



Agenda

FINANCE COMMITTEE MEETING
CITY COUNCIL CHAMBERS
MARCH 4, 2013 – 5:00 P.M.

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF CONSENT AGENDA

5. APPROVAL OF MINUTES:

Regular Finance Committee Meeting – February 18, 2012

CONSENT AGENDA

6. Bid No. 13/09/B – City-Wide Plumbing Supplies; Ferguson Company, Santa Fe Winnelson Co. and Dahl Plumbing. (Robert Rodarte)

7. Bid No. 13/12/B – City-Wide Office Supplies, Toner & Furniture; Various Vendors. (Robert Rodarte)

8. Bid No. 13/13/B – City-Wide Miscellaneous Construction Tools & Hardware Supplies; Various Vendors. (Robert Rodarte)

9. Request for Approval of Amendment No. 1 to Agreement between Owner and Architect – Fire Station No. 4 Renovations and Additions; Riskin Associates Architecture. (Chip Lilienthal)

A. Request for Approval of Budget Increase – Project Fund

10. Request for Approval to Proceed with Renovations of City Hall Council Chambers; In-house Crews and Outside Vendors. (Jason Kluck)

11. Request for Approval of Grant Award – 2013 New Mexico Fire Protection Grant Council Communications Project for Fire Department; State Fire Marshal's Office. (Jan Snyder)

A. Request for Approval of Budget Increase – Grant Fund

12. Request for Approval of Grant Agreement – Preservation Projects and Training for Historic Preservation Division; State of New Mexico Department of Cultural Affairs Historic Preservation Division. (David Rasch)

CITY CLERK'S OFFICE

DATE 3/1/13 TIME 9:50am

SERVEL BY Yelanda Green

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Agenda

FINANCE COMMITTEE MEETING
CITY COUNCIL CHAMBERS
MARCH 4, 2013 – 5:00 P.M.

- A. Request for Approval of Budget Increase – Grant Fund
- 13. Request for Approval of Agreement – 2012/2013 Nutrition Service Incentive Program for Senior Services Division; North Central New Mexico Economic Development District Non-Metro Area Agency on Aging. (Ron Vialpando)
 - A. Request for Approval of Budget Increase – Grant Fund
- 14. Request for Approval of a Resolution Authorizing the City of Santa Fe to Enter into A Cooperative Project Agreement with the New Mexico Department of Transportation for Phase IIC of the Cerrillos Road Reconstruction Project. (Councilor Dominguez) (Desirae Lujan)
 - A. Request for Approval of a Cooperative Agreement – Cerrillos Road Construction Project, Phase IIC, from Camino Carlos Rey to St. Michael's Drive/Osage Avenue; New Mexico Department of Transportation.
 - B. Request for Approval of Budget Adjustment – Project Fund.

Committee Review:

Public Works (scheduled)

03/11/13

City Council (scheduled)

03/13/13

Fiscal Impact – Yes

- 15. Request for Approval of a Resolution Expressing Support for the Mandatory Labeling of Genetically Engineered Products so Consumers are Informed about the Potential Long-Term Risks of Genetically Engineered Products to Public Health and the Environment which are Largely Unknown; and Directing Staff to Collaborate with Santa Fe County Staff to Explore the Options for Enacting City/County Legislation that would Enact a Prohibition on the Propagating, Cultivating, Raising and Growing of Genetically Engineered Organisms and/or Enacting City/County Legislation that would Provide for the Labeling of Food Sold in the City/County that Contains Genetically Engineered Material. (Councilors Bushee and Ives) (Katherine Mortimer)

Committee Review:

City Council (scheduled)

03/13/13

Fiscal Impact – No

END OF CONSENT AGENDA



Agenda

FINANCE COMMITTEE MEETING
CITY COUNCIL CHAMBERS
MARCH 4, 2013 – 5:00 P.M.

DISCUSSION

16. Request for Approval to Re-Establish, Advertise and Fill the Wastewater Management Division Director Position. (Brian Snyder)
17. Request for Approval of Memorandum of Understanding – Consulting Services to Complete Comprehensive Solid Waste Management Assessment/Study; Santa Fe Solid Waste Management Agency, Santa Fe County and City of Santa Fe. (Cindy Padilla and Lawrence Garcia)
 - A. Request for Approval of Budget Increase – Solid Waste Management Fund

Committee Review:

Public Utilities (approved)	02/06/13
Finance Committee (postponed)	02/18/13
City Council (scheduled)	03/13/13

18. Request for Approval of a Resolution Directing the City Manager to Establish a Position for the Purpose of Managing and Maintaining the City's Bike-Pedestrian Trail Network, Including Coordinating Volunteer Resources, Monitoring Inter-Agency Efficiency, and Planning Continued Connectivity in order to maximize and protect the Value of such Community Asset. (Councilor Bushee) (Bob Siqueiros)
Note: This title may be amended in accordance with the amendment sheet provided in the packet.

Committee Review:

Public Works (approved)	01/28/13
Finance Committee (postponed)	02/04/13
Bicycle and Trails Advisory Committee (approved)	02/20/13
City Council (scheduled)	03/13/13

Fiscal Impact – Yes

19. Mid-Year Review and Budget Process Update. (Dr. Melville Morgan)
20. OTHER FINANCIAL INFORMATION

- A. Status of City's Investment Portfolio as of December 31, 2012. (Helene Hausman)



Agenda

**FINANCE COMMITTEE MEETING
CITY COUNCIL CHAMBERS
MARCH 4, 2013 – 5:00 P.M.**

21. MATTERS FROM THE COMMITTEE
22. ADJOURN

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520 five (5) working days prior to meeting date.

**SUMMARY OF ACTION
FINANCE COMMITTEE MEETING
Monday, March 4, 2013**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER AND ROLL CALL	Quorum	1
APPROVAL OF AGENDA	Approved [amended]	1-2
APPROVAL OF CONSENT AGENDA	Approved [amended]	2
CONSENT AGENDA LISTING		2-3
APPROVAL OF MINUTES: REGULAR FINANCE COMMITTEE MEETING – FEBRUARY 18, 2012 <u>2013</u>	Approved	4
<u>CONSENT CALENDAR DISCUSSION</u>		
BID NO. 13/09/B – CITY-WIDE PLUMBING SUPPLIES; FERGUSON COMPANY, SANTA FE WINNELSON CO. AND DAHL PLUMBING	Approved	4-5
***** END OF CONSENT CALENDAR DISCUSSION *****		
<u>DISCUSSION</u>		
REQUEST FOR APPROVAL TO RE-ESTABLISH, ADVERTISE AND FILL THE WASTEWATER MANAGEMENT DIVISION DIRECTOR POSITION	Approved	5-6
REQUEST FOR APPROVAL OF MEMORANDUM OF UNDERSTANDING – CONSULTING SERVICES TO COMPLETE COMPREHENSIVE SOLID WASTE MANAGEMENT ASSESSMENT/ STUDY; SANTA FE SOLID WASTE MANAGEMENT AGENCY, SANTA FE COUNTY AND CITY OF SANTA FE	Approved [amended]	6-7

