



Agenda

CITY CLERK'S OFFICE

DATE 4-25-2014 TIME 1:49p

PREPARED BY Yolanda Green
CITY CLERK

**SPECIAL FINANCE COMMITTEE MEETING
FY 2014/2015 OPERATING BUDGET REVIEW
CITY COUNCIL CHAMBERS
APRIL 29, 2014 – 8:30 AM – 4:30 PM**

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

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. QUESTIONS AND CLARIFICATION
5. CONTINUATION OF FISCAL YEAR 2014/2015 OPERATING BUDGET REVIEW:
 - A. Department Reviews and Request for Approval:

8:30 a.m. to 9:30 a.m.	ITT
9:30 a.m. to 10:30 a.m.	CVB
10:30 a.m. to 11:00 a.m.	Community Development
11:00 a.m. to 11:30 a.m.	Community Services
11:30 a.m. to 12:30 p.m.	Public Utilities Water Solid Waste Wastewater
12:30 p.m. to 1:30 p.m.	Lunch Break
1:30 p.m. to 3:00 p.m.	Public Works Recreation Traffic Parks Roadways Facilities Streets
3:00 p.m. to 3:30 p.m.	Mayor's Office, City Council
3:30 p.m. to 4:30 p.m.	City Manager City Attorney City Clerk Internal Audit Human Resources
6. 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 INDEX FOR
SANTA FÉ CITY FINANCE COMMITTEE**
April 29, 2014

ITEM	ACTION	PAGE
1. CALL TO ORDER	Convened at 8:30 a.m.	1
2. ROLL CALL	Quorum Present	1
3. APPROVAL OF AGENDA	Approved as amended	1-2
5. CONTINUATION OF FISCAL YEAR 2014/2015		
A. Department Reviews and Request for Approval:		
1. ITT	Approved as recommended	2-9
2. CVB	Approved as recommended	9-15
3. Community Development	Approved as recommended	15-17
4. Community Services	Approved as recommended	17-19
5. Public Utilities		
Water	Approved as recommended	19-22
Solid Waste	Approved as recommended	22-24
Wastewater	Approved as recommended	24-25
Lunch Break		
6. Public Works	Approved a merger	25-27
Recreation	Approved as recommended	27
Parks	Approved as recommended	27-29
Facilities	Approved as recommended	29-30
Streets	Approved as recommended	30-31
Traffic	Approved as recommended	31-32
Administration	Approved as recommended	32
7. Mayor's Office, City Council	Approved as recommended	32-35
City Clerk	Approved as recommended	35-37
Internal Auditor	Approved as recommended	37-38
Human Resources	Approved as recommended	38-40
City Attorney	Approved as recommended	40-42
8. City Manager	Approved as recommended	42-43
4. QUESTIONS AND CLARIFICATIONS	Postponed to May 5	43
6. ADJOURN	Adjourned at 5:10 p.m.	43

MINUTES OF THE

CITY OF SANTA FÉ

FINANCE COMMITTEE

MONDAY, APRIL 29, 2012

1. CALL TO ORDER

A special meeting of the City of Santa Fé Finance Committee was called to order by Chair, Councilor Dominguez on April 30, 2012 at approximately 8:40 a.m. in the City Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fé New Mexico.

2. ROLL CALL

Roll Call indicated the presence of a quorum as follows:

MEMBERS PRESENT:

Councilor Carmichael A. Dominguez, Chair
Councilor Signe I. Lindell
Councilor Joseph M. Maestas
Councilor Christopher M. Rivera
Councilor Ronald S. Trujillo

MEMBERS ABSENT:

STAFF PRESENT:

Mr. Marcos Tapia, Finance Director
Ms. Teresita Garcia, Finance Department Staff
Ms. Yolanda Green, Finance Department Staff

NOTE: All items in the Committee packet for all agenda items were incorporated herewith by reference. The original Committee packet is on file in the Finance Department.

3. APPROVAL OF AGENDA

Chair Dominguez requested an amendment to the agenda to move item #4 to the end.

Councilor Lindell moved to approve the agenda as amended. Councilor Maestas seconded the motion and it passed by unanimous voice vote.

Councilor Maestas announced he would have to be excused at 11:30 a.m.

5. CONTINUATION OF FISCAL YEAR 2014/2015 OPERATING BUDGET REVIEW

A. Department Reviews and Request for Approval

1) ITT

Ms. Lisa Martínez said this was first year they were before the Finance Committee as a full-fledged department. ITT had 29 or 30 FTEs and of those, they had three current vacancies. The budget request was focused on looking at present positions and basic items identified in several audit reports.

Most recently was an audit by Presidio, hired to assess the environment, overall strategies of the data center and their review of all IT initiatives. They identified a number of findings and most were critical and urgent as well as staffing needs. So her request looked at those two foci. Regarding staff they didn't have backup members cross trained. They had systems and programs, network and network support and they didn't have back up personnel for any of the functions.

The audit shoed also showed that half of the staff were scheduled to retire in 1-5 years so they needed succession planning to retain the critical knowledge and secondly how to infuse more youth and current technology, including the latest programs and services to run this department better. They were asking for 9 positions of which two would be for police and transit for cross pollination and tech-specific work through the new systems to be implemented in police vehicles and transit vehicles.

The base budget was pretty much flat as requested with an increase of \$114,000 that covered normal costs. The expansion request was for \$3.2 million. She pointed out that a number of requests categorized as expansion requests were really basic critical needs to maintain operations, such as the J D Edwards update without which they couldn't prepare employee tax forms. So they have identified those.

She prioritized the request, based on things that were end of life and other things that could happen later - PC replacements, staff training for IT certification over next few years. Also partnering with DOIT and training matched 50% by them. They wanted to move forward and use these necessary systems for the City. Without some of them, they would be in deep trouble.

They were actively working on the JD Edwards RFQ. They were looking to the Finance Committee to see these needs and take care of these critical items.

Councilor Ives thanked Ms. Martínez for bringing these critical needs forward. He was curious to understand the base zero sum budget vs. expansion and how those items were allocated between the two budgets. For things like communications and the JD Edwards expansion he wondered why that was not part of the base budget.

Mr. Snyder explained that the main reason was the zero budget requirement. Although those things

were critical, they had to be part of the expansion list. He had removed those from the base budget in order to have a flat budget. That was his direction to staff but he called their attention to the critical parts. Without putting it here the Committee would not know it was part of the upgrade.

Councilor Ives appreciated her calling it critical. Looking at the IT section and in the white book on page 77 middle of page, Communication had 731,876 in it. And on page 79 under ITT equipment had maintenance of fixtures at \$421,000 and another \$230,000 under equipment and machinery. He was trying to understand that. He asked what those amounts were directed to and why it was in the expansion part.

Ms. Martínez said those items were not necessarily expansion but ongoing maintenance for the databases on a city-wide level. The list of eleven were truly expansions.

Mr. Snyder agreed. It was largely dollar based. Upgrading software was in the base but expansion was by dollar basis. It was a budgetary expansion.

Councilor Ives said that was an important point for him because those systems were now old and they were continuing to use those systems but upgrading. Just preserving the system for the ability to use it in the future was preserving the status quo.

Mr. Snyder agreed. This was largely maintenance instead of expansion. This \$3.2 million list included some staffing to help move forward and plan for the future but the capital was largely maintaining what they had now. It would take more millions to move to the next level but these were things they needed to maintain on a daily basis. Staff have followed the report for critical life. They were large items. A switch could easily cost \$100,000 and lack of it could keep staff from doing their day-to-day work.

Councilor Ives said part of his own fear was how we do record retention, given all the software they have across the system. Could you highlight those items that relate to retaining records and now satisfying the record retention policy? That was a great liability exposure if they were not doing it properly.

Ms. Martínez said record retention was a different area. When they get IPRA requests and had to find certain emails, they couldn't go back in time as far as they would like but they were implementing a retention system to go as much as ten years back.

Also with disaster recovery, the data center had been identified in several audits that it was in critical need. They didn't have the finances or the physical area for that. They needed a data center to store the data and have backup.

They were talking to CenturyLink and DOIT to see what options were available. They needed to move the servers into a secure facility and use green technology. They needed a much better system in place to maintain backups. A couple of these were listed in the request.

It was possible they could move into an existing data center and might be able to forego a switch or routers to use it.

One of the other need that IT had asked for was a backup generator for IT. The primary systems

needed to have continuous power backup.

She hoped that helped answer the question. There were little pieces in the base budget but most were in expansion.

Councilor Ives said his questions were meant to identify the expansion request and from his perspective, wanted efficient operations nor waste what they had already spent on these systems to make sure the system was reliable every day.

Ms. Martínez said the upgrades to JD Edwards system were designed to continue operations throughout the City and the whole notion of backup was also critical. It not only would allow them to meet their own policy on retention but of transparency and reliability to back it up and retain it according to time frames in the law. They had failed miserably on that. So those beg for attention.

Councilor Trujillo agreed with Councilor Ives. In the expansion he asked if she was saying it didn't get them to the next level but did bring them into the 21st century.

Ms. Martínez said it actually did allow them to move to the next level and would allow them to save money. If they decided to move to the CenturyLink data center they could transfer to 57 other data centers so if something horrible happened here, they would still have the data.

Councilor Trujillo would like to get the best system they could get so they didn't face that again next year.

Ms. Martínez acknowledged that much of what they asked for was a band-aid for the next few months and then they could work for what they needed for the long term future. It was a huge band-aid.

Councilor Trujillo asked how long the band-aid would last.

Ms. Martínez thought about a year or a couple at most. They needed to think about investing in new systems. They were just not there yet. There were things that should have been done last year. JD Edwards support would expire tomorrow and that would be a full-blown problem.

Councilor Maestas said he was not familiar with IT systems and could see why it needed to be a separate department. Just based on the requests, this was a major decision for them during budget hearings. He asked how he could know which things would address the audit and which parts would take them to the next level. It lacked a context. He wondered how he could get up to speed on it. He wanted them to make a well informed decision instead of using a band-aid.

Mr. Snyder suggested they could have a study session on it. The Presidio Report was good reading for that. They were defining some of the history. From a staff standpoint, they could meet for a couple of hours either as one-to-one or with a group of councilors who wanted to learn more.

He would take responsibility for not providing background in the pre-budget book. There were many things that could have been in there.

Councilor Maestas said he couldn't help with making an informed decision on this.

