



Agenda

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CITY OF SANTA FE AUDIT COMMITTEE MEETING
CITY COUNCILORS' CONFERENCE ROOM
Wednesday, February 5, 2014 - 2:00 P.M.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES:
 - January 8, 2014
5. STATUS REPORT FROM CITY OF SANTA FE, AUDIT & FINANCE DEPARTMENTS:
 - Status of Audits (Internal Audit) (send in advance & attach)
 - Gross Receipts Tax Report, (monthly)
 - Lodger's Tax Report.
7. SUB-COMMITTEE REPORTS:
 - Internal Audit,
 - False Alarm Monitoring System Audit (Draft);
 - Discussion of Fraud Waste and Abuse Hotline Bill;
 - Set up budget;
 - RFP;
 - Risk Assessment;
 - Budget;
 - Money for travel to conference in May.
8. OLD BUSINESS
9. NEW BUSINESS
 - 2008 Park Bond Issue , updated status
 - Lisa Martinez, Presidio Report
10. OTHER MATTERS FROM THE COMMITTEE
 - Invite Jon Bulthuis, Director, Transit, to discuss Federal Transit Administration, Financial Management Oversight Audit.
11. ITEMS TO REPORT TO THE CITY MANAGER
 -
12. NEXT MEETING DATE:
 - Next meeting scheduled – March 5, 2014
13. ADJOURNMENT

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

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CITY OF SANTA FÉ AUDIT COMMITTEE
February 5, 2014

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11. ITEMS TO REPORT TO THE CITY MANAGER	None	10
12. NEXT MEETING DATE: March 5, 2014	Announced	11
13. ADJOURNMENT	Adjourned at 4:20 p.m.	11

MINUTES OF THE
CITY OF SANTA FÉ
AUDIT COMMITTEE

February 5, 2014
2:00 p.m. – 4:00 p.m.

1. CALL TO ORDER

A regular meeting of the City of Santa Fé Audit Committee was called to order by Vice-Chair Randy Randall on this date at approximately 2:00 p.m. in the City Councilors' Conference Room at City Hall, 200 Lincoln Avenue, Santa Fé, New Mexico.

2. ROLL CALL

Roll call indicated the presence of a quorum as follows:

Members Present:

Randy Randall, Vice-chair
Hazeldine Romero
Clark de Schweinitz, J.D

Members Absent:

Maurice A. Lierz, Chair [excused]
Marc A. Tupler, [excused]

Others Attending:

Liza Kerr, Internal Auditor
Lisa Martínez,
Marcos Tapia, Finance Director
Carl Boaz, Stenographer

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

3. APPROVAL OF AGENDA

Ms. Romero moved to approve the agenda as presented. Mr. de Schweinitz seconded the motion and it passed by unanimous voice vote.

4. APPROVAL OF MINUTES

- **January 8, 2014**

Ms. Romero requested the following changes to the minutes:

On page 2, line 118 - the corrected name in the December minutes should be Ricci.

On page 5, line 262 it should have said 25 CEU's in government accounting.

On page 6, line 273 the minutes should add "and the City pay for her lodging and travel."

On page 7, line 317 it should say "Mr. Tapia earlier said about Atkinson not being eligible to do the 2014 CAFR audit."

Ms. Kerr requested the following changes to the minutes:

On page 3, line 132, it should say "now posted on the state auditor's web site."

On page 3, line 145, it should say, "The BDD Audit was waiting for the CAFR audit to be completed."

On page 4, line 188, it should say, "Ms. Kerr said Ms. Martínez presented it to Finance last night."

Vice-Chair Randall requested a change on line 386 that the points A, B, and C from Chair Lierz' memo be included in the recommendation:

"A. Amend the Resolution 2013-80 to provide for a special external audit to cover the entire expenditure period from the beginning to March 31, 2014.

B. Include the City's Audit Committee in this process for the determination of the procedures to conduct a special audit of the expenditures of funds charged against the 2008 Bond funds.

C. Considering the fact that the present external auditor, Atkinson & Co. Ltd., has annually audited most if not all of such budgeted expenditures that have been charged against the 2008 Bond funds of approximately \$30,300,000. Such annual expenditures were included in the annual CAFR audits and would have been audited to a higher materiality level, than the needs of a separate audit at a \$30,300,000 level, for such 2008 Bond funds."

Ms. Romero moved to approve the minutes of January 8, 2014 as amended. Mr. de Schweinitz seconded the motion and it passed by unanimous voice vote.

Mr. de Schweinitz was curious about the park bond issues. There was a good memo and conversation went on afterwards. He asked if there were some loose ends.

Ms. Kerr said Ms. Bette Booth would be here later to address it.

Vice-Chair Randall said those were passed on to Councilor Wurzburger. He didn't think there was anything left to do and Ms. Booth would provide an update later on.

Mr. Tapia said there was a draft resolution written for Councilor Wurzburger. The biggest thing was the scope and what was going to be audited exactly. Mr. Lierz appeared before the City Council

Mr. Tapia said materiality was different. It wasn't something they looked into. Every voucher and procurement document could be part of the lottery to be looked at.

Vice-Chair Randall noted that the auditor could choose the level of the materiality. The Council said there would be an audit and the Audit Committee's role now was in audit selection participation and to follow it to make sure it was properly done. The Audit Committee needed to be careful not to take on the Finance Committee role.