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING THE CITY MANAGER TO ESTABLISH A POSITION FOR THE PURPOSE OF MANAGING AND MAINTAINING THE CITY'S BIKE-PEDESTRIAN TRAIL NETWORK, INCLUDING COORDINATING VOLUNTEER RESOURCES, MONITORING INTER-AGENCY EFFICIENCY, AND PLANNING CONTINUED CONNECTIVITY IN ORDER TO MAXIMIZE AND PROTECT THE VALUE OF SUCH COMMUNITY ASSET	Postponed to 03/18/13	7-9
MID-YEAR REVIEW AND BUDGET PROCESS UPDATE	Information/discussion	9-11
<u>OTHER FINANCIAL INFORMATION</u>		
STATUS OF CITY'S INVESTMENT PORTFOLIO AS OF DECEMBER 31, 2012	Information/discussion	11-13
MATTERS FROM THE COMMITTEE	Information/discussion	14
ADJOURN		14

**MINUTES OF THE
CITY OF SANTA FE
FINANCE COMMITTEE
Monday, March 4, 2013**

1. CALL TO ORDER

A meeting of the City of Santa Fe Finance Committee was called to order by Chair Carmichael A. Dominguez, at approximately 5:00 p.m., on Monday, March 4, 2013, in the Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT:

Carmichael A. Dominguez, Chair
Councilor Patti J. Bushee
Councilor Christopher Calvert
Councilor Bill Dimas
Councilor Peter N. Ives

OTHERS ATTENDING:

Dr. Melville L. Morgan, Director, Finance Department
Yolanda Green, Finance Division
Melessia Helberg, Stenographer.

There was a quorum of the membership in attendance for the conducting of official business.

NOTE: All items in the Committee packets for all agenda items are incorporated herewith to these minutes by reference. The original Committee packet is on file in the Finance Department.

3. APPROVAL OF AGENDA

Dr. Morgan said there is one correction on the Agenda under Approval of Minutes, it should be for the minutes of February 18, 2013.

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

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

4. APPROVAL OF CONSENT AGENDA

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

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

CONSENT AGENDA

6. *[Removed for discussion by Councilor Calvert]*
7. **BID NO. 13/12/B – CITY-WIDE OFFICE SUPPLIES, TONER & FURNITURE; VARIOUS VENDORS. (ROBERT RODARTE)**
8. **BID NO. 13/13/B – CITY-WIDE MISCELLANEOUS CONSTRUCTION TOOLS & HARDWARE SUPPLIES; VARIOUS VENDORS. (ROBERT RODARTE)**
9. **REQUEST FOR APPROVAL OF AMENDMENT NO. 1 TO AGREEMENT BETWEEN OWNER AND ARCHITECT – FIRE STATION NO. 4 RENOVATIONS AND ADDITIONS; RISKIN ASSOCIATED ARCHITECTURE. (CHIP LILIENTHAL)**
 - A. **REQUEST FOR APPROVAL OF BUDGET INCREASE – PROJECT FUND.**
10. **REQUEST FOR APPROVAL TO PROCEED WITH RENOVATIONS OF CITY HALL COUNCIL CHAMBERS; IN-HOUSE CREWS AND OUTSIDE VENDORS. (JASON KLUCK)**
11. **REQUEST FOR APPROVAL OF GRANT AWARD – 2013 NEW MEXICO FIRE PROTECTION GRANT, COUNCIL COMMUNICATIONS PROJECT FOR FIRE DEPARTMENT; STATE FIRE MARSHAL’S OFFICE. (JAN SNYDER)**
 - A. **REQUEST FOR APPROVAL OF BUDGET INCREASE – GRANT FUND.**

12. REQUEST FOR APPROVAL OF GRANT AGREEMENT – PRESERVATION PROJECTS AND TRAINING FOR HISTORIC PRESERVATION DIVISION; STATE OF NEW MEXICO DEPARTMENT OF CULTURAL AFFAIRS, HISTORIC PRESERVATION DIVISION. (DAVID RASCH)
 - A. REQUEST FOR APPROVAL OF BUDGET INCREASE – GRANT FUND.
13. REQUEST FOR APPROVAL OF AGREEMENT – 2012-2013 NUTRITION SERVICE INCENTIVE PROGRAM FOR SENIOR SERVICES DIVISION; NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT NON-METRO AREA AGENCY ON AGING. (RON VIALPANDO)
 - A. REQUEST FOR APPROVAL OF BUDGET INCREASE – GRANT FUND.
14. REQUEST FOR APPROVAL OF A RESOLUTION AUTHORIZING THE CITY OF SANTA FE TO ENTER INTO A COOPERATIVE PROJECT AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR PHASE IIC OF THE CERRILLOS ROAD RECONSTRUCTION PROJECT (COUNCILOR DOMINGUEZ). (DESIRAE LUJAN)
 - A. REQUEST FOR APPROVAL OF A COOPERATIVE AGREEMENT – CERRILLOS ROAD CONSTRUCTION PROJECT, PHASE IIC, FROM CAMINO CARLOS REY TO ST. MICHAEL’S DRIVE/OSAGE AVENUE; NEW MEXICO DEPARTMENT OF TRANSPORTATION.
 - B. REQUEST FOR APPROVAL OF BUDGET ADJUSTMENT – PROJECT FUND.
Committee Review: Public Works (scheduled) 03/11/13; and City Council (scheduled) 03/13/13. Fiscal Impact – Yes.
15. REQUEST FOR APPROVAL OF A RESOLUTION EXPRESSING SUPPORT FOR THE MANDATORY LABELING OF GENETICALLY ENGINEERED PRODUCTS SO CONSUMERS ARE INFORMED ABOUT THE POTENTIAL LONG-TERM RISKS OF GENETICALLY ENGINEERED PRODUCTS TO PUBLIC HEALTH AND THE ENVIRONMENT WHICH ARE LARGELY UNKNOWN; AND DIRECTING STAFF TO COLLABORATE WITH SANTA FE COUNTY STAFF TO EXPLORE THE OPTIONS FOR ENACTING CITY/COUNTY LEGISLATION THAT WOULD ENACT A PROHIBITION ON THE PROPAGATING, CULTIVATING, RAISING AND GROWING OF GENETICALLY ENGINEERED ORGANISMS AND/OR ENACTING CITY/COUNTY LEGISLATION THAT WOULD PROVIDE FOR THE LABELING OF FOOD SOLD IN THE CITY/COUNTY THAT CONTAINS GENETICALLY ENGINEERED MATERIAL (COUNCILOR BUSHEE). (KATHERINE MORTIMER) Committee Review: City Council (scheduled) 03/13/13. Fiscal Impact – No.

END OF CONSENT AGENDA

5. APPROVAL OF MINUTES: REGULAR FINANCE COMMITTEE MEETING – FEBRUARY 18, 2012 2013.

MOTION: Councilor Calvert moved, seconded by Councilor Ives, to approve the minutes of the Regular Finance Committee Meeting of February 18, 2013, as presented.

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

CONSENT CALENDAR DISCUSSION

6. BID NO. 13/09/B – CITY-WIDE PLUMBING SUPPLIES; FERGUSON COMPANY, SANTA FE WINNELSON CO. AND DAHL PLUMBING. (ROBERT RODARTE)

Councilor Calvert said Items #6, #7 and #8 are all the same, and asked when we do this award to numerous contractors, are we awarding based on the bids and they only get the business on those items on which they were the low bidder.