Chair Dominguez added that it wasn't a one-time conversation. The point was that it would take an effort from all the Governing Body.

Councilor Rivera asked how much of the \$3.2 million was recurring cost.

Ms. Martínez said some items were recurring such as hand-held radios for police. That was a replacement plan for them at a cost of \$155,000. End of life for Presidio Report was not. PCs were recurring to replace them in a 3-5 year plan. They had been doing it sporadically. The switch replacement depends on whether they used a data center and would have a life of 5-10 years.

Replacing the AS 400 system would be a major expense. That would be one-time lasting for a long time to come.

Councilor Rivera estimated a little over \$2 million in recurring costs.

Ms. Martínez agreed.

Councilor Rivera noted regarding the radios that yesterday Land Use had requested a software upgrade. He asked when her department would take it over.

Ms. Martínez said IT worked with each department's request to make sure it was all compatible. All of the staff members were involved. It was a good opportunity for them to be involved and they planned to do much more with the IT Steering Committee in the future.

Councilor Rivera asked why Land Use didn't request that through IT.

Mr. Snyder said the radios were part of IT already but the Land Use software was not. The advice given to contractors was to work through IT. He assured Councilor Rivera that the radios were not double-counted.

Councilor Rivera asked where the fire department IT was in the organization.

Ms. Martínez explained that the position was under IT supervision but the salary was provided by the Fire or Police Department.

Councilor Rivera asked if that would be true for Transit also.

Ms. Martínez agreed it was the same. The police and fire positions were run as a pilot program and was a success. The only problem was there was too much work for one person to accomplish and was why they were requesting the two positions.

Mr. Snyder added that whether expansion or base budget, it would be a General Fund impact. There

would be cross training and they would report to IT but also to their department. There were staffed under IT to make cross training happen more efficiently. Where the budget resided didn't matter as much.

Councilor Rivera asked if she looked at backup generator for the Convention Center along with City Hall.

Mr. Snyder said they did and it would get funding from various sources including a Homeland Security grant through the Emergency Manager.

Councilor Rivera asked if the AS 400 was not as useful today.

Ms. Martínez said that was something they were trying to find out. There were big supporters of it but in her past work, she got rid of the AS 400 about eleven years ago as she felt it had outlived its usefulness. Depending on how they decided to move forward citywide with new programs and services they would have to evaluate and determine if the AS/400 would still work for them what they needed something new.

Councilor Rivera felt putting a Band-Aid over a gaping wound was a hard thing to continue to do. He believed IT should be leading the City in every aspect, and he felt like it was the Council's fault that it wasn't leading. They needed to find better ways. He understood what they were proposing but was not sure a band-aid would be the best way to go. Looking at new technology might be the better way to go to bring us up to par with the other cities of this country.

Mr. Snyder thought they were all on that same page. They just received quotes for the JD Edwards program and with that in mind, to determine what else was out there using current technology. The JD Edwards part was a band aid. They needed a new system for the City and to decide that from a system perspective.

Councilor Rivera pointed out that many constituents on the south side didn't own computers so they relied on the South side library to do job applications, homework, and anything else that needed a computer. If you go to the library on any given Saturday, all the computers were being used. They needed to find more space for them at the library. Having more computers there was much needed.

He noted there were a couple of vacancies on the IT organization chart and asked why those had not been filled.

Ms. Martínez said they currently had four vacancies and just filled one at the radio shop. They needed to fill all of them and were working on that now. One of them was recently advertised and they should have a list. That one was in systems and programming.

Councilor Lindell said the JD Edwards update was a cost of almost a half million dollars and in this budget that was a lot of money. If it was not the best system for them over time. She thought they should have an evaluation on it before spending that much money on another Band-Aid. She asked if any of the system had any salvage value. She wondered if they could put refurbished computers in the south side library.

Ms. Martínez said certainly there was salvage value and she would see what they could do to refurbish some of that equipment. Some of it was not that old but others were 8-10 years old and Windows 7 would not run on all of them.

Councilor Ives said it would behoove them to review the Presidio Report. Many of the departments had started taking on their own IT plans because their needs were not being fully addressed. That was one reason the Council moved to create the separate IT Department. He would like to see the capacity grow in that department so they could more proactively manage the whole IT system city-wide. There is the opportunity as capacity grows to work the functions back into IT in a strategic plan for the IT system.

Councilor Trujillo asked Ms. Martínez what the City currently did with the old computers now. He asked if they went to state surplus or to an auction here at the city.

Mr. Tapia said the City had an auction. There were specific requirements for the state but most go to our auctions and not state surplus. Most of it the city handled itself.

Councilor Trujillo pointed out that there were many in our City who didn't have a computer. If the City could give them the computers it would help. These auctions were being held all over the world. He was thinking they could get more money back into the General Fund.

Mr. Tapia thought it would be nice to provide extra computers but most of the ones they would send to auction were dogs - extremely old. If they followed a replacement policy it could change that.

These were new PCs and they now were getting them all on line. They were trying to do a lot of new things but the schedule was not in place yet.

Ms. Martínez said her #1 goal was to move beyond the place where they could only take care of critical needs. She hoped next year she could come and tell the Council how much they already fixed.

Chair Dominguez heard that the department submitted a flat base budget but thought he also heard that seven people would be added to the base budget.

Mr. Snyder said it was actually nine being added and were being added to the expansion request.

Chair Dominguez said in terms of expansion that this might speak to the challenge. They were both hardware and software expansions. He asked if those expansions were approved by the IT department.

Ms. Martínez agreed and they had reviewed all of them prior to this process.

Chair Dominguez asked, whether it was hardware or software, if IT approved them. Ms. Martínez agreed and said they had already reviewed the requests. She added that there had not been many requests for new hardware.

Chair Dominguez saw a few departments that had no hardware or software upgrades.

Ms. Martínez said IT only reviewed those requests that came to IT and really didn't go out to solicit those requests. HR wanted to buy a new copier. They had scanners at every desk and she proposed one networked copier/scanner/fax machine in order to consolidate resources. Those were the recommendations that they put forward.

Chair Dominguez asked if she had a pulse of every department need across the city.

Ms. Martínez said she didn't because there wasn't a plan moving forward. That was why she wanted to move forward on the IT plan citywide and not just randomly be buying equipment in other departments they thought they needed.

Chair Dominguez saw in her expansion budget request there were 75 police radios but the Police Department also had a request for cars and associated equipment. Some of that should be part of that CIP request.

Mr. Snyder agreed that could be done.

Councilor Trujillo said at Public Works last night they were given a list so he asked if he could work with Mr. Pino to convert that list to see what could be done under CIP. They possibly would only get \$18 million out of CIP. Then the Council could break that down to determine the priorities.

Mr. Snyder said of the \$18 million, \$12.5 million were encumbrances for operational expenses. So that would leave them with \$5.5 million for IT and other projects. That was actually a very small fraction of what was needed in the city. What was before the Finance Committee was essentially crisis management and they were working on that now. In the City, IT, Finance, and HR had run the city but he wanted to have IT, Finance and HR support the city. They have made strides. They were moving forward and some things they have worked on. They needed to know what was out there and determine what to do. They needed to have that overall system in place to move forward.

The City needed to meet the needs now and in the future. They needed to make sure they were moving forward but were not there yet. They were on the right track but in danger of bleeding if they didn't fix it now. He was not sure whether they needed to spend that \$500,000 or not for the J.D. Edwards upgrade.

Chair Dominguez said what it comes down to is that the Governing Body had to allocate significant resources beyond band-aids to get IT beyond first base and out of crisis management mode.

Councilor Trujillo agreed with everything Mr. Snyder said. He didn't want them to get a system that was not used elsewhere and tech support was away in Maine. They needed access to Tech Support to quickly fix things.

Ms. Martínez agreed that was exactly what they were looking for also.

Chair Dominguez commented that there were lots of priorities here. One priority they made was investing in broadband.

Ms. Martínez said IT was involved in those discussions and actively working with Sean Moody on that project and economic development.

Chair Dominguez noted the SFPS had promised every kid a computer in the district that many children didn't even have access to WiFi. Everyone needed access to the Internet. It was a community contextual issue.

Councilor Rivera said he spoke to some convention attendees who said their WiFi kept dropping at the convention center. He thought that had been a problem for some time. He asked if that was being addressed.

Ms. Martínez said they were working on that. During conventions many people needed to access it so they were working and upgrade to that system.

Councilor Rivera moved to approve the budget as recommended by staff and the organization chart for the IT Department. Councilor Maestas seconded the motion.

Councilor Maestas said he would look at the Presidio Report but would like to see the strategic plan report so they didn't have to hear the same thing next year. He perceived some kind of phased approach to get to the next level was in order. Hopefully at mid-year they could consider more of that strategic plan including a decision to begin investing in the ultimate system.

Mr. Snyder said they would commit to that and instead of a one-time midyear budget process he wanted to have more of a year-round budget process. Having periodic discussions on the budgets and be more consistent on that would be more effective.

Councilor Rivera wanted to ask the City Manager to include in the remodel of Council chambers to have actual computer hookups at our desks during that remodel. He knew some cities had computer screens sort of built into the desk. He was not sure what others were doing and how expensive it would be but they needed to look at that as part of the expansion list.

Chair Dominguez asked if they should include the first priority of the expansion budget of \$480,000. The committee agreed to include it.

The motion passed by unanimous voice vote.

2) CVB

Mr. Randy Randall said he was excited to be in this new role and go in some directions over the next few months or years. The budget had three departments: Arts Commission, Convention Center and Visitor's Bureau. Arts and CVB had flat and break even budgets. The Convention Center had a deficit of about \$1 million that would be funded by the fund balance that the convention center is carrying. The deficit was a little less than the principal payment the operation was making at the facility. It operates on a break

even basis but had to pay the debt service.

Rather than go line by line, his team was present to help answer questions.

Mr. Snyder pointed out that this budget was not flat. There was some miscommunication with transition from the past director. This specifically on page 27, there were several items that were increased, maintenance, software, tires and gasoline, employee training and tuition to name a few. They were not on the expansion list. On page 29, marketing and lodgers' tax had additional items that were not flat.

This budget didn't really provide for any buildup of any capital reserve for replacements and as they consumed the fund balance with the cost of keeping the doors open it would lead to problems. The building was six years old and the carpets and furnishings would start to show wear and tear and he wanted The Finance Committee to be aware that no fund was being built for later replacements.