Vice-Chair Randall moved to amend the agenda and hear Ms. Lisa Martínez next and then after that to hear Ms. Bette Booth. Ms. Romero seconded the motion and it passed by unanimous voice vote.

9. NEW BUSINESS

- **Lisa Martínez - Presidio Report**

Ms. Martínez said this was a draft strategic plan about where the City was headed and what we want to do in response to the Presidio Report and prepare for the budget cycle. This was a generic strategic plan. It involved a lot of time to do it correctly. The City was at the very beginning stages on it. As she was new to the position, she wanted to put together some base line information for our initiative for IT and identify the things in Presidio that were urgent in order to take care of that immediately.

Mr. de Schweinitz thought they said there were some procedures that were not there.

Ms. Martínez said it was some policies.

Mr. Tapia explained that Robert Romero was here and wanted Presidio to look at the overall structure to see if there were weaknesses in security and determine that the people in positions were adequate and have one over the top view and Presidio gave recommendations.

Ms. Kerr said Presidio did review the data center component and also looked at other things.

Ms. Martínez said it was an overall assessment or review. They looked at staffing, governance, structure and how many staff IT had compared with other departments. It was a good assessment and a good starting point for her just coming into this job.

The report pointed out a critical element - that the City didn't really have guidance, direction and leadership in IT. She was brought in to handle that and she needed the steering committee for IT. They had one meeting right before she started and there have been two since then.

They discussed committee responsibilities. One was to review major IT initiatives to make sure they had alignment with the organization's overall goals, etc. They had to have a disaster recovery plan and that was a priority.

There were grant monies coming to the City and the City had lots of polices and could implement them and send the applications off to the federal government including training for security, the disaster recovery plan, hardware disposal and life cycle. Those were all implemented now. They went into effect by the end of October.

Vice-Chair Randall was impressed that so much got accomplished.

Ms. Kerr said they also needed to clear the findings on IT.

Ms. Martínez asked for another copy and Ms. Kerr agreed to send it to her.

Mr. Tapia thought that would help with other audits too. They were about 80% clear with the findings and should be finished in a month.

Ms. Martínez found the acceptable internet usage policy, dated 2003. Unfortunately it was the most recent one they had. So they were working on it now.

Vice-Chair Randall asked who reviews and approves the policies before using them.

Ms. Martínez said it was Mr. Tapia, Finance, and the City Manager. She showed the signature page. They were now setting up the training schedule for all city staff.

Ms. Kerr asked her to highlight the other findings.

Ms. Martínez said the low hanging ones were network refreshing, mobility, wireless infrastructure and data center facilities. The second category were initiatives that also had barriers and were beyond the available budget and would provide efficiencies including the Data Center Infrastructure, Server, Disaster Recovery, and Mobility.

Based on what the Councilors came up with, we provided that to Presidio. An issue of proprietary non copying was cleared.

The third category were the "Must Haves" to change City efficiencies to serve our constituents. Many of them were not clearly defined and require some leadership. They included IT governance and reform, document imaging and management, broadband initiative; communications, collaborations, upgrade and replacement; and mobile radio upgrades.

Mr. Tapia clarified that not everything she mentioned was in that report.

Ms. Martínez said the fourth category were the many pitfalls and things to avoid. Those were not on this list. Everything that was here they had to do so she was taking it to the IT steering committee and the departments.

The City Manager sent Ms. Martínez to a two-day strategic planning course. And while she came out of

it very excited about the possibilities she was also a little dejected at how much work it would take. They were at an odd place now with administration about to change. So it could all change in another month. She told the steering committee that she was backing off in favor of some basics as a foundation for whoever comes into office next month.

They put together a basic inventory plan to distribute to everyone. It was straightforward with serial number, age, etc. lap tops, printers, and maybe even flash drives.

Mr. Tapia said it was anything that was digital related.

Ms. Martínez gave them a better perspective for what was needed to clarify accountability. Mr. Tapia applauded everything she accomplished.

Ms. Martínez said she was collecting a wish list from other departments about where they would like to be in the next few years from an IT perspective so we could better work with them and the things we need to plan for in our budget. She was really just trying to get folks to change from crisis management mode to think about the future and the latest and greatest things. We should be able to move beyond maintenance issues and separate what we could do right away from those that require a work order. We have to organize in a way to compartmentalize our tasks instead of just running around. We need to figure out how to improve everyone's perception of all the good we do.

Vice-Chair Randall asked for an update on the rest of the findings for next month. He hoped the new administration didn't choose to change everything.

Ms. Kerr thought it was a good time to do that.

Ms. Martínez said that was the main gist of it. She had a good road map and was working on development of a budget with the most critical items which were at the end of their life cycle.

Vice-Chair Randall asked her about the makeup of the steering committee.

Ms. Martínez said it was Mr. Tapia, Mr. Snyder, Mr. O'Reilly, Mr. Pino, the HR Director and the Fire Chief. Eventually, they would add outsiders from the community who used the City web site.

Vice-Chair Randall asked if it was permanent. Ms. Martínez agreed.