Robert Rodarte said, "Yes, that is correct. Wherever they have a no bid on there, we will direct the departments to use the participating companies."

Councilor Calvert said we didn't use one of the respondents, but we anticipate using them in the coming year.

Mr. Rodarte said, "That is correct. Ferguson is fairly new to the Santa Fe market. I think he is now an independent, but he does offer a lot of the products that the other 3 competing companies have."

Councilor Calvert said then that same philosophy applies to #7 and #8, and we will direct the business to them for those itemized items on which they were low bidder.

Mr. Rodarte said yes.

Councilor Ives said on page 2, there seems to be two entries under Ferguson Company of Santa Fe, that indicate they are going to offer 875% off, and assumes we are missing a decimal place there, and asked if this is correct.

Mr. Rodarte said, "Yes. It's actually 87.5%. I asked the same question, but some of these things are very rarely used any more, so they are basically able to almost give them to us."

MOTION: Councilor Calvert moved, seconded by Councilor Dimas, to approve this request.

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

END OF CONSENT CALENDAR DISCUSSION

DISCUSSION

16. REQUEST FOR APPROVAL TO RE-ESTABLISH, ADVERTISE AND FILL THE WASTEWATER MANAGEMENT DIVISION DIRECTOR POSITION. BRIAN SNYDER.

Brian Snyder said there is a memorandum in the packet which describes the need for filling this position on a permanent basis. He said in 2009, when Costy retired, Bryan Romero has been filling in, as well as performing his existing role as Engineer Supervisor and Industrial Pretreatment Supervisor for the past 3 ½ years. He said Mr. Romero recently approached him and said he needs to step down because of the high level of stressed that the 3 positions have caused. He is requesting to fill the position on a permanent basis so it is sustainable.

MOTION: Councilor Calvert moved, seconded by Councilor Dimas, to approve this request.

DISCUSSION: Chair Dominguez said he doesn't object to this, but wonders if this discussion should be done during the budget process. He asked how many other division directors do we have which need to be filled, perhaps Human Resources or Police for example. He said he wanted to make this comment and he will bringing that up at Council, because he thinks it needs to be part of the overall budget discussion. He asked when this person would be hired.

Mr. Snyder said once it goes through the Council process for approval, the middle of this month, it would be advertised for 4 weeks, so it should be filled by the end of the year. It would be filled in the May/June time frame. He said this position is funded as part of the Finance Plan for this Division, so it is in our budget for the current fiscal year, as well as the next fiscal year. He said this position is funded as part of the overall 10-year Finance Plan that Jason Mumm and Stepwise, and WH prepare each year. He said it hasn't been filled in past years.

Chair Dominguez said he still thinks it should be part of the overall budget process, commenting that we need to look at more than just this position when it comes to making some of these decisions.

Councilor Bushee asked, "Brian are you telling us you're tired."

Mr. Snyder said he isn't tired, but Bryan Romero, the Interim Wastewater Division Director is stepping down, and "I cannot absorb this position."

Councilor Bushee said, "If you're not planning to fill it until the first of the fiscal year, or thereabouts, I think it should be in the whole discussion, because I do know he needs to be replaced. He's too young to retire."

Councilor Calvert said he isn't retiring, he's just going back to his original position.

Councilor Bushee said she would like to see it in the overall context.

Councilor Bushee noted for all of those who are here for Item #15, that it was approved by this Committee and it will move forward to the next Committee.

Councilor Calvert said, "I understand what you're saying, in general, but on this one, I would respectfully disagree. Because I think Brian Snyder's already filling two positions as it is, as the Director [of Public Utilities] and in the Water Division, so I think this is one where you need somebody in there as soon as possible to fill this position. I don't think we need to wait on the budget process. I think this is one where he is already the Division Director and the Department Director, so I think he needs to have this position filled as soon as possible."

Chair Dominguez said he appreciates those remarks, and he is not necessarily opposed to this. He said, "But in the creative and sometimes unexpected wisdom of the Governing Body during the budget process you never know what happens, so I would just offer that."

VOTE: The motion was approved on a voice vote, with Councilors Calvert, Dimas and Ives voting in favor of the motion, no one voting against, and Councilor Bushee absent for the vote.

17. REQUEST FOR APPROVAL OF MEMORANDUM OF UNDERSTANDING – CONSULTING SERVICES TO COMPLETE COMPREHENSIVE SOLID WASTE MANAGEMENT ASSESSMENT/ STUDY; SANTA FE SOLID WASTE MANAGEMENT AGENCY, SANTA FE COUNTY AND CITY OF SANTA FE. (CINDY PADILLA AND LAWRENCE GARCIA)

A. REQUEST FOR APPROVAL OF BUDGET INCREASE – SOLID WASTE MANAGEMENT FUND.

Committee Review: Public Utilities (approved) 02/06/13; Finance Committee (postponed) 02/18/13; and City Council (scheduled) 03/13/13. Fiscal Impact –

Cindy Padilla presented information her Memorandum of February 6, 2013, to the Public Utilities Committee. Please see this Memo for specifics of this presentation.

Councilor Calvert said he would like to clarify, especially 17(A) where it says, request for approval of budget increase, noting he understands no budget is required, but a BAR is needed, and as this moves forward, that is the way it should be stated in the caption. He said his understanding is that you will be using \$150,000 from the professional services, and will do a BAR for the additional \$50,000.

Ms. Padilla said this is correct and she will make sure that is changed as this moves forward to the City Council.

MOTION: Councilor Calvert moved, seconded by Councilor Ives, to approve Item 17 and 17(A) with the change to the caption that it is for a BAR and not a budget increase.

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

18. **REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING THE CITY MANAGER TO ESTABLISH A POSITION FOR THE PURPOSE OF MANAGING AND MAINTAINING THE CITY'S BIKE-PEDESTRIAN TRAIL NETWORK, INCLUDING COORDINATING VOLUNTEER RESOURCES, MONITORING INTER-AGENCY EFFICIENCY, AND PLANNING CONTINUED CONNECTIVITY IN ORDER TO MAXIMIZE AND PROTECT THE VALUE OF SUCH COMMUNITY ASSET (COUNCILOR BUSHEE). (BOB SIQUEIROS). NOTE: This title may be amended in accordance with the amendment sheet provided in the packet. Committee Review: Public Works (approved) 01/28/13; Finance Committee (postponed) 02/04/13; Bicycle and Trails Advisory Committee (approved) 02/20/13; and City Council (scheduled) 03/13/13. Fiscal Impact – Yes.**

Chair Dominguez said we may be establishing a position which may not part of the overall budget process and budget hearings.

Councilor Calvert said this has been amended so it no longer says "establish," but it is a consideration during the budget, so it has been amended to reflect that.

MOTION: Councilor Calvert moved, seconded by Councilor Dimas, to approve this request with the Public Works Committee amendments.

Mr. Siqueiros said it did go back to BTAC two weeks ago, so as part of the packet, you have BTAC's version of the Resolution, which goes back to the original version, which is to explore the option of filling this position.