Mr. Snyder echoed what Mr. Randall said. It was a facility where they build them and have enterprise funds so they needed to have a habit of providing a reserve fund for emergencies as well as replacements. The convention center is one of the first places that tourists see when they come to the city. So it needed to be kept as a showcase. He agreed to work with Mr. Randall and come up with something at midyear.

Chair Dominguez thought it looked like they wouldn't have reserve any left in 2016. Mr. Randall agreed.

Chair Dominguez asked if the facilities maintenance fund was an amount that was paid back to the General Fund.

Mr. Randall didn't know.

Chair Dominguez asked if the General Fund charged the Convention Center for city services.

Mr. Tapia agreed. It was part of the assessments that all departments paid.

Mayor Gonzales joined the meeting at 10:07.

Chair Dominguez guessed it came down to having a reserve for maintenance of the building and went without saying.

Mr. Randall said it was not necessarily needed for this year but sometime soon and it was not maintenance but capital replacement needs that were not being considered. The request also had been made for considerably larger advertising and marketing budget and that had to be reduced and was put in expansion.

Mr. Snyder and said the maintenance items in there for the increase totaled about \$100,000.

Chair Dominguez thought the payback to the General Fund was not like a significant change. It was about \$137,000.

Councilor Rivera referred to page 23 - professional contracts, and asked if all those been separated out into different areas.

Mr. Snyder said that was a budget option and they were moving them into other line items for a better tracking mechanism rather than having them all rolled up into one line item for professional contracts.

Mr. Tapia explained that they did the same thing in IT because on some there was no prior history.

Councilor Rivera asked what grants and services were for. He asked if it was for matching funds.

Mr. Randall said that amount included \$50,000 for bandstand and \$35,000 was for the community arts and development program.

Councilor Rivera was concerned in that same line item for advertising. It was budgeted at \$708,000 last year and only spent \$226,000.

Mr. Randall said that was not advertising but contracts for services including funds to about 50 arts organizations for marketing those organizations were doing. It was simply a timing issue on the \$226,000 year to date. The funds had all been allocated and the organizations were slow to turn in requests for reimbursement. There might be a thousand not consumed but \$708,000 was the total of allocations.

Councilor Rivera said it should be in an appropriate line item.

Mr. Randall added that they were not purchased by the City but through RFP process for contracts and were on a reimbursement basis.

Councilor Rivera asked if CVB was not aware of the requirement for a flat budget.

Mr. Snyder said they were aware. They and others were advised that it had to be reduced.

Councilor Rivera asked if it was their intention to have a flat budget. Mr. Snyder agreed.

Councilor Maestas said regarding the AIPP program. It listed in contractual services that \$164,171 was approved but that couldn't be the entire part of this program. There were capital expenses. He asked how they coordinated that with CIP in Public Works. There was a 1% set aside also and he asked for more information on that. He had a conversation with galleries and understood they were hurting quite a bit. Representative Egoft said the State had set aside funds for the galleries. He just wanted to make sure that whatever they set aside they would utilize that fully to help those experiencing difficulties.

Ms. Garcia y Griego said it was actually a 2% set aside by ordinance for AIPP program. The Arts Commission could place the art in places that didn't normally receive grants. They were always city owned properties. The AIPP Committee carried it out. They could invest a lot in the Southside Library. At the same time, they helped artists get that on their resume with several small projects. So they coordinated with Public Works and yes they spend it all.

They didn't have a purchase program to buy existing art but managing those pieces placed in public places. It was very labor intensive to constantly check those placed art pieces. However, they did purchase and put some permanently in the Convention Center and trusted that they wouldn't move away. They also put privately owned art in public sites and some had been sold that way. They could also do smaller pieces a little more

With the transition with previous director leaving they had not been able to hire people to fill all vacancies. All of the \$708,000 was strictly from the 2% revenues.

Councilor Maestas asked if all the art had to be from local artists.

Mr. Garcia y Griego said larger pieces were opened to a larger area but most were local.

Councilor Trujillo referred to page 29 about postage and mail service and asked about the \$46,000 to \$58,000. He asked if mail had jumped that much.

Mr. Randall said the request had been \$58,000 but it was at \$15,000 on the base because the mail office was closed. That \$58,000 was now consumed by a contractor who produces the Visitors Guide and responsible for the distribution of it.

Councilor Trujillo felt the AIPP was a very good program. But it seemed like District 1 and District 2 got all the pretty stuff and District the 3 and 4 needed to have more of that. The committee just needed to spread it around.

Chair Dominguez asked about positions in the expansion request.

Mr. Snyder said there was one marketing position and one sales positions.

Chair Dominguez asked how the City placed a value on what those sales managers did.

Mr. Snyder said currently they didn't have a good metrics measure in place. Mr. Randall would be working on developing a good sales plan after hiring a sales director and possibly an incentive program also. Sales Managers in hotels have a base commission and incentives but the City didn't have that in place. There was a huge value to that. A lot was involved in that method.

Mr. Randall said sales had to have goals and it was not an expense but a revenue generator. Unlike what the state did, the City actually sells but he needed to strengthen it. They have two people undirected, although working hard. Increasing the sales program would increase revenue to the City.

Chair Dominguez asked if that person would generate more than \$73,000.

Mr. Randall said that person if successful would generate far more because they would sell not only the facility but also to the hotels. He committed to not keep someone who wasn't successful. If authorized, they could fill the position in 30 days. He wanted to fill the Sales Director first in order to be involved in hiring the sales manager. Without an incentive program they wouldn't get a sales person and he hoped

they would become the highest paid people in the City because if they were, they were very successful. And if they were, Council would see him here for several more years.

Mr. Snyder agreed with Mr. Randall in committing to hiring within 30 days and hoped to get the Sales Director first. These sales manager positions were on commission.

Councilor Rivera noted here too, that they have requested expansion positions yet have vacancies unfilled. So he asked if they were really needed. He wondered if they could use vacancy savings for the new position or expansion.

Mr. Snyder said for CVB all the vacancies needed to be filled. And they needed to determine the structure for what was needed. The sales position did need to be filled.

Councilor Rivera thought maybe they could use some of that salary money for the Director position.

Mr. Randall understood some of that was being used for the Marketing Manager. The person they hired as director had done very well and among other vacancies they have a person who would start May 12 and a couple of convention center workers who have been hired recently. Those in the organization chart were filled.

Councilor Rivera said his second question was about the expansion of internet availability. If IT was working on it, he asked why it was on this list.

Mr. Randall said one part was a hardware request that would be completed in the current budget. The ongoing maintenance contract was at \$1,800 per month and previously had been captured in IT. They were purchasing the hardware and this would keep it alive.

Councilor Rivera asked if the new hardware would work well to manage convention times.

Mr. Randall had been told it would handle 800 users at a time.

Councilor Rivera complimented him for what he had already accomplished in a very short time on the job.

Councilor Maestas congratulated Mr. Randall. He wanted to put him in a position to succeed. He knew the City had a policy that waived fees for nonprofit events. Conceivably that could be 9 free nonprofit events but he was hesitant, given the financial impact. It would be good for him to look at having that policy at a reduced fee instead of no fee. Maybe they could consider that in the tier structure. There had to be some incentives in that tier system. This had been a slow economic recovery and CVB needed to get on solid financial ground. He thought the sales would be much more business oriented and would like Mr. Randall to bring back some recommendations.

Mr. Randall said he would work on it.

Councilor Maestas knew some of the nonprofit events were quite variable in attendance. He wanted to

do his part in supporting CVB in this work.

Councilor Trujillo agreed. The way to do it was in a resolution. He wanted nonprofits who were doing well in the community but if they were just doing 50 people, the City wouldn't see any money coming back into the community. That was what councilors were looking at - that they were actually giving back to the community.

Mr. Randall agreed to do that.

Mr. Snyder said he and Mr. Randall talked about a formula to produce revenue, analyzing how they could move forward and have new policies to move them forward. It was a balance. They would bring it back to Council.

Right now, the Convention Center pays not only for the Convention Center but also for the parking facility. So they talked about shifting the debt for parking to the Parking Division. He provided a handout and on the top of page was an analysis for moving 30% of the debt to the Parking Division. It would move the projected deficit from 2016 out to 2023.

The second sheet was a different scenario for parking in which rather than shifting the full burden on Parking, it would move 1/3 per year for the next three years.

Chair Dominguez thought it provided a better way to manage it.

Mr. Snyder said he would prefer that the fund have debt and revenues in it but he wanted to make sure Parking was kept whole as well. They were both revenue generating. Parking also had the ability to raise rates. He didn't know what that impact would be. They talked yesterday about having a Parking Advisory Committee again.

Chair Dominguez agreed that Parking had things to juggle around too. In terms of parking and separating the two, he asked if there was any challenge for tracking in separating them.

Mr. Tapia said it was no problem to adjust for that. The challenge was trying to get Parking to say an increase of x amount would cover the debt service.

Councilor Lindell didn't see any of this as setting them up to fail. They've got hard working people in every division and for these folks to have always the debt service burden was not to make anyone look like they were failing. If part of the debt belonged to Parking, the budget should reflect that. Doing collections could be done better.

Councilor Lindell moved to approve the CVB budget as a flat budget with direction to have the City Manager work with Mr. Randall to reduce the items now shown as increased presented with the organization chart as amended and split out parking. Councilor Rivera seconded the motion.

Councilor Maestas said on reconsidering the phasing approach, it would give parking two years to have a deficit. Parking needed time to come up with that plan. Finance just did that for IT. He thought the phased

approach made a lot of sense.

The motion passed by unanimous voice vote.

The Sales Manager position and the enhanced internet service were included in the tally sheet.

3) Community Development

Ms. Noble said this budget was flat as compared to last year. Housing and Community Department included Affordable Housing and CDBG. They also had a contract budget to support home ownership as well as Long Range Planning and Economic Development. Economic Development has the largest cash budget on an ongoing annual basis. Long Range Planning had a small budget for contracting geared primarily around St. Michael's Drive for FY 2014-2015.

Councilor Rivera referred to page 63 and noted that last year's budget for health insurance went from \$115,950 and was down to \$6,000. He asked if positions were lost there. It didn't look like much was ever used.

Mr. Tapia said that was entered incorrectly. There showed no expenditures and that was corrected.