Mr. Tapia said the Audit Committee could help at some point on revenue source to request virtual servers that have the capacity for information rather than going into boxes to find what staff needed.

Vice-Chair Randall said it appeared from the original audit that they were not even using the current resources correctly and it looked like Ms. Martínez was turning that around. That was huge. We would certainly support more resources. We also need to be comfortable that our present resources were being used properly. Ms. Kerr's report would help. He thanked Ms. Martínez for her report.

- **2008 Park bond Issue - updated status**

Ms. Booth thanked the Committee for letting her speak. She said Councilor Wurzburger had asked her to let the Committee know that she was following the Audit Committee's advice and submitted a resolution with that intent to have a procedure audit and to include POSAC and BTAC for input. The resolution would go to Public Works on Monday, Finance on Tuesday the 17th, and to Council on the 26th. Councilor Wurzburger didn't expect any opposition for it.

Vice-Chair Randall thanked Ms. Booth for her report.

5. STATUS REPORT FROM CITY OF SANTA FÉ AUDIT AND FINANCE DEPARTMENTS

- **Status of Audits (Internal Audit)**

Ms. Kerr said there was not much to report on them. She did include the SWMA audit for review. She would put that on her chart as completed.

Mr. de Schweinitz asked if the Committee needed to make a decision how to respond to the findings.

Mr. Tapia said they had very little other than the Committee's recommendation that staff follow through with management responses to the findings.

Ms. Kerr wanted to track all of the findings but administratively it was too much for her to do.

Ms. Romero suggested, at this point, just having the audit get back to her with the status of findings.

Ms. Kerr agreed.

Vice-Chair Randall asked Ms. Kerr to start a list of all she should be doing but couldn't because of not enough hours in the day. If the Committee supports expansion of the department, it had to be justified. So he thought they needed to start the list of all the things that should get done but could not without more staff.

Secondly on the list would be what Ms. Martínez said on the help desk. It was not our job to go out and dig into it and find out. But send a note that you expect in 50 days how you would respond to the findings in your audit. Whatever number of days you want. And then send them an email when they report and expect to get an update in six months.

Mr. Tapia thought that was great idea but for some of them, the City didn't have oversight so they might not respond at all. But if the need of the Audit Committee was explained, perhaps they would respond.

Vice-Chair Randall agreed it was different for them but if a city department chooses not to respond, that was an issue. For the others, she could just report that they didn't respond.

Mr. Tapia agreed.

Vice-Chair Randall asked if we were planning to expand the audit department next year.

Mr. Tapia said that would still have to go through the Finance Committee. That might change after March 4.

- **Gross Receipts Tax Report**

Mr. Tapia said the February report would tell us about December's results. We were back down to \$2.7 million ahead of last year. So with the increases it was getting closer to 2007-2008. One important thing to consider in looking at this was that TRD said it was spread out, so it was a general economy increase. That made him optimistic. There was annexation and different union contracts also to contend with. IT requested an expansion also.

The other point was that March that would tell him about a nice little bump from annexation. He was anxious to see it.

Vice-Chair Randall raised the issue of internal instead of external audits in the future as a factor.

- **Lodger's Tax Report**

Mr. Tapia said they didn't have a big bump in Lodgers Tax receipts.

Vice-Chair Randall commented that the lodging didn't vary a whole lot. But next year with 200 rooms at Drury, that might affect the receipts.

Mr. Tapia said auditing of lodgers would be a surprise to the lodgers. They might take it to Legal, depending on the outcome.

7. SUB-COMMITTEE REPORTS

- **Internal Audit -**

- a. False Alarm Monitoring System Audit (Draft)**

Ms. Kerr said this audit remained confidential so it would need to be discussed in executive session.

Mr. de Schweinitz moved to go into executive session pursuant to NMSA 1978 Article 10-15-1 (H) (2) to discuss confidential audit material. Ms. Romero seconded the motion and it passed by unanimous roll call vote with Vice-Chair Randall, Mr. de Schweinitz and Ms. Romero voting in favor and none against. The Committee went into closed executive session at 3:07 p.m.

At 3:19 p.m., the Audit Committee returned to open session. Vice-Chair Randall announced to the public that during the executive session no actions were taken and the only matters discussed pertained to the draft confidential False Alarm Monitoring System Audit.

d. Budget

Ms. Kerr said she was being told that she had no separate budget.

Mr. Tapia explained that it was under the Common Budget category. It would show as its own budget. It was the same as with the City Manager and City Clerk as Internal Auditor.

Vice-Chair Randall asked about expansion.

Mr. Tapia suggested they put in an approximate cost of having insurance in there and come up with a number and give a copy to Celeste to submit as part of the budget. He said a city this size needed an audit group. It should have at least 2-3 people.

Vice-Chair Randall said the Committee should ask for three staff.

Mr. Tapia noted that the City spent almost \$40,000 on the parking audit and had a few personnel issues and it could have been done internally. The Parks Bond could also be done internally. Right now the City were looking at \$40-80,000 for that audit, depending on the scope. There was so much more like that the City could do internally. One FTE would be \$90,000.

Vice-Chair Randall said people perceive it would not be independent and the Audit Committee was key to dealing with that issue. Independence was independence of operation.

Mr. Tapia agreed. It was a matter of having the credentials.