Councilor Calvert said he believes this was one of the recommendations from Public Works as well.

DISCUSSION: Melissa Byers said the BTAC Committee did not accept some of the recommendations of the Public Works Committee. She said, "Public Works wanted it to be a position for Parks and Trails, and BTAC wants it to be only for Trails. Whatever you recommend for Council approval, I need to know how to send it forward to Council."

Councilor Calvert said he would include Parks, because one of the reasons we want to look into this is because we not only expanded trails, but we've expanded Parks as well, and we would like to have coordinators for both, and that was mentioned at Public Works. That would be my recommendation on the direction.

RESTATED MOTION: Councilor Calvert moved, seconded by Councilor Ives, to approve Item 17 and 17(A), with the amendments, with direction to staff that it include both Parks and Trails.

DISCUSSION: Councilor Calvert said we need to include both because we have expanded both, and we are looking for resources to maintain this, just as we are for facilities. He said we will "cast the wider net to start with and see how that works out."

FRIENDLY AMENDMENT: Councilor Ives said he would suggest saying "to establish a position or positions," and include Parks there for us so we can consider such a position, potential for both circumstances or look at potentially reassigning folks within the Parks Division. **THE AMENDMENT WAS FRIENDLY TO THE MAKER AND SECOND.**

CONTINUATION OF DISCUSSION ON THE MOTION AS AMENDED: Councilor Bushee said, "I was actually going to pull the bill tonight before I got here and try to sit down with Robert and staff and work this out, and I would actually ask that we table this. I wanted to have discussions with Councilor Ives. I had a brief one on the way in. But really, honestly, there has never been a Trails Coordinator or Trails position, period, for the City. You know... Parks staff there's 30 some-odd staff, and there are project specialists and all the rest, and so BTAC was very strenuous in its discussion in not wanting to support the Public Works amendments. I am going to postpone this for right now, or withdraw it and bring it back and really have a discussion about this could fall under... and what is going on in the County, and there's a few other little twists in there that we didn't get to sit down and discussion. So I'm going to ask, as sponsor, that we not vote on this tonight, and pull this and try and work out the kinks."

WITHDRAWAL OF MOTION BY COUNCILOR CALVERT: Councilor Calvert said he will yield to Councilor Bushee on this. He said, "All I will say is that I think we're going to look at all of things together during the budget anyway, so I think, whether you narrow it or not, it probably will be brought up again when we're doing the budget."

Councilor Bushee said the reason she doesn't mind postponing it for right now is because "the budget's coming up, but not quite." She will get it back as soon as possible.

Ms. Byers clarify that Councilor Bushee is not withdrawing the Resolution, just postponing consideration, and Chair Dominguez said this is correct.

MOTION: Councilor Bushee moved, seconded by Councilor Ives, to postpone this item to the next meeting of the Committee.

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

19. MID-YEAR REVIEW AND BUDGET PROCESS UPDATE. (DR. MELVILLE MORGAN)

A Memorandum, with attachments, dated March 4, 2013, to the Finance Committee, from Dr. Melville L. Morgan, Finance Director, regarding Midyear Budget Review, is incorporated herewith to these minutes as Exhibit "1."

Chair Dominguez said this is a report on our status mid-year, and "also to set the stage for future budget hearings and the budget process that we will be engaging in here pretty soon."

Dr. Morgan reviewed his Memo of March 4, 2013. Please see Exhibit "1," for specifics of Dr. Morgan's presentation.

The Committee asked questions and commented as follows:

- Chair Dominguez said, "All this stuff that you just mentioned regarding our personnel budget, we have \$1 million in cash in the General Fund and \$2.1 million in the Enterprise Funds, and that obviously is to get us through the rest of the fiscal year. Where were we at this time last year in that regard."

Dr. Morgan said he will have to get that information for him, and Chair Dominguez said he would like to get that information.

- Chair Dominguez said, "Last year, we took away the practice of requiring the City Manager to come before the Governing Body to get positions approved. I would like to find out how many positions have been approved. I sent you an email requesting that information already. Actually, I sent it to Robert [Romero], so hopefully he gets it to somebody. So if we can get that information, that would be helpful as well."

Mr. Romero said one of the things they do, is every month the budget person analyzes what positions are open and how close we are to our vacancy savings credit, and we do keep a list of every position that's been open, every position that we're advertising. "And Vicki [Gage] is working on that. It's pretty complicated, so we're working on that. We should be able to put that together this week."

- Councilor Calvert asked if there is any way we can look at what items in our budget may be affected by the sequestration. He said one item is funding for Police Officers. He said we had a grant which might be eliminated, or continued.

Mr. Romero said that grant had a 3-4 year sunset clause, and it is coming to the last year of the grant. He said he has asked the Police Department to create its budget with this in mind, noting he thinks it is an impact of about \$500,000 a year. So they are looking at areas within the existing budget to keep it flat to cover that \$500,000, and they are putting their budget together with that in mind.

Mr. Romero said, "When we go through the budget process and explain that, we think we have that covered, but you're right, I don't think it has anything to do with sequestration."

- Councilor Calvert asked, "Why. You think it's just come to a close."

Mr. Romero said, "When we received the money several years ago, it was going to sunset. It was only a 3 years COPs grant. This is the final year. We've been thinking about it, and the last couple of years we've spent quite a bit on vehicles and equipment purchases. What I had asked them to do was to put together a 3-5 year replacement package and look at the Police Property Tax Fund and all other funds. But we think we've figured out a way to cover that \$500,000, and stay flat."

- Councilor Calvert said he appreciates Mr. Romero having already looked into that. He asked if there is anything else similar to that – federal funds for seniors or whatever, and asked if we have any idea if any of those are going to get cut back and to what extent.

Mr. Romero said they will look into that.

- Chair Dominguez asked Mr. Romero to draft a Memorandum to the entire Governing Body, with regard to sequestration and how he feels it may or may not impact the City. He has some of the same questions with the Airport for which we receive federal funds. He said little bits and pieces have been reported with regard to how airports, in general, are going to get impacted. He said there are lots of other federal funds which may or may not impact us.
 - Councilor Calvert said it's too early to know now, but as we get further into the budget, hopefully, some of this will start unfolding, or not, hopefully not. He said to the extend that it does, we need to stay on top of this as best we can. He said his biggest fear is that we won't know enough by the time we make our budget, and then after we make our budget, then these things will start coming home to roost and we'll be scrambling
 - Councilor Ives may there may be direct impacts through federal grants and such, which everyone is talking about. He said, "I'd also be interested in your take on potentially the indirect effects, such as, if there are significant layoffs at LANL as there arguably have been in the past. And I've certainly heard folks suggest that some of the impact on gross receipts is a result of those layoffs and less money coming into the economy from folks who have left jobs currently. So I'd be certainly interested in the indirect impacts as well. And again, obviously, insofar as we can try to determine what they are."
 - Chair Dominguez asked the Committee to start filling in your calendars with the proposed budget calendar in Exhibit "1." He said if you have questions or issues with that, please email Robert Romero, Dr. Morgan and him, so they can make sure they have the budget calendar smoothed out by the next meeting. He said before we get into the budget review, that we have an opportunity to deal with as much as we can before having to do the full day marathon like we have in the past."
- Dr. Morgan said Councilor Wurzbarger has requested that he present Item #19 from the Finance Committee to the Public Works Committee at its next meeting.
- Chair Dominguez said, "Just this same information, that's fine. I will be working with the Public Works Committee Chair just to let her know so that the other Councilors know what processes we are going to hopefully go through."