Councilor Rivera said on page 66 on professional contracts for FY 13-14 it had a budget of \$836,000 and less than half was used. He asked if it was being used.

Ms. Noble said there were two primary reasons. There was \$100,000 budgeted for a community proposal process that was halted by CBQL with a lot of questions so it was left in the fund. The Economic Development money was never worried about because it was like a savings account coming out of distinct reserves and gives money for another day. The other difference was that the Youth Works Contract placing youth in business mentored internships but was off cycle so they extended it to get it back on cycle for \$30,000 on the \$185,000 contract and it was not actually hitting this fiscal year. It would hit in full renewal next year.

Councilor Rivera felt with all the needs that a savings account was a luxury this year. He asked if they truly needed \$836,000 for the next fiscal year or if perhaps it could be peered down by hundred thousand dollars or \$200,000 this year.

Ms. Noble said at this point it was all allocated. She handed out a review on that item.

Mr. Snyder pointed out that this was not part of the General Fund so any money not used would go back into the economic development savings account. He recommended this be kept the same. They would either utilize it or it would roll back into that account. He believed there were economic opportunities this year for which they would use this money.

Councilor Rivera went to page 72 about increase in out-of-state travel budget by about \$7,000. He was off for training but wondered what she anticipated using that \$10,000 for.

Ms. Noble said she had nothing specific in mind. They would be going on recruitment trips to various trade shows. They had to staff members going to the Outdoor gear tradeshow this spring. They were looking at doing one in August. It was a cooperative initiative with the County and the RDC. It was built around BTI, Bicycles Technology International which is the third-largest bicycle parts distributor in the country. They are located across from the Santa Fe community college. It would bring in complementing businesses.

Councilor Rivera asked if the vehicle was an expansion vehicle.

Ms. Noble agreed. The MPO was looking at buying a vehicle. They didn't have one now.

Councilor Rivera noted they spent \$942 out of a budget of \$16,000. He asked if part of that was from General Fund monies.

Mr. Snyder said this was money that rolls back into the MPO budget.

Councilor Trujillo asked her to talk about recruitment and what the plan or hopes were to attract other businesses.

Ms. Noble said all ED recruitment was geared as economic-based jobs because, that in economic development theory, would bring in new money. She thought they were talking about kid-friendly businesses as being considered more as services within the community. They had not targeted them for recruitment.

Councilor Trujillo said the people of Santa Fe were putting GRT into Albuquerque too. He wanted to reverse that trend.

Mr. Snyder said they were discussing SFUAD, SFCC, and SFPS as local partners to complement some of the programs and bring them into the economic development side. They expected some to come to fruition.

Chair Dominguez strongly believed in work force training. Santa Fe needed to get young people trained so they could get jobs.

Ms. Noble said workforce training was one of their three key areas. Business development and infrastructure were the other two.

They were looking to expand work force training portfolio in the new fiscal year with placement of at-risk youth and disconnected youth who could learn by doing and complement the job experience with some classroom learning. They wanted to expand work force development and the sponsored mentorship program this year so that it could be scaled up. It would be interesting to think about the next program. The work force was done primarily by SFCC under an apprenticeship resolution that passed last year.

Youth Works continued to evolve with culinary training and an entrepreneurial program as well.

Chair Dominguez asked what the community proposals were.

Ms. Noble said it was a catch-all. A seed fund for startups would take part of that funding to fill a gap. A number of years ago they ran the proposal process themselves and was vetted by the EDRC and only funded two and that was halted this year at CBQL with a lot of questions. This year they piloted they \$30,000 investment the Ventric Acceleration Fund which was run by LANL Community Programs office. In the results, 50% of the companies funded were Santa Fé companies and we disproportionately benefit from that money because Santa Fe is in the LANL region.

Chair Dominguez assumed that \$30,000 was for St. Michael's Drive and asked if that was approved by the Governing Body.

Ms. Noble said this would be additional money. The traffic study approved through legislation was in the long range planning budget.

She clarified that the numbers the committee was looking at was not a hard and fast breakdown. It existed in a single line item and was done that way every year. St. Michaels Drive had been budgeted at \$30,000 in the last few years but was not spent this year.

Councilor Maestas moved for approval of the Community Development budget and the organization chart. Councilor Trujillo seconded the motion and it passed by unanimous voice vote.

4) Community Services

Mr. Pino presented a brief overview and said that people were here for questions. He introduced staff members who were present. He explained that Community Services had a budget of \$7.3 million in three divisions: Senior Citizens, Libraries, and Youth and Family Services. This year there was an increase in the base of \$200,000 for LEED program and \$220,000 was for Children and Youth, based on 3% of the gross receipts tax, and \$150,000, which was 2% of the gross receipts tax for Human Services. Other than that the budget as submitted was relatively flat relative to last year.

On the expansion list for Seniors for an additional van driver and Meals on Wheels operator and at the library. The Senior Citizens needs were because of continued increase in numbers. They were adding about 1,000 seniors per year and now served over 11,000 now. The Area Aging Agency and federal agencies provided them extra funding for those extra units of service. They wanted to keep that additional revenue coming in to meet the expansions. The expansion was relatively small in this department.

Chair Dominguez explained that for expansions they were just running a tally. Then the committee would rank them.

Chair Dominguez thought the Committee indicated they wanted to see the South Side Library to be open on Sundays so he did not see that as part of the expansion and asked if it was not part of their budget.

Mr. Pino said they didn't anticipate that in the budget but he asked Pat Hodak to do an analysis to see if they could cover their basic needs if the expansion was approved. Those expansion personnel would cover the Sunday opening at South Side.

Mr. Snyder said those were ranked five through eight on their expansion list

Chair Dominguez asked if when the expansion was created if maybe the South Side was not considered a priority.

Mr. Pino said they did not consider the Sunday opening but the expansion included all three branches.

Mr. Snyder said it was submitted March 4 prior to the South Side discussion. The expansion conditions were listed in the sheet and also the union contract for 4 hours on Sundays.

Ms. Hodak agreed. Ever since they opened they had asked for funding for Sunday opening. The expansion was all personnel to keep the library open at the hours they had. At the present time all staff worked evenings and weekends, including managers. They had no overtime budget nor any pool of librarians to draw from. They figured out what it would take to operate on Sundays. They knew they would need more personnel from someplace. By moving the staff around, they could open on Sunday but had to have those expansion positions to be able to do it.

The handout for library dealt with the suggestion for hiring temps for the South Side. The union had rules that staff had to have breaks and lunch and they had to have two days off in a row. They expected the same amount of business on four hours open on Sundays as happened in a regular ten hour day. Unless they had a supervisor present, they could not use temps. The librarians needed to have the right skills.

If they were approved at the requested budget level, it would allow Sundays to be open at South Side.

At 11:30, Councilor Maestas excused himself from the meeting.

Councilor Lindell said these positions would be specific on the expansion request. She asked if these would be shuffled around. Ms. Hodak agreed.

Councilor Lindell noted on the organization chart it showed that right now. South Side had no vacancy.

Ms. Hodak said actually they had one current vacancy but were in the process of filling it.

The main branch had one vacancy for a service director and a Library Supervisor and a full-time technician. La Farge had one vacancy for a librarian.

Councilor Rivera asked if filling them would not take away from the positions and services at Main and La Farge.

Ms. Hodak agreed. She explained how they would disperse staff.

Chair Dominguez said they would ask that opening on Sundays would work. South Side was as important as any other library. It was heart breaking to see kids sitting on the sidewalk trying to connect with the Internet to get homework done.

Councilor Rivera asked on page 8 and 9 of Community Services budget about the \$163,000 in stipends and what were those used for. It was labeled as Senior Companions.

Mr. Pino said those were for the volunteer programs to be compensated at \$2.60/hour for those volunteers and Foster Grandparents. The budget was based on numbers they had. The RSVP volunteers didn't get stipends.

Councilor Rivera went to page 22 - after school program, which had a \$44,000 budget and actual was at \$4,497.

The Administrator said they had actually expended about \$20,000 but the majority of that line item was used for the summer youth program and that program would start in June so most of the costs were spent in that month.

Chair Dominguez thanked them for telling him about the scholarship program.

Councilor Rivera thanked staff for helping with the Amy Biehl School.

Councilor Rivera moved to approve the Community Services budget recommended by staff and also the organization charts for the division including the Sunday four-hour operations at the South side library and expansion of staff to be considered at some point. Councilor Lindell seconded the motion and it passed by unanimous voice vote. Councilor Maestas was not present for the vote.

Councilor Trujillo asked about the negotiations with the school district on the property exchange at La Farge.

Mr. Pino said the schools took the position that Council and School Board would agree on the property exchange and were waiting on the details with appraisals, surveys, etc.

5) Public Utilities

- **Water**

Mr. Snyder referred to page 146. Ms. Martinez would start with Water. Here again, they were flat budgets but these were enterprise funds so the Committee would see an expansion here and there for purchase of vehicles among the departments.

Ms. Maya Martinez said the budge was a flat budget. Water Division was asking or three vehicle purchases as replacements. Otherwise, there was no expansion. There were line items that looked like nothing in previous years but it was due to moving around the contracts into the correct line items.

Councilor Rivera asked if this was just on Water that started on page 162.
Mr. Snyder agreed.

Councilor Rivera said those were lengthy pages and asked for a recess to look it over.

The Finance Committee recessed from 11:45 to 11:53 a.m.

Councilor Rivera was looking at the items that had significant changes in them starting on page 166 and trying to figure them out. Water spent \$31,000 this year but budgeted \$100,000 every year and asked why they budgeted so much.

Ms. Martinez said they budgeted on natural gas for all of their wells and although they might not spend so much, they couldn't tell how much they would need to use for the well pumps.

Mr. Snyder pointed out that in years past it had been higher. They also had gas generators too. As an enterprise fund and not General Fund any unspent amounts would be rolled back into that fund.

Ms. Martinez said she was the one that did the BARs for the whole division and never looked at these.

Councilor Rivera asked what the end balance was then. If they would carry over \$70,000 then it looked like the \$100,000 would become \$170,000.

Mr. Snyder said the balance didn't roll over. The budget would be \$100,000 and the \$70,000 balance would just be part of the total budget.

Councilor Rivera went to the land fill line item and tipping had expenses of \$58,000 and \$61,000 but the budget amount was about \$90,000. He asked if that ever got spent out.