Mr. de Schweinitz pointed out that if Ms. Kerr did more audits, we would have to revise our plan.

a. False Alarm Monitoring System Audit (Draft) (continued)

Mr. de Schweinitz moved to return to executive session pursuant to NMSA 1978 Article 10-15-1 (H) (2) to discuss confidential audit material. Ms. Romero seconded the motion and it passed by unanimous roll call vote with Vice-Chair Randall, Mr. de Schweinitz and Ms. Romero voting in favor and none against. The Committee went into closed executive session at 3:28 p.m.

At 4:00 p.m., the Audit Committee returned to open session. Vice-Chair Randall announced to the public that during the executive session no actions were taken and the only matters discussed pertained to the draft confidential False Alarm Monitoring System Audit.

b. Discussion of Fraud, Waste and Abuse Hotline Bill

Ms. Kerr said the next step regarding this hotline was to set up a budget. She noted that \$6,000 was put in the request as shown in the packet. Once set up, they could issue an RFP.

Vice-Chair Randall added that hopefully, she wouldn't manage it.

Ms. Kerr said it was on her plate anyway.

Vice-Chair Randall asked that it be added to the justification for budget expansion.

Mr. de Schweinitz agreed with the justification process.

Ms. Kerr said she wanted to do things correctly but couldn't with all this load.

Ms. Kerr said she included the expansion request as a BAR and Celeste was helping her do that.

c. Risk Assessment/Audit Plan

Ms. Kerr reported she was sending that plan out this week. It had to go to the Finance Committee 60 days before year end. She needed to do additional interviewing and could meet the deadline. It goes to cashiers, purchasing and risk management with a memo directly to her.

Vice-Chair Randall reasoned that next month the plan would come to the Committee with the final review at the April meeting.

e. Money for conference travel in May

This matter was not discussed.

8. OLD BUSINESS

Ms. Romero recalled that last time, the Committee discussed the airport issue.

Ms. Kerr said there was no report. She would meet with Francey Jesson (the Airport Manager) to go over it.

Vice-Chair Randall asked if the Lodgers' Tax audit was on the audit report.

Ms. Kerr said they were moving forward with it.

Vice-Chair Randall said any lodging facilities that suggested to the audit firm that they no longer have records should be put on the two-year list or the one-year audit list.

Ms. Kerr had not heard back from them that they couldn't produce the records.

Vice-Chair Randall said he was told that Marriott didn't have the records so they should be audited again.

9. NEW BUSINESS

New Business was considered earlier in the meeting.

10. OTHER MATTERS FROM THE COMMITTEE

Vice-Chair Randall said the City Manager told him the Chairman had not been reappointed. He asked when the terms expired.

Ms. Kerr said the term ran from November 2013 and agreed to find out more about it. She was planning for a "Muchas Gracias" recognition for Maurice Lierz. It would be done at a City Council meeting, maybe as late as April. She said the terms for Mr. Tupler, Ms. Romero and Mr. Lierz were expired.

- **Invite Jon Bulthuis, Transit Director, to discuss Federal Transit Administration Financial Management Oversight Audit**

Mr. Kerr announced that Mr. Bulthuis would come in April. She already sent the members a summary of the findings.

Mr. de Schweinitz asked if the Committee wanted to quiz him on it.

Ms. Kerr said there were quite a few findings and all but one or two had been cleared.

Vice-Chair Randall would like a written summary from Ms. Kerr that reported what has been done. He asked if she could update that for the April meeting.

Ms. Kerr agreed and explained that Mr. Bulthuis just couldn't come today but was confirmed for April. She also wanted to invite Marty Mathisen to come and go over the CAFR. And then next month the new person would be coming. It depends when the council meeting is.

11. ITEMS TO REPORT TO THE CITY MANAGER

There were no items to report to the City Manager.

12. NEXT MEETING: March 5, 2014

13. ADJOURNMENT

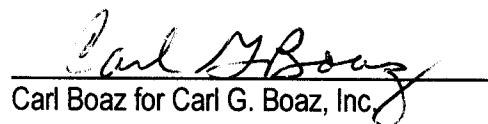
The meeting was adjourned at 4:20 pm.

Approved by:

A handwritten signature in black ink, appearing to read "Randy Randall", written over a horizontal line.

Randy Randall, Vice-Chair

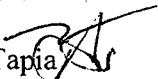
Submitted by:

A handwritten signature in black ink, appearing to read "Carl G. Boaz", written over a horizontal line.
Carl Boaz for Carl G. Boaz, Inc.