20. OTHER FINANCIAL INFORMATION

A. STATUS OF CITY'S INVESTMENT PORTFOLIO AS OF DECEMBER 31, 2012. (HELENE HAUSMAN)

A Memorandum, with attachments, dated March 4, 2013, to the Finance Committee, from Helene R. Hausman, Cash Management & Investment Officer, regarding December Investment Report, is incorporated herewith to these minutes by reference. Copies of this document are on file in, and copies can be obtained from, the Finance Department.

Helene Hausman presented information in this matter from her Memorandum of March 4, 2013, which is in the Committee packet. Please see this memorandum for specifics of this presentation.

Ms. Hausman said the yield on the portfolio continues to fall, which isn't unexpected, noting we are down to 0.59% at the end of December and she expects it to be down to 0.40 or 0.45 by the end of June. She said that was planned for in the budget. She said the budget interest for this year was \$958,000, and at this point she anticipates coming in at about \$140,000 more than that. She said the budget for next year "is sad. It's \$700,000 which is a 27% drop. This is based on the fact that the yield for agencies continues to decline and the financial markets are changes which will change the investment strategy.

Ms. Hausman said there is \$40 million in cash that we "hemorrhage every end of May through June, and I've already accumulated the cash to pay the debt service, the last two payrolls, and \$10 million in accounts payable that we spend every June. That money is in the savings account. We have \$80 million sitting in the savings account, which sounds top-heavy, but there are no short term places to put it." She said last year and the year before she had 30-60-90 day certificates of deposit, but those rates are less than half of what she can earn leaving it in the savings account at 0.23%. She said it will be spent at the end of the year and we'll be back to business as usual in the savings account. She worked with Wells Fargo to let them know they need to provide the collateral on the additional cash and it is willing to do so. So it is protected and not at risk.

Ms. Hausman said the financial markets are changing as the rates have fallen, and the way in which federal agencies issue debt is changing. They've been experimenting over the past 5 years with all manner of odd things. For a while they issued a "step bond," which would start out at one rate, and every so often it would kick up to a higher rate which is lovely, but they inevitably are called at the first step date. She hasn't bought one in months. She said they have gone back to fixed coupons, and the call dates is starting to change. She has 4 months which haven't been called, two with call dates in March she doesn't expect to go anywhere. She is changing how she buys things in anticipation of this move by the federal agencies. She is going back to buying fixed rate bonds that don't have call dates. They're called bullets, and that means if she buys a two year bond it's there for two years. She said it isn't worth trying to squeeze an extra penny from interest, because the interest rate on the agencies is continuing to fall to the rate of treasurers, and the spread is very narrow. So they will be buying more of those.

Ms. Hausman said she will be moving slowly during the next year back to being able to ladder the portfolio to match the cash needs. Instead of carrying so much in cash and guessing when something might come back from the bands. That will add more structure, predictability. The only trade-off is that we won't earn much. The projected interest for the next year is only 0.37%. She said there is nowhere else for the federal agencies to go.

Chair Dominguez said on the first page of the Memorandum, there is a subtotal of the 7,000 fund at \$227 million. He asked the difference between that and the \$9 million on packet page 6.

Ms. Hausman said on page 6, it is the Investment Activity Table, and what that indicates is what she's done during the course of the month. She said the 7000 Fund are all of the commingled funds that once we get the interest, "I divide it back out to all the cash accounts that are not restricted or special purpose which are listed below that."

Chair Dominguez asked if the \$227 million is the value of the entire portfolio.

Ms. Hausman said the \$227 million is just the 7000 Fund, noting at the top of the next page there is another \$5.5 million in various special purpose accounts, which gives the \$232 million to which she was referring. She said the payroll account is included, and that shows up farther down under dedicated accounts. Those aren't investment accounts and she can't use the cash in them to invest in anything.

Chair Dominguez said he knows what the RedFlex account is, and asked what is common on packet page 6, "This report lists investment accounts, excluding Common, Redflex and the dedicated accounts."

Ms. Hausman said the Common Account is a primary operating account out of which they pay almost all of the bills, noting it is the most active account.

Chair Dominguez said in the previous item, the number for cash doesn't include any of this.

Ms. Hausman said it is just a different way of looking at it. The numbers on the first table in the beginning of the report are straight off the bank account statements.

Chair Dominguez said, "When you say that we have cash on hand, that includes this."

[Mr. Morgan's response was inaudible because his microphone was turned off.]

Dr. Morgan thanked Ms. Hausman for her work which is excellent.

21. MATTERS FROM THE COMMITTEE

Councilor Calvert said he would like an update on the status of the collection effort.

Councilor Ives said, regarding parking, he has spoken to Parking staff and the attorney's office to see what we can do to move or adjust our system to increase collections on the parking side, noting were 39,900 last year of which 80% were for expired meters, so they are focusing on that amount. He said of the roughly \$1.8 million in fines, a significant number are people with handicapped stickers who haven't posted them, but parked in handicapped spaces. It is a \$500 fine which is doubled to \$1,000, but if people can show they have the stickers, it is forgiven. He said they are trying to determine those numbers, and then pursue the statutory basis for collection to consider things as a nuisance as opposed to a criminal matter which has a one-year statute of limitations.

Dr. Morgan said they have been working on moving this forward, and he will organize a report on the status, noting they did the first cut of the RFP review.

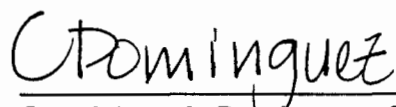
Chair Dominguez said he will be sending an email to the Committing asking if there is anything they want brought before the Committee. He said Councilor Bushee had requested a report from OTAB.

Councilor Calvert thought at one point we had asked OTAB to come regularly, at least quarterly.

Dr. Morgan said we have arranged for OTAB to come to the next meeting.

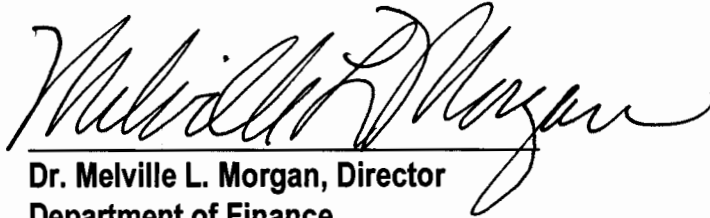
22. ADJOURN

There was no further business to come before the Committee, and the meeting was adjourned at 5:45 p.m.

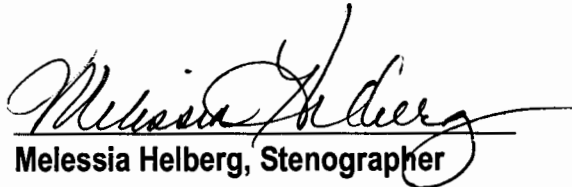


Carmichael A. Dominguez, Chair

Reviewed by:

A handwritten signature in cursive script, reading "Melville L. Morgan".

