor Heldmeyer asked if they got their money's worth.

Councilor Calvert recommended that with auditing, "sometimes you need a pop quiz thrown in there, not just on a schedule. Ones that they don't have time to prepare too much for."

13. Fire Department

Ms. Raveling thought this department request was clear.

Councilor Chávez thought they could scratch off these 18 positions for the southwest area.

Councilor Calvert asked what the 30 positions were for.

Ms. Raveling said it was for the new station.

Councilor Calvert asked about staffing and staff numbers per station.

Mayor Coss said it took ten per shift. He said how many were on duty was the question.

Councilor Heldmeyer asked if they could renegotiate the jurisdiction of boundary.

Councilor Chávez asked if the County didn't agree to be the First Responder.

Councilor Heldmeyer said no, that it was just for ambulance and the City was still first for fire. She said the County was building new stations because the state gave them money for that but not for staffing.

Councilor Chávez felt Fire and EMS were joined at the hip but there was no map or service area. The Council needed to know.

Councilor Heldmeyer said they were just going to run EMS out of those stations.

Mayor Coss said the question on renegotiating was an important question.

Councilor Calvert said the Tano Road folks thought the County was going to put something up there.

14. Human Resources

Ms. Raveling said there would be a Coordinator for personnel going from Part Time to Full Time and the System Liaison was to ensure the system was working.

Councilor Calvert asked how many of those the City needed. He felt maybe they should be across departments.

Ms. Raveling said if it goes to ITT, it gets sucked into IT stuff and not systems.

She added that the Compensation Specialist they wanted to contract out.

15. ITT

Ms. Raveling explained this department was shown on three pages.

Councilor Calvert asked how many positions total were there.

Ms. Raveling said it was fourteen.

Councilor Heldmeyer asked if they could we take heart that they have sufficient staff for communications devices.

Ms. Raveling said she would assume so.

16. Municipal Court

Ms. Raveling said most of that was already funded and they just needed overtime and one time expenses.

Councilor Calvert asked if they had used up all the cash that was available.

Ms. Raveling said yes but they hade done great things.

Councilor Calvert asked if they were trying to do stuff with records.

Ms. Raveling agreed and said they had old equipment.

Councilor Calvert suggested they needed to have those records scanned and save space.

Ms. Raveling agreed that they needed a new system.

17. Affordable Housing

Ms. Raveling said she didn't include development projects because they were supposed to be self-sufficient.

Councilor Heldmeyer asked why they needed separate funding for Nexus when the City has a site license for it.

Councilor Calvert said it was basically one position.

Mayor Coss said it was also one to catch up.

18. Planning and Land Use

Ms. Raveling said there were a lot of positions, training and vehicles.

Mayor Coss said they needed to get clarified what part was for Code rewriting at \$500,000 vs Chapter 14 rewrite.

He said they needed to separate new personnel and capital expenditures and needed an org chart to understand new and current positions.

Councilor Calvert said he would like to see them first fill the current positions.

Councilor Chávez asked if this was based only on the initiatives Council put out. Council needed to be more specific about the initiative. He also asked if those vehicles were replacements or new.

Ms. Raveling said they were new because they were related to new people.

19. Police

Ms. Raveling said they spread the current need over three years.

Councilor Heldmeyer, on defensive driving course fees, asked who taught and collected fees.

Ms. Raveling said the DWI school was contracted out.

Councilor Chávez said they needed a breakdown in possible savings if officers didn't drive to and from work. He guessed that it did not show. He felt it would save on gas and maintenance.

Councilor Heldmeyer said they needed clarifications about the equipment which was twice the amount for salaries and she presumed was new vehicles. She noted there were 147 vehicles so it appeared they were replacing all of them in three years.

Councilor Chávez thought the thirty positions were officers and staff support too.

Ms. Raveling said no, that it was officers.

Mayor Coss said they needed to know how many were officers, how many were managers, and how many were support.

Councilor Calvert asked how many current vacancies there were.

Mayor Coss said there were 19.

Mayor Coss said they needed to know why the City needed 30 more for current city size; why was funding for dog kennels needed and if they were for animal control officers or canine patrol.

Ms. Raveling said that every officer ends up working overtime so the more officers, the more overtime.

Mayor Coss said they needed to know how much was spent on overtime.

ADJOURN

Councilor Heldmeyer asked when they would finish this.

Mayor Coss said they would finish on February 27th.

Having completed the agenda and with no further business to come before the Study Session of the Governing Body, the meeting was adjourned at approximately 8:10 p.m.

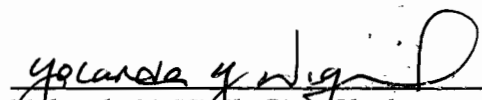
Reviewed by:


David Coss, Mayor

Submitted by:


Carl Boaz, Stenographer

Attest:


Yolanda Y. Vigil, City Clerk