Mr. Snyder said it had the potential to. The tip fees were how they disposed of solids from Canyon Road treatment plant. They had a lot of runoff right now and that dictated the amount of solids in the water in process that must remove material from the water. It was then taken to the land fill.

Ms. Martinez added that transmission and distribution was part of the budget so there was a lot of construction and a lot of debris removal was budgeted here.

Councilor Rivera asked about the money for software subscription which looked like new money.

Ms. Martinez said it was part of the restructuring of contracts and had been in professional services and would now be in software services. So it was not a new item.

Mr. Snyder showed where the reduction appeared on page 165.

Councilor Rivera said on page 169 under water conservation that the total of the three lines spent was \$5,000 and budget was \$75,000. So it was a huge discrepancy. He asked if that money could be used

somewhere else.

Ms. Martinez says that was the conservation levy so this was the charge made to customers and that money had to be used for water conservation programs because customers were billed for that purpose. Spending varied from year to year. It was used for the annual Water Festival, the rebate program and at the end of the year they would be spending more. When not used, it goes back into the conservation fund and used only for water conservation projects.

Councilor Rivera said last year for printing and publishing the department requested \$25,000 and spent nothing last year. Now they requested \$25,000 again.

Ms. Martinez said it was being used right now in recent Purchase Orders that would be charged there. Although they had not used it in the past, Water Conservation was now fully staffed and programs would be offered more this year.

Councilor Rivera asked if advertising was the same reason.

Ms. Martinez said they would be spending more toward programs next year. She said she could go back and look at how they were spending it.

Councilor Rivera went to page 171 at the top. Water CIP project had a WIP design that was bumped from \$40,000 to \$300,000.

Ms. Martinez said they had several projects in CIP but she didn't have her CIP folder with her.

Councilor Rivera asked if money could be moved around among the three utility categories.

Mr. Tapia said no.

Ms. Martinez said that water CIP had to do with equipment replacements, Canyon Road renovations, facilities work and watershed management. That was specifically for watershed management. The city was required to provide high-quality water, forest risk reduction and ecological health and spending was for design purposes.

Councilor Rivera noted another one on Page 171 for supplies.

Ms. Martinez said that was part of the Canyon Road water treatment unit. As part of the restructuring, this was the water treatment unit and in the past it was in professional services and now it was moved to supplies or other line items. A lot of the chemicals they used were in that line item.

Councilor Lindell referred to page 166 and asked for an explanation of what taxes were.

Ms. Martinez said that was given to them by Finance. It was their franchise tax – (in lieu of).

Councilor Lindell went to page 169 under grants and services and asked what that was for.

Ms. Martinez said that was money that was put in there for rebates.

Chair Dominguez asked if all of the commitments to BDD were accounted for. BDD was considering some organizational changes. Ms. Martinez agreed. She was working closely with BDD and including them in the budget.

Mr. Tapia said the BDD budget was approved.

Councilor Rivera moved to approve the water budget as proposed by staff with the organizational chart. Councilor Trujillo seconded the motion.

Councilor Rivera asked if there were any vacancies now.

Ms. Martinez said they had 16 vacancies including the marketing person and they would like to fill those - maybe not all 16.

Mr. Tapia explained they were looking to see if they really needed all 16 of those. The Organization chart was the same as last year.

Chair Dominguez wanted to make sure that plenty of these vacant positions were going to get filled.

Ms. Martinez said if they approved this budget with the contingency on filling positions that she could bring a more accurate depiction on May 5 at the Finance meeting.

Councilor Lindell said they needed to know how long these vacancies had been vacant. That would help.

The motion passed by unanimous voice vote.

- **Solid Waste**

Mr. Garcia said Solid Waste included Santa Fé Beautiful and Sustainable Santa Fe and they began the budget planning last July. They also met with each supervisor and provided their part of the budget to review and come back with requests for coverage. Also they looked at their rolling stock to consider replacement of trucks, dumpsters, containers and carts. Gilda Montano, the Santa Fe Beautiful Coordinator, worked with them to prepare their budget as well as the graffiti budget that was new to their division. The graffiti program was from General Fund and the rest was enterprise fund.

They reviewed the major costs in their budget like fuel, tipping and disposal, maintenance of equipment and he believed they had put together a comprehensive budget request. They were almost \$800,000 under last year's base budget. That did not include \$110,000 earmarked for a loan that Water was going to do from their cash reserves at no interest to build a facility that would be brought later for approval. Also it did not include \$150,000 earmarked for a CNG slow fill station.

They showed a cash balance at July 1, 2013 of about \$6.5 million. Based on regulations, they were supposed to keep 1.2% of the 90 days' revenue. They also had post-closing in hold of about \$721,000.

Their budget was shown starting on page 146.

Councilor Rivera said it appeared they had to create the graffiti budget from scratch and asked if the Police Department hadn't budgeted for the new things Solid Waste was doing. The budget should have rolled over with the graffiti program.

Mr. Garcia said the only funding they received from the rollover was personnel from Parks Division. So when the resolution came forward to move the program, it was strictly personnel costs from Parks. There were only two positions marked for roll over. The budget for 2013-2014 was \$187,764. He was requesting \$323,439 for the budget. They would actually have to start providing mobile radios, TPS units, equipment – a log of the pieces that didn't come over from the Parks or Police Department.

Councilor Rivera questioned why the entire budget did not move over.

Mr. Snyder didn't have an answer for that. He circled it and would work with Finance to look at it. Some of those items definitely didn't appear in the Parks budget.

Councilor Rivera moved to approve the Environmental Services Division budget as proposed by staff and with direction for the City Manager to look at the graffiti crew budget to determine why not all money from the previous departments was not transferred over to ESD and also approve the organization chart. Councilor Trujillo seconded the motion.

Mr. Garcia said he actually wanted to review the organization chart. They had two operator positions vacant. And the Division Director position was also vacant. The org chart did not reflect on maintenance worker that was approved for annexation. They intended to fill and recognized that it wasn't on the org chart. He thought it was just a clerical error. The funding was not in the budget, itself. The position was a low entry position so the cost was not huge but neither was it within the budget itself. It was an expansion. That position would be in recycling as shown on page 154 and they would be looking at increasing the salary range. It would be classified as a maintenance worker for recycling in the org chart. They currently had five maintenance works and looking at expanding that by 1-6 maintenance workers.

Councilor Rivera said he was showing that they had eight on his organization chart and that they were all filled positions.

Ms. Perez said they didn't get it on their positions list either.

Councilor Rivera included in his motion a direction to staff to include that in the expansion items. Councilor Trujillo said the amendment was friendly.

Mr. Garcia explained that the graffiti program was moved under Waste Water but was still funded from the General Fund. So the increases was all General Fund.

Councilor Rivera explained his statement that the graffiti budget from last year should have been transferred over.

Mr. Tapia said some of it was transferred over.

A BAR was approved for the graffiti program reorganization and moved from Parks to Solid Waste.

The motion passed by unanimous (3-0). Councilor Lindell and Councilor Maestas were not present for the vote.

- **Wastewater**

Mr. Bryan Romero said the budget for Wastewater was flat with revenues at \$12.4 million.

The Department currently has 51 staff currently in an org chart of 58 positions. They plan to hire 8 of the 17 vacancies right now: three as treatment plant operators. In the past they had three 8-hour shifts. One shift was eliminated but they still had the same amount of hours with 12-hour shifts. He explained the shift schedule for operators.

Sewer line cleaning had 7 vacancies. Staffing was difficult and they had some turn over. He believed 5 vacancies could be reduced. Those positions might not be filled but were a placeholder for the budget. Hiring all of them would make the cost of service go up but keeping them filled would help our bond rating.

On July 1, 2013 they had \$19.7 million in cash reserves and the minimum was \$7.5 million. In the reserves, part was operating reserves and the other was capital reserves in case a sewer line broke or something similar. Then there was a restricted cash account for the compost facility for use to close down the facility if that ever had to happen. He shared previous cash balances and how they used it in the past.

Mr. Romero said they needed to expend about \$3.2 million on projects this coming year and \$4.5 million the next year. If they used only cash reserves, that fund would be fully exhausted by FY 16-17. They had to schedule repairs to meet state and federal government standards.

Councilor Trujillo asked if the equipment in the facility was sufficient for operations.

Mr. Romero shared a spread sheet and had made corrections on it.

Councilor Trujillo just wanted to make sure there was enough in the budget.

Mr. Romero said a new server was recommended for the facility.

Councilor Rivera said they had the list of requirements in the expansion and it appeared the only thing he requested was a half-ton extended cab.

Mr. Snyder said it was on the expansion list.

Mr. Romero said they were looking at larger vehicles for the future to replace existing vehicles. It was hard to estimate their costs. And putting them into operating budget would skew operations costs. He felt it should be under capital improvements and not operating.

Mr. Snyder said the requests were important.

Mr. Romero noted that one vacant position had been vacant for several years. He thought they could get by without filling it. It was a required position as part of the permit requirements and if they enforced that more, then they would need to hire someone for that position.

Councilor Rivera moved to approve the Wastewater budget as presented by staff with one expansion item as listed and with the organization chart also approved. Councilor Trujillo seconded the motion and it passed by unanimous (3-0) voice vote. Councilor Lindell and Councilor Maestas were not present for the vote.

Lunch Break 12:52 - 2:01

Upon reconvening after lunch, Chair Dominguez, Councilor Lindell, Councilor Trujillo and Councilor Rivera were present.

6) Public Works

Mr. Snyder referred the Committee to page 201 for the Public Works budget.

Mr. Pino said Public Works had six operating divisions and he introduced the department heads who were present: Eric Martinez, Bobbi Mossman, Dave Catanach, John Romero, Jason Kluck, David Pfeiffer, Ben Gurulé, and Jen Romero, Liza Suzanne, Liz Roybal, Ivie and Debbie Jo.

Chair Dominguez said they were mostly focused on recreation facilities during the pre-budget discussions. He thanked everyone for the hard work they did to provide recreation for the City. It was important although not the sexiest thing like the Plaza. But he was interested because it was a determinant of community health. It was prevention of diabetes and obesity. That was why there were private facilities here too. There also was some competition between Ft. Marcy and GCCC. The GCCC was absolutely critical and an enterprise fund so they were supposed to have autonomy but that had been limited by City. He asked if Council should give them the autonomy they needed to operate as an enterprise center or let them operate out of the General Fund. The Parks and Recreation Department creates better coordination between parks and recreation. GCCC could be a high altitude training center or just a social center.