City of Santa Fe Lodging Tax Report Fiscal Year Ending June 2014												
4% Lodging Tax Month	Fiscal Year 2009-2010		Fiscal Year 2010-2011		Fiscal Year 2011-2012		Fiscal Year 2012-2013		Fiscal Year 2013-2014		Monthly % Gain/Loss	
	% Gain/Loss	\$	% Gain/Loss	\$	% Gain/Loss	\$	% Gain/Loss	\$	% Gain/Loss	\$	% Gain/Loss	\$
July	-22.46%	\$ 368,059	-22.46%	\$ 466,349	27%	\$ 429,650	-8%	\$ 541,735	26%	\$ 468,946	-13.44%	\$
August	-12.07%	\$ 508,480	-12.07%	\$ 569,878	10.11%	\$ 584,497	4%	\$ 536,103	-8%	\$ 517,887	-3.46%	\$
September	-7.71%	\$ 604,560	-7.71%	\$ 621,818	2.85%	\$ 687,900	-5%	\$ 608,661	4%	\$ 527,862	-13.30%	\$
October	-11.83%	\$ 430,868	-11.83%	\$ 417,264	-0.86%	\$ 457,746	10%	\$ 461,151	1%	\$ 557,971	21.00%	\$
November	9.80%	\$ 400,356	9.80%	\$ 489,309	22.22%	\$ 447,667	-9%	\$ 450,359	1%	\$ 489,805	8.76%	\$
December	-38.77%	\$ 229,101	-38.77%	\$ 234,852	2.51%	\$ 223,558	5%	\$ 261,800	17%	\$	-100.00%	\$
January	45.15%	\$ 268,342	45.15%	\$ 260,667	-2.86%	\$ 275,908	6%	\$ 345,975	25%	\$	-100.00%	\$
February	-24.86%	\$ 167,499	-24.86%	\$ 201,287	20.17%	\$ 184,248	-8%	\$ 193,829	5%	\$	-100.00%	\$
March	-15.19%	\$ 200,011	-15.19%	\$ 198,305	-0.85%	\$ 167,482	-16%	\$ 211,949	27%	\$	-100.00%	\$
April	36.27%	\$ 306,086	36.27%	\$ 285,430	-6.75%	\$ 275,748	-3%	\$ 320,760	16%	\$	-100.00%	\$
May	-7.00%	\$ 275,292	-7.00%	\$ 265,120	-3.69%	\$ 263,919	0%	\$ 298,822	13%	\$	-100.00%	\$
June	-6.13%	\$ 384,175	-6.13%	\$ 349,553	-9.01%	\$ 461,600	38%	\$ 427,960	-17%	\$	-100.00%	\$
Fiscal Year Totals	-48.81%	\$ 4,132,640	-48.81%	\$ 4,349,832	5.25%	\$ 4,381,163		\$ 4,659,304		\$ 2,561,971		
Cumulative Months												
July - November Totals	-48.81%	\$ 2,302,343	-48.81%	\$ 2,554,618	10.96%	\$ 2,507,470		\$ 2,598,209		\$ 2,561,971		-1.39%
Convention Center 3% Lodgers Tax												
Month	Fiscal Year 2009-2010		Fiscal Year 2010-2011		Fiscal Year 2011-2012		Fiscal Year 2012-2013		Fiscal Year 2013-2014		Monthly % Gain/Loss	
	% Gain/Loss	\$	% Gain/Loss	\$	% Gain/Loss	\$	% Gain/Loss	\$	% Gain/Loss	\$	% Gain/Loss	\$
July	-22.46%	\$ 276,043	-22.46%	\$ 349,762	27%	\$ 322,245	-8%	\$ 406,301	26%	\$ 351,709	-13.44%	\$
August	-12.07%	\$ 381,360	-12.07%	\$ 419,908	10.11%	\$ 438,373	4%	\$ 402,077	-8%	\$ 388,040	-3.46%	\$
September	-7.71%	\$ 453,435	-7.71%	\$ 466,364	2.85%	\$ 440,925	-5%	\$ 456,646	4%	\$ 396,696	-13.30%	\$
October	-11.83%	\$ 315,651	-11.83%	\$ 312,948	-0.86%	\$ 343,310	10%	\$ 345,863	1%	\$ 418,479	21.00%	\$
November	9.80%	\$ 300,267	9.80%	\$ 366,982	22.22%	\$ 335,750	-9%	\$ 337,769	1%	\$ 367,354	8.76%	\$
December	-38.77%	\$ 171,826	-38.77%	\$ 176,141	2.51%	\$ 167,668	-5%	\$ 196,350	17%	\$	-100.00%	\$
January	45.15%	\$ 201,256	45.15%	\$ 195,500	-2.86%	\$ 206,931	6%	\$ 259,462	25%	\$	-100.00%	\$
February	-24.86%	\$ 125,624	-24.86%	\$ 150,965	20.17%	\$ 138,196	-8%	\$ 145,372	5%	\$	-100.00%	\$
March	-15.19%	\$ 150,008	-15.19%	\$ 148,729	-0.85%	\$ 125,611	-16%	\$ 168,962	27%	\$	-100.00%	\$
April	36.27%	\$ 229,966	36.27%	\$ 214,072	-6.75%	\$ 207,561	-3%	\$ 240,570	16%	\$	-100.00%	\$
May	-7.00%	\$ 206,469	-7.00%	\$ 198,840	-3.69%	\$ 197,981	0%	\$ 224,117	13%	\$	-100.00%	\$
June	-6.13%	\$ 288,131	-6.13%	\$ 262,165	-9.01%	\$ 361,360	38%	\$ 320,970	-11%	\$	-100.00%	\$
Fiscal Year Totals	-8.11%	\$ 3,099,636	-8.11%	\$ 3,262,376	5.25%	\$ 3,265,871		\$ 3,494,478		\$ 1,921,478		
Cumulative Months												
July - November Totals	-48.81%	\$ 1,726,756	-48.81%	\$ 1,916,964	10.96%	\$ 1,880,603		\$ 1,948,657		\$ 1,921,478		-1.39%

City of Santa Fe, New Mexico

memo

DATE: January 15, 2014
TO: Finance Committee
FROM: Marcos A. Tapia 
Finance Director
SUBJECT: Gross Receipts Report

BACKGROUND AND SUMMARY:

Update of Gross Receipts Tax Report received in January 2013 (for November 2013 activity).