Dr. Melville L. Morgan, Director
Department of Finance

A handwritten signature in cursive script, reading "Melessia Helberg".

Melessia Helberg, Stenographer

City of Santa Fe, New Mexico

memo

DATE: March 4, 2013
TO: Finance Committee
VIA: Robert P. Romero
City Manager
FROM: Dr. Melville L. Morgan
Finance Director
SUBJECT: Midyear Budget Review

ITEM AND ISSUE:

The following were examined in this midyear budget review: Gross Receipts Tax (GRT), Property Tax, Fees and Services, Vacancy Savings, Department/Division Budget Report, and Cash Balances. It is critical to note that following the leadership of the City Manager, all fiscal managers have worked very hard to remain within budget and have done an excellent job of doing so.

It is important to note that at midpoint in the year, our GRT was up about 1% from this time last year (January 2012). To date, we are down -.04%, which makes the GRT about flat.

BACKGROUND AND SUMMARY:

GRT, Property Tax, Fees and Services, Vacancy Savings, Department/Division Budget Report, and Cash Balances

GRT/Lodger's Tax Revenue: As of midyear 12/13 GRT is up about 1%, or about \$500,000, from this time last year, and Lodger's Tax is up about 4%, or \$96,000, as compared to this time last year.

While our current GRT is up about 1% or about \$500 thousand, we have also reflected a midyear increase in lodger's tax from where we were at this time last year. Currently lodger's tax collections are \$225,716 more than at the same time in FY 2011-2012.

These data indicate the economy for our sector continues to be flat with some variance up or down each month. An approximately 2% inflationary increase in energy and food is pointing toward slow growth. The flat or slight growth is echoed by much of the economic news at a national, state, and local level. However, there is caution in the world and national arenas as details of the fiscal cliff and the repeal of the payroll tax holiday start to take effect.

In comparing actuals, we note that the actual revenue for January 2013 is up .28 percent from the actual for January 2012. If we take a closer look across all actuals, we will note that the actual for January 2013 exceeds the actuals for the same month in 2008-2009, 2009-2010, 2010-2011, and 2011-2012.

The Consumer Price Index (CPI) for our sector reflected an increase of 1.62% percent from December 2011 to December 2012, which was the smallest monthly increase this fiscal year. Combining all data for the year, our average CPI for our sector for the year reflects an increase of 2.09% over the previous year.

Property Tax: As of midyear 12/13, we are at or above budget in each of the property tax revenue lines.

Property Tax is divided into three categories: 1. General Fund Revenue/Current Property Tax, 2. Public Safety Fund Property Tax (divided into two portions – Fire and Police), and 3. Bond Payment/GO Bond Debt Service. At midyear, the following amounts of revenue have been allocated based on distributions from the County Treasurer:

	Revenue Received 12/13	Revenue Budgeted 12/13	Percentage Received 12/13
1. General Fund Revenue/Current Property Tax	\$1,916,326	\$3,073,180	62%
2. Public Safety Fund Property Tax	\$1,658,999	\$2,660,564	62%
Fire	\$829,454	\$1,330,182	62%
Police	\$829,454	\$1,330,182	62%
3. Bond Payment/GO Bond Debt Service	\$1,262,571	\$2,689,877	47%
Total	\$4,837,896	\$8,423,621	57%

Fees and Service Charges: As of midyear FY 12/13, the City received \$38.1 million total in Department-generated fees and service charges, which represents 45.9% of the total budgeted \$83.0 million for the year. As of midyear 12/13, we are slightly below the 50% that would be expected to be exactly on budget.

The table below divides fees and service charges into three categories: 1. General Fund, 2. Enterprise Funds, and 3. Other Funds. Each of the three categories is explained in the corresponding footnote below the table.

	Budget 12/13	Midyear Revenue Received 12/13	Percentage Revenue Received 12/13
General Fund¹	\$ 3,209,345	\$ 1,309,672	40.8%
Enterprise Funds²	\$76,903,819	\$35,617,647	46.3%
Other Funds³	\$ 2,907,733	\$ 1,182,665	40.7%
Total	\$83,020,897	\$38,109,984	45.9%

¹**General Fund includes:** ambulance fees [69%], recreation fees [13%], land use fees [6%], police/court fees [5%], airport fire protection fees [2%] and misc. fees [5%]

²**Enterprise includes:** water charges [48%], solid waste fees [25%], wastewater fees [16%], parking charges/fees [5%], GCCC/MRC fees [4%], airport fees [1%], transit fees [1%]

³**Other funds includes:** storm water charges [54%], police/court fees [23%], BDD water fees [13%] and special league recreation fees [9%]

Vacancy/Salary Savings: The 2012-2013 personnel budget was about \$117 million to which a vacancy credit of about \$3.1 Million (or 2.84%) was applied. The \$3.1 Million was divided into \$2.0 Million for the General Fund and \$1.1 Million for Other Funds. This resulted in a final personnel budget of \$114 Million. In addition, we have realized the following:

- As of February 2013, there were vacancy savings from funded positions that were not filled or were being advertised. By February 2013, there was a total of about \$3.1 Million exceeding the expected vacancy savings in all funds (General Fund and Other Funds) because of funded and not filled positions based on actual payroll costs and pay period spending rates.
- In the General Fund, the amount saved from funded positions that were not filled through February 2013, exceeded the vacancy credit goal by about \$1.0 Million based on actual payroll costs and pay period spending rates.
- In all Other Funds (i.e. Enterprise, CIP, etc.), the amount saved from funded positions that were not filled through February 2013 exceeded the vacancy credit goal by about \$2.1 Million based on actual payroll costs and pay period spending rates.

Department/Division Budget Report: The City is on track and maintaining budgets.

The following page is the midyear expenditure report by Department/Division. In the first column is the Department; the second represents the Division; the third is the budget; the fourth is the actuals spent to midyear; the fifth is the encumbrances as of midyear; the sixth is the amount of budget remaining for the rest of the year; and the seventh column is the percentage of budget remaining for the rest of the year. While the last column reflects the amount remaining for the rest of the year (which should be right at 50% or so) there are four lines that show less than 50% remaining. These lines are:

- Community Development/Affordable Housing: 22.24% remaining due to the practice of encumbering CDBG and Shelter Plus Care grant sub-contracts for the entire year. The percentage of budget remaining will be sufficient for the rest of the fiscal year.
- Community Services/Community Services Administration: 22.89% remaining due to encumbrance of all needed expenses for the year in Children & Youth. The percentage of budget remaining will be sufficient for the rest of the fiscal year.
- Finance /ITT/Repair and Maintenance of Furniture Fixtures and Equipment and Machines: 35.26% remaining. ITT encumbered much of their budget early in the fiscal year with several large maintenance and support contracts, and the purchase of hardware and software license agreements. The percentage of budget remaining will be sufficient for the rest of the fiscal year.
- Public Works/Parks, Trails and Watershed/Contractual Services/Water: 29.13% remaining. The parks water line item has been overcharged. All staff are working together to determine if there is a water leak, or if the meter has been read properly. Once a solution is reached, the percentage of budget remaining will be sufficient for the rest of the fiscal year.