Chair Dominguez said he was looking for a motion that would eliminate the Recreation Director position and use that salary for a new Parks and Recreation Department Director position and directly under that person have the GCCC Director, Fort Marcy/Perez Director, Parks, and the MRC as four section leaders.

Councilor Rivera moved to approve that concept. Councilor Trujillo seconded the motion.

Councilor Rivera agreed that it made sense to separate Recreation out from Public Works and it would give them a chance to focus on what was important to them. The expansion descriptions were amazing.

Chair Dominguez thought they owed it to the Division Director to establish that plan and the vision it could have. When looking at Parks and Recreation throughout the country, there were national standards lots of communities complied with. We don't have to conform to everything but there was not really a distinction between parks and recreation. In a broad sense we do an injustice to our visitors and our economy not to have a parks and recreation division to provide activities that promote our community.

Councilor Lindell pointed out they were really not talking about the budget at this time.

Chair Dominguez said it was budget neutral but still was the budget and the operations.

Councilor Lindell asked if the City collected any information on things. She asked what the hours of operation of these facilities were.

Mr. Pino said GCCC operated from 5:30 a.m. to 10 p.m. Fort Marcy and Perez were from 6:30 – 8:30 six days a week. GCCC was open seven days each week.

Councilor Lindell asked if they kept tracking the hourly use for example on a Sunday night from 6-10 how many average users they had.

Ms. Suzanne said they did track it and could report on how many were there at any given time

Councilor Lindell asked if they knew specific times when they didn't have much use.

Ms. Romero said that was a very interesting question and had been brought up in the past by Karen Heldmeyer. Particularly on holidays they found they were losing revenue and decided to close on holidays. At Fort Marcy and Perez there were non-peak hours with low attendance and their system could track that. A lot was seasonal. Fort Marcy might have a basketball tournament when it was packed. Usually the low times were short. Noon time people were there and then slowed down from 3-5 p.m. She could remember a weekend at GCCC where there was no parking because of special events.

Councilor Lindell said her experience was that after 8 pm they didn't seem busy.

Ms. Romero agreed. They closed at 8:30 at Ft. Marcy for that reason. Most activities were during the day.

Ms. Suzanne said the main difference at GCCC was that they had hockey and sports events. They recorded attendance when someone checked in but sometimes they also had to do manual head counts. Sometimes they were open until 11:00 or 11:30 with hockey. Their slow time was 2:00 – 4:00 p.m.

Councilor Lindell wanted to see a breakdown at some time. They needed to make the most of the resources.

Councilor Trujillo noted that the credit card machines had been down and asked Ms. Suzanne if they were getting fixed.

Ms. Suzanne said they had been working very actively with ITT on the credit card program. They took the front desk computers off the city network to make them work better. It was working much better now. Java was interfering while those credit card readers were connected to the network.

Chair Dominguez said in the expansion request, he didn't see anything from IT regarding those challenges.

Mr. Snyder said there was no additional funding needed for that network. He understood it had been resolved.

Chair Dominguez acknowledge that the GCCC facility was a challenge. There was always a challenge with it. He asked if some employees were not working just for that facility.

Mr. Pino said in 2010, the staffs were tied to a local facility. There were three positions specific to the GCCC – a project manager, a structural specialist and an electrician. But at present there was no facility specific staff and any of them in the division could be called on to help at any of the locations.

Chair Dominguez went through the organization chart and the Committee discussed the advantages and disadvantages of having staff serve all facilities instead of only one location.

Chair Dominguez clarified the motion was to eliminate the Recreation Division Director position and use that salary for the new Parks and Recreation Department Director position and directly under the Department Director would be the GCCC, Fort Marcy/Perez, Parks and MRC.

Councilor Lindell understood it was budget neutral. Chair Dominguez agreed.

Councilor Rivera agreed to include “budget neutral” in the motion.

Councilor Lindell seconded the motion and it passed by unanimous voice vote.

- **Recreation**

Councilor Rivera moved to approve the Recreation budget as presented along with direction from staff and the organization chart with changes as recommended for Recreation. Councilor Lindell seconded the motion and it passed by unanimous voice vote.

It was clarified that this budget would be combined with Parks after it was considered.

- **Parks**

Mr. Gurulé said the Parks budget began on page 188. Parks had 7 vacant positions and were in process of filling them. They were seasonal employees staffed with temps. This organization chart was not accurate. The vacancies for full time included one for IPM Coordinator, one supervisor, seven CIP temps, one golf course superintendent, and one worker senior. They were all announced and he just received the list of eligible for the IPM Coordinator.

Chair Dominguez saw an expansion to two parks superintendents this year.

Ben said that was changed last year.

Chair Dominguez asked if seasonal staff didn't received benefits.

Mr. Gurulé agreed. They had been asked to do more with less and this was our best effort.

Chair Dominguez asked if the second superintendent was for SWAN Park.

Mr. Gurulé said the additional superintendent was to increase accountability. They split the city geographically in two, giving half to each of them.

Mr. Pino said it made more sense to have two superintendents. They upgraded a position that was already filled. He was making \$24 per hour and increased it to \$30 per hour. That extra money came from vacancy savings.

Chair Dominguez said this was just like the library.

Mr. Pino disagreed because the Library had no position to start with and Parks had resources and would end up with a savings.

Councilor Rivera asked Ms. Perez what the regulations and rules said about temporary employees.

Ms. Perez said once they had been employed for six months they started the PERA benefits but no eligibility for leave or health benefits at all.

Councilor Rivera understood that for the last three months of their nine-month tenure they contributed to PERA and then were let go.

Ms. Perez agreed. They started that in the last few months because they realized the City's own rule required the start of PERA benefits at six months. The PERA rules actually didn't require until nine months. So HR now asked if they were anticipated to be on payroll longer than six months. If that was the case, PERA benefits would begin immediately. If that wasn't determined, they did a double-check at six months and if they were still working, would start PERA at that time.

Councilor Rivera saw that as a pay cut after six months.

Ms. Perez said an account in their name was begun at that time.

Councilor Rivera asked if the employee later could pull out that money.

Ms. Perez said the PERA rule said non-vested employees were refunded their contributions with interest at termination. Vested members could choose to leave it in.

Councilor Trujillo asked about storage fee revenues.

Mr. Gurulé said there were no storage fees. He offered to do an inventory and who were using the storage at facilities. YAFL had used ball field at Ashbaugh for many years and he could provide the list.

Councilor Rivera moved to approve the Parks budget and as in the previous motion to separate that budget out from Public Works to create a separate Parks and Recreation budget and with the new organization chart. Councilor Trujillo seconded the motion.

Chair Dominguez noted last year's organization chart had an Information Coordinator position funded that was coded green, meaning it was going to be cut and not funded.

Mr. Snyder said green meant it was double-filled.

Mr. Pino explained that the MRC Manager was promoted and took her old position with her.

Chair Dominguez said he was just asking what happened to those positions.

Mr. Snyder explained it further.

The motion passed by unanimous 3-0 vote. Councilor Rivera was not present for the vote.

- **Facilities**

The facilities budget was presented on page 183.

Chair Dominguez had no questions except that the positions colors were wrong on the org chart.

Mr. Pino's organization chart was different than Chair Dominguez's.

Mr. Tapia apologized that the wrong ones were printed out. The organization charts during the year had not changed.

Mr. Pino agreed. They did have four custodian positions at GCCC, one at Market Station, one at Fort Marcy and one at Salvador Perez that were part of the expansion.

Councilor Rivera asked on page 184 about the operating supplies budget bump up to \$60,000.

Mr. Catanach said \$60,000 was being put back in there that previously was broken up into BARs. It at one time had been \$75,000 and now was \$60,000. It was moved from contracts or other places but we put it back every year.

It depends on what the contractors were doing that would change it.

Councilor Lindell went to page 186, for the line on salaries. It was at \$364,000 and now was at \$612,000.

Mr. Catanach couldn't answer it.

Mr. Pino didn't know what the correct numbers were.

Mr. Tapia said he would have to look at individuals and it would take some time. He offered to look at vacancies and see if that made the difference. There was a lot more salary than was being expended. The anticipated savings went down.

Mr. Snyder said the way the staff used them was not just for salaries but for other things.

Councilor Trujillo moved to approve the Facilities budget as presented. Councilor Rivera seconded the motion including the organization chart as changed from last year and the motion passed by unanimous voice vote.

- **Streets**

Mr. Pino said the Streets Department had a flat budget and an expansion list for replacement of things that were very old.

Chair Dominguez asked if the replacement of trucks, etc. was to cover the annexation area.

Mr. Pino said it wasn't included originally but it was to replace old vehicles. They did buy some small pickups in 2008 but needed to replace the bigger ones. During the one winter storm, six of the ten trucks were down. Because they were old, it often took about three weeks to replace parts. They hadn't purchased trucks for quite a while and needed to start doing it.

Councilor Trujillo added that the down time cost the City too.

Mr. Pino said they were talking about a fleet that was 20 to 30 years old.

Mr. Snyder agreed that was a concern of everyone. It came to mind when they were needed in the winter and then forgot about it the rest of the year. He pointed out the "no gas tax" line item and said gas

without taxes could be used for street maintenance and believed they could also use that for dump trucks and snow plow purposes. That fund now had about \$2.5 million.

Councilor Trujillo said at the Public Works Committee meeting he would like to see an assessment of what would be needed to bring them up to par.

Chair Dominguez said the gas tax was not shown on the gap sheet.

Mr. Snyder said the restrictions were quite specific.

Chair Dominguez asked if it was just for dump trucks.

Mr. Snyder said it was for anything they used for the street maintenance would qualify so that was why it didn't appear on the gap sheet.

Councilor Rivera moved for approval of the Streets and Drainage budget as presented along with the organization chart. Councilor Lindell seconded the motion and it passed by unanimous voice vote.

- **Traffic**

Mr. John Romero was the presenter for the Traffic budget starting on page 220.

Mr. Pino said there was nothing remarkable here but they did have an expansion request on it.

Mr. Snyder handed out new organization charts as corrected.

Chair Dominguez said he heard often from constituents about pedestrian enhancement needs. He asked how the budget equated with that operation

Mr. Romero said on their request list was a Paint Technician who could beef up crosswalks around the city.