ACTION:

For your information.

**City of Santa Fe
Gross Receipts Taxes Collected (less Water 1/4%)**

BENCHMARK YEAR

MONTH	FY Actual 2007/08	% Inc/Dec
JUL	7,375,729	15.39%
AUG	8,237,747	-2.16%
SEPT	7,534,469	9.30%
OCT	7,792,052	4.44%
NOV	7,767,989	2.05%
DEC	7,385,740	-2.52%
JAN	6,986,767	4.62%
FEB	8,725,121	8.61%
MAR	6,680,180	-4.15%
APR	5,957,049	-4.68%
MAY	6,903,178	-34.00%
JUN	7,201,012	-4.48%

FY Actual 2010/11	% Inc/Dec
6,253,785	-8.06%
7,692,859	4.32%
6,865,871	-4.91%
7,300,775	2.35%
6,788,772	-1.43%
6,492,101	-2.60%
6,284,002	2.70%
7,796,459	2.88%
5,705,183	-1.20%
5,775,585	1.59%
6,821,323	3.67%
6,687,665	7.65%

FY Actual 2011/12	% Inc/Dec
6,868,168	9.82%
7,651,436	-0.54%
7,162,003	4.31%
7,456,520	2.13%
7,169,747	5.61%
6,576,396	1.30%
6,653,844	5.89%
8,240,913	5.94%
6,242,865	9.42%
6,318,974	9.41%
7,132,860	4.57%
6,249,687	-6.55%

FY Actual 2012/13	% Inc/Dec
6,839,744	-0.41%
7,557,228	-1.23%
7,251,040	1.24%
7,541,435	1.14%
7,047,078	-1.71%
7,114,531	8.18%
6,672,604	0.28%
7,731,934	-6.18%
6,728,219	7.77%
5,828,888	-7.76%
7,364,997	3.25%
6,584,103	5.35%

FY Actual 2013/14	% Inc/Dec	\$ Diff to PY
7,330,377	7.17%	490,633
7,638,713	1.08%	81,486
7,703,661	6.24%	452,621
8,517,763	12.95%	976,328
7,535,998	6.94%	488,920
7,538,502	5.96%	423,971
6,521,060	-2.27%	(151,544)

FY Budget 2013-14	% Actual to Budget	Over/Under Budget
6,928,071	7.36%	502,306
7,544,330	1.25%	94,383
7,238,665	6.42%	464,996
7,528,565	13.14%	989,198
7,035,052	7.12%	500,946
7,102,389	6.14%	436,113
6,661,216	-2.10%	(140,156)
7,718,739		
6,716,737		
5,818,941		
7,352,428		
6,572,867		

TOTALS \$88,547,033 2.07% \$ 80,454,380 0.54% \$ 83,723,413 4.06% \$ 84,261,803 0.64% \$ 2,762,414 \$ 2,847,787

Prior Years' Comparison:

July-Jan \$53,080,494 4.01%

\$47,678,165 -1.09% \$49,538,114 3.90% \$50,023,660 0.98%

Budget vs Actual year-to-date comparison \$52,786,075 5.52% \$2,762,414

Current Actual year-to-date comparison to prior year-to-date 5.52% 2,762,414

Current Actual year-to-date comparison to FY 07-08 year-to-date -0.85% (294,419)

\$2,847,787

\$2,847,787

2,762,414

(294,419)

July 2005 1/4% GRT Increase: WATER

MONTH	FY Actual 2007/08	% Inc/Dec
JUL	633,957	14.35%
AUG	714,599	-95.00%
SEPT	653,432	9.04%
OCT	676,530	3.87%
NOV	679,250	4.46%
DEC	647,257	2.30%
JAN	612,303	2.59%
FEB	765,368	9.23%
MAR	585,468	-0.35%
APR	546,057	4.90%
MAY	951,790	57.65%
JUN	631,448	4.36%

FY Actual 2010/11	% Inc/Dec
545,951	-7.89%
671,821	4.65%
597,858	-4.98%
636,744	2.29%
590,905	-0.92%
566,931	-2.31%
549,104	2.66%
680,339	2.79%
499,794	-0.75%
499,776	0.71%
594,603	3.83%
580,691	7.17%

FISCAL YR 2011/12	% Inc/Dec
598,654	9.65%
667,629	-0.62%
625,006	4.54%
648,133	1.79%
625,532	5.86%
573,490	1.16%
580,657	5.75%
722,984	6.27%
543,902	8.83%
551,043	10.26%
622,468	4.69%
543,012	-6.49%

FISCAL YR 2012/13	% Inc/Dec
600,324	0.28%
659,002	-1.29%
634,132	1.46%
659,894	1.81%
616,187	-1.49%
622,564	8.56%
583,650	0.52%
676,802	-6.39%
589,701	8.42%
509,652	-7.51%
643,878	3.44%
574,631	5.82%