MIDYEAR FY 2012/13 EXPENDITURE BUDGET BY DEPARTMENT/DIVISION (excludes carry forward/CIP)

Dept Title	Div Title	Midyear Budget	Midyear Actual	Midyear Encumbr	Remaining Budget	% Remaining
Civic Center/Visitors Bureau		9,579,036	3,339,889	1,741,446	4,497,701	46.95%
Community Development	Comm Dev Admin	4,603,286	897,366	5,004	3,700,916	80.40%
Community Development	Affordable Housing	2,173,849	475,699	1,214,625	483,525	22.24%
Community Development	Economic Development	1,204,872	350,408	270,601	583,862	48.46%
Community Development	Long-Range Planning	719,022	244,925	52,833	421,264	58.59%
Subtotal - Community Development		8,701,029	1,968,399	1,543,064	5,189,567	59.64%
Community Services		1,722,435	532,462	795,744	394,230	22.89%
Community Services	Com Svc Admin	1,722,435	532,462	795,744	394,230	22.89%
Community Services	Library	3,799,781	1,751,770	397,985	1,650,026	43.42%
Community Services	Senior Services	3,788,703	1,681,972	42,211	2,064,520	54.49%
Community Services	Youth & Family	2,278,205	947,987	510,371	819,847	35.99%
Subtotal - Community Services		11,589,124	4,914,192	1,746,309	4,928,623	42.53%
Finance		849,491	368,958	92,174	388,359	45.72%
Finance	Finance Administration	849,491	368,958	92,174	388,359	45.72%
Finance	Budget Division	274,543	132,065	-	142,478	51.90%
Finance	Financial Management	2,654,359	1,142,186	99,617	1,412,556	53.22%
Finance	Fleet Management	585,400	290,677	7,656	287,067	49.04%
Finance	Info Tech & Telecom	4,207,968	1,854,059	870,225	1,483,684	35.26%
Finance	Purchasing	517,118	236,967	8,990	271,161	52.44%
Finance	Risk Management	5,867,736	3,151,760	342,072	2,373,903	40.46%
Subtotal - Finance Department		14,956,615	7,176,673	1,420,735	6,359,208	42.52%
Fire Department		16,505,674	7,869,534	466,393	8,169,747	49.50%
General Government		606,761	317,410	3,114	286,237	47.17%
General Government	Mayor/Council	606,761	317,410	3,114	286,237	47.17%
General Government	City Manager	1,523,980	582,126	134,629	807,225	52.97%
General Government	City Attorney	1,084,756	541,663	72,565	470,528	43.38%
General Government	City Clerk	1,586,368	392,723	111,662	1,081,983	68.21%
General Government	Municipal Court	1,624,743	735,170	190,974	698,600	43.00%
Subtotal - General Government		6,426,608	2,569,092	512,944	3,344,572	52.04%
Human Resources Department		19,855,872	9,186,914	879,159	9,789,799	49.30%
Land Use Department		4,646,771	1,969,032	120,977	2,556,762	55.02%
Police Department		25,223,674	10,578,095	2,445,450	12,200,129	48.37%
Public Utilities		404,730	200,323	1,697	202,710	50.09%
Public Utilities	Pub Utilities Admin	404,730	200,323	1,697	202,710	50.09%
Public Utilities	Environmental Services	13,688,715	4,405,400	1,252,003	8,031,312	58.67%
Public Utilities	Utility Customer Service	4,704,520	1,291,254	88,746	3,324,520	70.67%
Public Utilities	Waste Water	12,371,081	4,245,666	917,451	7,207,964	58.26%
Public Utilities	Water	34,825,853	12,375,215	2,273,272	20,177,366	57.94%
Subtotal - Public Utilities		65,994,899	22,517,858	4,533,169	38,943,872	59.01%
Public Works		2,668,678	518,634	90,612	2,059,432	77.17%
Public Works	Pub Works Admin	2,668,678	518,634	90,612	2,059,432	77.17%
Public Works	Facilities Maintenance	3,923,478	1,717,874	162,065	2,043,539	52.08%
Public Works	Parks, Trails & Watershed	5,856,991	3,864,122	286,620	1,706,249	29.13%
Public Works	--MRC Section	2,572,648	783,232	85,054	1,704,362	66.25%
Public Works	Recreation	2,424,480	1,116,364	115,150	1,192,966	49.21%
Public Works	--GCCC Section	4,420,089	1,856,879	407,887	2,155,323	48.76%
Public Works	Roadways & Trails Eng	741,269	325,944	3,009	412,316	55.62%
Public Works	Streets & Drainage Maint	2,946,765	1,332,556	106,338	1,507,872	51.17%
Public Works	Traffic Engineering	3,060,742	1,240,266	634,841	1,185,634	38.74%
Subtotal - Public Works		28,615,140	12,755,871	1,891,576	13,967,693	48.81%
Transportation		1,311,686	647,373	87,890	576,422	43.95%
Transportation	Airport	1,311,686	647,373	87,890	576,422	43.95%
Transportation	Parking	5,291,831	2,155,691	442,582	2,693,558	50.90%
Transportation	Transit	9,752,774	3,604,604	442,192	5,705,979	58.51%
Subtotal - Transportation Department		16,356,291	6,407,668	972,664	8,975,958	54.88%
GRAND TOTAL		228,450,733	91,253,216	18,273,886	118,923,630	52.06%

Cash Balances: Cash balances vary from day-to-day, but by year-end will be positive and maintained.

We have examined the cash balances of all of the City's funds, and though the timing of grant funding and other revenue accounting processes may lead to negative balances being reported on a given day, the data do not reflect an overall negative cash position. Please see "Cash by Fund: Selected Funds" below.

In analyzing the data, we found an issue that we are correcting in the Water Operating Fund 5300 to address the cash issue created by the current method of funding Buckman Operations.

To this end, we have met with the water administration and are working together to redesign/realign the classification of funds and expenditures based on the completion of BDD construction project and the current status of water funds. In completing this project, we know that this will take some time to do accurately and precisely, and we anticipate that we will be bringing budget adjustments forward to move cash and expenditures to the appropriate funds by the end of the third quarter.