Chair Dominguez clarified that there was no room for expanding them but were doing the best they could with what they had.

Mr. Romero agreed. According to the guidelines intersections experiencing at least 20 pedestrians per hour needed to have crosswalks as well as in school zones. Their budget allowed them to meet those federal requirements.

Councilor Trujillo said there were lots of intersections that needed to have ADA compliance and could provide a list of them for staff.

Councilor Rivera referred to page 223 and wondered why PERA contributions were almost double in

this budget.

Mr. Tapia said he would have to research that to be able to answer.

Councilor Rivera asked what kind of software they could purchase for \$500.

Mr. Romero said it was software to help their modeling at intersections. The cost was a moving target and as the year goes on, they might use it in one location. Some were easy - just put them on a spreadsheet and they were done.

Mr. Snyder said regarding his question on PERA, they already had spent \$28,000 last year

Councilor Rivera moved to approve the Traffic budget as presented by staff including the expansion request and also the corrected organization chart. Councilor Lindell seconded the motion and it passed by unanimous voice vote.

Regarding the expansion list, Councilor Rivera suggested a revised expansion list with revised priorities be prepared and submitted to Mr. Pino. Chair Dominguez agreed and have it prioritized by division.

- **Roadways**

Mr. Pino reported that Roadways was a flat budget as shown on page 213.

Chair Dominguez asked about expansion.

Mr. Pino said there was none.

Mr. Eric Martinez said they were doing fine. They had a little budget to update auto cad software each year. IT was done for 2012-2013 and just needed to be updated each year.

Chair Dominguez asked if they worked with IT.

Mr. Martinez agreed. They also had a little money for computer upgrades as well.

Councilor Rivera said again there was a considerably higher PERA budget. He thought it must be the same answer.

Mr. Snyder agreed.

Councilor Rivera moved to approve the Roadways and Trails Engineering budget as presented by staff and also the organization chart. Councilor Trujillo seconded the motion and it passed by unanimous voice vote.

Public Works Administration

Mr. Pino said they had an increase for the office manager. The budget was presented on page 198.

Chair Dominguez asked if ITT was part of the Public Works budget in general.

Mr. Snyder said administration was a separate business unit.

Councilor Trujillo moved to approve Public Works administration budget along with the organizational chart. Councilor Lindell seconded the motion and it passed by unanimous voice vote.

7) Mayor's Office, City Council

Mr. Snyder said the Mayor's Office/City Council budget was shown on page 55.

Chair Dominguez said this covered operations of Council. He asked if they had money for IT equipment because some of the Councilors didn't have laptops.

Mr. Snyder said they had \$2,000 in there would probably get one laptop. This was a pretty new budget. The mayor's office was included and anything not paid for otherwise were charged here.

There was not much there. Most of it was for salaries and supplies.

Councilor Lindell recalled Council had talked about a liaison position for Council. She wanted to see it on the expansion list.

Mr. Snyder asked if that would be four full time staff.

Chair Dominguez agreed

Chair Dominguez asked about space.

Mr. Snyder agreed that was an issue and wondered where they could find the space.

Councilor Rivera noted there was a lot of space at Market Station unutilized. It would be large enough and it would free up space here too.

Mr. Snyder said they were looking at that option.

Councilor Rivera said they might also move other departments to Market Station and free up space at City Hall.

Councilor Rivera went to the bottom of page 57 on contracts for Public Access Contract. They had a budget of \$50,000 last year but only used \$13,000. They were asking for \$88,000 and spent only \$42,000 last year.

Mr. Snyder said Mr. Tapia reported an increase in the contract. He offered to get the details on it. It could be encumbered but Tapia would report back on it. As for the Council expansion, they would have to get it from somewhere else and do it in-house. It might be funded out of CIP.

Councilor Lindell asked on page 55 what the dues for \$75,000 was for.

Ms. Valentine said some of them were for the New Mexico Municipal League. It included the Mayors' League and the League of Cities. It did not cover any conference expenses.

Councilors were surprised how high the dues were.

Councilor Rivera asked if the fraud & abuse hotline would require about \$6,000.

Mr. Snyder said it was a one-time cost and he would try to get it paid for outside of the regular budget.

Councilor Rivera moved to approve the Mayor's Office/Council budget as presented by staff and the associated organization chart. Councilor Trujillo seconded the motion.

Councilor Rivera asked if the new positions had been included in the org chart and what the title was of the individual in the Mayor's office.

Mr. Snyder believed the org chart had not been updated. The title of that position was Planning and Policy Administrator. It was transferred from Land Use and was reclassified.

Councilor Rivera asked if the budget came with it from Land Use.

Mr. Snyder agreed.

Councilor Lindell asked if Land Use lost a position then. Mr. Snyder agreed.

Councilor Rivera asked what the title of the new person in the City Manager's office was.

Mr. Snyder said that was the Executive Assistant and his name was Frank Cordova.

Councilor Rivera asked if that person would remain there across from Celeste. Mr. Snyder agreed for now.

Councilor Lindell, on the same point, understood the position was no longer a vacancy in Land Use.

Mr. Snyder agreed. There were other vacancies within Land Use and he was working with the Land Use Director on those vacancies.

Councilor Trujillo asked how critical that position was to Land Use.

Mr. Snyder said the functions were taken over by others.

Councilor Trujillo asked if that function would go back to Land Use.

Mr. Snyder said no.

Chair Dominguez said that meant it went from one position in the Mayor's Office to three positions.

Mr. Snyder said they went from two positions in the Mayor's Office and City Manager to three positions.

Chair Dominguez recalled Mr. Snyder had wanted to see if there could be one assistant between Mayor and City Manager but now had three people. Mr. Snyder agreed.

Councilor Rivera asked if that position was it still funded out of Land Use. Mr. Snyder agreed.

The motion and it passed by unanimous voice vote.

8) City Manager

- **City Clerk**

Ms. Vigil stood for questions.

Chair Dominguez asked if she was comfortable with the budget.

Ms. Vigil said she did put \$85,000 into public financing in order to keep building up that fund. At present they had about \$424,000 in it. They had \$119,000 prior to election and then 600,000 by the next election so they would not be pushing at the end to put the whole amount into it.

Chair Dominguez - any reason why the fund was not in the City Attorney's office.

Mr. Snyder said it had never resided anywhere else.

Ms. Vigil said she didn't have a preference but it made sense for it to be in the City Clerk's office because she took in the contributions and she made the payouts.

Chair Dominguez asked if this money she was using for public financing was not an amount against her budget.

Ms. Vigil agreed.

Mr. Snyder also agreed. It was increased because it was being used as was required.

Councilor Lindell commented that the Clerk's staff had been very helpful to her as a new councilor to make sure that nothing fell through the cracks.

Councilor Rivera referred to page 52 regarding printing and publishing where she only used \$400 year to date but requested \$26,550 each time. He asked if that fluctuated.

Ms. Vigil said that was for microfilming and sending things like oversized documents out. She didn't believe \$400 was accurate.

Councilor Rivera said Repair of furnishing and Equipment accounted for \$20,000 spent year to date and each year they were requesting \$64,000.

Ms. Vigil believed they were behind on payments right now and the full amount would be used by year end.

Councilor Rivera the account for office supplies was for \$30,000 in the budget and only \$15,000 had been used.

Ms. Vigil said their paper, toner and other supplies were ordered up to the amount they could store and all would be used by end of the fiscal year.

Councilor Rivera went to page 54 for Mail Service at \$56,100 and year to date had used \$55,000 and bumped next year's request up to \$90,000. He asked why.

Ms. Vigil noted that postage went up by 6% this year. We have to cut purchase orders to put money in their postage meters.

Councilor Rivera asked if it couldn't be reduced because of email and computers.

Ms. Vigil said no. They did try, when staff had to send things overnight, that it was monitored and if not critical, three day ground service was chosen instead. They tried to watch that budget as much as possible.

Councilor Rivera asked if overnight postage came out of her budget.

Ms. Vigil said they used to charge it back to the requesting department but now the budget was given to her office to handle.

Councilor Rivera asked how much overnight the Clerk's office did.

Stewart said they had cut down a lot on the overnight and express deliveries and used only ground deliveries for the most part. He always made sure that had to be done that rapidly. He didn't know how many they did last year.

Councilor Rivera suggested keeping track of it.

Stewart said he was also researching last year.

Chair Dominguez left the chambers.

Councilor Lindell moved to approve the City Clerk's budget and associated organization chart. Councilor Rivera seconded the motion and it passed by unanimous 3-0 voice vote. Chair Dominguez was not present for the vote.

- **Internal Audit**

Mr. Snyder said the Internal Audit budget was shown on page 50. Ms. Kerr had to leave so Mr. Tapia could speak to it.

Mr. Tapia said this was the first year Internal Audit had been broken out but because of the significance of internal auditing, it was appropriate to separate it out and show added funding there. He stood for questions.

Chair Dominguez asked if that meant they were doing away with all external audits or accounted for in the budget.

Mr. Tapia said they should be making a decision on the CAFR contract this week. Lodgers' Tax paid for the Lodgers' audit and money was set aside for the Parks audit. Anything else that the City oversaw like the BDD was also included. He explained that the Lodgers' audit had not been done for several years and he expected some information on that in the findings. A lot of the ledgers were surprised by that.

Chair Dominguez asked if the audits actually produced cost savings for the City in each of these departments. There was always a question about having the findings.

Mr. Tapia appreciated that question. He thought the public deserved to know the City was doing this. The Lodgers' audit did produce revenue and all of them kept people honest.

Chair Dominguez hoped they could utilize that function.

Councilor Rivera asked if the- service contract of \$6,000 would be used. Mr. Tapia agreed.

Councilor Rivera moved to approve the Internal Auditor budget as recommended by staff as well as the organizational chart. Councilor Trujillo seconded the motion and it passed by unanimous voice vote.

Councilor Rivera noted Ms. Kerr was just one person and would need help. He asked Mr. Snyder when the division staff would be increased. The City kept asking her to do more and more.

Mr. Snyder agreed. Within the last month at Council she reported on a three-year plan for that. The plan was being worked on and might be monitored. Lots of work was being thrown at her so Council could add one or two positions. She had requested that or initiated a conversation. It was not on the expansion request list but we would monitor it.