FISCAL YR 2013/14	% Inc/Dec	\$ Diff to PY
642,087	6.96%	41,763
669,004	1.52%	10,002
674,853	6.42%	40,722
742,357	12.50%	82,463
659,904	7.09%	43,717
660,591	6.11%	38,027
569,976	-2.34%	(13,674)

FY Budget 2013-14	% Actual to Budget	Over/Under Budget
594,589	7.99%	47,498
652,706	2.50%	16,298
628,073	7.45%	46,780
653,589	13.58%	88,768
610,300	8.13%	49,604
616,616	7.13%	43,975
578,074	-1.40%	(8,098)
670,335		
584,067		
504,783		
637,726		
569,142		

TOTALS \$8,097,459 8.74% \$7,014,517 -1.37% 7,302,510 3.55% \$ 7,370,419 0.55% \$ 4,618,773 \$ 243,019 \$ 284,826

Prior Years' Comparison:

July-Jan \$4,617,329 4.80%

\$4,159,314 -0.82% \$4,319,102 3.84% \$4,375,753 1.31%

\$4,618,773 5.56% 243,019

\$4,333,947 6.17% \$284,826

Amount over(under) budget 243,019 6.55% 243,019

Current year-to-date vs. prior year-to-date: 0.03% 1,444

Current year-to-date vs. FY 07-08 year-to-date:

City of Santa Fe
Gross Receipts by Category
Fiscal Years 2013-14 vs. 2012-13

January
(November Activity)

Category	January 2013-2014	January 2012-2013	Dollar Difference	Percent Difference
Agriculture, forestry, hunting	3,397	6,516	(3,119)	-47.87%
Mining	803	1,954	(1,151)	0.00%
Utilities	211,077	185,442	25,635	13.82%
Construction	513,722	729,759	(216,037)	-29.60%
Manufacturing	125,386	127,455	(2,069)	-1.62%
Wholesale	94,637	99,831	(5,194)	-5.20%
Retail	2,196,238	2,197,082	(844)	-0.04%
Transportation & warehousing	15,202	12,886	2,316	17.97%
Information & Cultural Indust.	289,899	284,348	5,551	1.95%
Finance & insurance	90,171	98,089	(7,918)	-8.07%
Real estate, rental & leasing	154,973	133,036	21,937	16.49%
Prof. Scientific, Technical	533,215	545,029	(11,814)	-2.17%
Management of companies	16,267	17,673	(1,406)	-7.96%
Admin & Support, Waste Mgt	46,028	45,361	667	1.47%
Educational Services	69,474	58,359	11,115	19.05%
Health Care & Social Assist	346,456	344,567	1,889	0.55%
Arts, Entertainment & Recr	34,854	41,089	(6,235)	-15.17%
Accommodation & Food	762,315	717,476	44,839	6.25%
Other Services	711,199	724,318	(13,119)	-1.81%
Public Administration	0	0	0	0.00%
Unclassified	25,531	17,955	7,576	42.19%
State reimb-food/med tax	819,968	841,684	(21,716)	-2.58%
Muni. Equivalent Distribution	30,225	26,345	3,880	14.73%
Total Distribution	7,091,037	7,256,254	(165,217)	-2.28%

City of Santa Fe
GRT Analysis By Category
Fiscal Years 2013-14 vs. 2012-13

Cumulative YTD
(May - Oct. Activity)