Projected Cash by Fund - SELECTED FUNDS									
Fund	Title	Proj. Cash July 1, 2012	Current Bud. Revenue	Current Bud. Transfers In	Current Bud. Expenditures	Current Bud. Transfers Out	NET Budgeted Income (Loss)	Proj. Cash 7/1/13	- Budget Basis
1001	General Fund	7,172,515	68,171,152	8,367,118	71,900,942	4,748,934	(111,606)	7,060,909	
2112	1% Lodgers Tax Advertising	449,616	23,245	1,108,107	1,139,534	-	(8,182)	441,434	
2113	Special Uses Lodgers Tax (45%)	193,411	3,813	1,564,286	125,817	1,573,356	(131,074)	62,337	
2115	Marketing Lodgers Tax (50%)	366,199	63,352	2,568,642	2,952,342	30,000	(350,348)	15,851	
2116	Municipal GRT	759,588	7,271,652	-	-	7,376,129	(104,477)	655,111	
2117	Economic Development	628,503	461,374	-	1,028,696	40,200	(607,522)	20,981	
2120	MGRT-Railyard/General	668,623	1,798,715	-	-	1,456,979	341,736	1,010,359	
2121	Municipal GRT-GCCC/Parks	142,566	1,796,064	-	-	1,795,647	417	142,983	
2122	Convention Center-Lodgers Tax	1,990,825	17,739	3,128,571	-	4,459,867	(1,313,557)	677,268	
2210	Municipal GRT-Police	421,295	1,798,206	-	2,167,966	-	(369,760)	51,535	
2251	Fire Property Tax/Safety	704,675	1,435,155	1,119,910	2,569,387	671,045	(685,367)	19,308	
2252	Police Property Tax/Safety	1,639,217	1,343,681	1,119,910	2,225,113	863,675	(625,197)	1,014,020	
2401	Storm Water Drainage	217,280	1,570,873	-	1,738,362	-	(167,489)	49,791	
2505	Quality of Life	197,249	1,260	702,000	314,978	500,417	(112,135)	85,114	
2513	Children & Youth Programs	624,061	1,094,040	-	1,117,921	-	(23,881)	600,180	
2515	Human Service Provider	328,679	728,803	-	780,795	-	(51,992)	276,687	
2705	Recreation Fund	61,925	190,345	430,167	563,701	-	56,811	118,736	
2716	Southside Library	107,372	27,000	931,654	968,274	-	(9,620)	97,752	
3102	1/2% GRT Income Fund	602,729	14,679,123	2,000,000	3,271,797	14,000,824	(593,498)	9,230	
5100	Civic Convention Center	1,934,209	432,957	4,459,867	5,156,588	137,522	(401,286)	1,532,923	
5150	Parking Enterprise Fund	856,823	4,734,798	-	5,330,660	-	(595,862)	260,961	
5250	Environmental Services	7,670,510	13,026,556	14,000	13,944,171	-	(903,615)	6,766,895	
5300	Water Division Operating Fund	(628,221)	34,875,531	-	30,819,231	8,261,825	(4,205,525)	(4,833,746)	
5400	Transit Bus Operations	433,734	2,108,446	5,458,990	7,238,769	719,564	(390,897)	42,837	
5421	SF Paratransit Operations	(375,753)	859,387	608,600	1,075,883	-	392,104	16,351	
5450	Wastewater Management	12,376,891	13,273,090	-	12,411,045	591,683	270,362	12,647,253	
5600	Municipal Recreation Complex	(923,375)	1,286,407	2,186,415	2,539,004	-	933,818	10,443	
5700	Genoveva Chavez Community Ctr	1,232,396	1,748,495	2,666,684	4,432,056	263,698	(280,575)	951,821	
5800	Airport Fund	(45,424)	1,372,411	101,000	1,344,070	-	129,341	83,917	
5850	Railyard Development	322,698	545,448	357,684	1,104,050	-	(200,918)	121,780	
6101	Risk/Safety Administration	(1,274,002)	4,958,131	-	3,039,034	21,045	1,898,052	624,050	
6104	Insurance Claims Fund	2,822,018	59,272	-	1,781,645	-	(1,722,373)	1,099,645	
6106	Benefits Administration	478,893	393,051	-	469,738	-	(76,687)	402,206	
6107	Santa Fe Health Fund	6,637,039	16,786,010	-	17,586,128	-	(800,118)	5,836,921	
6109	Workers' Comp Fund	4,754,920	1,779,891	-	1,106,690	-	673,201	5,428,121	
TOTAL		53,549,683	200,715,473	38,893,605	202,244,387	47,512,410	(10,147,719)	43,401,964	

**2013-2014
CITY OF SANTA FE BUDGET CALENDAR**

February 4, 2013	Distribution of Budget Instructions and Supporting Budget Forms/Schedules to departments for budget preparation
February 4, 2013	Budget preparation training (10am to noon and 1:00 to 3:00 pm) Community Room Main Library
February 5, 2013	Budget preparation training (10am to noon and 1:00 to 3:00 pm) Community Room Main Library
March 4, 2013	Final Budget Forms to Finance
March 4 to March 22	Finance Department review, analysis and formulation of budget requests
March 22 to April 5	City manager's review of department requests and formulation of City manager Budget Recommendations (March 19, 21, 22, 26 and possibly 28 – see attachment)
April 8 through 19	Preparation of presentation material for Finance Committee review of City manager's budget Recommendations
April 22/23/25	Finance Committee review and consideration of City manager's recommendations
April 30, 2013	Whole day dedicated to budget review
May 1, 2013	Whole day dedicated to budget review
May 6, 2013	Finance Committee Final Review of budget recommendations
May 15, 2013	Special Finance Committee Meeting dedicated to budget if needed
May 22, 2013	Special Finance Committee Meeting dedicated to budget if needed
May 31, 2013	Last Regular City Council Meeting for Budget Approval
June 1, 2013	Submit FY 2013-2014 budget to NM Department of Finance and administration Local Government Division
July 1, 2013	Beginning of FY 2013-2014

DRAFT City Manager Department Budget Meetings

Wednesday, March 19, 2012

9:30 a.m. to 10:30 a.m.	Police
10:30 a.m. to 11:30 a.m.	Fire
11:30 a.m. to 12:00 noon	Land Use
1:00 p.m. to 1:30 p.m.	City Attorney and City Clerk
1:30 p.m. to 2:00 p.m.	Public Utilities - Water
2:00 p.m. to 2:30 p.m.	Public Utilities – Solid Waste
2:30 p.m. to 3:00 p.m.	Public Utilities – Wastewater
3:00 p.m. to 3:30 p.m.	Transit

Thursday, March 21, 2012

8:30 a.m. to 9:30 a.m.	Civic Center and Visitor's Bureau
9:30 a.m. to 10:30 a.m.	Community Services (Seniors, Library, Youth and Family, Children and Youth)
10:30 a.m. to 12:30 p.m.	Public Works <ol style="list-style-type: none">1. Streets2. Facilities3. Roadways4. Traffic
3:00 p.m. to 4:30 p.m.	Public Works <ol style="list-style-type: none">1. Recreation2. Parks

Friday, March 22, 2012

9:00 a.m. to 10:00 a.m.	Transportation <ol style="list-style-type: none">1. Airport2. Parking
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Wednesday, March 26, 2012

8:30 a.m. to 9:00 a.m.	Municipal Court
9:00 a.m. to 9:30 a.m.	Community Development (Housing, Econ. Development, Long Range Planning)
9:30 a.m. to 10:00 a.m.	
10:00 a.m. to 10:30 a.m.	Human Resources
10:30 a.m. to 11:00 a.m.	Finance (Fleet, ADA, Purchasing, Risk)
11:00 a.m. to 11:30 a.m.	ITT

1:00 p.m. to 2:00 p.m.

City Manager, Mayor's Office, Council

2:00 p.m. to 3:00 p.m.

Revenues, Pay Plan, Wrap-Up

(Possibly use March 28, 2013, if needed)