Councilor Rivera thought maybe it would not be an auditor but someone to help her.

Mr. Snyder agreed. It could be an assistant or someone like that.

- **Human Resources.**

Mr. Snyder said their budget began on page 73.

Ms. Sandy Perez said several members of were staff with her as part of the process. For a quick summary, HR had 14 FTE positions and all were filled and also a Full-Time temporary employee and were expecting a part-time temp for the summer with data qualifications and work on E-1 system to make that system easier. There were about 100 city employees per HR staff member but they had two of them dedicated solely to benefits. The HR Director role also carried a case load. They had processed 233 recruitments this year on 6,467 applicants. They processed 1,316 personnel actions not including the summer actions. The focus tended to be reactive HR administration rather than proactive human capital management and they hadn't partnered as much as they would like. They would rather help keep people out of potholes rather than pulling them out. They spent lots of time re-establishing the mission and focus on the values.

She believed they were a high quality team and operating at B- and not happy with IT. Have done some minor reorg to increase flow. Pulling ourselves together as a team. We were anxious to do more and welcome opportunity to advance. With the new Mayor, they would be providing new training on personnel management.

Chair Dominguez said as a cartographer, he appreciated her arrows and symbols on the chart. He asked if EEOC was a new position.

Ms. Perez said she left that with a dotted line and it would come off. That was the position that Ray Rael held before. And when he moved over to Police Chief the personnel action left him a place to return to if he chose. At the time it was created, Mr. Rael had not yet chosen if he would retire or not.

Mr. Snyder said Ray Rael was now retired and was no longer on the books (chart).

Chair Dominguez asked if the wellness position was in Recreation and got transferred over.

Ms. Perez said the benefits program had always had the Wellness Coordinator position and its assistant. It had been located in Recreation and reported to the Division Director. After she took over as interim director, she had a conversation with the City Manager and proposed to move that position back to the benefits program because it complemented benefits. Their office was in GCCC and the Coordinator

reported to HR Benefits program.

Councilor Rivera asked if she was holding one other position.

Ms. Perez agreed. It was HR Administrator Senior on the right above the tactical transactional team. She handed out new organization charts.

Councilor Rivera asked if any of these positions were held by temporary employees.

Ms. Perez said the temp employee was an unfunded position and not shown on the org chart. The position was seated at the front desk for support of the tactical team, receiving incoming documentation, helping with the summer youth program by assembling the employee packets. (They hired about 200-300 youth for summer help.) She assisted with the recruitment, changes to Article XX for union contract. The permanent position would be an associate, not an assistant. They needed to develop a succession plan to use for the future.

Councilor Rivera asked if they were not going to hire an EEOC officer.

Ms. Perez said she was responsible for EEOC and four staff were capable of doing the investigation. And they contracted for it also. They had 3 in process right now.

Councilor Rivera asked if they could say they used the money saved from the EEOC position to fund the front desk temp as a permanent full time employee.

Ms. Perez agreed that was one possibility.

Councilor Rivera thought most departments seemed to have their own training and tuition budget.

Ms. Perez said most of the requests were very specific requests for funding of a specific educational plan. They had a policy of first come- first served. These dollars in her budget followed the requests that came in. She understood the other departments did continuing education, etc. or they come to HR first to ask for funds.

Councilor Rivera asked if on page 76 at the top about the admin fee. It appeared to be a new area being created for this FY.

Ms. Perez said the ACA had reassurance fees of \$168,000 for this fiscal year and picori fees of \$3,200. So the \$168,000 was being shown as an expense to the City although the federal law allowed it to be shared or passed on to the employees. It was on the tally sheet for how they would fund it.

Councilor Ives said they had talked in the past about some of the challenges staff had experienced in hiring for temp positions when HR had what he would describe as 6-7 qualified individuals that HR determined had no relevant experience. He asked what she was doing to make sure those didn't occur.

Ms. Perez said over the last 8 months and in the year before that, they took a step back and looking at

the manner they were evaluating their applications. They advertised the job with predetermined qualifications that were approved and established in the job descriptions or the classification description. They received the applications on line, they were printed and in person and assembled them and then hand-ranked them by education and experience. They had industry tools to guide them and score against those requirements. Sometimes a substitution was allowed. Each section had a scoring section and a summary part.

Councilor Ives asked if they had a review process if a department objected.

Ms. Perez agreed. With a challenge the applications were assigned to a different evaluator who couldn't see the first evaluation. If they were different, the two evaluators got together to work out the differences. She was able to look up who evaluated the applicant in the past. They were also not afraid to have everyone sit around the table to talk it out. She had the final decision.

Councilor Ives asked, once a request for a position came in or an application, what metrics they used for turnaround time.

Ms. Perez said they created a tracking system and had logs and feedback loops built in every step of the way. Rosemary Mendoca made sure everyone stayed on track and if not, Ms. Mendoca would let her know. There were times to complement their time by bringing in experts from the field and if highly technical, they were not afraid to ask for help from an expert.

Councilor Ives thanked her and would meet later to learn more.

He next asked what they had in the budget for annual performance evaluations to talk about success and career path to bring them to next level.

Ms. Perez said they had some funds to manage the training for those who did the evaluation. It was a big program and an expansion. They had nothing in place to show them how to do that successfully. She thought those should be regularly reported to the City Manager and used as a standard.

Councilor Rivera moved to approve the HR budget as presented and request that on the organization chart they remove EEOC and use that salary to pay for the temp position and how much could be used for expansion request. Councilor Lindell seconded the motion and it passed by unanimous voice vote.

- **City Attorney**

Ms. Brennan presented the budget.

Chair Dominguez asked on the organization chart which attorneys were exempt.

Ms. Brennan said all of them were exempt except Mark Allen who was a senior but names didn't show on the chart. This chart was new to her.

Chair Dominguez thought he had some special title but didn't see it on here.

Ms. Brennan said his title was senior assistant city attorney and it was a classified position. It had to do with a former classified employee in HR as an assistant HR Director.

Ms. Perez explained that he left the City Attorney Office to transfer to HR to become the Assistant HR Director. Mike Carrillo was the HR Director there when Mr. Allen was the Assistant HR Director. Mr. Allen served under several different City Managers and held that position for about four years and then he was asked to go back to the City Attorney Office. He agreed but retained his classified status.

Chair Dominguez understood.

Ms. Perez said at the end of last year, City Manager Romero asked her to do the organization chart and to see if the classification structure looked sound. She compared it with other cities and Santa Fe had a one-tier structure, if not a two tier. Ms. Kelley Brennan, as the interim City Attorney was exempt either way.

Chair Dominguez said all classifications needed to be reviewed.

Ms. Perez said she and Mr. Snyder were working on that. She reviewed all city attorney staff and came up with a two tier system.

Councilor Ives went to the expansion sheet regarding the assistant city attorney position and prosecutor asked for some explanation.

Ms. Brennan said the line item was on page 49 - legal contract. They were currently contracted with an outside attorney to back up the current prosecutor for a couple of days' work per week. The current prosecutor had reached saturation in part because they hired a full-time public defender. She was doing an excellent job which meant more work for the prosecutor. Also, they expected that annexation and increased DWI enforcement to result in more cases. In the analysis, it seemed to justify a full time permanent position and terminating or allowing the contract to expire at the end of the budget year. They would use the contracts funds to help cover the cost of a full-time prosecutor position.

Councilor Rivera understood that when the Assistant City Attorney transferred he had to take a salary decrease.

Ms. Perez knew that happened that way and he agreed to it.

Councilor Rivera asked if as an Assistant City Attorney Senior, he was making less than the other Assistant City Attorney Seniors.

Ms. Perez said when she did the pay analysis at the time, she made a recommendation based on experience, tenure, quantity of work, past performance, comparison of job size and then a determination on the pay scale that had contributor zones. He was in the principal contributor zone and had a set salary in that zone. A similar analysis was done on the other Senior staff.

Councilor Rivera asked if she factored in the perceived agreement that he made when transferring back.

Ms. Perez said there was nothing in his personnel file about a signed agreement. But she knew when he took the salary decrease, there was some correlation between the job he was leaving and the job he was taking. That was a contributing factor at all.

Councilor Rivera asked in that case if he would have to stay as classified.

Ms. Perez said clarified that the position could not be changed to exempt until it was vacant due to the property rights that were in place for that classified employee. So over the course out time, the entire work force became exempt upon attrition.

Ms. Brennan added that the classified position started lower than hers but he had greater longevity when he returned.

Councilor Rivera moved to approve the City Attorney Office budget as recommended by staff and the associated organization chart. Councilor Lindell seconded the motion and it passed by unanimous voice vote.

4. QUESTIONS AND CLARIFICATIONS

Chair Dominguez proposed they postpone questions and clarifications to the next meeting and invite the others to that meeting. They were scheduled for 1:00 until 5 p.m. and might need that much time. He thanked Mr. Snyder and staff for all of this work.

- **City Manager**

Mr. Snyder pointed out that the Committee did not review the City Manager's budget although they talked about it in various forms.

Mr. Snyder said it was on page 56.

Councilor Rivera asked about the contract at the bottom of page 57 for public access channel. Mr. Abeyta had a budget of \$50,000 and had encumbered \$13,000 or had spent \$13,000 to date and was asking for an increase from \$50,000 to \$88,000.

Mr. Joe Abeyta explained that the first amount was what they had not used yet. It was supposed to be used for supposed to be used for HE switch over to Comcast. He had a long trail of emails to them asking for the status. And they said they were still working on it. They had been saving that money, some even from the previous fiscal year so they would have enough to be able to convert. They already had the cameras and system in and just needed to have the receiver and the transmitter from Comcast. He had saved that money in order to use if for that. Celeste sad it was for the web site because IT was not paying

for it. He explained that a camera with an SD chip had to be used instead of one with videotape.

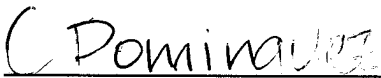
Councilor Rivera asked if they could carry over the funding again, if needed.

Councilor Rivera moved to approve the City Manager budget as requested by staff and associated organizational chart. Councilor Trujillo seconded the motion and it passed by unanimous voice vote.

6. ADJOURN

Chair Dominguez announced the Finance Committee meeting was adjourned at 5:10 p.m.

Approved by:


Carmichael Dominguez, Chair

Submitted by:


Carl Boaz for Carl G. Boaz, Inc.