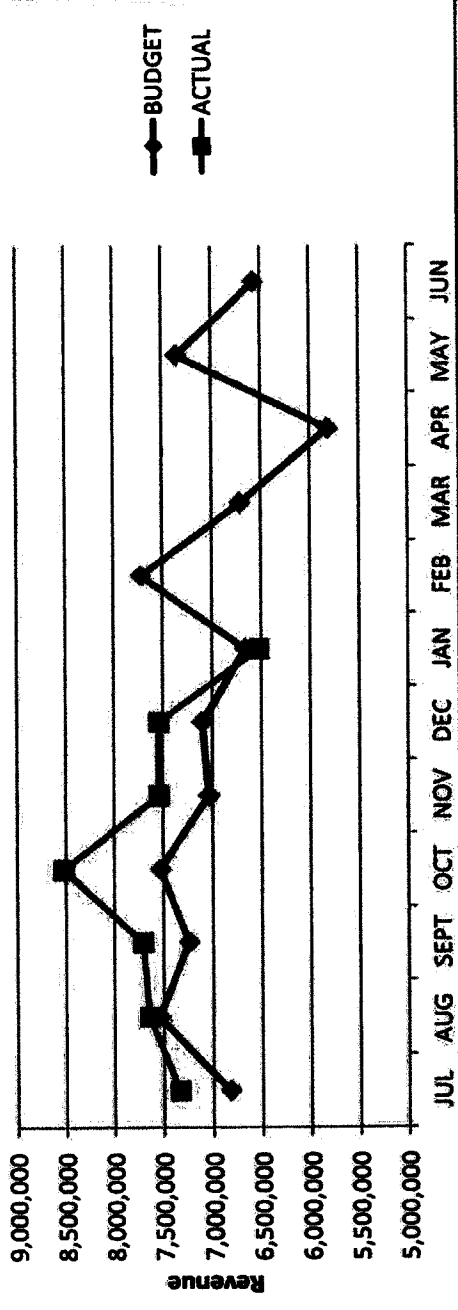
Category	July - Jan. 2013-2014	July - Jan. 2012-2013	Dollar Difference	Percent Difference
Agriculture, forestry, hunting, fishing	83,557	140,308	(56,751)	-40.45%
Mining	2,292	3,965	(1,673)	-42.19%
Utilities	1,354,942	1,272,215	82,327	6.47%
Construction	5,552,275	5,139,760	412,515	8.03%
Manufacturing	960,167	930,902	29,265	3.14%
Wholesale	785,560	853,910	(68,350)	-8.00%
Retail	16,200,259	15,734,142	466,117	2.96%
Transportation & warehousing	109,586	104,070	5,516	5.30%
Information and Cultural Indust	2,212,784	2,001,140	211,644	10.58%
Finance & Insurance	720,867	688,540	32,327	4.70%
Real estate, rental & leasing	1,367,058	1,130,168	236,890	20.96%
Professional, Scientific, Tech	4,626,462	4,198,671	427,791	10.19%
Management of companies	109,934	134,881	(24,947)	-18.50%
Admin & Support, Waste Mgt	416,608	500,299	(83,691)	-16.73%
Educational Services	390,800	309,363	81,437	26.32%
Health care and social assist	2,676,519	2,580,510	96,009	3.72%
Arts, Entertainment & Recr	269,725	265,570	4,155	1.56%
Accommodation & Food	7,137,164	6,576,804	560,360	8.52%
Other Services	5,819,506	5,549,878	269,628	4.86%
Public Administration	0	775	(775)	-100.00%
Unclassified	265,526	147,442	118,084	80.09%
State reimb-food/med tax	6,194,719	5,963,117	231,602	3.88%
Muni. Equivalent Distribution	148,936	172,984	(24,048)	-13.90%
Total Distribution	57,404,846	54,399,414	3,005,432	5.52%

City of Santa Fe
GRT Analysis By Category
Fiscal Years 2013-14 vs. 2012-2013 and 2007-2008

Cumulative YTD
(May-November Activity)

Category	July-Jan. 2013-2014	July-Jan. 2012-2013	July-Jan. 2007-2008	Dollar Dif FY 12-13 vs FY 12-13	Percent Dif FY 13-14 vs FY 12-13	Dollar Dif FY 13-14 vs FY 07-08	Percent Dif FY 13-14 vs FY 07-08
Agriculture, forestry, hunting, fishing	83,557	140,308	286,202	(56,751)	-40.45%	(202,645)	-70.80%
Mining	2,292	3,965	60	(1,673)	0.00%	2,232	0.00%
Utilities	1,354,542	1,272,215	1,029,482	82,327	6.47%	325,060	31.58%
Construction	5,552,275	5,139,760	8,256,108	412,515	8.03%	(2,703,833)	-32.75%
Manufacturing	960,167	930,902	1,248,852	29,265	3.14%	(288,685)	-23.12%
Wholesale	785,560	853,910	1,183,211	(68,350)	-8.00%	(397,651)	-33.61%
Retail	16,200,259	15,734,142	17,713,426	466,117	2.96%	(1,513,167)	-8.54%
Transportation & warehousing	109,586	104,070	406,526	5,516	5.30%	(296,940)	-73.04%
Information and Cultural Indust	2,212,784	2,001,140	923,968	211,644	10.58%	1,288,816	139.49%
Finance & Insurance	720,867	688,540	655,808	32,327	4.70%	65,059	9.92%
Real estate, rental & leasing	1,367,058	1,130,168	1,352,133	236,890	20.96%	14,925	1.10%
Professional, Scientific, Tech	4,626,462	4,198,671	3,381,902	427,791	10.19%	1,244,560	36.80%
Management of companies	109,934	134,881	222,136	(24,947)	-18.50%	(112,202)	-50.51%
Admin & Support, Waste Mgt	416,608	500,299	267,609	(83,691)	-16.73%	148,999	55.68%
Educational Services	390,800	309,363	148,383	81,437	26.32%	242,417	163.37%
Health care and social assist	2,676,519	2,580,510	2,155,681	96,009	3.72%	520,838	24.16%
Arts, Entertainment & Recr	269,725	265,570	213,012	4,155	1.56%	56,713	26.62%
Accommodation & Food	7,137,164	6,576,804	6,439,229	560,360	8.52%	697,935	10.84%
Other Services	5,819,506	5,549,878	5,988,468	269,628	4.86%	(168,962)	-2.82%
Public Administration	0	775	68	(775)	0.00%	(68)	0.00%
Unclassified	265,526	147,442	999,342	118,084	80.09%	(733,816)	-73.43%
State reimb-food/med tax**	6,194,719	5,963,117	4,826,218	231,602	3.88%	1,368,501	28.36%
Muni. Equivalent Distribution	148,936	172,984	0	(24,048)	-13.90%	148,936	0.00%
Total Distribution	57,404,846	54,399,414	57,697,824	3,006,432	5.52%	(292,976)	-0.51%

Comparison of Budget vs Actual FY 12-13



Comparison of 3 YRS to Benchmark

